



GSP COMMISSION MEETING

September 16, 2024



AGENDA

Greenville-Spartanburg Airport Commission Regular Meeting
Greenville-Spartanburg International Airport Commission Boardroom
Monday, September 16, 2024
9:00 a.m.

***NOTE TO ALL PUBLIC ATTENDEES:**

The public may speak on any item on the agenda. There are request cards located outside the public seating area. These cards must be completed and presented to the Recording Secretary prior to the item being heard. Your comments will be addressed prior to the Airport Commission's discussion, and you will have 5 minutes to address the Airport Commission. Thank you for your attention.

I. CALL TO ORDER:

II. CONSENT AGENDA:

- A. Approval of the Greenville-Spartanburg Airport July 8, 2024 Regular Meeting Minutes ([document](#))
- B. Approval of the Greenville-Spartanburg Airport Commission Meeting Dates and Times for Calendar Year 2025 ([document](#))

III. PRESENTATIONS: None

III. OLD BUSINESS: None

IV. NEW BUSINESS:

- A. Approval of Rates and Fees for Non-Tenant Ground Transportation Providers ([document](#))
- B. Approval of Revisions to the Greenville-Spartanburg Airport District Administrative Policies and Procedures ([document](#))
- C. Approval of Revisions to the Greenville-Spartanburg Airport District Human Resources Policies and Procedures ([document](#))
- D. Approval of Revisions to the Greenville-Spartanburg Airport District Rules and Regulations ([document](#))

VI. PRESIDENT/CEO REPORT:

- A. Aviation Industry Update
- B. Federal and State Legislative Update
- C. Financial Dashboard Update
- D. 2024 Best Places to Work in South Carolina

VII. INFORMATION SECTION:

(Staff presentations will not be made on these items. Staff will be available to address any questions the Commission may have.)

- A. July 2024 – Traffic Report ([document](#))
- B. July 2024 – Financial Report ([document](#))
- C. August 2024 – Development/Project Status Report ([document](#))
- D. August 2024 – Communications Status Report & Marketing Event Summary ([document](#))
- E. August 2024 – Commercial Business Report ([document](#))
- F. August 2024 – OSHA Recordable Injury Report ([document](#))
- G. August 2024 – Information Technology Status Report ([document](#))

VIII. COMMISSION MEMBER REPORTS

IX. EXECUTIVE SESSION:

The Airport Commission may hold an Executive Session for the purpose of receiving legal advice on various matters.

X. ADJOURNMENT

This agenda of the Greenville-Spartanburg Airport Commission is provided as a matter of convenience to the public. It is not the official agenda. Although every effort is made to provide complete and accurate information to this agenda, The Airport Commission does not warrant or guarantee its accuracy or completeness for any purpose. The agenda is subject to change before or at the Airport Commission meeting.

GREENVILLE-SPARTANBURG AIRPORT COMMISSION

MINUTES

July 8, 2024

The Greenville-Spartanburg Airport Commission met on July 8, 2024, at 9:00 a.m. in the Greenville-Spartanburg District Office Board Room located at 500 Aviation Parkway Greer, South Carolina 29651. The public and media were given proper notice of this meeting, under applicable law. This was a regular, non-emergency meeting.

MEMBERS PRESENT: Minor Shaw, Doug Smith, Leland Burch, Valerie Miller, Jay Beeson, Hunter Cuthbertson (via teleconference)

MEMBERS NOT PRESENT: None

STAFF AND LEGAL COUNSEL PRESENT: David Edwards, President/CEO; Betty O. Temple, WBD (via teleconference); Kevin Howell, Senior Vice President/COO; Thomas Brooks, Vice President/CFO; Kelly Dawsey, Vice President/CHRO; Deven Judd, Vice President/CCO; Zach Salvato, Vice President/CIO; Tom Tyra, Vice President/CMCO; Jeff Clifton, Director of Design & Construction; Ryan Clark, Real Estate & Leasing Manager; Cody Bauman, Properties Manager; Casey Jo Cooperman, Executive Assistant/Recording Secretary

GUESTS PRESENT: Hank Ramella, Former GSP Airport Commissioner; John McAlmont, Parrish + Partners; Amanda Sheridan, McFarland Johnson; Matt Townsend, Frasca; Juan Pittman, Frasca; Gary Pope, Pope & Flynn; Bill Musser, Pope Flynn; Mark Waller, AVCON; Matt Bowen, Bank of America Securities

CALL TO ORDER: Chair Minor Shaw called the meeting to order at 9:03 a.m.

CONSENT AGENDA: A motion was made, seconded, and a unanimous vote was received to approve the Consent Agenda as follows:

- A.** The Greenville-Spartanburg Airport Commission May 13, 2024 Regular Meeting Minutes.
- B.** Acceptance of the Greenville-Spartanburg Audit Committee May 13, 2024 Audit Committee Minutes

PRESENTATIONS:

A. Annual Strategic Plan Update

David Edwards, President/CEO, welcomed Dr. Steve Van Beek of Steer Group. Dr. Van Beek opened with a presentation on the State of the Industry and the Strengths,

Weaknesses, Opportunities, and Threats for the that are prevalent in the aviation industry now. Dr. Van Beek then provided an update on GSP's Strategic Business Plan with updates through May 31, 2024, on GSP's Strategic Goals of safety, service, finance, regional leadership and opportunity, and Cerulean services.

B. IT Master Plan Project Overview

Zach Salvato, VP/Chief Information Officer, gave a brief overview of the progress made with the IT Master Plan. He then welcomed Enrique Melendez of the JW Group to present their results. Summary of the master plan includes development of a strategic plan for emerging technology specific to the airport industry. The goal of the master plan is to enhance the curb-to-gate passenger experience, operational efficiency, and customer service.

NEW BUSINESS

A. Approval and Adoption of Revisions to the Bylaws of the Greenville-Spartanburg Airport Commission

Mr. Edwards, President/CEO, presented the request to approve and adopt revisions to the Bylaws of the Greenville-Spartanburg Airport commission. Commissioner Smith requested a red-line copy of the bylaws, to be provided following the meeting. The revisions include scrivener changes to titles, information transmission, and posting of Commission agendas and minutes.

Mr. Edwards respectfully requested that the Airport Commission resolve to approve and adopt the revised Bylaws as attached.

A motion was made by Commissioner Miller, seconded by Commissioner Burch, and approval was received.

B. Approval of Master Bond Resolution – Authorization for Issuance of Airport Bonds

Thomas Brooks, VP/Chief Financial Officer, presented the request to approve a master bond resolution, authorizing for issuance of airport bonds.

The Master Bond resolution provides authorization for the issuance of Airport Revenue Bonds, it establishes funds required for issuance, defines rate covenants, and includes key definitions and provisions.

Mr. Brooks respectfully requested that the Airport Commission resolve to approve the Master Bond Resolution.

A motion was made by Commissioner Burch, seconded by Commissioner Beeson, and unanimous approval was received.

C. Approval of First Supplemental Resolution – TD Note Exchange Agreement

Thomas Brooks, VP/Chief Financial Officer presented the request to approve a First Supplemental Bond Resolution for a TD Note Exchange Agreement. This provides authorization to designate the \$35 million TD Term Note as a bond under the Master Bond Resolution through a Note Exchange Agreement.

The original 2020 note will be exchanged for a new note, without changes to the amortization schedule.

Mr. Brooks respectfully requested that that the Airport Commission resolve to (1) approve the First Supplemental Bond Resolution, (2) authorize and direct an Authorized Officer of the District to execute and deliver the Note Exchange Agreement as described in Section 3.2 of the Resolution, and (3) authorize the President/CEO to execute all necessary documents.

A motion was made by Commissioner Beeson to approve the First Supplemental Bond Resolution, Commissioner Burch seconded the motion, and unanimous approval was received.

D. Approval of Second Supplemental Resolution – Series 2024 Bond Issuance

Thomas Brooks, VP/Chief Financial Officer presented the request to approve a second supplemental resolution for issuance of airport revenue bonds, Series 2024.

This authorization provides for issuance of up to \$110 million Airport Revenue Bonds for the Parking Garage C and CONRAC project costs, debt issuance costs, and debt service/other reserve account funding.

Mr. Brooks respectfully requested that the Airport Commission resolve to approve the Second Supplemental Bond Resolution, including the following:

1. Authorize sale of the Series 2024 Bonds to the Underwriters including finalizing and executing a Bond Purchase Agreement;
2. Approve the form of the Preliminary Official Statement (POS) of the District for distribution upon being deemed final;
3. Authorize the final Official Statement in the form of the POS to be dated on the same date as the Bond Purchase Agreement to be used in connection with the public offering and sale of the Series 2024 Bonds by the Underwriters;
4. Authorize and direct all officers and employees of the District to carry out or cause to be carried out all obligations of the District under the Master Bond Resolution and Second Supplemental Resolution and information contained therein in connection with the public offering and sale of the Series 2024 Bonds by the Underwriters, and;
5. Authorize the President/CEO to execute all necessary documents.

Commissioner Beeson made a motion to approve the Second Supplemental Bond Resolution, Commissioner Miller seconded the motion, and unanimous approval was received.

E. Approval of a Budget Amendment for the Passenger Boarding Bridge Project

Kevin Howell, Senior Vice President/COO made a request to approve a budget amendment for the Passenger Boarding Bridge Project.

The approval of additional funds is due to increased scope and IT upgrades not included in the original budget approval of \$5,815,000. The revised project estimate is \$6,830,000.

Mr. Howell respectfully requested that the Airport Commission resolve to (1) approve a revised Passenger Boarding Bridge project budget of \$6,830,000; (2) authorize the President/CEO to execute all necessary documents.

A motion was made by Commissioner Smith to approve the request as outlined above. The motion was seconded by Commissioner Burch, and unanimous approval was received.

F. Approval of a Ground Transportation Management System Agreement

Deven Judd, VP/Chief Commercial Officer, presented the request to approve a Ground Transportation Management System (GTMS) Agreement.

The GTMS will monitor and enforce commercial vehicle operations and reduce congestion using camera analytics. Following an RFP process, Automotus was ranked first.

Mr. Judd respectfully requested that the Airport Commission resolve (1) authorize Staff to negotiate and finalize a multi-year agreement with Automotus (if an acceptable agreement cannot be reached with Automotus, negotiations will be formally terminated and will then proceed with the next ranked company) and (2) authorize the President/CEO to execute all necessary documents.

Commissioner Burch made a motion to approve a GTMS Agreement with Automotus. The motion was seconded by Commissioner Beeson, and unanimous approval was received.

OLD BUSINESS: None

PRESIDENT/CEO REPORT:

A. Aviation Industry Update

Mr. Edwards stated that Dr. Van Beek provided an in-depth industry update and noted nothing additional.

B. Federal and State Legislative Update

Mr. Edwards stated that this update was also covered by Dr. Van Beek. The only additional information Mr. Edwards provided was that the House and Senate approved the state budget, providing the District with \$8 million, to be used for the FBO Terminal Expansion and roadway connection between GSP Drive and the roundabout on Aviation Drive.

C. Financial Update

Thomas Brooks, Vice President/CFO, provided a brief District financial report to the Commission, including FYTD Operating Revenues, Operating Expenses, Gross Margin, Cost Per Enplanement, Airline Revenues, Investment Balance, Fund Balance, and Debt Balance. He also provided a brief update on the capital improvement programs.

OLD BUSINESS: None

COMMISSIONER'S REPORT: None

EXECUTIVE SESSION:

The Commission Chair requested that the Commission go into Executive Session for the purpose of discussing certain confidential economic development projects and Site Selection updates. The motion was made by Commissioner Burch, seconded by Commissioner Smith, and approved to go into Executive Session at 12:18 p.m.

At approximately 1:02 p.m. public session resumed with no action being taken in Executive Session. Leland, Valerie.

ADJOURNMENT:

There being no further business, a motion was made by Commissioner Burch, seconded by Commissioner Miller and unanimous vote received to adjourn the meeting. The meeting was adjourned at approximately 1:03 p.m. The next meeting regular, non-emergency Commission meeting is scheduled for Monday, September 16, 2024.

SIGNATURE OF PREPARER:



Casey Cooperman



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: September 16, 2024

ITEM DESCRIPTION – Consent Agenda Item B

Approval of the Greenville-Spartanburg Airport Commission Meeting Dates and Times for Calendar Year 2025

BACKGROUND

During Calendar Year 2024, the Airport Commission scheduled regular Commission meetings every other month.

ISSUES

Staff attempted to schedule the regular Airport Commission meetings the 2nd Monday of every other month at 9:00 a.m. for Calendar Year 2024. Due to schedule conflicts, Staff was unable to schedule all of the meetings on the 2nd Monday of the month.

Staff recommends scheduling the 2025 Commission meetings on the following dates:

- Monday, January 27
- Monday, March 10
- Monday, May 12
- Monday, July 14
- Monday, September 8
- Monday, November 10

The GSP Commission Meetings are scheduled to begin at 9:00 a.m.

ALTERNATIVES

None



FISCAL IMPACT

None

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission approve the Greenville-Spartanburg Airport Commission Meeting Dates and Times for Calendar Year 2025 as presented.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Deven Judd, VP/Chief Commercial Officer

DATE: September 16, 2024

ITEM DESCRIPTION – New Business Item A

Approval of Rates and Charges for Non-Tenant Ground Transportation Providers

BACKGROUND

The existing fee structure for Non-Tenant Ground Transportation Providers has been in place for over twenty (20) years. Staff conducted an industry survey of twenty-four (24) airports as it relates to Commercial Ground Transportation fees. The results concluded that the majority of airports are charging a “per-trip” fee, ranging from one dollar (\$1.00) to five dollars (\$5.00). Additionally, Staff concluded from the survey results that no one airport had the exact same methodology, each varying in both activity and fee structures.

ISSUES

The current fee structure consists of a pick-up fee only for limousines, busses, and baggage transportation services. Courtesy vehicles (hotels, motels, other) are charged an annual fee of \$4.12 per room for public accommodation. The current annual permit and administrative fee is \$275.00.

Pursuant to the results of the industry survey and analysis of several options for new fee structures, Staff is proposing a new fee structure that is more closely aligned with the Transportation Network Companies (TNC) who are charged a per-trip fee.

The new fee structure consists of a per-trip fee (per pick-up and drop-off) and an annual permit fee of \$300.00. Courtesy vehicles (hotels, motels, other) would be charged the same trip fee depending on its size. Staff adjusted the vehicle sizing to align with the definition stated in the SC Code of Laws, Title 56, Chapter 35

See enclosed Exhibit A – Current and New Fee Structures



ALTERNATIVES

None recommended at this time.

FISCAL IMPACT

The fiscal impact based on the new fee structure is estimated to generate \$93,069 in gross revenue which will completely cover the cost of the new Ground Transportation Management System, which was approved at the July 8, 2024 Commission Meeting. Net income will be \$32,319.

See enclosed Exhibit B – Projected Revenue Pro Forma

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission (1) approve the new rates and charges for Non-Tenant Ground Transportation Providers as outlined herein and (2) authorize the President/CEO to execute all required documents.



EXHIBIT A – Current and New Fee Structures

Current Fee Structure

Vehicle Size/Type	Pick-Up Fee Only	Permit/Admin Fee (annual)
1-6 Passengers	\$4.12	\$275.00
6+ Passengers	\$10.09	\$275.00
Baggage Transportation Service	\$2.07	\$275.00
TNC	\$3.75 Per Trip	n/a
Courtesy Vehicle (Hotel, Motel, Other)	\$4.12 Per Room for Public Accommodation	\$275.00

New Fee Structure

Vehicle Size/Type	Trip Fee (per pick-up & drop-off)	Permit Fee (annual)
1-15 Passengers	\$3.00	\$300.00
16+ Passengers	\$8.00	\$300.00
Baggage Transportation Service	\$3.00	\$300.00
TNC	\$3.75	n/a
Courtesy Vehicle (Hotel, Motel, Other)	See vehicle size	\$300.00



EXHIBIT B – Projected Revenue Pro-Forma

Projected Revenue – Pro Forma					
Proposed Fees	Projected Revenue (annual)	GTMS Fee (annual)	Net Income	Gross Margin	Current Revenue
(\$3.00 Trip / \$300 permit)	\$93,069	\$60,750	\$32,319	35%	\$38,000



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

DATE: September 16, 2024

ITEM DESCRIPTION - New Business Item B

Approval of Revisions to and Readoption of the Greenville-Spartanburg Airport District Administrative Policies and Procedures

BACKGROUND

The purpose of the Greenville-Spartanburg Airport District ("District") Administrative Policies and Procedures is to establish the framework for the District to operate within various administrative areas. The Airport Commission last adopted changes to the District's Administrative Policies and Procedures September 9, 2019.

ISSUES

From time to time, Staff will recommend proposed changes to the Administrative Policies and Procedures to address new issues, maintain compliance with applicable laws and regulations, and to clarify policy.

The entire Administrative Policies and Procedures manual was reviewed by District Executives, Directors, and Managers to secure organizational wide input for the proposed revisions.

Attached are the following documents:

- A summary matrix of the proposed substantive changes by Section #.
- A redlined copy of each Section with substantive changes.
- A clean copy of each Section with substantive changes.

In addition, minor revisions have been made as well to various Sections, which are not included, as they do not represent a substantive change in the intent of any policy or procedure.



ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

There is no direct financial impact from the recommended changes.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to readopt the Greenville-Spartanburg Airport District Administrative Policy and Procedures with the proposed revisions as outlined in the attached documents.

Attachment

Greenville-Spartanburg Airport District
Administrative Policies & Procedures
Change Summary Matrix
September 16, 2024

Section	Subject	Comments
Entire Document	All	<ul style="list-style-type: none"> • Job titles have been updated • "Chairman" was changed to "Chair" • Header was changed from Organizational Policy and Procedure" to "Administrative Policies and Procedures" • Footer removed "Policy and Procedure Manual" • Duplicate Section Headers removed • Sub-sections Capitalized • Approval date updated to September 16, 2024 • Other changes were made but not considered substantive
108.00	Investment	<ul style="list-style-type: none"> • Updated to include investment of debt issuance proceeds • Updated list of regulatory agencies that provide restrictions on District use of investment funds • Permit investments beyond 3 years if approved by President/CEO
111.00	Procurement	<ul style="list-style-type: none"> • Revised Grant Funding section to accommodate grants from non-Federal sources • Combined the \$50,000-\$100,000 requirements with the \$100,000+ requirements • Updated required minimum advertisement for all solicitations to 7 days for all purchases \$50,000+ • Added best practice language throughout to clarify administrative process of advertising, award, and post award practices
115.00	Travel	<ul style="list-style-type: none"> • Aligned travel reporting for both Domestic and International trips • Revised Executive Staff reporting process to follow same process as all other District employees
117.00	Air Service Partnership Plan	<ul style="list-style-type: none"> • Updated Incentive Program to extend seasonal service eligibility for marketing support from two seasons to three seasons or a total of 12 months. • Modified marketing support for cargo service from \$200,000 to \$150,000 to align with best practices for similar incentives.

Section	Subject	Comments
118.00	Non-Tenant Business	<ul style="list-style-type: none"> • Added the following definitions: Activity Fee, Commercial Lane, Commercial Vehicle-for-Hire, Ground Transportation Management (GTMS), Loading/Unloading Area, and Per-Trip Fee. • Updated payment language through-out to include payments to be remitted in full without demand, set-off or deduction. • Updated payment language to include credit card processing and GTMS fees. • Changed the Limousines & Buses subsection to Commercial Vehicle-For-Hire and updated references through-out the document. • Removed Entry Fees subsection. • Added a Ground Transportation Management System (GTMS) subsection.
119.00	Payment Authorization Procedures	<ul style="list-style-type: none"> • Increase in approval levels for dual approval and CEO approval requirements • Update language from "signer" to "approver"

**GREENVILLE-SPARTANBURG
AIRPORT DISTRICT**



GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

**ADMINISTRATIVE POLICIES AND
PROCEDURES**

Adopted September 9, 2019

Revised: ~~May 9, 2022~~ September 16, 2024

Administrative Policies & Procedures

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Administrative Policies & Procedures

Section 101.00 – Greenville-Spartanburg Airport District

PURPOSE The Greenville-Spartanburg Airport District is a political subdivision of the State of South Carolina created for the purpose of developing and operating the Greenville-Spartanburg International Airport.

IDENTIFICATION The name of this organization is the Greenville-Spartanburg Airport District, from this point on referred to as the **District**. The District is directed and governed by the Greenville-Spartanburg Airport Commission, from this point on referred to as the **Commission**.

FUNCTIONS To determine policy and administer the provisions of the laws of South Carolina.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 102.00 – Greenville-Spartanburg Airport Commission

OBJECTIVE To administer the provisions of the legislation creating the District as codified in the Code of Laws of South Carolina 1962 (Section 55-11-110 et seq) (the "Legislation").

METHOD OF OPERATION

PURPOSE OF THE COMMISSION To carry out the objectives of the Legislation and to serve the public interest through the coordination of the planning, financing, construction, and operation of the aviation facilities known as the Greenville-Spartanburg International Airport in Greenville & Spartanburg counties, South Carolina.

- FUNCTIONS OF THE COMMISSION**
- To exercise the powers of the District to make rules and regulations concerning its operations and facilities.
 - To adopt resolutions, policies and procedures.
 - To approve the District's annual operating budget and capital improvement expenditures.
 - To serve as a public forum for citizens on aviation matters.

POWERS OF THE COMMISSION The Commission has all powers necessary to carry out the purposes of the Legislation.

MEMBERSHIP OF THE COMMISSION The membership of the Commission consists of three (3) members who are residents of Spartanburg County, and who are appointed upon the recommendation of a majority of the members of the Spartanburg County legislative delegation AND three (3) members who are residents of Greenville County, and who are appointed upon the recommendation of a majority of the members of the Greenville County legislative delegation. Thus, a total of six (6) members exist. Upon election by a majority of the Greenville or the Spartanburg delegation, as the case may be, the secretary or acting secretary of the respective county delegation shall certify the approval to the Governor, who shall appoint the nominee for a term of six (6) years.

ELECTION AND TERM OF OFFICE There shall be elected from the members of the Commission a Chair and a Vice-Chair. The Chair and Vice-Chair shall not be from the same county.

The term of office of all officers appointed by the Commission shall be for one year and until the thirtieth (30th) day of June next thereafter. The term of office of all officers shall be extended for an additional period of one (1) year and from year to year thereafter unless any Commissioner shall file with the President/CEO a written request for the appointment or reappointment of all officers not less than thirty (30) or more than sixty (60) days prior to the first (1st) day of July next thereafter.

Administrative Policies & Procedures

Section 102.00 – Greenville-Spartanburg Airport Commission

OFFICERS OF THE COMMISSION

1. Chair. The Chair shall call and preside at all regular and special meetings of the District. The Chair shall preside at meetings of the Commission and the business and affairs of the District shall be under his/her direction. He/she may take binding action in any matter where formal action by the Commission is not required by law, and he/she may exercise any of his/her powers by and through the President/CEO; provided, however, that the Commission may, at any meeting, overrule any decision or action taken by, or at the direction of, the Chair, and may place such limitations upon his/her power and authority as a majority of the Commission present at any meeting may direct.
2. Vice-Chair. The Vice-Chair shall preside at meetings and perform the duties of the Chair in the absence or incapacity of the Chair. The Chair and Vice-Chair shall not be residents of the same County.
3. Secretary. The Secretary of the Commission shall be appointed by the Commission. He/she need not be a member of the Commission. He/she shall be responsible for preparing minutes of all Commission Meetings and for attesting and impressing the corporate seal of the District upon official documents, where required.
4. Treasurer. The Commission shall appoint a suitable person who need not be a member of the Commission, to act as Treasurer of the District. He/she shall be responsible for receipt and disbursement of the funds of the District and the safekeeping thereof. He/she shall be bonded in an amount to be determined by the Commission. The same person may act as both Secretary and Treasurer of the Commission.
5. President/CEO. The President/CEO shall be appointed by the Commission. He/she shall act under the general direction of the Chair and shall be responsible for the day to day operation of the business and affairs of the District. He/she shall execute and deliver on behalf of the Commission agreements and documents necessary to the orderly conduct of the Commission's business and affairs. He/she shall assume all the duties of the Secretary and Treasurer of the District in the absence of the appointment of some other person to these offices and, with the consent of the Chair, he/she may appoint as many Assistant Secretaries and Assistant Treasurers as, in his/her judgment, may be required for the orderly conduct of the Commission's business and may require and procure, on behalf of the Commission, such bonds as may be reasonably necessary to the security of the funds of the District. He/she shall keep the Chair informed of his/her acts and doings and shall report to the Commission at its next meeting any action he/she may have taken which requires the exercise of

Administrative Policies & Procedures

Section 102.00 – Greenville-Spartanburg Airport Commission

judgment as to the best interest of the affairs of the Commission. He/she shall advise the Chair and the Commission in advance of taking any action as to all matters which may require their judgment or discretion before taking any irrevocable action thereabout.

MEETINGS

NOTICE

The Commission shall meet at such times and places as the Chair or the Vice-Chair may specify. Meetings of the Commission shall, except for executive sessions, be open to the public. The Secretary shall, if feasible, give notice of each meeting to each member of the Commission and other interested parties, including such of the news media as may have made written request for such notice, five (5) days in advance of the date of the meeting, and no later than twenty-four (24) hours before any meeting, unless an emergency meeting of the Commission is necessary in which case, the Secretary shall give as much notice as is practicable. Notice of every meeting shall be posted on the District office bulletin board; provided, however, that in an emergency, all notice may be waived if the written consent of each member of the Commission is given to any corporate action taken at the meeting and if the public and the press are given every reasonable opportunity to examine into and inquire about any such action. Notice of each meeting shall be accompanied by an Agenda which sets out the general nature of all matters to be considered by the Commission at such meeting.

QUORUM

A simple majority of the Commission shall constitute a quorum; provided, that the affirmative vote of at least one (1) member from each of the Counties comprising the District shall be required to validate any action taken by the Commission.

PLACE

Unless otherwise specified in the notice of the meeting, all meetings of the Commission shall be held at the Commission's offices at the Greenville-Spartanburg International Airport. Meetings may be held by means of telephonic or electronic equipment; provided, that the members of the Commission and the public attending such meeting can hear and communicate each with the other.

EXECUTIVE SESSIONS

The Commission may go into Executive Session for any purpose not specifically prohibited by the South Carolina "Freedom of Information Act." The Commission shall take no official action in Executive Session, and after any such session, the meeting shall be reconvened for the purpose of considering any matter properly before the Commission.

MINUTES

Written minutes of each meeting of the Commission shall be prepared by the Secretary of the Commission, or at his/her discretion, by an Assistant Secretary, and shall be sent to each Commissioner and

Administrative Policies & Procedures

Section 102.00 – Greenville-Spartanburg Airport Commission

opened to public inspection when adopted by the Commission in writing or at its next meeting.

EMERGENCY MEETINGS

Meetings of the Commission to deal with a bona fide emergency may be held as necessary, with reasonable notice, as long as the action taken at the meeting is subsequently ratified by the District. However, no approval of the District's annual budget may be granted at an emergency meeting.

AGENDA AND MINUTES

The President/CEO prepares an agenda and the Secretary or Designee maintains minutes of each meeting.

Material required for a regular meeting is distributed to each Commission member no less than two (2) days prior to such meeting.

Minutes of the Commission meetings are public records and will be open to public inspection as provided by the laws of the State of South Carolina.

COMMITTEES

The Commission shall appoint such permanent and ad hoc committees as it may deem to be necessary for the orderly conduct of the business and affairs of the Commission and shall, by resolution, prescribe their powers and duties.

FINANCIAL

The Fiscal Year of the District begins July 1 and ends June 30.

The President/CEO prepares a budget on or before June 15 of each year for the next ensuing year for approval by the Commission.

The Commission initiates an annual audit of the financial records of the District by an independent certified public accountant, which is accompanied by the ~~Senior Vice President of Administration and Finance~~/CFO's opinion and any qualifications relating thereto.

DOCUMENTS

In the absence of action by the Commission to the contrary, the President/CEO may execute any and all documents of whatever nature or kind adopted or promulgated by the Commission. He/she may, within his/her discretion, cause such documents to be attested by the Secretary or any Assistant Secretary and the corporate seal of the District impressed thereon. He/she shall not, however, attest his/her own signature. No further evidence of corporate action shall be necessary to bind the Commission to the faithful performance of the terms, provisions and covenants contained in any document so executed and delivered.

RULES AND REGULATIONS

In compliance with the Legislation, the Commission adopts its Policy and Procedure Manual and the Greenville-Spartanburg International Airport Minimum Standards and Rules and Regulations. Additions to or amendments of such documents are proposed by the President/CEO and are subject to adoption by the Commission.

Administrative Policies & Procedures

Section 102.00 – Greenville-Spartanburg Airport Commission

INDEMNIFICATION Any member of the Commission or officer of the District, shall be indemnified or held harmless by the District as to any liability arising out of any claim or demand of any nature or kind asserted against any such person on account of any official action taken or participated in by him or them in the carrying on of the business and affairs of the Commission. He/she shall be provided with such defense, including employment of attorneys and payment of reasonable fees for their services, as may be reasonably required to protect him against any personal liability on account of any alleged misfeasance, malfeasance, negligence or willful misconduct to the full extent permitted by the statutes and laws of the State of South Carolina and of the United States in such instances made and provided.

EMERGENCY ACTIONS In the event of an emergency involving immediate danger to the health, safety, or welfare for the public, the President/CEO may, with the Chair's concurrence, adopt any rule or regulation to protect the public interest, provided that prior to or at the time of the adoption of the rule or regulation, the President/CEO provides to the Commission a written report of the immediate danger that exists and the reason for needing the emergency rule.

An emergency rule or regulation is effective for ninety (90) days only after its adoption, during which time, regular rule-making procedures may be invoked.

An emergency rule or regulation may become effective immediately.

ETHICS Members of the Commission are subject to the Rules of Conduct which are set forth in South Carolina Code Section 8-13-700 et seq., applicable to "public members," which term is defined in South Carolina Code Section 8-13-100(26) as "an individual appointed to a non-compensated part-time position on a board, commission or counsel." Members of the Commission who have questions or need advice regarding the Rules of Conduct may consult with the law firm serving as General Counsel to the District or with the staff of the State Ethics Commission. Each Commissioner will complete and sign a Conflict of Interest Policy Disclosure Form and deliver it to the President/CEO of the District not later than January 31th, of each fiscal year. A copy of the disclosure form is attached to this Section 102.00.

Administrative Policies & Procedures
Section 102.00 – Greenville-Spartanburg Airport Commission

Title VI

In compliance with the GSP Title VI Plan, every 3 years all Commissioners will receive an email asking them to voluntarily and anonymously provide demographic information.

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures
Section 102.00 – Greenville-Spartanburg Airport Commission

GREENVILLE-SPARTANBURG AIRPORT DISTRICT

Conflict of Interest Policy Disclosure Form

1. I hereby certify that I understand as a member of the Commission that I am subject to the Rules of Conduct set forth in South Carolina Code Section 8-13-700 et seq., applicable to "public members".
2. I hereby certify that neither I, nor any member of my immediate family, nor any business with which I am associated, holds any position, affiliation of material financial interest, direct or indirect, in any entity which would constitute a conflict of interest in my role as a Commissioner, except as follows:

-
3. I hereby certify that neither I nor any member of my immediate family has accepted gifts valued at more than \$25.00 in a day, or \$200.00 in the aggregate in a calendar year, if there is reason to believe the gift would not have occurred but for my position on the Commission.
 4. I hereby agree to report promptly any additional matters, which may develop or come to my attention within the scope of this Disclosure Form between now and the next annual request for disclosure.

Printed Name

Signature

Date

Administrative Policies & Procedures

Section 103.00 – President/CEO

OBJECTIVE To direct the operation of all airports and projects under the jurisdiction of the District. Plans, develops and implements facilities and services to meet community aviation needs.

POLICY

GENERAL The President/CEO reports to the Commission. The President/CEO is responsible for the implementation of Commission's policies and directs the operation, management, and promotion of all activities, which the District is charged with under the provisions of its enabling legislation.

The President/CEO:

- Is the Chief Executive Officer and head of the administration of the District, and recommends specific goals and objectives to the Commission.
- The President/CEO shall be responsible to the Commission for the proper administration of all affairs of the Commission, and to that end, subject to provisions of the Legislation, shall have power and shall be required to:
 - (1) Select, employ, and discharge, all subordinate personnel as may be required to do the work of the District.
 - (2) Fix and or adjust the salary of employees of the District, within the budget of the Commission.
 - (3) Endorse all contracts, bonds, utility easement and other instruments in writing in which the District is interested.
 - (4) Prepare the annual budget, in conjunction with the ~~Senior Vice President~~ ~~of Administration and Finance~~/CFO, for the District and submit it to the Commission, and be responsible for its administration after adoption.
 - (5) Prepare and submit, in conjunction with the ~~Senior~~ Vice President ~~of Administration and Finance~~/CFO, to the Commission, as of the end of the fiscal year, a complete report on the finances and administrative activities of the District for the preceding year.
 - (6) Keep the Commission advised of the financial condition and future needs of the District, and make recommendations as necessary.
 - (7) Perform such other duties as may be necessary in the proper administration of the facilities operated by the District.
- Collects and evaluates data pertaining to:
 - (1) population trends and movement of population centers,
 - (2) other transportation media,
 - (3) all applicable regulations and laws,

Administrative Policies & Procedures

Section 103.00 – President/CEO

- (4) technological advances,
- (5) community needs,
- (6) needs and plans of other agencies and authorities.

- Develops alternate plans for airport expansion, improvement, and additions.
- Directs the administration and operation of the airport through staff.

MEMBERSHIPS

The President/CEO serves as a member on numerous boards and committees, both at the local level and national level.

ABSENCE OF PRESIDENT/CEO

In the absence of the President/CEO, the senior staff member so designated by the President/CEO (length of time to be determined by the President/CEO) serves in an acting capacity and performs such duties inherent to the President/CEO's position. Should the President/CEO be unable to perform the assigned duties for any reason, the Chair of the Commission designates an acting President/CEO, to be confirmed by the Airport Commission at its next meeting.

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 104.00 – Property Management

OBJECTIVE

To establish a policy for the management of all property (land and/or buildings) comprising the District.

Note: This policy does not apply to the commercial passenger terminal. The terminal complex rental methodology utilizes a compensatory cost rate recovery methodology under which tenants pay only for the space that they occupy. Also, the rental methodology for concessions located within the terminal complex is based on a Minimum Annual Guarantee (MAG) or percentage fee that is established through either a competitive selection process or direct negotiation.

METHOD OF OPERATION

1. The District will not lease property for a commercial use except at its fair market rental value. For purposes of this policy, the fair market rental value of property leased for a commercial use shall equal the then fair market rental value of such property for its highest and best use. The fair market rental value shall be based on an appraisal of such property (or of comparable property) performed or updated not more than twenty-four (24) months prior to such use by an appraiser designated as a "Member Appraisal Institute ("MAI") appraiser by the American Institute of Real Estate Appraisers or comparable person qualified to appraise real estate ("Qualified Appraiser"). All rentals under leases of commercial property may be increased every five (5) years to the then fair market rental value of such real property, based on reappraisal by a Qualified Appraiser. Typically, Annual Consumer Price Index (CPI) adjustments will also be applied.
2. The District will not lease property for aeronautical uses except at a fair and reasonable rental value. Such rental value will allow the District to be as self-sustaining as possible under all circumstances then existing at such airport. Typically, rates will equal the then fair market rental value of such property for its highest and best use. The fair market rental value shall be based on an appraisal of such property (or of comparable property) performed or updated not more than twenty-four (24) months prior to such use by an appraiser designated as a "MAI" appraiser by the American Institute of Real Estate Appraisers or comparable person qualified to appraise real estate ("Qualified Appraiser"). Leases of property for aeronautical purposes shall provide for increases in rental rates at least every five (5) years to ensure that the rental value remains fair and reasonable. If the District is asked to approve a lease for aeronautical purposes at less than Fair Market Rental Value (FMV), the Commission shall be advised in writing of the justification for the proposed rent, the amount by which such rent differs from the existing fair market rental value of such property for its highest and best use (if this amount has been determined), and of the comparable rent charged by other airports in South Carolina for property used for similar

Administrative Policies & Procedures
Section 104.00 – Property Management

aeronautical purposes. Typically, Annual Consumer Price Index (CPI) adjustments will also be applied.

This policy shall not prevent the District from providing lessees of property with reasonable market incentives to promote interest in developing the property (including without limitation, reasonable limitations on increases in the annual rent resulting from reappraisal during a portion of the lease term).

3. The District shall have the right to approve leases that vary from this policy, but the justification for any such variation shall be provided to the Commission in writing at the time approval by the Commission is requested.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 105.00 – Lease Management

OBJECTIVE To describe the normal procedures for the proper management of revenue generating lease agreements. The procedure outlines the processes and designates the responsible parties for controlling both monetary and non-monetary matters associated with lease agreement.

METHOD OF OPERATION

NEGOTIATION OF LEASES Once staff is aware of a party's ("tenant") desire to lease space at the airport, a meeting is conducted with the tenant to determine the type of business that the tenant desires to conduct from the premises and the various uses of the property that would result from the business, the amount of space required, need for access to the airfield, etc. Once these factors are known staff will recommend, on a preliminary basis, a general site for the location of the tenant. A range of rental values may be given to the tenant, with the understanding that the actual rental rate will be based on the fair market value of the property or a reasonably equivalent property having close proximity and of like use, to the intended parcel.

DRAFTING OF LEASE AGREEMENTS Unless the proposed business is of a unique nature, or will potentially have terms that are unique, staff will provide the potential tenant with a standard form lease for the type of business to be conducted.

If a standard form lease is not available, staff will draft an appropriate document. After review by the District's legal counsel, staff will send a copy of the drafted agreement to the tenant. In some instances, staff may request that legal counsel prepare the initial document.

Staff and legal counsel will then negotiate a final form of lease document with the tenant.

DRAFTING OF LEASE AGREEMENTS-INITIAL APPRAISAL If an appraisal of the property to be leased, or an appraisal of reasonably equivalent property in close proximity to the property to be leased, has not been obtained within the last twenty-four (24) months, staff will contact a Qualified Appraiser (as that term is defined in the Property Management Policy) familiar with airport property and procure the appraisal based upon the approximate size of the leasehold for its highest and best use. The appraisal will be used to determine the base rental rate in conformance with the Property Management Policy.

PROPERTY SURVEYS If deemed necessary by the President/CEO, a boundary drawing or survey of the property is obtained to accurately describe the lease boundaries and the size of the premises. From this information rental amounts are calculated on the gross area of the premises and included in the lease agreement.

Administrative Policies & Procedures

Section 105.00 – Lease Management

APPROVAL OF LEASES WITH TERMS EQUAL TO OR LESS THAN 5 YEARS

The President/CEO has the authority to approve any and all leases with an initial term equal to or less than five (5) years. Option periods not exceeding five (5) years may be included so long as each such option period is subject to mutual agreement and execution.

Concessions Program Agreement Terms are addressed in Section 106.00

APPROVAL OF LEASES WITH TERMS GREATER THAN 5 YEARS

All other leases with an initial term exceeding five (5) years must be submitted to the Commission for approval.

Staff will prepare a memorandum for Commission consideration discussing the type of lease, uses of leasehold, leasehold size, length of term, rental rate, rental rate adjustments, investment requirements by lessee, and any obligations of the District. This memorandum shall identify any market incentives contained in the proposed lease, the justification for the proposed rental (if the lease is for aeronautical purposes), and the justification for any variations from the Property Management Policy.

LEASE EXECUTION

Upon execution of the agreement by the tenant, the tenant must provide to the District all required evidence of insurance coverages and evidence of financial security (bond, letter of credit, deposit, etc.) as may be required in the agreement. The agreement is again reviewed by the District's legal counsel and if approved, is then presented to an Officer of the District or President/CEO for execution.

LEASE FORM SUMMARY

Once the lease agreement has been fully executed, a lease summary form outlining the terms of the agreement will be prepared. The summary form includes financial terms, commencement and expiration dates, dates of rental adjustments, obligations of both parties including the filing of "as built" construction plans, final construction costs, etc.

PERIODIC RENTAL ADJUSTMENTS AND RE-APPRAISALS

Periodic rental adjustments to the financial terms of the lease agreement are monitored through a lease management system. A tickler system based on the information provided on the summary form generates a monthly report notifying staff in advance of upcoming changes.

Appraisals required for periodic rental adjustments are obtained after the notification provided by the monthly tickler report. The notification is normally provided six (6) months in advance of the rent adjustment date. When the appraisal is received, the adjustment is calculated, and a notice is provided to the tenant. The tenant has the period specified in the lease (normally thirty (30) days) to disagree with the appraisal and rental increase amount. If the tenant does not timely protest the increase, the Finance Department is notified of the change in the rent and its effective date. If the tenant disagrees with

Administrative Policies & Procedures

Section 105.00 – Lease Management

the appraisal and rental increase on a timely basis, procedures outlined in the lease agreement are followed to resolve the protest.

MONITORING OF LEASE COMPLIANCE

There are several facets of a lease which need to be monitored including: insurance, construction and as-built plans, certified costs for improvements, payment of taxes and assessments, changes in financial terms, length of lease term and options, and condition of premises.

Most of these items are monitored through a lease management system for expiration dates or tickler dates. Construction plans are reviewed by the President/CEO or designee for approval prior to construction. As-built drawings are obtained once any construction is completed and these drawings are then reviewed by President/CEO or designee. Certified statements of the cost of the construction are reviewed by the President/CEO or designee. The cost statement document is then filed with the agreement. The lease management system is also used to monitor the expiration of an agreement along with renewal option notices.

In conjunction with Greenville and/or Spartanburg County, staff monitors payment of taxes and assessments by its tenants and notifies those that are delinquent if it receives notification from the taxing body. In addition, the tenant premises are inspected routinely by District staff.

REQUIRED DOCUMENTATION IN LEASE FILES

All contract files shall have the following type of information:

- (a) Original appraisal and re-appraisals including notices to the tenant of rental increases.
- (b) Memoranda to the Commission containing the information required by the Property Management Policy, with minutes showing action taken on the original lease and any subsequent amendments.
- (c) Documentation supporting the rental rate if the rate is less than fair market rental value.
- (d) FAA consent letter for non-aviation leases, if required.
- (e) The lease summary, and
- (f) General correspondence

TENANTS LISTS

Staff will maintain a list of leases at the airport. This list will be broken down by general location on the airports and will include the name of the tenant, lease term, square footage/acreage and the current rental rates for each tenant. This list will be updated every six (6) months.

Administrative Policies & Procedures

Section 105.00 – Lease Management

MARKETING OF DEVELOPABLE LEASEHOLDS

Staff will market its properties in various ways including, but not limited to: marketing brochures, posting of site availability signs on developable parcels, publishing requests for proposals for various sites, advertising in trade journals, website, and trade shows & conferences.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 106.00 – Concessions Program

OBJECTIVE	To establish a policy for managing and developing the concessions program within the commercial passenger terminal.
PROGRAM GOALS	<p>The goals for the concessions program are as follows:</p> <ul style="list-style-type: none">• Attract the best local, national, and international food and beverage, retail, and service concepts and tenants as well as retain a “best in class” concessions program.• Keep the concessions program fresh and dynamic by introducing new concepts services, and technologies that are consistent with the needs and desires of the traveling public.• Pursue creative concessions design to entice and excite customers by merging architecture, design, graphics, and concessions concept branding together in a cohesive way while still preserving the commercial passenger terminal’s aesthetically pleasing appearance.• Maximize commercial passenger terminal revenue while providing customers with high quality goods and services that are competitively priced, conveniently located, and that reflect the needs, desires, and the expectations of the traveling public.• Maximize small and local business as well as joint ventures, franchises, and corporate opportunities for Airport Concessions Disadvantaged Business Enterprise (ACDBE) firms. The District will comply with all FAA ACDBE requirements.
CONTINUOUS IMPROVEMENT	<p>Concessions programs are a major determinant of passenger satisfaction within the overall airport experience. Passengers are spending more time in airports, particularly in the areas beyond security. Food and beverage as well as lounge services have become more important as airlines continue to reduce or eliminate meal services. Customers prefer having varieties of food, beverage, and retail options as well as different types of services available to them.</p> <p>Therefore, passengers today have come to expect a wide range of high-quality dining, shopping, and consumer service offerings at reasonable prices in modern and well-designed restaurants, lounges, and stores. As customer preferences change, the concessions program should adapt as well. This may require adjusting specific aspects of a concept at the mid-term refurbishment (where applicable) or completely changing the use of a space to a different type of concept at the expiration of a concession agreement.</p>
METHOD OF OPERATION	
CONCESSIONS BUSINESS TERMS	The District may utilize either a competitive selection process or direct negotiations for each concession’s opportunity within the commercial passenger terminal. The term of each opportunity may vary

Administrative Policies & Procedures

Section 106.00 – Concessions Program

depending upon total investment by the tenant. However, in no case shall any concessions lease agreement be for a term longer than ten (10) years.

If a competitive selection process is used, selection of the concessionaire should be based upon evaluation criteria that are established before proposals are solicited and should be communicated to all prospective concessionaires. The evaluation criteria may include, but need not be limited to, the current qualifications of the proposer, the proposer's collective experience in operating a business similar to the proposed concessions, the proposer's specific experience in operating a concessions at a similar sized or larger airport based on enplanements, the degree to which the proposer is able to conform to the District's operating requirements, the annual revenue to the District based on the proposal, the ability of the proposer to fund and manage the concession, the degree to which the proposer's concession business would complement the current mix of other concessions, and the quality of the concept.

If the direct negotiation process is used, it does not mean that a proposer is not in competition for the concession opportunity, as the District is expected to still exercise due diligence in determining the contract terms that could be obtained from other proposers or are otherwise commercially reasonable.

Regardless of which method is used, all prospective concessionaires shall meet the following minimum qualifications:

1. **Minimum Years of Experience Required.** Each proposer must have a minimum of four (4) years of experience within the past five (5) years in the ownership, management and operation of a retail, food and beverage, or service business. Ownership means control of more than 50% of the equity of the business. If a proposer has multiple owners, a majority of the equity must be held by individual(s) who meet this minimum qualification.
2. **Financial Capability.** The District will review information concerning the proposer's financial capability (defined as the ability to finance the improvements and provide working capital necessary to operate the concession in accordance with the concession lease agreement provisions) and may contact the proposer to obtain any additional information needed to make this determination in the District's sole discretion.

DESIGNATION OF CONCESSIONS AREAS

The President/CEO or designee of the District shall be in charge of designating areas within the commercial passenger terminal for concessions.

Administrative Policies & Procedures

Section 106.00 – Concessions Program

CENTRALIZED RECEIVING AND DISTRIBUTION FACILITY

All concessionaires located in the commercial passenger terminal shall be required through their lease agreement to utilize the Centralized Receiving and Distribution Facility for the receipt and return of all goods and products. This service shall be provided by the District at a reasonable cost as determined by the President/CEO or designee of the District.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 107.00 – Records Retention and Disposition of Public Records

OBJECTIVE	To establish a Records Management Program to plan, organize, coordinate, direct, control, and supervise all public records within the District, from creation to final disposition.
METHOD OF OPERATION	<p>Public Records Act (PRA), Code of Laws of South Carolina 1976, as amended, Sections 30-1-10 through 30-1-170, administered by the State of South Carolina:</p> <ul style="list-style-type: none">• defines "public records", "public body", "agency", "subdivision", "archives" and "director, "• establishes the legal basis for custody and disposal of records and for public access to such records,• provides a system for the scheduling and disposal of records,• establishes uniform techniques for efficient and economical record making and keeping.
DEFINITIONS	<p>Agency – The Greenville-Spartanburg Airport District.</p> <p>Custodian - President/CEO or designee.</p> <p>Archives – South Carolina Department of Archives and History.</p> <p>Public Records - "all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body."</p> <p>Records Management - The systematic control of records to meet the Agency's needs.</p> <p>Records Officer - The Chief Administrative OfficerPresident/CEO of an agency or subdivision is the "legal custodian" of public records. He/she may appoint a records officer to act on his/her behalf. (Section 30-1-20).</p> <p>Retention - The safekeeping of all District Public Records.</p> <p>Retention Schedules - The form or document that establishes the authorized standard for the orderly retention, transfer, or other disposition of records, taking into consideration their legal, historical, and administrative values.</p>
RESPONSIBILITY	The Records Officer is designated by the President/CEO of the District and has the authority to create suitable guidelines and rules for the orderly management, scheduling, and disposition of public records in compliance with established rules and regulations of the District and within the provisions of the South Carolina Public Records Act.
PROTECTION OF RECORDS	The legal custodian of public records must protect them against deterioration, mutilation, theft, loss or destruction, and make them available for easy use.

Administrative Policies & Procedures

Section 107.00 – Records Retention and Disposition of Public Records

No records of long term or enduring value, including those generated by and stored in electronic information systems or ~~on magnetic, optical, film,~~ or other media may be destroyed or erased without an approved retention schedule.

DESTRUCTION OF PUBLIC RECORDS

Destruction of records is accomplished through the process of shredding, maceration, incineration, recycling, burial in a landfill, or other method that has been approved by the District in accordance with its established guidelines.

SURVEY OF RECORDS

A survey is made of each department's records by the Department Director at the end of each fiscal year. As a result of this survey, recommendations for the transfer of inactive records to storage, scheduling of unidentified records and/or destruction of any of these records, is submitted by the Department Director to the Records Officer for appropriate action.

PENALTY

Refusal or willful neglect of the PRA's provisions constitutes a misdemeanor offense with a fine of not less than two hundred dollars and not more than five thousand dollars.

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 107.01 – Inquiries for Public Information

OBJECTIVE To provide a central location for all inquiries concerning the District and its employees.

METHOD OF OPERATION

PROCEDURES

Inquiries Concerning the District

Employees shall at all times be courteous to those members of the public who seek information. Employees are cautioned that information concerning subjects under discussion or consideration often change in content and meaning before becoming an accomplished fact. Any release of such information before final decisions or disposition of the matter could cause misunderstanding and confusion resulting in waste of time and money. An employee will decline courteously to reveal such information and shall direct the inquiry to the President/CEO or his/her designee, keeping in mind that it is not the intent of the District to be secretive, or to withhold valid information, but to assure that all information released is true and accurate. This policy is in no way intended to restrict the release of information concerning matters of fact that the employee is expected to provide the public, or other employees or officials in the normal course of employment.

Inquiries Concerning the Employees

All employment verification inquiries from current or former employees, prospective employer of current or former employees, governmental agencies, or other organizations such as a financial or lending institution, are to be directed to the Human Resources Department for an official response.

Under no circumstances is any other employee authorized to provide a written or official employment verification response for the District. The Human Resources Department personnel are trained in responding to employment verification requests. Human Resources will also know whether a signed authorization to release information, from the current/former employee, is on file.

All requests for employment verification must contain the employee's or former employee's signature authorizing the release of information. In the case of current employees, as a courtesy, the Human Resources Department will notify the employee when employment verification information is requested.

When the signed authorization to release information is present, ~~the Director of Human Resources, or designee,~~ will release the following information as requested:

1. whether the individual is currently employed by the District
2. the employee's current or last job title
3. the dates of employment with the District

Administrative Policies & Procedures
Section 107.01 – Inquiries for Public Information

- 4. the current or final salary paid to the employee.

Depending on the circumstances of the request, the District may give additional information.

The District does comply with the U.S. Department of Transportation (DOT) regulations in accordance with the Omnibus Transportation Employees Testing Act of 1991 and the with U.S. DOT rule 49 CFR Part 40.

Those personnel records, which are declared to be public records by virtue of South Carolina Code of Laws, Title 30 (Public Records) Chapter 1 and Chapter 4 (Freedom of Information Act), will be opened for inspection to any person in accordance with the provisions of that statute.

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 107.02 – Inspection & Copying of Public Records

OBJECTIVE To establish a procedure for inspection of all Greenville-Spartanburg Airport District public records in compliance with Title 30-Public Records, Chapter 4-Freedom of Information Act, South Carolina Code of Laws, as amended.

METHOD OF OPERATION Title 30, Chapter 4, of the South Carolina Code of Laws, administered by the State of South Carolina:

- establishes general state policy on public records; i.e., “The General Assembly finds that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy. Toward this end, provisions of this chapter must be construed so as to make it possible for citizens, or their representatives, to learn and report fully the activities of their public officials at a minimum cost or delay to the persons seeking access to public documents or meetings”;
- define “public records” and “public body”
- establish the legal basis for custody and disposal of records and public access to such records; and
- promulgate rules for the inspection, examination, and duplication of records; exemptions.

DEFINITIONS

Public Body - The Greenville-Spartanburg Airport District.

District Offices - The offices of the Greenville-Spartanburg Airport District.

Custodian - President/CEO or designee.

Electronic Files - This includes any electronic media content (other than computer programs or systems files) that are intended to be used in either an electronic form or as printed output.

Public Records - “includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body. Records such as income tax returns, medical records, hospital medical staff reports, scholastic records, adoption records, records related to registration, and circulation of library materials which contain names or other personally identifying details regarding the users of public, private, school, college, technical college, university, and state institutional libraries and library systems, supported in whole or in part by public funds or expending public funds, or records which reveal the identity of the library patron checking out or requesting an item from the library or using other library services, except non-identifying

Administrative Policies & Procedures

Section 107.02 – Inspection & Copying of Public Records

administrative and statistical reports of registration and circulation, and other records which by law are required to be closed to the public are not considered to be made open to the public under the provisions of this act.”

Records Officer - The ~~Chief Administrative Officer~~ President/CEO of an agency or subdivision is the "legal custodian" of public records. He/she may appoint a records officer to act on his/her behalf. (Section 30-1-20).

RESPONSIBILITIES

All District employees receiving public records requests are to immediately refer the requesting party to the ~~department's-District's~~ Records Officer ~~or their designee and who will~~ notify the ~~Chief Administrative Officer~~ President/CEO that a request to inspect and/or produce records has been received. The ~~Chief Administrative Officer~~ President/CEO will instruct the Records Officer as to the disposition of a public records request.

REQUESTS TO INSPECT DISTRICT RECORDS

In compliance with South Carolina Code of Laws Section 30-4-30. Right to inspect or copy public records; fees; notification as to public availability of records; presumption upon failure to give notice; records to be available when requestor appears in person.

Any person has a right to inspect or copy any public record and the right to inspect, copy or receive an electronic transmission of any public record of a public body, except as otherwise provided by Section 30-4-40, in accordance with reasonable rules concerning time and place of access.

A public body is not required to create an electronic version of a public record when one does not exist to fulfill a records request.

Unless exempt by law or court order, the public records of the District are open to inspection, examination and copying, **at the District offices**, by any person during normal business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday. Requests may be made in person, by telephone, or in writing. **Requests do not have to be in writing.** If a request is overly broad and/or vague, the person may be asked to be more specific about the records they are seeking.

AUTHORIZED CHARGES FOR COPIES & SCANS

Any person, requesting copies of District documents, is to be advised that 50% of the **authorized charges must be paid to the District prior to making copies.** The District has authorized charges posted online at www.gspairport.com.

For all other copies, including multiple volume documents, actual cost of duplication.

REQUESTS FOR ELECTRONIC FILES

Although not required by SC Code to create electronic versions of public records, the District may elect, if convenient at District's discretion, to do so. If not, paper copies will remain available at the posted charges.

Administrative Policies & Procedures

Section 107.02 – Inspection & Copying of Public Records

ELECTRONIC RECORDS / INFORMATION SYSTEMS

Paper output copies generated from a computer system same as above.

Charges for output to any other medium (i.e., ~~diskettes, tape cartridge, tape reel, flash drives~~ etc.) will be the cost to the District for such medium.

~~Charges will be imposed for the “extensive use” of information technology. When the central processing unit (C.P.U.) time exceeds five (5) minutes/three (3) hundred seconds, the charge will be at the rate posted online per C.P.U. second for the entire run of the request.~~

LABOR CHARGES

Requests requiring more than de-minimis staff time will be assessed a labor charge at the rate posted online in addition to the cost of duplication.

MAILING COPIES

The District is not required to mail requested copies. If a request to mail copies is honored, the appropriate amount of postage is to be included and collected with the copy charges.

RECEIPTS

Any person paying for copies of documents and/or postage is to be issued a receipt. A copy of the receipt and the collected funds are to be immediately submitted to the Finance Department.

REQUEST TO FAX DOCUMENTS

Records requested pursuant to the public records law **are not normally faxed** unless authorized in advance by the Custodian.

LITIGATION

If the subject matter of the public records request is in litigation, or may soon be in litigation, contact the Senior Vice President/~~Chief Operating Officer of Administration~~ and ~~Finance/CFO~~Vice President/Chief Financial Officer for instructions, and/or actual production.

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 108.00 – Investment

OBJECTIVE

To provide guidelines for the management and investment of all funds held by the District, including proceeds from the issuance of debt. This policy is designed to ensure the prudent management of District funds, including the availability of ~~operating~~ funds when needed and a level of investment return within acceptable risk parameters or other restrictions as determined by the District, relevant sections of the South Carolina Code of Laws, the IRS, or any other regulatory agency.

INVESTMENT OBJECTIVES

Primary investment objectives include:

1. Preservation of Principal – The single most important objective of the District’s investment program is the preservation of principal.
2. Maintenance of Liquidity – The portfolio shall be managed in such a manner that assures that funds are available as needed to meet immediate and ~~or~~ future operating and capital requirements of the District.
3. Return on Investment – The portfolio shall be managed in such a fashion as to maximize the return on investments but within the context and parameters set forth by objectives 1 and 2 above.

METHOD OF OPERATION

PROCEDURES

1. The following procedures will be followed to ensure the investment policy ~~statement~~ is consistent with the current mission statement and ~~taking into account~~ the current financial condition of District:
 - a. This investment policy shall be reviewed annually by the President/CEO and the ~~Senior~~ Vice President ~~of Administration and Finance~~/CFO, for any necessary revisions.
 - b. Recommendations for any revisions or modifications to this investment policy will be made by the President/CEO and/or ~~Senior~~ Vice President ~~of Administration and Finance~~/CFO to the Commission for approval.
2. The ~~Senior~~ Vice President ~~of Administration and Finance~~/CFO, in consultation with the President/CEO, shall establish an annual financial plan which projects funds available for investment (“Investment Plan”) and the date such funds may be needed for operational and/or capital expenditures. ~~Said~~ The financial plan shall be presented to and approved by the Commission ~~along concurrent~~ with the annual budget.
3. The ~~Senior~~ Vice President ~~of Administration and Finance~~/CFO shall invest excess District funds in order to meet the Investment Objectives of the District ~~carry out the Investment Plan in accordance with this policy~~. The President/CEO shall

Administrative Policies & Procedures
Section 108.00 – Investment

be responsible to oversee the activities of the ~~Senior Vice President of Administration and Finance~~/CFO.

4. The Vice President/CFO, in consultation with the President/CEO, shall invest unspent bond proceeds, where appropriate, and in accordance with IRS regulations and any applicable resolutions of the Commission.

STANDARD OF PRUDENCE

Except where specifically directed by law, statute or regulation, the general investment policy of the District will be guided by the “prudent person” rule. Those with investment responsibility for District funds are considered fiduciaries and, as such will exercise the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, ~~not for specification, but in regard to the permanent disposition of their funds, considering the probable income as well as the probable safety of their capital.~~

INVESTMENT GUIDELINES

The President/CEO and/or ~~Senior Vice President of Administration and Finance~~/CFO are authorized to deposit or invest excess District Funds ~~per the approved Investment Plan and in accordance with Section 6-5-10 and other applicable South Carolina State Statutes in their the~~ following accounts and/or securities as well as other permitted investments included in the South Carolina Code of Laws, Section 6-5-10 and 6-6-30:

1. Checking accounts in U.S. federally insured banks and savings and loans not to exceed federally insured amounts;
2. Money market funds that invest in U.S. Government backed securities;
3. U.S. Treasury Obligations to include U.S. Treasury bills and notes, or any other obligation or security issued by or backed by the full faith and credit of the U.S. Treasury; and
4. Federal Agency Obligations including bonds, notes, debentures, or other obligations or securities issued by or backed by full faith and credit of any U.S. Government agency or sponsored enterprise.
5. South Carolina Local Government Investment Pool (SCLGIP) limited to 25% of investment portfolio.

INVESTMENT MATURITIES

36 months or less. Maturities beyond 36 months requires the approval of the President/CEO

REPORTING

The President/CEO and/or ~~Senior Vice President of Administration and Finance~~/CFO shall prepare an ~~detailed~~ investment schedule with yield and maturities to be included in the monthly financial package distributed to the Commissioners.

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 109.00 – Smoking, Tobacco Use and Vaping

OBJECTIVE

The District is committed to providing a safe, healthy and pleasant environment for all District employees, tenant employees, contractors, [ambassadors](#), volunteers, passengers and the general public.

It is the policy of the District to prohibit smoking, tobacco use and vaping on all District property, except in designated areas.

METHOD OF OPERATION

DEFINITIONS

"Tobacco products" include cigarettes, cigars, chewing tobacco, dip, smokeless tobacco, snuff, electronic cigarettes or any other items containing [tobacco](#) or classified as such.

"Tobacco uses" includes smoking, chewing, dipping, or any other ingesting, consumption, or bodily intake of tobacco products.

"Vaping" refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.

PROCEDURES

Smoking, Tobacco Use, and Vaping is prohibited in all enclosed areas of the District, including all bathrooms, break-rooms, conference rooms/offices, hallways, stairwells, hangars, working areas, District equipment and District vehicles. Smoking, Tobacco Use, and Vaping is also prohibited in fuel storage areas, within 50ft of a fuel truck, within the AOA, or anywhere smoking is prohibited by signage.

Smoking, Tobacco Use and Vaping, is allowed outside of District buildings in designated areas only. **Such areas shall be designated by the President/CEO [or designee](#).**

Employees are expected to keep the smoking areas free of debris.

This policy applies to all District employees, tenant employees, contractors, [ambassadors](#), volunteers, passengers and the general public.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 110.00 – Petty Cash

OBJECTIVE

Petty Cash Funds are authorized by the President/CEO and established by the ~~Senior Vice President of Administration and Finance~~/CFO and the Director of Finance to service the needs of the District.

METHOD OF OPERATION

REIMBURSEMENT OF FUND

The Petty Cash Fund may be reimbursed by submitting the petty cash slips with the total amount requested to be reimbursed to the Director of Finance.

A Petty Cash Fund exists for the purchase of items whose cost does not exceed four hundred dollars (\$400) and is not easily obtainable through other methods.

The Fund is subject to audit at any time.

If personal funds are used, then reimbursement can be made via submittal of a signed receipt.

If a petty cash advance is needed, then a petty cash slip should be properly filled out, and should contain:

- a description of the item,
- the date of petty cash transaction,
- the amount received, and
- the signature of purchaser.

A paid receipt must be attached to the petty cash slip as supporting evidence of purchase. If the paid receipt is not a cash register receipt, then the receipt must clearly state "PAID" and have the vendor name on it.

Original receipts are preferred (copies will be accepted at the discretion of the Director of Finance).

The petty cash slip must be signed after the form has been completely filled out.

Personal checks cannot be cashed from the petty cash fund. Personal advances cannot be obtained through the petty cash fund.

Petty cash must be kept separate from all other funds in the office. ~~(i.e., stamps, birthday, etc.)~~

The employee signing as to receipt of funds is personally responsible to either provide the paid receipt or repay the advanced funds or both.

The petty cash fund should be reconciled on a regular basis (weekly or monthly, as needed).

All requests for reimbursement are subject to review.

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Section 110.00 – Petty Cash

The petty cash fund must be secured at all times (i.e., locked drawer, safe, etc.)

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 111.00 –Procurement

OBJECTIVE

~~The District is committed~~ to a procurement process that is open and transparent which utilizes full and open competition to the maximum extent practicable while remaining in compliance with all applicable procurement laws, rules, and regulations when procuring goods, equipment, or services required by the District (excluding those services described in Sections 112.00 and 113.00). This ~~procurement policy~~ Policy shall establish uniform procedures that assist the District with reliable and consistent procurement practices to protect District ~~staff~~ employees against fraud, waste, and abuse while fostering public confidence ~~when Bidders and Contractors compete for contract awards.~~

LEGISLATIVE AUTHORITY

This Policy is published in accordance with South Carolina Consolidated Procurement Code, Title 11, Chapter 35, Section 11-35-505320, *et seq.*, as well as Federal Regulation 2 CFR Part 200 *et seq.* for procurements made using Federally funded sources.

PURPOSE

~~This Policy To provide for a procurement~~ establishes a purchasing framework that ensures all goods, equipment, and services ~~equipment, or services~~ are procured with integrity, quality, and ~~efficiently~~ efficiency at the most advantageous prices available. The District seeks to maximize the ~~purchasing~~ value of available funds through fair and equitable ~~contractor treatment~~ competition between vendors. All procurements conducted by the District shall consider the overall value to the District including, the following: cost, quantity, quality, delivery method, delivery schedule, and Disadvantaged Business Enterprise ("DBE") and Airport Concessions Disadvantaged Business Enterprise ("ACDBE") participation.

PRESIDENT/CEO

The President/CEO has overall responsibility for compliance with and the practical and efficient administration of this ~~p~~ Policy. ~~for the purchase of all goods, equipment, or services, required by the District.~~

President/CEO Authorization. The President/CEO ~~of the District~~ shall be authorized to ~~make all~~ execute all procurements ~~purchases provided funding is available~~ within the approved annual budget of the District or other District funding sources provided funding is available at the time of the procurement ~~or other District funding sources~~. The President/CEO may delegate procurement authority to any person who is authorized to make purchases.

FEDERAL GRANT FUNDING

The District receives funding from federal or state sources that may contain procurement requirements that supersede or augment those contained within this Policy. When appropriate, the District shall apply the most stringent procurement policies and procedures.

Any contract that is federally funded (Federal grant) is subject to this Policy, District procedures, and all applicable federal laws and regulations or assurances as directed by the Federal grant agreement. This includes, but is not limited to, Federal Aviation Administration (FAA) Advisory Circular's, Airport Improvement

Administrative Policies & Procedures

Section 111.00 –Procurement

Program (AIP) procurement requirements and standards, and Disadvantage Business Enterprise (DBE) requirements.

**PURCHASES
BETWEEN
FROM
\$0 - \$10,000**

Purchases that do not exceed \$10,000 are authorized without securing competitive quotations if the prices are considered fair and reasonable. The District should consider distribution of purchases among qualified suppliers and, when practical, should request a quote from alternate suppliers to ensure that purchases are made at the most reasonable price.

**PURCHASES
BETWEEN
FROM
\$10,001 - \$50,000**

Purchases require written quotes from a minimum of three (3) qualified sources, unless adequate public notice is provided. Documentation of at least three quotes should be retained. Requests for quotes should be distributed equitably among qualified suppliers unless advertised as provided above. the solicitation and discussions about the quotes must be attached to the purchase requisition and made part of the contract file. The award must be made to the lowest responsive and responsible source.

**PURCHASES
BETWEEN
ABOVE
\$50,001-000 --
\$100,000**

Written solicitations are required for quotes, bids, or proposals must be made. The procurement solicitation must be advertised at least once for a minimum of five-seven (57) business days. Such notice shall be at the discretion of the District. However, at a minimum, the solicitation must be advertised on the District website. A copy of the written solicitation and written offers must be retained and, when an Request for Proposals process is used, the evaluation documents must be retained. Awards are made to the lowest responsive and responsible source when using an Invitation for Bids process. When a Request for Proposals process is used, award will be made to the highest-ranking offeror. A copy of the solicitation and bids or proposals must be attached to the purchase requisition and made part of the contract file. The award of a contract will be based on the requirements of the written solicitation.

The solicitation should result in bids from an adequate number of potential bidders. All bids or proposals shall be publicly opened at a time and place prescribed in the solicitation. The award of a contract will be based on the requirements of the written solicitation

**PURCHASES ABOVE
\$100,001**

~~Purchases greater than one hundred thousand and one dollars (\$100,001) must have written solicitations and advertised to the public for a minimum of ten (10) business days. This level of purchase must be advertised on the District website. The purchaser has the option to competitively award a contract through an Invitation for Bids or Request for Proposals.~~

~~The solicitation should result in bids from an adequate number of potential bidders. All bids or proposals shall be publicly opened at a time and place prescribed in the solicitation. The award of a contract will be based on the requirements of the written solicitation.~~

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Section 111.00 –Procurement

INVITATION FOR BIDS

Invitation for Bids:

An ~~invitation~~ Invitation for ~~bids~~Bids (competitive sealed bidding) must be issued ~~in an efficient and economical manner~~ and must include specifications and all contractual terms and conditions applicable to the procurement.

Public Notice:

~~Notice of an~~ An Invitation for Bids must be given at least seven (7) business days before the date of the opening of bids. Notice of an Invitation for Bids shall be displayed on the District website and, where practical, in addition to other publicly available sources that may increase competition for the solicitation as determined by the District.

Receipt and Safeguarding of Bids:

All bids, including modifications, received before the time of opening must be kept secure and unopened.

Bid Opening:

Bids shall be opened publicly in the presence of at least one witness at the time and place designated in the Invitation for Bids. The bid opening shall, at minimum, have the following information recorded: the bidder's name ~~and contact information~~, amount of each bid, ~~the bidder's compliance with the solicitation documents, and any other relevant information as determined by the District~~. The record ~~and each bid~~ shall be open to public inspection after award at that time.

Bid Acceptance and Bid Evaluation:

All bids that comply with the requirements listed in the ~~invitation~~ Invitation for ~~bid~~Bids shall be unconditionally accepted without alteration or correction. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids.

Correction or Withdrawal of Bids; Cancellation of Awards:

Corrections or withdrawal of erroneous bids before or after award, based on such bid mistakes, may be permitted ~~where appropriate~~. After bids are opened, no changes in bid prices or other provisions of bids prejudicial to the interest of the District or fair competition shall be permitted. The District reserves the right to cancel the award of any solicitation at any time, for any reason.

Discussions:

The District shall be allowed to enter discussions with bidders for the purpose of clarifying a bid and to assure full understanding of the requirements set forth in the ~~invitation~~ Invitation for ~~bid~~Bids. Any bid that has been accepted in response to a solicitation that requires further clarification shall be afforded an opportunity to clarify such ambiguities so long as the clarifications do not materially influence the bid price in the bidder's favor.

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Award:

~~Notice of a~~An award shall be made to the lowest responsive and responsible bidder whose bid meets ~~based on~~ the requirements of the written solicitation. The District may negotiate with the lowest responsive and responsive bidder to lower ~~his/her~~ bid pricing within the scope of the Invitation for Bids.

In determining the lowest responsive and responsive bidder, in addition to price, the District shall consider items outlined in the solicitation.

Disqualification of Bidders:

Awards are to be made to bidders who have been found to be both "responsive" and "responsible." An intended contract award is to be made to the lowest **responsive** and **responsible** bidder whose bid meets the requirements set forth in the Invitation for Bids.

The Standard of Responsiveness

A "responsive bidder" means ~~the person~~ offeror who has submitted a bid which conforms in all material respects to the ~~invitation~~ Invitation for ~~bids~~ Bids. Bids from individual bidders which fail to conform to the essential requirements of the ~~invitation~~ Invitation for ~~bids~~ Bids shall be rejected.

The Standard of Responsibility

A written determination of non-responsibility is required.

Factors to be considered in determining whether the standards of responsibility have been met include whether a prospective contractor has:

1. available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
2. a satisfactory record of performance;
3. a satisfactory record of integrity;
4. qualified legally to contract with the Airport; and
5. supplied all necessary information in connection with the inquiry concerning responsibility.

If a bidder or offer or who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsive setting forth the basis of the finding shall be prepared.

Request for Qualifications:

Prior to issuing an Invitation for Bids, the District may issue a request for qualifications from prospective bidders. The request shall contain a description of the goods, equipment, or services, the general scope of the work, the deadline for submission of information and how a prospective bidder may seek consideration by the District.

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The request may require information regarding the prospective bidder's product specifications, qualifications, experience, organization, assets and equipment, safety record, safety and quality control programs, financial stability and any other information deemed relevant by the District in determining the prospective bidder's ability to properly perform the requirements of the contract. The District shall give adequate public notice of the ~~request~~ Request for ~~qualifications~~ Qualifications ~~in the manner specified above.~~

The District shall review all information received in response to a Request for Qualifications and rank each prospective bidder from most qualified to least qualified on the basis of the information received. The solicitation shall then be sent to the most qualified bidder(s). The failure of a prospective bidder to receive a solicitation based on their order of rank during the request for qualifications shall not be grounds for protest.

REQUEST FOR PROPOSALS

Conditions for Use

When the District determines in writing that competitive sealed bidding through an ~~invitation~~ Invitation for ~~bids~~ Bids is either not practicable or not advantageous, the District may solicit competitive sealed proposals through a ~~request~~ Request for ~~proposals~~ Proposals.

At minimum, a ~~request~~ Request for ~~proposals~~ Proposals should include the following:

- A description of the work that is required by the contract;
- Relevant information required by the District to be in the offeror's proposal;
- Criteria that will be used to evaluate the proposals; and
- Terms and conditions applicable to the contract.

Public Notice:

Public notice of the Request for Proposals shall be given not less than ~~five-seven~~ (57) business days prior to the ~~submittal deadline for proposals. date set forth therein for the opening of proposals.~~ submittal deadline for proposals. A Request for Proposal shall be displayed on the District website and, where practical, in addition to other publicly available sources that may increase competition for the solicitation such as an industry specific website.

Proposal Opening:

Proposals shall be opened publicly at the time and place designated in the Request for Proposals. ~~The amount of each proposal and the name of each offeror shall be recorded in the office of the District.~~ Proposals shall be open for public inspection after contract award. Proprietary or confidential information marked, as such in each proposal shall not be disclosed without the written consent from the offeror.

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Discussion with Responsible Offerors and Revisions to Proposals:

The District may conduct discussions with responsible offerors who submit proposals, which the District determines to be reasonably susceptible of being selected for award for the purpose of clarifying the solicitation requirements.

Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

Award:

Award shall be made to the responsible offeror whose proposal is determined in writing to be most advantageous to the District.

PUBLIC/PRIVATE PARTNERSHIPS

The District may conduct negotiations with the successful offeror to expand or revise the scope of proposals or awards envisioning a public private partnership for the provision of services to the District. Such revisions may include revising the structure of the proposal to include assigning the award to qualified and responsible parties who can own, operate, and finance the assets specified in the proposal, and to expand the terms of the proposal to include the successful offeror or its assignee financing and owning the required assets. To the extent reasonably practical, such changes shall be generally consistent with the terms of the prior award and in all cases shall be approved by the President/CEO, with the approval of the Commission, upon finding that they are in the best financial interest of the District.

COOPERATIVE PURCHASING "Piggybacking"

Authorized by the State of South Carolina, the District may enter into cooperative purchasing agreements that have been entered into between one or more public procurement units, regardless of the procurement unit's location inside or outside the State of South Carolina. The District may enter into an agreement with the public procurement unit for cooperative use of personnel, information, supplies, services, warehousing, and capital equipment in accordance with an agreement of terms between the participants; provided, such cooperative use will be more cost effective.

- Prior to using cooperative purchasing agreements to procure goods and services, advance discussion and approval must be obtained by the President/CEO before executing the purchase.

Piggybacking – If an identical item to be so purchased has already been purchased by another entity which has gone through a competitive bidding process or competitive sealed proposal process equivalent or more stringent than that required by the District, whether it be in the State of South Carolina or any other state,

Administrative Policies & Procedures

Section 111.00 –Procurement

AND a vendor will honor the same bid price to the District, THEN the exemption would still apply, and said item can be purchased without going through the procurement procedures outlined in this policy.

EMERGENCY PROCUREMENTS

Notwithstanding any other provision of this procurement code, the President/CEO, or designee, may make or authorize others to make emergency procurements only when there exists an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions including threats due to critical property damage. ~~Additionally, the President/CEO, or designee, may authorize emergency procurements for critical property damage if such damage threatens occupant safety and security.~~ Such emergency procurements shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

SINGLE/SOLE SOURCE PROCUREMENTS

The District seeks to award competitive procurements to the maximum extent possible. ~~From time to time, t~~The President/CEO may authorize for a contract to be awarded for a good, equipment, or supply, service, information technology or construction item without competition when the District determines in writing that there is only one source that is either reasonably available in the marketplace or only one source is known to exist.

CANCELLATION OF INVITATION FOR BIDS OR REQUESTS FOR PROPOSALS

An Invitation for Bids, a Request for Proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the District. ~~The reason for such cancellation shall be made part of the contract file.~~ If a solicitation is cancelled by the above two methods, notice of the cancellation shall be publicly posted.

REJECTION OF INDIVIDUAL RESPONSES

The District reserves the right to reject a response to a solicitation by an Offeror ~~prospective contractor~~ if any of the following conditions are observed during evaluations:

- The prospective contractor ~~offeror~~ is found to be non-responsive to any requirements of the solicitation;
- The prospective contractor ~~offeror~~ is found to be not responsible;
- The prospective contractor ~~offeror~~'s price is considered unreasonable based on a price evaluation.

The reasons for the rejection of an offeror's ~~prospective contractor's~~ response shall be documented and made part of the contract procurement file ~~that is available for public inquiry~~.

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INSURANCE REQUIREMENTS

The District shall require appropriate insurance and bonding levels as well as other pertinent surety instruments to sufficiently mitigate the District’s risk for each procurement. The following types of insurance may be required as determined by the District:

- Commercial General Liability (CGL)
- Automobile Liability
- Products-Completed Operations
- Professional Liability
- Bid Security Bond
- Performance Bond
- Payment Bond
- Workers Compensation

For each contract and at the discretion of the District, the District shall be listed as an additional insured on the contractor’s insurance certificate.

Indemnification – The District ~~is shall~~ not permitted to indemnify any ~~potential contractor or~~ contractor in accordance with the Commission Bylaws and the State of South Carolina. Indemnification language protecting the District must be inserted in each contract awarded by the District for goods, equipment, and services.

Waiver of Subrogation – The District shall require each ~~potential contractor or~~ contractor to waive their rights of recovery and cause their insurer to waive its right to subrogate on behalf of a ~~potential contractor or~~ contractor for damages howsoever caused.

PROCUREMENT CONTRACT

Every contract ~~for procurement~~ entered into by the District may include, in addition to other relevant requirements, clauses to define responsibilities and rights of the parties to the contract with respect to the following matters:

- General Terms and Conditions
- Commercial Terms and Conditions
- Special Terms and Conditions as they may relate to mandated provisions for Federally funded goods, equipment, or services; ~~or construction~~
- Scope of Work/Statement of Work/Specifications

All contracts entered into under this Policy shall be executed in accordance with the *GSP Procurement Authorization Guidelines*. For all multi-term contracts, the President/CEO must authorize and execute the contract.

Administrative Policies & Procedures

Section 111.00 –Procurement

PROCUREMENT RECORDS AND AUDITS

Contract-Procurement File

All determinations and other written records pertaining to solicitation, award, or performance of a contract shall be maintained ~~and periodically updated~~ in a contract-procurement file by the District.

Retention of Procurement Records

All formal, written executed, contract documents shall be retained for six (6) years after the payment of the last invoice submitted by the contractor. All other procurement records shall be disposed of in accordance with records retention guidelines approved by the President/CEO and this policy. If a contract is funded in whole or in part by assistance from a State or Federal agency, then all procurement records pertaining to that contract shall be maintained for the period ~~of time~~ required by such agencyentity. The District's retention policy should be followed if more stringent.

DISPOSAL OF SURPLUS SUPPLIES

All surplus supplies, materials, and equipment with values of Five Thousand (\$5,000) or greater which are no longer useful to the District may be sold to the highest bidder in accordance with and upon such terms and conditions as determined by the District ~~with respect to such surplus supplies and materials~~. However, the District shall may sell, lease or dispose of any supplies, materials or junk which has value of less than Five Thousand (\$5,000) Dollars.

AUTHORITY TO RESOLVE PROTESTS

The President/CEO shall have exclusive authority to settle and resolve the protest of an aggrieved bidderprospective offeror, offeror, ~~or contractor, actual or prospective~~, concerning the solicitation or award of a contract. The procedure for the resolution of bid-solicitation protests shall be as follows:

Right to Protest; Exclusive Remedy

Any prospective bidderofferor or, offeror, ~~contractor, or subcontractor~~ who is aggrieved in connection with the solicitation of a contract shall be afforded the opportunity to protest to the President/CEO in the manner stated below within ten-seven (107) business days of the date of issuance of the Invitation for Bids or Requests for Proposals or other solicitation documents, ~~whichever is applicable, or any amendment thereto, if the amendment is at issue~~.

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract shall protest to the President/CEO in the manner stated below within ten-seven (107) business days of the date notification of award or notification of intent to award, ~~whichever is earlier~~, is posted ~~in accordance with this policy~~. An interested party to an actual bidder, offeror, or contractor is not allowed to initiate a protest for the actual bidder, offeror, or contractor.

The rights and remedies granted in this policy to an aggrieved disappointed bidder, offeror, contractor or subcontractor are to the exclusion of all other rights and remedies of such disappointed aggrieved bidder, offeror, contractor, or subcontractor against the State-District at common law or otherwise for the loss or potential

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Section 111.00 –Procurement

loss of an award of a contract.

Protest Procedure

Protests shall be in writing, submitted to the President/CEO, received within the timelines set forth above, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

Duty and Authority to Attempt to Settle Protests

Prior to commencement of an administrative review as provided for below, the President/CEO thereof shall attempt to settle by mutual agreement a protest of an aggrieved ~~bidder, prospective or actual offeror, contractor, or subcontractor, actual or prospective,~~ concerning the solicitation or award of the contract. The President/CEO ~~thereof~~ shall have the authority to approve any settlement reached by mutual agreement.

Administrative Review and Decision

If in the opinion of the President/CEO, after reasonable attempt, a protest cannot be settled by mutual agreement, the President/CEO shall promptly conduct an administrative review, no later than fifteen (15) business days after the deadline for receipt of a protest has expired and shall issue a decision in writing within ten days of completion of the review. The decision shall state the reasons for the action taken.

Finality

The decision of the President/CEO is final as to administrative review and may be appealed to the circuit court under the provisions of the South Carolina Administrative Procedures Act.

SUSPENSION AND DEBARMENT

Suspension and debarment are actions taken to prohibit an individual or legal entity for cause from participating in solicitations or from consideration for a contract award if there is adequate evidence to support suspension or a preponderance of evidence to support debarment. The District shall have the authority to, and the President/CEO must approve of, the suspension or debarment of an individual or legal entity if probable cause exists.

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FINANCIAL INTEREST OF COMMISSION & EMPLOYEES PROHIBITED

No member of the Commission or any officer or employee of the District shall have a financial interest in any contract or in the sale to the District or to a contractor who supplies the District with any real or personal property, materials, supplies or services, except and unless a majority of the Commissioners shall determine that an exception is in the best interest of the District. In such case, the Commissioner whose interest is involved shall not vote on the questions. Any willful violation of this section shall constitute malfeasance in office, and any Commissioner or employee of the District found guilty thereof shall forfeit his/her office or position. A violation of this section with the knowledge, express or implied, of the person or corporation contracting with the Commission shall render the contract voidable by the President/CEO or the Commission.

GIFTS AND REBATES

No employee shall accept, or agree to accept, directly or indirectly, a favor, gift, loan, money, fee, service or other item of value in any form whatsoever from any entity, organization or individual if it is intended to reward or influence, or gives the appearance of rewarding or influencing the employee with respect to his/her employment. This policy is not intended to prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service.

APPROVAL AND UPDATE HISTORY	Updated May 9, 2022 September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

OBJECTIVE	Commitment to a selection process that is open and transparent which utilizes full and open competition to the maximum extent practicable when providing for the selection of certain professional planning, architect, engineering, construction management, materials testing, inspection services and land surveying services to be rendered to the District.
LEGISLATIVE AUTHORITY	This Policy is published in accordance with South Carolina Consolidated Procurement Code, Title 11, Chapter 35, Section 11-35-50, <i>et seq.</i> , as well as Federal Regulation 2 CFR Part 200 <i>et seq.</i> for procurements made using Federally funded sources.
PURPOSE	To consider and select the appropriate method that allows the District to achieve the best professional services based on factors that are the most beneficial to the District at fair and reasonable prices.
FEDERAL GRANT FUNDING	Any contract that is federally funded (Federal grant) is subject to this Policy, District procedures, and all applicable federal laws and regulations or assurances as directed by the Federal grant agreement. This includes, but is not limited to, Federal Aviation Administration (FAA) Advisory Circular's, Airport Improvement Program (AIP) procurement requirements and standard, and Disadvantaged Business Enterprise (DBE) requirements.
METHOD OF OPERATION	
DEFINITIONS	<p>"Amendment" means a written modification to a Contract.</p> <p>"Design Services" means architect-engineer, construction management, or land surveying services.</p> <p>"District" means the Greenville-Spartanburg Airport District.</p> <p>"Compensation" means the total amount paid by the District for Professional Services.</p> <p>"Consultant" means any legal business entity that performs architectural, engineering and/or professional planning services, or any other service which the District does not have the resources or expertise and that is employed by the District to perform such services.</p> <p>"Consulting Agreement" means an agreement between the District and a firm for the performance of Professional Services awarded pursuant to the competitive selection requirements of this section.</p> <p>"Contract" means all types of District agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, information technology, or construction.</p>

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Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

"Debarment" means the disqualification of a person to receive invitations for bids, or requests for proposals, or the award of a contract by the District, for a specified period of time commensurate with the seriousness of the offense or the failure or inadequacy of performance.

"Designee" means a duly authorized representative of a person with formal responsibilities under the policy.

"Request for Qualifications (RFQ)" means all documents regarding product specifications, qualifications, experience, and ability to perform the requirements of the contract from respondents in accordance with this Policy.

"Professional Services" means the services of accountants, architects, attorneys, auditors, consultants, engineers, information technology professionals, or other individuals or organizations possessing a high degree of knowledge or skills in a particular subject area and who meet licensure or permit requirements of local, state, or federal government regulatory entities to render such services.

"Subconsultant" means any person having a contract to perform work or render service to a prime consultant as a part of the prime consultant's agreement with the District.

"Suspension" means the disqualification of an entity or individual to receive request for qualifications, or the award of a contract by the District, for a temporary period pending the completion of an investigation and any legal proceedings that may ensue because a person is suspected upon probable cause of engaging in criminal, fraudulent, or seriously improper conduct or failure or inadequacy of performance which may lead to debarment.

"Work Authorization" means a written authorization subject to the provisions of a Master Consulting Agreement for the award of a separate project within the scope of services for the Consulting Agreement.

QUALIFICATIONS BASED SELECTION PROCEDURES

SELECTION COMMITTEE

The District shall establish a selection committee for all professional planning, design, and construction service requirements. The Committee shall be composed of those individuals the President/CEO determines to be qualified to make an informed decision as to the most competent and qualified firm for the proposed project(s).

DEFINITION OF PROJECT(S)

The selection committee shall define the project(s) for which Professional Services may be required. The District may include within a single project:

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Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

- a grouping of minor construction, rehabilitation, or renovation activities;
- a grouping of substantially similar construction, rehabilitation or renovation activities;
- other grouping of construction, rehabilitation, or renovation activities that are determined to be in the best interest of the District to be included within a single project.

Any firm or individual desiring to provide Professional Services to the District must first be qualified pursuant to law and regulations of the District. The District will make a finding that the firm or individual is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

ADVERTISEMENT

The selection committee is responsible for:

- developing a description of the services required;
- enumerating all required professional services, and
- preparing a formal Request for Qualifications (RFQ) to firms for submission of information.

The RFQ must include, but not be limited to, the project title, the general scope of work, a description of all professional services required, the submission deadline, and how interested firms may apply for consideration. The RFQ must be advertised at least once. At minimum, the advertisement shall be displayed on the District website in addition to other publicly available sources that may increase competition as determined by the District.

RESPONSE TO INVITATIONS

Responses to an invitation to submit qualifications shall be specified in the invitation and based on the needs of the selection committee and the District.

INTERVIEWS WITH INTERESTED FIRMS

Following receipt of submittals from all interested persons and firms, the selection committee may hold interviews with one (1) or more firms who respond to the committee's advertisement and who are considered most qualified on the basis of information available before the interviews. A list of firms selected for interview must be sent to all firms that submitted information in response to the advertisement, before the date selected for the interviews.

The selection committee's determination as to which are to be interviewed must be in writing and based upon its review and evaluation of all submitted materials. The written report of the committee must list specifically the names of all persons and firms that responded to the advertisement and enumerate the reasons of the committee for selecting those to be interviewed. The purpose of the interviews is to provide the further information that may be

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Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

required by the selection committee to fully acquaint itself with the relative qualifications of the several interested firms.

SELECTION AND RANKING THE MOST QUALIFIED

The selection committee shall evaluate each of the persons or firms interviewed based on criteria established in the RFP document.

The committee will recommend a ranking to the Commission of the firms that are qualified to perform Professional Services, along with a designation that indicates the category or type(s) of project(s) for which the firm is qualified. **The Commission has final approval of the ranking.**

CANCELLATION OF INVITATION FOR QUALIFICATIONS

A Request for Qualifications may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the District. The reason for such cancellation shall be made part of the contract file. If a solicitation is cancelled by the above two methods, notice of the cancellation shall be publicly posted.

REJECTION OF INDIVIDUAL RESPONSES

The District reserves the right to reject a response to a solicitation by a prospective consultant if any of the following conditions are observed during evaluations:

- The prospective consultant is found to be non-responsive to any requirements of the solicitation;
- The prospective consultant is found to be not responsible;

The reasons for rejection a prospective consultant's response shall be documented and made part of the contract file that is available for public inquiry.

NOTICE OF SELECTION AND RANKING

When it is determined by the District that the ranking report is final, written notification of the highest ranked person or firm must be sent immediately to all firms interviewed.

NEGOTIATION OF CONTRACT

The District shall negotiate a contract for services with the most qualified person or firm at a compensation that is fair and reasonable. If the District is unable to negotiate a satisfactory contract with this person or firm, negotiations must be terminated formally. Negotiations must commence in the same manner with the second and then the third most qualified until a satisfactory contract is negotiated. If an agreement is not reached with one of the three, additional persons or firms in order of their competence and qualifications must be selected after consultation with the selection committee, and negotiations must be continued in the same manner until agreement is reached.

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Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

LIMITS OF APPROVAL

The President/CEO has authority to approve, and implement Consulting Agreements, Work Authorizations and/or Amendments to Work Authorizations for all items identified in the approved annual budget of the District, and other such items, provided funding is available within District funding sources.

INSURANCE REQUIREMENTS

The District shall require appropriate insurance and bonding levels as well as other pertinent surety instruments to sufficiently mitigate the District’s risk for each procurement. The following types of insurance are required for each procurement as determined by the District:

- Commercial General Liability (CGL)
- Automobile Liability
- Products-Completed Operations
- Professional Liability
- Bid Security Bond
- Performance Bond
- Payment Bond
- Workers Compensation

For each contract and at the discretion of the District, the District shall be listed as an additional insured on the contractor’s insurance certificate.

Indemnification – The District is not permitted to indemnify any potential contractor or contractor in accordance with the Commission Bylaws and the State of South Carolina. Indemnification language protecting the District must be inserted in each contract awarded by the District for goods and services.

Waiver of Subrogation – The District shall require each potential contractor or contractor to waive their rights of recovery and cause their insurer to waive its right to subrogate on behalf of a potential contractor or contractor for damages howsoever cause.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

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Section 113.00 – Construction Services

OBJECTIVE	To establish the appropriate construction project delivery approach that results in the most advantageous, economical, timely, and otherwise successful project for the District. The appropriate delivery approach that provides the District sufficient flexibility during the preparation, acceptance, execution of, and changes to construction contracts and change orders for District projects.
LEGISLATIVE AUTHORITY	This Policy is published in accordance with South Carolina Consolidated Procurement Code, Title 11, Chapter 35, Section 11-35-50, <i>et seq.</i> , as well as Federal Regulation 2 CFR Part 200 <i>et seq.</i> for procurements made using Federally funded sources.
METHOD OF OPERATION	
DEFINITIONS	<p>"Amendment" means a written modification to a Contract modifying the scope of a project previously awarded.</p> <p>"Bid Package" means a set of contract documents defining a particular scope of work to be performed by the contractor during construction.</p> <p>"Change Order" means a written modification to a construction contract, approved in the manner set forth below, providing for additions or deletions in the plans, specifications, or scope of work that establishes the basis for additional compensation or credit, if any, and providing, if applicable, for an adjustment in contract time in order to accomplish the modification.</p> <p>"Construction Contract" means a written agreement for construction, remodeling, paving, or modification entered into between the Construction Contractor and the District.</p> <p>"Construction Contractor" means a private sector business which is properly licensed to perform the type of construction services required for a construction contract.</p> <p>"Construction Management Services" means those professional services associated with contract administration, project management and other specified services provided in connection with the administration of a construction project.</p> <p>"Construction Management-At-Risk" means a project delivery method where a construction manager acts as a consultant to the District in the development and design phases of a project but assumes the risk for construction performance as the equivalent of a general contractor during the construction phase.</p> <p>"Construction Services" means those services provided by a Construction Contractor.</p> <p>"Design Assist" means a project delivery method which the District engages the construction team early in the design phase to collaborate with the architect or engineer in order to reduce the cost and time for construction, improve constructability and add value.</p>

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Section 113.00 – Construction Services

“Design-Bid-Build” means a project delivery method where the District awards separate contracts for each phase of the project: design, procurement, and construction.

“Design-Build” means a project delivery method where the District combines the project design services and construction services into a single contract award.

“Indefinite Delivery/Indefinite Quantity” (IDIQ) is a type of on call service contract or delivery method that provides for indefinite quantity of services to be furnished by one or more vendors within a fixed period of time.

“Project Costs” means the combined total cost of design, construction, construction administration, resident project representative, geotechnical, survey and inspection services.

PUBLIC ANNOUNCEMENT AND SELECTION PROCEDURES

GENERAL

At minimum, the advertisement shall be displayed on the District website in addition to other publicly available sources that may increase competition for the solicitation as determined by Staff. The advertisement will provide a general description of the project(s) that require Construction Services and define procedures on how an interested Construction Contractor may submit a proposal for consideration by the District.

The District may elect to utilize a pre-qualification process on any project. Advertisement for any pre-qualification shall be displayed on the District website in addition to other publicly available sources as determined by Staff.

Prior to any such public announcement for Construction Services, the District will have prepared plans and specifications for the project for which Construction Services are required depending on which construction delivery method will be used for the project.

CONSTRUCTION PROJECT DELIVERY METHODS

The District should consider all appropriate and effective means for both the design and construction of the project when determining the appropriate construction project delivery method. Prior to determining the appropriate construction project delivery method, an analysis shall be completed of the specific requirements the project must satisfy and take other considerations into account that serve in the best interest of the District, such as project complexity, schedule, financing availability or the funding source of the project. The construction project delivery methods most commonly used by the District are as follows:

- Design Assist
- Design-Build
- Design-Bid-Build

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- Construction Management Services

COMPETITIVE SELECTION

Construction Services will be procured through a competitive public process or by any other method allowed by applicable local, state, federal regulations or District policies.

Two categories of capital projects based on the dollar value are established as follows:

Capital Projects Less than \$10,000,000 in Construction Contract Value:

The District may use an Indefinite Delivery Indefinite Quantity (IDIQ) contracting method for up to a period of five (5) years for non-federally funded construction projects and less than \$10,000,000 in construction contract value. For the selection of capital projects IDIQ contractors, staff shall prepare a Request for Qualifications / Request for Proposal (RFQ/RFP) and publicly advertise for interested contractors. Qualified contractors will be selected based upon the evaluation criteria outlined in the RFQ/RFP. After an IDIQ contractor pool is established, the selected contractors will be contracted for a period up to five (5) years. Staff may utilize any of the Construction Project Delivery Methods outlined above. Price proposals will be solicited from the IDIQ contractors during the term of the agreement. Proposals will be evaluated, and contracts shall be awarded based on the best proposal in the District's sole interest. Staff is not required to utilize the IDIQ contractors for all projects with construction contracts less than \$10,000,000, if it is determined by Staff that the IDIQ contractors are not best suited to deliver on a particular project.

Capital Projects Greater than \$10,000,000 in Construction Contract Value and all Federally Funded Projects:

Construction Services for projects greater than \$10,000,000 in construction contract value shall be publicly advertised and procured.

Staff may utilize any of the Construction Project Delivery Methods outlined above.

The use of a prequalification process of contractors may be utilized for such projects.

CANCELLATION OF SOLICITATION

Any solicitation may be cancelled, or any response to a solicitation may be rejected in whole or in part at any time when it is in the best interest of the District. If a solicitation is cancelled after the submittal due date, all proposers shall be notified promptly of the cancellation. If a solicitation is cancelled prior to the submittal due date, notification of the cancellation shall be publicly posted in a similar method to the original solicitation.

REJECTION OF INDIVIDUAL RESPONSES

The District reserves the right to reject a response to a solicitation by a prospective contractor if the following conditions are observed during evaluations:

- The prospective contractor is found to be non-responsive to any requirements of the solicitation;
- The prospective contractor is found to be not responsible; or

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- The prospective contractor’s price is considered unreasonable based on a price evaluation.

The reasons for rejection a prospective contractor’s response shall be documented and made part of the contract file that is available for public inquiry.

NEGOTIATION

In the event the lowest responsible bid is in excess of the funds available for the project, Staff may enter into negotiations with the lowest responsible bidder making reasonable changes in the plans and specification as may be necessary to bring the contract price within the funds available, and may execute a contract with the bidder if the bidder agrees to the changes.

CONTRACT PREPARATION

After approval of contract award by the District, a contract is prepared and executed by the District and the Construction Contractor, and if necessary, Federal or State agency concurrence. The District shall issue the notice to proceed at the appropriate time.

INSURANCE REQUIREMENTS

The District shall require appropriate insurance and bonding levels as well as other pertinent surety instruments to sufficiently mitigate the District’s risk for each procurement. The following types of insurance are required for each procurement as determined by the District:

- Commercial General Liability (CGL)
- Automobile Liability
- Products-Completed Operations
- Professional Liability
- Bid Security Bond
- Performance Bond
- Payment Bond

For each contract and at the discretion of the District, the District shall be listed as an additional insured on the contractor’s insurance certificate.

Indemnification – The District is not permitted to indemnify any potential contractor or contractor in accordance with the Commission Bylaws and public policy of the State of South Carolina. Indemnification language protecting the District must be inserted in each contract awarded by the District for goods and services.

Waiver of Subrogation – The District shall require each potential contractor or contractor to waive their rights of recovery and cause their insurer to waive its right to subrogate on behalf of a potential contractor or contractor for damages howsoever cause.

COORDINATION OF PROJECT

Upon award of contract and subsequent notice to proceed, the designated Project Manager as delegated by the President/CEO, serves as coordinator of the project.

CHANGE ORDER PROCEDURES

A Change Order may be initiated by a contractor’s request or the District’s issuance of a bulletin outlining the description of work,

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reasons for the change, and the estimated cost. The proposed Change Order request describes the scope of work involved, reason for the change, and the source of funding.

The President/CEO or designee:

1. Coordinates the documentation that describes and details the scope of the change including the estimated cost and time impact, if any;
2. Informs Federal and State agencies, when applicable, of the proposed change to determine funding eligibility for participation or reimbursement;
3. Assigns a Change Order number that identifies both the contract and the Change Order sequential number within that contract;
4. Requests the Administration and Finance Department to confirm the source of funds;
5. Approves the Change Order or presents the Change Order to the Commission for approval, if necessary, and obtains necessary signatures on the Change Order.

PAYMENT FOR CHANGE ORDERS

Unless otherwise set forth in the Construction Contract or the Change Order, partial payment to the contractor for work done pursuant to the Change Order will be made when work involved is satisfactorily completed.

APPROVAL OF CONSTRUCTION CONTRACTS AND CHANGE ORDERS

The President/CEO or designee is authorized to approve all Construction Contracts and Changes Orders for all items identified in the approved annual budget of the District, and other such items, provided funding is available within District funding sources.

BONDS/DEPOSITS

The District may require forms of security to assure the timely, faithful, and uninterrupted performance of a project or ongoing services. Such security requirements shall be determined by the President/CEO prior to issuing a solicitation for a project or service. Forms of security for a project that is acceptable to the District are as follows:

- Payment and performance bonds (100%) and bid bonds/deposits (5%) for projects valued at \$500,000 or more. If a project is valued at less than \$500,000, the President/CEO or designee shall determine whether or not payment and performance bonds are required based on the project's complexity, reputation of the contractor, and dollar value of the project.
- Operations period surety bonds that secure the performance of the contractor's operations and maintenance operations;
- Letters of Credit in an amount appropriate to cover the cost of preventing project interruptions for up to one (1) year;

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- Written guarantees from a contractor to secure the recovery of reprocurement costs to the District if the contractor defaults in performance; and
- Cash deposits

APPROVAL AND UPDATE HISTORY	Updated May 13, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 114.00 – Public Service Ads & Exhibits

OBJECTIVE To establish criteria for public service advertising or exhibits in the Terminal Complex at Greenville-Spartanburg International Airport.

METHOD OF OPERATION

PROCEDURES In order to maintain a more orderly and comfortable environment in and about the Terminal Building (which is not a public forum, and which is not intended to be a public forum), art, craft and other displays and exhibitions in the Terminal Building and on the sidewalks adjacent thereto are prohibited. However, this policy does not apply to:

1. Displays and exhibitions which are owned by the Greenville-Spartanburg Airport District ("District").
2. Displays and exhibitions which are owned by the United States of America or the State of South Carolina or any of their respective subdivisions, agencies, authorities or departments; provided that the District or the District's President/CEO has given its or his/her prior written approval for each such display or exhibition.
3. Any area in the Terminal Building which is leased to the United States of America, on behalf of the Federal Aviation Administration or the National Weather Service, or an airline or other concessionaire, if the applicable lease permits such a display or exhibition.
4. Commercial airport display advertising which is provided pursuant to a contract with the District.
5. Temporary displays associated with District programs that have received written approval of the President/CEO or designee.

South Carolina law shall govern and apply to this policy, and this policy may be amended from time to time by the District without notice.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 115.00 – Travel

OBJECTIVE To establish the policy and procedures governing authorized travel for employees, consultants, members of the Commission, and other authorized persons who travel at the expense of the District.

METHOD OF OPERATION

STATEMENT It is the intent of this policy to provide for travel expenses and allowances for District employees, and other persons entitled to a travel allowance in accordance with the provisions stated.

In the event that travel, training, etc., is offered at others' expense, President/CEO approval must be obtained prior to acceptance.

This policy shall apply to those expenditures which are necessarily incurred in the performance of a public purpose authorized by law to be performed, including meetings with government officials, meetings with civic groups, seminars and training programs, pick-up and delivery of parts and equipment, recruitment of personnel or industry, community promotion, and any other related activities essential to the performance of a public purpose.

DEFINITIONS For the purpose of this policy and procedure, the following words or phrases shall mean:

"Authorized Travelers"

- Commission members. Officials serving on the Commission, other than employees.
- District employees. An individual filling an authorized position in the District, other than Commission members.
- All other travelers. Persons, including consultants, other than District members/employees authorized in writing in advance by the President/CEO or designee, to travel at the expense of the District.

"Authorizing Person"

Managers, Directors, Senior Directors, Vice Presidents, Senior Vice Presidents, and the President/CEO are all designated as persons authorized to approve travel requests.

"Business Client"

Any person, other than an Authorized Traveler, who receives the services of or is subject to solicitation by the District in connection with the performance of its lawful duties; persons or representatives of firms considering or being solicited for investment, or for location, relocation, or expansion of a business, in the District's airport system; and other business, financial, promotional, or other persons affiliated with the District.

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"Common Carrier"

Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

"Daily Travel"

All travel, including conferences and seminars, that does not require an overnight stay.

"Domestic Travel"

Travel within the forty-eight (48) continental United States.

"Entertainment Expenses"

The actual and reasonable costs of providing hospitality for business clients or guests, which costs are defined and prescribed as hereinafter set forth.

"Executive Staff"

Vice Presidents, Senior Vice President, and the President/CEO shall be considered Executive Staff.

"Guest"

A person, other than an Authorized Traveler or Business Client, authorized by the President/CEO or designee, to receive the hospitality of the District in connection with the performance of its lawful duties.

"International Travel"

Travel outside the forty-eight (48) continental United States, to include Alaska, Hawaii and US possessions.

"Method of Travel"

The mode of transportation used such as District-owned vehicle, privately owned vehicle, Common Carrier, etc. should take into consideration the following:

- the purpose and nature of the travel;
- the cost of travel;
- the total travel time;
- the cost of accommodations and subsistence; and
- the number of persons making the trip and the amount of equipment or material to be transported.

"Travel Day"

A period of twenty-four (24) hours consisting of four (4) quarters of six (6) hours each beginning at midnight.

"Travel Expenses"

The actual and reasonable costs of transportation, meals, lodging, and incidental expenses normally incurred by a traveler, which costs are defined and prescribed as hereinafter set forth.

"Travel Period"

The period of time between the time of departure and time of return.

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GENERAL POLICY

It is the general policy of the District to reimburse reasonable travel and entertainment ~~expenses,expenses~~ incurred during authorized travel, subject to any limitations provided for in this policy.

If an Authorized Traveler on a trip deviates from this policy and procedure for justifiable reasons, the circumstances of the deviation and the reasons therefore are to be documented and reviewed for approval by the President/CEO.

PLANNING AND APPROVING

Travel Authorization. All requests for travel ~~—(domestic and international)—~~ must be submitted on a Travel Authorization Form (Form). It should contain the dates of travel, ~~a total budget amount~~whether the trip was approved with the department's annual budget and all other pertinent information required to process the requested travel arrangements. ~~The approving person must ensure that funding is available in the appropriate line item budget.~~ The Form must include a statement of purpose for the travel and indicate the benefits to the District. A copy of any printed program or agenda shall also be submitted. If none is available, a statement to that effect must be submitted. The Form must be signed by the traveler, and any required approvals obtained in advance of the proposed travel.

Authorizing Persons or designees shall have the responsibility to review travel requests and ensure their compliance with policy and procedure. Typically, the next higher in authority should approve travel for a traveler. ~~However,~~ Department Directors are ultimately responsible for the appropriateness and accuracy of all travel within their respective department.

SPECIAL CONDITIONS OF TRAVEL

Authorized Travelers Other Than Commission Members or Employees. The President/CEO or designee may approve travel by persons who are serving as consultants or advisors when such travel is on behalf of the District (excluding those consultants and advisors whose contract specifies the terms of travel). Travel expense provisions may be made within ~~the consulting agreements~~ and approved as part of the agreement, subject to the maximum limits for reimbursement provided for in this policy. If no provision is reflected in the agreement, complete justification must be submitted prior to approval. Travel expenses for authorized persons shall adhere to the same rates and guidelines as those for District members, employees and other travelers.

Travel for Employment Interviews. Travel and transportation expenses of the District's employment applicants will be reimbursed in accordance with this policy.

Emergency Travel. The President/CEO, or designee, may authorize travel for any Authorized Traveler, or other traveler pursuant to emergency notice.

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RATES OF PAYMENT Lodging

A traveler may be reimbursed for the actual cost of a single/double occupancy hotel room for travel that requires overnight absence from ~~official headquarters the District~~GSP. Reasonably priced lodging accommodations should be sought. When traveling to an out of town seminar/convention, the sponsoring organization will normally provide a list of motels/hotels offering special seminar/convention room rates. Travelers are encouraged to stay at the conference motels/hotels. Lodging expenses must be substantiated by a receipt.

Meals

For the purposes of determining meal reimbursements, the Travel Day shall begin two hours before departure on domestic flights and three hours before departure on International flights. Travel involving ground transportation shall commence at point and time of departure.

Actual meal expenses will be reimbursed for authorized trips or seminars on District business.

Meal expenses should be reasonable and reflect the general cost of living for the area of travel. The President/CEO, or designee, may disallow exorbitant meal expenses in whole or in part. Although it is expected that a receipt should support all meal expenses, when a single meal expense exceeds \$25.00, the traveler must submit a receipt for reimbursement. All tips associated with meals should be included as a meal expense.

Reimbursements will be made for the following:

- Breakfast if departure is before 6:00 a.m. and return is after 8:00 a.m.
- Lunch if departure is before 12 noon and return is after 2:00 p.m.
- Dinner if departure is before 6:00 p.m. and return is after 8:00 p.m.

Complimentary Meals. If a complimentary meal is provided or is included in a registration fee paid by the District, the traveler is encouraged to utilize such meal services, but is not required to do so.

Expenditure Amounts. Limitations on expenditures set forth above are applicable to Authorized Travelers, subject to the provisions further outlined under Entertainment Expenses.

TRANSPORTATION

1. General Requirement. All travel must normally be by the usually traveled direct route or method. If a person travels by an indirect route or any other method for his/her ~~or her~~ own convenience, any extra costs shall be borne by the traveler and reimbursement or payment of expenses shall be based only on

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such charges as would have been incurred by use of the usually traveled route or method.

2. Commercial Air Travel.

- a. Economy Class Airfare (or equivalent). Authorized Travelers shall book economy class (including economy plus) airfares for travel unless authorized otherwise by the President/CEO.
- b. Business/First Class Airfare. The President/CEO or designee may authorize a traveler to use an airline's business class for international travel or business/first class for domestic travel.
- c. Seat Assignments/Baggage Fees. In addition to the base airfare, Authorized Travelers may select preferred seating locations (aisle/window, etc.) for travel, and check baggage.
- d. Personal Travel. Personal side trips combined with business trips are allowed when approved in advance. Side trips must be taken on one's own time and at no expense to the District. Any additional expense over the ticketed cost as determined by this policy for the business portion of the trip is the responsibility of the traveler. The personal portion of the airfare must be reimbursed to the District or directly paid with personal funds. An Authorized Traveler who alters travel plans for personal reasons must pay any additional cost of transportation directly to the commercial carrier at the time of purchase, and will not charge such additional cost to the District nor request reimbursement of such additional cost.

3. Car Rentals.

Use of a rental car must be included on the Travel Authorization Form and deemed to be more economical, efficient or appropriate than alternative forms of ground transportation. The type of car rented should reflect the business for which the car will be used. Rental cars must be approved in advance by the Authorizing Person.

When renting a car for business purposes, do not accept additional insurance.

Receipts for rental cars should be obtained and attached to the Travel Expense Report.

4. Privately Owned Vehicles.

The Authorizing Person may authorize the use of a privately-owned vehicle for travel on behalf of the District in lieu of District-owned or rented vehicles or common carriers.

An Authorized Traveler who requests, and is approved the use of a privately-owned vehicle, shall be entitled to a mileage allowance at the rate set forth in Section 5 below, or the air carrier fare for such travel, whichever is less.

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All travel which is subject to a mileage allowance shall be shown from point of origin or the Greenville-Spartanburg International Airport to point of destination and return, whichever is less. Actual vicinity mileage necessary for the conduct of District business is allowable but must be shown as a separate item on the Report.

No reimbursement other than a mileage allowance shall be allowed for expenditures related to the operation, maintenance or ownership of a privately-owned vehicle, except as provided above and in the Other Expenses.

5. Mileage Allowance.

The mileage allowance for Authorized Travelers shall be in accordance with Section 162 of the Internal Revenue Code (Regulation 1.162-2(f)) as such regulation or replacement regulation may be amended.

6. Trains.

Use of a Train must be included on the Travel Authorization Form and deemed to be more economical, efficient or appropriate than alternative forms of transportation.

OTHER EXPENSES Receipts are required, when available, for the following incidental travel expenses:

- Convention and conference registration fees. Additionally, a traveler may be reimbursed for the actual and reasonable fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the District's participation at the conference or convention, including, but not limited to, banquets and other meal functions. It shall be the traveler's responsibility, however, to substantiate that such charges are proper and necessary.
- Reasonable tips and gratuities, not to exceed 20% of the underlying expense.
- Actual passport and visa fees required for authorized travel.
- Actual and necessary fees charged to purchase traveler's checks for authorized travel expenses.
- Actual fees charged for exchange of currency necessary to pay authorized travel expenses.
- Actual fees for immunizations required or recommended for authorized travel.
- Actual cost of maps necessary for conducting official business.
- Taxi, train, or shuttle bus fare.
- Storage or parking fees.
- Gasoline when using a rental car.
- Tolls.

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Section 115.00 – Travel

- Communication expense incurred in the conduct of District business.
- Laundry and Pressing. When authorized travel extends beyond four (4) days, the traveler may be reimbursed for laundry, dry cleaning, and pressing costs when substantiated by receipts.
- In countries where a language barrier may exist, reimbursement for expenses such as taxi fare, currency exchange fees, or tolls may be made without receipts provided that a statement is attached to the travel report and detailing non-receipted expenses.

TRAVEL ADVANCES

Employees (other than those employees possessing District authorized credit cards and Executive Staff), who have been authorized to travel may, when necessary, draw a travel advance of not less than \$25 nor more than the amount of estimated expenses for travel, less amounts prepaid by the District, by completing and submitting the Travel Authorization Form no less than five (5), nor more than twenty (20) working days before said travel. The amount of the travel advance is subject to the approval of the Authorizing Person.

~~Any approved travel advance will be deposited into the traveler's primary bank account via ACH.~~

If two or more travel reports are outstanding, no additional travel advances will be issued.

For any advance that is outstanding for more than thirty (30) days and is directly attributable to the traveler's failure to properly file the report in a timely fashion, payroll deduction will ~~automatically~~ be made.

ENTERTAINMENT EXPENSES

Entertainment expenses are allowable for promotional items and services required to provide hospitality for Authorized Travelers, Business Clients and authorized Guests as set forth below:

1. Tangible Items. Hospitality in the form of tangible items, such as tie tacks, medallions, paperweights, and other non-consumable items are distributed by the appropriate Department. Non-consumable items shall be requisitioned through normal purchasing procedures.
2. Recreational Activities. Hospitality in the form of recreational activities may be provided.
3. Entertainment. Actual and reasonable entertainment expenses (including but not limited to food and beverages) of Commission members, employees and other authorized persons including Business Clients and/or authorized Guests are allowable under this policy.

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RECEIPTS

While receipts in the prescribed form are required for most payments or reimbursements pursuant to this policy, it is recognized that unexpected circumstances may arise such as language barriers, loss of receipts, or unavailability of receipts, which require an alternative procedure for documentation of reimbursable expenses. In those isolated situations where receipts are not available, a statement must be prepared by the traveler and included in the Travel Expense Report. Such certification may then be presented in lieu of the unavailable or lost receipt.

REPORTING

1. ~~Domestic Travel.~~ Employees, ~~other than the Executive Team,~~ must ~~submit a~~ completed ~~a~~ Travel Expense Report ~~to the~~ in a manner prescribed by the Finance Department with required documentation no later than ten (10) working days after the end of each calendar month. Employees without access to the District's expense reporting system must submit a Travel Expense Report to Finance no more than 10 days after the completion of travel. ~~travel period has ended. Executive Team members shall submit all travel expenses and a Travel Expense Summary Report with their monthly business expense report.~~
2. ~~International Travel.~~ Employees, ~~other than the Executive Team,~~ must submit a completed Travel Expense Report with required documentation to the Finance Department no later than the earlier of thirty (30) working days after the travel period has ended or upon receipt of the credit card statement verifying the international currency exchange rates. A copy of the applicable credit card statement, or appropriate receipts, must be submitted with the Travel Expense Report. Executive Team members shall submit all travel expenses and a Travel Expense Summary Report with their monthly business expense report.
- 3.2. Reporting Requirements. The following shall be included in completed Travel Expense Reports:
 - a. Trip Benefits. Trip benefits shall be stated on the Travel Authorization & Expense Report indicating significant benefits realized by the traveler as a result of the trip for all travel other than local travel.
 - b. Significant Deviations from Estimated Expenses. Significant deviation from estimated expenses (i.e., more than the lesser of 20% or \$250) shall be explained in the Travel Expense Report approved by the Authorizing Person.
- 4.3. Funds Due District. Any funds advanced in excess of the travel expenses incurred and allowed should be reimbursed to the District's Finance Department and a cash receipt form obtained no later than twenty (20) working ~~days for Domestic travel, and thirty (30) working days for International travel,~~ after the travel period has ended. A copy of the cash receipt must be attached to the Travel Expense Report.

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Section 115.00 – Travel

~~5.4.~~ Funds Due Traveler. Travel Expense Reports showing an amount due to or on behalf of an Authorized Traveler will be processed for payment in accordance with standard payment procedures. Payment of undisputed items will be processed for payment within two (2) payment cycles.

~~6.5.~~ Executive Staff Travel. ~~Executive Staff shall complete a Travel Expense Report as outlined above for reporting purposes only, not for reimbursement. As Executive Staff is are required to utilize a personal credit card and/or funds for certain business related expenses, including travel, Executive Staff completes a monthly expense report for business expense reimbursements.~~

~~7.6.~~ Canceled Trips. Cancellation of a scheduled business trip will be allowed for legitimate reasons but must be approved by Authorizing Person. If appropriate approval is not obtained prior to canceling the business trip, any non-refundable expenses (registration, air fare, etc.) will be the responsibility of the employee. The traveler shall be responsible for requesting refunds for any registration fees, etc., which were expended prior to the required cancellation.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 116.00 – Information Technology – Acceptable Use

OBJECTIVE

The purpose of this policy is to outline the acceptable use of computer equipment at the District. These rules are in place to protect the employee and the District. Inappropriate use exposes the District to risks including malicious attacks, compromise of network systems and services, and legal issues.

METHOD OF OPERATION

GENERAL POLICY

This policy applies to the use of information, electronic and computing devices, and network resources to conduct District business or interact with internal networks and business systems, whether owned or leased by the District, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at the District and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with District policies and procedures, and local laws and regulation

OVERVIEW

The District is committed to protecting employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP), are the property of District. These systems are to be used for business purposes in serving the interests of the District, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every District employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

GENERAL USE AND OWNERSHIP

District proprietary information stored on electronic and computing devices whether owned or leased by District, the employee or a third party, remains the sole property of District. Each user must ensure through legal or technical means that proprietary information is protected in accordance with data protection standards.

Each user has a responsibility to promptly report the theft, loss or unauthorized disclosure of District proprietary information.

Each user may access, use or share District proprietary information only to the extent it is authorized and necessary to fulfill assigned job duties.

Administrative Policies & Procedures

Section 116.00 – Information Technology – Acceptable Use

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult his/her supervisor or manager.

For security and network maintenance purposes, authorized individuals within District may monitor equipment, systems and network traffic at any time.

District reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

SECURITY AND PROPRIETARY INFORMATION

Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. User must lock the screen or log off when the device is unattended.

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of District resources. All users, including contractors and vendors with access to District systems, are responsible for taking the appropriate steps to select and secure their passwords.

Postings by employees from a District email address to newsgroups is prohibited, unless posting is in the course of business duties.

Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

UNACCEPTABLE USE

The following activities are, in general, prohibited:

A. System and Network Activities:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by District.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which District or the end user does not have an active license is strictly prohibited.

Administrative Policies & Procedures

Section 116.00 – Information Technology – Acceptable Use

- Accessing data, a server or an account for any purpose other than conducting District business, even if you have authorized access, is prohibited.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, etc.).
- Revealing any District account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any District account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to the IT Department is made.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

B. Email and Communication Activities:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, SMS, texting, or telephone, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.

The lists above are by no means exhaustive, but rather an attempt to provide a framework for activities which fall into the category of unacceptable use.

IT misuse shall be reported to the immediate supervisor for appropriate disciplinary action. All disciplinary actions instituted for

Administrative Policies & Procedures
Section 116.00 – Information Technology – Acceptable Use

IT misuse shall be consistent with current policies and procedures. The District reserves the right to proceed criminally or civilly against the violator for alleged misuse of current applicable state, federal, or local laws.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 117.00 – Air Service Partnership Plan

OBJECTIVE To prescribe the range of options available for air service development for the Greenville Spartanburg International Airport District (“District”).

METHOD OF OPERATION

INTRODUCTION In an effort to stimulate air carrier growth and provide an incentive to incumbent and new entrant airlines for the addition of new air service at the Greenville Spartanburg International Airport (Airport), the District shall have a range of options that can be utilized. This policy provides the parameters within which Staff will be able to negotiate air service development on behalf of the District.

PASSENGER INCENTIVE PROGRAM For new nonstop service to one of Greenville-Spartanburg’s top 50 destinations based on U.S. Department of Transportation data or a new hub destination, the following range of options may be available for use in negotiating air service development at the Airport with current and prospective air service carriers:

- Marketing and advertising of new service up to \$500,000. Service must be maintained for a period of at least twelve (12) months consecutively.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twenty-four (24) months:
 - Landing Fees for the new service.
 - Rental fees for new or expanded preferential lease space (Ticket Counter, ATO, BSO, OPS space, etc.)
 - Per turn fees.
 - Airport imposed security fees.
 - Into-plane fueling fees.
- Assistance with airport facility improvements and/or equipment purchases may be negotiated on a case by case basis.

For new nonstop international service, the following range of options will be available for use in negotiating air service development at the Airport with current or prospective air service carriers:

- Marketing and advertising of new service to be negotiated on a case by case basis depending on whether the service is daily, less than daily, and/or seasonal.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twenty-four (24) months:
 - Landing fees for the new service.
 - Rental fees for new or expanded preferential use lease space (Ticket Counter, ATO, BSO, OPS space, etc.).

Administrative Policies & Procedures

Section 117.00 – Air Service Partnership Plan

- Per turn fees
- Airport imposed security fees.
- Into-plane fees.

Assistance with airport facility improvements and/or equipment purchases may be negotiated on a case-by-case basis.

- Assistance with airport facility improvements and/or equipment purchases may be negotiated on a case-by-case basis

For increased capacity/passengers to an existing nonstop or hub destination, the following range of options will be available for use in negotiating air service development at the Airport with current air service carriers:

- Marketing and advertising of the new service up to \$200,000.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twelve (12) months, which will be based on the increased capacity/passengers using a rolling two (2) year average for each category unless the air service carrier has provided service for less than two (2) years:
 - Landing fees for the expanded portion of the service.
 - Rental fees for new or expanded preferential use lease space (Ticket Counter, ATO, BSO, OPS space, etc.)
 - Per turn fees.
 - Fuel Into-plane fees.
 - Airport imposed security fees.

For new service to a domestic seasonal nonstop or hub destination, the following range of options may be available for use in negotiating air service development at the Airport with current air service carriers:

- Marketing and advertising of new service up to \$150,000. Service must be maintained for a period of at least four (4) months.
- Waiver or reduction of one or more of the following fees/rents while the seasonal route is served. Incentives for seasonal service will be limited to three seasons or 12 months total. ~~while the seasonal route is served period of up to twelve (12) months~~
 - Landing fees for the new service.
 - Rental fees for new or expanded preferential use lease space (Ticket Counter, ATO, BSO, OPS space, etc.).
 - Per turn fees.
 - Into-plane fueling fees.
 - Airport imposed security fees.

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Section 117.00 – Air Service Partnership Plan

CARGO INCENTIVE PROGRAM

For cargo service to a new domestic destination, the following range of options may be available for us in negotiating air service development at the Airport with current and prospective air cargo providers:

- Marketing and advertising of new service up to ~~\$150,000~~~~200,000~~. Service must be maintained for a period of at least twelve (12) months consecutively with at least 52 operations per year.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twelve (12) months
 - Landing fees for the new service.
 - Into-plane fueling fees.
 - Airport imposed security fees.
 - Ground handling fees

In year two of the service, the air cargo provider will be eligible to earn a 25% reduction in landing fees if their monthly landed weight total exceeds the landed weight recorded in the same month during year one.

For cargo service to a new international destination, the following range of options may be available for use in negotiating air service development at the Airport with current and prospective air cargo providers:

- Marketing and advertising of new service up to \$200,000. Service must be maintained for a period of at least twelve (12) months consecutively with at least 52 operations per year.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twelve (12) months:
 - Landing Fees for the new service.
 - Into-plane fueling fees.
 - Airport imposed security fees.

In year two of the service the air cargo provider will be eligible to earn a 25% reduction in landing fees if their monthly landed weight total exceeds the landed weight recorded in the same month during year one.

REQUIREMENTS

For those items identified under the "Air Service Partnership Plan" section of this policy, a formal contract is not required. However, Staff will codify the arrangement and provide air service entity with a written outline of the components that have been negotiated and approved.

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Section 117.00 – Air Service Partnership Plan

APPLICABILITY

This policy applies to both incumbent and new entrant commercial or scheduled charter air service entities utilizing the Airport and desiring to provide new or expanded nonstop or hub service.

The District budgets for air service incentives annually. Incentives are first-come, first serve, therefore, once the District’s budgeted funds are exhausted for a given fiscal year further incentives may not be available until the next fiscal year. Incentives are not retroactive from one fiscal year to the next.

RIGHT TO AMEND POLICY

The District reserves the right to adopt such amendments to this policy from time to time as it determines is necessary or desirable to reflect current trends of airport activity for the benefit of the general public or the operation of the Airport.

APPROVAL AND UPDATE HISTORY	May 18, 2021 September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 118.00 – Non-Tenant Business Policy

OBJECTIVE

To address businesses operating at the Airport without a lease agreement, space use permit, or other concessions contract.

GENERAL OVERVIEW AND SCOPE

The Greenville-Spartanburg Airport District ("District") finds that in order to control the movement of traffic on the Airport premises; to retire District debts incurred for construction, renovation, maintenance of facilities and the purchase of equipment; to pay for and provide financing for Airport improvements and additional facilities when and as the need arises; to protect and preserve public order, safety, health and welfare; to enhance the financial stability of the District; and to maintain, administer, govern and operate the Airport, it is necessary and proper to fix charges and fees for the use of its property and facilities and to regulate those persons, firms and corporations who use the same for private business and commercial purposes without having lease agreements, space use permits, or concession contracts with the District and desire to exercise the privilege of using Airport property and facilities in such business endeavors, including the servicing of customers and supplying business services for profit to persons or tenants using the Airport or Airport premises.

The District finds that there are certain individuals and firms doing business on the Airport who operate without any lease agreement, space use permit, concessions contract, or other agreement with the District and, by reason of the nature of their business activity and/or the direct relationship between such business activity and travelers arriving at or departing from the Airport, conduct a substantial portion of their business on, at or from Airport property ("non-tenant business") and in doing so use Airport property in furthering their own business and commercial interests, and that such users should be regulated and charged reasonable fees for use of Airport property and premises for business purposes and profit.

The District finds that non-tenant businesses using Airport property and facilities in the furnishing of services to their customers and conducting their activities at the Airport not only use Airport roadways, provide services to their business customers, pick up and discharge customers and goods at the passenger terminal buildings and elsewhere, and otherwise conduct business on Airport property; that such business activities create additional vehicular and pedestrian traffic, thereby increasing the cost and expense of regulating and protecting the health, safety and welfare of the public, Airport tenants, and the customers of said non-tenant businesses but also cause a direct loss of revenue which the Airport would otherwise receive from its concessionaires on account of rentals generated by persons using the Airport who would otherwise use the services provided by concessionaires; and that said businesses should be charged reasonable and uniform fees and be required to abide by reasonable rules and regulations for the exercise of such privileges

Administrative Policies & Procedures

118.00 – Non-Tenant Business

of use of Airport property and facilities, having due regard for the property and improvements used, loss of revenue and the expense of operation to the District.

DEFINITIONS

The following words, terms and phrases shall have the meanings herein given, unless otherwise specifically defined:

"Activity Fee"

A Fee, to include Per-Trip fees, charged for the privilege of accessing the Airport to perform Commercial Ground Transportation.

"Airline Personnel Transportation Service"

The transportation, on a recurring basis, of airline employees (including but not necessarily limited to pilots and flight attendants) to or from the Airport pursuant to an agreement between an airline and an Operator, whether such agreement is written or oral or a combination thereof.

"Bus"

A Commercial Vehicle that carries sixteen or more passengers.

"Catering Vehicle"

Any vehicle that delivers food and beverages to be loaded onto aircraft.

"Commercial Ground Transportation"

Any and all of the following: the act of providing the carriage of, airport users, passengers or luggage in a Commercial Vehicle to or from the Airport, including but not limited to the Terminal Building or the premises of any fixed base operation; the act of using a Private Vehicle to provide Commercial Ground Transportation to or from the Airport for the owner or other person in possession thereof, when such owner or other person is engaging in air travel, and when the Private Vehicle is to be placed in a commercial off-Airport parking lot or facility; the transportation, on a recurring basis, of airline employees (including but not necessarily limited to pilots and flight attendants) to or from the Airport pursuant to an agreement between an airline and an Operator (whether such agreement is written or oral or a combination thereof).

"Commercial Ground Transportation Operator (Operator)"

Any partnership, corporation, limited liability company, enterprise, person, or other entity engaged in any type or form of Commercial Ground Transportation. (For purposes of gender, the word "it" when used in lieu of the "Operator" in this Policy shall be deemed to also include "he/she and "she".)

"Commercial Lane"

The area designated by the District for use by Commercial Ground Transportation operators for the purpose of picking-up and dropping-off passengers.

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118.00 – Non-Tenant Business

"Commercial Vehicle"

Any vehicle, other than private vehicles that transports passengers, goods or services to or from the Airport including but not limited to Courtesy Vehicles, Limousines, Taxicabs, Buses, Luggage Transport Vehicles, Catering Vehicles, Fueling Vehicles and Freight Delivery Vehicles.

"Commercial Vehicle-For-Hire"

A taxi, limousine, bus, or for-hire vehicle (excluding Transportation Network Companies) used for the provision of transportation services for hire to and from the Airport.

"Courtesy Vehicle"

A Commercial Vehicle of any size, with or without a meter, which is operated by, for, or for the benefit of, on behalf of, or pursuant to any contractual arrangement with a hotel, motel, off-Airport rent-a-car business, camp or off-Airport Parking lot or facility.

"Freight Service Vehicle"

Any vehicle that enters an Airport Restricted Area to load/unload aircraft freight.

"Fuel Service Vehicle"

Any vehicle that provides fueling services to airline Ground Service Equipment (GSE) on Airport property.

"Ground Handler"

Any partnership, corporation, limited liability company, enterprise, person, or other entity engaged in any type or form of servicing of an aircraft while it is on the ground or providing passengers services on Airport property.

"Ground Transportation Management System (GTMS)"

An automated system by which the District will use to track Commercial Vehicles entering, idling on, and leaving Airport property. The GTMS may use a combination of cameras, license plate recognition (LPR), and automated vehicle identification (AVI) sensors and tags to track and enforce Commercial Vehicles.

"Miscellaneous Business"

Any partnership, corporation, limited liability company, enterprise, person, or other entity engaged in any type or form of business activity that is providing a service on Airport property.

"Limousine"

A Commercial Vehicle that carries fifteen or fewer passengers for a fare, not determined by a meter.

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118.00 – Non-Tenant Business

"Loading/Unloading Area"

A space or spaces designated by the President/CEO on the Terminal Building Curbside for the loading/unloading of Commercial Vehicles.

"Luggage Transportation Service"

The transportation, on a recurring basis, of luggage from the Airport pursuant to an agreement between an airline and an Operator, whether such agreement is written or oral or a combination thereof.

"Miscellaneous Business Services"

This includes any entity that is furnishing services to a customer or conducting business activities on District property that is not specifically covered by this policy or any other policy of the District. However, this definition does not include business activities or services that are authorized to use the Centralized Receiving and Distribution Facility (CRDF) or other similar activities or services that are provided to tenants not utilizing the CRDF, janitorial services that are provided to a tenant with a lease agreement, space use permit, or other concessions contract executed by the District, and other related entities that the District in its sole discretion deems exempt from this policy.

"Non-Tenant Business"

A business operation not having a contract, lease or agreement with the Airport District granting the privilege of having offices or other facilities at the Airport from which to conduct business, or permission to conduct such business on District property.

"Per-Trip Fee"

A fee charged to the Operator in the amount established by the District for each trip a Commercial Vehicle makes to and from the Airport in conjunction with its services as defined herein. .

"Park or to be Parked"

To put or leave or let a Commercial Vehicle stand or stop in any location on the Airport, whether the driver thereof leaves or remains in such vehicle, when such standing or stopping is in a place other than a parking space in a public parking lot and is not required: by a traffic control device, a Police Officer, or conditions beyond the control of the driver; or to enable a passenger, with his/her or her luggage (if any), to get into or out of such Commercial Vehicle.

"Pre-reservation"

A passenger reservation, accommodation or arrangement for Commercial Ground Transportation made, provided for or arranged prior to the Commercial Vehicle's entry onto the Airport.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

"Private Vehicle"

A vehicle which transports a person or persons to or from the Airport at no charge, either direct or indirect, to such person or persons or to any other person or entity. A vehicle which is operated by, for, or for the benefit of, on behalf of, or pursuant to any contractual arrangement with a hotel, motel, off-Airport rent-a-car business, camp or off-Airport parking lot or facility, and which carries passengers with Pre-reservations is not a Private Vehicle.

"Solicitation"

Either directly or indirectly, actively or passively, and at the Airport, to ask, request, seek or try to obtain a passenger or passengers for Commercial Ground Transportation.

"Taxicab"

A Commercial Vehicle that carries fifteen or fewer passengers for a fare, determined by a meter.

METHOD OF OPERATION; RULES AND REGULATIONS

APPLICATION FOR PERMIT

Any person, firm or corporation desiring access to the Airport for the purpose of conducting non-tenant business operations on Airport property, either directly or indirectly, shall first apply to and obtain a Non-Tenant Business Permit (the "Permit") from the District prior to conducting any business on Airport property.

RENTAL CARS

No person, firm, corporation or other entity shall carry on, conduct or engage in the business of renting motor vehicles or providing parking facilities at or from the Airport, nor solicit for the rental of vehicles, without a concession agreement.

The term "Rental Car Courtesy Vehicle" as used in this Section shall mean any motorized vehicle used to transport persons or rental vehicles to and from the Airport without a direct fee being paid by the person(s) being transported for the service so rendered. Each such vehicle shall clearly display in permanent lettering the name of the rental car company for which the service is being provided. "Courtesy Cars", as defined below, shall not pick up non-tenant rental car customers at the Airport.

Each rental car company operating customer courtesy vehicles which desires to use Airport premises for private business and commercial purposes shall first obtain from the District the Permit hereinabove referred to, authorizing such use and pay the fee required therefor.

Rental Car Courtesy Vehicles shall be operated on, at and from the Airport in accordance with procedures established from time to time by the President/CEO.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

The President/CEO is authorized to designate a customer loading ~~and~~ unloading area at or near the airline passenger terminal building for use by non-tenant rental car and parking lot courtesy vehicles. No other area or place on Airport premises shall be used for any business or commercial purpose, directly or indirectly, by a non-tenant rental car company.

Rental Car Courtesy Vehicles shall not park or be left standing unattended in areas designated for use by the public or any other class of vehicle.

Employees of non-tenant rental car companies and operators of Rental Car Courtesy Vehicles shall not cruise or solicit business in any manner on, at or from Airport property.

Rental Car Courtesy Vehicles without Permits shall not enter upon Airport property to load passengers even though such passengers have made previous arrangements for their service. Any breach of this rule shall constitute a misdemeanor.

Non-refundable annual fees for non-tenant Rental Car Courtesy Vehicles operating on Airport property shall be established annually through the budget process.

All charges and fees shall be payable in advance prior to issuance of a permit and prior to each annual renewal thereof, except for the ~~Transaction-Activity~~ Fee which shall be due and payable monthly on the 15th of each month based upon the results of the ~~rental-car courtesy-vehicle~~ operator's business for the preceding month.

OFF-AIRPORT PARKING FACILITIES

The provisions of the previous section on Rental Cars ~~(except provisions relating to fees)~~ shall apply to off-airport parking facility permit holders and their vehicles.

~~Annual Non-refundable fees for parking facility customer courtesy vehicles operating on Airport property shall be established annually through the budget process.~~

Administrative Policies & Procedures

118.00 – Non-Tenant Business

OTHER COURTESY VEHICLES

The following provisions shall be applicable to non-tenant businesses operating customer courtesy vehicles for business and commercial purposes on the Airport property other than vehicles herein elsewhere referred to:

The term "Courtesy Car" as used herein, shall apply to all business courtesy vehicles other than rental car and parking customer courtesy vehicles, limousines and buses and shall mean any motorized vehicle used to transport persons to and from the Airport without a direct fee being paid by the person(s) being transported for the service so rendered. Each Courtesy Car shall clearly display in permanent lettering the name of the hotel, motel or other business organization for which the service is being rendered.

Each business organization operating a Courtesy Car using the Airport shall first obtain from the ~~Commission-District~~ a permit and pay the fee required therefor.

Courtesy Cars shall be operated on, at and from the Airport in accordance with procedures established from time to time by the President/CEO.

The President/CEO is authorized to designate a customer loading/unloading area at or near the airline passenger terminal building for use by Courtesy Cars. No other location on Airport property shall be used for any business or commercial purpose, directly or indirectly, by a Courtesy Car.

Courtesy Cars shall not be parked or left standing unattended in any other parking place, area or road.

Operators of Courtesy Cars and company personnel who may accompany them shall not solicit business in any manner on, at or from Airport property.

~~Courtesy Cars or similar vehicles without Permits shall not in any manner cruise on the Airport property and shall enter upon Airport property only to unload passengers who have made previous arrangements for their service.~~

~~Annual Non-refundable fees for hotel/motel Courtesy Car operations on airport property shall be established annually through the budget process.~~

~~All charges and fees shall be payable in advance prior to issuance of a permit and prior to each annual renewal thereof, except for the Activity Fee which shall be due and payable monthly on the 15th of each month based upon the results of the operator's business for the preceding month.~~

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Administrative Policies & Procedures

118.00 – Non-Tenant Business

~~LIMOUSINES & BUSES~~COMMERCIAL VEHICLES-FOR-HIRE

The following provisions shall be applicable to non-tenant businesses operating commercial vehicles-for-hire to include but not limited to, taxis, limousines or buses for private business and commercial purposes on the Airport.

~~The term "limousine" shall mean any motorized vehicle with a seating capacity of six passengers or less utilized for the transportation of persons for a charge or fee by specific prior arrangement with the person being transported from the Airport.~~

~~The term "Bus" shall mean any motorized vehicle with a seating capacity of more than six (6) passengers utilized for the transportation of persons for a charge or fee by specific prior arrangement with the person being transported from the Airport.~~

Each commercial vehicle-for-hire~~Limousine/Bus~~ shall be clearly marked in permanent lettering with the name of the business holding the Permit to operate the vehicle.

Each company operating a commercial vehicle-for-hire~~Limousine or Bus~~, which desires to use Airport property for private business and commercial purposes shall first obtain from the District a Permit authorizing such use and pay the fee required therefor.

commercial vehicle-for-hire~~Limousines and Buses~~ shall be operated on, at or from the Airport in accordance with procedures established from time to time by the President/CEO.

The President/CEO is authorized to designate a customer loading/unloading area at or near the airline passenger terminal building for use by non-tenant commercial vehicle-for-hire~~Limousines and Buses~~. No other location on Airport property shall be used for any business or commercial purpose, directly or indirectly, by a non-tenant commercial vehicle-for-hire~~Limousine/Bus~~.

commercial vehicle-for-hire~~Limousines and Buses~~ shall not only use the areas designated for use based off the by any other class of vehicle (i.e. limousine, taxi, or bus).

commercial vehicle-for-hire~~Limousines and Buses~~ shall not be left standing unattended in any parking place, area or road.

Operators of commercial vehicle-for-hire ~~Limousines/Buses~~ and company personnel who may accompany them, unless authorized by Permit or Concession Agreement to do so, shall not solicit business in any manner on, at or from the Airport.

~~Limousines or Buses without permits shall not in any manner cruise on the Airport and shall enter upon Airport property only to unload passengers who have made previous arrangements for their service. Any breach of this rule shall constitute a misdemeanor.~~

~~Annual Non-refundable fees for Limousine or Bus operation on Airport property, shall be established annually through the budget~~

Administrative Policies & Procedures

118.00 – Non-Tenant Business

~~process.~~

~~All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, (except for transaction fees).~~

All charges and fees shall be payable in advance prior to issuance of a permit and prior to each annual renewal thereof, except for the Activity Fee which shall be due and payable monthly on the 15th of each month based upon the results of the operator's business for the preceding month.

BAGGAGE TRANSPORTATION

The following provisions shall be applicable to non-tenant businesses operating at or from the Airport for the purpose of transporting baggage, luggage or similar items to or from other airports, or any other location under contract or for a fee.

The operator of such a baggage transportation business shall procure a permit and each individual vehicle operated by such business shall be clearly marked in permanent lettering with the name of the business holding the permit.

The President/CEO is authorized to designate an area or areas on the Airport property for the use of baggage transportation vehicles and no other location or area on the Airport property shall be used by any such vehicle nor shall any such vehicle be left standing unattended on any road or within an area on the airport property not designated for the specific use of such vehicles.

Annual Non-refundable fees for baggage transportation vehicles operating under permit on airport property shall be established annually through the budget process.

All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, except the pick-up fee which shall be due and payable monthly on the 15th day of each month based upon the results of baggage pick-up vehicle business for the preceding month.

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118.00 – Non-Tenant Business

GROUND HANDLING SERVICES

The following provisions shall be applicable to non-tenant businesses operating at the Airport for the purpose of providing ground handling services.

The operator of such a ground handler shall procure a permit.

The President/CEO is authorized to designate an area or areas on the Airport property for ground handling of aircraft and any other related activities and no other location or area on the Airport property shall be used by any such business.

Annual Non-refundable fees for ground handling services operating on Airport property shall be established annually through the budget process.

All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, except the ~~Transaction-Activity~~ Fee which shall be due and payable monthly on the 15th day of each month based upon the results of ground handling services rendered for the preceding month.

OTHER MISCELLANEOUS SERVICES

The following provisions shall be applicable to non-tenant businesses operating at the Airport for the purpose of providing miscellaneous business services.

The operator of a miscellaneous business shall procure a permit.

The President/CEO is authorized to designate an area or areas on the Airport property for any miscellaneous business services and any other related activities and no other location or area on the Airport property shall be used by any such business.

Annual Non-refundable fees for miscellaneous services operating on Airport property shall be established annually through the budget process. All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, except the Transaction Activity Fee which shall be due and payable monthly on the 15th day of each month based upon the results of miscellaneous business services rendered for the preceding month.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

ENTRY FEES

~~The President/CEO may without further action of the Commission or amendment of this statement of Policy and Procedure, establish a gate through which all vehicles operated under permits issued in accordance with these procedures must pass each time such vehicle enters the Airport property. If such gate is established, an "Entry Fee" may be charged to some or all of the vehicles using the Airport under Non-Tenant Business Permits which may be in addition to or in lieu of other fees established herein as the President/CEO may direct. If an entry gate is provided, the following procedures shall apply:~~

~~Every vehicle operated by or for a permit holder upon entering the Airport shall proceed directly to the area set aside and reserved for its use and enter the access gate to such area using the car or other device furnished for such vehicle by the Airport.~~

~~If an Entry Fee is chargeable to the permit holder based upon vehicles entering space reserved under this Agreement, all such fees shall be due and payable on or before the 15th day of the next succeeding month.~~

GROUND TRANSPORTATION MANAGEMENT SYSTEM (GTMS)

~~The District utilizeshas implemented a GTMS at the Airport in order to track commercial ground transportation activity on and through Airport property. All Commercial Vehicles shall be subject to and must participate in the GTMS, unless otherwise excluded pursuant to the terms of a permit or Concession Agreement with the District. The District reserves the right from time to time to amend the Policies and Procedures governing the GTMS. In general, the GTMS may use a combination of cameras, LPR, and AVI which could consist of a transponder installed on all Commercial Vehicles to track ground transportation activity. Fees shall be charged to Commercial Vehicles for usage of Airport property per the fee schedules adopted by the District. The District is further empowered to impose civil penalties on Commercial Vehicles that operate on Airport property without registering with the District and employing the GTMS.~~

PAYMENT OF FEES

All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, except that all fees based on percentage of gross receipts or other activity/unit charges shall be payable monthly on or before the 15th day of the succeeding month and shall be adjusted based upon an annual audit by a Certified Public Accountant furnished to the Airport at the permit holder's expense, within one hundred and twenty (120) days of their year-end accounting period.

AUDIT

The District shall have the right during this Agreement to authorize an audit of the non-tenant business records pertaining to its operation on the airport. Such audits may be conducted by Commission personnel or undertaken by a reputable firm of certified public accountants. The cost of such audits if undertaken by CPA shall be borne by the airport, unless the results of such audits reveal

Administrative Policies & Procedures

118.00 – Non-Tenant Business

a discrepancy of more than five (5) percent between the gross sales reported to the airport. In case of such discrepancy, the full cost of the audit shall be borne by the non-tenant.

OTHER

Anything to the contrary notwithstanding, nothing hereinabove shall be deemed to require more than one permit per vehicle which is to be operated for business or commercial purposes on the Airport.

Persons convicted of violating the provisions of this Resolution shall be guilty of a misdemeanor and punished as provided by law. If such person is a permit holder, its agent or employee, the holder's permit may be revoked if the President/CEO so directs.

In the event any portion of this Resolution is determined by a court of competent jurisdiction to be invalid, the remainder hereof shall continue in full force and effect.

~~RIGHT TO AMEND POLICY~~

~~The District reserves the right to adopt such amendments to this policy from time to time as it determines is necessary or desirable to reflect current trends of airport activity for the benefit of the general public or the operation of the Airport.~~

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 119.00 – Payment Authorization Procedures

OBJECTIVE

To establish criteria for issuing payments and to enhance internal financial controls.

Payments ~~could be~~ may be issued using checks, automatic clearing house (ACH), wire transfers, ~~credit card portal, etc. or any other~~ method practical for use by the District.

METHOD OF OPERATION

AUTHORIZED PAYMENT

~~SIGNERS~~ APPROVERS

Authorized payment ~~signers~~ approvers for the District's bank and credit accounts include the following:

- President/CEO
- ~~Senior~~ Vice President ~~of Administration and Finance~~/CFO
- Senior Vice President/COO

For payments less than or equal to \$510,000:

- Only one (1) ~~signature~~ approval is needed.

For payments greater than \$510,000 and less than \$1525,000:

- Any two (2) ~~signatures~~ approvals are needed.

For payments greater than or equal to \$1525,000:

- Two (2) ~~signatures~~ approvals are needed, one of which must be the President/CEO's or the President/CEO's delegate.

REQUIRED SIGNATURES APPROVALS

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 120.00 – Budget Adoption Procedures

OBJECTIVE

To ensure compliance with and to follow SC State Statutes ~~laws~~ regarding budget adoption procedures for political subdivisions of South Carolina.

APPLICABLE CODE OF LAW & REGULATORY AUTHORITY

Title 6, SC Code of Laws Unannotated, Chapter 1, Section 6-1-80
SECTION 6-1-80. Budget adoption.

- A. A county, municipality, special purpose or public service district, and a school district shall provide notice to the public by advertising the public hearing before the adoption of its budget for the next fiscal year in at least one South Carolina newspaper of general circulation in the area. This notice must be given not less than fifteen days in advance of the public hearing and must be a minimum of two columns wide with a bold headline.
- B. The notice must include the following:
 - (1) the governing entity's name;
 - (2) the time, date, and location of the public hearing on the budget;
 - (3) the total revenues and expenditures from the current operating fiscal year's budget of the governing entity;
 - (4) the proposed total projected revenue and operating expenditures for the next fiscal year as estimated in next year's budget for the governing entity;
 - (5) the proposed or estimated percentage change in estimated operating budgets between the current fiscal year and the proposed budget; (6) the millage for the current fiscal year; and
 - (6) the estimated millage in dollars as necessary for the next fiscal year's proposed budget.
- C. This notice is given in lieu of the requirements of Section 4-9-130.

METHOD OF OPERATION

PROCEDURE

At least fifteen (15) days in advance of the Commission meeting scheduled for the presentation and adoption of the ~~following~~ upcoming fiscal year District budget, notice of such meeting will be:

- posted on the District's website;
- posted in lobby of the District's Administration Offices;
- ~~advertised in the Greenville News~~ and Spartanburg-Herald Journal or similar local newspapers; and
- ~~advertised in the Spartanburg-Herald Journal.~~

Administrative Policies & Procedures

Section 120.00 – Budget Adoption Procedures

APPROVAL AND UPDATE HISTORY	<u>September 16, 2024</u>
APPROVAL	September 9, 2019

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**GREENVILLE-SPARTANBURG
AIRPORT DISTRICT**



GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

**ADMINISTRATIVE POLICIES AND
PROCEDURES**

Adopted September 9, 2019

Revised: September 16, 2024

Administrative Policies & Procedures

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Section 101.00 – Greenville-Spartanburg Airport District

PURPOSE The Greenville-Spartanburg Airport District is a political subdivision of the State of South Carolina created for the purpose of developing and operating the Greenville-Spartanburg International Airport.

IDENTIFICATION The name of this organization is the Greenville-Spartanburg Airport District, from this point on referred to as the **District**. The District is directed and governed by the Greenville-Spartanburg Airport Commission, from this point on referred to as the **Commission**.

FUNCTIONS To determine policy and administer the provisions of the laws of South Carolina.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

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Section 102.00 – Greenville-Spartanburg Airport Commission

OBJECTIVE To administer the provisions of the legislation creating the District as codified in the Code of Laws of South Carolina 1962 (Section 55-11-110 et seq) (the "Legislation").

METHOD OF OPERATION

PURPOSE OF THE COMMISSION To carry out the objectives of the Legislation and to serve the public interest through the coordination of the planning, financing, construction, and operation of the aviation facilities known as the Greenville-Spartanburg International Airport in Greenville & Spartanburg counties, South Carolina.

- FUNCTIONS OF THE COMMISSION**
- To exercise the powers of the District to make rules and regulations concerning its operations and facilities.
 - To adopt resolutions, policies and procedures.
 - To approve the District's annual operating budget and capital improvement expenditures.
 - To serve as a public forum for citizens on aviation matters.

POWERS OF THE COMMISSION The Commission has all powers necessary to carry out the purposes of the Legislation.

MEMBERSHIP OF THE COMMISSION The membership of the Commission consists of three (3) members who are residents of Spartanburg County, and who are appointed upon the recommendation of a majority of the members of the Spartanburg County legislative delegation AND three (3) members who are residents of Greenville County, and who are appointed upon the recommendation of a majority of the members of the Greenville County legislative delegation. Thus, a total of six (6) members exist. Upon election by a majority of the Greenville or the Spartanburg delegation, as the case may be, the secretary or acting secretary of the respective county delegation shall certify the approval to the Governor, who shall appoint the nominee for a term of six (6) years.

ELECTION AND TERM OF OFFICE There shall be elected from the members of the Commission a Chair and a Vice-Chair. The Chair and Vice-Chair shall not be from the same county.

The term of office of all officers appointed by the Commission shall be for one year and until the thirtieth (30th) day of June next thereafter. The term of office of all officers shall be extended for an additional period of one (1) year and from year to year thereafter unless any Commissioner shall file with the President/CEO a written request for the appointment or reappointment of all officers not less than thirty (30) or more than sixty (60) days prior to the first (1st) day of July next thereafter.

Administrative Policies & Procedures

Section 102.00 – Greenville-Spartanburg Airport Commission

OFFICERS OF THE COMMISSION

1. Chair. The Chair shall call and preside at all regular and special meetings of the District. The Chair shall preside at meetings of the Commission and the business and affairs of the District shall be under his/her direction. He/she may take binding action in any matter where formal action by the Commission is not required by law, and he/she may exercise any of his/her powers by and through the President/CEO; provided, however, that the Commission may, at any meeting, overrule any decision or action taken by, or at the direction of, the Chair, and may place such limitations upon his/her power and authority as a majority of the Commission present at any meeting may direct.
2. Vice-Chair. The Vice-Chair shall preside at meetings and perform the duties of the Chair in the absence or incapacity of the Chair. The Chair and Vice-Chair shall not be residents of the same County.
3. Secretary. The Secretary of the Commission shall be appointed by the Commission. He/she need not be a member of the Commission. He/she shall be responsible for preparing minutes of all Commission Meetings and for attesting and impressing the corporate seal of the District upon official documents, where required.
4. Treasurer. The Commission shall appoint a suitable person who need not be a member of the Commission, to act as Treasurer of the District. He/she shall be responsible for receipt and disbursement of the funds of the District and the safekeeping thereof. He/she shall be bonded in an amount to be determined by the Commission. The same person may act as both Secretary and Treasurer of the Commission.
5. President/CEO. The President/CEO shall be appointed by the Commission. He/she shall act under the general direction of the Chair and shall be responsible for the day to day operation of the business and affairs of the District. He/she shall execute and deliver on behalf of the Commission agreements and documents necessary to the orderly conduct of the Commission's business and affairs. He/she shall assume all the duties of the Secretary and Treasurer of the District in the absence of the appointment of some other person to these offices and, with the consent of the Chair, he/she may appoint as many Assistant Secretaries and Assistant Treasurers as, in his/her judgment, may be required for the orderly conduct of the Commission's business and may require and procure, on behalf of the Commission, such bonds as may be reasonably necessary to the security of the funds of the District. He/she shall keep the Chair informed of his/her acts and doings and shall report to the Commission at its next meeting any action he/she may have taken which requires the exercise of

Administrative Policies & Procedures

Section 102.00 – Greenville-Spartanburg Airport Commission

judgment as to the best interest of the affairs of the Commission. He/she shall advise the Chair and the Commission in advance of taking any action as to all matters which may require their judgment or discretion before taking any irrevocable action thereabout.

MEETINGS

NOTICE

The Commission shall meet at such times and places as the Chair or the Vice-Chair may specify. Meetings of the Commission shall, except for executive sessions, be open to the public. The Secretary shall, if feasible, give notice of each meeting to each member of the Commission and other interested parties, including such of the news media as may have made written request for such notice, five (5) days in advance of the date of the meeting, and no later than twenty-four (24) hours before any meeting, unless an emergency meeting of the Commission is necessary in which case, the Secretary shall give as much notice as is practicable. Notice of every meeting shall be posted on the District office bulletin board; provided, however, that in an emergency, all notice may be waived if the written consent of each member of the Commission is given to any corporate action taken at the meeting and if the public and the press are given every reasonable opportunity to examine into and inquire about any such action. Notice of each meeting shall be accompanied by an Agenda which sets out the general nature of all matters to be considered by the Commission at such meeting.

QUORUM

A simple majority of the Commission shall constitute a quorum; provided, that the affirmative vote of at least one (1) member from each of the Counties comprising the District shall be required to validate any action taken by the Commission.

PLACE

Unless otherwise specified in the notice of the meeting, all meetings of the Commission shall be held at the Commission's offices at the Greenville-Spartanburg International Airport. Meetings may be held by means of telephonic or electronic equipment; provided, that the members of the Commission and the public attending such meeting can hear and communicate each with the other.

EXECUTIVE SESSIONS

The Commission may go into Executive Session for any purpose not specifically prohibited by the South Carolina "Freedom of Information Act." The Commission shall take no official action in Executive Session, and after any such session, the meeting shall be reconvened for the purpose of considering any matter properly before the Commission.

MINUTES

Written minutes of each meeting of the Commission shall be prepared by the Secretary of the Commission, or at his/her discretion, by an Assistant Secretary, and shall be sent to each Commissioner and

Administrative Policies & Procedures

Section 102.00 – Greenville-Spartanburg Airport Commission

opened to public inspection when adopted by the Commission in writing or at its next meeting.

EMERGENCY MEETINGS

Meetings of the Commission to deal with a bona fide emergency may be held as necessary, with reasonable notice, as long as the action taken at the meeting is subsequently ratified by the District. However, no approval of the District's annual budget may be granted at an emergency meeting.

AGENDA AND MINUTES

The President/CEO prepares an agenda and the Secretary or Designee maintains minutes of each meeting.

Material required for a regular meeting is distributed to each Commission member no less than two (2) days prior to such meeting.

Minutes of the Commission meetings are public records and will be open to public inspection as provided by the laws of the State of South Carolina.

COMMITTEES

The Commission shall appoint such permanent and ad hoc committees as it may deem to be necessary for the orderly conduct of the business and affairs of the Commission and shall, by resolution, prescribe their powers and duties.

FINANCIAL

The Fiscal Year of the District begins July 1 and ends June 30.

The President/CEO prepares a budget on or before June 15 of each year for the next ensuing year for approval by the Commission.

The Commission initiates an annual audit of the financial records of the District by an independent certified public accountant, which is accompanied by the Vice President/CFO's opinion and any qualifications relating thereto.

DOCUMENTS

In the absence of action by the Commission to the contrary, the President/CEO may execute any and all documents of whatever nature or kind adopted or promulgated by the Commission. He/she may, within his/her discretion, cause such documents to be attested by the Secretary or any Assistant Secretary and the corporate seal of the District impressed thereon. He/she shall not, however, attest his/her own signature. No further evidence of corporate action shall be necessary to bind the Commission to the faithful performance of the terms, provisions and covenants contained in any document so executed and delivered.

RULES AND REGULATIONS

In compliance with the Legislation, the Commission adopts its Policy and Procedure Manual and the Greenville-Spartanburg International Airport Minimum Standards and Rules and Regulations. Additions to or amendments of such documents are proposed by the President/CEO and are subject to adoption by the Commission.

Administrative Policies & Procedures
Section 102.00 – Greenville-Spartanburg Airport Commission

INDEMNIFICATION	Any member of the Commission or officer of the District, shall be indemnified or held harmless by the District as to any liability arising out of any claim or demand of any nature or kind asserted against any such person on account of any official action taken or participated in by him or them in the carrying on of the business and affairs of the Commission. He/she shall be provided with such defense, including employment of attorneys and payment of reasonable fees for their services, as may be reasonably required to protect him against any personal liability on account of any alleged misfeasance, malfeasance, negligence or willful misconduct to the full extent permitted by the statutes and laws of the State of South Carolina and of the United States in such instances made and provided.
EMERGENCY ACTIONS	<p>In the event of an emergency involving immediate danger to the health, safety, or welfare for the public, the President/CEO may, with the Chair's concurrence, adopt any rule or regulation to protect the public interest, provided that prior to or at the time of the adoption of the rule or regulation, the President/CEO provides to the Commission a written report of the immediate danger that exists and the reason for needing the emergency rule.</p> <p>An emergency rule or regulation is effective for ninety (90) days only after its adoption, during which time, regular rule-making procedures may be invoked.</p> <p>An emergency rule or regulation may become effective immediately.</p>
ETHICS	Members of the Commission are subject to the Rules of Conduct which are set forth in South Carolina Code Section 8-13-700 et seq., applicable to "public members," which term is defined in South Carolina Code Section 8-13-100(26) as "an individual appointed to a non-compensated part-time position on a board, commission or counsel." Members of the Commission who have questions or need advice regarding the Rules of Conduct may consult with the law firm serving as General Counsel to the District or with the staff of the State Ethics Commission. Each Commissioner will complete and sign a Conflict of Interest Policy Disclosure Form and deliver it to the President/CEO of the District not later than January 31 th , of each fiscal year. A copy of the disclosure form is attached to this Section 102.00.
Title VI	In compliance with the GSP Title VI Plan, every 3 years all Commissioners will receive an email asking them to voluntarily and anonymously provide demographic information.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures
Section 102.00 – Greenville-Spartanburg Airport Commission

GREENVILLE-SPARTANBURG AIRPORT DISTRICT

Conflict of Interest Policy Disclosure Form

1. I hereby certify that I understand as a member of the Commission that I am subject to the Rules of Conduct set forth in South Carolina Code Section 8-13-700 et seq., applicable to "public members".
2. I hereby certify that neither I, nor any member of my immediate family, nor any business with which I am associated, holds any position, affiliation of material financial interest, direct or indirect, in any entity which would constitute a conflict of interest in my role as a Commissioner, except as follows:

-
3. I hereby certify that neither I nor any member of my immediate family has accepted gifts valued at more than \$25.00 in a day, or \$200.00 in the aggregate in a calendar year, if there is reason to believe the gift would not have occurred but for my position on the Commission.
 4. I hereby agree to report promptly any additional matters, which may develop or come to my attention within the scope of this Disclosure Form between now and the next annual request for disclosure.

Printed Name

Signature

Date

Administrative Policies & Procedures

Section 103.00 – President/CEO

OBJECTIVE To direct the operation of all airports and projects under the jurisdiction of the District. Plans, develops and implements facilities and services to meet community aviation needs.

POLICY

GENERAL The President/CEO reports to the Commission. The President/CEO is responsible for the implementation of Commission's policies and directs the operation, management, and promotion of all activities, which the District is charged with under the provisions of its enabling legislation.

The President/CEO:

- Is the Chief Executive Officer and head of the administration of the District, and recommends specific goals and objectives to the Commission.
- The President/CEO shall be responsible to the Commission for the proper administration of all affairs of the Commission, and to that end, subject to provisions of the Legislation, shall have power and shall be required to:
 - (1) Select, employ, and discharge, all subordinate personnel as may be required to do the work of the District.
 - (2) Fix and or adjust the salary of employees of the District, within the budget of the Commission.
 - (3) Endorse all contracts, bonds, utility easement and other instruments in writing in which the District is interested.
 - (4) Prepare the annual budget, in conjunction with the Vice President/CFO, for the District and submit it to the Commission, and be responsible for its administration after adoption.
 - (5) Prepare and submit, in conjunction with the Vice President/CFO, to the Commission, as of the end of the fiscal year, a complete report on the finances and administrative activities of the District for the preceding year.
 - (6) Keep the Commission advised of the financial condition and future needs of the District, and make recommendations as necessary.
 - (7) Perform such other duties as may be necessary in the proper administration of the facilities operated by the District.
- Collects and evaluates data pertaining to:
 - (1) population trends and movement of population centers,
 - (2) other transportation media,
 - (3) all applicable regulations and laws,

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Section 103.00 – President/CEO

- (4) technological advances,
- (5) community needs,
- (6) needs and plans of other agencies and authorities.

- Develops alternate plans for airport expansion, improvement, and additions.
- Directs the administration and operation of the airport through staff.

MEMBERSHIPS

The President/CEO serves as a member on numerous boards and committees, both at the local level and national level.

ABSENCE OF PRESIDENT/CEO

In the absence of the President/CEO, the senior staff member so designated by the President/CEO (length of time to be determined by the President/CEO) serves in an acting capacity and performs such duties inherent to the President/CEO's position. Should the President/CEO be unable to perform the assigned duties for any reason, the Chair of the Commission designates an acting President/CEO, to be confirmed by the Airport Commission at its next meeting.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 104.00 – Property Management

OBJECTIVE

To establish a policy for the management of all property (land and/or buildings) comprising the District.

Note: This policy does not apply to the commercial passenger terminal. The terminal complex rental methodology utilizes a compensatory cost rate recovery methodology under which tenants pay only for the space that they occupy. Also, the rental methodology for concessions located within the terminal complex is based on a Minimum Annual Guarantee (MAG) or percentage fee that is established through either a competitive selection process or direct negotiation.

METHOD OF OPERATION

1. The District will not lease property for a commercial use except at its fair market rental value. For purposes of this policy, the fair market rental value of property leased for a commercial use shall equal the then fair market rental value of such property for its highest and best use. The fair market rental value shall be based on an appraisal of such property (or of comparable property) performed or updated not more than twenty-four (24) months prior to such use by an appraiser designated as a "Member Appraisal Institute ("MAI") appraiser by the American Institute of Real Estate Appraisers or comparable person qualified to appraise real estate ("Qualified Appraiser"). All rentals under leases of commercial property may be increased every five (5) years to the then fair market rental value of such real property, based on reappraisal by a Qualified Appraiser. Typically, Annual Consumer Price Index (CPI) adjustments will also be applied.
2. The District will not lease property for aeronautical uses except at a fair and reasonable rental value. Such rental value will allow the District to be as self-sustaining as possible under all circumstances then existing at such airport. Typically, rates will equal the then fair market rental value of such property for its highest and best use. The fair market rental value shall be based on an appraisal of such property (or of comparable property) performed or updated not more than twenty-four (24) months prior to such use by an appraiser designated as a "MAI" appraiser by the American Institute of Real Estate Appraisers or comparable person qualified to appraise real estate ("Qualified Appraiser"). Leases of property for aeronautical purposes shall provide for increases in rental rates at least every five (5) years to ensure that the rental value remains fair and reasonable. If the District is asked to approve a lease for aeronautical purposes at less than Fair Market Rental Value (FMV), the Commission shall be advised in writing of the justification for the proposed rent, the amount by which such rent differs from the existing fair market rental value of such property for its highest and best use (if this amount has been determined), and of the comparable rent charged by other airports in South Carolina for property used for similar

Administrative Policies & Procedures
Section 104.00 – Property Management

aeronautical purposes. Typically, Annual Consumer Price Index (CPI) adjustments will also be applied.

This policy shall not prevent the District from providing lessees of property with reasonable market incentives to promote interest in developing the property (including without limitation, reasonable limitations on increases in the annual rent resulting from reappraisal during a portion of the lease term).

3. The District shall have the right to approve leases that vary from this policy, but the justification for any such variation shall be provided to the Commission in writing at the time approval by the Commission is requested.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 105.00 – Lease Management

OBJECTIVE To describe the normal procedures for the proper management of revenue generating lease agreements. The procedure outlines the processes and designates the responsible parties for controlling both monetary and non-monetary matters associated with lease agreement.

METHOD OF OPERATION

NEGOTIATION OF LEASES Once staff is aware of a party's ("tenant") desire to lease space at the airport, a meeting is conducted with the tenant to determine the type of business that the tenant desires to conduct from the premises and the various uses of the property that would result from the business, the amount of space required, need for access to the airfield, etc. Once these factors are known staff will recommend, on a preliminary basis, a general site for the location of the tenant. A range of rental values may be given to the tenant, with the understanding that the actual rental rate will be based on the fair market value of the property or a reasonably equivalent property having close proximity and of like use, to the intended parcel.

DRAFTING OF LEASE AGREEMENTS Unless the proposed business is of a unique nature, or will potentially have terms that are unique, staff will provide the potential tenant with a standard form lease for the type of business to be conducted.

If a standard form lease is not available, staff will draft an appropriate document. After review by the District's legal counsel, staff will send a copy of the drafted agreement to the tenant. In some instances, staff may request that legal counsel prepare the initial document.

Staff and legal counsel will then negotiate a final form of lease document with the tenant.

DRAFTING OF LEASE AGREEMENTS-INITIAL APPRAISAL If an appraisal of the property to be leased, or an appraisal of reasonably equivalent property in close proximity to the property to be leased, has not been obtained within the last twenty-four (24) months, staff will contact a Qualified Appraiser (as that term is defined in the Property Management Policy) familiar with airport property and procure the appraisal based upon the approximate size of the leasehold for its highest and best use. The appraisal will be used to determine the base rental rate in conformance with the Property Management Policy.

PROPERTY SURVEYS If deemed necessary by the President/CEO, a boundary drawing or survey of the property is obtained to accurately describe the lease boundaries and the size of the premises. From this information rental amounts are calculated on the gross area of the premises and included in the lease agreement.

Administrative Policies & Procedures

Section 105.00 – Lease Management

APPROVAL OF LEASES WITH TERMS EQUAL TO OR LESS THAN 5 YEARS

The President/CEO has the authority to approve any and all leases with an initial term equal to or less than five (5) years. Option periods not exceeding five (5) years may be included so long as each such option period is subject to mutual agreement and execution.

Concessions Program Agreement Terms are addressed in Section 106.00

APPROVAL OF LEASES WITH TERMS GREATER THAN 5 YEARS

All other leases with an initial term exceeding five (5) years must be submitted to the Commission for approval.

Staff will prepare a memorandum for Commission consideration discussing the type of lease, uses of leasehold, leasehold size, length of term, rental rate, rental rate adjustments, investment requirements by lessee, and any obligations of the District. This memorandum shall identify any market incentives contained in the proposed lease, the justification for the proposed rental (if the lease is for aeronautical purposes), and the justification for any variations from the Property Management Policy.

LEASE EXECUTION

Upon execution of the agreement by the tenant, the tenant must provide to the District all required evidence of insurance coverages and evidence of financial security (bond, letter of credit, deposit, etc.) as may be required in the agreement. The agreement is again reviewed by the District's legal counsel and if approved, is then presented to an Officer of the District or President/CEO for execution.

LEASE FORM SUMMARY

Once the lease agreement has been fully executed, a lease summary form outlining the terms of the agreement will be prepared. The summary form includes financial terms, commencement and expiration dates, dates of rental adjustments, obligations of both parties including the filing of "as built" construction plans, final construction costs, etc.

PERIODIC RENTAL ADJUSTMENTS AND RE-APPRAISALS

Periodic rental adjustments to the financial terms of the lease agreement are monitored through a lease management system. A tickler system based on the information provided on the summary form generates a monthly report notifying staff in advance of upcoming changes.

Appraisals required for periodic rental adjustments are obtained after the notification provided by the monthly tickler report. The notification is normally provided six (6) months in advance of the rent adjustment date. When the appraisal is received, the adjustment is calculated, and a notice is provided to the tenant. The tenant has the period specified in the lease (normally thirty (30) days) to disagree with the appraisal and rental increase amount. If the tenant does not timely protest the increase, the Finance Department is notified of the change in the rent and its effective date. If the tenant disagrees with

Administrative Policies & Procedures

Section 105.00 – Lease Management

the appraisal and rental increase on a timely basis, procedures outlined in the lease agreement are followed to resolve the protest.

MONITORING OF LEASE COMPLIANCE

There are several facets of a lease which need to be monitored including: insurance, construction and as-built plans, certified costs for improvements, payment of taxes and assessments, changes in financial terms, length of lease term and options, and condition of premises.

Most of these items are monitored through a lease management system for expiration dates or tickler dates. Construction plans are reviewed by the President/CEO or designee for approval prior to construction. As-built drawings are obtained once any construction is completed and these drawings are then reviewed by President/CEO or designee. Certified statements of the cost of the construction are reviewed by the President/CEO or designee. The cost statement document is then filed with the agreement. The lease management system is also used to monitor the expiration of an agreement along with renewal option notices.

In conjunction with Greenville and/or Spartanburg County, staff monitors payment of taxes and assessments by its tenants and notifies those that are delinquent if it receives notification from the taxing body. In addition, the tenant premises are inspected routinely by District staff.

REQUIRED DOCUMENTATION IN LEASE FILES

All contract files shall have the following type of information:

- (a) Original appraisal and re-appraisals including notices to the tenant of rental increases.
- (b) Memoranda to the Commission containing the information required by the Property Management Policy, with minutes showing action taken on the original lease and any subsequent amendments.
- (c) Documentation supporting the rental rate if the rate is less than fair market rental value.
- (d) FAA consent letter for non-aviation leases, if required.
- (e) The lease summary, and
- (f) General correspondence

TENANTS LISTS

Staff will maintain a list of leases at the airport. This list will be broken down by general location on the airports and will include the name of the tenant, lease term, square footage/acreage and the current rental rates for each tenant. This list will be updated every six (6) months.

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Section 105.00 – Lease Management

MARKETING OF DEVELOPABLE LEASEHOLDS

Staff will market its properties in various ways including, but not limited to: marketing brochures, posting of site availability signs on developable parcels, publishing requests for proposals for various sites, advertising in trade journals, website, and trade shows & conferences.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 106.00 – Concessions Program

OBJECTIVE	To establish a policy for managing and developing the concessions program within the commercial passenger terminal.
PROGRAM GOALS	<p>The goals for the concessions program are as follows:</p> <ul style="list-style-type: none">• Attract the best local, national, and international food and beverage, retail, and service concepts and tenants as well as retain a “best in class” concessions program.• Keep the concessions program fresh and dynamic by introducing new concepts services, and technologies that are consistent with the needs and desires of the traveling public.• Pursue creative concessions design to entice and excite customers by merging architecture, design, graphics, and concessions concept branding together in a cohesive way while still preserving the commercial passenger terminal’s aesthetically pleasing appearance.• Maximize commercial passenger terminal revenue while providing customers with high quality goods and services that are competitively priced, conveniently located, and that reflect the needs, desires, and the expectations of the traveling public.• Maximize small and local business as well as joint ventures, franchises, and corporate opportunities for Airport Concessions Disadvantaged Business Enterprise (ACDBE) firms. The District will comply with all FAA ACDBE requirements.
CONTINUOUS IMPROVEMENT	<p>Concessions programs are a major determinant of passenger satisfaction within the overall airport experience. Passengers are spending more time in airports, particularly in the areas beyond security. Food and beverage as well as lounge services have become more important as airlines continue to reduce or eliminate meal services. Customers prefer having varieties of food, beverage, and retail options as well as different types of services available to them.</p> <p>Therefore, passengers today have come to expect a wide range of high-quality dining, shopping, and consumer service offerings at reasonable prices in modern and well-designed restaurants, lounges, and stores. As customer preferences change, the concessions program should adapt as well. This may require adjusting specific aspects of a concept at the mid-term refurbishment (where applicable) or completely changing the use of a space to a different type of concept at the expiration of a concession agreement.</p>
METHOD OF OPERATION	
CONCESSIONS BUSINESS TERMS	The District may utilize either a competitive selection process or direct negotiations for each concession’s opportunity within the commercial passenger terminal. The term of each opportunity may vary

Administrative Policies & Procedures

Section 106.00 – Concessions Program

depending upon total investment by the tenant. However, in no case shall any concessions lease agreement be for a term longer than ten (10) years.

If a competitive selection process is used, selection of the concessionaire should be based upon evaluation criteria that are established before proposals are solicited and should be communicated to all prospective concessionaires. The evaluation criteria may include, but need not be limited to, the current qualifications of the proposer, the proposer's collective experience in operating a business similar to the proposed concessions, the proposer's specific experience in operating a concessions at a similar sized or larger airport based on enplanements, the degree to which the proposer is able to conform to the District's operating requirements, the annual revenue to the District based on the proposal, the ability of the proposer to fund and manage the concession, the degree to which the proposer's concession business would complement the current mix of other concessions, and the quality of the concept.

If the direct negotiation process is used, it does not mean that a proposer is not in competition for the concession opportunity, as the District is expected to still exercise due diligence in determining the contract terms that could be obtained from other proposers or are otherwise commercially reasonable.

Regardless of which method is used, all prospective concessionaires shall meet the following minimum qualifications:

1. **Minimum Years of Experience Required.** Each proposer must have a minimum of four (4) years of experience within the past five (5) years in the ownership, management and operation of a retail, food and beverage, or service business. Ownership means control of more than 50% of the equity of the business. If a proposer has multiple owners, a majority of the equity must be held by individual(s) who meet this minimum qualification.
2. **Financial Capability.** The District will review information concerning the proposer's financial capability (defined as the ability to finance the improvements and provide working capital necessary to operate the concession in accordance with the concession lease agreement provisions) and may contact the proposer to obtain any additional information needed to make this determination in the District's sole discretion.

DESIGNATION OF CONCESSIONS AREAS

The President/CEO or designee of the District shall be in charge of designating areas within the commercial passenger terminal for concessions.

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Section 106.00 – Concessions Program

**CENTRALIZED
RECEIVING AND
DISTRIBUTION
FACILITY**

All concessionaires located in the commercial passenger terminal shall be required through their lease agreement to utilize the Centralized Receiving and Distribution Facility for the receipt and return of all goods and products. This service shall be provided by the District at a reasonable cost as determined by the President/CEO or designee of the District.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 107.00 – Records Retention and Disposition of Public Records

OBJECTIVE	To establish a Records Management Program to plan, organize, coordinate, direct, control, and supervise all public records within the District, from creation to final disposition.
METHOD OF OPERATION	<p>Public Records Act (PRA), Code of Laws of South Carolina 1976, as amended, Sections 30-1-10 through 30-1-170, administered by the State of South Carolina:</p> <ul style="list-style-type: none">• defines "public records", "public body", "agency", "subdivision", "archives" and "director, "• establishes the legal basis for custody and disposal of records and for public access to such records,• provides a system for the scheduling and disposal of records,• establishes uniform techniques for efficient and economical record making and keeping.
DEFINITIONS	<p>Agency – The Greenville-Spartanburg Airport District.</p> <p>Custodian - President/CEO or designee.</p> <p>Archives – South Carolina Department of Archives and History.</p> <p>Public Records - "all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body."</p> <p>Records Management - The systematic control of records to meet the Agency's needs.</p> <p>Records Officer - The President/CEO of an agency or subdivision is the "legal custodian" of public records. He/she may appoint a records officer to act on his/her behalf. (Section 30-1-20).</p> <p>Retention - The safekeeping of all District Public Records.</p> <p>Retention Schedules - The form or document that establishes the authorized standard for the orderly retention, transfer, or other disposition of records, taking into consideration their legal, historical, and administrative values.</p>
RESPONSIBILITY	The Records Officer is designated by the President/CEO of the District and has the authority to create suitable guidelines and rules for the orderly management, scheduling, and disposition of public records in compliance with established rules and regulations of the District and within the provisions of the South Carolina Public Records Act.
PROTECTION OF RECORDS	The legal custodian of public records must protect them against deterioration, mutilation, theft, loss or destruction, and make them available for easy use.

Administrative Policies & Procedures

Section 107.00 – Records Retention and Disposition of Public Records

No records of long term or enduring value, including those generated by and stored in electronic information systems or other media may be destroyed or erased without an approved retention schedule.

DESTRUCTION OF PUBLIC RECORDS

Destruction of records is accomplished through the process of shredding, maceration, incineration, recycling, burial in a landfill, or other method that has been approved by the District in accordance with its established guidelines.

SURVEY OF RECORDS

A survey is made of each department's records by the Department Director at the end of each fiscal year. As a result of this survey, recommendations for the transfer of inactive records to storage, scheduling of unidentified records and/or destruction of any of these records, is submitted by the Department Director to the Records Officer for appropriate action.

PENALTY

Refusal or willful neglect of the PRA's provisions constitutes a misdemeanor offense with a fine of not less than two hundred dollars and not more than five thousand dollars.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 107.01 – Inquiries for Public Information

OBJECTIVE To provide a central location for all inquiries concerning the District and its employees.

METHOD OF OPERATION

PROCEDURES

Inquiries Concerning the District

Employees shall at all times be courteous to those members of the public who seek information. Employees are cautioned that information concerning subjects under discussion or consideration often change in content and meaning before becoming an accomplished fact. Any release of such information before final decisions or disposition of the matter could cause misunderstanding and confusion resulting in waste of time and money. An employee will decline courteously to reveal such information and shall direct the inquiry to the President/CEO or his/her designee, keeping in mind that it is not the intent of the District to be secretive, or to withhold valid information, but to assure that all information released is true and accurate. This policy is in no way intended to restrict the release of information concerning matters of fact that the employee is expected to provide the public, or other employees or officials in the normal course of employment.

Inquiries Concerning the Employees

All employment verification inquiries from current or former employees, prospective employer of current or former employees, governmental agencies, or other organizations such as a financial or lending institution, are to be directed to the Human Resources Department for an official response.

Under no circumstances is any other employee authorized to provide a written or official employment verification response for the District. The Human Resources Department personnel are trained in responding to employment verification requests. Human Resources will also know whether a signed authorization to release information, from the current/former employee, is on file.

All requests for employment verification must contain the employee's or former employee's signature authorizing the release of information. In the case of current employees, as a courtesy, the Human Resources Department will notify the employee when employment verification information is requested.

When the signed authorization to release information is present, Human Resources will release the following information as requested:

1. whether the individual is currently employed by the District
2. the employee's current or last job title
3. the dates of employment with the District

Administrative Policies & Procedures

Section 107.01 – Inquiries for Public Information

4. the current or final salary paid to the employee.

Depending on the circumstances of the request, the District may give additional information.

The District does comply with the U.S. Department of Transportation (DOT) regulations in accordance with the Omnibus Transportation Employees Testing Act of 1991 and the with U.S. DOT rule 49 CFR Part 40.

Those personnel records, which are declared to be public records by virtue of South Carolina Code of Laws, Title 30 (Public Records) Chapter 1 and Chapter 4 (Freedom of Information Act), will be opened for inspection to any person in accordance with the provisions of that statute.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 107.02 – Inspection & Copying of Public Records

OBJECTIVE To establish a procedure for inspection of all Greenville-Spartanburg Airport District public records in compliance with Title 30-Public Records, Chapter 4-Freedom of Information Act, South Carolina Code of Laws, as amended.

METHOD OF OPERATION Title 30, Chapter 4, of the South Carolina Code of Laws, administered by the State of South Carolina:

- establishes general state policy on public records; i.e., “The General Assembly finds that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy. Toward this end, provisions of this chapter must be construed so as to make it possible for citizens, or their representatives, to learn and report fully the activities of their public officials at a minimum cost or delay to the persons seeking access to public documents or meetings”;
- define “public records” and “public body”
- establish the legal basis for custody and disposal of records and public access to such records; and
- promulgate rules for the inspection, examination, and duplication of records; exemptions.

DEFINITIONS

Public Body - The Greenville-Spartanburg Airport District.

District Offices - The offices of the Greenville-Spartanburg Airport District.

Custodian - President/CEO or designee.

Electronic Files - This includes any electronic media content (other than computer programs or systems files) that are intended to be used in either an electronic form or as printed output.

Public Records - “includes all books, papers, maps, photographs, cards, tapes, recordings, or other documentary materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body. Records such as income tax returns, medical records, hospital medical staff reports, scholastic records, adoption records, records related to registration, and circulation of library materials which contain names or other personally identifying details regarding the users of public, private, school, college, technical college, university, and state institutional libraries and library systems, supported in whole or in part by public funds or expending public funds, or records which reveal the identity of the library patron checking out or requesting an item from the library or using other library services, except non-identifying

Administrative Policies & Procedures

Section 107.02 – Inspection & Copying of Public Records

administrative and statistical reports of registration and circulation, and other records which by law are required to be closed to the public are not considered to be made open to the public under the provisions of this act.”

Records Officer - The President/CEO of an agency or subdivision is the "legal custodian" of public records. He/she may appoint a records officer to act on his/her behalf. (Section 30-1-20).

RESPONSIBILITIES

All District employees receiving public records requests are to immediately refer the requesting party to the District's Records Officer who will notify the President/CEO that a request to inspect and/or produce records has been received. The President/CEO will instruct the Records Officer as to the disposition of a public records request.

REQUESTS TO INSPECT DISTRICT RECORDS

In compliance with South Carolina Code of Laws Section 30-4-30. Right to inspect or copy public records; fees; notification as to public availability of records; presumption upon failure to give notice; records to be available when requestor appears in person.

Any person has a right to inspect or copy any public record and the right to inspect, copy or receive an electronic transmission of any public record of a public body, except as otherwise provided by Section 30-4-40, in accordance with reasonable rules concerning time and place of access.

A public body is not required to create an electronic version of a public record when one does not exist to fulfill a records request.

Unless exempt by law or court order, the public records of the District are open to inspection, examination and copying, **at the District offices**, by any person during normal business hours, 8:30 a.m. to 5:00 p.m., Monday through Friday. Requests may be made in person, by telephone, or in writing. **Requests do not have to be in writing.** If a request is overly broad and/or vague, the person may be asked to be more specific about the records they are seeking.

AUTHORIZED CHARGES FOR COPIES & SCANS

Any person, requesting copies of District documents, is to be advised that 50% of the **authorized charges must be paid to the District prior to making copies.** The District has authorized charges posted online at www.gspairport.com.

For all other copies, including multiple volume documents, actual cost of duplication.

REQUESTS FOR ELECTRONIC FILES

Although not required by SC Code to create electronic versions of public records, the District may elect, if convenient at District's discretion, to do so. If not, paper copies will remain available at the posted charges.

Administrative Policies & Procedures

Section 107.02 – Inspection & Copying of Public Records

ELECTRONIC RECORDS / INFORMATION SYSTEMS

Paper output copies generated from a computer system same as above.

Charges for output to any other medium (i.e., flash drives etc.) will be the cost to the District for such medium.

LABOR CHARGES

Requests requiring more than de-minimis staff time will be assessed a labor charge at the rate posted online in addition to the cost of duplication.

MAILING COPIES

The District is not required to mail requested copies. If a request to mail copies is honored, the appropriate amount of postage is to be included and collected with the copy charges.

RECEIPTS

Any person paying for copies of documents and/or postage is to be issued a receipt. A copy of the receipt and the collected funds are to be immediately submitted to the Finance Department.

REQUEST TO FAX DOCUMENTS

Records requested pursuant to the public records law **are not normally faxed** unless authorized in advance by the Custodian.

LITIGATION

If the subject matter of the public records request is in litigation, or may soon be in litigation, contact the Senior Vice President/Chief Operating Officer and Vice President/Chief Financial Officer for instructions, and/or actual production.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 108.00 – Investment

OBJECTIVE

To provide guidelines for the management and investment of all funds held by the District, including proceeds from the issuance of debt. This policy is designed to ensure the prudent management of District funds, including the availability of funds when needed and a level of investment return within acceptable risk parameters or other restrictions as determined by the District, relevant sections of the South Carolina Code of Laws, the IRS, or any other regulatory agency.

INVESTMENT OBJECTIVES

Primary investment objectives include:

1. Preservation of Principal – The single most important objective of the District’s investment program is the preservation of principal.
2. Maintenance of Liquidity – The portfolio shall be managed in such a manner that assures that funds are available as needed to meet immediate and future operating and capital requirements of the District.
3. Return on Investment – The portfolio shall be managed in such a fashion as to maximize the return on investments but within the context and parameters set forth by objectives 1 and 2 above.

METHOD OF OPERATION

PROCEDURES

1. The following procedures will be followed to ensure the investment policy is consistent with the current mission statement and the current financial condition of District:
 - a. This investment policy shall be reviewed annually by the President/CEO and the Vice President/CFO, for any necessary revisions.
 - b. Recommendations for any revisions or modifications to this investment policy will be made by the President/CEO and/or Vice President/CFO to the Commission for approval.
2. The Vice President/CFO, in consultation with the President/CEO, shall establish an annual financial plan which projects funds available for investment (“Investment Plan”) and the date such funds may be needed for operational and/or capital expenditures. The financial plan shall be presented to and approved by the Commission concurrent with the annual budget.
3. The Vice President/CFO shall invest excess District funds in order to meet the Investment Objectives of the District . The President/CEO shall be responsible to oversee the activities of the Vice President/CFO.

Administrative Policies & Procedures

Section 108.00 – Investment

4. The Vice President/CFO, in consultation with the President/CEO, shall invest unspent bond proceeds, where appropriate, and in accordance with IRS regulations and any applicable resolutions of the Commission.

STANDARD OF PRUDENCE

Except where specifically directed by law, statute or regulation, the general investment policy of the District will be guided by the “prudent person” rule. Those with investment responsibility for District funds are considered fiduciaries and, as such will exercise the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence would exercise in the management of their own affairs.

INVESTMENT GUIDELINES

The President/CEO and/or Vice President/CFO are authorized to deposit or invest excess District Funds in the following accounts and/or securities as well as other permitted investments included in the South Carolina Code of Laws, Section 6-5-10 and 6-6-30:

1. Checking accounts in U.S. federally insured banks and savings and loans not to exceed federally insured amounts;
2. Money market funds that invest in U.S. Government backed securities;
3. U.S. Treasury Obligations to include U.S. Treasury bills and notes, or any other obligation or security issued by or backed by the full faith and credit of the U.S. Treasury; and
4. Federal Agency Obligations including bonds, notes, debentures, or other obligations or securities issued by or backed by full faith and credit of any U.S. Government agency or sponsored enterprise.
5. South Carolina Local Government Investment Pool (SCLGIP) limited to 25% of investment portfolio.

INVESTMENT MATURITIES

36 months or less. Maturities beyond 36 months requires the approval of the President/CEO.

REPORTING

The President/CEO and/or Vice President/CFO shall prepare an investment schedule with yield and maturities to be included in the monthly financial package distributed to the Commissioners.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 109.00 – Smoking, Tobacco Use and Vaping

OBJECTIVE

The District is committed to providing a safe, healthy and pleasant environment for all District employees, tenant employees, contractors, ambassadors, volunteers, passengers and the general public.

It is the policy of the District to prohibit smoking, tobacco use and vaping on all District property, except in designated areas.

METHOD OF OPERATION

DEFINITIONS

"Tobacco products" include cigarettes, cigars, chewing tobacco, dip, smokeless tobacco, snuff, electronic cigarettes or any other items containing tobacco or classified as such.

"Tobacco uses" includes smoking, chewing, dipping, or any other ingesting, consumption, or bodily intake of tobacco products.

"Vaping" refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.

PROCEDURES

Smoking, Tobacco Use, and Vaping is prohibited in all enclosed areas of the District, including all bathrooms, breakrooms, conference rooms/offices, hallways, stairwells, hangars, working areas, District equipment and District vehicles. Smoking, Tobacco Use, and Vaping is also prohibited in fuel storage areas, within 50ft of a fuel truck, within the AOA, or anywhere smoking is prohibited by signage.

Smoking, Tobacco Use and Vaping, is allowed outside of District buildings in designated areas only. **Such areas shall be designated by the President/CEO or designee.**

Employees are expected to keep the smoking areas free of debris.

This policy applies to all District employees, tenant employees, contractors, ambassadors, volunteers, passengers and the general public.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 110.00 – Petty Cash

OBJECTIVE

Petty Cash Funds are authorized by the President/CEO and established by the Vice President/CFO and the Director of Finance to service the needs of the District.

METHOD OF OPERATION

REIMBURSEMENT OF FUND

The Petty Cash Fund may be reimbursed by submitting the petty cash slips with the total amount requested to be reimbursed to the Director of Finance.

A Petty Cash Fund exists for the purchase of items whose cost does not exceed four hundred dollars (\$400) and is not easily obtainable through other methods.

The Fund is subject to audit at any time.

If personal funds are used, then reimbursement can be made via submittal of a signed receipt.

If a petty cash advance is needed, then a petty cash slip should be properly filled out, and should contain:

- a description of the item,
- the date of petty cash transaction,
- the amount received, and
- the signature of purchaser.

A paid receipt must be attached to the petty cash slip as supporting evidence of purchase. If the paid receipt is not a cash register receipt, then the receipt must clearly state "PAID" and have the vendor name on it.

Original receipts are preferred (copies will be accepted at the discretion of the Director of Finance).

The petty cash slip must be signed after the form has been completely filled out.

Personal checks cannot be cashed from the petty cash fund. Personal advances cannot be obtained through the petty cash fund.

Petty cash must be kept separate from all other funds in the office.

The employee signing as to receipt of funds is personally responsible to either provide the paid receipt or repay the advanced funds or both.

The petty cash fund should be reconciled on a regular basis (weekly or monthly, as needed).

All requests for reimbursement are subject to review.

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Section 110.00 – Petty Cash

The petty cash fund must be secured at all times (i.e., locked drawer, safe, etc.)

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 111.00 –Procurement

OBJECTIVE	The District is committed to a procurement process that is open and transparent which utilizes full and open competition to the maximum extent practicable while remaining in compliance with all applicable procurement laws, rules, and regulations when procuring goods, equipment, or services required by the District (excluding those services described in Sections 112.00 and 113.00). This Policy shall establish uniform procedures that assist the District with reliable and consistent procurement practices to protect District employees against fraud, waste, and abuse while fostering public confidence.
LEGISLATIVE AUTHORITY	This Policy is published in accordance with South Carolina Consolidated Procurement Code, Title 11, Chapter 35, Section 11-35-5320, <i>et seq.</i> , as well as Federal Regulation 2 CFR Part 200 <i>et seq.</i> for procurements made using Federally funded sources.
PURPOSE	This Policy establishes a purchasing framework that ensures all goods, equipment, and services are procured with integrity, quality, and efficiency at the most advantageous prices available. The District seeks to maximize the value of available funds through fair and equitable competition between vendors. All procurements conducted by the District shall consider the overall value to the District including, the following: cost, quantity, quality, delivery method, delivery schedule, and Disadvantaged Business Enterprise (“DBE”) and Airport Concessions Disadvantaged Business Enterprise (“ACDBE”) participation.
PRESIDENT/CEO	<p>The President/CEO has overall responsibility for compliance with and the practical and efficient administration of this Policy.</p> <p><u>President/CEO Authorization.</u> The President/CEO shall be authorized to execute all procurements within the approved annual budget of the District or other District funding sources provided funding is available at the time of the procurement. The President/CEO may delegate procurement authority to any person who is authorized to make purchases.</p>
GRANT FUNDING	<p>The District receives funding from federal or state sources that may contain procurement requirements that supersede or augment those contained within this Policy. When appropriate, the District shall apply the most stringent procurement policies and procedures.</p> <p>Any contract that is federally funded (Federal grant) is subject to this Policy, District procedures, and all applicable federal laws and regulations or assurances as directed by the Federal grant agreement. This includes, but is not limited to, Federal Aviation Administration (FAA) Advisory Circular’s, Airport Improvement Program (AIP) procurement requirements and standards, and Disadvantage Business Enterprise (DBE) requirements.</p>
PURCHASES FROM \$0 - \$10,000	Purchases that do not exceed \$10,000 are authorized without securing competitive quotations if the prices are considered fair and reasonable. The District should consider distribution of purchases

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Section 111.00 –Procurement

among qualified suppliers and, when practical, should request a quote from alternate suppliers to ensure that purchases are made at the most reasonable price.

PURCHASES FROM \$10,001 - \$50,000

Purchases require written quotes from a minimum of three (3) qualified sources, unless adequate public notice is provided. Documentation of at least three quotes should be retained. Requests for quotes should be distributed equitably among qualified suppliers unless advertised as provided above. The award must be made to the lowest responsive and responsible source.

PURCHASES ABOVE \$50,000

Written solicitations are required for quotes, bids, or proposals must be made. The solicitation must be advertised at least once for a minimum of seven (7) business days. Such notice shall be at the discretion of the District. However, at a minimum, the solicitation must be advertised on the District website. A copy of the written solicitation and written offers must be retained and, when an Request for Proposals process is used, the evaluation documents must be retained. Awards are made to the lowest responsive and responsible source when using an Invitation for Bids process. When a Request for Proposals process is used, award will be made to the highest-ranking offeror. The award of a contract will be based on the requirements of the written solicitation.

The solicitation should result in bids from an adequate number of potential bidders. All bids or proposals shall be publicly opened at a time and place prescribed in the solicitation. The award of a contract will be based on the requirements of the written solicitation

INVITATION FOR BIDS

Invitation for Bids:

An Invitation for Bids (competitive sealed bidding) must be issued and must include specifications and all contractual terms and conditions applicable to the procurement.

Public Notice:

Notice of an Invitation for Bids must be given at least seven (7) business days before the date of the opening of bids. Notice of an Invitation for Bids shall be displayed on the District website and, where practical, other publicly available sources that may increase competition for the solicitation as determined by the District.

Receipt and Safeguarding of Bids:

All bids, including modifications, received before the time of opening must be kept secure and unopened.

Bid Opening:

Bids shall be opened publicly in the presence of at least one witness at the time and place designated in the Invitation for Bids. The bid opening shall, at minimum, have the following information recorded: the bidder's name, amount of each bid,. The record shall be open to public inspection at that time.

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Section 111.00 –Procurement

Bid Acceptance and Bid Evaluation:

All bids that comply with the requirements listed in the Invitation for Bids shall be unconditionally accepted without alteration or correction. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids.

Correction or Withdrawal of Bids; Cancellation of Awards:

Corrections or withdrawal of erroneous bids before or after award, based on such bid mistakes, may be permitted. After bids are opened, no changes in bid prices or other provisions of bids prejudicial to the interest of the District or fair competition shall be permitted. The District reserves the right to cancel the award of any solicitation at any time, for any reason.

Discussions:

The District shall be allowed to enter discussions with bidders for the purpose of clarifying a bid and to assure full understanding of the requirements set forth in the Invitation for Bids. Any bid that has been accepted in response to a solicitation that requires further clarification shall be afforded an opportunity to clarify such ambiguities so long as the clarifications do not materially influence the bid price in the bidder's favor.

Award:

An award shall be made to the lowest responsive and responsible bidder whose bid meets the requirements of the written solicitation. The District may negotiate with the lowest responsive and responsible bidder to lower bid pricing within the scope of the Invitation for Bids.

In determining the lowest responsive and responsible bidder, in addition to price, the District shall consider items outlined in the solicitation.

Disqualification of Bidders:

Awards are to be made to bidders who have been found to be both "responsive" and "responsible." An intended contract award is to be made to the lowest **responsive** and **responsible** bidder whose bid meets the requirements set forth in the Invitation for Bids.

The Standard of Responsiveness

A "responsive bidder" means an offeror who has submitted a bid which conforms in all material respects to the Invitation for Bids. Bids from individual bidders which fail to conform to the essential requirements of the Invitation for Bids shall be rejected.

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Section 111.00 –Procurement

The Standard of Responsibility

A written determination of non-responsibility is required.

Factors to be considered in determining whether the standards of responsibility have been met include whether a prospective contractor has:

1. available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain them, necessary to indicate its capability to meet all contractual requirements;
2. a satisfactory record of performance;
3. a satisfactory record of integrity;
4. qualified legally to contract with the Airport; and
5. supplied all necessary information in connection with the inquiry concerning responsibility.

If a bidder or offer or who otherwise would have been awarded a contract is found non-responsible, a written determination of non-responsive setting forth the basis of the finding shall be prepared.

Request for Qualifications:

Prior to issuing an Invitation for Bids, the District may issue a request for qualifications from prospective bidders. The request shall contain a description of the goods, equipment, or services, the general scope of the work, the deadline for submission of information and how a prospective bidder may seek consideration by the District.

The request may require information regarding the prospective bidder's product specifications, qualifications, experience, organization, assets and equipment, safety record, safety and quality control programs, financial stability and any other information deemed relevant by the District in determining the prospective bidder's ability to properly perform the requirements of the contract. The District shall give adequate public notice of the Request for Qualifications.

The District shall review all information received in response to a Request for Qualifications and rank each prospective bidder from most qualified to least qualified on the basis of the information received. The solicitation shall then be sent to the most qualified bidder(s). The failure of a prospective bidder to receive a solicitation based on their order of rank during the request for qualifications shall not be grounds for protest.

Administrative Policies & Procedures

Section 111.00 –Procurement

REQUEST FOR PROPOSALS

Conditions for Use

When the District determines in writing that competitive sealed bidding through an Invitation for Bids is either not practicable or not advantageous, the District may solicit competitive sealed proposals through a Request for Proposals.

At minimum, a Request for Proposals should include the following:

- A description of the work that is required by the contract;
- Relevant information required by the District to be in the offeror's proposal;
- Criteria that will be used to evaluate the proposals; and
- Terms and conditions applicable to the contract.

Public Notice:

Public notice of the Request for Proposals shall be given not less than seven (7) business days prior to the submittal deadline for proposals.. A Request for Proposal shall be displayed on the District website and, where practical, other publicly available sources that may increase competition for the solicitation such as an industry specific website.

Proposal Opening:

Proposals shall be opened publicly at the time and place designated in the Request for Proposals.

Proposals shall be open for public inspection after contract award. Proprietary or confidential information marked, as such in each proposal shall not be disclosed without the written consent from the offeror.

Discussion with Responsible Offerors and Revisions to Proposals:

The District may conduct discussions with responsible offerors who submit proposals, which the District determines to be reasonably susceptible of being selected for award for the purpose of clarifying the solicitation requirements.

Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

Award:

Award shall be made to the responsible offeror whose proposal is determined in writing to be most advantageous to the District.

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Section 111.00 –Procurement

PUBLIC/PRIVATE PARTNERSHIPS

The District may conduct negotiations with the successful offeror to expand or revise the scope of proposals or awards envisioning a public private partnership for the provision of services to the District. Such revisions may include revising the structure of the proposal to include assigning the award to qualified and responsible parties who can own, operate, and finance the assets specified in the proposal, and to expand the terms of the proposal to include the successful offeror or its assignee financing and owning the required assets. To the extent reasonably practical, such changes shall be generally consistent with the terms of the prior award and in all cases shall be approved by the President/CEO, with the approval of the Commission, upon finding that they are in the best financial interest of the District.

COOPERATIVE PURCHASING “Piggybacking”

Authorized by the State of South Carolina, the District may enter into cooperative purchasing agreements that have been entered into between one or more public procurement units, regardless of the procurement unit’s location inside or outside the State of South Carolina. The District may enter into an agreement with the public procurement unit for cooperative use of personnel, information, supplies, services, warehousing, and capital equipment in accordance with an agreement of terms between the participants; provided, such cooperative use will be more cost effective.

- Prior to using cooperative purchasing agreements to procure goods and services, advance discussion and approval must be obtained by the President/CEO before executing the purchase.

Piggybacking – If an identical item to be so purchased has already been purchased by another entity which has gone through a competitive bidding process or competitive sealed proposal process equivalent or more stringent than that required by the District, whether it be in the State of South Carolina or any other state,

AND a vendor will honor the same bid price to the District, THEN the exemption would still apply, and said item can be purchased without going through the procurement procedures outlined in this policy.

EMERGENCY PROCUREMENTS

Notwithstanding any other provision of this procurement code, the President/CEO, or designee, may make or authorize others to make emergency procurements only when there exists an immediate threat to public health, welfare, critical economy and efficiency, or safety under emergency conditions including threats due to critical property damage.. Such emergency procurements shall be made with as much competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the contractor shall be included in the contract file.

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Section 111.00 –Procurement

SOLE SOURCE PROCUREMENTS

The District seeks to award competitive procurements to the maximum extent possible. The President/CEO may authorize for a contract to be awarded for a good, equipment, or service without competition when the District determines in writing that there is only one source that is either reasonably available in the marketplace or only one source is known to exist.

CANCELLATION OF INVITATION FOR BIDS OR REQUESTS FOR PROPOSALS

An Invitation for Bids, a Request for Proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the District. If a solicitation is cancelled by the above two methods, notice of the cancellation shall be publicly posted.

REJECTION OF INDIVIDUAL RESPONSES

The District reserves the right to reject a response to a solicitation by an Offeror if any of the following conditions are observed during evaluations:

- The offeror is found to be non-responsive to any requirements of the solicitation;
- The offeror is found to be not responsible;
- The offeror's price is considered unreasonable based on a price evaluation.

The reasons for the rejection of an offeror's response shall be documented and made part of the procurement file.

INSURANCE REQUIREMENTS

The District shall require appropriate insurance and bonding levels as well as other pertinent surety instruments to sufficiently mitigate the District's risk for each procurement. The following types of insurance may be required as determined by the District:

- Commercial General Liability (CGL)
- Automobile Liability
- Products-Completed Operations
- Professional Liability
- Bid Security Bond
- Performance Bond
- Payment Bond
- Workers Compensation

For each contract and at the discretion of the District, the District shall be listed as an additional insured on the contractor's insurance certificate.

Indemnification – The District shall not indemnify any contractor in accordance with the Commission Bylaws and the State of South Carolina. Indemnification language protecting the District must be inserted in each contract awarded by the District for goods, equipment, and services.

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Waiver of Subrogation – The District shall require each contractor to waive their rights of recovery and cause their insurer to waive its right to subrogate on behalf of a contractor for damages howsoever caused.

PROCUREMENT CONTRACT

Every contract entered into by the District may include, in addition to other relevant requirements, clauses to define responsibilities and rights of the parties to the contract with respect to the following matters:

- General Terms and Conditions
- Commercial Terms and Conditions
- Special Terms and Conditions as they may relate to mandated provisions for Federally funded goods, equipment, or services
- Scope of Work/Statement of Work/Specifications

All contracts entered into under this Policy shall be executed in accordance with the *GSP Procurement Authorization Guidelines*. For all multi-term contracts, the President/CEO must authorize and execute the contract.

PROCUREMENT RECORDS AND AUDITS

Procurement File

All determinations and other written records pertaining to solicitation, award, or performance of a contract shall be maintained in a procurement file by the District.

Retention of Procurement Records

All formal, written executed, contract documents shall be retained for six (6) years after the payment of the last invoice submitted by the contractor. All other procurement records shall be disposed of in accordance with records retention guidelines approved by the President/CEO and this policy. If a contract is funded in whole or in part by assistance from a State or Federal agency, then all procurement records pertaining to that contract shall be maintained for the period required by such entity. The District's retention policy should be followed if more stringent.

DISPOSAL OF SURPLUS SUPPLIES

All surplus supplies, materials, and equipment with values of Five Thousand (\$5,000) or greater which are no longer useful to the District may be sold to the highest bidder in accordance with and upon such terms and conditions as determined by the District. However, the District may sell, lease or dispose of any supplies, materials or junk which has value of less than Five Thousand (\$5,000) Dollars.

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Section 111.00 –Procurement

AUTHORITY TO RESOLVE PROTESTS

The President/CEO shall have exclusive authority to settle and resolve the protest of an aggrieved prospective offeror, offeror, concerning the solicitation or award of a contract. The procedure for the resolution of solicitation protests shall be as follows:

Right to Protest; Exclusive Remedy

Any prospective offeror or offeror who is aggrieved in connection with the solicitation of a contract shall be afforded the opportunity to protest to the President/CEO in the manner stated below within seven (7) business days of the date of issuance of the Invitation for Bids or Requests for Proposals or other solicitation documents.

Any actual offeror who is aggrieved in connection with the intended award or award of a contract shall protest to the President/CEO in the manner stated below within seven (7) business days of the date notification of award or notification of intent to award is posted. An interested party to an actual offeror is not allowed to initiate a protest for the actual offeror.

The rights and remedies granted in this policy to an aggrieved offeror are to the exclusion of all other rights and remedies of such aggrieved offeror against the District at common law or otherwise for the loss or potential loss of an award of a contract.

Protest Procedure

Protests shall be in writing, submitted to the President/CEO, received within the timelines set forth above, and shall set forth the grounds of the protest and the relief requested with enough particularity to give notice of the issues to be decided.

Duty and Authority to Attempt to Settle Protests

Prior to commencement of an administrative review as provided for below, the President/CEO thereof shall attempt to settle by mutual agreement a protest of an aggrieved prospective or actual offeror concerning the solicitation or award of the contract. The President/CEO shall have the authority to approve any settlement reached by mutual agreement.

Administrative Review and Decision

If in the opinion of the President/CEO, after reasonable attempt, a protest cannot be settled by mutual agreement, the President/CEO shall promptly conduct an administrative review, no later than fifteen (15) business days after the deadline for receipt of a protest has expired and shall issue a decision in writing within ten days of completion of the review. The decision shall state the reasons for the action taken.

Finality

The decision of the President/CEO is final as to administrative review and may be appealed to the circuit court under the provisions of the South Carolina Administrative Procedures Act.

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Section 111.00 –Procurement

SUSPENSION AND DEBARMENT

Suspension and debarment are actions taken to prohibit an individual or legal entity for cause from participating in solicitations or from consideration for a contract award if there is adequate evidence to support suspension or a preponderance of evidence to support debarment. The District shall have the authority to, and the President/CEO must approve of, the suspension or debarment of an individual or legal entity if probable cause exists.

FINANCIAL INTEREST OF COMMISSION & EMPLOYEES PROHIBITED

No member of the Commission or any officer or employee of the District shall have a financial interest in any contract or in the sale to the District or to a contractor who supplies the District with any real or personal property, materials, supplies or services, except and unless a majority of the Commissioners shall determine that an exception is in the best interest of the District. In such case, the Commissioner whose interest is involved shall not vote on the questions. Any willful violation of this section shall constitute malfeasance in office, and any Commissioner or employee of the District found guilty thereof shall forfeit his/her office or position. A violation of this section with the knowledge, express or implied, of the person or corporation contracting with the Commission shall render the contract voidable by the President/CEO or the Commission.

GIFTS AND REBATES

No employee shall accept, or agree to accept, directly or indirectly, a favor, gift, loan, money, fee, service or other item of value in any form whatsoever from any entity, organization or individual if it is intended to reward or influence, or gives the appearance of rewarding or influencing the employee with respect to his/her employment. This policy is not intended to prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service.

APPROVAL AND UPDATE HISTORY	May 9, 2022 September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

OBJECTIVE	Commitment to a selection process that is open and transparent which utilizes full and open competition to the maximum extent practicable when providing for the selection of certain professional planning, architect, engineering, construction management, materials testing, inspection services and land surveying services to be rendered to the District.
LEGISLATIVE AUTHORITY	This Policy is published in accordance with South Carolina Consolidated Procurement Code, Title 11, Chapter 35, Section 11-35-50, <i>et seq.</i> , as well as Federal Regulation 2 CFR Part 200 <i>et seq.</i> for procurements made using Federally funded sources.
PURPOSE	To consider and select the appropriate method that allows the District to achieve the best professional services based on factors that are the most beneficial to the District at fair and reasonable prices.
FEDERAL GRANT FUNDING	Any contract that is federally funded (Federal grant) is subject to this Policy, District procedures, and all applicable federal laws and regulations or assurances as directed by the Federal grant agreement. This includes, but is not limited to, Federal Aviation Administration (FAA) Advisory Circular's, Airport Improvement Program (AIP) procurement requirements and standard, and Disadvantaged Business Enterprise (DBE) requirements.
METHOD OF OPERATION	
DEFINITIONS	<p>"Amendment" means a written modification to a Contract.</p> <p>"Design Services" means architect-engineer, construction management, or land surveying services.</p> <p>"District" means the Greenville-Spartanburg Airport District.</p> <p>"Compensation" means the total amount paid by the District for Professional Services.</p> <p>"Consultant" means any legal business entity that performs architectural, engineering and/or professional planning services, or any other service which the District does not have the resources or expertise and that is employed by the District to perform such services.</p> <p>"Consulting Agreement" means an agreement between the District and a firm for the performance of Professional Services awarded pursuant to the competitive selection requirements of this section.</p> <p>"Contract" means all types of District agreements, regardless of what they may be called, for the procurement or disposal of supplies, services, information technology, or construction.</p>

Administrative Policies & Procedures

Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

"Debarment" means the disqualification of a person to receive invitations for bids, or requests for proposals, or the award of a contract by the District, for a specified period of time commensurate with the seriousness of the offense or the failure or inadequacy of performance.

"Designee" means a duly authorized representative of a person with formal responsibilities under the policy.

"Request for Qualifications (RFQ)" means all documents regarding product specifications, qualifications, experience, and ability to perform the requirements of the contract from respondents in accordance with this Policy.

"Professional Services" means the services of accountants, architects, attorneys, auditors, consultants, engineers, information technology professionals, or other individuals or organizations possessing a high degree of knowledge or skills in a particular subject area and who meet licensure or permit requirements of local, state, or federal government regulatory entities to render such services.

"Subconsultant" means any person having a contract to perform work or render service to a prime consultant as a part of the prime consultant's agreement with the District.

"Suspension" means the disqualification of an entity or individual to receive request for qualifications, or the award of a contract by the District, for a temporary period pending the completion of an investigation and any legal proceedings that may ensue because a person is suspected upon probable cause of engaging in criminal, fraudulent, or seriously improper conduct or failure or inadequacy of performance which may lead to debarment.

"Work Authorization" means a written authorization subject to the provisions of a Master Consulting Agreement for the award of a separate project within the scope of services for the Consulting Agreement.

QUALIFICATIONS BASED SELECTION PROCEDURES

SELECTION COMMITTEE

The District shall establish a selection committee for all professional planning, design, and construction service requirements. The Committee shall be composed of those individuals the President/CEO determines to be qualified to make an informed decision as to the most competent and qualified firm for the proposed project(s).

DEFINITION OF PROJECT(S)

The selection committee shall define the project(s) for which Professional Services may be required. The District may include within a single project:

Administrative Policies & Procedures

Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

- a grouping of minor construction, rehabilitation, or renovation activities;
- a grouping of substantially similar construction, rehabilitation or renovation activities;
- other grouping of construction, rehabilitation, or renovation activities that are determined to be in the best interest of the District to be included within a single project.

Any firm or individual desiring to provide Professional Services to the District must first be qualified pursuant to law and regulations of the District. The District will make a finding that the firm or individual is fully qualified to render the required service. Among the factors to be considered in making this finding are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.

ADVERTISEMENT

The selection committee is responsible for:

- developing a description of the services required;
- enumerating all required professional services, and
- preparing a formal Request for Qualifications (RFQ) to firms for submission of information.

The RFQ must include, but not be limited to, the project title, the general scope of work, a description of all professional services required, the submission deadline, and how interested firms may apply for consideration. The RFQ must be advertised at least once. At minimum, the advertisement shall be displayed on the District website in addition to other publicly available sources that may increase competition as determined by the District.

RESPONSE TO INVITATIONS

Responses to an invitation to submit qualifications shall be specified in the invitation and based on the needs of the selection committee and the District.

INTERVIEWS WITH INTERESTED FIRMS

Following receipt of submittals from all interested persons and firms, the selection committee may hold interviews with one (1) or more firms who respond to the committee's advertisement and who are considered most qualified on the basis of information available before the interviews. A list of firms selected for interview must be sent to all firms that submitted information in response to the advertisement, before the date selected for the interviews.

The selection committee's determination as to which are to be interviewed must be in writing and based upon its review and evaluation of all submitted materials. The written report of the committee must list specifically the names of all persons and firms that responded to the advertisement and enumerate the reasons of the committee for selecting those to be interviewed. The purpose of the interviews is to provide the further information that may be

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Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

required by the selection committee to fully acquaint itself with the relative qualifications of the several interested firms.

SELECTION AND RANKING THE MOST QUALIFIED

The selection committee shall evaluate each of the persons or firms interviewed based on criteria established in the RFP document.

The committee will recommend a ranking to the Commission of the firms that are qualified to perform Professional Services, along with a designation that indicates the category or type(s) of project(s) for which the firm is qualified. **The Commission has final approval of the ranking.**

CANCELLATION OF INVITATION FOR QUALIFICATIONS

A Request for Qualifications may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the District. The reason for such cancellation shall be made part of the contract file. If a solicitation is cancelled by the above two methods, notice of the cancellation shall be publicly posted.

REJECTION OF INDIVIDUAL RESPONSES

The District reserves the right to reject a response to a solicitation by a prospective consultant if any of the following conditions are observed during evaluations:

- The prospective consultant is found to be non-responsive to any requirements of the solicitation;
- The prospective consultant is found to be not responsible;

The reasons for rejection a prospective consultant's response shall be documented and made part of the contract file that is available for public inquiry.

NOTICE OF SELECTION AND RANKING

When it is determined by the District that the ranking report is final, written notification of the highest ranked person or firm must be sent immediately to all firms interviewed.

NEGOTIATION OF CONTRACT

The District shall negotiate a contract for services with the most qualified person or firm at a compensation that is fair and reasonable. If the District is unable to negotiate a satisfactory contract with this person or firm, negotiations must be terminated formally. Negotiations must commence in the same manner with the second and then the third most qualified until a satisfactory contract is negotiated. If an agreement is not reached with one of the three, additional persons or firms in order of their competence and qualifications must be selected after consultation with the selection committee, and negotiations must be continued in the same manner until agreement is reached.

Administrative Policies & Procedures

Section 112.00 – Selecting Professional Planning, Architectural and Engineering Services

LIMITS OF APPROVAL

The President/CEO has authority to approve, and implement Consulting Agreements, Work Authorizations and/or Amendments to Work Authorizations for all items identified in the approved annual budget of the District, and other such items, provided funding is available within District funding sources.

INSURANCE REQUIREMENTS

The District shall require appropriate insurance and bonding levels as well as other pertinent surety instruments to sufficiently mitigate the District’s risk for each procurement. The following types of insurance are required for each procurement as determined by the District:

- Commercial General Liability (CGL)
- Automobile Liability
- Products-Completed Operations
- Professional Liability
- Bid Security Bond
- Performance Bond
- Payment Bond
- Workers Compensation

For each contract and at the discretion of the District, the District shall be listed as an additional insured on the contractor’s insurance certificate.

Indemnification – The District is not permitted to indemnify any potential contractor or contractor in accordance with the Commission Bylaws and the State of South Carolina. Indemnification language protecting the District must be inserted in each contract awarded by the District for goods and services.

Waiver of Subrogation – The District shall require each potential contractor or contractor to waive their rights of recovery and cause their insurer to waive its right to subrogate on behalf of a potential contractor or contractor for damages howsoever cause.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 113.00 – Construction Services

OBJECTIVE

To establish the appropriate construction project delivery approach that results in the most advantageous, economical, timely, and otherwise successful project for the District. The appropriate delivery approach that provides the District sufficient flexibility during the preparation, acceptance, execution of, and changes to construction contracts and change orders for District projects.

LEGISLATIVE AUTHORITY

This Policy is published in accordance with South Carolina Consolidated Procurement Code, Title 11, Chapter 35, Section 11-35-50, *et seq.*, as well as Federal Regulation 2 CFR Part 200 *et seq.* for procurements made using Federally funded sources.

METHOD OF OPERATION

DEFINITIONS

"Amendment" means a written modification to a Contract modifying the scope of a project previously awarded.

"Bid Package" means a set of contract documents defining a particular scope of work to be performed by the contractor during construction.

"Change Order" means a written modification to a construction contract, approved in the manner set forth below, providing for additions or deletions in the plans, specifications, or scope of work that establishes the basis for additional compensation or credit, if any, and providing, if applicable, for an adjustment in contract time in order to accomplish the modification.

"Construction Contract" means a written agreement for construction, remodeling, paving, or modification entered into between the Construction Contractor and the District.

"Construction Contractor" means a private sector business which is properly licensed to perform the type of construction services required for a construction contract.

"Construction Management Services" means those professional services associated with contract administration, project management and other specified services provided in connection with the administration of a construction project.

"Construction Management-At-Risk" means a project delivery method where a construction manager acts as a consultant to the District in the development and design phases of a project but assumes the risk for construction performance as the equivalent of a general contractor during the construction phase.

"Construction Services" means those services provided by a Construction Contractor.

"Design Assist" means a project delivery method which the District engages the construction team early in the design phase to collaborate with the architect or engineer in order to reduce the cost and time for construction, improve constructability and add value.

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“Design-Bid-Build” means a project delivery method where the District awards separate contracts for each phase of the project: design, procurement, and construction.

“Design-Build” means a project delivery method where the District combines the project design services and construction services into a single contract award.

“Indefinite Delivery/Indefinite Quantity” (IDIQ) is a type of on call service contract or delivery method that provides for indefinite quantity of services to be furnished by one or more vendors within a fixed period of time.

“Project Costs” means the combined total cost of design, construction, construction administration, resident project representative, geotechnical, survey and inspection services.

PUBLIC ANNOUNCEMENT AND SELECTION PROCEDURES

GENERAL

At minimum, the advertisement shall be displayed on the District website in addition to other publicly available sources that may increase competition for the solicitation as determined by Staff. The advertisement will provide a general description of the project(s) that require Construction Services and define procedures on how an interested Construction Contractor may submit a proposal for consideration by the District.

The District may elect to utilize a pre-qualification process on any project. Advertisement for any pre-qualification shall be displayed on the District website in addition to other publicly available sources as determined by Staff.

Prior to any such public announcement for Construction Services, the District will have prepared plans and specifications for the project for which Construction Services are required depending on which construction delivery method will be used for the project.

CONSTRUCTION PROJECT DELIVERY METHODS

The District should consider all appropriate and effective means for both the design and construction of the project when determining the appropriate construction project delivery method. Prior to determining the appropriate construction project delivery method, an analysis shall be completed of the specific requirements the project must satisfy and take other considerations into account that serve in the best interest of the District, such as project complexity, schedule, financing availability or the funding source of the project. The construction project delivery methods most commonly used by the District are as follows:

- Design Assist
- Design-Build
- Design-Bid-Build

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- Construction Management Services

COMPETITIVE SELECTION

Construction Services will be procured through a competitive public process or by any other method allowed by applicable local, state, federal regulations or District policies.

Two categories of capital projects based on the dollar value are established as follows:

Capital Projects Less than \$10,000,000 in Construction Contract Value:

The District may use an Indefinite Delivery Indefinite Quantity (IDIQ) contracting method for up to a period of five (5) years for non-federally funded construction projects and less than \$10,000,000 in construction contract value. For the selection of capital projects IDIQ contractors, staff shall prepare a Request for Qualifications / Request for Proposal (RFQ/RFP) and publicly advertise for interested contractors. Qualified contractors will be selected based upon the evaluation criteria outlined in the RFQ/RFP. After an IDIQ contractor pool is established, the selected contractors will be contracted for a period up to five (5) years. Staff may utilize any of the Construction Project Delivery Methods outlined above. Price proposals will be solicited from the IDIQ contractors during the term of the agreement. Proposals will be evaluated, and contracts shall be awarded based on the best proposal in the District's sole interest. Staff is not required to utilize the IDIQ contractors for all projects with construction contracts less than \$10,000,000, if it is determined by Staff that the IDIQ contractors are not best suited to deliver on a particular project.

Capital Projects Greater than \$10,000,000 in Construction Contract Value and all Federally Funded Projects:

Construction Services for projects greater than \$10,000,000 in construction contract value shall be publicly advertised and procured.

Staff may utilize any of the Construction Project Delivery Methods outlined above.

The use of a prequalification process of contractors may be utilized for such projects.

CANCELLATION OF SOLICITATION

Any solicitation may be cancelled, or any response to a solicitation may be rejected in whole or in part at any time when it is in the best interest of the District. If a solicitation is cancelled after the submittal due date, all proposers shall be notified promptly of the cancellation. If a solicitation is cancelled prior to the submittal due date, notification of the cancellation shall be publicly posted in a similar method to the original solicitation.

REJECTION OF INDIVIDUAL RESPONSES

The District reserves the right to reject a response to a solicitation by a prospective contractor if the following conditions are observed during evaluations:

- The prospective contractor is found to be non-responsive to any requirements of the solicitation;
- The prospective contractor is found to be not responsible; or

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- The prospective contractor’s price is considered unreasonable based on a price evaluation.

The reasons for rejection a prospective contractor’s response shall be documented and made part of the contract file that is available for public inquiry.

NEGOTIATION

In the event the lowest responsible bid is in excess of the funds available for the project, Staff may enter into negotiations with the lowest responsible bidder making reasonable changes in the plans and specification as may be necessary to bring the contract price within the funds available, and may execute a contract with the bidder if the bidder agrees to the changes.

CONTRACT PREPARATION

After approval of contract award by the District, a contract is prepared and executed by the District and the Construction Contractor, and if necessary, Federal or State agency concurrence. The District shall issue the notice to proceed at the appropriate time.

INSURANCE REQUIREMENTS

The District shall require appropriate insurance and bonding levels as well as other pertinent surety instruments to sufficiently mitigate the District’s risk for each procurement. The following types of insurance are required for each procurement as determined by the District:

- Commercial General Liability (CGL)
- Automobile Liability
- Products-Completed Operations
- Professional Liability
- Bid Security Bond
- Performance Bond
- Payment Bond

For each contract and at the discretion of the District, the District shall be listed as an additional insured on the contractor’s insurance certificate.

Indemnification – The District is not permitted to indemnify any potential contractor or contractor in accordance with the Commission Bylaws and public policy of the State of South Carolina. Indemnification language protecting the District must be inserted in each contract awarded by the District for goods and services.

Waiver of Subrogation – The District shall require each potential contractor or contractor to waive their rights of recovery and cause their insurer to waive its right to subrogate on behalf of a potential contractor or contractor for damages howsoever cause.

COORDINATION OF PROJECT

Upon award of contract and subsequent notice to proceed, the designated Project Manager as delegated by the President/CEO, serves as coordinator of the project.

CHANGE ORDER PROCEDURES

A Change Order may be initiated by a contractor’s request or the District’s issuance of a bulletin outlining the description of work,

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reasons for the change, and the estimated cost. The proposed Change Order request describes the scope of work involved, reason for the change, and the source of funding.

The President/CEO or designee:

1. Coordinates the documentation that describes and details the scope of the change including the estimated cost and time impact, if any;
2. Informs Federal and State agencies, when applicable, of the proposed change to determine funding eligibility for participation or reimbursement;
3. Assigns a Change Order number that identifies both the contract and the Change Order sequential number within that contract;
4. Requests the Administration and Finance Department to confirm the source of funds;
5. Approves the Change Order or presents the Change Order to the Commission for approval, if necessary, and obtains necessary signatures on the Change Order.

PAYMENT FOR CHANGE ORDERS

Unless otherwise set forth in the Construction Contract or the Change Order, partial payment to the contractor for work done pursuant to the Change Order will be made when work involved is satisfactorily completed.

APPROVAL OF CONSTRUCTION CONTRACTS AND CHANGE ORDERS

The President/CEO or designee is authorized to approve all Construction Contracts and Changes Orders for all items identified in the approved annual budget of the District, and other such items, provided funding is available within District funding sources.

BONDS/DEPOSITS

The District may require forms of security to assure the timely, faithful, and uninterrupted performance of a project or ongoing services. Such security requirements shall be determined by the President/CEO prior to issuing a solicitation for a project or service. Forms of security for a project that is acceptable to the District are as follows:

- Payment and performance bonds (100%) and bid bonds/deposits (5%) for projects valued at \$500,000 or more. If a project is valued at less than \$500,000, the President/CEO or designee shall determine whether or not payment and performance bonds are required based on the project's complexity, reputation of the contractor, and dollar value of the project.
- Operations period surety bonds that secure the performance of the contractor's operations and maintenance operations;
- Letters of Credit in an amount appropriate to cover the cost of preventing project interruptions for up to one (1) year;

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- Written guarantees from a contractor to secure the recovery of procurement costs to the District if the contractor defaults in performance; and
- Cash deposits

APPROVAL AND UPDATE HISTORY	Updated May 13, 2024
APPROVAL	September 9, 2019

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Section 114.00 – Public Service Ads & Exhibits

OBJECTIVE To establish criteria for public service advertising or exhibits in the Terminal Complex at Greenville-Spartanburg International Airport.

METHOD OF OPERATION

PROCEDURES In order to maintain a more orderly and comfortable environment in and about the Terminal Building (which is not a public forum, and which is not intended to be a public forum), art, craft and other displays and exhibitions in the Terminal Building and on the sidewalks adjacent thereto are prohibited. However, this policy does not apply to:

1. Displays and exhibitions which are owned by the Greenville-Spartanburg Airport District ("District").
2. Displays and exhibitions which are owned by the United States of America or the State of South Carolina or any of their respective subdivisions, agencies, authorities or departments; provided that the District or the District's President/CEO has given its or his/her prior written approval for each such display or exhibition.
3. Any area in the Terminal Building which is leased to the United States of America, on behalf of the Federal Aviation Administration or the National Weather Service, or an airline or other concessionaire, if the applicable lease permits such a display or exhibition.
4. Commercial airport display advertising which is provided pursuant to a contract with the District.
5. Temporary displays associated with District programs that have received written approval of the President/CEO or designee.

South Carolina law shall govern and apply to this policy, and this policy may be amended from time to time by the District without notice.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

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OBJECTIVE To establish the policy and procedures governing authorized travel for employees, consultants, members of the Commission, and other authorized persons who travel at the expense of the District.

METHOD OF OPERATION

STATEMENT It is the intent of this policy to provide for travel expenses and allowances for District employees, and other persons entitled to a travel allowance in accordance with the provisions stated.

In the event that travel, training, etc., is offered at others' expense, President/CEO approval must be obtained prior to acceptance.

This policy shall apply to those expenditures which are necessarily incurred in the performance of a public purpose authorized by law to be performed, including meetings with government officials, meetings with civic groups, seminars and training programs, pick-up and delivery of parts and equipment, recruitment of personnel or industry, community promotion, and any other related activities essential to the performance of a public purpose.

DEFINITIONS For the purpose of this policy and procedure, the following words or phrases shall mean:

"Authorized Travelers"

- Commission members. Officials serving on the Commission, other than employees.
- District employees. An individual filling an authorized position in the District, other than Commission members.
- All other travelers. Persons, including consultants, other than District members/employees authorized in writing in advance by the President/CEO or designee, to travel at the expense of the District.

"Authorizing Person"

Managers, Directors, Senior Directors, Vice Presidents, Senior Vice Presidents, and the President/CEO are all designated as persons authorized to approve travel requests.

"Business Client"

Any person, other than an Authorized Traveler, who receives the services of or is subject to solicitation by the District in connection with the performance of its lawful duties; persons or representatives of firms considering or being solicited for investment, or for location, relocation, or expansion of a business, in the District's airport system; and other business, financial, promotional, or other persons affiliated with the District.

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"Common Carrier"

Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

"Daily Travel"

All travel, including conferences and seminars, that does not require an overnight stay.

"Domestic Travel"

Travel within the forty-eight (48) continental United States.

"Entertainment Expenses"

The actual and reasonable costs of providing hospitality for business clients or guests, which costs are defined and prescribed as hereinafter set forth.

"Executive Staff"

Vice Presidents, Senior Vice President, and the President/CEO shall be considered Executive Staff.

"Guest"

A person, other than an Authorized Traveler or Business Client, authorized by the President/CEO or designee, to receive the hospitality of the District in connection with the performance of its lawful duties.

"International Travel"

Travel outside the forty-eight (48) continental United States, to include Alaska, Hawaii and US possessions.

"Method of Travel"

The mode of transportation used such as District-owned vehicle, privately owned vehicle, Common Carrier, etc. should take into consideration the following:

- the purpose and nature of the travel;
- the cost of travel;
- the total travel time;
- the cost of accommodations and subsistence; and
- the number of persons making the trip and the amount of equipment or material to be transported.

"Travel Day"

A period of twenty-four (24) hours consisting of four (4) quarters of six (6) hours each beginning at midnight.

"Travel Expenses"

The actual and reasonable costs of transportation, meals, lodging, and incidental expenses normally incurred by a traveler, which costs are defined and prescribed as hereinafter set forth.

"Travel Period"

The period of time between the time of departure and time of return.

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GENERAL POLICY It is the general policy of the District to reimburse reasonable travel and entertainment expenses incurred during authorized travel, subject to any limitations provided for in this policy.

If an Authorized Traveler on a trip deviates from this policy and procedure for justifiable reasons, the circumstances of the deviation and the reasons therefore are to be documented and reviewed for approval by the President/CEO.

PLANNING AND APPROVING

Travel Authorization. All requests for travel must be submitted on a Travel Authorization Form (Form). It should contain the dates of travel, whether the trip was approved with the department's annual budget and all other pertinent information required to process the requested travel arrangements. The Form must include a statement of purpose for the travel and indicate the benefits to the District. A copy of any printed program or agenda shall also be submitted. If none is available, a statement to that effect must be submitted. The Form must be signed by the traveler, and any required approvals obtained in advance of the proposed travel.

Authorizing Persons or designees shall have the responsibility to review travel requests and ensure their compliance with policy and procedure. Typically, the next higher in authority should approve travel for a traveler. Department Directors are ultimately responsible for the appropriateness and accuracy of all travel within their respective department.

SPECIAL CONDITIONS OF TRAVEL

Authorized Travelers Other Than Commission Members or Employees. The President/CEO or designee may approve travel by persons who are serving as consultants or advisors when such travel is on behalf of the District (excluding those consultants and advisors whose contract specifies the terms of travel). Travel expense provisions may be made within consulting agreements and approved as part of the agreement, subject to the maximum limits for reimbursement provided for in this policy. If no provision is reflected in the agreement, complete justification must be submitted prior to approval. Travel expenses for authorized persons shall adhere to the same rates and guidelines as those for District members, employees and other travelers.

Travel for Employment Interviews. Travel and transportation expenses of the District's employment applicants will be reimbursed in accordance with this policy.

Emergency Travel. The President/CEO, or designee, may authorize travel for any Authorized Traveler, or other traveler pursuant to emergency notice.

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RATES OF PAYMENT Lodging

A traveler may be reimbursed for the actual cost of a single/double occupancy hotel room for travel that requires overnight absence from GSP. Reasonably priced lodging accommodations should be sought. When traveling to an out of town seminar/convention, the sponsoring organization will normally provide a list of motels/hotels offering special seminar/convention room rates. Travelers are encouraged to stay at the conference motels/hotels. Lodging expenses must be substantiated by a receipt.

Meals

For the purposes of determining meal reimbursements, the Travel Day shall begin two hours before departure on domestic flights and three hours before departure on International flights. Travel involving ground transportation shall commence at point and time of departure.

Actual meal expenses will be reimbursed for authorized trips or seminars on District business.

Meal expenses should be reasonable and reflect the general cost of living for the area of travel. The President/CEO, or designee, may disallow exorbitant meal expenses in whole or in part. Although it is expected that a receipt should support all meal expenses, when a single meal expense exceeds \$25.00, the traveler must submit a receipt for reimbursement. All tips associated with meals should be included as a meal expense.

Reimbursements will be made for the following:

- Breakfast if departure is before 6:00 a.m. and return is after 8:00 a.m.
- Lunch if departure is before 12 noon and return is after 2:00 p.m.
- Dinner if departure is before 6:00 p.m. and return is after 8:00 p.m.

Complimentary Meals. If a complimentary meal is provided or is included in a registration fee paid by the District, the traveler is encouraged to utilize such meal services, but is not required to do so.

Expenditure Amounts. Limitations on expenditures set forth above are applicable to Authorized Travelers, subject to the provisions further outlined under Entertainment Expenses.

TRANSPORTATION

1. General Requirement. All travel must normally be by the usually traveled direct route or method. If a person travels by an indirect route or any other method for his/her own convenience, any extra costs shall be borne by the traveler and reimbursement or payment of expenses shall be based only on

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such charges as would have been incurred by use of the usually traveled route or method.

2. Commercial Air Travel.

- a. Economy Class Airfare (or equivalent). Authorized Travelers shall book economy class (including economy plus) airfares for travel unless authorized otherwise by the President/CEO.
- b. Business/First Class Airfare. The President/CEO or designee may authorize a traveler to use an airline's business class for international travel or business/first class for domestic travel.
- c. Seat Assignments/Baggage Fees. In addition to the base airfare, Authorized Travelers may select preferred seating locations (aisle/window, etc.) for travel, and check baggage.
- d. Personal Travel. Personal side trips combined with business trips are allowed when approved in advance. Side trips must be taken on one's own time and at no expense to the District. Any additional expense over the ticketed cost as determined by this policy for the business portion of the trip is the responsibility of the traveler. The personal portion of the airfare must be reimbursed to the District or directly paid with personal funds. An Authorized Traveler who alters travel plans for personal reasons must pay any additional cost of transportation directly to the commercial carrier at the time of purchase and will not charge such additional cost to the District nor request reimbursement of such additional cost.

3. Car Rentals.

Use of a rental car must be included on the Travel Authorization Form and deemed to be more economical, efficient or appropriate than alternative forms of ground transportation. The type of car rented should reflect the business for which the car will be used. Rental cars must be approved in advance by the Authorizing Person.

When renting a car for business purposes, do not accept additional insurance.

Receipts for rental cars should be obtained and attached to the Travel Expense Report.

4. Privately Owned Vehicles.

The Authorizing Person may authorize the use of a privately-owned vehicle for travel on behalf of the District in lieu of District-owned or rented vehicles or common carriers.

An Authorized Traveler who requests, and is approved the use of a privately-owned vehicle, shall be entitled to a mileage allowance at the rate set forth in Section 5 below, or the air carrier fare for such travel, whichever is less.

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All travel which is subject to a mileage allowance shall be shown from point of origin or the Greenville-Spartanburg International Airport to point of destination and return, whichever is less. Actual vicinity mileage necessary for the conduct of District business is allowable but must be shown as a separate item on the Report.

No reimbursement other than a mileage allowance shall be allowed for expenditures related to the operation, maintenance or ownership of a privately-owned vehicle, except as provided above and in the Other Expenses.

5. Mileage Allowance.

The mileage allowance for Authorized Travelers shall be in accordance with Section 162 of the Internal Revenue Code (Regulation 1.162-2(f)) as such regulation or replacement regulation may be amended.

6. Trains.

Use of a Train must be included on the Travel Authorization Form and deemed to be more economical, efficient or appropriate than alternative forms of transportation.

OTHER EXPENSES

Receipts are required, when available, for the following incidental travel expenses:

- Convention and conference registration fees. Additionally, a traveler may be reimbursed for the actual and reasonable fees for attending events which are not included in a basic registration fee that directly enhance the public purpose of the District's participation at the conference or convention, including, but not limited to, banquets and other meal functions. It shall be the traveler's responsibility, however, to substantiate that such charges are proper and necessary.
- Reasonable tips and gratuities, not to exceed 20% of the underlying expense.
- Actual passport and visa fees required for authorized travel.
- Actual and necessary fees charged to purchase traveler's checks for authorized travel expenses.
- Actual fees charged for exchange of currency necessary to pay authorized travel expenses.
- Actual fees for immunizations required or recommended for authorized travel.
- Actual cost of maps necessary for conducting official business.
- Taxi, train, or shuttle bus fare.
- Storage or parking fees.
- Gasoline when using a rental car.
- Tolls.

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- Communication expense incurred in the conduct of District business.
- Laundry and Pressing. When authorized travel extends beyond four (4) days, the traveler may be reimbursed for laundry, dry cleaning, and pressing costs when substantiated by receipts.
- In countries where a language barrier may exist, reimbursement for expenses such as taxi fare, currency exchange fees, or tolls may be made without receipts provided that a statement is attached to the travel report and detailing non-receipted expenses.

TRAVEL ADVANCES

Employees (other than those employees possessing District authorized credit cards and Executive Staff), who have been authorized to travel may, when necessary, draw a travel advance of not less than \$25 nor more than the amount of estimated expenses for travel, less amounts prepaid by the District, by completing and submitting the Travel Authorization Form no less than five (5), nor more than twenty (20) working days before said travel. The amount of the travel advance is subject to the approval of the Authorizing Person.

If two or more travel reports are outstanding, no additional travel advances will be issued.

For any advance that is outstanding for more than thirty (30) days and is directly attributable to the traveler's failure to properly file the report in a timely fashion, payroll deduction will be made.

ENTERTAINMENT EXPENSES

Entertainment expenses are allowable for promotional items and services required to provide hospitality for Authorized Travelers, Business Clients and authorized Guests as set forth below:

1. Tangible Items. Hospitality in the form of tangible items, such as tie tacks, medallions, paperweights, and other non-consumable items are distributed by the appropriate Department. Non-consumable items shall be requisitioned through normal purchasing procedures.
2. Recreational Activities. Hospitality in the form of recreational activities may be provided.
3. Entertainment. Actual and reasonable entertainment expenses (including but not limited to food and beverages) of Commission members, employees and other authorized persons including Business Clients and/or authorized Guests are allowable under this policy.

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RECEIPTS

While receipts in the prescribed form are required for most payments or reimbursements pursuant to this policy, it is recognized that unexpected circumstances may arise such as language barriers, loss of receipts, or unavailability of receipts, which require an alternative procedure for documentation of reimbursable expenses. In those isolated situations where receipts are not available, a statement must be prepared by the traveler and included in the Travel Expense Report. Such certification may then be presented in lieu of the unavailable or lost receipt.

REPORTING

Travel. Employees must complete a travel expense report in a manner prescribed by the Finance Department with required documentation no later than ten (10) working days after the end of each calendar month. Employees without access to the District’s expense reporting system must submit a Travel Expense Report to Finance no more than ten (10) days after the completion of travel.

1. Reporting Requirements. The following shall be included in completed Travel Expense Reports:
 - a. Trip Benefits. Trip benefits shall be stated on the Travel Authorization & Expense Report indicating significant benefits realized by the traveler as a result of the trip for all travel other than local travel.
 - b. Significant Deviations from Estimated Expenses. Significant deviation from estimated expenses (i.e., more than the lesser of 20% or \$250) shall be explained in the Travel Expense Report approved by the Authorizing Person.
2. Funds Due District. Any funds advanced in excess of the travel expenses incurred and allowed should be reimbursed to the District's Finance Department and a cash receipt form obtained no later than twenty (20) working after the travel period has ended. A copy of the cash receipt must be attached to the Travel Expense Report.
3. Funds Due Traveler. Travel Expense Reports showing an amount due to or on behalf of an Authorized Traveler will be processed for payment in accordance with standard payment procedures. Payment of undisputed items will be processed for payment within two (2) payment cycles.
4. Canceled Trips. Cancellation of a scheduled business trip will be allowed for legitimate reasons but must be approved by Authorizing Person. If appropriate approval is not obtained prior to canceling the business trip, any non-refundable expenses (registration, air fare, etc.) will be the responsibility of the employee. The traveler shall be responsible for requesting refunds for any registration fees, etc., which were expended prior to the required cancellation.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

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Section 116.00 – Information Technology – Acceptable Use

OBJECTIVE

The purpose of this policy is to outline the acceptable use of computer equipment at the District. These rules are in place to protect the employee and the District. Inappropriate use exposes the District to risks including malicious attacks, compromise of network systems and services, and legal issues.

METHOD OF OPERATION

GENERAL POLICY

This policy applies to the use of information, electronic and computing devices, and network resources to conduct District business or interact with internal networks and business systems, whether owned or leased by the District, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at the District and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with District policies and procedures, and local laws and regulation

OVERVIEW

The District is committed to protecting employees, partners and the organization from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP), are the property of District. These systems are to be used for business purposes in serving the interests of the District, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every District employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

GENERAL USE AND OWNERSHIP

District proprietary information stored on electronic and computing devices whether owned or leased by District, the employee or a third party, remains the sole property of District. Each user must ensure through legal or technical means that proprietary information is protected in accordance with data protection standards.

Each user has a responsibility to promptly report the theft, loss or unauthorized disclosure of District proprietary information.

Each user may access, use or share District proprietary information only to the extent it is authorized and necessary to fulfill assigned job duties.

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Section 116.00 – Information Technology – Acceptable Use

Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult his/her supervisor or manager.

For security and network maintenance purposes, authorized individuals within District may monitor equipment, systems and network traffic at any time.

District reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

SECURITY AND PROPRIETARY INFORMATION

Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 15 minutes or less. User must lock the screen or log off when the device is unattended.

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of District resources. All users, including contractors and vendors with access to District systems, are responsible for taking the appropriate steps to select and secure their passwords.

Postings by employees from a District email address to newsgroups is prohibited, unless posting is in the course of business duties.

Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

UNACCEPTABLE USE

The following activities are, in general, prohibited:

A. System and Network Activities:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by District.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which District or the end user does not have an active license is strictly prohibited.

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Section 116.00 – Information Technology – Acceptable Use

- Accessing data, a server or an account for any purpose other than conducting District business, even if you have authorized access, is prohibited.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, etc.).
- Revealing any District account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
- Using a District computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any District account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Port scanning or security scanning is expressly prohibited unless prior notification to the IT Department is made.
- Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
- Circumventing user authentication or security of any host, network or account.
- Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

B. Email and Communication Activities:

- Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email, SMS, texting, or telephone, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.

The lists above are by no means exhaustive, but rather an attempt to provide a framework for activities which fall into the category of unacceptable use.

IT misuse shall be reported to the immediate supervisor for appropriate disciplinary action. All disciplinary actions instituted for

Administrative Policies & Procedures

Section 116.00 – Information Technology – Acceptable Use

IT misuse shall be consistent with current policies and procedures. The District reserves the right to proceed criminally or civilly against the violator for alleged misuse of current applicable state, federal, or local laws.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 117.00 – Air Service Partnership Plan

OBJECTIVE To prescribe the range of options available for air service development for the Greenville Spartanburg International Airport District (“District”).

METHOD OF OPERATION

INTRODUCTION In an effort to stimulate air carrier growth and provide an incentive to incumbent and new entrant airlines for the addition of new air service at the Greenville Spartanburg International Airport (Airport), the District shall have a range of options that can be utilized. This policy provides the parameters within which Staff will be able to negotiate air service development on behalf of the District.

PASSENGER INCENTIVE PROGRAM For new nonstop service to one of Greenville-Spartanburg’s top 50 destinations based on U.S. Department of Transportation data or a new hub destination, the following range of options may be available for use in negotiating air service development at the Airport with current and prospective air service carriers:

- Marketing and advertising of new service up to \$500,000. Service must be maintained for a period of at least twelve (12) months consecutively.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twenty-four (24) months:
 - Landing Fees for the new service.
 - Rental fees for new or expanded preferential lease space (Ticket Counter, ATO, BSO, OPS space, etc.)
 - Per turn fees.
 - Airport imposed security fees.
 - Into-plane fueling fees.
- Assistance with airport facility improvements and/or equipment purchases may be negotiated on a case by case basis.

For new nonstop international service, the following range of options will be available for use in negotiating air service development at the Airport with current or prospective air service carriers:

- Marketing and advertising of new service to be negotiated on a case by case basis depending on whether the service is daily, less than daily, and/or seasonal.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twenty-four (24) months:
 - Landing fees for the new service.
 - Rental fees for new or expanded preferential use lease space (Ticket Counter, ATO, BSO, OPS space, etc.).

Administrative Policies & Procedures

Section 117.00 – Air Service Partnership Plan

- Per turn fees
- Airport imposed security fees.
- Into-plane fees.

Assistance with airport facility improvements and/or equipment purchases may be negotiated on a case-by-case basis.

- Assistance with airport facility improvements and/or equipment purchases may be negotiated on a case-by-case basis

For increased capacity/passengers to an existing nonstop or hub destination, the following range of options will be available for use in negotiating air service development at the Airport with current air service carriers:

- Marketing and advertising of the new service up to \$200,000.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twelve (12) months, which will be based on the increased capacity/passengers using a rolling two (2) year average for each category unless the air service carrier has provided service for less than two (2) years:
 - Landing fees for the expanded portion of the service.
 - Rental fees for new or expanded preferential use lease space (Ticket Counter, ATO, BSO, OPS space, etc.)
 - Per turn fees.
 - Fuel Into-plane fees.
 - Airport imposed security fees.

For new service to a domestic seasonal nonstop or hub destination, the following range of options may be available for use in negotiating air service development at the Airport with current air service carriers:

- Marketing and advertising of new service up to \$150,000. Service must be maintained for a period of at least four (4) months.
- Waiver or reduction of one or more of the following fees/rents while the seasonal route is served. Incentives for seasonal service will be limited to three seasons or 12 months total.
 - Landing fees for the new service.
 - Rental fees for new or expanded preferential use lease space (Ticket Counter, ATO, BSO, OPS space, etc.).
 - Per turn fees.
 - Into-plane fueling fees.
 - Airport imposed security fees.

Administrative Policies & Procedures

Section 117.00 – Air Service Partnership Plan

CARGO INCENTIVE PROGRAM

For cargo service to a new domestic destination, the following range of options may be available for us in negotiating air service development at the Airport with current and prospective air cargo providers:

- Marketing and advertising of new service up to \$150,000. Service must be maintained for a period of at least twelve (12) months consecutively with at least 52 operations per year.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twelve (12) months
 - Landing fees for the new service.
 - Into-plane fueling fees.
 - Airport imposed security fees.
 - Ground handling fees

In year two of the service, the air cargo provider will be eligible to earn a 25% reduction in landing fees if their monthly landed weight total exceeds the landed weight recorded in the same month during year one.

For cargo service to a new international destination, the following range of options may be available for use in negotiating air service development at the Airport with current and prospective air cargo providers:

- Marketing and advertising of new service up to \$200,000. Service must be maintained for a period of at least twelve (12) months consecutively with at least 52 operations per year.
- Waiver or reduction of one or more of the following fees/rents for a period of up to twelve (12) months:
 - Landing Fees for the new service.
 - Into-plane fueling fees.
 - Airport imposed security fees.

In year two of the service the air cargo provider will be eligible to earn a 25% reduction in landing fees if their monthly landed weight total exceeds the landed weight recorded in the same month during year one.

REQUIREMENTS

For those items identified under the "Air Service Partnership Plan" section of this policy, a formal contract is not required. However, Staff will codify the arrangement and provide air service entity with a written outline of the components that have been negotiated and approved.

Administrative Policies & Procedures

Section 117.00 – Air Service Partnership Plan

APPLICABILITY

This policy applies to both incumbent and new entrant commercial or scheduled charter air service entities utilizing the Airport and desiring to provide new or expanded nonstop or hub service.

The District budgets for air service incentives annually. Incentives are first-come, first serve, therefore, once the District’s budgeted funds are exhausted for a given fiscal year further incentives may not be available until the next fiscal year. Incentives are not retroactive from one fiscal year to the next.

RIGHT TO AMEND POLICY

The District reserves the right to adopt such amendments to this policy from time to time as it determines is necessary or desirable to reflect current trends of airport activity for the benefit of the general public or the operation of the Airport.

APPROVAL AND UPDATE HISTORY	May 18, 2021 September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 118.00 – Non-Tenant Business Policy

OBJECTIVE To address businesses operating at the Airport without a lease agreement, space use permit, or other concessions contract.

**GENERAL
OVERVIEW AND
SCOPE**

The Greenville-Spartanburg Airport District ("District") finds that in order to control the movement of traffic on the Airport premises; to retire District debts incurred for construction, renovation, maintenance of facilities and the purchase of equipment; to pay for and provide financing for Airport improvements and additional facilities when and as the need arises; to protect and preserve public order, safety, health and welfare; to enhance the financial stability of the District; and to maintain, administer, govern and operate the Airport, it is necessary and proper to fix charges and fees for the use of its property and facilities and to regulate those persons, firms and corporations who use the same for private business and commercial purposes without having lease agreements, space use permits, or concession contracts with the District and desire to exercise the privilege of using Airport property and facilities in such business endeavors, including the servicing of customers and supplying business services for profit to persons or tenants using the Airport or Airport premises.

The District finds that there are certain individuals and firms doing business on the Airport who operate without any lease agreement, space use permit, concessions contract, or other agreement with the District and, by reason of the nature of their business activity and/or the direct relationship between such business activity and travelers arriving at or departing from the Airport, conduct a substantial portion of their business on, at or from Airport property ("non-tenant business") and in doing so use Airport property in furthering their own business and commercial interests, and that such users should be regulated and charged reasonable fees for use of Airport property and premises for business purposes and profit.

The District finds that non-tenant businesses using Airport property and facilities in the furnishing of services to their customers and conducting their activities at the Airport not only use Airport roadways, provide services to their business customers, pick up and discharge customers and goods at the passenger terminal buildings and elsewhere, and otherwise conduct business on Airport property; that such business activities create additional vehicular and pedestrian traffic, thereby increasing the cost and expense of regulating and protecting the health, safety and welfare of the public, Airport tenants, and the customers of said non-tenant businesses but also cause a direct loss of revenue which the Airport would otherwise receive from its concessionaires on account of rentals generated by persons using the Airport who would otherwise use the services provided by concessionaires; and that said businesses should be charged reasonable and uniform fees and be required to abide by reasonable rules and regulations for the exercise of such privileges

Administrative Policies & Procedures

118.00 – Non-Tenant Business

of use of Airport property and facilities, having due regard for the property and improvements used, loss of revenue and the expense of operation to the District.

DEFINITIONS

The following words, terms and phrases shall have the meanings herein given, unless otherwise specifically defined:

"Activity Fee"

A Fee, to include Per-Trip fees, charged for the privilege of accessing the Airport to perform Commercial Ground Transportation.

"Airline Personnel Transportation Service"

The transportation, on a recurring basis, of airline employees (including but not necessarily limited to pilots and flight attendants) to or from the Airport pursuant to an agreement between an airline and an Operator, whether such agreement is written or oral or a combination thereof.

"Bus"

A Commercial Vehicle that carries sixteen or more passengers.

"Catering Vehicle"

Any vehicle that delivers food and beverages to be loaded onto aircraft.

"Commercial Ground Transportation"

Any and all of the following: the act of providing the carriage of, airport users, passengers or luggage in a Commercial Vehicle to or from the Airport, including but not limited to the Terminal Building or the premises of any fixed base operation; the act of using a Private Vehicle to provide Commercial Ground Transportation to or from the Airport for the owner or other person in possession thereof, when such owner or other person is engaging in air travel, and when the Private Vehicle is to be placed in a commercial off-Airport parking lot or facility; the transportation, on a recurring basis, of airline employees (including but not necessarily limited to pilots and flight attendants) to or from the Airport pursuant to an agreement between an airline and an Operator (whether such agreement is written or oral or a combination thereof).

"Commercial Ground Transportation Operator (Operator)"

Any partnership, corporation, limited liability company, enterprise, person, or other entity engaged in any type or form of Commercial Ground Transportation. (For purposes of gender, the word "it" when used in lieu of the "Operator" in this Policy shall be deemed to also include "he/she and "she".)

"Commercial Lane"

The area designated by the District for use by Commercial Ground Transportation operators for the purpose of picking-up and dropping-off passengers.

Administrative Policies & Procedures

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"Commercial Vehicle"

Any vehicle, other than private vehicles that transports passengers, goods or services to or from the Airport including but not limited to Courtesy Vehicles, Limousines, Taxicabs, Buses, Luggage Transport Vehicles, Catering Vehicles, Fueling Vehicles and Freight Delivery Vehicles.

"Commercial Vehicle-For-Hire"

A taxi, limousine, bus, or for-hire vehicle (excluding Transportation Network Companies) used for the provision of transportation services for hire to and from the Airport.

"Courtesy Vehicle"

A Commercial Vehicle of any size, with or without a meter, which is operated by, for, or for the benefit of, on behalf of, or pursuant to any contractual arrangement with a hotel, motel, off-Airport rent-a-car business, camp or off-Airport Parking lot or facility.

"Freight Service Vehicle"

Any vehicle that enters an Airport Restricted Area to load/unload aircraft freight.

"Fuel Service Vehicle"

Any vehicle that provides fueling services to airline Ground Service Equipment (GSE) on Airport property.

"Ground Handler"

Any partnership, corporation, limited liability company, enterprise, person, or other entity engaged in any type or form of servicing of an aircraft while it is on the ground or providing passengers services on Airport property.

"Ground Transportation Management System (GTMS)"

An automated system by which the District will use to track Commercial Vehicles entering, idling on, and leaving Airport property. The GTMS may use a combination of cameras, license plate recognition (LPR), and automated vehicle identification (AVI) sensors and tags to track and enforce Commercial Vehicles.

"Miscellaneous Business"

Any partnership, corporation, limited liability company, enterprise, person, or other entity engaged in any type or form of business activity that is providing a service on Airport property.

"Limousine"

A Commercial Vehicle that carries fifteen or fewer passengers for a fare, not determined by a meter.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

"Loading/Unloading Area"

A space or spaces designated by the President/CEO on the Terminal Building Curbside for the loading/unloading of Commercial Vehicles.

"Luggage Transportation Service"

The transportation, on a recurring basis, of luggage from the Airport pursuant to an agreement between an airline and an Operator, whether such agreement is written or oral or a combination thereof.

"Miscellaneous Business Services"

This includes any entity that is furnishing services to a customer or conducting business activities on District property that is not specifically covered by this policy or any other policy of the District. However, this definition does not include business activities or services that are authorized to use the Centralized Receiving and Distribution Facility (CRDF) or other similar activities or services that are provided to tenants not utilizing the CRDF, janitorial services that are provided to a tenant with a lease agreement, space use permit, or other concessions contract executed by the District, and other related entities that the District in its sole discretion deems exempt from this policy.

"Non-Tenant Business"

A business operation not having a contract, lease or agreement with the Airport District granting the privilege of having offices or other facilities at the Airport from which to conduct business, or permission to conduct such business on District property.

"Per-Trip Fee"

A fee charged to the Operator in the amount established by the District for each trip a Commercial Vehicle makes to and from the Airport in conjunction with its services as defined herein. .

"Park or to be Parked"

To put or leave or let a Commercial Vehicle stand or stop in any location on the Airport, whether the driver thereof leaves or remains in such vehicle, when such standing or stopping is in a place other than a parking space in a public parking lot and is not required: by a traffic control device, a Police Officer, or conditions beyond the control of the driver; or to enable a passenger, with his/her or her luggage (if any), to get into or out of such Commercial Vehicle.

"Pre-reservation"

A passenger reservation, accommodation or arrangement for Commercial Ground Transportation made, provided for or arranged prior to the Commercial Vehicle's entry onto the Airport.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

"Private Vehicle"

A vehicle which transports a person or persons to or from the Airport at no charge, either direct or indirect, to such person or persons or to any other person or entity. A vehicle which is operated by, for, or for the benefit of, on behalf of, or pursuant to any contractual arrangement with a hotel, motel, off-Airport rent-a-car business, camp or off-Airport parking lot or facility, and which carries passengers with Pre-reservations is not a Private Vehicle.

"Solicitation"

Either directly or indirectly, actively or passively, and at the Airport, to ask, request, seek or try to obtain a passenger or passengers for Commercial Ground Transportation.

"Taxicab"

A Commercial Vehicle that carries fifteen or fewer passengers for a fare, determined by a meter.

METHOD OF OPERATION; RULES AND REGULATIONS

APPLICATION FOR PERMIT

Any person, firm or corporation desiring access to the Airport for the purpose of conducting non-tenant business operations on Airport property, either directly or indirectly, shall first apply to and obtain a Non-Tenant Business Permit (the "Permit") from the District prior to conducting any business on Airport property.

RENTAL CARS

No person, firm, corporation or other entity shall carry on, conduct or engage in the business of renting motor vehicles or providing parking facilities at or from the Airport, nor solicit for the rental of vehicles, without a concession agreement.

The term "Rental Car Courtesy Vehicle" as used in this Section shall mean any motorized vehicle used to transport persons or rental vehicles to and from the Airport without a direct fee being paid by the person(s) being transported for the service so rendered. Each such vehicle shall clearly display in permanent lettering the name of the rental car company for which the service is being provided. "Courtesy Cars", as defined below, shall not pick up non-tenant rental car customers at the Airport.

Each rental car company operating customer courtesy vehicles which desires to use Airport premises for private business and commercial purposes shall first obtain from the District the Permit hereinabove referred to, authorizing such use and pay the fee required therefor.

Rental Car Courtesy Vehicles shall be operated on, at and from the Airport in accordance with procedures established from time to time by the President/CEO.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

The President/CEO is authorized to designate a customer loading/unloading area at or near the airline passenger terminal building for use by non-tenant rental car and parking lot courtesy vehicles. No other area or place on Airport premises shall be used for any business or commercial purpose, directly or indirectly, by a non-tenant rental car company.

Rental Car Courtesy Vehicles shall not park or be left standing unattended in areas designated for use by the public or any other class of vehicle.

Employees of non-tenant rental car companies and operators of Rental Car Courtesy Vehicles shall not cruise or solicit business in any manner on, at or from Airport property.

Rental Car Courtesy Vehicles without Permits shall not enter upon Airport property to load passengers even though such passengers have made previous arrangements for their service. Any breach of this rule shall constitute a misdemeanor.

Non-refundable annual fees for non-tenant Rental Car Courtesy Vehicles operating on Airport property shall be established annually through the budget process.

All charges and fees shall be payable in advance prior to issuance of a permit and prior to each annual renewal thereof, except for the Activity Fee which shall be due and payable monthly on the 15th of each month based upon the results of the operator's business for the preceding month.

OFF-AIRPORT PARKING FACILITIES

The provisions of the previous section on Rental Cars shall apply to off-airport parking facility permit holders and their vehicles.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

OTHER COURTESY VEHICLES

The following provisions shall be applicable to non-tenant businesses operating customer courtesy vehicles for business and commercial purposes on the Airport property other than vehicles herein elsewhere referred to:

The term "Courtesy Car" as used herein, shall apply to all business courtesy vehicles other than rental car and parking customer courtesy vehicles, limousines and buses and shall mean any motorized vehicle used to transport persons to and from the Airport without a direct fee being paid by the person(s) being transported for the service so rendered. Each Courtesy Car shall clearly display in permanent lettering the name of the hotel, motel or other business organization for which the service is being rendered.

Each business organization operating a Courtesy Car using the Airport shall first obtain from the District a permit and pay the fee required therefor.

Courtesy Cars shall be operated on, at and from the Airport in accordance with procedures established from time to time by the President/CEO.

The President/CEO is authorized to designate a customer loading/unloading area at or near the airline passenger terminal building for use by Courtesy Cars. No other location on Airport property shall be used for any business or commercial purpose, directly or indirectly, by a Courtesy Car.

Courtesy Cars shall not be parked or left standing unattended in any other parking place, area or road.

Operators of Courtesy Cars and company personnel who may accompany them shall not solicit business in any manner on, at or from Airport property.

All charges and fees shall be payable in advance prior to issuance of a permit and prior to each annual renewal thereof, except for the Activity Fee which shall be due and payable monthly on the 15th of each month based upon the results of the operator's business for the preceding month.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

COMMERCIAL VEHICLES-FOR-HIRE

The following provisions shall be applicable to non-tenant businesses operating commercial vehicles-for-hire to include but not limited to, taxis, limousines or buses for private business and commercial purposes on the Airport.

Each commercial vehicle-for-hire shall be clearly marked in permanent lettering with the name of the business holding the Permit to operate the vehicle.

Each company operating a commercial vehicle-for-hire, which desires to use Airport property for private business and commercial purposes shall first obtain from the District a Permit authorizing such use and pay the fee required therefor.

commercial vehicle-for-hire shall be operated on, at or from the Airport in accordance with procedures established from time to time by the President/CEO.

The President/CEO is authorized to designate a customer loading/unloading area at or near the airline passenger terminal building for use by non-tenant commercial vehicle-for-hire. No other location on Airport property shall be used for any business or commercial purpose, directly or indirectly, by a non-tenant commercial vehicle-for-hire.

commercial vehicle-for-hire shall only use the areas designated for use based off the class of vehicle (i.e. limousine, taxi, or bus).

commercial vehicle-for-hire shall not be left standing unattended in any parking place, area or road.

Operators of commercial vehicle-for-hire and company personnel who may accompany them, unless authorized by Permit or Concession Agreement to do so, shall not solicit business in any manner on, at or from the Airport.

Limousines or Buses without permits shall not in any manner cruise on the Airport and shall enter upon Airport property only to unload passengers who have made previous arrangements for their service. Any breach of this rule shall constitute a misdemeanor.

Annual Non-refundable fees for Limousine or Bus operation on Airport property, shall be established annually through the budget process.

All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, (except for transaction fees).

Administrative Policies & Procedures

118.00 – Non-Tenant Business

BAGGAGE TRANSPORTATION

The following provisions shall be applicable to non-tenant businesses operating at or from the Airport for the purpose of transporting baggage, luggage or similar items to or from other airports, or any other location under contract or for a fee.

The operator of such a baggage transportation business shall procure a permit and each individual vehicle operated by such business shall be clearly marked in permanent lettering with the name of the business holding the permit.

The President/CEO is authorized to designate an area or areas on the Airport property for the use of baggage transportation vehicles and no other location or area on the Airport property shall be used by any such vehicle nor shall any such vehicle be left standing unattended on any road or within an area on the airport property not designated for the specific use of such vehicles.

Annual Non-refundable fees for baggage transportation vehicles operating under permit on airport property shall be established annually through the budget process.

All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, except the pick-up fee which shall be due and payable monthly on the 15th day of each month based upon the results of baggage pick-up vehicle business for the preceding month.

GROUND HANDLING SERVICES

The following provisions shall be applicable to non-tenant businesses operating at the Airport for the purpose of providing ground handling services.

The operator of such a ground handler shall procure a permit.

The President/CEO is authorized to designate an area or areas on the Airport property for ground handling of aircraft and any other related activities and no other location or area on the Airport property shall be used by any such business.

Annual Non-refundable fees for ground handling services operating on Airport property shall be established annually through the budget process.

All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, except the Activity Fee which shall be due and payable monthly on the 15th day of each month based upon the results of ground handling services rendered for the preceding month.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

OTHER MISCELLANEOUS SERVICES

The following provisions shall be applicable to non-tenant businesses operating at the Airport for the purpose of providing miscellaneous business services.

The operator of a miscellaneous business shall procure a permit.

The President/CEO is authorized to designate an area or areas on the Airport property for any miscellaneous business services and any other related activities and no other location or area on the Airport property shall be used by any such business.

Annual Non-refundable fees for miscellaneous services operating on Airport property shall be established annually through the budget process. All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, except the Transaction Activity Fee which shall be due and payable monthly on the 15th day of each month based upon the results of miscellaneous business services rendered for the preceding month.

GROUND TRANSPORTATION MANAGEMENT SYSTEM (GTMS)

The District utilizes a GTMS at the Airport in order to track commercial ground transportation activity on and through Airport property. All Commercial Vehicles shall be subject to and must participate in the GTMS, unless otherwise excluded pursuant to the terms of a permit or Concession Agreement with the District. In general, the GTMS may use a combination of cameras, LPR, and AVI which could consist of a transponder installed on all Commercial Vehicles to track ground transportation activity. Fees shall be charged to Commercial Vehicles for usage of Airport property per the fee schedules adopted by the District. The District is further empowered to impose civil penalties on Commercial Vehicles that operate on Airport property without registering with the District and employing the GTMS.

PAYMENT OF FEES

All charges and fees shall be payable in advance prior to issuance of a Non-Tenant Business Permit and prior to each annual renewal thereof, except that all fees based on percentage of gross receipts or other activity/unit charges shall be payable monthly on or before the 15th day of the succeeding month and shall be adjusted based upon an annual audit by a Certified Public Accountant furnished to the Airport at the permit holder's expense, within one hundred and twenty (120) days of their year-end accounting period.

AUDIT

The District shall have the right during this Agreement to authorize an audit of the non-tenant business records pertaining to its operation on the airport. Such audits may be conducted by Commission personnel or undertaken by a reputable firm of certified public accountants. The cost of such audits if undertaken by CPA shall be borne by the airport, unless the results of such audits reveal a discrepancy of more than five (5) percent between the gross sales reported to the airport. In case of such discrepancy, the full cost of the audit shall be borne by the non-tenant.

Administrative Policies & Procedures

118.00 – Non-Tenant Business

OTHER

Anything to the contrary notwithstanding, nothing hereinabove shall be deemed to require more than one permit per vehicle which is to be operated for business or commercial purposes on the Airport.

Persons convicted of violating the provisions of this Resolution shall be guilty of a misdemeanor and punished as provided by law. If such person is a permit holder, its agent or employee, the holder's permit may be revoked if the President/CEO so directs.

In the event any portion of this Resolution is determined by a court of competent jurisdiction to be invalid, the remainder hereof shall continue in full force and effect.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 119.00 – Payment Authorization Procedures

OBJECTIVE

To establish criteria for issuing payments and to enhance internal financial controls.

Payments may be issued using checks, automatic clearing house (ACH), wire transfers, or any other method practical for use by the District.

METHOD OF OPERATION

AUTHORIZED PAYMENT APPROVERS

Authorized payment approvers for the District’s bank and credit accounts include the following:

- President/CEO
- Vice President/CFO
- Senior Vice President/COO

REQUIRED APPROVALS

For payments less than or equal to \$10,000:

- Only one (1) approval is needed.

For payments greater than \$10,000 and less than \$25,000:

- Any two (2) approvals are needed.

For payments greater than or equal to \$25,000:

- Two (2) approvals are needed, one of which must be the President/CEO or the President/CEO’s delegate.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Administrative Policies & Procedures

Section 120.00 – Budget Adoption Procedures

OBJECTIVE

To ensure compliance with and to follow SC State Statutes regarding budget adoption procedures for political subdivisions of South Carolina.

APPLICABLE CODE OF LAW & REGULATORY AUTHORITY

Title 6, SC Code of Laws Unannotated, Chapter 1, Section 6-1-80

SECTION 6-1-80. Budget adoption.

- A. A county, municipality, special purpose or public service district, and a school district shall provide notice to the public by advertising the public hearing before the adoption of its budget for the next fiscal year in at least one South Carolina newspaper of general circulation in the area. This notice must be given not less than fifteen days in advance of the public hearing and must be a minimum of two columns wide with a bold headline.
- B. The notice must include the following:
 - (1) the governing entity's name;
 - (2) the time, date, and location of the public hearing on the budget;
 - (3) the total revenues and expenditures from the current operating fiscal year's budget of the governing entity;
 - (4) the proposed total projected revenue and operating expenditures for the next fiscal year as estimated in next year's budget for the governing entity;
 - (5) the proposed or estimated percentage change in estimated operating budgets between the current fiscal year and the proposed budget; (6) the millage for the current fiscal year; and
 - (6) the estimated millage in dollars as necessary for the next fiscal year's proposed budget.
- C. This notice is given in lieu of the requirements of Section 4-9-130.

METHOD OF OPERATION

PROCEDURE

At least fifteen (15) days in advance of the Commission meeting scheduled for the presentation and adoption of the upcoming fiscal year District budget, notice of such meeting will be:

- posted on the District’s website;
- posted in lobby of the District’s Administration Offices; advertised in the Greenville News and Spartanburg-Herald Journal or similar local newspapers

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

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MEMORANDUM

TO: Members of the Airport Commission

FROM: Kelly Dawsey, VP/Chief Human Resources Officer

DATE: September 16, 2024

ITEM DESCRIPTION - New Business Item C

Approval of Revisions to and Readoption of the Greenville-Spartanburg Airport District Human Resources Policies and Procedures

BACKGROUND

The purpose of the Greenville-Spartanburg Airport District (“District”) Human Resources Policies and Procedures is to familiarize employees with District policies and procedures, provide general guidelines on work rules, benefits and other issues related to employment, and help answer questions that may arise in connection with employment.

The Airport Commission last adopted changes to the District Human Resources Policies and Procedures November 14, 2022.

ISSUES

From time to time, Staff will review and recommend changes to programs to address new issues, maintain compliance with applicable laws and regulations, and to clarify.

The current Human Resources Policies and Procedures were reviewed by Managers, Directors and District Executives to secure input for the proposed revisions.

Attached are the following documents:

- A summary matrix of the changes by Section #.
- A redlined copy of each Section with substantive changes.
- A clean copy of each Section with substantive changes.

In addition, minor grammatical revisions have been made as well to various Sections; they do not represent a substantive change in the intent of any policy or procedure.



ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

There is no direct financial impact from the recommended changes.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to readopt the Greenville-Spartanburg Airport District Human Resources Policies and Procedures with the proposed substantive revisions as outlined in the attached documents.

Attachment

Change Summary Matrix
HR Policies and Procedures Redlined
HR Policies and Procedures Final Version

**Greenville-Spartanburg Airport District
Human Resources Policies and Procedures Manual
Change Summary Matrix
September 16, 2024**

Section	Subject	Comments
Entire Document	Scrivener Changes	<ul style="list-style-type: none"> • Scrivener changes not reflecting substantive changes to the intent of the policy.
201.04	Table of Contents	<ul style="list-style-type: none"> • Change policy title from Employee Termination Process to Employee Separation Process.
201.11	Table of Contents	<ul style="list-style-type: none"> • Change policy title from Bulletin Boards to District Communications.
206.01	Table of Contents	<ul style="list-style-type: none"> • Change policy title from Annual Leave to Vacation.
206.02	Table of Contents	<ul style="list-style-type: none"> • Change policy title from Annual Leave Buybacks and Donations to Vacation Buybacks and Donations.
201.01	Personal Appearance & Dress Code	<ul style="list-style-type: none"> • Added with approval by the Director an option for a casual dress day within the work week to include wearing jeans that are in good repair and t-shirts provided by the department.
201.02	Attendance	<ul style="list-style-type: none"> • Removed unexcused from tardies/early departures. • Removed the word occurrence(s) throughout. • Changed 1 hour before shift notice to before his/her scheduled start time. • Changed notification period from 48 hours to 24 hours. • Clarified current policy: "However, the District understands events may occur that are outside of an employee's control. Therefore, employees may accumulate up to 3 unscheduled absences and/or 5 tardies/early departures prior to any disciplinary action. • Defined Unscheduled Absence. • Defined Unexcused Absence. • Changed occurrence to attendance record or absence event. • Changed in lieu of occurrences to "or without the attendance policy" and provided examples of outside of the attendance policy behaviors.
201.03	Corrective Action	<ul style="list-style-type: none"> • Changed sending the original corrective action to Human Resources to instead say an electronic copy will be sent to Human Resources.

		<ul style="list-style-type: none"> • Added loss or lack of care to types of conduct that may lead to disciplinary action up to and including termination. • Added or designee for approval of a re-hire.
201.04	Employee Separation Process	<ul style="list-style-type: none"> • Added that if more notice of resignation is provided than the 30 day and 14 days in good standing notice, time off can be approved by the supervisor and the next level of leadership during the additional notice period. • Added Supervisors are responsible for ensuring District property is returned and accounted for.
201.05	Grievances	<ul style="list-style-type: none"> • Changed should to must report any grievance within five business days of its occurrence. • Added per the steps outlined below. • Added if assistance is needed should contact the Human Resources department. • Added to not grievable issues Performance evaluations and District changes to work schedules. • Changed section Other to General and added Employees are not entitled to outside legal counsel presence during the District's internal grievance process. • Added forward the original written grievance to the applicable Department Director • Moved the procedure to be followed from the end of the policy to under Step Two and Step Three.
201.06	Social Media	<ul style="list-style-type: none"> • Updated the title of the V.P. Chief Marketing & Communications Officer.
201.08	Inquiries Concerning Employees	<ul style="list-style-type: none"> • Added However, when required by the SC Code of Laws, police leadership must comply with the background investigations process which may include verification of employment for a current or former police department employee.
201.11	Bulletin Boards	<ul style="list-style-type: none"> • Added a broadened means of communication. • Changed the Guidelines section to Bulletin Boards and clarified the wording in the section. • Added a Work Emails section. • Added Expectations section indicating Employees are responsible for reviewing District communications.
201.12	Confidential Information	<ul style="list-style-type: none"> • In the Nondisclosure section, changed signature on this manual to electronically acknowledging this manual.

201.14	Conflicts of Interest	<ul style="list-style-type: none"> • Added a Commissioners section and added clarifying language in the Commissioners section. • Deleted Commissions from the Interest in Contract with the District.
202.02	Equal Employment Opportunity	<ul style="list-style-type: none"> • Added or gender identity.
203. 03	Workplace Violence and Weapons	<ul style="list-style-type: none"> • Added General section specifying that Certain District positions require the use of weapons as part of their job responsibilities. Operations and Police use of District issued firearms on District time must be in accordance with departmental standard operating procedures. Clarified Police carrying approved personal backup weapons and stipulates must be in accordance with Police Department standard operating procedures. • Added Some District positions may require the use and/or carrying of a personal multi-tool and/or pocketknives and authorized by a department Director.
203.04	Drug-Free Workplace	<ul style="list-style-type: none"> • Added professional to encouraged to get assistance • Changed nolo contendere to no contest. • Removed When an employee who has been involved in an accident while at work demonstrates observable conditions of impairment. This is now included automatically in post-accident testing procedures. • Added The District reserves the right to conduct random drug and alcohol testing of all Non-DOT employees. All DOT employees will be random drug testing in accordance with DOT regulations. • Removed estimated at the scene in excess of \$2500. • Added "for cause" to termination reason if employee fails to complete a treatment program • Removed the guidance on proof being provided to the Medical Review Officer in two places.
203.05	Vehicle and Driver Safety	<ul style="list-style-type: none"> • Added clarification on three or more at fault accidents. • Added or if deemed uninsurable by the District's insurance carrier. • Deleted guidance on completing a vehicle/equipment incident/accident report form. • Clarified the Employee Incident form completion and submittal.
203.07	Worker's Compensation	<ul style="list-style-type: none"> • Added clarification on Employee Incident form and when to submit.

204.00	Recruitment, Selection, and Appointment	<ul style="list-style-type: none"> • Modified the Section number to 204.01. • Clarified that the referring employee is eligible for a referral bonus if they are employed by the District at the time of the payout. • Clarified that applications will be processed when completed via the GSP website.
205.01	Pay Practices, Work Hours and Time Keeping	<ul style="list-style-type: none"> • Removed the District Administrative Office hours. • Modified time work to work time. • Added some departments utilize a geo fence for time keeping. Therefore, employees may utilize the UKG App when they are within the geo fence for clocking in and clocking out. • Changed IT to HR for whom to contact for timeclock issues. • In the Unreported Hours section, clarified the work of a non-exempt role must be compensated and time spent using electronic communications for work purposes will need to be paid for this time and will count towards overtime. • Clarified that checking/reading/reviewing work-related emails while not clocked in is considered working off the clock. • Deleted language on not being able to reconcile and approve the timesheet within the prescribed timeframe. • Added the payroll deadline of Monday at noon regardless of holiday schedules. • Confirmed responsibility for Managers/Approvers on approving and submitting by the payroll deadline and subject to corrective action is the payroll deadline is not met.
205.02	Employee Compensation Plan	<ul style="list-style-type: none"> • Deleted from minimum rate describing salary increases. • Clarified qualified part-time longevity bonus is 50%.
205.03	Introductory Period	<ul style="list-style-type: none"> • Deleted attaining regular employment status.
205.04	Employment Categories & Classification Plan	<ul style="list-style-type: none"> • Removed Qualified Part-time Non-exempt Differential (ARFF) and Non-qualified Part-time (ARFF) categories.
206.01	Vacation	<ul style="list-style-type: none"> • Changed Annual Leave to Vacation. • Clarified that 40 consecutive hours have to be taken off in a calendar year within a 2 week pay period. • Changed 48-hour notice period to 24 hours. • Removed satisfactory from vacation usage wording.

206.02	Vacation Buybacks and Donations	<ul style="list-style-type: none"> • Changed Annual Leave to Vacation. • Changed donations must be given in increments of four (4) hours to at least four (4) hours of leave time must be given by the donor. • Removal of the retroactive date of November 1, 2013.
206.03	Sick Leave	<ul style="list-style-type: none"> • Added Sick leave is accrued after each payroll is processed. • Removed satisfactory prior to service. • Added requests to modify essential job functions for a non-work-related physical condition or injury will not be accommodated. • Added leave will be scheduled in such a manner as to not hamper the normal operations of the department. • Added Mothers and/or fathers bonding with a newborn or newly adopted child as a reason for sick leave. • Changed sick leave advance notice from 48 hours to 24 hours.
206.04	Holiday Pay	<ul style="list-style-type: none"> • Changed the allocation of Flex Holidays. • Adjusted policy section numbering.
206.05	Paid Time Of (PTO)	<ul style="list-style-type: none"> • Added according to the payroll processing schedule. • Added (performance, policy violation, reduction in force, etc.). • Changed use of PTO from 4-hour increments to 2-hour increments. • Removed satisfactory from service.
206.07	Bereavement	<ul style="list-style-type: none"> • Clarified relationships for eligibility and added adult who stood in loco parentis to the employee during childhood. • Added eligibility for miscarriage or still born birth.
206.08	Family Medical Leave (FMLA)	<ul style="list-style-type: none"> • Removed Short Term Disability reference.
206.10	Personal Leave of Absences Without Pay	<ul style="list-style-type: none"> • Added requests to modify essential functions for a non-work-related physical condition or illness will not be accommodated.
207.02	Exempt Employee Benefit Program	<ul style="list-style-type: none"> • Removed the payout of Professional Leave at year end. • Changed 1/2 hour increment usage to 2-hour increments for Professional Leave.
207.03	Employee Incentive Pay Plan	<ul style="list-style-type: none"> • Added as of the end of the fiscal year. • Clarifying the base salary at the end of the fiscal year is used for the EIPP calculation.

207.05	Employee Assistance Program	<ul style="list-style-type: none">• Added the FRAP (First Responders Assistance Program).
207.06	Retirement Benefits	<ul style="list-style-type: none">• Added PEBA recommends initiating the retirement process 6-months in advance.

**GREENVILLE-SPARTANBURG
AIRPORT DISTRICT**



GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

**HUMAN RESOURCES
POLICIES AND PROCEDURES MANUAL**

Adopted September 9, 2019

IMPORTANT DISCLAIMER

THIS MANUAL IS A GUIDELINE TO THE GREENVILLE-SPARTANBURG AIRPORT DISTRICT'S ("DISTRICT") CURRENT POLICIES AND PROCEDURES. MANY OF THE POLICIES CONTAINED IN THIS MANUAL ARE BASED ON LEGAL PROVISIONS, INTERPRETATIONS OF LAW AND EMPLOYEE RELATIONS PRINCIPLES, ALL OF WHICH ARE SUBJECT TO CHANGE.

PURSUANT TO SOUTH CAROLINA CODE ANN. §41-1-110, THIS MANUAL DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT FOR ANY TERM. NOTHING IN THIS MANUAL SHALL BE CONSTRUED TO CONSTITUTE A CONTRACT AND THE DISTRICT HAS THE RIGHT, AT ITS DISCRETION, TO MODIFY THIS MANUAL AT ANY TIME. NOTHING HEREIN LIMITS THE DISTRICT'S RIGHT TO TERMINATE EMPLOYMENT. ALL OF THE AIRPORT DISTRICT'S EMPLOYEES ARE EMPLOYEES AT WILL AND ARE FREE TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITH THE DISTRICT AT ANY TIME, FOR ANY REASON. AS A CORRESPONDING RIGHT, THE DISTRICT HAS THE SAME RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITH AN EMPLOYEE AT ANY TIME, FOR ANY REASON.

THE DISTRICT REMAINS THE FINAL AUTHORITY AS TO THE PROPER INTERPRETATION AND APPLICATION OF THE PROVISIONS OF THIS MANUAL. ANY ORAL OR WRITTEN STATEMENTS OR PROMISES CONTRARY TO AN EMPLOYEE'S AT-WILL EMPLOYMENT ARE HEREBY EXPRESSLY DISAVOWED AND SHOULD NOT BE RELIED UPON BY ANY EMPLOYEE. THIS MANUAL SUPERSEDES AND REPLACES ALL PRIOR EMPLOYMENT HANDBOOKS, EMPLOYMENT MANUALS, DISTRICT EMPLOYMENT POLICIES, AND EMPLOYMENT PROCEDURES.

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Human Resources Policies and Procedures
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INTRODUCTION

Human Resources Policies and Procedures

Section 200.01 – HR Policies and Procedures Objectives

OBJECTIVE

The objective of the Human Resources Policies and Procedures of the Greenville-Spartanburg Airport District (“District”) is to provide guidance regarding working conditions and what is expected of employees at the District.

The Human Resources Policies and Procedures Manual is designed to introduce employees to the District, to familiarize employees with District policies and procedures, provide general guidelines on work rules, benefits and other issues related to employment, and help answer many of the questions that may arise in connection with employment.

EMPLOYMENT-AT-WILL

The Human Resources Policies and Procedures Manual is not a contract of employment and does not create a contract of employment. It is the policy of the District that all employees, both exempt and non-exempt, that do not have a written employment contract with the District for a specific, fixed term, of employment, are employed at the will of the District.

Employees that do not have a separate, individual, written employment contract are employed at the will of the District and are subject to termination at any time with or without cause. At the same time, such employees may terminate his/her employment at any time for any reason.

GENERAL

These Policies and Procedures are not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Various departments may have additional rules and/or standard operating procedures because of the nature of the work. Those rules must be obeyed in the same manner or disciplinary action can result. For that reason, if an employee has any questions, he/she should contact Human Resources (HR).

As the District continues to grow and change, the need may arise to modify, change, add or discontinue procedures, practices, policies and benefits described here time to time. The District will make every effort to inform employees of any changes as they occur.

These policies and procedures shall apply to all employees of the District. For those employees under a written employment agreement, any discrepancy in the topics covered by the manual and the terms of your written employment agreement, the written employment agreement will supersede the policies contained herein. In all other respects, the human resources policies and procedures contained in the manual shall apply.

All forms referenced in this manual can be found on the Employee Intranet in UKG or by contacting the Human Resources Department.

Human Resources Policies and Procedures

Section 200.01 – HR Policies and Procedures Objectives

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 200.02 – Mission, Vision and Values

Mission, Vision, and Values	
Our Mission	We begin each day fully committed to finding new ways to achieve our mission to advance the economic prosperity of the region by providing a safe, convenient, user-friendly and cost competitive air transportation system connecting the region with the nation with the world.
Our Vision	Serve as the region’s global transportation hub and economic catalyst by providing best-in-class infrastructure and service.
Our Values <u>Core Values</u> are the values that lie at the heart of the District’s identity. <u>Aspirational Values</u> are qualities and characteristics that the District desires to have and believes it must develop in order to maximize the success of the District. <u>Permission-to-Play Values</u> are the minimum behavioral standards that are required for all employees of the District.	<p>We are especially proud of GSP’s values, which speak to the “GSP Way”. Our values express how we conduct our day-to-day business and provide a consistent set of expectations for all of us who work at the airport.</p> <p>SAFETY & SECURITY: We embrace them as our priority. <i>(Core)</i></p> <p>INNOVATION: We embrace innovative solutions and are always ready for change. <i>(Core)</i></p> <p>ACCOUNTABILITY: We accept responsibility for our actions. <i>(Core)</i></p> <p>INTEGRITY: We are dedicated to honest and ethical practices. <i>(Permission-to-Play)</i></p> <p>SERVANT ATTITUDE: We are dedicated to putting others before self. <i>(Permission-to-Play)</i></p> <p>TEAMWORK: We think and act like one team, bonded by mutual trust and respect. <i>(Permission-to-Play)</i></p> <p>EXCELLENCE: We are committed to ensuring excellence in all that we do. <i>(Aspirational)</i></p>

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 200.03 – Playbook

PLAYBOOK	
Why do we exist?	We exist to enhance the economic prosperity and quality of life in the Upstate.
What do we do?	We provide air transportation infrastructure and services, as well as real estate opportunities for aviation and non-aviation businesses.
How do we behave? Permission to Play Behavior #1: Permission to Play Behavior #2: Permission to Play Behavior #3:	<p>We behave with <i>integrity, a servant attitude and we are team players.</i></p> <p><u>Integrity</u> - being honest and ethical As demonstrated by openness, admitting mistakes, being transparent, doing the right thing even when no one is watching, and calling out unethical behaviors.</p> <p><u>Servant Attitude</u> - putting others before self As demonstrated by assisting others, selflessness, thinking of others first, empathy, commitment, sensitivity, a willingness to be inconvenienced, humility, listening, considering other's opinions, not being conceited, not being prideful, and not being politically motivated.</p> <p><u>Team Player</u> - a person that works well with others doing what needs to be done to achieve a common goal. As demonstrated by a willingness to help, being reliable, keeping your word, being genuinely committed, and a positive and supportive attitude.</p>
How will we succeed?	Strategic Anchors <ul style="list-style-type: none"> • Utilizing sound business acumen • Being the airport of choice for the region • Investing in employee recruitment, retention, and development.

APPROVAL AND UPDATE HISTORY	Scrivener Change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 6.04 – Commitment to Safety

COMMITMENT TO SAFETY

The District recognizes that employees are integral to our business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by District employees will consider the intent of this policy. No duty, no matter what its perceived results, will be deemed more important than employee health and safety.

The District is firmly committed to the safety of its employees. The District will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

The District values its employees not only as employees but also as human beings critical to the success of their family, the local community and the District.

Employees are required to report any unsafe work practices or safety hazards encountered on the job. All accident/incidents (no matter how slight) are to be immediately reported to the employee’s immediate supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state and local laws and District policies and procedures. Failure to comply may result in disciplinary action, up to and including termination.

Respecting this, the District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the District abides by these principles:

1. All accidents are preventable through implementation of effective safety and health control policies.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds us in higher regard with customers, passengers, and tenants and increases productivity. This is why the District will comply with all safety and health regulations which apply to the course and scope of operations.
4. The District is responsible for providing the safest workplace for employees. The District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, District policies and procedures, and for preventing accidents and injuries. The District will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. All employees, regardless of position, will set an example with good attitudes and strong commitment to safety and health in the workplace.

Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
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GENERAL EMPLOYMENT

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

OBJECTIVE To establish a professional appearance & dress code policy for District employees.

METHOD OF OPERATION

GENERAL The District considers it very important that employees are well groomed, neat, and dress appropriately for his/her job function. While the District trusts that each employee will show common sense and good judgment, a professional appearance & dress code must be followed that is appropriate to the work environment. The District has adopted a casual business dress code but emphasizes that some positions and/or meetings may call for more professional attire. Uniforms are required for certain positions and are provided by the District. Appropriate dress and hygiene are important in promoting a positive District image to our customers, both internally and externally. The District stresses a casual business dress code is a benefit and must be adhered to in order to be retained.

GUIDELINES All District employees will wear clean and well-maintained attire appropriate for the type of work he/she performs. Shoes must also be well-maintained.

Due to the various work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress, however, the following standards of professional appearance & dress code are established to provide direction for employees in order to maintain the professionalism that the District advocates:

- Employees shall practice good personal hygiene and take his/her workday schedule into account when selecting attire.
- Employees should choose business attire that is clean and in good repair and presents a professional image.
- Acceptable professional attire includes, but is not limited to:
 - Shirts with collars, business casual crewnecks or V-neck shirts, blouses, golf and polo shirts, District logo apparel, sleeveless shirts (if conservative), ties, sports jackets, knit shirts with or without a collar, sweaters, cardigans, suits.
 - Slacks, capris, trousers, dresses, or skirts of an appropriate length.
 - Appropriate fitted clothing for body type.
 - Casual slip-on or tie shoes, dress sandals (with or without a heel), slides, open toed/open back shoes and athletic shoes if approved by the department director.
- Unacceptable professional attire includes but is not limited to:
 - T-shirts, clothing with inappropriate slogans, profanity, sexually suggestive pictures/slogans, sweatpants, athletic

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

attire, shorts, jeans, pants worn below the waist or hip line, crop tops, midriff tops, spaghetti straps, tank tops, strapless tops or dresses, crocheted or see through blouses or shorts, muscle shirts, flip flops, heavy perfume/cologne, camouflage, torn, patched or faded clothing, clothing that is excessively tight or revealing, excessive or distracting body piercings, Hats or head coverings, unless required to meet health regulation guidelines, as a religious accommodation, or designated as part of a uniform.

- In some circumstances or within specific departments, the following may be permitted upon approval by the department Director:
 - A casual dress day within the work week to include jeans that are in good repair (without tears, rips, etc.)
 - t-shirts which may be provided at the discretion of the department Director

Body Art

Body art and/or tattoos that conflict with District values or that contain the following, are not permissible:

- Negative or discriminatory language or images towards religious ideologies, ethnicities/races, gender, military personnel, or sexual orientation
- Profane or controversial language
- Contains nudity or sexual innuendos
- Promotes drug or alcohol use
- Items threatening physical harm

Body art and/or tattoos that contain the aforementioned items are required to be covered while on duty. Body art and/or tattoos on the neck, face, and hands are not permitted. The only exception where an employee may have a tattoo on their hand is a single banded ring on one hand, on one finger.

Piercings

In order to ensure a professional appearance and safety, body piercings, with exception of professional-looking earrings, are considered inappropriate and will not be allowed. Exceptions may be considered for piercings for religious beliefs. NO jewelry that may present a safety hazard will be permitted.

Hair Care

In general, hair, sideburns, moustaches, and beards are to be kept clean, combed, and neatly trimmed or arranged no matter the length. Extreme trends that are not professional such as hair color not of a

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

natural tone (blue, pink, green, etc.), mohawks and long spiked hair are not acceptable.

Hygiene

All employees must ensure his/her personal hygiene habits result in a clean, non-offensive appearance and presence, and that his/her use or non-use of hygiene or scented products is not unpleasant, distracting, or presents a health risk for others.

Medical Necessity

Medical conditions that require clothing items/footwear that otherwise might be considered inappropriate by this policy may be permitted on a case-by-case basis. Requests to deviate from this policy should be documented with a physician's statement and reported to the Human Resources Department in advance of wearing such items.

Safety

Employees shall not wear clothing that is unsafe. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Accessories such as rings, necklaces, bracelets, and earrings shall not present a potential safety hazard. The District may institute more stringent dress requirements for reasons of safety. Employees that may enter work areas outside of his/her standard work area, may be required to adhere to the safety policies of that work area which may include wearing hearing protection, a reflective vest, closed toed/closed heeled shoes, hard hat, etc.

Badge

Upon hire, each employee will be issued a Security Identification Badge. The badge is required to be worn and visibly displayed at all times while on duty and also while in sterile and secured work areas.

Specific Requirements

Employees in certain positions/departments may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of his/her job. If uniforms are required, they will be supplied by the District, or they will be reimbursed by the District with the [dD](#) Department Directors approval.

ADDRESSING PERSONAL APPEARANCE & DRESS CODE

The President/CEO or designee may make exceptions to the Personal Appearance & Dress Code policy on special occasions or days.

Department Directors and/or immediate supervisors are responsible for interpreting and enforcing personal appearance, dress code and hygiene/grooming standards in his/her areas of responsibility. This includes counseling employees whose appearance is inappropriate.

Violations of the policy can range from inappropriate clothing items, to an employee not wearing his/her badge, to offensive perfumes and body odor. If an employee comes to work and is in violation of

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

this policy, he/she will be required to go home (without pay), to become compliant with the policy change, and return to work.

Violation of this policy may result in disciplinary action up to and including termination of employment.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.02 – Attendance

OBJECTIVE

The purpose of this policy is to promote the efficient operation of the District, minimize unscheduled and/or unnecessary absences and tardiness, and set forth guidelines that are intended to be administered fairly and uniformly. The policy is not intended to imply that ill or injured employees be expected to report to work if unable to do so, or to penalize an employee who has a good attendance record but may be experiencing a difficult period of time.

METHOD OF OPERATION

GENERAL

In order to meet the needs of the District and provide a high level of service, the District depends on the contributions of each employee. Not only is regular and punctual attendance an important element of overall job performance, it is essential to achieving the highest quality of service, productivity, and levels of morale.

Employees are expected to be punctual and regular in attendance reporting to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for his/her entire work schedule, except for unpaid meal periods, when required to leave on authorized District business, or when permission for early departure is granted.

Late arrival, early departure, or other absences from schedule hours are disruptive and must be avoided. Any tardiness or absence causes problems for fellow employees and the supervisor. When an employee is absent, the workload must be performed by others, just as the employee must assume the workload of others who are absent.

Punctuality and attendance are factors taken into consideration during performance review and are also factors which may warrant progressive discipline action, up to an including termination.

This policy is independent from other District policies which also cover time off which may have different notification and/or approval requirements (e.g. scheduled holidays, jury duty, bereavement leave, military leave, etc.). Please refer to the applicable policy for further guidance on additional leave benefits.

Responsible leave usage will improve the overall morale of the District by reducing a negative impact of absenteeism on individual departments and colleagues.

It is the policy of the District to begin constructive counseling after four (4) ~~occurrences of~~ unscheduled absences in a rolling 12-month period, after one (1) unexcused absence, after six (6) ~~unexcused~~ tardies/early departures in a rolling 12-month period, and after three (3) missed punches in a rolling 12-month period.

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Section 201.02 – Attendance

Occasionally, it is necessary to be absent from work due to illness or circumstances beyond the employees' control.

It is the employee's responsibility to notify his/her immediate supervisor or designee ~~at least one (1) hour~~ before his/her scheduled start time. If the employee is unable to contact the supervisor and/or department head, have an immediate family member do so. It is highly recommended that an employee speaks directly with his/her immediate supervisor or designee, however in instances where that is not possible voicemail/email/text messaging will be permitted. The employee is ultimately responsible for confirming that his/her supervisor or designee received the notification. If the employee is absent for three (3) or more days due to an illness, the employee may be required to present a doctor's release to return to work. An employee must keep his/her supervisor and/or department head informed every day as to when the employee's expected return will be.

DISCIPLINARY ACTION

Progressive discipline is used for any violation of the Attendance Policy. ~~However, the District understands events may occur that are outside of an employee's control. Therefore, employees may accumulate up to 3 unscheduled absences and/or 5 tardies/early departures prior to any disciplinary action.~~

Absences

- a. ~~Unscheduled Absences – Employee notifies their supervisor of their upcoming absence less than 24 hours in advance but prior to the start of their shift.~~

~~4 occurrences~~ unscheduled absences in a rolling 12-month period – verbal counseling

~~5 occurrences~~ unscheduled absences in a rolling 12-month period – written warning

~~6 occurrences~~ unscheduled absences in a rolling 12-month period – final written warning

~~7 occurrences~~ unscheduled absences in a rolling 12-month period – termination

- b. ~~Unexcused Absences – Employee does not notify their supervisor of their upcoming absence prior to their shift start.~~

~~1 unexcused absence – written warning~~

~~2 unexcused absences – final written warning~~

~~3 unexcused absences – termination~~

Unexcused Absences are cumulative and unlike Unscheduled Absences are NOT based on a rolling 12-month period.

Unexcused Absences, a no-call/no-show, lasting three (3) days or longer is considered job abandonment and will result in immediate termination of employment unless extenuating circumstances exist.

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Section 201.02 – Attendance

An employee in his/her introductory period will be considered for termination for the 2nd Unexcused Absence.

Tardies/Early Departures

a. Unscheduled Tardy/Early Departure

6 ~~occurrences~~ tardies/early departures in a rolling 12-month period – verbal counseling

7 ~~occurrences~~ tardies/early departures in a rolling 12-month period – written warning

8 ~~occurrences~~ tardies/early departures in a rolling 12-month period – final written warning

9 ~~occurrences~~ tardies/early departures in a rolling 12-month period – termination

Missed Punches

a. Missed Punches

3 missed punches in a rolling 12-month period – verbal counseling

5 missed punches in a rolling 12-month period – written warning

7 missed punches in a rolling 12-month period – final written warning

9 missed punches in a rolling 12-month period - termination

Introductory Employees

Work habits of an employee in his/her introductory period are often indicative of future job performance. Attendance records should be evaluated for any indication of attendance problems. Termination should be considered for those introductory employees who during the introductory period, accrue three (3) or more unscheduled absences, two (2) unexcused absences, or have five (5) tardies/early departures ~~s-occurrences~~.

Human Resources Policies and Procedures

Section 201.02 – Attendance

ADVERSE/ INCLEMENT WEATHER & EMERGENCY OPERATIONS GUIDELINES

It is the responsibility of the employee to make a good faith effort to come to work during times that adverse weather or other conditions of a serious nature exists.

However, if the employee decides he/she cannot safely make it to work or chooses not to come to work, he/she must use the same procedure as above in contacting the supervisor and/or Department Director.

The Department Director or designee will determine which personnel will be essential to the operation of the District, on an individual weather/emergency operations related event. The Department Director or designee will make every effort to give employees advance notice.

Personnel deemed "essential" must show up, even during times of adverse/inclement weather and/or emergency operation related event, unless directed by his/her supervisor not to come into work. If a person deemed "essential" does not show up, the normal disciplinary policy will apply.

Personnel not deemed "essential" have a choice as to whether or not he/she will report to work, unless clearly instructed not to come into work. If he/she does decide voluntarily not to come to work, and the District is not closed, then he/she can choose to take a day of paid leave (i.e. vacation, PTO, flex holiday, etc.).

Human Resources Policies and Procedures

Section 201.02 – Attendance

GUIDELINES

The following are guidelines to provide structure and support for the District's management and employees to address attendance issues. It is expected that management will apply common sense and exercise reasonable discretion to consider all relevant circumstances when applying these guidelines. If there are any questions in dealing with the attendance policy, the Human Resources Department should be consulted.

- Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance ~~record-occurrence~~. These incidences must be reviewed and approved by the Human Resources Department. Medical documentation within the guidelines of the FMLA may be required in these instances.
- Leave taken under the Bereavement Policy will not be counted against an employee's attendance ~~record-occurrence~~.
- Employees deemed as non-essential will not receive an occurrence for time off taken for inclement weather/emergency operations.
- A single period of unscheduled leave, regardless of the duration, counts as one (1) ~~occurrence~~ absence event. For example, if an employee is sick for three (3) consecutive workdays, that period would count as one (1) ~~occurrence~~ absence event. Note: those "consecutive" workdays could be on either side of a weekend.
- An attempt to return to work, followed immediately by an additional period of unscheduled absence for the same condition, will be considered part of the original ~~occurrence~~ event.
- An unscheduled tardy or early departure counts as one (1) ~~occurrence~~ event.
- Proper notice, as defined above, is given for absences/late arrivals/early departures approval must be requested by completing and submitting a "Time Off Request" via UKG no less than forty-eight (48) hours in advance to be considered excused. Notification and acknowledgement by a supervisor of an unscheduled tardy, unscheduled absence, or unscheduled early departures will not excuse it.
- An employee cannot elect to take time off unpaid if he/she has accrued paid leave to use.
- Unexcused absences, a no call/no show, is not reporting to work and not calling to report not being able to report to work.
- The supervisor has the option of refusing a Time Off Request based on business needs.

The President/CEO in conjunction with Human Resources reserves the right to use discretion in applying this policy under special or unique circumstances. The District may also use progressive

Human Resources Policies and Procedures

Section 201.02 – Attendance

discipline in conjunction with or ~~without the attendance policy in lieu of occurrences~~ to most effectively deal with attendance issues and circumstances which may not be ~~defined recognized by the issuance of an occurrence in this policy, such as excessive breaks while on the clock.~~ When considering disciplinary action under this policy, the District will also consider an employee’s disciplinary record and whether the employee is currently meeting or exceeding work expectations. Nothing in this policy alters an employee’s at-will employment relationship with the District.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures Section

201.04 – Corrective Action Process

OBJECTIVE

The intent of this policy is to set forth certain rules and conduct that the District expects its employees to follow. Generally, the District expects employees to exercise common sense and good judgment. When employee conduct or performance does not meet the expectations of the District, appropriate disciplinary action may be taken.

The particular disciplinary action that may be taken against an employee lies within the discretion of the District and will vary depending on the circumstances of each case.

The District, at its sole discretion, reserves the right to determine the appropriate disciplinary action depending on the factor of each situation on a case-by-case basis. The District recognizes that there are certain types of employee misconduct that are serious enough to justify either a suspension or termination of employment, without going through other steps of progressive discipline. The District reserves the right to take disciplinary action at any time up to and including termination of employment. This policy does not create an expressed or implied promise to follow any formal steps of discipline, nor does it limit the type and severity of discipline that may be issued by the District. Nothing in this policy alters or changes an employee's at-will employment status.

For the purpose of this policy, the terms "Corrective Action" and "Progressive Discipline" are used interchangeably and mean the same thing.

METHOD OF OPERATION

PROCEDURES

Disciplinary action should be taken when necessary. Generally, employee misconduct should be dealt with using a progression of disciplinary actions. However, in recognition of the facts that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis. If a department Director and/or supervisor suspects employee misconduct, he/she must investigate the situation, in partnership with Human Resources, in a timely manner and determine if a violation has occurred, the nature of the violation, and who committed the violation.

The District generally subscribes to a progressive discipline system for poor job performance, misconduct, and policy/procedure/values violations. Corrective action is intended to be "corrective". When used, progressive corrective action makes the employee aware of the District's concerns and gives the employee the opportunity to correct the situation.

Each manager is responsible for assessing the conduct and behavior of his/her employees. The objective of the District is to work with

Human Resources Policies and Procedures Section

201.04 – Corrective Action Process

employees to solve problems and improve performance deficiencies. However, any conduct or poor performance which interferes with or adversely affects the District is grounds for disciplinary action up to and including termination. Termination may be considered appropriate even if none of these preliminary steps have been taken. Record of Disciplinary Actions will remain active in the employee's Personnel Record for twelve (12) months.

If corrective action is warranted, there are four (4) possible steps to the District's progressive discipline system.

A corrective action at "Written Warning" level or above must be discussed with and approved by Human Resources prior to meeting with the employee.

STEP ONE – VERBAL COUNSELING

The immediate supervisor or designee will discuss the inappropriate action/behavior/values violation, or unacceptable job performance with the employee. All Verbal Counseling discussions must be documented on the Corrective Action Report and the original copy maintained in the employee's personnel file in Human Resources. The employee may add comments and then will sign/date the report to indicate he/she understands the content. The employee shall receive a copy of the Verbal Counseling and ~~the original shall be an electronic copy will~~ be sent to Human Resources for placement in the employee's personnel file.

STEP TWO – WRITTEN WARNING

A Written Warning consists of counseling with formal documentation on the Corrective Action Report. This is used when repeated inappropriate action/behavior/values violations occur, or if the circumstances warrant more than a verbal counseling.

The supervisor must communicate to the employee that if the situation is not remedied, further corrective action, up to and including termination, may result. After completion of the Corrective Action Report, the employee may add comments and then will sign/date the report to indicate he/she understands the content. The employee shall receive a copy of the Written Warning and ~~the original shall~~ be sent to Human Resources for placement in the employee's personnel file.

STEP THREE – SUSPENSION OR FINAL WRITTEN WARNING

Final Written Warning is used when an employee is put on notice that one or more type of violation of **any** type could result in termination of employment. It should be made clear by the supervisor that this is a final notice and another violation of **any** type could result in immediate termination. After completion of the Corrective Action Report, the employee may add comments and then will sign/date the report indicating he/she understands the content. The employee shall receive a copy of the Final Written Warning and ~~an electronic copy will the original shall~~ be sent to Human Resources for placement in the employee's personnel file.

Human Resources Policies and Procedures

Section 201.04 – Corrective Action Process

Suspension is used in cases where further investigation is needed, however it also may be used as a step in the progressive discipline process. Employees may be suspended with or without pay as determined by Human Resources.

If suspension is being used as a step in the progressive discipline process, then the reason for suspension must be documented on the Corrective Action Report. After completion of the Corrective Action Report, the employee may add comments and will sign the report to indicate he/she understands the content. The employee shall receive a copy of the report and the original shall be sent to Human Resources for placement in the employee's personnel file.

A suspension without pay for disciplinary reasons may not exceed fourteen (14) calendar days unless approved by the President/CEO or designee.

NOTE: If further investigation determines that suspension was unwarranted, the employee will receive pay for the regular schedule hours they were absent because of the suspension from work.

STEP FOUR - TERMINATION

Termination is warranted if the preceding actions fail to improve the employee's inappropriate behavior/action/values violations, or poor job performance. Dismissal may occur after an initial violation if in the District's sole discretion, it is warranted. Complete and accurate documentation is necessary for discharge.

Documentation must be reviewed with Human Resources prior to any and all terminations and approved by the President/CEO.

APPROPRIATE CORRECTIVE ACTION DETERMINATION GUIDELINES

Before proceeding with corrective action, supervisors should consider the following factors:

1. Was the employee aware of the rules and/or policies and/or procedures and the consequences of non-compliance?
2. Was the employee given adequate time to show improvement?
3. Was a fair and thorough investigation conducted?
4. Is there justifiable evidence of wrongdoing?
5. Have the rules been applied fairly and without discrimination?
6. Is the amount/severity of corrective action warranted by the offense?

DISCIPLINARY PENALTIES

An employee's work record and years of service, consistency and other appropriate factors may be used to determine the appropriate level of discipline. Supervisors must partner with Human Resources to ensure that disciplinary actions are handled appropriately and consistently.

Human Resources Policies and Procedures

Section 201.04 – Corrective Action Process

UNACCEPTABLE CONDUCT

Types of conduct set forth below, although it is not intended to be a complete list of all possible violations, constitute unacceptable conduct that may lead to disciplinary action, up to and including termination:

- Substandard work quality.
- Failure to report absence from work in a timely manner to the immediate supervisor or his/her designee.
- Failure to follow common safety practices.
- Any act of negligence, which results in a failure to complete assigned tasks or responsibilities in a timely manner.
- Threats of violence or exhibiting violent behavior.
- Excessive unscheduled absences and/or tardiness.
- Violating the Dress Code Policy.
- Failure to provide excellent customer service.
- Smoking on or in any District property, with the exception of designated smoking areas.
- Leaving the job during working hours without notice to or permission from the supervisor.
- Absence without approved leave or failure to report after the leave has been disapproved, revoked or canceled.
- Failure to report an injury or property damage to include equipment immediately to one's supervisor.
- Careless use, loss, or lack of care of District property resulting in damage.
- An accident resulting in injury due to carelessness, neglect or disregard of safety practices.
- Fighting, threatening, intimidating, coercing, bullying or otherwise interfering with the rights of other persons.
- Falsifying or altering District documents.
- Actions or behaviors which are contrary to our Mission/Vision/Values.
- Failure to follow guidelines for safety of self, others or the facilities.
- Unauthorized possession or removal without permission from the District, any property, equipment or materials.
- A non-exempt employee working off the clock or a supervisor suggesting or asking or knowingly allow an employee work off the clock.
- Assigning work that places the employee at risk of serious harm, threatens significant damage to District property or financial loss to the District whether or not such harm or damage occurs; knowingly allowing employees to perform work or assignment under unsafe conditions.

Human Resources Policies and Procedures

Section 201.04 – Corrective Action Process

- Any conduct that violates the District’s discrimination, bullying or harassment policies.
- Operation of a District vehicle or equipment while under the influence of any medication or drug, which causes drowsiness or other physical or psychological impairments.
- Abandonment of position by being absent from duty for three (3) consecutive days of work without proper authorization.
- Insubordination.
- Violation of the District’s drug-free workplace policy.
- Making false claims or deliberate misrepresentations in an attempt to obtain sickness or injury benefits, workers compensation or other such benefits.
- Loss or suspension of required license, certification, permit or other requirement needed by an employee to perform the duties of his/her position.
- Discriminating against an applicant, employee, customer, vendor, or contractor.
- Consumption of or being under the influence of intoxicating beverages or controlled substances not prescribed by a physician, while on official duty.
- Possession/use of intoxicating beverages, non-prescribed drugs or illegal controlled substance at a place of work, in a District vehicle or while on official duty.
- Testing positive for illegal drugs or alcohol in violation of the District’s Drug-free Workplace policy.

RIGHT OF APPEAL The right to appeal disciplinary actions is provided to all regular employees through the Grievance Procedure. Employees within his/her introductory period (the first ninety (90) consecutive calendar days of employment) are not eligible to appeal disciplinary actions.

RE-HIRE Employees who are involuntarily terminated or an employee that did not resign in good standing will not be eligible for re-hire for a period of twelve (12) months.

Approval by the President/CEO or designee is required before the re-hire of a terminated employee occurs.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures Section

201.04 – ~~Termination~~ Separation Process

OBJECTIVE

To formulate a comprehensive policy that covers all areas of separating from employment with the District including giving notice, final pay, exit forms, benefits and severance pay.

METHOD OF OPERATION

RESIGNATION

If an employee finds it necessary to terminate his/her employment with the District, the employee must give his/her immediate supervisor written notice as follows to be considered resigned in good standing:

- Exempt employees should provide a 30-calendar day resignation notice.
- Non-exempt employees should provide a 14-calendar day resignation notice.

During the resignation notice, time off is not allowed. One off exceptions may be approved by the President/CEO.

Should an employee provide a resignation notice that exceeds the required time necessary to resign in good standing, the employee's immediate supervisor and next level leadership may approve time off requests during the period of additional notice.

Teleworking during a resignation notice is allowed at the discretion of the immediate supervisor.

The supervisor, after consultation and approval from the ~~D~~department Director and Human Resources, may waive the requirements for the terminating employee to work the notice period.

To be considered resigned in good standing, eligible for vacation and sick leave payout and eligible for re-hire, once an employee has tendered his/her resignation, the use of paid leave during the notice period is prohibited without proper notice as outlined above. An employee cannot elect to take time off unpaid during a resignation period.

Employees who resign in good standing shall receive payment for accrued vacation and a portion of their sick leave, subject to the limitations set forth in those policies. Supervisors are responsible for ensuring District property is returned and accounted for. Supervisors are responsible for ensuring District property is returned and accounted for.

Resigning employees may be scheduled for an exit meeting with a member of Human Resources to ensure that all District property is returned and to provide an opportunity to discuss any questions or concerns related to employment with the District.

Human Resources Policies and Procedures Section

201.04 – ~~Termination~~ Separation Process

TERMINATION

Prior to termination of any employee, the immediate supervisor and/or ~~D~~department Director should ensure the Corrective Action Policy has been followed, and approvals have been obtained, per Section 201.03 of the Human Resources Policy and Procedures. The employee should sign the Corrective Action Report form to acknowledge the termination has occurred; he/she should be given a copy of the Report form.

Human Resources Policies and Procedures

Section 201.04 – Separation Process

The supervisor and/or Department Director should ensure that all District property is returned and will notify Human Resources no later than Monday at noon following the last day in the pay period in which the employee is employed to make note in the employee's file.

DISTRICT PROPERTY

All District property should be returned on or before the last day of the pay period in which the employee is employed. The cost of any District property not returned by this date, is subject to being withheld from the final paycheck.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
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Human Resources Policies and Procedures

Section 201.05 – Grievances

OBJECTIVE To provide a procedure for the resolution of employee grievances regarding disciplinary actions and other issues that affect the employee’s status, or ability to effectively perform the job function.

METHOD OF OPERATION

DEFINITIONS **Business day:** Monday through Friday, excluding holidays.
Grievance: A written dispute, claim or complaint filed by an employee.

POLICY The District wishes to resolve grievances (complaints) whenever possible. Employees ~~should~~must report any grievance within five business days of its occurrence per the steps outlined below. Employees should contact the Human Resources department if assistance is needed to begin the process.

INTRODUCTORY EMPLOYEES New employees who have not completed his/her initial new hire introductory period, do not have recourse to appeal disciplinary action or layoff. An employee in his/her introductory period can bring complaints or issues they have to the immediate supervisor or Human Resources.

APPOINTED AND MANAGEMENT PERSONNEL Appointed and management personnel are exempt from the provisions of this section and do not have rights to access the District’s grievance procedures.

GRIEVABLE ISSUES The following are not grievable issues under this policy:

1. Contents of the District’s policies and procedures.
2. Non selection for promotion when grievance deals only with qualifications for the position.
3. Termination of employment during the introductory period.
4. Compensation.
5. Performance evaluations.
6. District changes to work schedules.
- ~~4.~~

Issues that may be grieved under this policy include termination, suspension, involuntary transfers, promotions, demotions, or any disciplinary action that results in adverse employment action. Verbal counseling sessions are not grievable issues.

Full-time and Part-time employees that have finished his/her introductory period have the right to present and seek answers to grievances without fear of coercion, discrimination, or retaliation.

OTHER GENERAL Employees are not entitled to legal counsel presence during the District’s internal grievance process. No employee may use District

Human Resources Policies and Procedures

Section 201.05 – Grievances

equipment or material in the preparation of a grievance. However, an employee may have access to public records relevant to the preparation of such grievance.

The employee must utilize his/her own time for preparation or processing of a grievance.

Time periods of any step of the grievance procedure may be extended by mutual written agreement of the employee and the District representative at that step.

A grievance that is not advanced by the employee to the next step within the time limit provided is deemed to have been settled on the basis of the most recent decision. If the District representative fails to respond to the employee within the time limit set forth in step one or two, then the employee is entitled to proceed to the next step.

Electronic submission of a grievance will be accepted so long as it is on the appropriate Grievance Form.

PROCEDURE

Step One

The employee submits the grievance in writing within five business days of its occurrence to the immediate supervisor of the person who administered the action being grieved using athe Grievance Form, stating the facts upon which the grievance is based, the written policies or procedures which have allegedly been violated, and the remedy sought. If the immediate supervisor is the Department Director, then the grievance process shall start at Step Two.

Discussion will be informal for the purpose of settling differences in the simplest and most direct manner. The District Representative makes a decision and communicates it to the employee in writing within five business days from the date that the grievance was received. When the employee's supervisor is not the District Representative or otherwise involved in the action being grieved, the supervisor may assist to resolve the employee's concern.

Step Two

If the grievance is not resolved to the employee's satisfaction in Step One, the employee may forward the original written grievance to the applicable Department Director or designee within five business days of notification of the result of Step One. The Department Director or designee will, within five business days of receiving the grievance, meet with the employee and the District Representative from Step One. The Department Director summarizes his or her decision in writing to the employee and the District Representative within five business days of the meeting date.

At Step Two, the following procedure will be followed:

- The employee shall present his or her reasons for requesting that the Step One decision be overturned.

Human Resources Policies and Procedures

Section 201.05 – Grievances

- The District’s Representative shall present reasons for making the Step One decision.
- Facts may be presented in the form of documentary evidence or witness testimony. Witnesses called by one party may be cross-examined by the other.
- All material and relevant evidence shall be considered by the person conducting the hearing in reaching a decision. A Human Resources designee shall attend the hearing as advisor on procedure and will prepare a record of evidence presented at the Step Two hearing which shall be maintained by the Human Resources Department.
- The employee will act as the spokesperson to present his/her case. The employee’s supervisor and/or department Director, District’s Legal Counsel staff, Human Resources, any relative, supervisor or subordinate of the employee (see Section 204.02, Employment of Relatives) may not act as spokesperson for the employee.
- The person hearing the grievance is responsible for chairing the proceedings, making rulings on the admissibility of evidence, and maintaining a fair and orderly hearing. While the goal of the hearing is to fully explore all relevant facts, the person chairing the meeting may limit the presentation of documentary evidence or witness testimony.

Step Three

If the grievance is not resolved by the Department Director to the employee’s satisfaction, the employee may forward the original written grievance to the President/CEO or designee within five business days of receiving the Department Director’s decision. The President/CEO or designee will, within five business days of receipt, meet with the employee, the District Representative and the Department Director. The President/CEO summarizes his or her decision in writing to the employee and the District Representative within five business days of the meeting.

The President/CEO or designee has authority to grant or deny the grievance in whole or in part. The decision of the President/CEO or designee is final.

~~At Steps Two and Three, an employee will act as the spokesperson to present his or her case. The employee’s supervisor and/or Department Director, District’s Legal Counsel staff, Human Resources, any relative, supervisor or subordinate of the employee (see section 204.02 Employment of Relatives) may not act as spokesperson for the employee. Employees are not entitled to outside legal counsel during the District’s internal grievance process. The person hearing the grievance is responsible for chairing the proceedings, making rulings on the admissibility of evidence and maintaining a fair and orderly hearing. While the goal of the hearing~~

Human Resources Policies and Procedures

Section 201.05 – Grievances

~~is to fully explore all relevant facts, the person chairing the meeting may limit the presentation of documentary evidence or witness testimony.~~

~~As Step Two, the following procedure will be followed:-~~

- ~~• The employee shall present his or her reasons for requesting that the Step One decision be overturned.~~
- ~~• The District's Representative shall present reasons for making the Step One decision.~~
- ~~• Facts may be presented in the form of documentary evidence or witness testimony. Witnesses called by one party may be cross examined by the other.~~
- ~~• All material and relevant evidence shall be considered by the person conducting the hearing in reaching a decision. A Human Resources designee shall attend the hearing as advisor on procedure and will prepare a record of evidence presented at the Step Two hearing which shall be maintained by the Human Resources Department.~~

At Step Three, the following procedure shall be followed:

- The employee shall present his or her reasons for requesting that the Step Two decision be overturned.
- The District's Representative shall present reasons why the decision at Step Two should be upheld.
- Arguments and presentations by both the employee and the District Representative shall be limited to the information presented at Step Two and contained in the record. New evidence shall not be permitted to be presented unless it was not available after a diligent search at the time of the Step Two hearing.
- The employee will act as the spokesperson to present his/her case. The employee's supervisor and/or department Director, District's Legal Counsel's staff, Human Resources, any relative, supervisor or subordinate of the employee (see Section 204.02, Employment of Relatives) may not act as spokesperson for the employee.
- The President/CEO is responsible for chairing the proceedings, making rulings on the admissibility of evidence, and maintaining a fair and orderly hearing. While the goal of the hearing is to fully explore all relevant facts, the person chairing the meeting may limit the presentation of documentary evidence or witness testimony.

A Human Resources Representative may attend the hearing as an advisor on procedure.

Human Resources Policies and Procedures

Section 201.05 – Grievances

The decision of the President/CEO or designee is final. There are no further appeals after Step Three of the grievance process.

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Human Resources Policies and Procedures

Section 201.06 – Social Media

OBJECTIVE

At the District, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication.

The same principles and guidelines found in the District policies apply to employee activities online. Ultimately, employees are solely responsible for what he/she posts online. Before creating online content, employees should consider the risks and rewards that are involved. Keep in mind that any employee conduct that adversely affects employee job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, tenant employers, people who work on behalf of the District or the District's legitimate business interests may result in disciplinary action, up to and including termination.

KNOW AND FOLLOW THE RULES

Employees should carefully read the Administrative Policies and Procedures Manual and the Human Resources Policies and Procedures Manual, and ensure social media postings are consistent with the policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action, up to and including termination.

BE RESPECTFUL

Always be fair and courteous to fellow employees, customers, tenant employees, business associates, the general public or people who work on behalf of the District. Also, keep in mind that an employee is more likely to resolve work-related complaints by speaking directly with his/her co-workers or by utilizing the District's Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, tenant employers, employees or passengers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm

Human Resources Policies and Procedures

Section 201.06 – Social Media

someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or District policy.

BE HONEST AND ACCURATE

Employees should make sure he/she is always honest and accurate when posting information or news, and if a mistake is made, correct it quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the District, fellow employees, customers, tenant employers, and people working on behalf of the District.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

Maintain the confidentiality of the District trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications without being given permission by a member of the Executive Team.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Employees should not create a link from a personal blog, website or other social networking site to the District website without identifying himself/herself as a District employee.

The employee should only express personal opinions. The employee should not represent himself/herself as a spokesperson for the District. If the District is a subject of the content the employee is creating, the employee should be clear and open about the fact that the employee is an employee and make it clear that the employee's views do not represent those of the District, fellow employees, members, customers, suppliers or people working on behalf of the District. If the employee publishes a blog or post online related to the work performed or subjects associated with the District, the employee should make it clear that he/she is not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District."

USING SOCIAL MEDIA AT WORK

Refrain from using social media while on work time or on equipment the District provides, unless it is work-related as authorized by your manager or consistent with the District guidelines. Do not use the District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Human Resources Policies and Procedures

Section 201.06 – Social Media

RETALIATION IS PROHIBITED

The District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

MEDIA CONTACTS

Employees should not speak to the media on the District’s behalf without contacting the Communications Department. All media inquiries should be directed to the Communications department head or designee.

MEDIA INTERACTION

The District strives to anticipate and manage crisis situations in order to reduce disruption to our customers and employees and to maintain our reputation as a high-quality airport. To best serve these objectives, the District will respond to the news media in a timely and professional manner only through the designated spokespersons. If an employee is contacted by the media, he/she must refer the media outlet to the Communications department head or designee. Only the President/CEO, the V.P., Chief Marketing & Communications Officer ~~Chief Commercial Officer, the Director of Communications and Air Service Development~~ and the Communications Manager, or designee are authorized to speak to the media on behalf of the District.

EMERGENCY SITUATIONS

During any type of public safety and/or emergency situation it is strictly prohibited for any employee to take photos and or video unless it is part of his/her job function. Posting and/or distributing photos, videos, audio files is strictly prohibited, unless authorized by the President/CEO or designee.

Violating this policy will result in disciplinary action up to and including termination.

APPROVAL AND UPDATE HISTORY	November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

OBJECTIVE

The employee performance evaluation process is designed to permit the evaluation of an employee's job performance and effectiveness as objectively as possible.

The primary purpose of performance evaluations -are to inform the employee of his/her strengths and areas of improvement on the job, serve as a basis for discussion as to how the employee can improve his/her performance, and to establish goals and expectations for future evaluation.

The performance evaluation may also be used for but not limited to:

- Estimating an employee's potential for promotion;
- Identifying the areas of training needs;
- The determination of merit increases if applicable;
- A basis for taking disciplinary action;
- Determining orders of layoff.

METHOD OF OPERATION

EVALUATION PERIODS

The following are specific types of performance evaluations and when they are to be completed:

- Introductory Period – End of introductory period.
- Extension of Introductory Period – At time of request for extension.
- Annual – In June of each year.
- Special – Beginning and end of special introductory period or when performance substantially dropped during review period.
- Change in classification – Promotion/demotion/transfer, etc.

GUIDELINES

Each employee's performance shall be periodically evaluated to assess performance in relation to job requirements.

After the initial introductory period, each employee will receive his/her annual performance evaluation for salary increase, in conjunction with the beginning of the District's fiscal year. The District reserves the discretion to schedule performance evaluations as necessary in order to meet the business needs of the District.

Employee performance evaluations shall be used for, but not limited to, the following:

- To inform the employee of his/her strengths and weaknesses, as well as training needs and improvements that will be expected.
- To recognize the employee's potential for promotion.

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

- To determine the employee's eligibility for salary advancements.
- As a basis for taking disciplinary and/or dismissal actions against the employee.

PROCEDURES

The employee evaluation program rating scale will be reviewed and updated by HR as the business evolves and the need for updates to the performance measurement is needed. The supervisor most directly involved in the supervision of the employee should be the performance appraiser with signatory agreement from the manager one level above them. If there is an employee between the supervisor and the employee being rated, efforts should be made to get input from the individual most knowledgeable of the performance of the employee being rated.

The performance of each employee should be evaluated at least once per year; more frequent evaluations may be necessary.

When an employee's supervisor changes, the employee shall not be evaluated by his/her new supervisor until employee has worked for the supervisor for a minimum period of ninety (90) consecutive calendar days. When necessary, an employee's scheduled evaluation date will be postponed in order to provide an opportunity for the supervisor to evaluate the employee's performance.

Special Performance Evaluations may be given at any time at the discretion of the President/CEO or designee.

The performance review will be discussed with the employee, and they will receive a copy of the completed performance review. The employee will sign the evaluation and then it will be forwarded to Human Resources to become a part of the employees' permanent file. The signature of the employee shall indicate **only** that the employee's performance has been discussed with the employee and does not imply that the employee agrees or disagrees with the evaluation. In the event an employee refuses to sign the evaluation, the department head shall note this on the evaluation and forward the performance review to Human Resources to become a permanent part of the employee's personnel file.

If an employee receives an unsatisfactory review, the employee's supervisor shall be responsible for identifying to the employee the specific improvements necessary for him/her to accomplish satisfactory performance. At the time of receiving such an evaluation, the employee's performance should be reevaluated at sixty (60) days. If the employee has not attained a satisfactory evaluation in all categories, he/she, at the discretion of the President/CEO, or designee at the recommendation of the department head, may be disciplined and or terminated.

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

**EMPLOYEE
DISAGREEMENT
WITH EVALUATION**

If an employee disagrees with any statement in an evaluation, he/she may attach a written rebuttal of performance evaluation factors to the Performance Evaluation in the file. Performance Evaluations are not grievable.

APPROVAL AND UPDATE HISTORY	November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures Section

201.08 – Inquiries Concerning Employees

OBJECTIVE To provide a central location for all inquiries concerning District employees or former employees.

METHOD OF OPERATION

GUIDELINES Inquiries concerning verification of employment are referred to Human Resources. However, when required by the SC Code of Laws, police leadership must comply with the background investigations process which may include verification of employment for a current or former police department employee.

Inquiries Concerning Employees

All employment verification inquiries from current or former employees, prospective employer of current or former employees, governmental agencies, or other organizations such as a financial or lending institution, are to be directed to the Human Resources Department for an official response.

Under no circumstances is any other employee authorized to provide a written or official employment verification response for the District. The Human Resources Department personnel are trained in responding to employment verification requests. Human Resources will also know whether a signed authorization to release information, from the current/former employee, is on file.

All requests for employment verification must contain the employee's or former employee's signature authorizing the release of information. In the case of current employees, as a courtesy, the Human Resources Department will notify the employee when employment verification information is requested.

When the signed authorization to release information is presented, the Human Resources —department, will release the following information as requested:

1. whether the individual is currently employed by the District
2. the employee's current or last job title
3. the dates of employment with the District
4. the current or final salary paid to the employee

Depending on the circumstances of the request, the District may give additional information.

The District does comply with the U.S. Department of Transportation (DOT) regulations in accordance with the Omnibus Transportation Employees Testing Act of 1991 and the with U.S. DOT rule 49 CFR Part 40.

Those personnel records, which are declared to be public records by virtue of South Carolina Code of Laws, Title 30 (Public Records) Chapter 1 and Chapter 4 (Freedom of Information Act), will be

Human Resources Policies and Procedures

Section 201.09 – Open Door Policy

opened for inspection to any person in accordance with the provisions of that statute.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.09 – Open Door Policy

OBJECTIVE The District is committed to creating the best work environment for its employees. The District has adopted an open-door policy for all employees, to encourage the workforce to raise concerns and resolve issues that pertain to the working environment and/or conditions of employment.

GUIDELINES The purpose of the District’s Open-Door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. The District’s open-door policy means that employees are free to talk with any manager at any time about any topic.

If an employee has any questions or concerns about his/her job, work conditions, or other employment-related issues, that employee is free to bring those issues to management’s attention. The District encourages employees to discuss issues and to ask questions openly with management without fear of retaliation. While the District may not be able to satisfactorily resolve all concerns or issues an employee may have, the District will listen to employee’s concerns and work with employees to address issues that arise during his/her employment.

Employees are encouraged to discuss concerns openly with management. Employees may bring issues to the attention of his/her immediate supervisor, his/her Department Director, his/her SVP/VP, and/or Human Resources. Employees also may bring any employment-related issues to the attention of the President/CEO.

The purpose of the Open-Door policy is to encourage communication and is not meant to circumvent the chain of command or the formal grievance procedure.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.10 – No Solicitation & Distribution

OBJECTIVE

In order to maintain and promote safe and efficient operations, employee discipline, and an attractive workplace, the District has established this policy which outlines solicitation, distribution of written material, and entry into District work areas.

The District encourages employees to support community activities and charities, however, employees should not engage in any solicitation or distribution of materials that violate the District's No Solicitation & Distribution Policy.

GUIDELINES

1. Employees are prohibited from distributing any materials during his/her working time. Working time" includes all time during which an employee is assigned to or engaged in the performance of job duties –but does not include scheduled breaks or meal periods during which time the employee is not assigned to or expected to perform any job duties. In addition, it does not include the time before and after the employee's shift.
2. Regardless of whether employees are on working time, employees are prohibited from distributing any materials in working areas. Working areas include all areas where work is actually performed, but does not include areas such as break rooms, parking lots, locker rooms.
3. Employees are prohibited from soliciting another employee during his/her working time or during the other employee's working time.
4. Solicitation and distribution of literature by non-employees on District property is prohibited.

While -Human Resources may approve certain charitable solicitations or distributions, non-employees are not otherwise permitted on District property to engage in any form of solicitation or distribution. Any prohibited solicitation or distribution of materials should be immediately reported to the ~~D~~department Director or to Human Resources.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.11 – ~~Bulletin Boards~~ District Communications

OBJECTIVE

The District uses ~~physical~~ various means of communication ~~bulletin boards~~ to ~~transmit~~ share ~~company~~ information ~~to~~ with employees. ~~Bulletin board postings facilitate communication on various workplace and business activities. Though the company also uses other communication methods (e.g. electronic bulletin board, e-mail), physical bulletin boards are useful in providing information to employees at a specific physical location. All District employees are responsible for checking these means of communication to ensure that they are informed.~~

GUIDELINES **BULLETIN BOARDS**

~~To set forth the District's policy with respect to bulletin boards. Information posted on District bulletin boards are strictly for business-related purposes only. The term bulletin board includes electronic bulletin boards. Employees are responsible for reviewing and knowing about posted District information. Employees are prohibited from removing, defacing, or in any way tampering with any information posted on District bulletin boards. Bulletin Boards are District property. and ~~E~~employees are prohibited from posting personal or non- business information on ~~them~~ bulletin boards. Human Resources, ~~D~~department Directors, or designees are allowed to approve information to be posted on District bulletin boards.~~

WORK EMAILS

Employees must regularly check their emails to ensure they are informed. Employees will be held accountable for District information shared via email. Per federal law, non-exempt employees may only check their work emails when they are clocked in (see policy 205.01, for more information).

EXPECTATIONS

Employees are responsible for reviewing and fully reading the information shared with employees by the District. This includes but is not limited to the information in the District employee newsletter (currently known as the W.O.W.), District computer lockscreens, the UKG intranet, Department Area Display Screens, and other means used by the District to communicate.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.12 – Confidential Information

OBJECTIVE

The Airport District has an obligation to protect the Confidential Information of our customers. As employees of the Airport District, we all have an obligation to maintain the privacy required by our customers during his/her usage of airport services and property.

DEFINITIONS

"Confidential Information" means the proprietary information and trade secrets of the District and its customers as described below:

(i) Included in "Confidential Information" are the object code and source code to the District's software, the District's marketing plans and strategies, the District's plans for new customer development, and any other information that the District marks confidential or by separate memorandum or e-mail informs you is confidential.

(ii) Also included in "Confidential Information" is any information of the District's customers that you have access to in performing your employment duties for the District. Credit Card, billing and any financial related information much be kept in complete confidentiality to protect our customers.

(iii) Excluded from "Confidential Information" is information that:
(x) you can prove was in your possession before you received it from the District; (y) is in the public domain through no fault of your own; or (z) you learned from a third party not related to the District. Information licensed by the District to customers under a confidentiality restriction is not considered to be in the public domain.

GENERAL

From time to time during the performance of your duties with the District, you may be exposed to information that is confidential, that may involve private company trade secrets, and/or sensitive information that is of a personal or business-related nature. For example, you may, during the performance of your duties, become aware of the anticipated travel plans of high-profile persons or celebrities. You may also be exposed to cargo or luggage of a personal nature, or proto-types of new products that contain experimental designs that are otherwise non-public.

If you are exposed to any such information, or become aware of any such information, you should assume that the information is not public and should not be shared. This means that you should not discuss the information with anyone in the District unless it is necessary for you to do so in the performance of your job, you should not disclose the information with other third parties.

It is not appropriate to record or take photos of any persons or items that may be of a personal or confidential nature. Furthermore, unless specifically authorized through the District's Social Media policy, you should not disclose, share or post on social media any information which contains, alludes to, or otherwise references any such confidential information.

Human Resources Policies and Procedures

Section 201.12 – Confidential Information

Nothing contained in this policy is intended to supersede or should be interpreted to prevent you from disclosing information as may be required by state or federal law or in connection with appropriate court proceedings.

NONDISCLOSURE

By ~~signature on this manual~~ electronically acknowledging this manual, you agree that you will not disclose Confidential Information to any third party not employed by the District unless the District authorizes you to do so in writing. You further agree that you will not use Confidential Information for any purpose except to perform your employment duties for the District. These agreements will continue to apply after you are no longer employed by the District. Violations of this policy could result in disciplinary action up to termination for employees or legal action for former employees.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.13 – Participating in Political Campaigns

OBJECTIVE	To provide guidelines to District employees participating in political campaigns for elective offices.
DEFINITIONS	District Property - Any District owned property. Employee – Any person employed by the District.
PROVISIONS	Nothing contained in this section shall be deemed to prohibit any public employee from expressing his opinions on any candidate or issue or from participating in any political campaign during his/her off-duty hours. The provisions of State Statute and/or Federal Statute govern in these matters and employees are directed to conform.
GUIDELINES	Employees may not campaign, wear, or display any campaign material while on duty on airport premises. Campaign material may not be displayed on or from his/her vehicle(s) while on District property. Bumper stickers on bumpers of privately-owned vehicles are an exception. Any employee may express an opinion on any candidate or issue or may participate in any political campaign during off-duty hours provided such activity is not in conflict with any provision of State Statutes or District policy. Any employee receiving a request from any candidate for public office for information concerning District business, other than usually and readily available to any citizen, must advise the candidate to submit the request in writing to the President/CEO. Each employee, as a voter, is encouraged to vote in all elections.
PROCEDURE	During a primary or general election, an employee who is registered to vote, whose hours of work do not allow sufficient time for voting is allowed time off with pay for this purpose. Where the polls are open two (2) hours before or two (2) hours after the regular scheduled work period, it is considered sufficient time for voting. No employee may participate on behalf of, or in opposition to, the campaign of any candidate during the particular employee's work hours. Any employee found violating any applicable provision of the State Statutes is subject to disciplinary action by the District including possible dismissal and, additionally, any penalty provided for violation of a State Statute. Any violation of this policy will be reported without undue delay to Human Resources. Human Resources is responsible for initiating an investigation of an alleged violation and for submitting his/her findings to the

Human Resources Policies and Procedures

Section 201.13 – Participating in Political Campaigns

appropriate executive leader and the President/CEO for appropriate action.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.14 – Conflicts of Interest

OBJECTIVE

To prescribe a policy for prevention of conflict of interest, potential for conflict of interest, acceptance of outside employment, and/or gratuities and divulgence of information.

METHOD OF OPERATION

COMMISSIONERS

Any District commissioner, or any entity that is owned by or affiliated with a commissioner or a commissioner's family, who is involved in a business transaction with the District in which there is a potential conflict of interest shall promptly notify the chairperson of the District commission in writing describing the nature of the business transaction and the potential conflict of interest. The transaction shall be authorized, approved or ratified by the District commission, as determined by the chairperson of the District commission. The District commissioner with the conflict of interest, shall disclose in writing the potential conflict of interest to the District commission, before any vote on the transaction and such disclosure shall be recorded in the minutes of the District commission meeting at which the written disclosure is made. Such disclosure shall include the material facts of the transaction and the District commissioner's financial interest in the transaction. The District commissioner with the conflict of interest shall refrain from voting on any such transaction, deliberating or taking any other action with respect to the business transaction. Any business transaction of the District that involves a potential conflict of interest with a District commissioner shall have terms that are at least as fair and reasonable to the District as those that would otherwise be available to the District if it were dealing with an unrelated party and, to the extent applicable under the District's policies and procedures and applicable law, the District issues a public request for proposals with respect to such business transaction.

No person, firm, or corporation may be deemed to be proposing to have a contractual relationship with the District or be proposing to render services to the District unless such person, firm, or corporation may submit a bid to the District for any District contract, may make a contractual offer to the District, or may request the District to consider entering a contractual relationship with the person, firm, or corporation.

GRATUITIES

No employee shall accept, or agree to accept, directly or indirectly, a favor, gift, loan, money, fee, service or other item of value in any form whatsoever from any entity, organization or individual if it is intended to reward or influence, or gives the appearance of rewarding or influencing the employee with respect to his/her

Human Resources Policies and Procedures

Section 201.14 – Conflicts of Interest

employment. This policy is not intended to prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service.

OUTSIDE EMPLOYMENT

No District employee, full-time or part-time, may accept a non-District job that will directly or indirectly affect or interfere with the normal conduct of an employee's position with the District.

- District employees' level 8 or above, Police Officers, Firefighters, or Operations Officers may not accept employment, full or part-time, with any tenant or outside company in a business contract with the District where there could be an actual or apparent conflict of interest. If outside employment with a non-conflicting company is accepted, the employee must receive prior approval by the immediate supervisor and the Department Director and ensure that the schedule does not conflict in any way with his or her schedule at GSP.
- District employees' level 7 or below or not in the above listed positions may accept employment with a company both within the airport or outside of the airport, subject to prior approval by the immediate supervisor and the Department Director and with assurances that the schedule does not conflict in any way with his or her schedule at GSP.

Should an employee consider securing outside employment, the employee shall complete the outside employment form located on the UKG intranet, then submit the form to their supervisor and department director for approval.

The completed form must be forwarded to Human Resources to be stored in the employee's personnel file.

DIVULGENCE OF INFORMATION

No employee shall furnish any information that was obtained as a result of employment with the District to gain personal advantage for him/herself or another. This must not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but will prohibit the use of or provision of information that would place the employee or the recipient in a vantage position over the general public, thereby constituting a violation of public trust. Employees shall, during both working and nonworking hours, act in a manner which will inspire trust in his/her integrity, impartiality and devotion to the best interests of the District, his/her fellow employees, customers, vendors and contractors. Employees shall not discuss Confidential Information outside of the workplace as defined in this Policy Manual.

Human Resources Policies and Procedures

Section 201.14 – Conflicts of Interest

INTEREST IN CONTRACT WITH THE DISTRICT

No employee of the District may be directly or indirectly employed by any person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the District or any department or agency of the District.

No person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the District or any department or agency thereof, may employ directly or indirectly any employee of the District, nor may any such firm or corporation have as a direct or indirect interested party thereof an employee of the District without prior approval from a District executive team member.

No person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the District or any department or agency thereof, may have a member of its Board be an employee, or as a direct or indirect interested party therein, may be eligible to be considered to have a contractual relation with or to render for any consideration, services to the District.

EMPLOYEES ASSOCIATED WITH AUDITING/ FINANCIAL CONSULTING FIRMS DOING BUSINESS WITH THE DISTRICT

No member of a current or former auditor or other financial consulting firm that is or has worked with the District can be hired by the District for a period of two years following such engagement.

INTEREST IN CONTRACT WITH THE DISTRICT- EMPLOYEES OF THE DISTRICT; EMPLOYEES OF BOARDS, ~~COMMISSIONS~~ AND AGENCIES MEMBERS OR BOARDS

No employee of the District or member of any board, ~~commission~~ or agency of the District may be directly or indirectly employed by any person, firm, or corporation, nor be directly or indirectly interested in any firm or corporation having, or proposing to have any contractual relation with or rendering, or proposing to render for any consideration, services to the District or any department, board, or agency thereof, when the approval, concurrence, decision, recommendation, or advice of the employee or member may be sought, obtained, or required in any connection with contract service.

No person, firm, or corporation, having or proposing to have any contractual relationship with, or rendering or proposing to render any consideration, services to the District or any department, board, or agency thereof, may employ or have as an interested party, directly or indirectly, any employee of the District, member of any board of the District, or employee of any board, ~~commission~~, or agency of the District, when the approval, concurrence, decision, recommendation or advice of such employee or member may be sought, obtained, or required in connection with such contract or service.

Human Resources Policies and Procedures

Section 201.14 – Conflicts of Interest

No person, firm, or corporation may be deemed to be proposing to have a contractual relationship with the District or be proposing to render services to the District unless such person, firm, or corporation may submit a bid to the District for any District contract, may make a contractual offer to the District, or may request the District to consider entering a contractual relationship with the person, firm, or corporation.

PENALTY

Violation of any provision of this procedure by a District employee or a family member of a District employee is sufficient cause for immediate dismissal of the employee.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.15 – Ethics Hotline

OBJECTIVE

The District is committed to conducting business with the highest ethical standards. To ensure attention to this standard of behavior, the District has established an ethics hotline program that provides a means of communicating concerns about potential violations of the law and state and local ethics codes. The purpose of the Hotline is to provide employees a place to report illegal or dishonest activity affecting the District's financial or business affairs by any District employee or any person or firm doing business with the District. Examples of such activity include: fraud, theft, embezzlement, bribery, kickbacks, dishonest or inaccurate accounting or recordkeeping, safety violations, or conflicts of interest.

Issues such as workplace violence, substance abuse, discrimination and/or sexual harassment should not be reported via this Hotline but should be directed to the District's Human Resources Department directly by calling Human Resources at 864-848-6298 or by emailing HR@gspairport.com.

3RD PARTY VENDOR & CONTACT INFORMATION

The Ethics Hotline is managed by an independent 3rd party service provider.

Employees may report fraud or ethics violations 24 hours a day, 7 days a week by telephone or online.

Call: 877-879-9802 or visit gspairport.ethicspoint.com.

Complaints to the Ethics Hotline may be made anonymously.

PROCEDURES

The Human Resources department is responsible for receiving complaints reported to the hotline and determining the priority of the complaint.

If the complaint is against the Human Resources Department the report will be directed to the President/CEO. Some cases may be rejected as Hotline cases. If this is done, and the complainant is not anonymous, the complainant will be notified.

(Rejections are typically based upon one or more of the following:

- not a hotline topic;
- no merit of complaint upon initial investigation;
- too much time elapsed since incident.

The reason(s) for the dismissal will be documented, and the complaining party contacted.

The complaint priorities are as follows:

- **Critical "Priority A"** complaints may require immediate attention regardless of the time of day. The President/CEO and/or other appropriate departments will be immediately notified by phone. Two alternate contacts will be identified in

Human Resources Policies and Procedures

Section 201.15 – Ethics Hotline

the event the primary cannot be reached. Priority A complaints will be reported directly to the Commission Chair only if the report involves the President/CEO).

Priority A reports consist of, but are not limited to, complaints regarding:

- Falsification of Company Records
- Fraud
- Fraudulent Insurance Claims
- Kickbacks
- Theft of Cash
- Theft of Goods/Services
- Workplace Violence
- **Urgent “Priority B”** complaints may require prompt but not immediate attention.

Priority B reports consist of, but are not limited to, complaints regarding:

- Accounting/Audit Irregularities
- Conflicts of Interest
- Improper Loans to Executives
- Retaliation against Whistleblowers
- **Not-Accepted “Priority C”** complaints will not be accepted as a Hotline case. (This will be documented with an explanation which could be referred to another more appropriate department.

Reports regarding the following should be reported directly to Human Resources or the appropriate District Department:

- Customer Relations
- Discrimination
- Employee Relations Issues
- Policy Issues
- Product Quality Concerns
- Safety and Sanitation Issues
- Sexual Harassment
- Substance Abuse
- Time Card Fraud
- Wage/Hour Issue

While Priority C issues are important to the District and this policy in no way is intended to minimize the significance of these issues, they are not appropriate for the Ethics Hotline and will be referred to and

Human Resources Policies and Procedures

Section 201.15 – Ethics Hotline

investigated by the Human Resources Department or appropriate District department.

The President/CEO will be notified of the alleged ethics violation in the Priority A & B categories, determined priority, and the investigation plan. The President/CEO will determine on a case by case basis, which, if any, of the complaints (not involving the President/CEO) are reported to the Airport Commission.

Upon completion of the investigation, Human Resources and the Department Director are notified and the appropriate disciplinary and/or remediation actions are taken with the involved employee(s).

Human Resources will notify the President/CEO of actions taken within 48 hours. Human Resources Leadership replies to the complainant regarding the outcome of his/her ethical complaint within 48 hours via the ethics hotline third party vendor.

Human Resources Leadership will generate a final report with recommendations that will be presented to the Executive Team.

The independent 3rd party ethics hotline company, will disseminate reports via email to recipients based on incident code.

The District will educate employees to ensure employee awareness of the Ethics Hotline.

APPROVAL AND UPDATE HISTORY	Scrivener change August 25, 2020 Scrivener change November 14, 2022
APPROVAL	September 9, 2019

ANTI-DISCRIMINATION AND HARASSMENT

Human Resources Policies and Procedures

Section 202.01 – Harassment

OBJECTIVE

The District is committed to providing a work environment in which all individuals are treated with equality, respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

The District will not tolerate discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the District will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Any complaint in violation of this policy will promptly be investigated and resolved appropriately. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

METHOD OF OPERATION

PROHIBITED CONDUCT AND DEFINITIONS

The District, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of the District's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, sex (including pregnancy, sexual orientation and gender identity) national origin, age, religion, disability status, genetic information, marital status, or any other status protected under applicable federal, state, or local laws.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions states in these anti-discrimination laws.

Harassment

The District is committed to providing a work environment in which all individuals are treated with equality, respect and dignity. In

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Section 202.01 – Harassment

keeping with this commitment, the District has adopted a policy of **zero** tolerance with regard to employee harassment.

Harassment is defined under federal law as unwelcome conduct (verbal, non-verbal, written or physical) that is based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

1. enduring offensive conduct become a condition of continued employment; or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Such conduct may include, but is not limited to: words, signs, jokes, pranks, cartoons, calendars, and comments about appearance, intimidation, bullying, physical contact or violence. Conduct can be considered harassment whether it occurs in person, via email, social media, etc.

Sexual Harassment

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical or written conduct of a sexual nature, when the conduct:

1. explicitly or implicitly affects a term of condition of an employee's employment;
2. is used as the basis for employment decisions affecting the employees; or
3. unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Such conduct may include but is not limited to: subtle or overt pressure for sexual favors, inappropriate touching, lewd, sexually oriented comments or jokes, foul or obscene language, posting of suggestive or sexually explicit posters, calendar, photographs, graffiti, or cartoons, and repeated requests for dates. Conduct can be considered sexual harassment whether it occurs in person, via email, social media, etc. The District further prohibits harassment and discrimination based on sex stereotyping. Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.

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Section 202.01 – Harassment

Workplace Bullying

The District defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interferences/sabotage that prevents work from getting done.
- Verbal Abuse.

Such conduct may include, but is not limited to:

- Verbal Bullying: slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assaults, damage to a person's work area or property.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g. overloading, underloading, withholding information, setting

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Section 202.01 – Harassment

deadlines that cannot be met, giving deliberately ambiguous instructions).

- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.

RESPONSIBILITIES Employee Responsibilities

All employees of the District have a responsibility to keep our environment free from unlawful discrimination, harassment and bullying. Any employee who believes he/she has been subjected to discrimination, harassment or bullying must contact his/her immediate supervisor, designated manager, or Human Resources.

Any employee who becomes aware of an incident of unlawful discrimination, harassment or bullying by any employee, customer, vendor, passenger, tenant employee, etc. whether by witnessing the incident or being told of it, must report it to his/her immediate supervisor, designated manager, and Human Resources.

All reports of unlawful discrimination or harassment, or of bullying will be promptly investigated and will be kept as confidential as possible without impeding the investigation. If you are found to have acted improperly towards another employee, customer, vendor, etc. you will be subject to disciplinary action, up to and including termination of employment. The District will also take additional action necessary to appropriately address employee concerns about discrimination, harassment or bullying.

Any employee who knowingly provides a false report of unlawful discrimination or harassment, or bullying will be subject to disciplinary action, up to and including termination of employment. Any employee who makes such a false statement shall be personally liable for any legal action taken by another employee in response to a false report.

The District will not tolerate retaliation against anyone who makes a good faith effort to report alleged unlawful discrimination or harassment, or bullying, or for participating in any investigation, proceeding, or hearing conducted by the EEOC or any state agency.

If an employee believes he/she is being retaliated against, he/she should promptly contact his/her supervisor and/or department head or Human Resources, so an investigation can be conducted.

Supervisor Responsibilities

All supervisors are expected to ensure that the work environment is free from discrimination, sexual and other harassment, and bullying.

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Section 202.01 – Harassment

Supervisors are responsible for the application and communication of this policy within his/her work areas. Supervisor's should:

- Encourage employees to report any violations of this policy *before* the conduct becomes severe or pervasive.
- Make sure the Human Resources department is made aware of any inappropriate behavior in the workplace.
- Create a work environment where discrimination, sexual and other harassment, and bullying is not permitted.

COMPLAINT PROCEDURES

Employees should report incidents of inappropriate behavior, as soon as possible after the occurrence. Any employee who feels that he or she has suffered any form of discrimination, harassment, bullying or retaliation by anyone must immediately report the alleged conduct to his/her immediate supervisor, designated manager, and Human Resources so that an investigation can be conducted. If the complaint concerns the supervisor, the employee should immediately report any concerns to the Human Resources department. Complaints of discrimination, harassment, bullying or retaliation may also be brought directly to the President/CEO.

Any employee witnessing, or having reason to believe a claim or instance of sexual harassment relating to an employee must report such potential claim to Human Resources.

INVESTIGATION PROCEDURES

Upon the receipt of a complaint of harassment, the President/CEO shall be advised; or if the complaint is against the President/CEO, the District Chair and/or Vice Chair shall be advised. It is the District's policy to investigate all harassment complaints thoroughly, impartially and promptly. To the fullest extent practicable, the District will maintain the confidentiality of those involved. Human Resources Leadership will have primary responsibility for investigating any and all complaints relating to employee misconduct. However, some investigations may be assigned to a District designee with direction from Human Resources Leadership. Any District designee assigned to conduct an investigation must have completed training with the Human Resources Department in conducting investigations.

Human Resources Leadership shall:

- Promptly interview and obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant and accused.
- Determine if there is a potential for risk occurrence. If there is a potential, take all measures appropriate to protect employees, visitors and property.
- Complete an investigation report and provide all relevant and necessary information, including findings.

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Based on the investigation, Human Resources or assigned designee must determine the outcome of the investigation and the appropriate action, if any, to be taken. This determination shall be documented in writing and made part of the investigative report.

All employees are expected to cooperate fully with any ongoing investigation regarding a discrimination, sexual or other harassment or bullying incident.

Retention and/or release of investigative reporting: Human Resources will retain all records relative to the investigation in a secure area. The District will not release any investigative files, including but not limited to interviews and findings, unless requested by a court authorized request, such as Subpoena or Court Order.

COMPLAINT DISPOSITION

Human Resources or designee will notify the complaining party of the outcome of the investigation.

DISCIPLINARY ACTIONS

Any employee of the District whom Human Resources or designee has determined to have violated this policy shall be subject to disciplinary action up to and including termination.

Any employee in a supervisor position or higher, that has actual knowledge of discrimination, sexual or other harassment, or bullying involving any employee(s) and does not take corrective action and report the matter directly to Human Resources may be subject to discipline up to and including termination.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 202.02 – Equal Employment Opportunity

OBJECTIVE

The District is an Equal Opportunity Employer. This policy reaffirms the District’s commitment to Equal Employment Opportunities and to compliance with federal and state laws.

METHOD OF OPERATION

GENERAL

It is the policy of the District not to discriminate or tolerate harassment against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, childbirth and related medical conditions (including, but not limited to, lactation)), sexual orientation, national origin (including ancestry), age (40 and over), marital status, genetic information, disability, ~~or~~ veteran status, or gender identity.

This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain his/her legal rights under any Federal, State, or local EEO law is prohibited.

Employment decisions are made with the principal of Equal Employment Opportunity.

All appointed officials, managerial and supervisory employees are responsible for supporting this policy and for the furtherance of the principal of Equal Employment Opportunity in all Human Resources matters.

Human Resources is responsible for overall compliance and shall maintain personnel records in compliance with applicable laws and regulations.

It shall be prohibited for any person employed by the District to discriminate or take any other retaliatory action against an individual who in good faith has opposed an alleged unlawful employment practice or has made a charge, testified, assisted or participated in an investigation, proceeding or hearing that is protected from retaliation under federal or state law.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 202.03 – Americans with Disabilities Act (ADA/ADAA)

OBJECTIVE

It is the policy of the District to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the District's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

METHOD OF OPERATION

GENERAL

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The District complies with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) and applicable federal, state and local laws in ensuring equal opportunity and employment for qualified persons with disabilities. All employment practices, terms, and conditions of employment and privileges of employment are conducted on a non-discriminatory basis.

An employee with a disability who feels he/she needs a reasonable accommodation in order to continue performing the essential function(s) of his or her position should contact his or her immediate supervisor. On receipt of an accommodation request, the District will engage in an interactive process with the employee to view possible reasonable accommodation options consistent with the ADA/ADAAA. Reasonable accommodations which do not result in an undue hardship on the operation of the District will be considered for all employees with physical or mental disabilities where his/her disabilities affect his/her ability to perform the essential functions of his/her job. All employment decisions are based on the merits of the situation in accordance with applicable job criteria, not the disability of any individual.

An employee who has questions regarding this policy or believes that he/she has been discriminated against based on a disability should notify Human Resources. All such inquiries will be treated as confidentially as possible without impeding the investigation process.

All appointed officials, managerial and supervisory employees are responsible for supporting this policy and principal of complying with the Americans with Disabilities Act in all Human Resources matters.

Human Resources Policies and Procedures

Section 202.03 – Americans with Disabilities Act (ADA/ADAA)

Human Resources is responsible for the overall compliance and shall maintain personnel records in compliance with applicable laws and regulations, including resolution of reasonable accommodation, safety and undue hardship issues.

PROCEDURES

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the District. Contact the Human Resources Department with any questions or requests for accommodation.

All employees are required to comply with the District's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until a District decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the District's ADA policy.

The Human Resources Department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

TERMS USED IN THIS POLICY

As used in this ADA policy, the following terms have the indicated meaning:

- A. Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- B. Major life activities:
 - Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
 - Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological,

Human Resources Policies and Procedures

Section 202.03 – Americans with Disabilities Act (ADA/ADAA)

musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.

- C. Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- D. Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- E. Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- F. Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- G. Undue hardship: An action requiring significant difficulty or expense by the employer.
- H. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - The nature and cost of the accommodation.
 - The overall financial resources of the facility or facilities involved in the provision of the reasonable

Human Resources Policies and Procedures

Section 202.03 – Americans with Disabilities Act (ADA/ADAA)

accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.

- The overall financial resources of the District; the size, number, type and location of facilities.
- The type of operations of the District, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the District.

- I. Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

SAFETY, SECURITY AND HEALTH

Human Resources Policies and Procedures

Section 203.01 – Safety

OBJECTIVE

The safety of all employees and the general safe welfare of all people are a primary concern of the District and the District strives to provide a safe and healthy environment for all employees and to the general public. To achieve this goal, the District will maintain health and safety programs that give primary importance to protecting employees from occupationally induced injury and illness. To be successful, participation from all employees is required.

The District requires employees to use safety equipment when deemed necessary for the work assignment. Employees are responsible for developing a safety-minded attitude, and continuously practicing safety while performing his/her duties. Operating methods and procedures must be followed, and employees are trained with regard to safety conditions. Safety is everyone's responsibility.

The District will also provide equipment and facilities that promote safety and injury prevention.

Some health and safety programs will differ between departments. Be familiar with and follow safety programs specific to each department and/or facility.

GUIDELINES

Employees are responsible for developing a safety-minded attitude, and continuously practicing safety while performing his/her duties, whether on District property or while on business on behalf of the District. It is an employee's responsibility to inform the appropriate manager immediately of any potentially hazardous situations.

Each employee should make every effort to attend safety and health training opportunities in order to display commitment to support the District's safety value.

The District will provide equipment (to include Personal Protective Equipment (PPE)) and facilities that promote safety and injury prevention.

Some health and safety policies will differ between departments. Be familiar with and follow safety policies specific to your position, department and work areas.

While it is impossible to list every single rule necessary for the health and safety of all employees, below are some of the guidelines employees should observe for his/her safety and the safety of others:

- Any work-related accident or incident, no matter how small, even if injury or damage does not occur or is not obvious, must be reported immediately to the employee's immediate supervisor.
- Report all hazards or unsafe conditions to the immediate supervisor.
- Maintain good housekeeping in his/her work area.

Human Resources Policies and Procedures

Section 203.01 – Safety

- Do not attempt to lift or push objects that are too heavy. Ask for assistance. Lift, where possible, by bending the knees, keeping body straight and pushing entire body upward.
- Employees must observe all safety rules, regulations and standard operating procedures of the District.
- Employees must wear personal protective equipment (PPE) in those departments and work areas where required, and for operations where such equipment is furnished.
- Employees are expected to wear clothing that cannot be caught in equipment or could possibly be unsafe. Safety shoes are required in some work areas. Some work areas may require closed toe/closed heel shoes to be worn before entering. Jewelry and length of hair may be restricted in some work areas.
- Reckless, careless, hazardous or improper use of District equipment is not permitted.
- All unsafe conditions, damaged tools, or defective equipment must be reported to a supervisor immediately.
- All hazardous materials must be labeled, proper documentation filed, and employees trained in the use of such materials.
- Foods and beverages must be stored and consumed in designated areas only.
- Smoking is allowed in designated areas only.
- Employees may only operate machinery and equipment they have been authorized and trained to operate.
- Employees are prohibited from removing, altering, or tampering with safety guards or other safety equipment.
- All employees should observe safe driving practices when driving District vehicles/equipment, both on and off District property.
- All employees are expected to keep his/her work areas neat and clean.
- Employees are expected to clean up his/her eating areas after they are finished.
- Aisles, doors and exits cannot be partially or wholly blocked.
- All employees and his/her passengers must wear a seatbelt while on District business or in any District vehicle/equipment that is equipped with seatbelts. The only exception is if a District Standard Operating Procedure (SOP) states otherwise.
- Electric repairs are to be made by authorized employees only. All equipment must be tagged and locked out during repair.

Human Resources Policies and Procedures

Section 203.01 – Safety

- Employees who may be exposed to hazardous or chemical environments will receive training in the “right-to-know” law pertaining to storage and handling and hazardous material.

Safety Data Sheets (SDSs) are readily accessible to employees for all hazardous chemicals in the workplace. SDSs are located online for all employees to access. Hardcopies are located in Facilities.

APPROVAL AND UPDATE HISTORY	
Approval	September 9, 2019

Human Resources Policies and Procedures

Section 203.02 – Security Identification Cards

OBJECTIVE For security and safety reasons, employees are issued identification cards at the time of hire.

METHOD OF OPERATION

- POLICY**
1. Security identification cards are issued at the Airport Badging Office.
 2. These cards must be worn at all times when working and also when in any sterile and/or secured area.
 3. An employee should immediately contact the Airport Operations Center (AOC) if his/her identification card is lost or stolen. Failure to do so may result in discipline up to and including immediate termination.
 4. If an employee terminates employment, his/her Security Identification Card must be returned on or before the last day in the pay period in which he/she is employed. Failure to do so may result in the loss of any accrued benefits in addition to having the cost of the badge deducted from the final paycheck
 5. If an identification card is lost there will be a charge to replace it. The employee is responsible for the cost of the replacement as adopted in the annual budget process. If a card is lost three (3) or more times the President/CEO or designee may take other disciplinary action.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.03 – Workplace Violence and Weapons

OBJECTIVE

The District is committed to preventing workplace violence and to maintaining a safe work environment. The District has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur on or offsite.

METHOD OF OPERATION

GENERAL

Certain District positions require the use of weapons as part of their job responsibilities. District provided weapons for specific job responsibilities are not considered a personal weapon. Operations and Police use of District issued firearms on District time must be in accordance with departmental standard operating procedures.

Police officers are authorized to carry approved personal backup weapons. The carrying of an approved backup weapon shall be in accordance with Police Department standard operating procedures. All backup weapons shall be approved and certified per departmental SOPs prior to carrying. No other personal firearms are ever permitted in any District building, facility or District vehicle while working or while on District time. Personal weapons being lawfully transported or stored in a privately-owned vehicle in accordance with State Law are allowable as long as the weapon(s) remains inside the private vehicle at all times while on District property and is never inside any sterile or secured areas. Personal weapons other than approved Police officer backup weapons are never permitted in a District building, facility, District vehicle, nor inside a secured or sterile area and must remain within a private vehicle unless being used in accordance with the Outdoor Recreation procedure and additional interim guidance outlined below.

District employees participating in recreational hunting on District property or utilizing the District firing range on personal time must comply with the Outdoor Recreation procedures. The Outdoor Recreation procedures do not allow any personal firearms inside District buildings, facilities, or District vehicles at any time.

Some District positions may require the use and/or carrying of a personal multi-tool (i.e. "Leatherman") and/or pocketknives. Multi-tools and/or pocketknives may only be carried when considered a "tool of the trade" and are authorized by department directors. Use of such tools are limited to utility purposes only. No automatic, pushbutton or ejector knives are allowed. Any multi-tools and/or

Human Resources Policies and Procedures

Section 203.03 – Workplace Violence and Weapons

pocketknives must be foldable/closable, and the blade length shall not exceed 4.00". District employees that are authorized to carry such tools are responsible for maintaining control and possession of their tools at all times and especially when working in a sterile or secure area.

PROHIBITED CONDUCT

The District prohibits employees from possessing or carrying personal weapons of any kind in the District's buildings, facilities, property, or vehicles, or while doing any work on District time. This includes:

- Any form of weapon, to include pocket knives, or explosive materials;
- Any and all firearms.

If an employee is unsure as to whether or not an item is covered by this policy, he/she should contact Human Resources.

The District has a **zero** tolerance for any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, are examples of conduct that is prohibited.

1. Causing physical injury to another person.
2. Making threatening remarks.
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subject another individual to emotional distress.
4. Committing acts motivated by, or related to unlawful harassment, sexual harassment, or domestic violence.

ENFORCEMENT

Threats, threatening conduct, any other acts of aggression or violence, or carrying personal weapons in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the District premises will be reported to the proper authorities.

PROCEDURE FOR FILING A COMPLAINT OR REPORTING THREATENING OR VIOLENT BEHAVIOR

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported immediately to a supervisor, law enforcement personnel, human resources, or any member of the Executive Team. When reporting a threat of incident of violence, the employee should be as specific and detailed as possible. Employees, excluding law enforcement personnel, should not place themselves in peril, nor should they attempt to intercede during an incident.

Any potentially dangerous situation must be reported immediately to an employee's supervisor. The employee and/or supervisor then

Human Resources Policies and Procedures

Section 203.03 – Workplace Violence and Weapons

notify the department head, Human Resources, and appropriate executive team member as appropriate.

Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know-basis.

Employees should promptly inform the Human Resources department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regards to domestic violence. The District will not retaliate against employees making good-faith reports. The District is committed to supporting victims of domestic violence by providing referrals to the Employee Assistance Program (EAP) and community resources and providing time off for reasons related to domestic violence.

INVESTIGATIVE PROCEDURES

Upon the receipt of a complaint of workplace violence, the President/CEO shall be advised; or if the complaint is against the President/CEO, the District Chair and/or Vice Chair shall be advised. It is the District's policy to investigate all complaints of workplace violence thoroughly, impartially, and promptly. To the fullest extent practicable, the District will maintain the confidentiality of those involved. Human Resources will have primary responsibility for investigating all complaints relating to employee misconduct. However, some investigations may be assigned to a District designee with direction from Human Resources Leadership. Any District designee assigned to conduct an investigation must have completed training with Human Resources in conducting investigations.

Human Resources shall:

Promptly interview and obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant. Determine if there is a potential for risk occurrence. If there is potential, take all measures appropriate to protect employees, visitors and District property, which may include notifying the appropriate law enforcement agency.

Retention and/or release of investigative reporting:

Human Resources will retain all records relative to the investigation in a secure area. The District will not release any investigative files, including but not limited to interviews and findings, unless requested by a court authorized request, such as Subpoena or Court Order.

COMPLAINT DISPOSITION

When appropriate, Human Resources will inform the complaining party of the outcome of the investigation.

DISCIPLINARY ACTIONS

Any employee of the District whom of Human Resources, or the Executive team has determined to have demonstrated or been

Human Resources Policies and Procedures

Section 203.03 – Workplace Violence and Weapons

involved with workplace violence shall be subject to disciplinary action up to and including termination.

Any employee in a supervisory capacity who has actual knowledge of workplace violence involving District employee, or personal weapons being carried in violation of this policy and does not report the matter directly to Human Resources shall be subject to discipline up to and including termination.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.04 – Drug-Free Workplace

OBJECTIVE

The District, in keeping with the provisions of the Drug-Free Workplace Act of 1988, has a longstanding commitment to providing and maintaining a substance abuse free working environment for the safety, physical and mental health of all employees and the public whom the District serves.

The District recognizes that drug and/or alcohol abuse pose a threat to the health and safety- as an illness and is a major health problem. The District establishes this policy on the abuse of alcohol and the use of illegal drugs by its employees.

METHOD OF OPERATION

GENERAL

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment with the District.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with his/her doctors about the medications' effect on his/her fitness for duty and ability to work safely and promptly disclose any work restrictions to his/her supervisor and/or department director and Human Resources. Employees should not, however, disclose underlying medication conditions unless directed to do so.

Some employees of the District perform job duties which are specifically regulated by the Department of Transportation (Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration). Those employees must meet the requirements of both this policy and the federal regulations for employees regulated by the Department of Transportation.

The unlawful use, manufacture, distribution, dispensation, possession or working while under the influence of an illegal drug or controlled substance in or on any District facility, owned/leased vehicle or equipment, or while on District business is strictly prohibited. Alcoholic beverages may be dispensed at Official District functions. On duty District employees are prohibited from consuming alcoholic beverages at such functions, unless given authorization by a Department director or above. Consumption of such alcoholic beverages should be limited.

No employee shall report for duty or remain on duty that requires performing safety sensitive functions when the employee uses any controlled substance, except when the use is at the instruction of a physician who has advised the employee that the substance does not adversely affect the ability to perform his/her job safely. Violations

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of this policy will result in disciplinary action, up to and including termination.

Employees needing help in dealing with such problems are encouraged to get professional assistance. Please contact Human Resources if you need information regarding whether the District's insurance benefits will cover counseling.

A copy of this Drug-Free Workplace Policy is issued and signed for by each employee. District employees who perform DOT regulated duties will also receive and sign for the US DOT Office of Drug & Alcohol Policy and Compliance: What Employees Need to Know about DOT Drug & Alcohol Testing. Employees must abide by the terms of the policy and report any conviction under criminal drug statute for violations occurring on or off District premises while conducting business. A report of a conviction must be made within five (5) business days after the conviction. The Drug-Free Workplace Act of 1988 mandates this requirement.

STATEMENT OF POLICY

It is the District's intent to maintain a "Drug-Free Workplace". Employees must refrain from reporting to work or working with the presence of drugs or alcohol in his/her body. In addition to possible disciplinary procedures and termination as a result of any violation of this Drug-Free Workplace Program, an employee injured in the course and scope of employment who after investigation and determination that testing is appropriate, but the employee refuses to submit to a test for drugs or alcohol, or is tested and had a positive confirmation of drug or alcohol use, may forfeit his/her eligibility for medical and indemnity benefits under the Workers' Compensation Act.

While the District understands that employees and applicants under a physician's care may be required to use prescription and over-the-counter drugs, the failure to take prescription drugs in strict accordance with the prescription is a violation of this policy. Any employee who abuses prescription medication is subject to disciplinary action up to and including termination.

DRUG USE

Employees are prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of illegal drugs while on or off the job. As used in this policy, improper drug use is the use of any drug which is not legally obtainable; which is legally obtainable but has not been legally obtained; or which is being used in a manner or for a purpose other than prescribed (for example, use of depressants and stimulants not prescribed for current personal treatment by a locally treating licensed physician). Employees who violate this policy will be subject to disciplinary action including possible termination.

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ALCOHOL USE

Employees are absolutely prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of alcohol while on duty, while on District property, or on any work site, with the exception of authorized official District functions. "Alcohol" meaning ethyl alcohol (ethanol) and includes beverage, mixture or preparation containing ethyl alcohol, including but not limited to, distilled spirits, wine, malt beverages, and intoxicating liquors. With regard to alcohol, an employee may also be determined to be "under the influence of alcohol" for purposes of this policy if the employee has a breath alcohol concentration (BAC) of 0.04 or higher. Employees who violate this policy will be subject to disciplinary action including possible termination. DOT regulated employees or District employees performing safety-sensitive functions or those with access to safety/sensitive areas will be prohibited from access or performance of such duties if his/her breath alcohol concentration is at or above 0.02 – 0.039.

USE OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

Employees must notify his/her supervisor upon entry to the work area, when using any medication that may limit his/her ability to perform his/her job. Such notification may be confidentially given. Verification of any and all medication may be required. Where prescription medication is involved, verification may include the employee submitting a prescription copy of a physician's statement showing medication required and dates of use. Failure to report the use of medication or failure to verify the use of medication may result in disciplinary action including possible termination.

DRUG OR ALCOHOL VIOLATIONS

Employees are required to notify his/her supervisor or Human Resources immediately upon his/her next reporting for work of any alcohol or drug-related arrest, conviction or administrative action.

In deciding what action to take, the employee's supervisor/department director, Human Resources Leadership, the Senior Vice President and Chief Operating Officer, and the President/CEO will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the District and other factors relative to the impact of the employee's conviction or ~~no contest~~ ~~nolo contendere~~ plea upon the conduct of the District. The District complies with the EEOC's guidelines regarding criminal arrests and convictions and will consider all arrests and convictions on an individual basis as the arrest or conviction relates to the employee's job.

DUTY TO REPORT EMPLOYEE DRUG AND SUBSTANCE ABUSE

Employees must immediately report violations of these policies by other employees. Any employee who, in good faith based on reasonable suspicion, reports an alleged violation of this policy, or any supervisor who investigates or acts in good faith based on reasonable suspicion, shall not be harassed, retaliated against, or discriminated against in any way for making reports or participating in any investigation or action based thereon. To the extent possible,

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the reporting of employee drug and substance abuse will be kept confidential, if confidentiality can be maintained without impeding the investigation process.

CONFIDENTIALITY

All information, interviews, reports, statements, memoranda, and drug or alcohol test results, written or otherwise, received by the District through the drug and alcohol testing program will be kept confidential. Also, laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their personnel who receive or have access to information concerning drug test results shall keep all information confidential. Unless compelled by a hearing officer, regulatory auditor or inspector, court, professional or occupational licensing board, information regarding drug testing may be released only by the voluntary written consent of the person tested.

Nothing in this provision shall be construed to prohibit the District or laboratory conducting a drug test from having access to employee drug test information when information is relevant to a defense in a civil administrative matter and when necessary for employment decisions affecting an employee.

PRE-EMPLOYMENT DRUG TESTING

It will be the policy of the District for all applicants who are being considered for employment to undergo screening for the presence of Drugs. All applicants must successfully complete a pre-employment drug testing after a conditional offer of employment has been made. An applicant who refuses to take the test or whose test results are confirmed positive, adulterated, substituted, or invalid will be denied employment at that time, but may apply for employment with the District after one (1) year.

The job applicant has the right to consult the Airport designated Medical Review Officer (MRO). The Human Resources Department maintains current contact information of the Medical Review Officer for technical information regarding prescription and non-prescription medication and the possible affect these drugs may have on the outcome of the drug test. If the job applicant is using prescription or nonprescription medications, which may affect the outcome of a drug test, he/she must report the use when contacted by the MRO who reviews and establishes the final result status of all drug tests.

EMPLOYEE DRUG/ALCOHOL TESTING

The District will maintain drug and alcohol testing practices to maintain a drugfree workplace and identify employees who are working under the influence of drugs or alcohol.

The District testing practices will include testing for the following reasons:

1. Reasonable suspicion will be conducted when a trained department head and/or supervisor and/or designee observes

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indicators of drug or alcohol abuse or drug or alcohol possession, which may include:

- Direct observation of drug use possession.
 - Abnormal conduct, poor work performance, direct observation of drug use or unauthorized alcohol use.
 - ~~When an employee who has been involved in an accident while at work demonstrates observable conditions of impairment.~~
 - An on-the-job unsafe practice that endangers the employee or others or risks significant property damage to county or others' property.
 - When an employee's observed behavior is significantly abnormal or indicative of impairment.
 - When there is evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on District property, or while operating District vehicles, machinery or other equipment.
 - Employee's observed physical appearance or condition (smell, slurring speech, stumbling, or impaired gait, etc.) indicates potential use of alcohol or drugs.
 - Information that is provided by reliable and credible sources and has been independently corroborated.
 - Evidence that the employee tampered with a previous drug test.
2. Follow-up testing designated by the Substance Abuse Professional for up to five (5) years after a voluntary admission or an employee who tests positive for alcohol or illegal drugs, and fully completes a required drug or alcohol rehabilitation program.
 3. Post-accident testing will occur for those employees involved and for whom the investigation by a supervisor or designee indicates that the employee's performance, behavior or physical condition did or may have contributed to the accident.
Testing will always occur following:
 - a. Any serious workplace accident that causes a fatality,
 - b. Results in injury to any individual requiring immediate removal to a medical facility for treatment,
 - c. Any accident that caused damage, ~~estimated at the scene in excess of \$2,500.~~
 4. The District will always test employees transferring into a position regulated by the FAA or FMCSA, as required by the DOT, prior to the transfer.
 5. The District reserves the right to conduct random drug and alcohol testing of all employees in Non-DOT regulated positions. All employees in DOT regulated positions will be

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random drug tested in accordance with DOT regulations.

6. Return to Work: An employee who was suspended for a positive alcohol/ drug test, under District authority, may be returned to active duty, depending on job availability, when the District receives a return-to-work authorization from the District-approved Substance Abuse Professional and the employee provides a negative return-to-work test.

Employees who are directed to submit to a drug and/or alcohol test and refuse to do so are in violation of this policy and will be subject to discipline including possible termination. Likewise, if the test results are confirmed positive, the employee will be in violation of this policy and subject to discipline including possible termination. Employees are also subject to disciplinary action, up to and including termination, for falsifying, tampering with, or altering a drug test.

REASONABLE SUSPICION PROCEDURES

Reasonable suspicion will be conducted when a trained department director and/or supervisor and/or designee observes indicators of drug or alcohol abuse or drug or alcohol possession.

The supervisor will request another supervisor's (trained employee and/or HR) opinion (both supervisors must agree) prior to requesting an employee to take a reasonable suspicion drug/alcohol test. This will not be construed as an opportunity for an employee to delay testing. Employees may not operate District vehicles or equipment after being notified that a reasonable suspicion test is warranted. Additionally, employees believed to be under the influence or impaired for any reason shall be tested at a medical facility designated by the District. Under no circumstance is the employee to drive him/herself. Following the testing, the employee will be transported home at the District's expense, or provided the opportunity to contact a non-employee for a ride. The employee will be informed that the law enforcement authorities shall be notified of his/her vehicle license number if the employee insists on driving. At least two district representatives must accompany the employee to the testing facility.

Employees who test negative will be transported back to the District and will remain on paid status for the completion of the shift or if normal work hours are exceeded, until leaving the normal place of work. Employees whose tests are not immediately available will be transported from the test site to his/her residence at the District's expense, or be provided the opportunity to contact a non-employee for a ride.

RANDOM TESTING

All employees will be subject to being selected for random drug/alcohol testing on an unannounced, random basis throughout the year. Employees may be selected for either drug testing alone or both drug and alcohol testing. Selection will be done by a third party. Every employee will have an equal chance of being selected every time a selection is made. Employees will be notified of his/her

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selection during the shift and will be expected to submit at that time to the drug/alcohol testing. Employees need not be escorted by supervisors to the testing site. Random testing selection rates will be in accordance with DOT regulations, for both DOT and non-DOT regulated employees.

REFUSAL TO TEST

Refusal or failing to submit an adequate specimen for drug or alcohol testing or specimen tampering during specimen collection, as defined by the Medical Review Officer (MRO), constitutes insubordination and will be treated as if the employee has tested positive. The employee will be subject to discipline up to and including termination.

Refusal to test includes, but is not limited to:

- Refusing to take a drug or alcohol test
- Tampering with or attempting to adulterate the specimen or collection procedure
- Not reporting to the collection site in the time allotted
- Providing false or inaccurate information
- Leaving the scene of an accident or incident without a valid reason, after being instructed to submit for a drug and/or alcohol test

CONFIRMATION OF DRUG TEST

The District will perform a confirmation test on any positive test result for an employee under this policy, and the District will provide for the administration of a second breath alcohol test no sooner than fifteen (15) minutes or later than thirty (30) minutes of the first test. When an employee receives a positive test result, the District will notify the employee in writing within twenty-four (24) hours of the positive test result.

CHALLENGE OF A POSITIVE DRUG TEST

An employee who receives confirmed positive test result may request a retest of the same sample by notifying the District's MRO within seventy-two (72) hours of the MRO's notification to the donor of the positive test results. All retesting costs are the direct expense of the employee/individual requesting the retest of the samples.

DRUG/ALCOHOL TESTING PROCEDURE

Drug and alcohol testing shall be conducted in strict accordance with federal regulations to ensure accurate, reliability, and confidentiality. Testing records and results will be released only to those authorized by the federal drug and alcohol testing rules to receive such information. The District will make every appropriate effort to protect the employee's privacy and dignity during the sample collection, testing and notification process.

1. The District will determine for non-DOT regulated employees, which drugs the test will be performed and the cutoff levels at or above which a test result will be considered positive proof of drug and/or alcohol usage. All DOT regulated testing will

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comply with the federal drug and alcohol testing procedures and federal chain of custody or alcohol test forms. All chain of custody forms (non-DOT or DOT) may be electronic.

2. If an employee refuses to consent to testing, fails to appear for testing, tampers with the test, or otherwise fails to cooperate with the testing procedure, he will be considered to have refused testing, be in violation of this policy, and will suffer the same disciplinary action as a confirmed positive drug or alcohol test.

DISCIPLINARY ACTION

If an employee tests positive, the District shall immediately place the employee on personal leave. If there is insufficient accrued personal leave, the employee will be placed on leave of absence without pay. The purpose is three-fold:

1. To prevent the employee from endangering co-workers, the public or himself/herself.
2. To determine the appropriate disciplinary action to be taken under the particular circumstances.
3. To comply with Department of Transportation (DOT) requirements found in separate DOT regulations, as appropriate.

Violation of this policy will subject employee to disciplinary action up to and including immediate termination. The determination of what disciplinary action is appropriate for violation of this policy rests solely with the District. Discipline may be based not only on the violation of this policy, but also on prior poor performance, workplace misconduct, other rule or violations, and any other factors which the District determines to be relevant. This policy in no way implies or creates any contract or obligation to follow any particular procedure.

REFERRAL TO EMPLOYEE ASSISTANCE PROGRAM

An employee who has tested positive and who has been referred to the Employee Assistance Program or other appropriate treatment program and who refuses this referral shall be terminated for cause. Nothing in this policy guarantees an employee the opportunity for a referral to the Employee Assistance Program. The District shall determine the appropriate disciplinary action, and whether an employee will be provided the opportunity for referral to the Employee Assistance Program, under the particular facts of each case.

An Employee who accepts treatment must understand he/she is required to complete such program. Failure to do so will result in termination for cause.

An Employee who completes treatment will be required to furnish proof of such completion to Human Resources. ~~This proof will be reviewed by the District designated Medical Review Officer or designee as pt of a fitness for duty medical examination prior to the employee being reinstated to work status.~~

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VOLUNTARY REQUEST FOR TREATMENT

The District maintains an Employee Assistance Program (EAP) which provides help to employees who suffer from alcohol or drug abuse or other personal or emotional problems which may affect the workplace. Employees with such problems may seek confidential assistance from the EAP or other community resources before drug or alcohol problems lead to disciplinary action, which can include discharge for a first offense. Information about self-referral to the EAP is confidential and will not be disseminated without the employee’s consent. An employee is not subject to discipline solely as a result of a self-referral to the EAP for treatment; however, use of the EAP or other community resources will not shield the employee from disciplinary action for a violation of the District’s Drug-Free Workplace policy if such violation comes to the District’s attention through other means, such as direct observation, poor performance, drug testing, etc.

An employee in this category shall be placed on personal leave. If there is insufficient accrued personal leave the employee will be placed on leave of absence without pay. The District also reserves the discretion to determine to reassign an employee during referral to the EAP. If it is necessary for an employee to miss extensive time away from work while enrolled in an EAP, the employee has no guarantee of job protection while in the EAP program.

The employee must understand he/she is to complete the treatment program and will be required to furnish proof of such completion to Human Resources. ~~This proof will be reviewed by the District’s designated medical doctor as part of a fitness for duty medical examination prior to the employee being reinstated to work status.~~

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

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OBJECTIVE

This policy addresses assignment of District vehicles for business use, for home-to-work commuting and after-hours use, the use of personal vehicles for District business, mileage allowances, general motor vehicle safety expectations, and reporting requirements for District vehicle/equipment operators.

GUIDELINES

ASSIGNMENT OF DISTRICT VEHICLES FOR OPERATIONAL CONSIDERATIONS

Vehicles provided or assigned to District employees, at all times, remain the property of the District and the employee's use of the vehicle shall be at the sole discretion of the District, subject to change at any time. District employees are responsible for the care and maintenance of the vehicle and may be responsible for any damage. Drivers are responsible for the safe use and operation of the vehicle at all times, including the conduct of passengers.

District vehicles may be assigned to specified employees on a 24-hour basis when that person is responsible for responding to emergency situations. Assignments must be authorized by the President/CEO or designee and may be authorized on a continuous basis or a specified period of time. Under no circumstance will anyone other than an authorized District employee be assigned a District vehicle.

Assignment is authorized under this policy when:

1. There is considerable workday usage of the vehicle
2. The employee is frequently called out to duty during off-hours for emergency response, or
3. The vehicle is equipped with a radio, weapon, or other equipment that cannot reasonably be kept in a personal vehicle.

Each employee authorized a vehicle assignment under this policy must maintain a record of after-hours vehicle use including dates, miles driven and the event or reason for the trip. The record shall be maintained at the department level and approved by the Department Director or designee on a periodic basis as determined by the Finance Department. Employees are also required to provide proof that they possess a valid motor vehicle's license.

INSURANCE

All District owned/leased vehicles have the appropriate insurance coverage.

USE OF PERSONAL VEHICLES FOR DISTRICT BUSINESS

District employees are authorized to utilize personal vehicles for business travel purposes subject to the following requirements and conditions:

1. Use is subject to the approval of the Department Director or designee. Employees may be required to utilize a District vehicle based on cost or safety considerations. Authorization to

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use private vehicles may be given on a trip-by-trip or standing approval basis. Upon request, employees are required to provide proof that he/she has a valid motor vehicle operator's license and proof of current vehicle liability insurance.

2. Private vehicles being used for District business are considered official vehicles and must conform to the following requirements:
 - a. The vehicle must meet the legal requirements to operate on a public highway.
 - b. The vehicle must be in sound mechanical condition and present no safety risks.
 - c. Reimbursements and allowances for the use of personal vehicles while conducting District work will be set by the District. Reimbursements and allowances may be adjusted from time to time at the sole discretion of the District.
 - d. Drivers are prohibited from reading, dialing, surfing the internet, manually writing, sending a message on an electronic wireless communication device, or holding a wireless communications device to his/her ear while the vehicle is moving. Exceptions to this section include: using a wireless communications device in the hands-free mode, using devices to report illegal activity or medical aid or other emergency assistance or prevent injury to a person or property, using hearing aids. Hands free mode means the use of a wireless communication device with a speaking phone, headset, or earpiece.
 - e. Employees must obtain approval from his/her immediate supervisor to transport District property in his/her personal vehicle. If the District equipment is damaged or stolen while in transit, the responsible employee must file a police report. The employee will not be financially responsible for replacing the damaged or stolen equipment. However, if the District determines that the damaged or stolen equipment was the result of lack of judgement, the employee may be held responsible for his/her actions.
3. Documentation in the form of receipts, log entries, etc. may be required in order to receive reimbursements and/or allowances.
4. Any employee that receives an auto allowance and/or is eligible to use his/her personal vehicle for District business is required to provide valid proof of auto insurance coverage to Human Resources.

DISTRICT VEHICLES AND EQUIPMENT

Vehicles provided or assigned to District employees, at all times, remain the property of the District and the employee's use of the vehicle shall be at the sole discretion of the District, subject to change

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at any time. District employees are responsible for the care and maintenance of the vehicle/equipment and may be responsible for any damage.

Any maintenance problems must be reported to the employee's immediate supervisor or designee immediately. If maintenance problems exist, cease operating the vehicle/equipment until authorized to do so.

USE OF DISTRICT VEHICLES FOR PERSONAL BUSINESS

Employees using District vehicles on a continuing assignment or trip-by-trip basis are prohibited from using vehicles for personal business except as provided herein. Unauthorized personal use of a District vehicle may result in disciplinary action, up to and including termination.

1. Employees and the manager should exercise reasonable judgement regarding use of a District vehicle for personal purposes. Personal use of a District vehicle may be permitted, subject to the approval of the applicable Department Director or designee, where the use serves the District's interests, results in negligible expense and/or is justified by compelling circumstances and doesn't pose a "bad appearance" even if on personal time.
2. Prohibited personal use of a District vehicle includes:
 - a. Personal trips or route variations for personal purposes that add significant mileage to the otherwise shortest distance of the business travel.
 - b. Use of the vehicle to transport or store personal equipment.
 - c. Transporting unauthorized passengers for non-business-related purposes.
3. With authorization, using a District vehicle for personal use may include, but is not limited to:
 - a. Transporting other District employees, officers, or agents provided the travel is for business purposes.
 - b. Transporting non-employees such as volunteers, community or business representatives.
 - c. With advance approval of the Department Director or designee, immediate family members of employees may ride in, but may not drive, district owned/leased vehicles unless an emergency occurs and the employee cannot drive safely.

INCIDENTAL TRAVEL AND STOPS

Employee drivers should remember that public perception of District employees is important and influenced by how and where the public observes District vehicles being used. Employee drivers should not make incidental stops at locations the public may perceive as inappropriate. Examples are gaming and sports venues, liquor

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outlets, and other locations where it is unlikely that any District business or allowable incidental use is involved.

Employees are not permitted to use District vehicles for personal purposes unless approved. Some exceptions to this rule are:

Incidental stops – examples are stops at a restaurant for a meal, an automatic teller machine (ATM) or financial institution, urgent care or emergency room, gas station or convenience store, pharmacy, grocery store, school activity for employee’s child(ren) while in route to/from work, school drop off/pick up for employee’s child(ren) while in route to/from work, fitness center or other locations to purchase goods or conduct activities necessary for the employee’s health and well-being.

USE OF DISTRICT VEHICLES BY OTHER INDIVIDUALS

Use of District vehicles by temporary employees or volunteers requires authorization from the Department Director and Human Resources. Temporary district employees and volunteers are subject to the applicable provisions of this policy, including providing proof of a valid driver’s license.

PERMITTED AND PROHIBITED USE OF DISTRICT VEHICLES

The following guidelines govern District vehicle use:

1. Unless otherwise permitted by a Department Director, vehicles shall be locked when unattended with the engine turned off and keys are not permitted to be left in the ignition.
2. All drivers and passengers in District vehicles must comply with all motor vehicle laws of the city/state/county in which the vehicle is operated, including seatbelt and cell phone laws.
3. Drivers are prohibited from reading, dialing, surfing the internet, manually writing, sending a message on an electronic wireless communication device, or holding a wireless communications device to his/her ear while the vehicle is moving. Exceptions to this section include: using a wireless communications device in the hands-free mode, using devices to report illegal activity or medical aid or other emergency assistance or prevent injury to a person or property, using hearing aids. Hands free mode means the use of a wireless communication device with a speaking phone, headset, or earpiece.
4. Drivers are personally responsible for the cost of all traffic citations, parking tickets, etc. Passengers are personally responsible for the cost of any traffic citation he/she may receive while riding in a District owned/leased vehicle (i.e. seatbelt, throwing object from vehicle).
5. No person may use a District vehicle, or permit the use of a District vehicle, in the following prohibited manners:

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- a. Reckless driving or speeding or intentional violation of any traffic law or regulation.
- b. The driver is impaired by fatigue or any other known mental or physical condition that affects the safe operation of the vehicles.
- c. The driver is impaired because of prescribed or over-the-counter medications or drugs that causes or results in adverse side effects (e.g. drowsiness or impaired reflexes or reaction time). As described in Section 203.00 Drug-free Work Place, employees are responsible of informing his/her immediate supervisor of the possible side effects of the drug and the expected performance and expected duration of its use.
- d. Tobacco use (smoking and non-smoking products) is prohibited in District-owned/leased vehicles. This does not include smoking in personal vehicles used for District-related business, unless also transporting others at the same time.
- e. Transporting non-District employee passengers, including family members, is not permitted unless authorized by the employee's Department Director.
- f. Permitting non-authorized individuals to drive a District owned/leased vehicle, unless it is for an emergency purpose.
- g. Use for personal gain, such as delivering goods and services.
- h. Modifications including affixing signs, stickers, antennas, bike racks, ski racks, etc. Modifications to District vehicles may be undertaken only with the prior written consent of the department director.
- i. Transporting animals is allowed only with prior written consent of the Department Director (excludes transportation and use of canines or other animals by the Police Department).
- j. Hauling loads that exceed the structural capacity of the vehicle and that could cause damage to the vehicle.
- k. Use of trailer hitches and towing unless approved by the Fleet Services Supervisor. Hitches must be rated for the anticipation load and must be installed by the Fleet Services Supervisor or designee.
- l. Installation or use of any radar or speed detection devices.
- m. Transporting hitchhikers.
- n. Personal bicycles transported inside vehicles unless a wheelchair or personal assistance devices as part of one's

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necessary equipment under ADA or from a medical professional.

- o. Use for vacations, side trips or any other use not expressly authorized by this policy or by the department director.

DRIVER'S LICENSE REQUIREMENTS

To operate a motor vehicle for business purposes employees must provide proof of a currently and valid driver's license (to include a Commercial Driver's License (CDL) verification where required) to be validated and verified by the Human Resources Department.

Employees required to maintain a valid driver's license as a part of his/her job, must notify his/her immediate supervisor within seventy-two (72) hours of any traffic violation, except parking violations. A driver must notify his/her employer, regardless of the nature of the violation or the type of vehicle which was driven at the time. The supervisor is then responsible for notifying Human Resources within twenty-four 24 hours.

Employees must notify his/her immediate supervisor if his/her driver's license is suspended, revoked, canceled, or if he/she is disqualified from driving. The notification must be made by the end of the next calendar day following receipt of the notice of the suspension, revocation, cancellation, lost privilege or disqualification. The supervisor is responsible for notifying Human Resources within twenty-four 24 hours.

Failure to have a valid and current driver's license, or not report license status changes or a conviction of a traffic violation as required by the policy, may be grounds for discipline up to and including immediate termination or loss of driving privilege.

DRIVER DISQUALIFICATION AND REVIEW

District employees, applicants and other authorized persons of the District may not drive a District vehicle if his/her driving record reflects any of the following conditions within the last thirty-six (36) months:

1. Three or more moving violations and/or three or more **at fault** accidents. The moving violation occurs when the citation is issued, not when the final court decision is made. ~~However, if an accident results in the loss of life or significant property damage in excess of \$25,000 a person will be disqualified from driving District vehicles/equipment.~~
2. A conviction of driving while intoxicated or driving under the influence (DUI).
3. Suspension or revocation of driver's license.
4. Any change in status of an employee's driver record resulting in disqualification or the failure to report such change may result in revocation of the privilege of driving a District vehicle and/or District Equipment and/or discipline up to and including termination.
- 4.5. Or if deemed uninsurable by the District's insurance carrier.

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The District may periodically check motor vehicle reports for employees who are required to have a valid driver's license and are authorized to drive District vehicles/equipment.

ACCIDENTS AND CITATIONS

Employees are fully accountable to operate vehicles on District business in a legal, safe and prudent fashion and are subject to appropriate corrective action for failure to do so, up to and including termination.

1. Employees shall immediately report all traffic accidents and/or damage to his/her vehicle to his/her immediate supervisor while operating a personal or District owned/leased vehicles while on District business. In addition to any state required accident reports, employees shall complete a vehicle accident report no later than the first business day following the day of the accident.
2. In the event that an employee has a motor vehicle accident while off-property on District business, at the supervisors discretion the employee may be required to submit to a post-accident drug/alcohol screen.
3. Citations (including parking violations) are the responsibility of the vehicle operator. Passengers shall be responsible for any citations he/she receives. Citation fines shall be paid promptly by the offending employee. The District will provide the appropriate authority with the names of employees assigned to District vehicles that are observed violating traffic laws via any automated traffic enforcement device.
4. Employees shall report moving violation citations that occur while operating a vehicle for District business within the first business day of the issuance of the citation.

VEHICLE INCIDENT REPORTING GUIDELINES

The following procedure will be followed when there is an incident involving a District vehicle, including trailers, Ground Service Equipment (GSE) or other mobile equipment, or a personal vehicle being used for District business.

1. Stop vehicle, turn off engine, and use flashers or warning lights. The employee should not attempt to move the vehicle unless authorized to do so by an appropriate law enforcement official.
2. If **off** District property, call 911 - even if there are no injuries. When the police arrive, cooperate and tell them what occurred.
3. If **on** District property, call the AOC for additional instructions.
4. An effort should be made to secure the names, addresses, and telephone numbers of any witnesses.
5. Employees should cooperate with law enforcement but should not admit, make statements about, or express opinions regarding liability.

Human Resources Policies and Procedures

Section 203.05 – Vehicle and Driver Safety

6. As soon as possible, the driver must contact his/her supervisor to report the incident.
- ~~7. Complete a vehicle/equipment incident/accident report form. Take photographs. If the driver is unable to complete the report form at the scene, the driver will give a verbal report to the supervisor and complete the form in writing as soon as practicable. The report form must be submitted to Human Resources within 24 hours.~~
- ~~8.7.~~ All District employees involved in the incident must complete an Employee Incident ~~Reportform at the scene of the accident~~ whether or not an injury was sustained and immediately notify their supervisor and HR. Take photographs at the scene. Theis Employee Incident report form must be provided to Human Resources within 24 hours.
- ~~9.8.~~ Post-accident alcohol and controlled substance testing may be required.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.06 – Inspection of Property

OBJECTIVE While the District respects your privacy, for security purposes, the District maintains the right to inspect lockers, vehicles, desks, file cabinets, other District property, and personal property used by District employees.

GENERAL District property must be kept clean and is to be used only for work related purposes. The District reserves the right to inspect all District property without prior notice to the employee and/or in the employee’s absence.

Prior authorization must be obtained before any District property may be removed from the premises.

A District employee’s personal property, including but not limited to, tool boxes, packages, purses, clothing, vehicles, or any other personal property on District premises, at District functions, or used for District purposes, may be inspected or searched without prior notice to the employee and/or in the employee’s absence.

Employees are expected to cooperate with any investigation and consent to a search as a condition of continued employment, and refusal to do so may result in immediate termination of employment.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.07 – Workers’ Compensation

OBJECTIVE

The District provides workers’ compensation insurance benefits to all employees who experience an injury or illness that arises out of the course and scope of employment. Workers’ compensation insurance provides six basic benefits: medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits or vocational rehabilitation, and death benefits. Entitlement to workers’ compensation benefits is controlled by applicable law. Employees are required to immediately report all work-related accidents, injuries and illnesses.

ELIGIBILITY

This policy applies to all District employees who are involved in an accident/incident and/or experience an injury or illness that arises out of the course and scope of employment.

GENERAL

All work-related accidents, incidents, injuries, or illnesses involving employees, even those that are not serious or do not result in injuries, must be immediately (or as soon as feasible) reported to the employee’s immediate supervisor or Department Director. Employees who experience a work-related accident, incident, illness or injury will be required to complete the appropriate forms and cooperate with the District in complying with its recording, reporting and investigation obligations.

The supervisor or designee should immediately inform Human Resources of the accident, incident, injury, illness.

Human Resources will help the employee and the employee’s supervisor arrange for appropriate medical treatment.

Neither the District nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social or athletic activity arranged by the District.

If the work-related accident, incident injury or illness results in the employee being placed on a leave of absence, the District’s various leave policies will apply to that absence. The District strives to bring employees back to work as soon as possible following a work-related accident, incident, injury or illness. Current positions can be modified to fit an injured employee’s medical restrictions by modifying workstations, altering specific tasks or reducing hours. If this is not possible, temporary transitional jobs may be made available either with the employee’s department or through a temporary assignment with another department. Thus, while employees are on a leave of absence, they are required to stay in contact with his/her immediate supervisor and Human Resources regarding the expected return to work date. An employee’s refusal to accept a light-duty offer may result in a loss of worker’s compensation payments.

Human Resources Policies and Procedures

Section 203.07 – Workers’ Compensation

- The supervisor and the Department Director ~~should~~ **shall complete the Employee Incident Form that a workplace injury or illness was reported and submit within 24-hours to Human Resources of the notification. Complete a root cause analysis to determine what caused the accident/incident/injury/illness happened and take corrective action immediately. Documentation of the root cause analysis and a plan for corrective action to prevent future reoccurrence should be forwarded to Human Resources within seven (7) days.**
- An employee sustaining an injury which requires absence from work, for seven (7) calendar days or less, will be required to use accrued sick time at his/her regular rate of pay for the absence.
- Employees out on workers’ compensation leave must follow normal call-in procedures.
- Employees on workers’ compensation will be required to submit periodic documentation of continued disability and inability to work.
- Employees will require a medical release from the attending physician in order to return to work.
- Workers’ Compensation leave shall run concurrent with FMLA leave.

Workers’ compensation fraud is a punishable crime. The District values integrity and has a “zero tolerance” policy for fraud. Offenders may be prosecuted. If you think you see fraud happening, tell a supervisor or manager right away, or call Human Resources Leadership at (864) 848-6271. Your tip will be investigated and kept strictly confidential.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

RECRUITMENT, SELECTION AND APPOINTMENT

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

OBJECTIVE

The District is an Equal Employment Opportunity Employer. The District believes that hiring qualified individuals to fill positions contributes to the District's overall strategic success. In hiring the most qualified candidates for positions, each employee, while employed, is hired to make significant contributions to the District. Applicants are recruited on the basis of experience and job requirements.

Recruitment of candidates for open positions will be done in a manner to assure all segments of the public have the opportunity to apply and be considered for such positions. The Human Resources Department is responsible for placing all recruitment advertising.

All job announcements shall indicate the District is an Equal Opportunity Employer.

Positions for the Police and Fire Departments shall conform to state requirements and qualifications established by the South Carolina Criminal Justice Academy and the South Carolina Fire Academy.

METHOD OF OPERATION

JOB POSTINGS

All job postings will be posted for a minimum of seven (7) days and until the job is filled. Open positions are communicated through job postings on the District's website, paid advertisements, public service notifications, notifications to community organization^s, veterans/minority/female centered websites, public job boards and any other means deemed necessary by Human Resources. The District also complies with the Federal Affirmative Action job posting regulations.

If specific minimum qualifications or specific credentials are listed as being required (as opposed to preferred) in the advertisements, an offer of employment or appointment can only be made to individuals who fulfill these requirements.

Internal applicants should follow the internal transfer guidelines as outlined in this policy. In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

WAIVER OF THE POSTING REQUIREMENTS

Under limited circumstances, waivers of the posting requirements for position vacancies may be considered. Human Resources and the President/CEO are authorized to approve waiver requests under the following circumstances:

- The offer of employment is extended to someone identified from an existing applicant pool developed in response to a recent posting (less than three months prior to identification of the need for another position) for the same job title or a position with significantly similar job duties, responsibilities,

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

and qualifications. In order to qualify for a waiver of the posting policy, the existing pool must meet specific criteria. Factors taken into consideration in evaluating the existing applicant pool include the representation of women and minorities in the pool; the date the pool was established; and the similarity in responsibilities between the posted position and the new request.

- The vacancy is for a full-time or part-time position, not to exceed six months. However, if permission is subsequently granted to fill the position on a permanent basis, a search will be required. Therefore, if the hiring manager believes that such an eventuality is possible, he or she should conduct a search to fill the temporary vacancy.

GUIDELINES

All applicants for positions shall complete the District's employment application. All applications shall be signed by the applicant attesting to the truth of all statements contained in the application form. Electronic signatures are allowed.

All offers of employment are contingent upon successful completion of position applicable post offer pre-employment checks (i.e. background check, motor vehicle check, drug test, etc.). All post-offer pre-employment checks require the documented consent of the applicant.

All positions require a background check, and a signed authorization form must be submitted. A pre-employment post-offer, medical examination may be required to determine fitness to perform the duties of the position.

The District may reject any application, or applicant, and not consider the applicant for employment when the following has been determined:

- A. The application was not received on or before the closing date established for receiving applications.
- B. The applicant lacks any of the required qualifications set forth in the announcement.
- C. Internal applicants have an active disciplinary action at the Written Warning level or above, are on a Performance Improvement Plan (PIP) in the personnel file or did not follow the Internal Transfer Guidelines
- D. The applicant falsified or failed to fully complete the application form.
- E. The applicant was previously employed by the District and was dismissed for cause or resigned not in good standing.
- F. The applicant fails to pass post-offer pre-employment background/drug checks/testing.

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

TRANSFER GUIDELINES

The District is committed to providing career opportunities for all employees to improve employee development and career progression. To support this objective, it is essential that employees have the opportunity to transfer within the District. As an Equal Opportunity Employer, the District is committed to hiring the most qualified individuals for all positions.

Eligibility

- For an employee to be considered eligible for a transfer outside of their current department, the employee must meet the following criteria: have worked for their current department for at least six (6) consecutive months.
- have acceptable job performance records (no active disciplinary notices on file at a Written Warning level or above or are not on a Performance Improvement Plan).
- meet the minimum qualifications outlined in the job posting.
- have communicated interest in the position to his/her current supervisor.
- complete an application online, which should include most recent District employment.

If an employee is applying to transfer within their current department, to include promotion opportunities, they must meet the following criteria:

- have acceptable job performance records (no active disciplinary notices on file at a Written Warning level or above or are not on a Performance Improvement Plan).
- meet the minimum qualifications outlined in the job posting.
- have communicated interest in the position to his/her current supervisor.
- complete an application online, which should include most recent District employment.

Internal applicants are strongly encouraged to apply during the first seven (7) days of a posting to receive early consideration for the position.

PROMOTIONS

Promotions are granted in special cases where performance level justifies upward movement. This promotion must be demonstrated to be in the best interest of the District.

Written justification shall include:

- An explanation of the applicant's qualifications as compared to the job requirements.
- An explanation as to why the competitive process is not considered beneficial to the District.

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

- Employees shall not be eligible for merit promotion or be eligible for competitive promotion during the introductory period.

The District reserves the right to promote employees from within without seeking candidates from the public to fill a vacant position.

DEMOTIONS

A demotion is a change in class and skill level, which results in the employee falling into a lower pay range. This occurs when an employee is unable to satisfactorily perform the duties of the position in which he/she is employed. A demotion may be used within the disciplinary process. Any demotion resulting in a reduction in pay will not be effective until after seven (7) days written notice has been provided to the employee in accordance with South Carolina law.

EMPLOYEE REFERRAL BONUS PROGRAM

The District takes great pride in its recruitment and selection process. As a part of the District's recruitment and selection program, the District has an Employee Referral Bonus program. If an individual referred by a current eligible employee is hired, the referring employee can receive a referral bonus as outlined on the Employee Referral Form.

All District employees, except those at a Supervisor level and above, Human Resources personnel, family members as defined by Section 204.02 (Employment of Relatives) of the referred candidate, and anyone involved in the interview process, are eligible for the referral bonus.

The referral must represent the candidate's first contact with the District and cannot have previously applied for the position.

Temporary, contract and former employees of the District who have worked at the District in the prior twelve (12) months are not eligible candidates for the referral program.

If the referred candidates job application is received before the referral form has been received and signed by Human Resources, then the referring employee will still be eligible for the referral bonus, but only if the referring employee's name is clearly indicated on the job application as the referral source.

If the completed referral form is received and signed by Human Resources before the application is submitted, then the referring employee will be eligible for the referral bonus, whether or not the referring employee's name is identified on the application as the referral source.

The first employee to refer a candidate will be the only referring employee eligible for the referral bonus.

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

Only candidates who meet the qualifications for the position will be considered. All candidates will be evaluated for employment, consistent with District policies and procedures.

All information regarding the hiring decision will remain strictly confidential.

The referring employee is only eligible for a referral bonus if he/she is employed by the District ~~at the time of the payout on the referral's first day of work~~. If the referring employee terminates for any reason (whether voluntarily or involuntarily) before the referral's first day of work, he/she shall forfeit any entitlement to a referral bonus payment and the District shall have no obligation to make such a payment to the referring employee.

All referral bonus payments will be paid as soon as administratively possible after the referred employee has begun employment. The second portion of the referral bonus payment will be paid in the paycheck following the six-month anniversary date of the referred candidate. All applicable payroll taxes will be deducted for the referral bonus payment.

Referral bonus payments will be limited, subject to availability of funds. This program may be amended or discontinued at any time.

APPLICANT PROCESSING

Human Resources is responsible for coordinating all post-offer pre-employment testing and checks, which may include, but is not limited to: drug testing, a background investigation, motor vehicle check, medical examination to determine fitness to perform the duties of the position, education verifications, etc. Additional check necessary for specific positions will be coordinated by department leadership and verified with Human Resources. These checks will be arranged only after a job offer has been made and accepted.

The applicant will be notified by Human Resources of the date, time and location for the New Hire Orientation.

Any unsolicited application or resume that ~~does not indicate application for a specific position vacancy is not completed via the GSP website~~ will not be accepted or considered a formal application.

The District will make every effort to notify applicants who are not selected about the closing of the position. Employment applications will remain active as long as the job posting, for which an application was submitted, remains open.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 204.02 – Employment of Relatives

OBJECTIVE To define a policy concerning employment and/or placement of family members of District employees, and of District contractual service employees.

METHOD OF OPERATION

DEFINITION **“Family member”**, for the purpose of this policy, is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples or significant others.

GUIDELINES The District will consider a member of an employee’s family for employment if the applicant possesses all of the qualifications for employment for the position.

A family member may not be hired, however, if the employment would:

- a. create either a direct or indirect supervisor/subordinate relationship with a family member, or
- b. create an actual conflict of interest or the appearance of a conflict of interest.

If, while employed by the District, individuals become related by marriage or adoption, the following policy shall apply:

- If neither individual has direct supervision over the other, both employees may retain his/her positions.
- Should marriage or adoption occur between a supervisor and a subordinate employee:
 - One of the employees will be required to resign or transfer.
 - If there is an open District position and both employees would not be reporting to the same supervisor, one of the employees may apply and go through the hiring process. The employee’s qualifications would be considered for the position along with other qualified applicants
- In the case of no open District position(s) or the employee’s qualifications do not meet the job requirements, the decision as to which party is to be terminated is the decision of the President/CEO.

This policy also applies to employees within the District who may be involved in a romantic or personal relationship. Under no circumstances will employees in a romantic or personal relationship be allowed to be employed in a situation where one individual has

Human Resources Policies and Procedures

Section 204.02 – Employment of Relatives

direct supervision over the other. This policy applies equally to opposite-sex and same-sex relationships.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 204.03 – Employment Eligibility Verifications

OBJECTIVE The District complies with all laws and regulations related to verifying employment eligibility. The District is an E-Verify employer.

METHOD OF OPERATION

GUIDELINES Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Accordingly, Section 1 of Form I-9 must be completed on or before an employee's first working day and all new employees will be required to complete fully the I-9 verification process and produce the appropriate documentation within three (3) business days of starting work. All offers of employment are contingent upon a candidate's fulfillment of this requirement and a failure to do so will result in termination. Employees may not continue his/her employment unless Form I-9 is complete within the above timeframe.

As an E-Verify employer, the District will provide the Social Security Administration (SSA) and, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

**COMPENSATION, CLASSIFICATIONS & SALARY
ADMINISTRATION**

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

OBJECTIVE

To establish the District policy concerning hours of work and timekeeping procedures for District employees. The District will maintain a work schedule which will assure the maintenance of an effective work force capable of performing all required functions associated with a safe and efficient facility.

The District will ensure that accurate records are maintained, and work schedules comply with Federal and State rules, regulations and laws.

METHOD OF OPERATION

INTRODUCTION OF PAY PRACTICES

Work hours are set to support the functions of the District, the tenants and the general public.

~~The District Administrative Office is open Monday-Friday, 8am-5pm, excluding District-observed holidays as outlined in Section 206.04 (Holiday Pay).~~

The District workweek is defined as Sunday-Saturday.

The pay period begins on Sunday, and consists of two, seven-day workweeks.

Employees are paid bi-weekly, on the Friday following the end of the pay period, unless otherwise defined by Payroll. When a payroll date falls on a holiday, employees will, when possible be paid on the last business day before the holiday.

If an employee is scheduled to start work at a given time, then he/she is expected to actually start working at that time and not sooner without prior supervisor approval. Off-the-clock work is prohibited.

SALARY DEDUCTIONS AND WITHHOLDINGS

Some deductions from pay are mandatory, while others are voluntary. Mandatory deductions include federal income tax (withholding), State Income Tax (where applicable) and social security contributions (FICA). The amount of federal and state income tax withheld from the gross earnings depends upon the employee's salary and how many dependents he/she chooses to claim each year. FICA is deducted from gross salary at a fixed rate.

All employees, excluding those in a Non-Qualified Temporary classification, are required to participate in the South Carolina Retirement System (SCRS) or Police Officers Retirement System (PORS). A percentage, as determined by SCRS and PORS program, of the employee's gross income will be deducted from each paycheck.

Wages may be garnished only when the Human Resources Department receives a legal court order, or an appropriate order from a government agency.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

With the employee's authorization voluntary deductions may also be deducted. Voluntary deductions may include medical, dental and vision benefit premiums, accident and life insurance premiums, deferred compensation, donations, District property, etc.

Employee deductions for insurance premiums are determined by the coverage the employee selects. The amount of other deductions depends upon the commitment the employee wishes to make.

Individual paycheck information, which may be found in UKG, includes an itemized statement of gross pay, various deductions, net pay, and other items of importance. Employees may also view information in UKG related to annual, sick, and other leave balances.

DIRECT DEPOSIT

Direct deposit is a requirement of employment. With direct deposit, employee pay is automatically deposited into an account in any financial institution of the employee's choosing that is a member of the Federal Reserve Network. Pay cards will be accepted as an alternative to direct deposit into a bank account.

TIMEKEEPING

The District uses an electronic time tracking system called UKG to capture and record all non-exempt employee time records. The electronic time tracking system allows employees to accurately monitor and keep track of his/her individual time and enables the District to efficiently process employee ~~time~~ work time and leave taken for payroll purposes.

The District's "rounding" policy for electronic time keeping devices is rounding to the quarter hour.

The District will follow the seven (7) minute rule for the beginning and end of all shifts. From 1 minute to 7 minutes in the quarter hour the employees' work time will be rounded down to the nearest quarter hour; from 8 minutes to 15 minutes in the quarter hour the employees' time is rounded up to the nearest quarter hour.

Example: Employee A clocks in at 7:53am, the time will round down to the nearest quarter hour, 8am. Employee B clocks in at 7:50am, the time will round up to the nearest quarter hour, 7:45am.

EMPLOYEE TIME REPORTS

All federal and state of South Carolina wage and hour laws guide the utilization of the electronic time tracking system at the District. UKG electronic timekeeping system is used to record all hours worked and leave taken for personnel. These automated time reports must reflect all regular and extra duty hours worked for the payroll period (including personal leave, vacation, holidays, etc.).

OFFICIAL TIME OF RECORD

Exempt Employees

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

Exempt employees are not required to use the UKG time keeping system to record his/her arrivals and departures from work, nor unpaid lunch breaks. Exempt employees are required to submit exceptions only. Examples of exceptions may include, vacation, sick leave, jury duty, bereavement, etc.

Non-Exempt Employees

The UKG electronic time keeping system and associated work records are the official basis for recording hours worked for all non-exempt employees of the District.

In order to ensure consistency of treatment for employees, the data recorded in the UKG system shall be considered as the “official” record of the workday for these positions.

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of his/her immediate supervisor immediately. The UKG electronic time tracking system provides a log to assist in validating times and locations of all employee swipes. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that **all** non-exempt employees **must** “clock in” at the start of the shift and “clock out” at the end of the shift. Under certain conditions (such as trainings at an off-site location, business trips, etc.) when an employee cannot “clock in” or “clock out”, the employee should report time worked to his/her immediate supervisor so that his/her time worked can be manually entered. The workday begins for all employees with the first act of work.

Other requirements include:

- All non-exempt employees are assigned a work schedule, which may include unpaid lunch/meal breaks.
- The District also reserves the right to automatically deduct for unpaid lunch/meal breaks.
- It is a job requirement that non-exempt employees that do not have unpaid lunch/meal breaks automatically deducted, must “clock out” at the start of an unpaid lunch break and “clock in” at the end of the unpaid lunch break.
- Employees are required to “clock in” before performing any work and are not permitted to “clock out” until all work has stopped.
- Employees are expected to clock in and out at his/her regularly scheduled times.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

CLOCK LOCATIONS Time Clocks are located throughout the District in effort to make it convenient for non-exempt employees to be able to “clock in” and “clock out”. Some of the locations where time clocks are located are Facilities, Maintenance Shop, Administration, ARFF station, Police department, the FBO, Cerulean Cargo, near the Information Desk break room and Operations. Employees may utilize any clock for time keeping purposes. Some departments utilize a geo fence for time keeping. Therefore, employees may utilize the UKG App when they are within the geo fence for clocking in and clocking out.

For designated employees, the ability to use the “web punch” feature is available for time keeping for unpaid lunch breaks.

CLOCK PROBLEMS If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee’s responsibility to immediately inform his/her immediate supervisor. In this situation, the immediate supervisor will manually correct the clock in or clock out information. Clock problems or malfunctions must be reported to **FFHR** for repair.

FALSIFICATIONS, TAMPERING & UNAUTHORIZED VIEWING All employees are prohibited from falsifying any timesheet. All hours worked must be accurately recorded. Employees are prohibited from entering time for another employee or otherwise altering or tampering with a time record.

The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in or out for another employee (a.k.a. “buddy punching”).
- Interference with another employee’s use of the UKG system.
- Unauthorized viewing of another employee’s time in the UKG system.
- Demonstrating a pattern of intentionally not clocking in or out.
- Excessive missed punches.

LUNCH/MEAL BREAKS The length of lunch/meal breaks may vary from department to department. Managers may or may not schedule unpaid lunch/meal breaks. An unpaid lunch/meal break must be a minimum of thirty (30) minutes. No work shall be performed while on an unpaid lunch break. If an employee is interrupted during the unpaid lunch/meal, resulting in the break being thirty (30) mins or less in duration and has to perform work, then the entire break shall be paid.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

Unpaid lunch/meal breaks do not follow the rounding rule and will track actual time taken for the break period. The District also reserves the right to automatically deduct for unpaid lunch/meal breaks.

Employees that have unpaid lunch/meal breaks automatically deducted will be notified of the automatic deduction. For these employees, any missed or interrupted unpaid lunch/meal break where work is performed, the employee is responsible for notifying his/her supervisor before the end of the scheduled shift, as soon as possible after the meal period is complete, so the supervisor can edit the time record in UKG to override the meal period to ensure the employee is paid appropriately.

Falsification of a time record, to include failure to report time worked during an unpaid lunch/meal break, could result in disciplinary action, up to and including termination.

BREAKS

Breaks lasting less than thirty (30) minutes are compensable.

Employees who are nursing will be provided with reasonable unpaid breaks to express breast milk as frequently as needed for up to one year after the birth of a child. The District will provide a place for the break, other than a bathroom, that is shielded from view and free from intrusion. Employees will not be retaliated against for exercising ~~her~~their rights under this policy.

OVERTIME

Overtime, whether or not scheduled in advance, shall be approved by the employee's immediate supervisor. Employees who work overtime without prior approval will be paid the required rate but can be subject to corrective action. All overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the UKG electronic timekeeping system based on the hours worked in the defined work week, or for ARFF & Police the fourteen (14) day pay period.

UNREPORTED HOURS

The wage and hour laws do not permit an employer to benefit from the work of a ~~an~~ non-exempt employee without compensating them for such work. Specifically, time spent by employees using electronic communications for work purposes will be considered time worked and this time will therefore be compensable and count toward overtime. Therefore, a-All hours worked by non-exempt employees must be reported using the UKG electronic timekeeping system. Any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited. All time worked for the District must be properly recorded. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination. Non-

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

exempt employees are required to report any directive to work off-the-clock to the Human Resources Department.

Examples of “working off the clock” may include:

- Not clocking in or out.
- Voluntarily continuing to work at the end of regular working hours.
- Taking work home to complete on the weekend or in the evening.
- Checking/Reading/Reviewing work-related emails, text messages or listening to work-related voicemail messages while ~~away from the office or workplace~~ not clocked in.
- Answering phones, emails, or attending to customers while on a lunch break.

Employees conducting personal business or simply not working while clocked in may be considered “riding the clock” and could be subject to corrective action up to and including termination.

LEAVE

Employees who are eligible for paid leave must use the UKG application to request and receive approval for paid leave. Leave approvals must be completed by the employee and the immediate supervisor prior to the end of the pay period in order to be included on his/her paycheck.

PROCESSING OF ELECTRONIC TIME REPORTS

It is recommended as a best practice, that employees review his/her timesheet each workday to resolve any missed punches or leave taken.

~~The~~ Timesheets must be approved and submitted by employees prior to leaving work the last day worked in the pay period.

Any work performed in the same pay period but after the timesheet was approved, ~~can and~~ must be resolved by Monday at noon.

Approval by an employee certifies acceptance that the time submitted to the District is correct.

~~If an employee is unable to reconcile and approve the timesheet in the prescribed timeframe, the immediate supervisor or designee will make the best effort to accurately reflect the time worked in the pay period and submit the timesheet for processing. Upon the employee's return, or as soon as possible thereafter, the employee will either electronically approve the timesheet or complete a form certifying the hours submitted were correct. If a form is used, then the original will be forwarded to Human Resources to store in the employee's personnel file.~~

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

The Finance Department will close the workweek in UKG according to a preset schedule to ensure that time adjustments and leave taken are properly recorded. The time clock week begins on Sunday at 12:00 AM and runs through Saturday at 11:59 PM. Managers must resolve all missed punches, reconcile and enter all leave taken, and review clock hours for staff on the Monday following the close of a pay period by 12:00 PM. The payroll deadline of Monday at noon following the close of a pay period does not change, regardless of holiday schedules.

If a manager recognizes that he/she will not make the 12:00 PM deadline, he/she must immediately notify the Human Resources Department.

MANAGERS/ APPROVERS

Immediate supervisors or designees are responsible for monitoring and approving the electronic time and attendance information for his/her department each pay period by the payroll deadline. ~~Time cannot be released for payroll processing without the immediate supervisor or the designee's approval.~~ Approval by the immediate supervisor or designee certifies that the time submitted to the District is correct. If a supervisor is unable to approve their direct reports time sheets for a pay period, the supervisor is responsible for designating another approver in their absence. If a timecard is not signed by both the employee and the supervisor by the payroll deadline, the supervisor and the employee may be subject to corrective action.

TIME CLOCK SYSTEM AUDITS

UKG data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, the Finance Department in conjunction with the Human Resources Department will monitor UKG data on a regular basis and review for irregularities or patterns. Any irregularities and/or patterns will be reported to the applicable Manager and all findings will be investigated.

APPROVAL AND UPDATE HISTORY	March 23, 2020 Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

OBJECTIVE

The District desires to maintain an Employee Compensation Plan, competitive with similar local government jurisdictions and with similar airports.

The President/CEO will make recommendations from time to time for amendments to the Employee Compensation Plan, when changes in responsibilities of work, economic conditions, prevailing wage rates, financial conditions or other economic considerations indicate a need for such action.

METHOD OF OPERATION

DESCRIPTION OF PLAN

The Employee Compensation Plan is a system in which District positions are assigned pay levels based on the job duties and responsibilities, the level of work required, and the job value to the District. Rates within each level are determined by the job market and labor trends.

The Employee Compensation Plan consists of Levels, with each level having a minimum, mid-point, and maximum salary.

Employees normally are not hired at a pay rate below the established minimum level for that position. Exceptions may be trainees, intern/co-op employees, and staffing agency employees.

ADMINISTRATION OF PLAN

The Employee Compensation Plan is a system in which District positions are assigned pay levels based on the job duties and responsibilities, the level of work required, and the job value to the District. Rates within each level are determined by the job market and labor trends.

Salary increases ~~from minimum rate~~ are accomplished by merit increase, adjustments for salary inequities, promotions, or reclassifications, according to policy. Human Resources, with the approval of the Vice President and Chief Finance Officer and/or President/CEO, has the District authority to correct salary inequities.

The starting salary for exempt and non-exempt positions will not exceed the midpoint of the established salary level, unless written justification is submitted to Human Resources and approved by the President/CEO.

Human Resources is responsible for the administration of the Employee Compensation Plan. Human Resources reviews the plan, at least annually, and establishes a time frame to consider changes during the budget process. Human Resources Leadership then presents recommendations to the Executive Team for submission to the Commission in order to maintain a competitive pay plan.

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

The Executive Team consist of employees designated by the President/CEO.

Human Resources is also responsible for:

- Setting salaries in accordance with the policy.
- Ensuring that employee salaries are not changed without the Department Director's approval and/or notification. Department Directors are responsible for insuring that funds are available in the appropriate account for salary adjustments.
- Evaluating, revising, and updating changes in salary structure that affect the wage and salary system of positions, based on the local job market and labor trends.
- Recommending changes in the salary structure to the Executive Team for District consideration.

The President/CEO and other employees that are contract employees shall be employed and paid in accordance to his/her contract and/or as approved by the District.

All persons shall be employed and paid in accordance with the rates established in the pay plan for the classification to which the appointment is made.

Human Resources shall have the responsibility for day-to-day administration of the plan, to include confirming that all hiring rates, salary adjustments, and other payroll changes are in accordance with the policy.

NEW EMPLOYEE APPOINTMENT STARTING RATES

The introductory period for new employee is ninety (90) calendar days as more fully described in Section 205.03. The new employee, during the initial introductory period, may be dismissed under introductory hiring without right of appeal.

Appointments below the normal hiring range may be offered when the candidate is hired as a trainee, co-op/intern or student worker.

If a candidate's training, experience or other qualifications are directly related to and substantially exceed the minimum requirements of the position, and the candidate is unwilling to accept a salary in the normal hiring pay range, and there are no other eligible candidates with comparable qualifications; the President/CEO may approve appointment at a rate not to exceed twenty (20%) percent above the normal hiring pay range.

SALARY INCREASE

An employee may receive a salary increase by means of a cost of living adjustment (COLA), merit increase, pay grade adjustment, special pay adjustment, promotion or reclassification.

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

COST OF LIVING ADJUSTMENT

An economy performance, or cost of living adjustment, may be set by the District pursuant to applicable economic indicators and fiscal restraints established by budget adoption.

When a cost of living adjustment is implemented, the pay ranges may be adjusted accordingly.

MERIT INCREASES

The purpose of these increases is to recognize those employees who meet or exceed his/her job standards over a specified period of time. Merit increases are not automatic but are earned and based upon documented evidence that an employee has met or exceeded a satisfactory level of performance during the rating period. Such evidence must be documented by a written employee performance evaluation.

1. An employee will become eligible for consideration of a merit increase upon completing a minimum of three (3) continuous months of service to the District. Employees with less than twelve (12) months of service will have increases prorated according to the number of months employed in the past twelve (12) months.
2. The President/CEO or designee shall determine the amount and awarding of merit increases.

The amount of any merit pay awarded shall be based on each employee's performance evaluation and the current financial condition of the District and shall not exceed the limits prescribed by the District for the fiscal year. The District retains the discretion at all times to grant or not grant merit increases based upon budgetary constraints and other business-related reasons.

Performance evaluation ratings are not subject to the grievance procedure.

Employees at the maximum of pay range are not entitled to receive a merit increase.

LONGEVITY PAYMENT

Qualified Full-time and Qualified Part-time employees receive an annual longevity payment based on years of continuous service. Service is calculated from the latest date of employment. In the event there is a break in service, the last date of employment is used.

To be eligible for the longevity bonus, [fifty percent (50%) for qualified part-time employees] the employee must complete the specified number of years of service. Qualified Part-time employees moving to Qualified Full-time status will receive six (6) months credit for each year of part-time service in calculating the years of service requirement. In extraordinary cases, where employment status changes between part-time and full-time, the President/CEO reserves the right to determine whether or not, and when a longevity bonus is appropriate on a case-by-case basis.

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

The following schedule of payment is used and is based on the annual salary of the employee:

	Qualified Full-time	Qualified Part-time
5 – 9 yrs.	2.0%	1.0%
10 – 14 yrs.	3.0%	1.5%
15+ yrs.	3.5%	1.75%

The bonus payment is made by a separate direct deposit in a lump sum each year. This amount will be deposited on the pay date for the pay period that the employee's anniversary date falls within. Federal and State Income Tax, Social Security Tax, and South Carolina retirement contribution deductions are applicable.

This bonus continues accordingly to retirement date or resignation date unless otherwise amended, modified, or revoked by the District. The longevity bonus set forth in this policy is subject to modification or revocation at any time at the discretion of the District.

PAY UPON PROMOTION

Upon promotion, a fully qualified employee shall have his/her salary increased to at least the minimum of the normal hiring pay range of the classification to which the promotion is made or, at the President/CEO's or designee discretion, at a rate not to exceed midpoint. However, for any request to increase an employee's salary above midpoint of the range in which the promotion will be made, must be approved by the President/CEO.

Upon promotion to a trainee, an employee shall have his/her salary adjusted to a rate below the minimum of the classification based on the degree of the employee's training, experience and other qualifications are below the minimum requirements of the class, unless the employee's rate of pay is already at or above the normal hiring pay range.

The date the employee achieves the minimum of the pay range under a training schedule shall determine the anniversary date for the employee while he/she remains in that pay range.

PAY UPON DEMOTION

Upon demotion, if an employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position.

Any demotion resulting in a reduction in pay will not be effective until after seven (7) days written notice has been provided to the employee in accordance with South Carolina law.

SPECIAL ADJUSTMENTS

Should unusual conditions arise which would justify a pay increase not provided elsewhere in these rules, the President/CEO is authorized to approve the special pay adjustment.

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

EXEMPT AND NON-EXEMPT EMPLOYEE PAY

It is the policy of the District to be in compliance with the Fair Labor Standards Act (FLSA) South Carolina State Labor Laws and to ensure that employees in exempt and non-exempt positions are classified correctly and paid appropriately.

Pay for Employees in Exempt Positions

Exempt employees routinely receive his/her full salary for any week in which they perform any work, without regard to the number of days or hours worked.

The District prohibits deductions from an exempt employees' salary except as allowed by the FLSA.

Permissible Deductions from Pay for Employees in Exempt Positions

- Absences of one or more full days for personal reasons other than sickness or disability when the employee has exhausted all vacation time, or the employee has requested and been approved for leave without pay.
- Absences of one or more full days due to sickness or disability when the employee has exhausted all paid leave benefits or is still in the probationary period as a new hire.
- Unpaid disciplinary suspensions of one or more full days in accordance with the District's policies.
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family Medical Leave Act.
- Deductions for the first and last week of employment, when only part of the week is worked by the employees.

Pay for Employees in Non-Exempt Positions

Hourly employees must be paid on set pay dates for hours worked within the corresponding pay period. Hours may not be banked or payment for wages delayed for hourly employees.

It is the policy of the District to adopt and implement the provisions of the FLSA as the basic overtime policy of the District. Any overtime work necessary to the continued effective operations of the District should be managed in the most efficient and economical manner possible.

Non-exempt employees are required to accurately record all time worked. Non-exempt employees are prohibited from working "off-the-clock." Any non-exempt employee who is instructed to work off-the-clock must immediately report the issue to his/her supervisor and/or the Human Resources Department. Non-exempt employees who work off-the-clock, falsify a time record, or record time for another employee will be subject to disciplinary action, up to and including termination.

Improper Deductions

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

If an employee is aware of improper deductions from this/her pay, this violation should be reported immediately to his/her Manager and/or Human Resources.

All reported or suspected improper deductions from an employee's pay will be promptly and thoroughly investigated. If the District determines that improper deductions were made from an employee's pay, the District will promptly reimburse the employee the amounts improperly deducted. The District will also ensure that improper deductions from pay do not occur in the future.

OVERTIME PAY

Employees, excluding certain ARFF Department and Police Department employees, in non-exempt positions are to be paid an overtime rate of one and one-half times regular pay for all hours worked in excess of the standard (40 hour) work week.

Certain ARFF Department personnel will receive an overtime rate of one and one-half times regular pay for all hours worked over 106 hours during the 14-day pay period.

Certain Police Department personnel will receive an overtime rate of one and one-half times regular pay for all hours worked over 86 hours during a the 14-day pay period.

The overtime pay provisions are for non-exempt positions only.

For purposes of computing overtime, holidays, vacation, sick leave, emergency leave, jury duty and other such absences from work will NOT be counted as time worked for overtime computations.

Overtime work will be performed only with prior approval of the immediate supervisor. Overtime is to be used only to meet essential operational requirements. Non-exempt employees who work overtime without prior authorization will be subject to disciplinary action, up to and including termination.

CALL BACK PAY

A non-exempt employee who is "Called Back" to work for a Call Back Emergency situation, with no prior notice, outside his/her regularly scheduled hours, shall be paid, from the time they arrive on site, a minimum of four (4) hours. If an employee works more than the minimum four hours, the employee shall be paid for all hours worked.

Call back pay shall be identified appropriately in UKG.

ON CALL PAY

Variable Hour Employees who do not have regularly scheduled hours will be called to work on an "as needed" basis.

Variable Hour employees will be paid for actual hours worked unless the assignment is less than four (4) hours in which case they will be paid a minimum of four (4) hours. If the job assignment requires less than four (4) hours, staff may be assigned other work assignments (i.e. fueling, GSE equipment, cleanup duties, etc.) up to the four (4) hours minimum if determined necessary by the supervisor. If the

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

assignment is completed virtually from an off-site location, the employee will be paid for actual time worked.

On Call pay shall be identified appropriately in UKG.

PAY IN LIEU OF NOTICE

When determined to be in the best interest of the District, Human Resources may authorize pay in lieu of notice to an employee being dismissed or resigning.

Employees who are no longer in the introductory period, and have obtained regular status may be authorized up to two (2) weeks' pay in lieu of notice. Employees who have not completed his/her original introductory period may be authorized up to one (1) week pay in lieu of notice. At the sole discretion of the President/CEO, amounts in excess of two weeks may be authorized.

PAY UPON TERMINATION

Employees terminating employment from the District will normally receive his/her final paycheck no later than on the next regularly scheduled payday following the date of termination.

Final paychecks shall include any unused vacation balance earned by the employee as of the date of termination not to exceed four hundred eighty (480) hours and subject to other limitations included herein.

Any vacation in excess of four hundred eighty (480) hours at the time of termination will be forfeited and will not be paid.

In addition, all employees who resign in good standing, are laid off, or otherwise separate from the District in good standing shall be entitled to be paid for thirty-three (33%) percent of any unused sick leave balance earned by them not to exceed two hundred forty (240) hours. Any sick leave balance in excess of two hundred forty (240) hours will be forfeited and will not be paid upon termination of employment. The Finance Department will issue a final paycheck in advance of a scheduled payday only as authorized by the President/CEO.

WAGES DUE TO DECEASED

In the event of an employee's death all wages, including any unused leave benefits or travel expenses, which may be due the employee shall be paid to the officially designated beneficiary of the employee, or if no such beneficiary has been designated, payment may be made in accordance with South Carolina Law.

APPROVAL AND UPDATE HISTORY	Scrivener change July 28, 2020 November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 205.03 – Introductory Period

OBJECTIVE

This policy has been established to ensure that all employees are provided an Introductory Period of employment.

All employees, except employees selected by the Airport Commission, shall serve an Introductory Period.

An Introductory Period gives the employee an initial period of adjustment in order to learn about the District and/or about his/her position.

During the Introductory Period the employee and the supervisor shall evaluate employment suitability in terms of skill, knowledge, performance and compatibility with the District. This Introductory Period also shall be considered an integral part of the review process and shall be utilized for evaluation of an employee's performance and adaptability to the position, and for separating from employment any employee who does not meet the District's expectation.

METHOD OF OPERATION

GUIDELINES

Employees new to a position are subject to an introductory period. An introductory period starts when an employee is hired, transfers or is promoted/demoted to a different position within the District.

The duration of the Introductory Period shall be for a minimum of ninety (90) calendar days of continuous, uninterrupted service from the original start date. During this time the employee will be provided with training and guidance from his/her supervisor and/or Department Director. A new employee may be discharged at any time during this period if it is concluded that the employee is not progressing or performing satisfactorily. Additionally, as is true at all times during an employee's employment with the District, employment is not for any specific time and may be terminated at-will. Completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

Employees whose classifications are covered by a contract approved by the District shall serve an introductory period in accordance with the terms of the agreement.

DISMISSAL DURING INTRODUCTORY PERIOD

At any time during any introductory period, the President/CEO may remove an employee when deemed to be in the best interest of the District. Upon such removal, the employee shall be furnished written notification and, whenever possible, be given advanced written notice of dismissal.

An employee terminated during the introductory period does not have the right of appeal through the grievance policy.

Human Resources Policies and Procedures

Section 205.03 – Introductory Period

EXTENSION OF INTRODUCTORY PERIOD

The immediate supervisor, for good reason, may extend an employee’s introductory period for a period not exceeding 90 additional calendar days at a time. Any extension should be in writing, with notice being furnished to the employee. Such notice shall state the reason for the extension and what corrections are required of the employee for him/her to continuing employment. ~~Attaining regular employment status.~~

An employee with more than two (2) extensions in his/her introductory period, in the same time frame, will be considered for termination of employment.

RELEASE FROM INTRODUCTORY PERIOD

Release from the Introductory Period to be able to continue employment is not automatic.

Release from the Introductory Period requires an average or above average performance evaluation in each category of the performance evaluation and no documented evidence of disciplinary action.

Any employee having a rating of below average will have the introductory period extended or will be released.

APPROVAL AND UPDATE HISTORY	Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

OBJECTIVE

The purpose of this policy is to provide a uniform and objective system for categorizing and classifying positions and establish proper relationship levels of responsibilities and minimum qualifications to assure equal pay for equal work.

These employment categories and classification are designed to allow employees to understand his/her employment status and his/her eligibility for corresponding benefits. All employment remains "at-will", and these classifications do not alter that status or guarantee employment for any specific period of time.

METHOD OF OPERATION

DEFINITIONS

The following terms will be used to describe employment classifications and status:

Exempt Positions are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who is paid on a salary basis who holds an administrative, professional, or management position. Certain outside sales persons and a few other job categories are also exempt.

Non-Exempt Positions are generally subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and are typically paid either on an hourly or salary basis.

Full-time employees are those who are scheduled to work thirty (30) hours or more each work week, based on a forty (40) hour work week and does not include certain ARFF Department and Police Department employees.

Part-time employees are those who are scheduled to work less than thirty (30) hours per week, based on a forty (40) hour work week and does not include certain ARFF Department and Police Department employees.

Work Week is defined as Sunday-Saturday.

Pay Period is defined as the fourteen-calendar day period, Sunday to the following Saturday.

Differential Shift employees are those that work full-time and are regularly scheduled to work District observed holidays.

Non-differential Shift employees are those that work full-time and are regularly scheduled off on District observed holidays.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

EMPLOYEE CATEGORIZATION

Based on the conditions of employment, employees, excluding certain ARFF Department and Police Department employees, of the District fall into one of the following seven (7) categories:

1. Qualified Full-time Exempt/Non-exempt Non-Differential – Employees who regularly work thirty (30) hours or more per work week, which includes being regularly scheduled off on District holidays
2. Qualified Full-time Exempt/Non-exempt Differential – Employees who are regularly scheduled to work thirty (30) hours or more per work week, which includes being scheduled for District observed holidays.
- ~~2.3.~~ Qualified Part-time – Employees who are regularly scheduled to work at least twenty (20) hours but less than thirty (30) hours per work week.
4. Non-Qualified Part-time – Employees who are regularly scheduled to work less than twenty (20) hours per week.
- ~~3.5.~~ Qualified Variable Hour – Employees who are hired either full-time or part-time with non-regularly scheduled hours but are still expected to work at least twenty (20) hours per work week for the fiscal year.
- ~~4.6.~~ Non-Qualified Variable Hour Permanent – Employees who are hired either full-time or part-time with non-regularly scheduled hours, and are not expected to work more than twenty (20) hours per work week for the fiscal year.
- ~~5.7.~~ Non-Qualified Temporary – Employees who are hired either full-time or part-time for a specified, limited period.

Based on the conditions of employment, employees in certain ARFF positions of the District fall into ~~one of~~ the following ~~three (3)~~ categories:

1. Qualified Full-time Non-exempt Differential (ARFF) – ARFF employees that are regularly scheduled to work a minimum of ninety-six (96) hours during a fourteen (14) day pay period, which includes being scheduled to work District observed holidays.
- ~~2. Qualified Part time Non exempt Differential (ARFF) – ARFF employees that are regularly scheduled to work a minimum of forty six (46) hours during a fourteen (14) day pay period, which includes being scheduled to work District observed holidays.~~
- ~~3. Non-qualified Part time (ARFF) – ARFF employees that are non-regularly scheduled to work, which includes working District observed holidays, and also average working less than thirty (30) hours per week.~~

Depending on the shift worked, the District may deduct eight (8) hours for sleep time in accordance with the Fair Labor Standards Act (FLSA) sleep time regulations.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

Based on the conditions of employment, employees in certain Police Department positions of the District fall into the following categories:

1. Qualified Full-time Non-exempt Differential (PD) – Police Department employees that are regularly scheduled to work including being scheduled to work District observed holidays.

Employees in the above-mentioned categories may or may not be eligible for all, some or none of the benefits offered by the District. Employees should refer to the individual policies in this manual, or to the Human Resources Department for benefits eligibility.

No less than once a year, Human Resources will evaluate the classification of positions, to include part-time employee's actual hours worked, to determine if any changes need to be made.

Supervisors are responsible for ensuring employees are working the scheduled hours within the appropriate categorization and also for notifying Human Resources when a categorization change needs to be evaluated and/or changed. The President/CEO or designee is responsible for approving all changes to position categorizations.

ADMINISTRATION

Human Resources shall have the responsibility for the overall coordination, administration, review and maintenance of the classification plan.

Department Directors, along with Human Resources Leadership, shall establish a uniform job classification plan applicable to all positions in the District.

JOB CLASSIFICATIONS

The District's Classification Plan provides a classification structure by grade for position within the District. A grade/class is established for each group of positions in which the degree of similarity in the duties and responsibilities warrant common treatment in the selection, appointment, compensation and other employment processes.

Each class shall be assigned to the appropriate pay grade.

The Classification Plan is the foundation upon which all major phases of the personnel program are constructed and should be used as follows:

1. As a guide in recruiting and evaluating candidates for employment.
2. To determine lines of promotion and in developing an employee training program.
3. To determine the salary range to be paid for each type of work.
4. To provide uniform job descriptions which are understandable by District employees and the general public.
5. To aid in perfecting and revising District organizational structure, clarifying lines of authority and fixing responsibility.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

Human Resources shall maintain a current job description for each authorized position for the District.

Each position shall have a written job description describing the characteristics of the position, FLSA classification, salary grade level, essential functions, examples of duties, the required minimum education, knowledge, skills, training, abilities, experience, physical and mental requirements of the job, any special qualifications necessary to perform the job and any other pertinent information concerning the position. Job descriptions shall not be restrictive.

The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the District to assign other duties, which are similar and related to the work.

The job description shall serve as a record of the assignment of duties.

GENERAL

Requests for establishing new positions or reclassification of existing positions are made by the Department Director to Human Resources. The Classification Plan identifies and categorizes titles for District positions.

Human Resources considers the total job content of the position to be established, classified, or reclassified and appropriately classifies the position based on the job description.

It is the responsibility of the requesting department to notify Human Resources or designee when funding for a new or additional position is approved by District action.

The budgetary process does not serve as a classification function. All unclassified positions, even those receiving budgetary approval, must be formally classified by Human Resources. The Department Director and Human Resources will resolve classification and reclassification issues.

ESTABLISHING NEW OR ADDITIONAL POSITIONS

A request is forwarded by the Department Director to Human Resources for consideration of establishment of a new position and appropriate classification.

The request should include, at a minimum:

- proposed job description
- justification for the request
- position(s) to be abolished, if applicable
- new organizational chart
- classification and salary grade level recommended
- recommended salary in accordance with the provisions of Section 205.02, Employee Compensation Plan.
- cost to fund salary and support items for balance of fiscal year

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

- additional appropriation required for funding salary and support items for remainder of fiscal year
- annual cost to fund position after current fiscal year
- any additional information to support the request

MANAGEMENT APPROVAL

A request for a new or additional position for a department should occur during the budget process.

If a request for a new or additional position is requested during a non-budget planning time, the request will be approved or disapproved by the President/CEO or designee, following recommendation by the Director of the requesting department, the SVP/VP of the requesting department and Human Resources.

Funds are specifically authorized by the District prior to hiring action.

Upon District approval of funding and hiring of position, Human Resources or designee will make the necessary adjustment to the appropriate documents.

IMPLEMENTATION PROCESS

A new or additional position will not be implemented without documentation from Human Resources stating classification approval, and availability of finding from the Finance Department and/or Department Director.

Upon District approval of funding and hiring of position, Human Resources or designee will make the necessary adjustments to the appropriate documents.

CLASSIFICATION OR RECLASSIFICATION OF A POSITION

All departments seeking to change the duties and responsibilities of any currently filled staff position must submit a request for reclassification to Human Resources. A reclassification should be requested when there are significant changes in job duties.

The request should include, at a minimum:

- proposed job description
- justification for the request
- new organizational chart, when applicable
- classification and salary grade level recommended
- recommended salary in accordance with the provisions of Section 205.02, Employee Compensation Plan
- cost to fund salary and support items for balance of fiscal year
- additional appropriation required for funding salary and support items for remainder of fiscal year
- annual cost to fund position after current fiscal year
- any additional information to support the request

Human Resources will evaluate the total job content of a position to be reclassified.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

Once consensus is obtained by the Department Director, Human Resources and the SVP/VP of that department Human Resources will submit the recommendation to the President/CEO or designee for final approval.

When a position is reclassified, Human Resources notifies the requesting Department Director of the reclassification decision.

Should the action be approved, and the position reclassified to a higher level, the employee will receive a pay increase no greater than the midpoint of the new level. Any increase above midpoint of the new level requires written justification to be submitted to Human Resources for review and approval by the President/CEO.

The reclassification process is not used in lieu of a merit increase for an employee.

An employee reclassified on or before March 31st during the fiscal year is still eligible for a merit increase consideration when applicable.

RECLASSIFICATION TO A LOWER LEVEL

When an action results in the employee moving to a lower level, notification of the same is given to Human Resources and every effort is made to maintain the employee's current salary. However, the salary cannot exceed the maximum of the new salary level. Whereas, if the employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position. Any reclassification that results in a reduction in compensation will not be effective until after the employee has been provided seven (7) days written notice of the reduction in salary.

IMPLEMENTATION PROCESS

Upon written notification of the approved action (reclassification to a higher level, or lower level), the funding availability in the appropriate cost center, and a change in status notification from the affected department, Human Resources will process the change to the employee's classification and/or salary and will amend the personnel records accordingly.

The change will be effective no sooner than the first day of the pay period following the approving action.

OTHER POSITION CHANGES

Requests to delete an existing position in a department or exchange an existing position for a lower level/grade position within the Classification Plan may be made by a Department Director to Human Resources. Justification for the action must accompany the request. Human Resources, the Department Director and the SVP/VP of the involved department must concur on the recommendation. Final approval will be obtained from the President/CEO, or designee.

Human Resources notified the requesting department and the Finance

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

department of the position change decision and makes the appropriate adjustment to reflect the total authorized positions for each department.

APPROVAL AND UPDATE HISTORY	March 23, 2020 Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

**HOLIDAYS, VACATION~~ANNUAL LEAVE~~ AND OTHER
TYPES OF LEAVE**

Human Resources Policies and Procedures

Section 206.01 – Vacation

OBJECTIVE To grant eligible employees paid ~~annual leave~~vacation.

METHOD OF OPERATION

GUIDELINES All employees in a qualified status shall be entitled to earn ~~annual leave~~vacation with pay.

~~Annual leave~~Vacation for Qualified Full-time and Qualified Part-time and Qualified Variable Hour employees shall be earned in accordance with the following schedule:

Year(s) in Employment	Qualified Full-Time	Qualified Part-Time and Qualified Variable Hour
0-5	80	40
6-15	120	60
16 and over	160	80

The increase in vacation hours will be made the first day of the pay period following the anniversary date.

~~Vacation~~Annual leave for Qualified Part-time and Qualified Variable Hour employees shall be earned at fifty percent (50%) of the ~~vacation~~ annual leave earned by a full-time employee as seen on the schedule outlined above. Employees in a non-qualified status are not entitled to ~~vacation~~annual leave.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

Eligible employees will begin to accrue vacation on his/her date of hire. Vacation may not be used until after completion of ninety (90) consecutive calendar days of ~~satisfactory~~ service without the approval of the President/CEO. Employees who terminate during his/her original introductory period shall not be eligible for payment of unused vacation.

Employees will be allowed to carryover unused ~~annual leave~~vacation from year- to-year. Employees will not be allowed to earn ~~annual leave~~vacation in excess of four hundred eighty (480) hours. Any employee who has four hundred (480) hours will not accrue additional ~~annual leave~~vacation time until the employee drops his/her ~~annual leave~~vacation amount below four hundred eighty (480) hours.

Employees who resign in good standing, are laid off, or otherwise separate from the District (except as provided below with respect to employees terminated for cause), shall be entitled to be paid for any unused ~~annual leave~~vacation balance earned by them as of the date of termination not to exceed four hundred (480) hours. Employees

Human Resources Policies and Procedures

Section 206.01 – Vacation

who are terminated for cause (as determined by the District at its sole discretion) will forfeit any unused ~~annual leave~~vacation and will not be paid for any ~~annual leave~~vacation upon termination of employment.

Employees who are on leave for Workers' Compensation (Section 203.07) or leave under Personal Leaves of Absence Without Pay

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Section 206.01 – Vacation

(Section 206.10) of these Policies and Procedures shall not accrue ~~annual leave~~vacation when such leave extends thirty (30) days or longer.

REQUEST FOR ~~ANNUAL- LEAVE- VACATION~~

If a paid holiday occurs while a non-differential employee is on approved ~~annual-vacation~~leave, that day will not be charged against their annual leave balance.

Requests for ~~annual leave~~vacation shall be made in UKG, which must be submitted to the immediate supervisor for approval a minimum of **~~48-24~~ hours** in advance of the leave.

Each exempt/non-exempt employee must take at least forty (40) hours (~~i.e. 5 consecutive workdays~~) off each calendar year with in a two-week pay period. These forty (40) hours can be a combination of ~~annual leave-vacation~~ pay, holiday pay, paid time off, and/or professional leave taken under the Exempt Employee Benefit Program, and excludes sick leave.

The immediate supervisor or designee may disapprove requests for ~~annual leave~~vacation.

~~Annual leave~~Vacation will be scheduled in such a manner as to not hamper the normal operations of the department.

An employee cannot elect to take time off unpaid if he/she has accrued paid leave to use.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.02 – ~~Annual Leave~~Vacation Buybacks and Donations

OBJECTIVE To describe and outline procedures concerning (1) buying back accrued ~~annual leave~~vacation (“Buyback”) and (2) donation of accrued ~~annual leave~~vacation (“Donation”).

METHOD OF OPERATION

VACATION ANNUAL LEAVE BUYBACK

No more frequently than once every twelve (12) months, employees in good standing may, with the approval of his/her immediate supervisor, elect to have a portion of his/her ~~annual leave~~vacation accrual paid down to them via a “Buyback”. Employees may request that the District redeem (or “Buyback”) accrued ~~annual leave~~vacation to not less than his/her annual accrual rate as of the date of request. For instance,

- Employee A has an accrued ~~annual leave~~vacation balance of 476 hours and earns 120 hours of leave per year. He/she may request the District Buyback up to, but not exceeding 356 hours.
- Employee B has an accrued ~~annual leave~~vacation balance of 134 hours and earns 80 hours of leave per year. He/she may request the District Buyback up to, but not exceeding 54 hours.
- Employee C has an accrued ~~annual leave~~vacation balance of 64 hours and earns 80 hours of leave per year. He/she is not eligible for the District Buyback at this time.

These Buybacks will be included in the employee’s gross wages for that calendar year, with the appropriate deductions withheld. SCRS and PORS retirement deductions are not withheld on Buybacks. Employee assumes responsibility for making his/her own request. The District is not responsible for notifying the employee that he/she may or may not request a Buyback to avoid possible forfeiture of accrued ~~annual vacation~~leave once the limits established in the ~~annual leave~~vacation policy are reached.

An employee cannot request a ~~annual leave~~Vacation Buyback if he/she has not taken at least forty (40) hours of paid leave off during the last twelve (12) calendar months. These hours can be a combination of ~~annual leave~~vacation pay, holiday pay, paid time off, and/or professional leave taken under the Exempt Employee Benefit Program.

VACATION ANNUAL LEAVE BUYBACK REQUEST

Requests for ~~annual leave~~Vacation Buybacks are to be made with the ~~Annual Leave~~Vacation Buyback Request Form.

VACATION ANNUAL LEAVE DONATION GUIDELINES

Employees in good standing, may, with the approval of his/her immediate supervisor, elect to confidentially donate a portion of his/her accrued ~~annual leave~~Vacation balance for the benefit of specific District employee(s) who meet various eligibility criteria.

Human Resources Policies and Procedures

Section 206.02 – ~~Annual Leave~~ Vacation Buybacks and Donations

PURPOSE

The intent of this benefit allowance is to act as a stopgap measure to fill any potential gaps for a medical related employee hardship(s) when they are out of accrued sick, ~~annual leave~~ vacation, flex-holiday, PTO, and professional leave and are still protected under FMLA. Leave is given by an eligible donor for the benefit of a specific eligible recipient. The District's function is to administer the program and to merely act as a "pass through" conduit from the Donor to the Recipient.

DONOR ELIGIBILITY

- Donor must be a District employee in good standing.
- Donor must have taken at least forty (40) hours (~~i.e., five consecutive workdays~~) off during the last twelve (12) calendar months, in accordance with Section 206.01 of the District's policy. These hours can be a combination of ~~annual leave~~ vacation pay, holiday pay, paid time off, and/or professional leave taken under the Exempt Employee Benefit Program.
- No employee can donate leave after tendering notice of separation for any reason.

HOURS DONATED

- Donations are offered anonymously for the benefit of a specific employee currently employed by the District. One donation can be made for the benefit of one specific employee once each calendar year. Donation requests can be made at multiple times during the calendar year as the need arises.
- ~~Donations must be given in increments of four (4) hours. At least four (4) hours of leave time must be given by the donor.~~
- Donations must be ~~annual leave~~ vacation hours (sick and other accrued hours are not eligible for donation).
- The Donor recognizes and agrees that the ~~annual leave~~ vacation so donated will be recharacterized as sick leave to the Donee/Recipient.
- Donation CAP: Employees may request that the District approve an accrued ~~annual leave~~ vacation donation up to, but not exceeding, forty (40) hours for the benefit of a single recipient, and eighty (80) cumulative hours for all named recipients in any given calendar year. These limits are subject to the donor not reducing his/her remaining accrued leave balance below one year's leave accrual (e.g., an 8-year full-time District employee may donate any excess hours above 120 hours but not exceeding 40 for an individual or 80 for multiple recipients)
- Hours donated must have already been accrued as of the date of the donation. Projected hours yet to be actually accrued are not eligible for donation.
- Donation requests can be made via the ~~Annual Leave~~ Vacation *Donation Authorization Form*.
- Once processed, the ~~Annual Leave~~ Vacation Donation is irrevocable.

Human Resources Policies and Procedures

Section 206.02 – ~~Annual Leave~~Vacation Buybacks and Donations

DONATION REQUEST PROCEDURES

- A Donor employee may voluntarily request to donate, by completing the District's ~~Annual Leave~~Vacation *Donation Authorization Form*, that a specified number of hours of earned ~~annual leave~~vacation be transferred from the Donor's ~~annual leave~~vacation account to a specific District employee who is eligible to receive said donation(s).
- The ~~Dd~~ department Director or immediate supervisor of the Donor must approve the donation and forward the request for donated leave to Human Resources.
- Human Resources will verify that the employee has accrued the ~~annual leave~~vacation time that is being donated and meets the donation eligibility requirements.

DONATION RECIPIENT

To be an eligible donation recipient an employee:

1. Must be a District employee in good standing who:
2. Has been continuously employed by the District for the immediately preceding 12 months and worked a minimum of one thousand two hundred fifty (1,250) hours of service to coincide with FMLA requirements,
3. Has a qualifying, serious health condition, or combination of conditions, affecting physical or mental condition(s), which have been medically diagnosed and documented, which can be characterized as catastrophic, more specifically, that he/she or a family member (spouse, parent, child, sibling, stepparent, stepchild) has a serious medical hardship or catastrophic illness or injury that poses a threat to life (i.e. cancer, major surgery, AIDS, heart attack, serious accident, etc.) or that requires inpatient, hospice or residential care,
4. Qualifies for the use of sick leave as stipulated under Section 206.03 of the District's Sick Leave Policy,
5. Is FMLA certified, AND
6. Has exhausted (or will exhaust) all of his/her available sick, ~~vacation~~annual leave, flex-holiday, PTO, and professional leave.

To qualify as a Recipient, an employee cannot be:

- in unpaid status for less than one week
- have a disciplinary action at a Written Warning level or above
- be on an active performance improvement plan
- receiving Social Security Disability benefits
- receiving or applied for worker's compensation benefits
- receiving long-term disability benefits
- separated from service

Human Resources Policies and Procedures

Section 206.02 – ~~Annual Leave~~ Vacation Buybacks and Donations

HOURS RECEIVED AND USEAGE THEREOF

- Donation Receipt CAP: Donation Recipient(s) cannot receive more than the remaining unpaid FMLA period in any given calendar year.
- The Recipient may not be paid more than his or her regular gross earnings, excluding overtime, per payroll period when combined with other wages or available paid leave.
- Normal deductions, including, but not limited to insurance premiums, federal and state tax withholdings, retirement, wage garnishments, and other will continue to be withheld, as appropriate, from each paycheck resulting from said donations.
- The donated hours will occur pay period by pay period as eligibility is maintained and will not be given in total at one time. When and if, the qualifying medical condition or the member of the employee's immediate family who is suffering from a catastrophic injury or illness is terminated, then the donation will cease, even if the donation cap has not been reached.
- If employment is terminated or the Donee dies, any unused donated hours are returned to the Donor(s).
- Any "unused" donated hours, as when an employee returns to work before the donation cap is reached, will be recharacterized back to vacation hours and returned to the Donor(s) as appropriate.
- Vacation transferred under this program and recharacterized as sick time may be substituted retroactively for periods of leave without pay for the same qualifying event(s). ~~This provision is effective as of November 1, 2013 (retroactive substitutions prior to November 1, 2013 will not be allowed).~~

RECIPIENT REQUEST PROCEDURES

- A Recipient / Donee employee begins the process by contacting the Human Resources Department and expressing a need for qualifying assistance. Human Resources will verify that the employee receiving the donated time is or will shortly be in an unpaid status and verify the employee's qualifying medical condition with the recipient's manager and/or Department Director. Human Resources or designee determines that various other eligibility requirements have been met, the potential recipient will fill out and sign a *Vacation Recipient Request Form*, authorizing a request for donated hours from District staff.
- While there is no limit to the number of separate requests that an employee may submit to the District, each separate request shall be limited to no more than one per month, and the cumulative number of hours received in a given year cannot exceed more than the remaining unpaid FMLA period in any given calendar year.
- Human Resources or designee will process the *Vacation Recipient Request Form* and approve/deny the request.

Human Resources Policies and Procedures

Section 206.02 – Vacation Buybacks and Donations

- Human Resources will notify the requesting recipient of the request.

MANAGEMENT

- The procedures contained herein are managed by the District’s Human Resources Leadership.

FINANCIAL CRITERIA

- Donated vacation hours are converted to dollars, based on the Donor’s hourly base pay rate. This amount is paid to the Recipient at the Recipient’s hourly rate as sick leave taken, is includable in the Recipient’s wages and is taxed according to the Recipient’s withholding schedule.
- All payments will be reflected on the Recipient’s W-2 form as income.
- The Donor realizes no income and incurs no tax-deductible expense or loss.
- The Donor receives no SCRS (SC Retirement System) or PORS (Police Officer Retirement System) service credit for time worked (and subsequently donated)
- The Recipient does receive SCRS (SC Retirement System) or PORS (Police Officer Retirement System) service credit for the hours received, but also has to make contributions into either SCRS or PORS.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 202 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.03 – Sick Leave

OBJECTIVE

To establish a sick leave policy for employees.

GUIDELINES

Qualified full-time and qualified part-time employees shall be entitled to earn sick leave as provided herein.

Qualified full-time employees shall earn ninety-six (96) hours sick leave per year. Sick leave is accrued after each payroll is processed. Qualified part-time employees shall earn forty-eight (48) hours sick leave per year. Non-qualified and Variable Hour employees do not accrue sick leave.

Sick leave as earned may be carried forward and accumulated to a maximum of seven hundred twenty (720) hours. After accumulating seven hundred twenty (720) hours of sick leave, employees will not accumulate any additional sick leave until an employee's sick leave balance drops below seven hundred twenty (720) hours.

Sick leave may not be used until after completion of three (3) consecutive months of ~~satisfactory~~ service, without the approval of the President/CEO, or designee. When recording sick leave taken, the time should be rounded to the nearest 15-minute interval. Employees who terminate during the introductory period shall not be eligible for payment of unused sick leave.

Sick leave shall not be earned while an employee is in a non-pay status of thirty (30) days or longer.

All employees who resign in good standing, are laid off, or otherwise separate from the District in good standing shall be entitled to be paid for thirty-three (33%) percent of any unused sick leave balance earned by them not to exceed two hundred forty (240) hours. Any employee who is terminated by the District for cause (as determined by the District at its sole discretion) will forfeit all unused sick leave balance and will not be entitled to any reimbursement of unused sick leave upon termination of employment. Such unused sick leave balance shall be forfeited.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

Employees who are disabled as a result of an injury arising out of and in the course of employment, compensable under the Workers' Compensation Law or on leave under Section 206.10, Personal Leaves of Absence Without Pay, of these Policies and Procedures, shall not earn sick leave benefits when such leave extends thirty (30) days or longer.

Requests to modify essential job functions for a non-work-related physical condition or illness will not be accommodated.

Human Resources Policies and Procedures

Section 206.03 – Sick Leave

USE OF SICK LEAVE

Paid sick leave is provided by the District in order to allow employees time off for legitimate medical reasons. Below is a list of reasons an employee ~~may will be required to~~ use sick leave, however this list is not intended to be exclusive. Leave will be scheduled in such a manner as to not hamper the normal operations of the department.

1. The employee's personal illness, injury or exposure to a contagious disease, which could endanger others.
2. The illness of a member of the immediate family (see definition in Section 206.07 which requires the personal care, and attention of the employee.
3. Medical appointments.
4. Inability to pass a required fitness for duty exam due to a medical related reason.
- 4-5. Mothers and/or fathers bonding with a newborn or newly adopted child.

Employees are expected to remain home when ill with a potentially contagious disease. Employees who come to work with a potentially contagious or communicable disease will be sent home by his/her immediate supervisor.

A communicable disease is an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person, animal or insect. Employees have a responsibility to prevent the spread of communicable diseases when he/she becomes aware or suspect that he/she may be a carrier of a communicable disease.

For the purpose of this policy, employees are "aware" that he/she may have a communicable disease when he/she shows or feels signs of illness, such as coughing, sneezing, fever, joint aches, overall ill feeling, or the employee has a report of a communicable disease from a health care provider. Employees are also "aware" when he/she knows to have been exposed to someone with a known or suspected communicable disease.

The District also recognizes its obligation to provide a safe and healthy workplace for all employees. Therefore, the District will obtain appropriate medical direction when necessary, to ensure that an employee's condition does not pose a significant risk of substantial harm to the employee, co-workers or individuals. Employees who have or are suspected of having a communicable disease that poses a significant risk or harm to the employee or others will be restricted from the workplace until such time as the employee's presence in the workplace will not present a risk to the employee or to others.

Employees may be required to seek a Doctor's consultation/written confirmation for any prolonged illness requiring the employee to be absent for three or more consecutive days, or as requested by the

Human Resources Policies and Procedures

Section 206.03 – Sick Leave

employee’s supervisor or Human Resources. Also, employees must contact Human Resources to discuss the possibility of the employee’s illness applying to FMLA under Section 206.08 within these Policies and Procedures.

Advance requests for sick leave shall be made in UKG, which must be submitted to the immediate supervisor for approval a minimum of **4824 hours** in advance of the leave.

Employees who take FMLA leave for his/her own serious health condition must exhaust all accrued sick leave prior to starting an unpaid FMLA leave.

FMLA leave and the use of paid sick time will run concurrently.

An employee cannot elect to take time off unpaid if he/she has accrued paid leave to use.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.04 – Holiday Pay

OBJECTIVE To establish a policy concerning observances of paid holidays.

METHOD OF OPERATION

ELIGIBILITY

Full-Time Employees:

- Exempt and Non-Exempt
- Differential Shift

Full-time Differential shift employees are not eligible for holiday pay but can instead use Paid Time Off (PTO) as outlined in Section 206.05 if the employee would like to be paid for time off in lieu of a designated holiday.

- Exempt
- Non-Differential Shift

Shall be awarded holiday pay for the day the holiday is observed which may not be the same day as the calendar holiday. Holidays falling on a Saturday will normally be observed on the preceding Friday. Those falling on Sunday will normally be observed on the following Monday. Employees will be compensated for holidays on the basis of his/her regular straight time rate, not to exceed a normal workday.

- Non-Exempt
- Non-Differential Shift

Full-time non-exempt non-differential shift employees who work the actual calendar holiday will be paid one and one-half times his/her regular rate of pay for all hours worked in addition to getting one other day off in the same pay period. Otherwise, they shall be awarded holiday pay for the day the holiday is observed. Employees will be compensated for holidays on the basis of his/her regular straight time rate, not to exceed a normal workday.

Qualified Part-Time or Variable Hour Employees:

- Exempt and Non-Exempt
- Differential and Non-Differential Shift

Qualified Par-time or variable hour non-exempt non-differential shift employees who work the actual calendar holiday will be paid one and on-half times his/her regular rate of pay for all hours worked on the holiday. These employees do not get PTO. PTO is for full-time, differential shift employees only.

Human Resources Policies and Procedures

Section 206.04 – Holiday Pay

GUIDELINES

Employees, who are on an approved paid leave at the time the holiday occurs, shall not have the hours of eligible holiday pay charged against accrued leave balances.

In order to be eligible for holiday pay an employee must be in a paid employment status or work the regularly scheduled workday immediately before or immediately after the holiday period. Employees on leave without pay or an unpaid leave of absence shall not be eligible for holiday pay for any holidays occurring while in such unpaid status. Employees in his/her introductory period must have worked a regularly scheduled workday before the holiday to be eligible for holiday pay.

Terminating employees must work a regularly scheduled workday immediately following the holiday to be eligible for holiday pay.

HOLIDAYS

	Holiday	Date Observed
1	New Year's Day	January 1
2	Martin Luther King Day	3 rd Monday in January
3	Memorial Day	Last Monday in May
4	Independence Day	July 4
5	Labor Day	First Monday of September
6	Veterans Day	November 11
7	Thanksgiving	4 th Thursday of November
8	Christmas Day	December 25
9	Flex Holiday #1	See below
10	Flex Holiday #2	See below
11	Flex Holiday #3	See below

Flex Holidays

Full-time employees will be given three "Flex-Holidays" that can be taken at any point during the year at the employee's discretion after supervisory approval has been obtained. Flex holidays cannot be carried over from year to year, cannot be broken up (i.e., it must be taken all at once in one full day) and if unused at time of termination/resignation will not be accrued as a benefit payable upon departure.

~~In an employee's first year of employment, each flex holiday is accrued after 4 months of continued employment.~~

~~Case Study: Joe is hired on October 20th. Is Joe eligible to take 3 flex-holidays before December 31st?~~

~~Answer: No.~~

~~He cannot take any flex holidays before December 31st. He will be eligible to take his first flex holiday with supervisory approval, after February 20th of the next year. Joe will still only be entitled to a total of 3 flex holidays in the following year.~~

Human Resources Policies and Procedures

Section 206.04 – Holiday Pay

~~Flex holidays are accrued after each full trimester (4 months) and taken on a calendar year basis. There are no partial flex holiday accruals.~~

~~Case Study: Sam is hired on June 1st and works 7 months in his first calendar year. Is Sam entitled to 1 flex holiday or 1.75 (7/12 x 3) flex holidays?~~

~~Answer: 1.~~

~~If an employee resigns or is terminated and has taken more than his/her "pro rata" portion earned YTD, then the unearned portion shall be required to be paid back or will be deducted from the employee's last check or leave balance.~~

~~In an employee's first year of employment, flex holidays are prorated per the schedule below:~~

~~January – April: First Flex Holiday~~

~~May – August: Second Flex Holiday~~

~~September – December: Third Flex Holiday~~

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

Human Resources Policies and Procedures

Section 206.0 – Holiday Pay

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.05 – Paid Time Off (PTO)

OBJECTIVE	To provide Paid Time Off (PTO) to Full-time Exempt and Non-Exempt Differential Shift Employees.
DEFINITION OF DIFFERENTIAL SHIFT EMPLOYEE	A “Differential Shift” employee is one who works full-time and is regularly scheduled to work on holidays. “Differential shift” employees can be non-exempt (hourly) or exempt. Management reserves the right to identify and/or change which class(es) of employees fall under the definition of “Differential Shift”.
METHOD OF OPERATION	
GENERAL	The President/CEO has authority, at his discretion, to grant “Paid Time Off (PTO)” in lieu of Holiday Pay as outlined under Section 206.04 to personnel affected by “differential” shifts. Since shift changes can and do happen, and in the interests of fairness & equitable staff treatment, it is recognized that some flexibility is needed to accommodate holiday pay for those employees so affected by reason of non-regular schedules.
ACCRUAL RATES	<p>Full-time Differential shift employees shall accrue sixty-four (64) hours of PTO during the calendar year. These rates can be changed by the President/CEO should the need arise. Employees will be compensated for PTO at his/her regular rate of pay.</p> <p>New employees upon completion of ninety (90) days of employment, will be given PTO that is prorated based on his/her hire date.</p> <p>All employees that are active as January 1st of each calendar year, will be given the annual accrual rate on January 1st. An employee in his/her introductory period cannot use the accrued leave until the completion of the introductory period.</p>
USEAGE	<p>To allow for scheduling flexibility, the PTO- hours will be available for use at the beginning of each calendar year, <u>according to the payroll processing schedule</u>. If an employee resigns or is terminated (<u>performance, policy violation, reduction in force, etc.</u>) and has taken more than his/her “pro-rata” portion earned Year to Date (YTD), than the unearned portion shall be required to be paid back or will be deducted from the employee’s last check or leave balance.</p> <p>PTO may be taken in a minimum of two<u>four</u>-(42) hour increments. PTO shall not accrue from year to year and must be taken within the calendar year or it will be lost. Any unused PTO at the end of the calendar year will be forfeited.</p> <p>As operational needs may require changes to the schedules of “differential shift” employees, the President/CEO may alter the method by which employees are compensated for PTO.</p>

Human Resources Policies and Procedures

Section 206.05 – Paid Time Off (PTO)

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

USE OF PAID TIME OFF

The immediate Supervisor shall schedule PTO at the mutual convenience of the department and the employee. PTO shall not compromise the operational needs of the District.

Unused PTO will not be paid out to the employee in the event of a separation of employment from the District.

For new hires, PTO may not be used until after completion of ninety (90) consecutive days of ~~satisfactory~~ service, without the approval of the President/CEO, or designee.

An employee cannot elect to take time off unpaid if he/she has accrued paid leave to use.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.06 – Jury Duty & Court Appearances

OBJECTIVE To define a policy for employees called to Jury Duty & Court Appearances.

METHOD OF OPERATION

JURY DUTY AND COURT APPEARANCES

Any Qualified Full-time employee, Qualified Part-time or Qualified Variable Hour who is called for jury duty on a regularly scheduled workday, shall be granted time off with pay upon the presentation of a summons. The employee shall retain any fees received for jury duty. Time off with pay for jury duty is limited to a maximum of two (2) weeks (10 workdays) during any 12-month period. An employee may elect to use available leave (professional, vacation, PTO). Once paid leave is exhausted, any additional time that an employee may need for jury duty will be unpaid.

Employees who attend court or participate in a related activity for only a portion of the workday are expected to report to his/her supervisor after being excused or released by the court.

An employee who appears in Court or participates in a related activity as a witness, plaintiff or defendant due to personal litigation or criminal charges, or whose appearance is voluntary shall be required to use vacation first until it is exhausted, and then may be authorized to take leave without pay for any such absence from work.

All jury duty leave will be recorded appropriately in UKG.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.07 – Bereavement Leave

OBJECTIVE To provide a policy for leave with pay when a death occurs in an employee's ~~immediate~~ family.

METHOD OF OPERATION

GUIDELINES Employees bereaved by the death of an immediate family member are granted time off for such periods of time as follows:

- Full-time employees may be granted up to twenty-four (24) hours of scheduled work time off on bereavement leave for the death of a parent, or an adult who stood in loco parentis to the employee during childhood, spouse, child, brother, sister, stepfather, stepmother, stepson, stepdaughter, ~~grandparent or grandchild~~, grandparent, of the employee or his/her spouse, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouses grandparent or grandchild.
- Full-time employees may be granted up to twenty-four (24) hours of scheduled work time off for bereavement leave for a miscarriage of a child or still born birth of a child.
- Qualified Part-time employees may be granted up to twelve (12) hours of bereavement leave.
- Full-time employees may be authorized up to twenty-four (24) additional hours to be charged against the employee's accrued sick time, if needed.
- Qualified Part-time employees may be authorized up to twelve (12) additional hours to be charged against the employee's accrued sick leave, if needed.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.08 – Family Medical Leave Act (FMLA)

OBJECTIVE

The District will provide Family and Medical Leave Act (FMLA) leave to its eligible employees. The District posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act. The District also posts the DOL supplementary information concerning Military Family Leave.

The objective of this policy is to provide employees with a general description of his/her FMLA rights. In the event of any conflict between this policy and the applicable law, employee will be afforded all rights by required law.

If an employee has any questions, concerns or disputes with this policy, he/she must contact Human Resources in writing.

METHOD OF OPERATION

GENERAL

Under this policy the District provides eligible employees unpaid, job-protected leave up to 12 weeks, during a 12-month period (or up to 26 weeks, during a 12 month period of military caregiver leave to care for a covered servicemember with a serious injury or illness).

ELIGIBILITY REQUIREMENTS

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the District for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by the District within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Human Resources Policies and Procedures

Section 206.08 – Family Medical Leave Act (FMLA)

VACATION ENTITLEMENT

An eligible employee is entitled to 12 weeks of unpaid leave. The District will measure the 12-month period as a rolling 12-month period beginning the first day an employee uses any FMLA leave under this policy.

TYPES OF LEAVE COVERED

To qualify as FMLA leave under this policy, the leave must be for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of his or her position.

Under the FMLA, a “spouse” means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:

- a. was entered into in a state that recognizes such marriages;
or
- b. if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic

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health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the District's sick leave policy are encouraged to consult with Human Resources.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5. Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a. short-notice deployment
- b. military events and activities
- c. child care and school activities
- d. financial and legal arrangements
- e. counseling
- f. rest and recuperation
- g. post-deployment activities
- h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserve, or a member of the Armed Forces, the National Guard or Reserve who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserve, or members on the permanent disability retired list.

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6. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.
 - a. A “son or daughter of a covered servicemember” means the covered servicemember's biological, adopted, or foster child, stepchild or legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
 - b. A “parent of a covered servicemember” means 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.
 - c. The “next of kin of a covered servicemember” is 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 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. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has siblings and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

“Covered active duty” means:

- a. “Covered active duty” for members of a regular component of the Armed Forces means duty during

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deployment of the member with the Armed Forces to a foreign country.

- b. *Covered active duty or call to covered active duty status* in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

7. Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks of leave in a single 12-month period to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term "covered servicemember" means:

- a. a member of the Armed Forces (including a member of the National Guard or Reserve) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term "serious injury or illness" means:

- a. in the case of a member of the Armed Forces (including a member of the National Guard or Reserve), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating;

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- b. in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) 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.
- c. Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

AMOUNT OF LEAVE

An eligible employee can take up to 12 weeks for the FMLA circumstances (No. 1) through (No. 5) above under this policy during any 12-month period. The District will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the District will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (No. 6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the District will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, to care for the child after placement or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the District and each wish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

EMPLOYEE STATUS AND BENEFITS DURING LEAVE

While an employee is on leave, the District will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

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If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the District will require the employee to reimburse the District the amount it paid for the employee's health insurance premium during the leave period.

Under current District policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mailing the payment to the Finance Department. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

While on paid Family and Medical Leave, an employee is entitled to accrue additional leave time. After 30 days of unpaid FMLA, an employee will not continue to accrue any additional leave time.

Accrued credited service/tenure will continue as long as the employee is being paid with his/her available leave time. Once the paid leave time has been exhausted, credited service/tenure will be continued for a period of 30 calendar days. After the 30 days have expired, the employee will no longer accrue credited service/tenure. When the employee returns to work, the hire date will be adjusted to reflect the time taken in excess of 30 days.

EMPLOYEE STATUS AFTER LEAVE

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from a health care provider, which may be a District designated health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits

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and working conditions. The District may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

USE OF PAID AND UNPAID LEAVE

For birth or a serious health condition of the employee or family member, the employee must substitute all available sick leave prior to using other types of paid available leave during the FMLA period.

For adoption or foster care, the employee must substitute available paid leave, excluding sick, for the unpaid FMLA.

When the paid leave is exhausted, the remainder of the 12 weeks of leave, if any, will be unpaid FMLA.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing his/her normal weekly or daily work schedule. FMLA leave may be taken intermittently whenever medically necessary to care for a family member with a serious health condition, or because the employee has a serious health condition and is unable to work. When intermittent leave is needed, the employee must try to schedule treatment so as not to unduly disrupt the District's operations.

FMLA leave will run concurrently with paid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the District's sick leave policy) prior to being eligible for unpaid leave.

INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

Employees may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The District may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

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For the birth, adoption or foster care of a child, the District and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. Leave for the birth or placement of a child for adoption or foster care may be taken only with the approval of of Human Resources.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the District before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Employee's taking intermittent leave must follow the District's standard call-in procedures.

CERTIFICATION FOR THE EMPLOYEE'S SERIOUS HEALTH CONDITION

The District will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The District may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, a HR professional, leave administrator or District official. The District will not use the employee's direct supervisor for this contact. Before the District makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the District will obtain the employee's permission for clarification of individually identifiable health information.

The District has the right to ask for a second opinion if it has reason to doubt the certification. The District will pay for the employee to get a certification from a second doctor, which the District will select. The District may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the District will require the opinion of a third doctor. The District and the employee will mutually select the third doctor, and the District will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

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If the employee fails to provide timely certification after being required to do so, the employee may be denied the taking of the leave under FMLA. If the certification form is incomplete or insufficient, an employee will be given written notice of the information needed and will have seven (7) days after receiving such written notice to provide the necessary information. Once the District has fully completed sufficient certifications and documentation, the District will notify the employee of whether FMLA leave is being granted. A request for active duty leave must be supported by the certification of qualifying exigency for Military Family Leave Form as well as appropriate documentation, including the covered military member's active duty orders.

CERTIFICATION FOR THE FAMILY MEMBER'S SERIOUS HEALTH CONDITION

The District will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The District may require documentation and verification of family relationships sufficient to corroborate the need for leave and its coverage under this policy.

The District may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, a HR professional, leave administrator or management official. The District will not use the employee's direct supervisor for this contact. Before the District makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the District will obtain the employee's family member's permission, when possible, for clarification of individually identifiable health information.

The District has the right to ask for a second opinion if it has reason to doubt the certification. The District will pay for the employee's family member to get a certification from a second doctor, which the District will select. The District may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the District will require the opinion of a third doctor. The District and the employee will mutually select the third doctor, and the District will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

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CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE

The District will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR A SERIOUS INJURY OR ILLNESS COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE

The District will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

RECERTIFICATION

The District may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the District may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The District may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

PROCEDURE FOR REQUESTING FMLA LEAVE

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to Human Resources.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the District's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave, or what is protected leave until the FMLA may be delayed.

Employees should make every reasonable effort to schedule medical treatments so as not to disrupt unduly the ongoing operations of the District.

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DESIGNATION OF FMLA LEAVE

Within five business days after the employee has submitted the appropriate certification form, Human Resources, or designee, will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

INTENT TO RETURN TO WORK FROM FMLA LEAVE

On a basis that does not discriminate against employees on FMLA leave, the District may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

~~**PERIOD OF LEAVE, USE OF SHORT-TERM DISABILITY**~~

~~If an employee uses Short Term Disability (STD) for a serious health condition or for the birth of a child, the STD entitlement shall run concurrent with any FMLA leave. If additional FMLA leave is needed at the conclusion of the available STD leave, the remainder of the leave will be unpaid.~~

RETURN FROM FMLA LEAVE

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee will be required to submit to Human Resources, certification from the employee's health care provider stating that the employee is able to resume work. The employee, at the District's cost, may also be required to undergo a medical examination by a District designated physician.

If an employee takes FMLA leave in excess of the weeks for which the employee is eligible or fails to return from leave as scheduled, the employee's job protection rights under the FMLA no longer exist, and the District cannot guarantee that the employee will have a job position upon his/her return from leave. Any employee who is unable to return from leave due to a disability covered by the ADA, the District will engage in the interactive process and will review reasonable accommodation options in accordance with the ADA.

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA or to discharge or discriminate against any person for exercising his/her rights under the FMLA.

Employees with questions about what illnesses are covered under this FMLA policy or any other questions concerning FMLA are encouraged to consult with Human Resources.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

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Section 206.09 – Military Leave

OBJECTIVE To establish a Military Leave policy for employees in compliance with Federal and State laws.

METHOD OF OPERATION

COMPLIANCE WITH LAW The District intends to comply with:

- the Uniform Services Employment and Reemployment Rights Act (USERRA),
- applicable South Carolina state codes (specifically S.C. Code of Laws Ann. § 8-7-10 through 8-8-90 and § 25-1-2310),
- State HR Regulations Section 19-712.01
- 38 USC §§ 3001-4334
- and any other applicable statutes, federal or state laws or directives.

DEFINITION A “Regularly Scheduled Work Day” is considered to be based on regularly scheduled average workdays for the purpose of this policy.

SC CODE DIRECTIVES As excerpted from: S.C. Code Ann. § 8-7-90)

“All officers and employees of this State or a **political subdivision** of this State who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, [etc.]...are entitled to leaves of absence from his/her respective duties without loss of pay, time, or efficiency rating for one or more periods not exceeding an aggregate of **fifteen regularly scheduled average workdays** in any one year during which they may engage in training.... Saturdays, Sundays, and state holidays may not be included in the fifteen-day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the officer or employee involved.

In the event any such person is called upon to serve during an **emergency**, he is entitled to such leave of absence for not exceeding (an additional) **thirty additional days** (beyond the aforementioned fifteen regularly scheduled work days).

As used in this section, ‘in any one year’ aligns with the federal fiscal year of October through September.

PAID VS NON-PAID MILITARY LEAVE Normal annual provision is **15 paid** Regularly Scheduled Work Days in any one year.

“Declared” emergency: In accordance with SC Code of Laws § 8-7-90, an employee who receives official military orders to serve during a declared emergency is entitled to an **additional 30 regularly scheduled workdays of paid** military leave each year.

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Additional periods of service/training for military personnel (including, but not limited to Reservists and National Guardsmen) over and above the normal 15 days of recognized duty may be taken only after approval by the employee's Supervisor and will not exceed an additional 10 days. Such additional "non-emergency" military leave will be **without pay** unless the employee requests that vacation and/or personal time be used for this purpose.

AUTHORIZED LEAVE APPLICATION

All written or oral orders are considered valid when issued by an official military authority. The District requires that application for military leave must be accompanied by a copy of the official military order.

Employees who are members of the military reserve units or whose draft status subjects them to be called to active duty must so notify his/her Supervisor in writing as a condition of the granting of a military leave of absence.

MUST THE 15 OR 30 EMERGENCY WORKDAYS BE CONSECUTIVE?

No.

ENLISTMENT

Employees intending to enlist in military service must notify his/her supervisor of his/her intent in writing. This information will be made a part of the employee's permanent personnel record. If called to active military duty, for other than routine Reserve or National Guard Annual Training, the employee may receive accrued vacation pay for which the employee is eligible. Upon return to active employment, the employee will be reinstated with the tenure status to which he/she would have been entitled had the employee not entered military service. Requests for re-employment must be received within 90 days of separation from service.

HOLIDAYS

Saturdays, Sundays, and state holidays may not be included in the 15-day aggregate unless that particular day to be included is a regularly scheduled workday for the employee involved.

IS THE EMPLOYEE'S TRAVEL TIME INCLUDED AS PART OF THE 15 DAYS?

If travel time is not included in the official military order, an employee may request vacation, flex-time, exempt professional leave, paid time off, or leave without pay for travel time to get to the assignment outside of the dates on the military order submitted.

IS AN EMPLOYEE WHO VOLUNTEERS FOR ACTIVE SERVICE ELIGIBLE

If an employee volunteers for a military service assignment and an official military order is issued, he/she is eligible to receive the normal paid military leave up to the 15 days with an additional 30 days of paid leave in the case of a declared emergency.

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Section 206.09 – Military Leave

FOR MILITARY LEAVE?

LONG TERM MILITARY LEAVE

Upon exhaustion of available military leave, an employee may elect to use any available vacation, flex-time, exempt professional leave, paid time off. He/she may also, at the discretion of the President/CEO, be placed on leave without pay for a specified period. An employee will not be eligible for leave accrual and merit increases while ~~on~~ leave without pay.

REEMPLOYMENT RIGHTS

In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), employees who occupy an FTE position (including those in a probationary or trial period) may be absent from work for military duty and retain reemployment rights up to five years. There are important exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. USERRA clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met. For a full list of the exceptions to reemployment beyond five years, see Section 4312(c) of USERRA. (Title 38 U.S. Code, Chapter 43, Section (Section 4312(c)). Under USERRA, "an employer is not required to reemploy a person under this chapter (3 USC § 4312) if the employment from which the person leaves to serve in the uniformed services is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period." An employee in a temporary capacity does not have reemployment rights.

The reemployment rights a person receives upon return from military service depend on the duration of the time spent in military service:

- District employees who return to work after military service of one to 90 calendar days retain the same position;
- District employees who return to work after serving at least 91 calendar days but not more than 5 years are entitled to a comparable position within the District (with the same band and pay rate) for which the employee is qualified; or,
- District employees are not entitled to Veteran Reemployment rights after an absence of 5 years.

The employee must notify the District of the intent to return to work and the required time periods are:

- Military service of 1 to 30 days; the employee must return to work at the beginning of the first regularly scheduled workday or eight hours after the end of military service. A reasonable

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Section 206.09 – Military Leave

commuting time from a military service post to home must be taken into consideration by the District;

- Military service of 31 to 180 days; the employee must contact the District no later than 14 days after completion of military service; or,
- Military service of 181 or more days; the employee must contact the District no later than 90 days after completion of military service.

LIFE, HEALTH & DENTAL INSURANCE BENEFITS

During the normal 15 day and declared emergency additional 30-day periods, the employee will remain on the District’s group policies under the same terms and conditions.

An employee on leave without pay due to military service will be allowed to remain on the active group programs by paying the employee share of the premiums due.

If an employee elects to cancel health and dental coverage during active duty military status, his/her coverage can be reinstated when he/she is discharged or released from active duty and resumes employment with the District. The request must be made within 31 days of discharge.

SC STATE RETIREMENT SYSTEM

An employee on leave without pay due to active military service can continue to pay his contribution to the State Retirement System during his/her absence by completing the Supplemental Service Report (Form 1224), or, arrange to contribute retroactively when he/she returns from military service.

APPROVAL AND UPDATE HISTORY	November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.10 – Personal Leave of Absences Without Pay

OBJECTIVE To establish a policy concerning employee personal leave of absences.

METHOD OF OPERATION

LEAVE OF ABSENCE WITHOUT PAY

The President/CEO or designee, upon written request by the employee, may authorize a personal leave of absence for a unique or extraordinary reason that may not apply to other types of leave of absences that fall under the FMLA, Section 206.08, of these policies.

These requests will be considered on a case-by-case basis due to the District’s limited staff available for coverage. If granted the employee’s position will remain open and benefits will continue at the same level and under the same conditions, for the duration of the approved leave, that exist for covered employees actively working. After the approved leave duration, the employee will be responsible for full payment of benefits. After 30 days of unpaid leave, vacation and sick leave will not continue to be accrued.

Any personal leave of absence is at the sole discretion of the President/CEO, and employees are not guaranteed job protection while on a personal leave of absence. Personal leave of absences will normally not exceed three (3) months.

Requests to modify essential job functions for a non-work-related physical condition or illness will not be accommodated.

MILITARY LEAVE OF ABSENCE

A leave of absence to serve in the U.S. Armed Forces Reserve or National Guard will be granted in accordance with the Uniform Services Employment Right Act (USERRA).

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

BENEFITS

Human Resources Policies and Procedures

Section 207.01 – District Offered Benefits Through SC PEBA

OBJECTIVE To provide an overview of District offered benefits through the South Carolina Public Employer Benefit Authority (SC PEBA).

METHOD OF OPERATION

BENEFITS OVERVIEW The following benefits are provided by the District to some or all employees. See the SC PEBA Accounts Guide and benefit description for eligibility restrictions and more information. For additional questions, employee should reach out to the Human Resources Department or visit the SC PEBA website, <https://www.peba.sc.gov/>.

- Group Health Insurance
- Dental & Vision Insurance
- Long-term Disability
- Supplemental Long-term Disability
- MoneyPlus Medical Spending Account
- MoneyPlus Dependent Care Spending Account
- MoneyPlus Health Savings Account
- Life Insurance
- Accidental Death & Dismemberment (AD&D)

The President/CEO will establish the percentage of premiums paid by the District for employee and dependent coverage. The District reserves the right to change plan providers and its contribution from time to time.

DEFERRED COMPENSATION PROGRAMS

The District offers the opportunity for all of its employees to participate in the South Carolina Deferred Compensation Program.

For all Full-time employees who are SCRS participants, excluding variable hour employees, the District will match 100% up to the first 5% of employee deferred compensation contributions each calendar year. The District's matched dollars will be added to the employee's account(s) as allowed in the appropriate plan documents. The Employee may elect to contribute an additional amount consistent with the plan guidelines and Federal Law. Plan Guidelines are available through the Human Resources Department or through SC PEBA.

For Qualified and Non-Qualified Part-time and Variable Hour employees who are SCRS participants, participation in the South Carolina Deferred Compensation Program is optional at the employee's election. Should a part-time employee elect to participate, there will be NO match from the District.

The District's deferred compensation program match is also specifically excluded from employees participating in the PORS program.

Human Resources Policies and Procedures
Section 207.01 – District Offered Benefits Through SC PEBA

APPROVAL AND UPDATE HISTORY	Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

OBJECTIVE To identify and define the additional benefits available for Qualified Full-time exempt employees (“Exempt Employee Benefit Program”) of the District.

METHOD OF OPERATION

GENERAL The Exempt Employee Benefit Program is designed to aid in attracting and retaining highly competent management and professional Full-time personnel. This procedure outlines specific benefits established for each exempt employee, broken out by Salary Levels.

EXEMPT EMPLOYEE BENEFIT PROGRAM The Exempt Employee Benefit Program consists of Professional Leave and Medical Reimbursement.

PROFESSIONAL LEAVE A specified number of additional leave hours during each calendar year are granted to Full-time employees in the Exempt Employee Benefit Program as follows:

Salary Levels 13 and higher	40 hours/year
Salary Levels 7- 12	24 hours/year
Salary Levels 1 - 6	16 hours/year

Professional Leave may not be carried over from year to year; however, following each calendar year, the employee receives a cash bonus of fifty percent (50%) of the unused Professional Leave, based on the employee’s hourly rate as of the date of payroll processing payment. The Professional Leave payroll payout will occur the first pay period containing January 1st. The payroll payout will be made via direct deposit.

An employee must be employed for one hundred eighty (180) days as an Exempt Employee in a particular job category to be eligible for Professional Leave in that category. An employee must be on the active payroll January 1 in order to receive fifty percent (50%) of the unused Professional Leave from the prior calendar year. An employee hired and/or transferred into the job categories listed above on July 1 or after is not eligible for Professional Leave that year.

~~Example: Employee hired on 6/30/2009 will receive Professional Leave benefit on 12/30/2009. Since the deadline for using Professional Leave is December 31 of each year, the employee will be paid 50% of the value of the Professional Leave as long as the employee is on the active payroll on 1/1/2010.~~

The President/CEO, after consultation with the VP/SVP of the department, may authorize use of Professional Leave prior to the end of 180 days on a case-by-case basis.

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

At the beginning of each calendar year, Exempt Employees above are awarded the appropriate number of hours. As the employee uses an hour, it is reported on the payroll and deducted from the employee's available Professional Leave hours. Minimum ~~charge-increment~~ for Professional Leave usage is ~~two (2) one-half (1/2)~~ hours.

Employees moving from one Exempt Employee category listed above to another after July 1 receive the benefits of the former category for the remainder of the calendar year. An employee transferring out of Exempt Employee categories listed above forfeits any unused benefits.

Unused Professional Leave is forfeited when District employment ends.

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

ANNUAL MEDICAL REIMBURSEMENT

Full-time employees in the Exempt Employee Benefit Program salary levels listed above have an additional reimbursement equal to the annual deductible on the State Standard Health Plan available each calendar year for non-insured personal medical expenses, (e.g., annual physical examination, eye examination and glasses, dental work, drug co-pays, etc.).

This reimbursement does not accrue. If the entire annual amount is not used within each calendar year, the remainder is forfeited. Request(s) for reimbursement must be submitted within the current calendar year with a grace period for submission until January 15th of the following year. Requests submitted to Human Resources after January 15th are automatically forfeited for the previous calendar year. A new employee has to be hired before October 1st to be eligible for this benefit. If an employee is hired on or after October 1st, they will be eligible to receive this benefit in the next calendar year. This reimbursement may be used toward meeting the employee's deductible on the District's group health insurance plan.

Expenses are submitted during the calendar year in which they are incurred. Receipts stipulating the purpose of expenditures and certification that this expense was not paid for by an insurance company are submitted with the Medical Reimbursement Form for approval, and payment to the employee. An employee does not need to be enrolled in a State Health Plan to be eligible. Reimbursement for insured/non-insured dependent medical expenses is not allowed under this policy.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

OBJECTIVE

To establish criteria for implementing an employee incentive pay plan (EIPP) to reward employees for their contributions to the District's achievement of defined goals and to encourage exceptional performance in administering their duties.

GUIDELINES

ELIGIBILITY

To participate in the EIPP, employee must:

- Be a qualified full-time, qualified part-time, or qualified variable hours employee, not in a temporary status.
- Be an employee, as defined above, for at least one hundred and eighty calendar (180) days before the end of the District's fiscal year for which the incentive pay is being awarded. The District's Fiscal Year is July 1st to June 30th (the "Fiscal Year").
- Receive a satisfactory annual employee evaluation. Employees receiving an unsatisfactory annual evaluation shall not be eligible to participate in the EIPP.
- Not be on a performance improvement plan (PIP), and/or have an active Corrective Action at a written warning level or above at the time the EIPP payout is issued.
- Be employed by the District at the time of the incentive payout date.
- The President/CEO is not eligible to participate in this program.

DETERMINATION OF INCENTIVE PAY

The following six (6) organizational goals will be utilized to establish the basis for the implementation of this Employee Incentive Pay Plan:

- Safety – Outperform average industry metrics concerning the number of workplace accidents/incidents through training and monitoring District employees' number of incidents per hours worked and passenger number of preventable incidents per enplaned passengers.
- Financial - District obtains an Annual Operating Margin for the fiscal year, as adopted in the Annual Budget.
- Airline Revenue - District obtains Annual Operating Revenues from Airlines Revenues as a percentage (%) of Annual Revenues for the fiscal year, as adopted in the Annual Budget.
- Cost Per Enplaned Passenger (CPE) – District maintains an average Cost per Enplanement for the fiscal year, as adopted in the Annual Budget.
- Fund Balance - Retain cash and investment balance equivalent to one-year of operating expenses for the fiscal year, as adopted in the Annual Budget.
- Customer Service - Obtain an overall customer service satisfaction as adopted in the Annual Budget.

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

The Commission will set the specific metric goals for each of the six (6) organizational goals outlined above on an annual basis in connection with the Annual Budget process. The President/CEO shall be authorized to award Incentive pay if all such metric goals at met.

If all six (6) organizational goals are not met due to certain extenuating circumstances, the President/CEO may request that the Commission approve the implementation of this Employee Incentive Pay Plan. Such approval shall be at the sole discretion of the Commission.

INCENTIVE AWARD COMPUTATION FOR EMPLOYEES

The incentive pay for an eligible employee who has been qualified by the District and employed for at least one hundred and eighty calendar (180) days at the end of the Fiscal Year is the employee's base salary times the approved part of the EIPP program, which is subject to change annually, but will be no more than ten percent (10%) of base salary (as of the end of the fiscal year), per qualified employee, based on position, actual District performance and Individual performance evaluation. Individual employee performance will be taken into consideration. Part-time employees would receive fifty percent (50%) of the incentive pay. The incentive pay for eligible employees employed at least one hundred and eighty calendar days (180) days at the end of the Fiscal Year but less than three hundred and sixty-five (365) days will be prorated based on the month in which they are hired.

Base salary is the established salary that is paid to an individual on the payout dates as of the end of the fiscal year and does not include any overtime, leave sell back of any kind, or other supplemental income.

INCENTIVE PAY PROCEDURES

- The organizational goals must be met as outlined above.
- The incentive award will be initiated if Human Resources determines that an employee is eligible to participate in the EIPP
- Incentive Pay shall be paid in a separate payout.
- Employee's base salary shall not be adjusted by the incentive pay.
- Incentive Pay is subject to applicable federal and state taxes and will be paid out at the appropriate supplemental wage rate.
- Incentive pay is not included as compensation for retirement purposes.
- Incentive pay is not carried forward to future years.

EMPLOYEE INCENTIVE PAY PLAN TERMINATION

While the District intends to maintain a plan to incentivize employees, this EIPP may be terminated at any time by the District. In the event the EIPP is terminated, the program will be immediately discontinued for all employees participating in the program.

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

Effective upon termination, no employee shall have any right to Incentive Pay pursuant to the EIPP.

AUTHORITY AND INTERPRETATION

Questions regarding the application of this policy should be directed to the Human Resources Department. The District reserves the right to revise this policy at any time with or without notice.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

OBJECTIVE To provide reimbursement of education expenses to employees seeking education or advanced learning while employed by the District.

METHOD OF OPERATION

GENERAL District employees who seek to improve his/her knowledge by participating in educational courses while employed by the District, may be eligible for reimbursement of education expenses under this policy. If the employee is receiving payment for such educational expense from another governmental source, or in the form of incentive pay, the employee is not eligible for the benefits provided.

REIMBURSEMENT OF EDUCATIONAL EXPENSES Reimbursement of Educational Expenses provides reimbursement of tuition and other expenses related to a course taken in the pursuit of a degree or the expenses related to a non-degree college course at an approved facility or institution.

A. Degree Program Criteria

To be approved under the policy, a Degree Program must meet the following criteria:

1. The degree is consistent with the employee's ability, potential, and scholastic background or a reasonable chance exists for the employee to use the acquired knowledge.
2. The degree is reasonably applicable to the work the employee is doing or for which the employee might be reasonably expected to be qualified to do.
3. The required curriculum leading to the degree and the number of hours to be completed is appropriate.
4. The degree is in a field of interest to the District and a reasonable chance exists for the District to derive some benefit from it.

B. Non-degree Program Criteria

To be approved under the policy, a Non-degree Program must meet the following criteria:

1. *Job Improvement Courses*

The course(s) must be directly related to the employee's assignment that improve skill, knowledge, and the ability of the employee in job performance, and increase potential for promotion through more advanced techniques. For example, if an electrician working on signal devices pursues a course in electronics, such a course provides advanced knowledge and training in job

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

performance and makes the employee eligible for promotional consideration.

2. *Self-Improvement Courses*

Courses designated for self-improvement and increased general knowledge, which may have no direct relationship to the employee's current assignment, are recognized as approved courses when:

- a. courses are required for a college degree, certification program, or State certification;
- b. courses would enhance the employee's qualification for any other position within the District, and/or make the employee eligible for promotional consideration.

C. Eligible Fees and Expenses

The following expenses may be eligible for reimbursement:

1. Tuition: The fees charged by an institution for an eligible course. Eligible courses include the following:
 - a. Formal college-credit courses offered by an accredited college or university.
 - b. Online courses offered by an accredited college or university.
 - c. Adult education non-credit and/or non-degree courses offered by an accredited institution, including public school systems, colleges, or universities.
 - d. Private, business, or technical school courses, when comparable training is not available through one of the above categories. (Before approving such courses, the Manager/Supervisor should evaluate the school's standards and determine if costs are compatible with the level of training received.)
 - e. Required courses within a curriculum that lead to a diploma, certificate, or degree in a field of interest to the Company, even though these courses are not specifically job-related (i.e., religion or art courses).
2. Required Textbooks: May include books in printed or electronic format (including shipping charges if purchased online by the student), newspaper subscriptions, or magazine subscriptions, provided the materials are required for the enrolled course(s).
3. Required Supplies: Supplies related to a course may be reimbursable if they are a required part of the course. Any other items that are needed, but not specifically

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

required (i.e., stated in the syllabus), will not be eligible for reimbursement

4. Required Fees: Fees assessed by the institution which are required for enrollment in and completion of an approved course or degree and are not refundable after completion of a course or course of study.

An employee is eligible for reimbursement of a course under this policy only if he or she is an active employee at the time the course commences and at the time of reimbursement. A course will ordinarily be considered to commence on the "first regular day of class" for any course that is offered during a regular academic term at an educational institution. Courses that commence prior to employment are not eligible for reimbursement.

D. Ineligible Fees and Expenses

Not all expenses related to a Degree Program or Non-Degree course are eligible for reimbursement. Ineligible fees and expenses include:

1. Ineligible Course: College courses required to complete an employee's usual job responsibilities are not eligible for reimbursement under the policy.

The following are also considered ineligible courses under the policy:

- E. Recreation or leisure time courses such as golf, bridge, sewing, and dancing are not covered, unless they are part of the curriculum stated above.
- F. Courses that will not be considered for educational reimbursement include training courses, seminars, workshops, and conferences. These types of educational activities are funded through the travel and training budget. Employees interested in attending such courses should contact his/her immediate supervisor for availability of funds and attendance.
 1. If a Manager/Supervisor recommends one of these courses for an employee as a District-sponsored development action, it may be eligible for reimbursement as a business expense.
- G. Preparation courses to prepare for an exam that is required to attend graduate school, —including GMAT/GRE test-prep courses.
- H. Fees charged in lieu of a course, including college credit granted for District-sponsored training (in-house and outside training) and college credit granted for work or life experience.
 1. Fees for application, laboratory, registration, taxes and similar costs are not reimbursable.

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

2. Optional Supplies: The cost of materials, instruments, supplies, or equipment are not reimbursable unless they are included as an indistinguishable part of the total cost of the course.
3. Optional Fees: Fees charged as the result of the institution providing services not automatically assessed or related to the enrollment in and completion of a course or degree. Optional fees also include charges for expenses that are the result of employee choice or negligence.

I. Reimbursement of Fees and Expenses

Payment for course work is authorized by ~~the~~ Human Resources. To qualify for reimbursement, an employee must receive a grade of "C" or better, or "Pass" if taking a "Pass/Fail" course. No benefit will be payable unless these requirements are met.

Once a course has been satisfactorily completed, an employee may request reimbursement for eligible fees and expenses related to the course. Eligible fees and expenses, as described above, will be reimbursed up to the annual maximum.

To request reimbursement an employee must submit official transcripts or other completion documentation along with receipts and other requested proof of expenditure documentation for reimbursement to Human Resources within 15 business days of course completion. Human Resources will arrange for reimbursement to the employee for expenses incurred.

The employee is responsible for submitting transcripts, certificates and other educational achievement documents to the Human Resources Department to document personnel records with achievements.

An employee may be reimbursed up to a maximum of \$5,250 per calendar year. The President/CEO may elect to lower this reimbursement during the budget process for each fiscal year. Thus, the maximum reimbursement amount is subject to change from year-to-year.

The District shall follow IRS Publication 970 "Tax Benefits for Education" in the reporting of Educational Assistance reimbursements to the IRS.

Reimbursements will be limited, subject to availability of funds and the number of participants in the program. This program may be amended or discontinued at any time. However, such amendment or termination will not affect any course study previously approved.

Reimbursements under this policy will be made only to employees who are on the active payroll when payment is due.

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

ELIGIBILITY TO PARTICIAPTE

All Qualified Full-time employees who have been employed by the District for a minimum of twelve (12) months of continuous employment are eligible to participate in the program.

An employee must be in an active pay status and cannot have an active corrective action at a Written Warning level or above, or be on a current Performance Improvement Plan. If after the employee is approved for reimbursement, he/she receives a corrective action at a Written Warning level or above or is placed on a Performance Improvement Plan, the District will reimburse any current course(s) being taken, but will not reimburse any future courses until the employee no longer has an active corrective action at a Written Warning level or above or is no longer on a Performance Improvement Plan. The employee will need to reapply for consideration.

REPAYMENT TO THE DISTRICT REQUIREMENTS

Should an employee leave District employment, whether voluntarily or involuntarily, after completion of course(s), and prior to compliance with the terms of the Educational Reimbursement Repayment agreement to remain in Agreement with the District employment for one (1) or more years, the District, the employee is responsible for reimbursing the District for any costs due in accordance to the Educational Reimbursement Repayment Agreement. Repayment will be taken from the employee's benefits accrued at time of termination, and any amount due the District over and above said benefits must be paid within thirty (30) days after termination.

Following termination of an employee who is indebted to the District for reimbursement of educational expenses, Finance Leadership or designee will issue an invoice to the employee showing the amount due and the terms of payment. Checks paid by the employee must be made payable to the District and sent to the Finance Department. The Finance Department is responsible for maintaining records of each employee's educational account, showing repayment and depositing refund payments to the District fund.

Employees who participate in the reimbursement of educational expenses program specifically authorize the deduction from the employee's final paycheck to cover the reimbursement for educational expenses upon termination of employment. Under this policy the District may withhold from an employee's final paycheck (base salary, accrued leave/sick time, and/or expense reimbursements) to the extent permitted by applicable law, monies up to the amount due the District.

RETIREMENT, DEATH, DISABILITY,

Should the employee, through death, total disability, permanent layoff through no fault of the employee, or normal retirement, fail to

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

PERMANENT LAYOFF

continue the required tenure of employment, any remaining liability for reimbursement of educational expense is canceled automatically.

APPROVAL

Employees must secure proper approval prior to enrolling in a Degree Program or Non-Degree Program, to avoid incurring expenses that are not reimbursable under the policy. Approval for all expenses under this policy is at the discretion of the President/CEO in conjunction with Human Resources.

The following steps should be taken to obtain approval prior to beginning a course or program:

1. Submit a completed Educational Reimbursement Plan Application, along with the documentation described on the form, to the immediate supervisor for approval.
2. Once the immediate supervisor approves the program, forward the documentation, along with a Tuition Reimbursement Repayment Agreement, to Human Resources.
3. Human Resources will notify the employee and the manager of the decision.

Once an employee submits an Educational Reimbursement Plan Application, if courses have not commenced within twelve (12) months of the date the form was approved, an updated Educational Reimbursement Plan Application must be resubmitted for approval. The following rules also apply:

1. If one or more years have passed from the time of the most recent course, an updated Educational Reimbursement Plan Application must be submitted.
2. An employee who is initially approved for a specific Degree Program and later changes to a new Degree Program, must complete a new Educational Reimbursement Plan Application, even if that employee is attending the same institution.
3. A new Educational Reimbursement Plan Application is not required if an employee transfers to a different institution but remains within the same Degree Program.

Educational Reimbursement Application Plan requests must be submitted prior to December 31st for courses to begin the new fiscal year (July 1). Applications submitted after December 31st, but prior to the start of the new fiscal year will not be approved for reimbursement until the start of the following fiscal year without approval from the President/CEO or designee.

APPROVAL AND UPDATE HISTORY	November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.05 – Employee Assistance Program

OBJECTIVE

The District will provide confidential assistance through its Employee Assistance Program (EAP) to all employees and his/her eligible family members who may be faced with dynamic challenges of financial concerns, legal issues, substance use problems, family and/or marital problems, illness of a family member, emotional concerns, childcare problems, etc. For the welfare of employees as well as effective business operations, the District encourages its employees and family members to take advantage of this valuable benefit of employment.

GENERAL

Employees, regardless of status, may participate in the Employee Assistance Program along with dependent family members. A “dependent” is defined as a member of the family who is eligible to be covered by the employee’s health insurance plan. Strict confidentiality of records is essential and shall be maintained, unless the employee authorizes release of such through a written consent form.

Each employee is entitled to a total of six (6) one-hour sessions per year for him/herself or his/her dependent family members. Employees and his/her dependent family members can refer themselves to the EAP 24 hours a day on weekdays and weekends without the District’s knowledge. All dependents will be considered self-referrals.

EAP counselors are available to meet with employees or dependent family members to assess a problem and develop a plan for resolution. Such plan may include a referral to an outside resource.

Expenses incurred, as a result of referrals or services provided outside the realm of the EAP, are the responsibility of employees and/or his/her dependents. There is no charge for employees or his/her eligible dependent family members to use the services of the EAP.

Participation in EAP does not jeopardize job security or promotional opportunities. However, such participation does not excuse the employee from following District policies and procedures or meeting required standards for satisfactory job performance except where specific accommodations are required by law.

Employees shall be encouraged to use the Employee Assistance Program voluntarily. However, when issues or concerns are recognized, leadership may require a mandatory referral. Upon such, the associate is expected to cooperate in the individualized plan of care as a condition of continued employment. After a reasonable opportunity for progress, disciplinary action, up to and including termination, may occur unless there is a noticeable and sustained improvement. While the mandatory referral is confidential, the District will ensure that employee referred to EAP are participating in the program and are fulfilling obligations required as part of the EAP.

In order to ensure compliance with the Fair Labor Standards Act (FLSA), employees required to attend the EAP on a mandatory basis

Human Resources Policies and Procedures

Section 207.05 – Employee Assistance Program

shall be compensated at his/her normal base rate for the time in which they are receiving employee assistance program services. Failure to attend scheduled appointments or reschedule missed appointments may result in disciplinary action up to and including termination.

Supervisor Responsibility:

- Identify the need for the EAP.
- Notify Human Resources of the employee issue or concern.
- Ensure that non-exempt employees are paid appropriately as outlined in the FLSA when attending his/her scheduled appointments.

Employee Responsibility:

- Attend and cooperate in the individualized plan of care.
- Notify supervisor of scheduled appointments.
- Maintain and attend scheduled appointments.

FRAP (First Responders Assistance Program)

The District recognizes the importance of supporting our employees' well-being, especially those who work in high stress situations like our Police and ARFF departments. Therefore, we have partnered with our EAP provider to develop the First Responders Assistance Program (FRAP). Every member of the Police and ARFF departments will maintain their standard access to the EAP program. However, Police and ARFF employees will also complete a wellbeing check in with a FRAP counselor every fiscal year. As with all EAP program sessions, the discussions that take place in the FRAP annual wellbeing session will remain confidential.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.06 – Retirement Benefits

OBJECTIVE To provide guidance to eligible employees regarding retirement benefits.

METHOD OF OPERATION

SOUTH CAROLINA RETIREMENT (SCRS) AND POLICE OFFICERS RETIREMENT SYSTEM (PORS) The District participates in the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS). Participation in one of these plans is mandatory for full-time personnel and part-time personnel, excluding non-qualified temporary employees.

The cost of these programs is paid by the Employee and the District. Contributions begin on the hire date. The Employee is required to contribute the percentage of his/her gross income mandated by the SCRS and/or PORS programs and the District also pays a percentage match as required by SCRS and/or PORS.

Please refer to the SCRS and/or PORS Member Handbooks for a complete description of these programs

DISTRICT RETIREE INSURANCE PROGRAM The District's Retirement Plan is administered for all Full-time employees covered by the SCRS or PORS and who have been covered by the District's Group Health Plan for the ten (10) continuous years immediately preceding retirement. Refer to the applicable plan document or summary for further details. This information is available from the Human Resources Department. [PEBA recommends initiating the retirement process 6-months in advance.](#)

The policy of the District is to assist retirees with the payment of his/her post-retirement health insurance premium. The District's contribution will be a percentage (%) of the Premium set by the President/CEO for the individual until the employee reaches age 65.

Eligibility for this benefit is based upon the schedule outlined in this policy and will be effective when an employee terminates his or her employment no sooner than the age of 60 with the District and immediately begins to receive retirement benefits. An employee who does not elect to receive retirement benefits immediately upon termination of employment shall not be eligible for any health, welfare, and life insurance coverage under this policy.

The District may, with the approval of the District's insurance provider allow coverage to a retiree's dependents through its group medical and life insurance plan provided the retiree is eligible to receive retiree health and life insurance benefits under this policy. The retiree is responsible for the entire cost of dependent coverage.

The level of benefits for medical, dental and vision are the same for retirees as those provided to active employees. At the time of retirement, the life insurance benefit is reduced to \$1,000.

Human Resources Policies and Procedures

Section 207.06 – Retirement Benefits

An employee who retires with SCRS or PORS before the age of 60 regardless of years of service is not entitled to District retirement benefits discussed in this section.

For purposes of the District Retiree Insurance Program as discussed in this policy, "Retirement" is defined as the cessation of employment with the District while meeting all of the below requirements:

- On or after the age of 60,
- Retirement in "good standing"
- 10 years of continuous service with the District immediately preceding retirement,
- 10 continuous years of enrollment in the State Medical Plan/Employee Insurance Program immediately preceding retirement, and
- The immediate application for and receipt of pension benefits from either the South Carolina Retirement System (SCRS) or South Carolina Police Officers Retirement System (PORS).

An employee who has retired and is collecting SCRS or PORS benefits IS NOT eligible for District retiree health and life insurance benefits discussed in this Section.

RETIREE RETURN TO WORK GUIDELINES

A retiree's eligibility to return to work is determined by the District. Retirees must submit an "Intent to Retire Notification" to Human Resources no less than sixty (60) days prior to retirement if they wish to be considered for part-time employment after retirement.

Approval for the return to full or part-time employment is at the discretion of the Executive Team and based on business need. Employees that retire are not automatically guaranteed re-employment with the District.

Retirees working part-time will be reviewed every six (6) months to ensure the part-time status continues to support business need. If upon review, it is determined that such part-time status is no longer appropriate for the department, the retiree will be provided with a minimum of a two-week notification that employment will be ending.

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Human Resources Policies and Procedures

OBJECTIVE

To provide recognition for employee service through an awards program administered by Human Resources.

METHOD OF OPERATION

Service awards are granted to qualified full-time ~~exempt and qualified non-exempt~~ employees based upon the following schedule of continuous.

Tenure	Amount
1 year	\$50
5 years	\$75
10 years	\$100
15 years	\$150
20 years	\$200
25 years	\$250
30 years	\$325
Over 30 years	\$400

Service awards are granted to all other qualified part-time and variable hour employees based upon the following schedule of continuous employment:

Tenure	Amount
5 years	\$50
10 years	\$75
15 years	\$100
20 years	\$125
25 years	\$150
30 years	\$175
Over 30 years	\$200

Awards are includable in an employee’s gross income and are distributed via direct deposit. Non-qualified employees are not eligible for Service Awards.

If a part-time employee transfers to full-time status, his/her part-time service will be credited at one-half the full-time rate for determination of total cumulative service.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

APPROVAL AN UPDATE HISTORY	Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT

~~1. I have received my copy of the Greenville-Spartanburg Airport District's Human Resources Policies and Procedures Manual. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Manual.~~

~~2. I understand that the Human Resources Policies and Procedures Manual is not an employment contract, nor are the provisions contained in the Manual promises of continued employment. The Greenville-Spartanburg Airport District and I, as an employee, retain the right to terminate the employment relationship at any time for any reason.~~

~~3. I understand the District is developing and changing, and that from time to time it will be necessary to supplement and revise the provisions in the Manual and the District's policies and procedures on which they may be based.~~

~~4. I understand that the District remains the final authority as to the proper interpretation and application of the provisions of this Manual.~~

~~EMPLOYEE NAME (PRINT)~~

~~EMPLOYEE SIGNATURE~~

~~DATE~~

~~WITNESS NAME (PRINT)~~

~~WITNESS SIGNATURE~~

~~DATE~~

Human Resources Policies and Procedures

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~~EMPLOYEE NAME (PRINT)~~

~~EMPLOYEE SIGNATURE~~

~~DATE~~

~~WITNESS NAME (PRINT)~~

~~WITNESS SIGNATURE~~

~~DATE~~

**GREENVILLE-SPARTANBURG
AIRPORT DISTRICT**



GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

**HUMAN RESOURCES
POLICIES AND PROCEDURES MANUAL**

Adopted September 9, 2019

IMPORTANT DISCLAIMER

THIS MANUAL IS A GUIDELINE TO THE GREENVILLE-SPARTANBURG AIRPORT DISTRICT'S ("DISTRICT") CURRENT POLICIES AND PROCEDURES. MANY OF THE POLICIES CONTAINED IN THIS MANUAL ARE BASED ON LEGAL PROVISIONS, INTERPRETATIONS OF LAW AND EMPLOYEE RELATIONS PRINCIPLES, ALL OF WHICH ARE SUBJECT TO CHANGE.

PURSUANT TO SOUTH CAROLINA CODE ANN. §41-1-110, THIS MANUAL DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT FOR ANY TERM. NOTHING IN THIS MANUAL SHALL BE CONSTRUED TO CONSTITUTE A CONTRACT AND THE DISTRICT HAS THE RIGHT, AT ITS DISCRETION, TO MODIFY THIS MANUAL AT ANY TIME. NOTHING HEREIN LIMITS THE DISTRICT'S RIGHT TO TERMINATE EMPLOYMENT. ALL OF THE AIRPORT DISTRICT'S EMPLOYEES ARE EMPLOYEES AT WILL AND ARE FREE TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITH THE DISTRICT AT ANY TIME, FOR ANY REASON. AS A CORRESPONDING RIGHT, THE DISTRICT HAS THE SAME RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP WITH AN EMPLOYEE AT ANY TIME, FOR ANY REASON.

THE DISTRICT REMAINS THE FINAL AUTHORITY AS TO THE PROPER INTERPRETATION AND APPLICATION OF THE PROVISIONS OF THIS MANUAL. ANY ORAL OR WRITTEN STATEMENTS OR PROMISES CONTRARY TO AN EMPLOYEE'S AT-WILL EMPLOYMENT ARE HEREBY EXPRESSLY DISAVOWED AND SHOULD NOT BE RELIED UPON BY ANY EMPLOYEE. THIS MANUAL SUPERSEDES AND REPLACES ALL PRIOR EMPLOYMENT HANDBOOKS, EMPLOYMENT MANUALS, DISTRICT EMPLOYMENT POLICIES, AND EMPLOYMENT PROCEDURES.

Human Resources Policies and Procedures

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INTRODUCTION

Human Resources Policies and Procedures

Section 200.01 – HR Policies and Procedures Objectives

OBJECTIVE

The objective of the Human Resources Policies and Procedures of the Greenville-Spartanburg Airport District (“District”) is to provide guidance regarding working conditions and what is expected of employees at the District.

The Human Resources Policies and Procedures Manual is designed to introduce employees to the District, to familiarize employees with District policies and procedures, provide general guidelines on work rules, benefits and other issues related to employment, and help answer many of the questions that may arise in connection with employment.

EMPLOYMENT-AT-WILL

The Human Resources Policies and Procedures Manual is not a contract of employment and does not create a contract of employment. It is the policy of the District that all employees, both exempt and non-exempt, that do not have a written employment contract with the District for a specific, fixed term, of employment, are employed at the will of the District.

Employees that do not have a separate, individual, written employment contract are employed at the will of the District and are subject to termination at any time with or without cause. At the same time, such employees may terminate his/her employment at any time for any reason.

GENERAL

These Policies and Procedures are not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Various departments may have additional rules and/or standard operating procedures because of the nature of the work. Those rules must be obeyed in the same manner or disciplinary action can result. For that reason, if an employee has any questions, he/she should contact Human Resources (HR).

As the District continues to grow and change, the need may arise to modify, change, add or discontinue procedures, practices, policies and benefits described here time to time. The District will make every effort to inform employees of any changes as they occur.

These policies and procedures shall apply to all employees of the District. For those employees under a written employment agreement, any discrepancy in the topics covered by the manual and the terms of your written employment agreement, the written employment agreement will supersede the policies contained herein. In all other respects, the human resources policies and procedures contained in the manual shall apply.

All forms referenced in this manual can be found on the Employee Intranet in UKG or by contacting the Human Resources Department.

Human Resources Policies and Procedures

Section 200.01 – HR Policies and Procedures Objectives

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 200.02 – Mission, Vision and Values

Mission, Vision, and Values	
Our Mission	We begin each day fully committed to finding new ways to achieve our mission to advance the economic prosperity of the region by providing a safe, convenient, user-friendly and cost competitive air transportation system connecting the region with the nation with the world.
Our Vision	Serve as the region’s global transportation hub and economic catalyst by providing best-in-class infrastructure and service.
Our Values <u>Core Values</u> are the values that lie at the heart of the District’s identity. <u>Aspirational Values</u> are qualities and characteristics that the District desires to have and believes it must develop in order to maximize the success of the District. <u>Permission-to-Play Values</u> are the minimum behavioral standards that are required for all employees of the District.	<p>We are especially proud of GSP’s values, which speak to the “GSP Way”. Our values express how we conduct our day-to-day business and provide a consistent set of expectations for all of us who work at the airport.</p> <p>SAFETY & SECURITY: We embrace them as our priority. <i>(Core)</i></p> <p>INNOVATION: We embrace innovative solutions and are always ready for change. <i>(Core)</i></p> <p>ACCOUNTABILITY: We accept responsibility for our actions. <i>(Core)</i></p> <p>INTEGRITY: We are dedicated to honest and ethical practices. <i>(Permission-to-Play)</i></p> <p>SERVANT ATTITUDE: We are dedicated to putting others before self. <i>(Permission-to-Play)</i></p> <p>TEAMWORK: We think and act like one team, bonded by mutual trust and respect. <i>(Permission-to-Play)</i></p> <p>EXCELLENCE: We are committed to ensuring excellence in all that we do. <i>(Aspirational)</i></p>

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 200.03 – Playbook

PLAYBOOK	
Why do we exist?	We exist to enhance the economic prosperity and quality of life in the Upstate.
What do we do?	We provide air transportation infrastructure and services, as well as real estate opportunities for aviation and non-aviation businesses.
How do we behave? Permission to Play Behavior #1: Permission to Play Behavior #2: Permission to Play Behavior #3:	<p>We behave with <i>integrity, a servant attitude and we are team players.</i></p> <p><u>Integrity</u> - being honest and ethical As demonstrated by openness, admitting mistakes, being transparent, doing the right thing even when no one is watching, and calling out unethical behaviors.</p> <p><u>Servant Attitude</u> - putting others before self As demonstrated by assisting others, selflessness, thinking of others first, empathy, commitment, sensitivity, a willingness to be inconvenienced, humility, listening, considering other's opinions, not being conceited, not being prideful, and not being politically motivated.</p> <p><u>Team Player</u> - a person that works well with others doing what needs to be done to achieve a common goal. As demonstrated by a willingness to help, being reliable, keeping your word, being genuinely committed, and a positive and supportive attitude.</p>
How will we succeed?	Strategic Anchors <ul style="list-style-type: none"> • Utilizing sound business acumen • Being the airport of choice for the region • Investing in employee recruitment, retention, and development.

APPROVAL AND UPDATE HISTORY	Scrivener Change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 6.04 – Commitment to Safety

COMMITMENT TO SAFETY

The District recognizes that employees are integral to our business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by District employees will consider the intent of this policy. No duty, no matter what its perceived results, will be deemed more important than employee health and safety.

The District is firmly committed to the safety of its employees. The District will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

The District values its employees not only as employees but also as human beings critical to the success of their family, the local community and the District.

Employees are required to report any unsafe work practices or safety hazards encountered on the job. All accident/incidents (no matter how slight) are to be immediately reported to the employee’s immediate supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state and local laws and District policies and procedures. Failure to comply may result in disciplinary action, up to and including termination.

Respecting this, the District will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the District abides by these principles:

1. All accidents are preventable through implementation of effective safety and health control policies.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds us in higher regard with customers, passengers, and tenants and increases productivity. This is why the District will comply with all safety and health regulations which apply to the course and scope of operations.
4. The District is responsible for providing the safest workplace for employees. The District is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, District policies and procedures, and for preventing accidents and injuries. The District will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. All employees, regardless of position, will set an example with good attitudes and strong commitment to safety and health in the workplace.

Everyone’s goal must be to constantly improve safety awareness and to prevent accidents and injuries. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the workplace.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

GENERAL EMPLOYMENT

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

OBJECTIVE To establish a professional appearance & dress code policy for District employees.

METHOD OF OPERATION

GENERAL The District considers it very important that employees are well groomed, neat, and dress appropriately for his/her job function. While the District trusts that each employee will show common sense and good judgment, a professional appearance & dress code must be followed that is appropriate to the work environment. The District has adopted a casual business dress code but emphasizes that some positions and/or meetings may call for more professional attire. Uniforms are required for certain positions and are provided by the District. Appropriate dress and hygiene are important in promoting a positive District image to our customers, both internally and externally. The District stresses a casual business dress code is a benefit and must be adhered to in order to be retained.

GUIDELINES All District employees will wear clean and well-maintained attire appropriate for the type of work he/she performs. Shoes must also be well-maintained.

Due to the various work assignments and working conditions, it is not practical to establish specific and absolute criteria as to what is or is not appropriate dress, however, the following standards of professional appearance & dress code are established to provide direction for employees in order to maintain the professionalism that the District advocates:

- Employees shall practice good personal hygiene and take his/her workday schedule into account when selecting attire.
- Employees should choose business attire that is clean and in good repair and presents a professional image.
- Acceptable professional attire includes, but is not limited to:
 - Shirts with collars, business casual crewnecks or V-neck shirts, blouses, golf and polo shirts, District logo apparel, sleeveless shirts (if conservative), ties, sports jackets, knit shirts with or without a collar, sweaters, cardigans, suits.
 - Slacks, capris, trousers, dresses, or skirts of an appropriate length.
 - Appropriate fitted clothing for body type.
 - Casual slip-on or tie shoes, dress sandals (with or without a heel), slides, open toed/open back shoes and athletic shoes if approved by the department director.
- Unacceptable professional attire includes but is not limited to:
 - T-shirts, clothing with inappropriate slogans, profanity, sexually suggestive pictures/slogans, sweatpants, athletic

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

attire, shorts, jeans, pants worn below the waist or hip line, crop tops, midriff tops, spaghetti straps, tank tops, strapless tops or dresses, crocheted or see through blouses or shorts, muscle shirts, flip flops, heavy perfume/cologne, camouflage, torn, patched or faded clothing, clothing that is excessively tight or revealing, excessive or distracting body piercings, Hats or head coverings, unless required to meet health regulation guidelines, as a religious accommodation, or designated as part of a uniform.

- In some circumstances or within specific departments, the following may be permitted upon approval by the department Director:
 - A casual dress day within the work week to include jeans that are in good repair (without tears, rips, etc.)
 - T-shirts which may be provided at the discretion of the department Director

Body Art

Body art and/or tattoos that conflict with District values or that contain the following, are not permissible:

- Negative or discriminatory language or images towards religious ideologies, ethnicities/races, gender, military personnel, or sexual orientation
- Profane or controversial language
- Contains nudity or sexual innuendos
- Promotes drug or alcohol use
- Items threatening physical harm

Body art and/or tattoos that contain the aforementioned items are required to be covered while on duty. Body art and/or tattoos on the neck, face, and hands are not permitted. The only exception where an employee may have a tattoo on their hand is a single banded ring on one hand, on one finger.

Piercings

In order to ensure a professional appearance and safety, body piercings, with exception of professional-looking earrings, are considered inappropriate and will not be allowed. Exceptions may be considered for piercings for religious beliefs. NO jewelry that may present a safety hazard will be permitted.

Hair Care

In general, hair, sideburns, moustaches, and beards are to be kept clean, combed, and neatly trimmed or arranged no matter the length. Extreme trends that are not professional such as hair color not of a

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

natural tone (blue, pink, green, etc.), mohawks and long spiked hair are not acceptable.

Hygiene

All employees must ensure his/her personal hygiene habits result in a clean, non-offensive appearance and presence, and that his/her use or non-use of hygiene or scented products is not unpleasant, distracting, or presents a health risk for others.

Medical Necessity

Medical conditions that require clothing items/footwear that otherwise might be considered inappropriate by this policy may be permitted on a case-by-case basis. Requests to deviate from this policy should be documented with a physician's statement and reported to the Human Resources Department in advance of wearing such items.

Safety

Employees shall not wear clothing that is unsafe. Shoes should be selected for safety and comfort and be otherwise appropriate for a work setting. Accessories such as rings, necklaces, bracelets, and earrings shall not present a potential safety hazard. The District may institute more stringent dress requirements for reasons of safety. Employees that may enter work areas outside of his/her standard work area, may be required to adhere to the safety policies of that work area which may include wearing hearing protection, a reflective vest, closed toed/closed heeled shoes, hard hat, etc.

Badge

Upon hire, each employee will be issued a Security Identification Badge. The badge is required to be worn and visibly displayed at all times while on duty and also while in sterile and secured work areas.

Specific Requirements

Employees in certain positions/departments may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of his/her job. If uniforms are required, they will be supplied by the District, or they will be reimbursed by the District with the department Directors approval.

ADDRESSING PERSONAL APPEARANCE & DRESS CODE

The President/CEO or designee may make exceptions to the Personal Appearance & Dress Code policy on special occasions or days.

Department Directors and/or immediate supervisors are responsible for interpreting and enforcing personal appearance, dress code and hygiene/grooming standards in his/her areas of responsibility. This includes counseling employees whose appearance is inappropriate.

Violations of the policy can range from inappropriate clothing items, to an employee not wearing his/her badge, to offensive perfumes and body odor. If an employee comes to work and is in violation of

Human Resources Policies and Procedures

Section 201.01 – Personal Appearance & Dress Code

this policy, he/she will be required to go home (without pay), to become compliant with the policy change, and return to work.

Violation of this policy may result in disciplinary action up to and including termination of employment.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.02 – Attendance

OBJECTIVE

The purpose of this policy is to promote the efficient operation of the District, minimize unscheduled and/or unnecessary absences and tardiness, and set forth guidelines that are intended to be administered fairly and uniformly. The policy is not intended to imply that ill or injured employees be expected to report to work if unable to do so, or to penalize an employee who has a good attendance record but may be experiencing a difficult period of time.

METHOD OF OPERATION

GENERAL

In order to meet the needs of the District and provide a high level of service, the District depends on the contributions of each employee. Not only is regular and punctual attendance an important element of overall job performance, it is essential to achieving the highest quality of service, productivity, and levels of morale.

Employees are expected to be punctual and regular in attendance reporting to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work for his/her entire work schedule, except for unpaid meal periods, when required to leave on authorized District business, or when permission for early departure is granted.

Late arrival, early departure, or other absences from schedule hours are disruptive and must be avoided. Any tardiness or absence causes problems for fellow employees and the supervisor. When an employee is absent, the workload must be performed by others, just as the employee must assume the workload of others who are absent.

Punctuality and attendance are factors taken into consideration during performance review and are also factors which may warrant progressive discipline action, up to and including termination.

This policy is independent from other District policies which also cover time off which may have different notification and/or approval requirements (e.g. scheduled holidays, jury duty, bereavement leave, military leave, etc.). Please refer to the applicable policy for further guidance on additional leave benefits.

Responsible leave usage will improve the overall morale of the District by reducing a negative impact of absenteeism on individual departments and colleagues.

It is the policy of the District to begin constructive counseling after four (4) unscheduled absences in a rolling 12-month period, after one (1) unexcused absence, after six (6) tardies/early departures in a rolling 12-month period, and after three (3) missed punches in a rolling 12-month period.

Human Resources Policies and Procedures

Section 201.02 – Attendance

Occasionally, it is necessary to be absent from work due to illness or circumstances beyond the employees' control.

It is the employee's responsibility to notify his/her immediate supervisor or designee before his/her scheduled start time. If the employee is unable to contact the supervisor and/or department head, have an immediate family member do so. It is highly recommended that an employee speaks directly with his/her immediate supervisor or designee, however in instances where that is not possible voicemail/email/text messaging will be permitted. The employee is ultimately responsible for confirming that his/her supervisor or designee received the notification. If the employee is absent for three (3) or more days due to an illness, the employee may be required to present a doctor's release to return to work. An employee must keep his/her supervisor and/or department head informed every day as to when the employee's expected return will be.

DISCIPLINARY ACTION

Progressive discipline is used for any violation of the Attendance Policy. However, the District understands events may occur that are outside of an employee's control. Therefore, employees may accumulate up to 3 unscheduled absences and/or 5 tardies/early departures prior to any disciplinary action.

Absences

- a. **Unscheduled Absences** – Employee notifies their supervisor of their upcoming absence less than 24 hours in advance but prior to the start of their shift.
 - 4 unscheduled absences in a rolling 12-month period – verbal counseling
 - 5 unscheduled absences in a rolling 12-month period – written warning
 - 6 unscheduled absences in a rolling 12-month period – final written warning
 - 7 unscheduled absences in a rolling 12-month period – termination
- b. **Unexcused Absences** – Employee does not notify their supervisor of their upcoming absence prior to their shift start.
 - 1 unexcused absence – written warning
 - 2 unexcused absences – final written warning
 - 3 unexcused absences – termination

Unexcused Absences are cumulative and unlike Unscheduled Absences are NOT based on a rolling 12-month period.

Unexcused Absences, a no-call/no-show, lasting three (3) days or longer is considered job abandonment and will result in immediate termination of employment unless extenuating circumstances exist.

Human Resources Policies and Procedures

Section 201.02 – Attendance

An employee in his/her introductory period will be considered for termination for the 2nd Unexcused Absence.

Tardies/Early Departures

a. Unscheduled Tardy/Early Departure

6 tardies/early departures in a rolling 12-month period – verbal counseling

7 tardies/early departures in a rolling 12-month period – written warning

8 tardies/early departures in a rolling 12-month period – final written warning

9 tardies/early departures in a rolling 12-month period – termination

Missed Punches

a. Missed Punches

3 missed punches in a rolling 12-month period – verbal counseling

5 missed punches in a rolling 12-month period – written warning

7 missed punches in a rolling 12-month period – final written warning

9 missed punches in a rolling 12-month period - termination

Introductory Employees

Work habits of an employee in his/her introductory period are often indicative of future job performance. Attendance records should be evaluated for any indication of attendance problems. Termination should be considered for those introductory employees who during the introductory period, accrue three (3) or more unscheduled absences, two (2) unexcused absences, or have five (5) tardies/early departures.

ADVERSE/ INCLEMENT WEATHER & EMERGENCY OPERATIONS GUIDELINES

It is the responsibility of the employee to make a good faith effort to come to work during times that adverse weather or other conditions of a serious nature exists.

However, if the employee decides he/she cannot safely make it to work or chooses not to come to work, he/she must use the same procedure as above in contacting the supervisor and/or department Director.

The department Director or designee will determine which personnel will be essential to the operation of the District, on an individual weather/emergency operations related event. The department Director or designee will make every effort to give employees advance notice.

Human Resources Policies and Procedures

Section 201.02 – Attendance

Personnel deemed “essential” must show up, even during times of adverse/inclement weather and/or emergency operation related event, unless directed by his/her supervisor not to come into work. If a person deemed “essential” does not show up, the normal disciplinary policy will apply.

Personnel not deemed “essential” have a choice as to whether or not he/she will report to work, unless clearly instructed not to come into work. If he/she does decide voluntarily not to come to work, and the District is not closed, then he/she can choose to take a day of paid leave (i.e. vacation, PTO, flex holiday, etc.).

GUIDELINES

The following are guidelines to provide structure and support for the District’s management and employees to address attendance issues. It is expected that management will apply common sense and exercise reasonable discretion to consider all relevant circumstances when applying these guidelines. If there are any questions in dealing with the attendance policy, the Human Resources Department should be consulted.

- Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee’s attendance record. These incidences must be reviewed and approved by the Human Resources Department. Medical documentation within the guidelines of the FMLA may be required in these instances.
- Leave taken under the Bereavement Policy will not be counted against an employee’s attendance record.
- Employees deemed as non-essential will not receive an occurrence for time off taken for inclement weather/emergency operations.
- A single period of unscheduled leave, regardless of the duration, counts as one (1) absence event. For example, if an employee is sick for three (3) consecutive workdays, that period would count as one (1) absence event. Note: those “consecutive” workdays could be on either side of a weekend.
- An attempt to return to work, followed immediately by an additional period of unscheduled absence for the same condition, will be considered part of the original event.
- An unscheduled tardy or early departure counts as one (1) event.

Human Resources Policies and Procedures

Section 201.02 – Attendance

- Proper notice, as defined above, is given for absences/late arrivals/early departures approval must be requested by completing and submitting a "Time Off Request" via UKG no less than forty-eight (48) hours in advance to be considered excused. Notification and acknowledgement by a supervisor of an unscheduled tardy, unscheduled absence, or unscheduled early departures will not excuse it.
- An employee cannot elect to take time off unpaid if he/she has accrued paid leave to use.
- Unexcused absences, a no call/no show, is not reporting to work and not calling to report not being able to report to work.
- The supervisor has the option of refusing a Time Off Request based on business needs.

The President/CEO in conjunction with Human Resources reserves the right to use discretion in applying this policy under special or unique circumstances. The District may also use progressive discipline in conjunction with or without the attendance policy to most effectively deal with attendance issues and circumstances which may not be defined in this policy, such as excessive breaks while on the clock. When considering disciplinary action under this policy, the District will also consider an employee's disciplinary record and whether the employee is currently meeting or exceeding work expectations. Nothing in this policy alters an employee's at-will employment relationship with the District.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures Section

201.04 – Corrective Action Process

OBJECTIVE

The intent of this policy is to set forth certain rules and conduct that the District expects its employees to follow. Generally, the District expects employees to exercise common sense and good judgment. When employee conduct or performance does not meet the expectations of the District, appropriate disciplinary action may be taken.

The particular disciplinary action that may be taken against an employee lies within the discretion of the District and will vary depending on the circumstances of each case.

The District, at its sole discretion, reserves the right to determine the appropriate disciplinary action depending on the factor of each situation on a case-by-case basis. The District recognizes that there are certain types of employee misconduct that are serious enough to justify either a suspension or termination of employment, without going through other steps of progressive discipline. The District reserves the right to take disciplinary action at any time up to and including termination of employment. This policy does not create an expressed or implied promise to follow any formal steps of discipline, nor does it limit the type and severity of discipline that may be issued by the District. Nothing in this policy alters or changes an employee's at-will employment status.

For the purpose of this policy, the terms "Corrective Action" and "Progressive Discipline" are used interchangeably and mean the same thing.

METHOD OF OPERATION

PROCEDURES

Disciplinary action should be taken when necessary. Generally, employee misconduct should be dealt with using a progression of disciplinary actions. However, in recognition of the facts that each instance differs in many respects from somewhat similar situations, each occurrence should be treated on an individual basis. If a department Director and/or supervisor suspects employee misconduct, he/she must investigate the situation, in partnership with Human Resources, in a timely manner and determine if a violation has occurred, the nature of the violation, and who committed the violation.

The District generally subscribes to a progressive discipline system for poor job performance, misconduct, and policy/procedure/values violations. Corrective action is intended to be "corrective". When used, progressive corrective action makes the employee aware of the District's concerns and gives the employee the opportunity to correct the situation.

Each manager is responsible for assessing the conduct and behavior of his/her employees. The objective of the District is to work with

Human Resources Policies and Procedures Section

201.04 – Corrective Action Process

employees to solve problems and improve performance deficiencies. However, any conduct or poor performance which interferes with or adversely affects the District is grounds for disciplinary action up to and including termination. Termination may be considered appropriate even if none of these preliminary steps have been taken. Record of Disciplinary Actions will remain active in the employee's Personnel Record for twelve (12) months.

If corrective action is warranted, there are four (4) possible steps to the District's progressive discipline system.

A corrective action at "Written Warning" level or above must be discussed with and approved by Human Resources prior to meeting with the employee.

STEP ONE – VERBAL COUNSELING

The immediate supervisor or designee will discuss the inappropriate action/behavior/values violation, or unacceptable job performance with the employee. All Verbal Counseling discussions must be documented on the Corrective Action Report and the original copy maintained in the employee's personnel file in Human Resources. The employee may add comments and then will sign/date the report to indicate he/she understands the content. The employee shall receive a copy of the Verbal Counseling and an electronic copy will be sent to Human Resources for placement in the employee's personnel file.

STEP TWO – WRITTEN WARNING

A Written Warning consists of counseling with formal documentation on the Corrective Action Report. This is used when repeated inappropriate action/behavior/values violations occur, or if the circumstances warrant more than a verbal counseling.

The supervisor must communicate to the employee that if the situation is not remedied, further corrective action, up to and including termination, may result. After completion of the Corrective Action Report, the employee may add comments and then will sign/date the report to indicate he/she understands the content. The employee shall receive a copy of the Written Warning and be sent to Human Resources for placement in the employee's personnel file.

STEP THREE – SUSPENSION OR FINAL WRITTEN WARNING

Final Written Warning is used when an employee is put on notice that one or more type of violation of **any** type could result in termination of employment. It should be made clear by the supervisor that this is a final notice and another violation of **any** type could result in immediate termination. After completion of the Corrective Action Report, the employee may add comments and then will sign/date the report indicating he/she understands the content. The employee shall receive a copy of the Final Written Warning and an electronic copy will be sent to Human Resources for placement in the employee's personnel file.

Human Resources Policies and Procedures

Section 201.04 – Corrective Action Process

Suspension is used in cases where further investigation is needed, however it also may be used as a step in the progressive discipline process. Employees may be suspended with or without pay as determined by Human Resources.

If suspension is being used as a step in the progressive discipline process, then the reason for suspension must be documented on the Corrective Action Report. After completion of the Corrective Action Report, the employee may add comments and will sign the report to indicate he/she understands the content. The employee shall receive a copy of the report and the original shall be sent to Human Resources for placement in the employee's personnel file.

A suspension without pay for disciplinary reasons may not exceed fourteen (14) calendar days unless approved by the President/CEO or designee.

NOTE: If further investigation determines that suspension was unwarranted, the employee will receive pay for the regular schedule hours they were absent because of the suspension from work.

STEP FOUR - TERMINATION

Termination is warranted if the preceding actions fail to improve the employee's inappropriate behavior/action/values violations, or poor job performance. Dismissal may occur after an initial violation if in the District's sole discretion, it is warranted. Complete and accurate documentation is necessary for discharge.

Documentation must be reviewed with Human Resources prior to any and all terminations and approved by the President/CEO.

APPROPRIATE CORRECTIVE ACTION DETERMINATION GUIDELINES

Before proceeding with corrective action, supervisors should consider the following factors:

1. Was the employee aware of the rules and/or policies and/or procedures and the consequences of non-compliance?
2. Was the employee given adequate time to show improvement?
3. Was a fair and thorough investigation conducted?
4. Is there justifiable evidence of wrongdoing?
5. Have the rules been applied fairly and without discrimination?
6. Is the amount/severity of corrective action warranted by the offense?

DISCIPLINARY PENALTIES

An employee's work record and years of service, consistency and other appropriate factors may be used to determine the appropriate level of discipline. Supervisors must partner with Human Resources to ensure that disciplinary actions are handled appropriately and consistently.

Human Resources Policies and Procedures

Section 201.04 – Corrective Action Process

UNACCEPTABLE CONDUCT

Types of conduct set forth below, although it is not intended to be a complete list of all possible violations, constitute unacceptable conduct that may lead to disciplinary action, up to and including termination:

- Substandard work quality.
- Failure to report absence from work in a timely manner to the immediate supervisor or his/her designee.
- Failure to follow common safety practices.
- Any act of negligence, which results in a failure to complete assigned tasks or responsibilities in a timely manner.
- Threats of violence or exhibiting violent behavior.
- Excessive unscheduled absences and/or tardiness.
- Violating the Dress Code Policy.
- Failure to provide excellent customer service.
- Smoking on or in any District property, with the exception of designated smoking areas.
- Leaving the job during working hours without notice to or permission from the supervisor.
- Absence without approved leave or failure to report after the leave has been disapproved, revoked or canceled.
- Failure to report an injury or property damage to include equipment immediately to one's supervisor.
- Careless use, loss, or lack of care of District property resulting in damage.
- An accident resulting in injury due to carelessness, neglect or disregard of safety practices.
- Fighting, threatening, intimidating, coercing, bullying or otherwise interfering with the rights of other persons.
- Falsifying or altering District documents.
- Actions or behaviors which are contrary to our Mission/Vision/Values.
- Failure to follow guidelines for safety of self, others or the facilities.
- Unauthorized possession or removal without permission from the District, any property, equipment or materials.
- A non-exempt employee working off the clock or a supervisor suggesting or asking or knowingly allow an employee work off the clock.
- Assigning work that places the employee at risk of serious harm, threatens significant damage to District property or financial loss to the District whether or not such harm or damage occurs; knowingly allowing employees to perform work or assignment under unsafe conditions.

Human Resources Policies and Procedures

Section 201.04 – Corrective Action Process

- Any conduct that violates the District’s discrimination, bullying or harassment policies.
- Operation of a District vehicle or equipment while under the influence of any medication or drug, which causes drowsiness or other physical or psychological impairments.
- Abandonment of position by being absent from duty for three (3) consecutive days of work without proper authorization.
- Insubordination.
- Violation of the District’s drug-free workplace policy.
- Making false claims or deliberate misrepresentations in an attempt to obtain sickness or injury benefits, workers compensation or other such benefits.
- Loss or suspension of required license, certification, permit or other requirement needed by an employee to perform the duties of his/her position.
- Discriminating against an applicant, employee, customer, vendor, or contractor.
- Consumption of or being under the influence of intoxicating beverages or controlled substances not prescribed by a physician, while on official duty.
- Possession/use of intoxicating beverages, non-prescribed drugs or illegal controlled substance at a place of work, in a District vehicle or while on official duty.
- Testing positive for illegal drugs or alcohol in violation of the District’s Drug-free Workplace policy.

RIGHT OF APPEAL The right to appeal disciplinary actions is provided to all regular employees through the Grievance Procedure. Employees within his/her introductory period (the first ninety (90) consecutive calendar days of employment) are not eligible to appeal disciplinary actions.

RE-HIRE Employees who are involuntarily terminated or an employee that did not resign in good standing will not be eligible for re-hire for a period of twelve (12) months.

Approval by the President/CEO or designee is required before the re-hire of a terminated employee occurs.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures Section

201.04 –Separation Process

OBJECTIVE

To formulate a comprehensive policy that covers all areas of separating from employment with the District including giving notice, final pay, exit forms, benefits and severance pay.

METHOD OF OPERATION

RESIGNATION

If an employee finds it necessary to terminate his/her employment with the District, the employee must give his/her immediate supervisor written notice as follows to be considered resigned in good standing:

- Exempt employees should provide a 30-calendar day resignation notice.
- Non-exempt employees should provide a 14-calendar day resignation notice.

During the resignation notice, time off is not allowed. One off exceptions may be approved by the President/CEO.

Should an employee provide a resignation notice that exceeds the required time necessary to resign in good standing, the employee's immediate supervisor and next level leadership may approve time off requests during the period of additional notice.

Teleworking during a resignation notice is allowed at the discretion of the immediate supervisor.

The supervisor, after consultation and approval from the department Director and Human Resources, may waive the requirements for the terminating employee to work the notice period.

To be considered resigned in good standing, eligible for vacation and sick leave payout and eligible for re-hire, once an employee has tendered his/her resignation, the use of paid leave during the notice period is prohibited without proper notice as outlined above. An employee cannot elect to take time off unpaid during a resignation period.

Employees who resign in good standing shall receive payment for accrued vacation and a portion of their sick leave, subject to the limitations set forth in those policies. Supervisors are responsible for ensuring District property is returned and accounted for. Supervisors are responsible for ensuring District property is returned and accounted for.

Resigning employees may be scheduled for an exit meeting with a member of Human Resources to ensure that all District property is returned and to provide an opportunity to discuss any questions or concerns related to employment with the District.

Human Resources Policies and Procedures Section

201.04 –Separation Process

TERMINATION

Prior to termination of any employee, the immediate supervisor and/or department Director should ensure the Corrective Action Policy has been followed, and approvals have been obtained, per Section 201.03 of the Human Resources Policy and Procedures. The employee should sign the Corrective Action Report form to acknowledge the termination has occurred; he/she should be given a copy of the Report form.

The supervisor and/or department Director should ensure that all District property is returned and will notify Human Resources no later than Monday at noon following the last day in the pay period in which the employee is employed to make note in the employee’s file.

DISTRICT PROPERTY

All District property should be returned on or before the last day of the pay period in which the employee is employed. The cost of any District property not returned by this date, is subject to being withheld from the final paycheck.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
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Human Resources Policies and Procedures

Section 201.05 – Grievances

OBJECTIVE To provide a procedure for the resolution of employee grievances regarding disciplinary actions and other issues that affect the employee’s status, or ability to effectively perform the job function.

METHOD OF OPERATION

DEFINITIONS **Business day:** Monday through Friday, excluding holidays.
Grievance: A written dispute, claim or complaint filed by an employee.

POLICY The District wishes to resolve grievances (complaints) whenever possible. Employees must report any grievance within five business days of its occurrence per the steps outlined below. Employees should contact the Human Resources department if assistance is needed to begin the process.

INTRODUCTORY EMPLOYEES New employees who have not completed his/her initial new hire introductory period, do not have recourse to appeal disciplinary action or layoff. An employee in his/her introductory period can bring complaints or issues they have to the immediate supervisor or Human Resources.

APPOINTED AND MANAGEMENT PERSONNEL Appointed and management personnel are exempt from the provisions of this section and do not have rights to access the District’s grievance procedures.

GRIEVABLE ISSUES The following are not grievable issues under this policy:

1. Contents of the District’s policies and procedures.
2. Non selection for promotion when grievance deals only with qualifications for the position.
3. Termination of employment during the introductory period.
4. Compensation.
5. Performance evaluations.
6. District changes to work schedules.

Issues that may be grieved under this policy include termination, suspension, involuntary transfers, promotions, demotions, or any disciplinary action that results in adverse employment action. Verbal counseling sessions are not grievable issues.

Full-time and Part-time employees that have finished his/her introductory period have the right to present and seek answers to grievances without fear of coercion, discrimination, or retaliation.

GENERAL Employees are not entitled to legal counsel presence during the District’s internal grievance process. No employee may use District

Human Resources Policies and Procedures

Section 201.05 – Grievances

equipment or material in the preparation of a grievance. However, an employee may have access to public records relevant to the preparation of such grievance.

The employee must utilize his/her own time for preparation or processing of a grievance.

Time periods of any step of the grievance procedure may be extended by mutual written agreement of the employee and the District representative at that step.

A grievance that is not advanced by the employee to the next step within the time limit provided is deemed to have been settled on the basis of the most recent decision. If the District representative fails to respond to the employee within the time limit set forth in step one or two, then the employee is entitled to proceed to the next step.

Electronic submission of a grievance will be accepted so long as it is on the appropriate Grievance Form.

PROCEDURE

Step One

The employee submits the grievance in writing within five business days of its occurrence to the immediate supervisor of the person who administered the action being grieved using the Grievance Form, stating the facts upon which the grievance is based, the written policies or procedures which have allegedly been violated, and the remedy sought. If the immediate supervisor is the department Director, then the grievance process shall start at Step Two.

Discussion will be informal for the purpose of settling differences in the simplest and most direct manner. The District Representative makes a decision and communicates it to the employee in writing within five business days from the date that the grievance was received. When the employee's supervisor is not the District Representative or otherwise involved in the action being grieved, the supervisor may assist to resolve the employee's concern.

Step Two

If the grievance is not resolved to the employee's satisfaction in Step One, the employee may forward the original written grievance to the applicable department Director or designee within five business days of notification of the result of Step One. The department Director or designee will, within five business days of receiving the grievance, meet with the employee and the District Representative from Step One. The department Director summarizes his or her decision in writing to the employee and the District Representative within five business days of the meeting date.

At Step Two, the following procedure will be followed:

- The employee shall present his or her reasons for requesting that the Step One decision be overturned.

Human Resources Policies and Procedures

Section 201.05 – Grievances

- The District’s Representative shall present reasons for making the Step One decision.
- Facts may be presented in the form of documentary evidence or witness testimony. Witnesses called by one party may be cross-examined by the other.
- All material and relevant evidence shall be considered by the person conducting the hearing in reaching a decision. A Human Resources designee shall attend the hearing as advisor on procedure and will prepare a record of evidence presented at the Step Two hearing which shall be maintained by the Human Resources Department.
- The employee will act as the spokesperson to present his/her case. The employee’s supervisor and/or department Director, District’s Legal Counsel staff, Human Resources, any relative, supervisor or subordinate of the employee (see Section 204.02, Employment of Relatives) may not act as spokesperson for the employee.
- The person hearing the grievance is responsible for chairing the proceedings, making rulings on the admissibility of evidence, and maintaining a fair and orderly hearing. While the goal of the hearing is to fully explore all relevant facts, the person chairing the meeting may limit the presentation of documentary evidence or witness testimony.

Step Three

If the grievance is not resolved by the department Director to the employee’s satisfaction, the employee may forward the original written grievance to the President/CEO or designee within five business days of receiving the department Director’s decision. The President/CEO or designee will, within five business days of receipt, meet with the employee, the District Representative and the department Director. The President/CEO summarizes his or her decision in writing to the employee and the District Representative within five business days of the meeting.

The President/CEO or designee has authority to grant or deny the grievance in whole or in part. The decision of the President/CEO or designee is final.

At Step Three, the following procedure shall be followed:

- The employee shall present his or her reasons for requesting that the Step Two decision be overturned.
- The District’s Representative shall present reasons why the decision at Step Two should be upheld.

Human Resources Policies and Procedures

Section 201.05 – Grievances

- Arguments and presentations by both the employee and the District Representative shall be limited to the information presented at Step Two and contained in the record. New evidence shall not be permitted to be presented unless it was not available after a diligent search at the time of the Step Two hearing.
- The employee will act as the spokesperson to present his/her case. The employee’s supervisor and/or department Director, District’s Legal Counsel’s staff, Human Resources, any relative, supervisor or subordinate of the employee (see Section 204.02, Employment of Relatives) may not act as spokesperson for the employee.
- The President/CEO is responsible for chairing the proceedings, making rulings on the admissibility of evidence, and maintaining a fair and orderly hearing. While the goal of the hearing is to fully explore all relevant facts, the person chairing the meeting may limit the presentation of documentary evidence or witness testimony.

A Human Resources Representative may attend the hearing as an advisor on procedure.

The decision of the President/CEO or designee is final. There are no further appeals after Step Three of the grievance process.

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Human Resources Policies and Procedures

Section 201.06 – Social Media

OBJECTIVE

At the District, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication.

The same principles and guidelines found in the District policies apply to employee activities online. Ultimately, employees are solely responsible for what he/she posts online. Before creating online content, employees should consider the risks and rewards that are involved. Keep in mind that any employee conduct that adversely affects employee job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, tenant employers, people who work on behalf of the District or the District's legitimate business interests may result in disciplinary action, up to and including termination.

KNOW AND FOLLOW THE RULES

Employees should carefully read the Administrative Policies and Procedures Manual and the Human Resources Policies and Procedures Manual, and ensure social media postings are consistent with the policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject the employee to disciplinary action, up to and including termination.

BE RESPECTFUL

Always be fair and courteous to fellow employees, customers, tenant employees, business associates, the general public or people who work on behalf of the District. Also, keep in mind that an employee is more likely to resolve work-related complaints by speaking directly with his/her co-workers or by utilizing the District's Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, tenant employers, employees or passengers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm

Human Resources Policies and Procedures

Section 201.06 – Social Media

someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or District policy.

BE HONEST AND ACCURATE

Employees should make sure he/she is always honest and accurate when posting information or news, and if a mistake is made, correct it quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the District, fellow employees, customers, tenant employers, and people working on behalf of the District.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

Maintain the confidentiality of the District trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications without being given permission by a member of the Executive Team.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities.

Employees should not create a link from a personal blog, website or other social networking site to the District website without identifying himself/herself as a District employee.

The employee should only express personal opinions. The employee should not represent himself/herself as a spokesperson for the District. If the District is a subject of the content the employee is creating, the employee should be clear and open about the fact that the employee is an employee and make it clear that the employee's views do not represent those of the District, fellow employees, members, customers, suppliers or people working on behalf of the District. If the employee publishes a blog or post online related to the work performed or subjects associated with the District, the employee should make it clear that he/she is not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District."

USING SOCIAL MEDIA AT WORK

Refrain from using social media while on work time or on equipment the District provides, unless it is work-related as authorized by your manager or consistent with the District guidelines. Do not use the District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Human Resources Policies and Procedures

Section 201.06 – Social Media

RETALIATION IS PROHIBITED

The District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

MEDIA CONTACTS

Employees should not speak to the media on the District’s behalf without contacting the Communications Department. All media inquiries should be directed to the Communications department head or designee.

MEDIA INTERACTION

The District strives to anticipate and manage crisis situations in order to reduce disruption to our customers and employees and to maintain our reputation as a high-quality airport. To best serve these objectives, the District will respond to the news media in a timely and professional manner only through the designated spokespersons. If an employee is contacted by the media, he/she must refer the media outlet to the Communications department head or designee. Only the President/CEO, the V.P, Chief Marketing & Communications Officer and the Communications Manager, or designee are authorized to speak to the media on behalf of the District.

EMERGENCY SITUATIONS

During any type of public safety and/or emergency situation it is strictly prohibited for any employee to take photos and or video unless it is part of his/her job function. Posting and/or distributing photos, videos, audio files is strictly prohibited, unless authorized by the President/CEO or designee.

Violating this policy will result in disciplinary action up to and including termination.

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Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

OBJECTIVE

The employee performance evaluation process is designed to permit the evaluation of an employee's job performance and effectiveness as objectively as possible.

The primary purpose of performance evaluations are to inform the employee of his/her strengths and areas of improvement on the job, serve as a basis for discussion as to how the employee can improve his/her performance, and to establish goals and expectations for future evaluation.

The performance evaluation may also be used for but not limited to:

- Estimating an employee's potential for promotion;
- Identifying the areas of training needs;
- The determination of merit increases if applicable;
- A basis for taking disciplinary action;
- Determining orders of layoff.

METHOD OF OPERATION

EVALUATION PERIODS

The following are specific types of performance evaluations and when they are to be completed:

- Introductory Period – End of introductory period.
- Extension of Introductory Period – At time of request for extension.
- Annual – In June of each year.
- Special – Beginning and end of special introductory period or when performance substantially dropped during review period.
- Change in classification – Promotion/demotion/transfer, etc.

GUIDELINES

Each employee's performance shall be periodically evaluated to assess performance in relation to job requirements.

After the initial introductory period, each employee will receive his/her annual performance evaluation for salary increase, in conjunction with the beginning of the District's fiscal year. The District reserves the discretion to schedule performance evaluations as necessary in order to meet the business needs of the District.

Employee performance evaluations shall be used for, but not limited to, the following:

- To inform the employee of his/her strengths and weaknesses, as well as training needs and improvements that will be expected.
- To recognize the employee's potential for promotion.

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

- To determine the employee's eligibility for salary advancements.
- As a basis for taking disciplinary and/or dismissal actions against the employee.

PROCEDURES

The employee evaluation program rating scale will be reviewed and updated by HR as the business evolves and the need for updates to the performance measurement is needed. The supervisor most directly involved in the supervision of the employee should be the performance appraiser with signatory agreement from the manager one level above them. If there is an employee between the supervisor and the employee being rated, efforts should be made to get input from the individual most knowledgeable of the performance of the employee being rated.

The performance of each employee should be evaluated at least once per year; more frequent evaluations may be necessary.

When an employee's supervisor changes, the employee shall not be evaluated by his/her new supervisor until employee has worked for the supervisor for a minimum period of ninety (90) consecutive calendar days. When necessary, an employee's scheduled evaluation date will be postponed in order to provide an opportunity for the supervisor to evaluate the employee's performance.

Special Performance Evaluations may be given at any time at the discretion of the President/CEO or designee.

The performance review will be discussed with the employee, and they will receive a copy of the completed performance review. The employee will sign the evaluation and then it will be forwarded to Human Resources to become a part of the employees' permanent file. The signature of the employee shall indicate **only** that the employee's performance has been discussed with the employee and does not imply that the employee agrees or disagrees with the evaluation. In the event an employee refuses to sign the evaluation, the department head shall note this on the evaluation and forward the performance review to Human Resources to become a permanent part of the employee's personnel file.

If an employee receives an unsatisfactory review, the employee's supervisor shall be responsible for identifying to the employee the specific improvements necessary for him/her to accomplish satisfactory performance. At the time of receiving such an evaluation, the employee's performance should be reevaluated at sixty (60) days. If the employee has not attained a satisfactory evaluation in all categories, he/she, at the discretion of the President/CEO, or designee at the recommendation of the department head, may be disciplined and or terminated.

Human Resources Policies and Procedures

Section 201.07 – Employee Performance Evaluations

**EMPLOYEE
DISAGREEMENT
WITH EVALUATION**

If an employee disagrees with any statement in an evaluation, he/she may attach a written rebuttal of performance evaluation factors to the Performance Evaluation in the file. Performance Evaluations are not grievable.

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Human Resources Policies and Procedures Section

201.08 – Inquiries Concerning Employees

OBJECTIVE	To provide a central location for all inquiries concerning District employees or former employees.
METHOD OF OPERATION	
GUIDELINES	<p>Inquiries concerning verification of employment are referred to Human Resources. However, when required by the SC Code of Laws, police leadership must comply with the background investigations process which may include verification of employment for a current or former police department employee.</p> <p>Inquiries Concerning Employees</p> <p>All employment verification inquiries from current or former employees, prospective employer of current or former employees, governmental agencies, or other organizations such as a financial or lending institution, are to be directed to the Human Resources Department for an official response.</p> <p>Under no circumstances is any other employee authorized to provide a written or official employment verification response for the District. The Human Resources Department personnel are trained in responding to employment verification requests. Human Resources will also know whether a signed authorization to release information, from the current/former employee, is on file.</p> <p>All requests for employment verification must contain the employee's or former employee's signature authorizing the release of information. In the case of current employees, as a courtesy, the Human Resources Department will notify the employee when employment verification information is requested.</p> <p>When the signed authorization to release information is presented, the Human Resources department, will release the following information as requested:</p> <ol style="list-style-type: none">1. whether the individual is currently employed by the District2. the employee's current or last job title3. the dates of employment with the District4. the current or final salary paid to the employee <p>Depending on the circumstances of the request, the District may give additional information.</p> <p>The District does comply with the U.S. Department of Transportation (DOT) regulations in accordance with the Omnibus Transportation Employees Testing Act of 1991 and the with U.S. DOT rule 49 CFR Part 40.</p> <p>Those personnel records, which are declared to be public records by virtue of South Carolina Code of Laws, Title 30 (Public Records) Chapter 1 and Chapter 4 (Freedom of Information Act), will be</p>

Human Resources Policies and Procedures

Section 201.08 – Inquiries Concerning Employees

opened for inspection to any person in accordance with the provisions of that statute.

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Human Resources Policies and Procedures

Section 201.09 – Open Door

OBJECTIVE The District is committed to creating the best work environment for its employees. The District has adopted an open-door policy for all employees, to encourage the workforce to raise concerns and resolve issues that pertain to the working environment and/or conditions of employment.

GUIDELINES The purpose of the District’s Open-Door policy is to encourage open communication, feedback, and discussion about any matter of importance to an employee. The District’s open-door policy means that employees are free to talk with any manager at any time about any topic.

If an employee has any questions or concerns about his/her job, work conditions, or other employment-related issues, that employee is free to bring those issues to management’s attention. The District encourages employees to discuss issues and to ask questions openly with management without fear of retaliation. While the District may not be able to satisfactorily resolve all concerns or issues an employee may have, the District will listen to employee’s concerns and work with employees to address issues that arise during his/her employment.

Employees are encouraged to discuss concerns openly with management. Employees may bring issues to the attention of his/her immediate supervisor, his/her department Director, his/her SVP/VP, and/or Human Resources. Employees also may bring any employment-related issues to the attention of the President/CEO.

The purpose of the Open-Door policy is to encourage communication and is not meant to circumvent the chain of command or the formal grievance procedure.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.10 – No Solicitation & Distribution

OBJECTIVE

In order to maintain and promote safe and efficient operations, employee discipline, and an attractive workplace, the District has established this policy which outlines solicitation, distribution of written material, and entry into District work areas.

The District encourages employees to support community activities and charities, however, employees should not engage in any solicitation or distribution of materials that violate the District's No Solicitation & Distribution Policy.

GUIDELINES

1. Employees are prohibited from distributing any materials during his/her working time. Working time" includes all time during which an employee is assigned to or engaged in the performance of job duties but does not include scheduled breaks or meal periods during which time the employee is not assigned to or expected to perform any job duties. In addition, it does not include the time before and after the employee's shift.
2. Regardless of whether employees are on working time, employees are prohibited from distributing any materials in working areas. Working areas include all areas where work is actually performed, but does not include areas such as break rooms, parking lots, locker rooms.
3. Employees are prohibited from soliciting another employee during his/her working time or during the other employee's working time.
4. Solicitation and distribution of literature by non-employees on District property is prohibited.

While Human Resources may approve certain charitable solicitations or distributions, non-employees are not otherwise permitted on District property to engage in any form of solicitation or distribution. Any prohibited solicitation or distribution of materials should be immediately reported to the department Director or to Human Resources.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.11 – District Communications

OBJECTIVE The District uses various means of communication to share company information with employees. All District employees are responsible for checking these means of communication to ensure that they are informed.

BULLETIN BOARDS Information posted on District bulletin boards are strictly for business-related purposes only. Employees are prohibited from removing, defacing, or in any way tampering with any information posted on District bulletin boards. Bulletin Boards are District property and employees are prohibited from posting personal or non-business information on them. Human Resources, department Directors, or designees are allowed to approve information to be posted on District bulletin boards.

WORK EMAILS Employees must regularly check their emails to ensure they are informed. Employees will be held accountable for District information shared via email. Per federal law, non-exempt employees may only check their work emails when they are clocked in (see policy 205.01, for more information).

EXPECTATIONS Employees are responsible for reviewing and fully reading the information shared with employees by the District. This includes but is not limited to the information in the District employee newsletter (currently known as the W.O.W.), District computer lockscreens, the UKG intranet, Department Area Display Screens, and other means used by the District to communicate.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.12 – Confidential Information

OBJECTIVE The Airport District has an obligation to protect the Confidential Information of our customers. As employees of the Airport District, we all have an obligation to maintain the privacy required by our customers during his/her usage of airport services and property.

DEFINITIONS "Confidential Information" means the proprietary information and trade secrets of the District and its customers as described below:

(i) Included in "Confidential Information" are the object code and source code to the District's software, the District's marketing plans and strategies, the District's plans for new customer development, and any other information that the District marks confidential or by separate memorandum or e-mail informs you is confidential.

(ii) Also included in "Confidential Information" is any information of the District's customers that you have access to in performing your employment duties for the District. Credit Card, billing and any financial related information much be kept in complete confidentiality to protect our customers.

(iii) Excluded from "Confidential Information" is information that:
(x) you can prove was in your possession before you received it from the District; (y) is in the public domain through no fault of your own; or (z) you learned from a third party not related to the District. Information licensed by the District to customers under a confidentiality restriction is not considered to be in the public domain.

GENERAL From time to time during the performance of your duties with the District, you may be exposed to information that is confidential, that may involve private company trade secrets, and/or sensitive information that is of a personal or business-related nature. For example, you may, during the performance of your duties, become aware of the anticipated travel plans of high-profile persons or celebrities. You may also be exposed to cargo or luggage of a personal nature, or proto-types of new products that contain experimental designs that are otherwise non-public.

If you are exposed to any such information, or become aware of any such information, you should assume that the information is not public and should not be shared. This means that you should not discuss the information with anyone in the District unless it is necessary for you to do so in the performance of your job, you should not disclose the information with other third parties.

It is not appropriate to record or take photos of any persons or items that may be of a personal or confidential nature. Furthermore, unless specifically authorized through the District's Social Media policy, you should not disclose, share or post on social media any information which contains, alludes to, or otherwise references any such confidential information.

Human Resources Policies and Procedures

Section 201.12 – Confidential Information

Nothing contained in this policy is intended to supersede or should be interpreted to prevent you from disclosing information as may be required by state or federal law or in connection with appropriate court proceedings.

NONDISCLOSURE

By electronically acknowledging this manual, you agree that you will not disclose Confidential Information to any third party not employed by the District unless the District authorizes you to do so in writing. You further agree that you will not use Confidential Information for any purpose except to perform your employment duties for the District. These agreements will continue to apply after you are no longer employed by the District. Violations of this policy could result in disciplinary action up to termination for employees or legal action for former employees.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.13 – Participating in Political Campaigns

OBJECTIVE	To provide guidelines to District employees participating in political campaigns for elective offices.
DEFINITIONS	District Property - Any District owned property. Employee – Any person employed by the District.
PROVISIONS	Nothing contained in this section shall be deemed to prohibit any public employee from expressing his opinions on any candidate or issue or from participating in any political campaign during his/her off-duty hours. The provisions of State Statute and/or Federal Statute govern in these matters and employees are directed to conform.
GUIDELINES	Employees may not campaign, wear, or display any campaign material while on duty on airport premises. Campaign material may not be displayed on or from his/her vehicle(s) while on District property. Bumper stickers on bumpers of privately-owned vehicles are an exception. Any employee may express an opinion on any candidate or issue or may participate in any political campaign during off-duty hours provided such activity is not in conflict with any provision of State Statutes or District policy. Any employee receiving a request from any candidate for public office for information concerning District business, other than usually and readily available to any citizen, must advise the candidate to submit the request in writing to the President/CEO. Each employee, as a voter, is encouraged to vote in all elections.
PROCEDURE	During a primary or general election, an employee who is registered to vote, whose hours of work do not allow sufficient time for voting is allowed time off with pay for this purpose. Where the polls are open two (2) hours before or two (2) hours after the regular scheduled work period, it is considered sufficient time for voting. No employee may participate on behalf of, or in opposition to, the campaign of any candidate during the particular employee's work hours. Any employee found violating any applicable provision of the State Statutes is subject to disciplinary action by the District including possible dismissal and, additionally, any penalty provided for violation of a State Statute. Any violation of this policy will be reported without undue delay to Human Resources. Human Resources is responsible for initiating an investigation of an alleged violation and for submitting his/her findings to the

Human Resources Policies and Procedures

Section 201.13 – Participating in Political Campaigns

appropriate executive leader and the President/CEO for appropriate action.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.14 – Conflicts of Interest

OBJECTIVE To prescribe a policy for prevention of conflict of interest, potential for conflict of interest, acceptance of outside employment, and/or gratuities and divulgence of information.

METHOD OF OPERATION

COMMISSIONERS Any District commissioner, or any entity that is owned by or affiliated with a commissioner or a commissioner's family, who is involved in a business transaction with the District in which there is a potential conflict of interest shall promptly notify the chairperson of the District commission in writing describing the nature of the business transaction and the potential conflict of interest. The transaction shall be authorized, approved or ratified by the District commission, as determined by the chairperson of the District commission. The District commissioner with the conflict of interest, shall disclose in writing the potential conflict of interest to the District commission, before any vote on the transaction and such disclosure shall be recorded in the minutes of the District commission meeting at which the written disclosure is made. Such disclosure shall include the material facts of the transaction and the District commissioner's financial interest in the transaction. The District commissioner with the conflict of interest shall refrain from voting on any such transaction, deliberating or taking any other action with respect to the business transaction. Any business transaction of the District that involves a potential conflict of interest with a District commissioner shall have terms that are at least as fair and reasonable to the District as those that would otherwise be available to the District if it were dealing with an unrelated party and, to the extent applicable under the District's policies and procedures and applicable law, the District issues a public request for proposals with respect to such business transaction.

No person, firm, or corporation may be deemed to be proposing to have a contractual relationship with the District or be proposing to render services to the District unless such person, firm, or corporation may submit a bid to the District for any District contract, may make a contractual offer to the District, or may request the District to consider entering a contractual relationship with the person, firm, or corporation.

GRATUITIES No employee shall accept, or agree to accept, directly or indirectly, a favor, gift, loan, money, fee, service or other item of value in any form whatsoever from any entity, organization or individual if it is intended to reward or influence, or gives the appearance of rewarding or influencing the employee with respect to his/her

Human Resources Policies and Procedures

Section 201.14 – Conflicts of Interest

employment. This policy is not intended to prevent an employee from accepting an award or recognition for meritorious or outstanding achievement for community or government service.

OUTSIDE EMPLOYMENT

No District employee, full-time or part-time, may accept a non-District job that will directly or indirectly affect or interfere with the normal conduct of an employee's position with the District.

- District employees' level 8 or above, Police Officers, Firefighters, or Operations Officers may not accept employment, full or part-time, with any tenant or outside company in a business contract with the District where there could be an actual or apparent conflict of interest. If outside employment with a non-conflicting company is accepted, the employee must receive prior approval by the immediate supervisor and the department Director and ensure that the schedule does not conflict in any way with his or her schedule at GSP.
- District employees' level 7 or below or not in the above listed positions may accept employment with a company both within the airport or outside of the airport, subject to prior approval by the immediate supervisor and the department Director and with assurances that the schedule does not conflict in any way with his or her schedule at GSP.

Should an employee consider securing outside employment, the employee shall complete the outside employment form located on the UKG intranet, then submit the form to their supervisor and department director for approval.

The completed form must be forwarded to Human Resources to be stored in the employee's personnel file.

DIVULGENCE OF INFORMATION

No employee shall furnish any information that was obtained as a result of employment with the District to gain personal advantage for him/herself or another. This must not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but will prohibit the use of or provision of information that would place the employee or the recipient in a vantage position over the general public, thereby constituting a violation of public trust. Employees shall, during both working and nonworking hours, act in a manner which will inspire trust in his/her integrity, impartiality and devotion to the best interests of the District, his/her fellow employees, customers, vendors and contractors. Employees shall not discuss Confidential Information outside of the workplace as defined in this Policy Manual.

Human Resources Policies and Procedures

Section 201.14 – Conflicts of Interest

INTEREST IN CONTRACT WITH THE DISTRICT

No employee of the District may be directly or indirectly employed by any person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the District or any department or agency of the District.

No person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the District or any department or agency thereof, may employ directly or indirectly any employee of the District, nor may any such firm or corporation have as a direct or indirect interested party thereof an employee of the District without prior approval from a District executive team member.

No person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the District or any department or agency thereof, may have a member of its Board be an employee, or as a direct or indirect interested party therein, may be eligible to be considered to have a contractual relation with or to render for any consideration, services to the District.

EMPLOYEES ASSOCIATED WITH AUDITING/ FINANCIAL CONSULTING FIRMS DOING BUSINESS WITH THE DISTRICT

No member of a current or former auditor or other financial consulting firm that is or has worked with the District can be hired by the District for a period of two years following such engagement.

INTEREST IN CONTRACT WITH THE DISTRICT- EMPLOYEES OF THE DISTRICT; EMPLOYEES OF BOARDS, AND AGENCIES MEMBERS OR BOARDS

No employee of the District or member of any board, or agency of the District may be directly or indirectly employed by any person, firm, or corporation, nor be directly or indirectly interested in any firm or corporation having, or proposing to have any contractual relation with or rendering, or proposing to render for any consideration, services to the District or any department, board, or agency thereof, when the approval, concurrence, decision, recommendation, or advice of the employee or member may be sought, obtained, or required in any connection with contract service.

No person, firm, or corporation, having or proposing to have any contractual relationship with, or rendering or proposing to render any consideration, services to the District or any department, board, or agency thereof, may employ or have as an interested party, directly or indirectly, any employee of the District, member of any board of the District, or employee of any board, or agency of the District, when the approval, concurrence, decision, recommendation or advice of such employee or member may be sought, obtained, or required in connection with such contract or service.

Human Resources Policies and Procedures

Section 201.14 – Conflicts of Interest

No person, firm, or corporation may be deemed to be proposing to have a contractual relationship with the District or be proposing to render services to the District unless such person, firm, or corporation may submit a bid to the District for any District contract, may make a contractual offer to the District, or may request the District to consider entering a contractual relationship with the person, firm, or corporation.

PENALTY

Violation of any provision of this procedure by a District employee or a family member of a District employee is sufficient cause for immediate dismissal of the employee.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 201.15 – Ethics Hotline

OBJECTIVE

The District is committed to conducting business with the highest ethical standards. To ensure attention to this standard of behavior, the District has established an ethics hotline program that provides a means of communicating concerns about potential violations of the law and state and local ethics codes. The purpose of the Hotline is to provide employees a place to report illegal or dishonest activity affecting the District's financial or business affairs by any District employee or any person or firm doing business with the District. Examples of such activity include: fraud, theft, embezzlement, bribery, kickbacks, dishonest or inaccurate accounting or recordkeeping, safety violations, or conflicts of interest.

Issues such as workplace violence, substance abuse, discrimination and/or sexual harassment should not be reported via this Hotline but should be directed to the District's Human Resources Department directly by calling Human Resources at 864-848-6298 or by emailing HR@gspairport.com.

3RD PARTY VENDOR & CONTACT INFORMATION

The Ethics Hotline is managed by an independent 3rd party service provider.

Employees may report fraud or ethics violations 24 hours a day, 7 days a week by telephone or online.

Call: [877-879-9802](tel:877-879-9802) or visit gspairport.ethicspoint.com.

Complaints to the Ethics Hotline may be made anonymously.

PROCEDURES

The Human Resources department is responsible for receiving complaints reported to the hotline and determining the priority of the complaint.

If the complaint is against the Human Resources Department the report will be directed to the President/CEO. Some cases may be rejected as Hotline cases. If this is done, and the complainant is not anonymous, the complainant will be notified.

(Rejections are typically based upon one or more of the following:

- not a hotline topic;
- no merit of complaint upon initial investigation;
- too much time elapsed since incident.

The reason(s) for the dismissal will be documented, and the complaining party contacted.

The complaint priorities are as follows:

- **Critical "Priority A"** complaints may require immediate attention regardless of the time of day. The President/CEO and/or other appropriate departments will be immediately notified by phone. Two alternate contacts will be identified in

Human Resources Policies and Procedures

Section 201.15 – Ethics Hotline

the event the primary cannot be reached. Priority A complaints will be reported directly to the Commission Chair only if the report involves the President/CEO).

Priority A reports consist of, but are not limited to, complaints regarding:

- Falsification of Company Records
 - Fraud
 - Fraudulent Insurance Claims
 - Kickbacks
 - Theft of Cash
 - Theft of Goods/Services
 - Workplace Violence
- **Urgent “Priority B”** complaints may require prompt but not immediate attention.

Priority B reports consist of, but are not limited to, complaints regarding:

- Accounting/Audit Irregularities
 - Conflicts of Interest
 - Improper Loans to Executives
 - Retaliation against Whistleblowers
- **Not-Accepted “Priority C”** complaints will not be accepted as a Hotline case. (This will be documented with an explanation which could be referred to another more appropriate department.

Reports regarding the following should be reported directly to Human Resources or the appropriate District Department:

- Customer Relations
- Discrimination
- Employee Relations Issues
- Policy Issues
- Product Quality Concerns
- Safety and Sanitation Issues
- Sexual Harassment
- Substance Abuse
- Time Card Fraud
- Wage/Hour Issue

While Priority C issues are important to the District and this policy in no way is intended to minimize the significance of these issues, they are not appropriate for the Ethics Hotline and will be referred to and

Human Resources Policies and Procedures

Section 201.15 – Ethics Hotline

investigated by the Human Resources Department or appropriate District department.

The President/CEO will be notified of the alleged ethics violation in the Priority A & B categories, determined priority, and the investigation plan. The President/CEO will determine on a case by case basis, which, if any, of the complaints (not involving the President/CEO) are reported to the Airport Commission.

Upon completion of the investigation, Human Resources and the department Director are notified and the appropriate disciplinary and/or remediation actions are taken with the involved employee(s).

Human Resources will notify the President/CEO of actions taken within 48 hours. Human Resources Leadership replies to the complainant regarding the outcome of his/her ethical complaint within 48 hours via the ethics hotline third party vendor.

Human Resources Leadership will generate a final report with recommendations that will be presented to the Executive Team.

The independent 3rd party ethics hotline company, will disseminate reports via email to recipients based on incident code.

The District will educate employees to ensure employee awareness of the Ethics Hotline.

APPROVAL AND UPDATE HISTORY	Scrivener change August 25, 2020 Scrivener change November 14, 2022
APPROVAL	September 9, 2019

ANTI-DISCRIMINATION AND HARASSMENT

Human Resources Policies and Procedures

Section 202.01 – Harassment

OBJECTIVE

The District is committed to providing a work environment in which all individuals are treated with equality, respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

The District will not tolerate discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the District will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of position, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Any complaint in violation of this policy will promptly be investigated and resolved appropriately. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment.

METHOD OF OPERATION

PROHIBITED CONDUCT AND DEFINITIONS

The District, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of the District's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, sex (including pregnancy, sexual orientation and gender identity) national origin, age, religion, disability status, genetic information, marital status, or any other status protected under applicable federal, state, or local laws.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions states in these anti-discrimination laws.

Harassment

The District is committed to providing a work environment in which all individuals are treated with equality, respect and dignity. In

Human Resources Policies and Procedures

Section 202.01 – Harassment

keeping with this commitment, the District has adopted a policy of **zero** tolerance with regard to employee harassment.

Harassment is defined under federal law as unwelcome conduct (verbal, non-verbal, written or physical) that is based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where:

1. enduring offensive conduct become a condition of continued employment; or
2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Such conduct may include, but is not limited to: words, signs, jokes, pranks, cartoons, calendars, and comments about appearance, intimidation, bullying, physical contact or violence. Conduct can be considered harassment whether it occurs in person, via email, social media, etc.

Sexual Harassment

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, physical or written conduct of a sexual nature, when the conduct:

1. explicitly or implicitly affects a term of condition of an employee's employment;
2. is used as the basis for employment decisions affecting the employees; or
3. unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Such conduct may include but is not limited to: subtle or overt pressure for sexual favors, inappropriate touching, lewd, sexually oriented comments or jokes, foul or obscene language, posting of suggestive or sexually explicit posters, calendar, photographs, graffiti, or cartoons, and repeated requests for dates. Conduct can be considered sexual harassment whether it occurs in person, via email, social media, etc. The District further prohibits harassment and discrimination based on sex stereotyping. Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.

Human Resources Policies and Procedures

Section 202.01 – Harassment

Workplace Bullying

The District defines bullying as repeated, health-harming mistreatment of one or more people by one or more perpetrators. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interferences/sabotage that prevents work from getting done.
- Verbal Abuse.

Such conduct may include, but is not limited to:

- Verbal Bullying: slandering, ridiculing or maligning a person or his or her family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical Bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assaults, damage to a person's work area or property.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g. overloading, underloading, withholding information, setting

Human Resources Policies and Procedures

Section 202.01 – Harassment

deadlines that cannot be met, giving deliberately ambiguous instructions).

- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.

RESPONSIBILITIES Employee Responsibilities

All employees of the District have a responsibility to keep our environment free from unlawful discrimination, harassment and bullying. Any employee who believes he/she has been subjected to discrimination, harassment or bullying must contact his/her immediate supervisor, designated manager, or Human Resources.

Any employee who becomes aware of an incident of unlawful discrimination, harassment or bullying by any employee, customer, vendor, passenger, tenant employee, etc. whether by witnessing the incident or being told of it, must report it to his/her immediate supervisor, designated manager, and Human Resources.

All reports of unlawful discrimination or harassment, or of bullying will be promptly investigated and will be kept as confidential as possible without impeding the investigation. If you are found to have acted improperly towards another employee, customer, vendor, etc. you will be subject to disciplinary action, up to and including termination of employment. The District will also take additional action necessary to appropriately address employee concerns about discrimination, harassment or bullying.

Any employee who knowingly provides a false report of unlawful discrimination or harassment, or bullying will be subject to disciplinary action, up to and including termination of employment. Any employee who makes such a false statement shall be personally liable for any legal action taken by another employee in response to a false report.

The District will not tolerate retaliation against anyone who makes a good faith effort to report alleged unlawful discrimination or harassment, or bullying, or for participating in any investigation, proceeding, or hearing conducted by the EEOC or any state agency.

If an employee believes he/she is being retaliated against, he/she should promptly contact his/her supervisor and/or department head or Human Resources, so an investigation can be conducted.

Supervisor Responsibilities

All supervisors are expected to ensure that the work environment is free from discrimination, sexual and other harassment, and bullying.

Human Resources Policies and Procedures

Section 202.01 – Harassment

Supervisors are responsible for the application and communication of this policy within his/her work areas. Supervisors should:

- Encourage employees to report any violations of this policy *before* the conduct becomes severe or pervasive.
- Make sure the Human Resources department is made aware of any inappropriate behavior in the workplace.
- Create a work environment where discrimination, sexual and other harassment, and bullying is not permitted.

COMPLAINT PROCEDURES

Employees should report incidents of inappropriate behavior, as soon as possible after the occurrence. Any employee who feels that he or she has suffered any form of discrimination, harassment, bullying or retaliation by anyone must immediately report the alleged conduct to his/her immediate supervisor, designated manager, and Human Resources so that an investigation can be conducted. If the complaint concerns the supervisor, the employee should immediately report any concerns to the Human Resources department. Complaints of discrimination, harassment, bullying or retaliation may also be brought directly to the President/CEO.

Any employee witnessing, or having reason to believe a claim or instance of sexual harassment relating to an employee must report such potential claim to Human Resources.

INVESTIGATION PROCEDURES

Upon the receipt of a complaint of harassment, the President/CEO shall be advised; or if the complaint is against the President/CEO, the District Chair and/or Vice Chair shall be advised. It is the District's policy to investigate all harassment complaints thoroughly, impartially and promptly. To the fullest extent practicable, the District will maintain the confidentiality of those involved. Human Resources Leadership will have primary responsibility for investigating any and all complaints relating to employee misconduct. However, some investigations may be assigned to a District designee with direction from Human Resources Leadership. Any District designee assigned to conduct an investigation must have completed training with the Human Resources Department in conducting investigations.

Human Resources Leadership shall:

- Promptly interview and obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant and accused.
- Determine if there is a potential for risk occurrence. If there is a potential, take all measures appropriate to protect employees, visitors and property.
- Complete an investigation report and provide all relevant and necessary information, including findings.

Human Resources Policies and Procedures

Section 202.01 – Harassment

Based on the investigation, Human Resources or assigned designee must determine the outcome of the investigation and the appropriate action, if any, to be taken. This determination shall be documented in writing and made part of the investigative report.

All employees are expected to cooperate fully with any ongoing investigation regarding a discrimination, sexual or other harassment or bullying incident.

Retention and/or release of investigative reporting: Human Resources will retain all records relative to the investigation in a secure area. The District will not release any investigative files, including but not limited to interviews and findings, unless requested by a court authorized request, such as Subpoena or Court Order.

COMPLAINT DISPOSITION

Human Resources or designee will notify the complaining party of the outcome of the investigation.

DISCIPLINARY ACTIONS

Any employee of the District whom Human Resources or designee has determined to have violated this policy shall be subject to disciplinary action up to and including termination.

Any employee in a supervisor position or higher, that has actual knowledge of discrimination, sexual or other harassment, or bullying involving any employee(s) and does not take corrective action and report the matter directly to Human Resources may be subject to discipline up to and including termination.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 202.02 – Equal Employment Opportunity

OBJECTIVE

The District is an Equal Opportunity Employer. This policy reaffirms the District’s commitment to Equal Employment Opportunities and to compliance with federal and state laws.

METHOD OF OPERATION

GENERAL

It is the policy of the District not to discriminate or tolerate harassment against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, childbirth and related medical conditions (including, but not limited to, lactation)), sexual orientation, national origin (including ancestry), age (40 and over), marital status, genetic information, disability, veteran status, or gender identity.

This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship, at all levels of employment.

Additionally, retaliation, including intimidation, threats, or coercion, because an employee or applicant has objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain his/her legal rights under any Federal, State, or local EEO law is prohibited.

Employment decisions are made with the principal of Equal Employment Opportunity.

All appointed officials, managerial and supervisory employees are responsible for supporting this policy and for the furtherance of the principal of Equal Employment Opportunity in all Human Resources matters.

Human Resources is responsible for overall compliance and shall maintain personnel records in compliance with applicable laws and regulations.

It shall be prohibited for any person employed by the District to discriminate or take any other retaliatory action against an individual who in good faith has opposed an alleged unlawful employment practice or has made a charge, testified, assisted or participated in an investigation, proceeding or hearing that is protected from retaliation under federal or state law.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 202.03 – Americans with Disabilities Act (ADA/ADAA)

OBJECTIVE

It is the policy of the District to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the District's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

METHOD OF OPERATION

GENERAL

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

The District complies with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) and applicable federal, state and local laws in ensuring equal opportunity and employment for qualified persons with disabilities. All employment practices, terms, and conditions of employment and privileges of employment are conducted on a non-discriminatory basis.

An employee with a disability who feels he/she needs a reasonable accommodation in order to continue performing the essential function(s) of his or her position should contact his or her immediate supervisor. On receipt of an accommodation request, the District will engage in an interactive process with the employee to view possible reasonable accommodation options consistent with the ADA/ADAAA. Reasonable accommodations which do not result in an undue hardship on the operation of the District will be considered for all employees with physical or mental disabilities where his/her disabilities affect his/her ability to perform the essential functions of his/her job. All employment decisions are based on the merits of the situation in accordance with applicable job criteria, not the disability of any individual.

An employee who has questions regarding this policy or believes that he/she has been discriminated against based on a disability should notify Human Resources. All such inquiries will be treated as confidentially as possible without impeding the investigation process.

All appointed officials, managerial and supervisory employees are responsible for supporting this policy and principal of complying with the Americans with Disabilities Act in all Human Resources matters.

Human Resources Policies and Procedures

Section 202.03 – Americans with Disabilities Act (ADA/ADAA)

Human Resources is responsible for the overall compliance and shall maintain personnel records in compliance with applicable laws and regulations, including resolution of reasonable accommodation, safety and undue hardship issues.

PROCEDURES

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the District. Contact the Human Resources Department with any questions or requests for accommodation.

All employees are required to comply with the District's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until a District decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the District's ADA policy.

The Human Resources Department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

TERMS USED IN THIS POLICY

As used in this ADA policy, the following terms have the indicated meaning:

- A. Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- B. Major life activities:
 - o Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
 - o Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological,

Human Resources Policies and Procedures

Section 202.03 – Americans with Disabilities Act (ADA/ADAA)

musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.

- C. Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- D. Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- E. Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- F. Reasonable accommodation: Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- G. Undue hardship: An action requiring significant difficulty or expense by the employer.
- H. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
 - o The nature and cost of the accommodation.
 - o The overall financial resources of the facility or facilities involved in the provision of the reasonable

Human Resources Policies and Procedures

Section 202.03 – Americans with Disabilities Act (ADA/ADAA)

accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.

- The overall financial resources of the District; the size, number, type and location of facilities.
- The type of operations of the District, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the District.

- I. Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

SAFETY, SECURITY AND HEALTH

Human Resources Policies and Procedures

Section 203.01 – Safety

OBJECTIVE

The safety of all employees and the general safe welfare of all people are a primary concern of the District and the District strives to provide a safe and healthy environment for all employees and to the general public. To achieve this goal, the District will maintain health and safety programs that give primary importance to protecting employees from occupationally induced injury and illness. To be successful, participation from all employees is required.

The District requires employees to use safety equipment when deemed necessary for the work assignment. Employees are responsible for developing a safety-minded attitude, and continuously practicing safety while performing his/her duties. Operating methods and procedures must be followed, and employees are trained with regard to safety conditions. Safety is everyone's responsibility.

The District will also provide equipment and facilities that promote safety and injury prevention.

Some health and safety programs will differ between departments. Be familiar with and follow safety programs specific to each department and/or facility.

GUIDELINES

Employees are responsible for developing a safety-minded attitude, and continuously practicing safety while performing his/her duties, whether on District property or while on business on behalf of the District. It is an employee's responsibility to inform the appropriate manager immediately of any potentially hazardous situations.

Each employee should make every effort to attend safety and health training opportunities in order to display commitment to support the District's safety value.

The District will provide equipment (to include Personal Protective Equipment (PPE)) and facilities that promote safety and injury prevention.

Some health and safety policies will differ between departments. Be familiar with and follow safety policies specific to your position, department and work areas.

While it is impossible to list every single rule necessary for the health and safety of all employees, below are some of the guidelines employees should observe for his/her safety and the safety of others:

- Any work-related accident or incident, no matter how small, even if injury or damage does not occur or is not obvious, must be reported immediately to the employee's immediate supervisor.
- Report all hazards or unsafe conditions to the immediate supervisor.
- Maintain good housekeeping in his/her work area.

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Section 203.01 – Safety

- Do not attempt to lift or push objects that are too heavy. Ask for assistance. Lift, where possible, by bending the knees, keeping body straight and pushing entire body upward.
- Employees must observe all safety rules, regulations and standard operating procedures of the District.
- Employees must wear personal protective equipment (PPE) in those departments and work areas where required, and for operations where such equipment is furnished.
- Employees are expected to wear clothing that cannot be caught in equipment or could possibly be unsafe. Safety shoes are required in some work areas. Some work areas may require closed toe/closed heel shoes to be worn before entering. Jewelry and length of hair may be restricted in some work areas.
- Reckless, careless, hazardous or improper use of District equipment is not permitted.
- All unsafe conditions, damaged tools, or defective equipment must be reported to a supervisor immediately.
- All hazardous materials must be labeled, proper documentation filed, and employees trained in the use of such materials.
- Foods and beverages must be stored and consumed in designated areas only.
- Smoking is allowed in designated areas only.
- Employees may only operate machinery and equipment they have been authorized and trained to operate.
- Employees are prohibited from removing, altering, or tampering with safety guards or other safety equipment.
- All employees should observe safe driving practices when driving District vehicles/equipment, both on and off District property.
- All employees are expected to keep his/her work areas neat and clean.
- Employees are expected to clean up his/her eating areas after they are finished.
- Aisles, doors and exits cannot be partially or wholly blocked.
- All employees and his/her passengers must wear a seatbelt while on District business or in any District vehicle/equipment that is equipped with seatbelts. The only exception is if a District Standard Operating Procedure (SOP) states otherwise.
- Electric repairs are to be made by authorized employees only. All equipment must be tagged and locked out during repair.

Human Resources Policies and Procedures

Section 203.01 – Safety

- Employees who may be exposed to hazardous or chemical environments will receive training in the “right-to-know” law pertaining to storage and handling and hazardous material.

Safety Data Sheets (SDSs) are readily accessible to employees for all hazardous chemicals in the workplace. SDSs are located online for all employees to access. Hardcopies are located in Facilities.

APPROVAL AND UPDATE HISTORY	
Approval	September 9, 2019

Human Resources Policies and Procedures

Section 203.02 – Security Identification Cards

OBJECTIVE For security and safety reasons, employees are issued identification cards at the time of hire.

METHOD OF OPERATION

- POLICY**
1. Security identification cards are issued at the Airport Badging Office.
 2. These cards must be worn at all times when working and also when in any sterile and/or secured area.
 3. An employee should immediately contact the Airport Operations Center (AOC) if his/her identification card is lost or stolen. Failure to do so may result in discipline up to and including immediate termination.
 4. If an employee terminates employment, his/her Security Identification Card must be returned on or before the last day in the pay period in which he/she is employed. Failure to do so may result in the loss of any accrued benefits in addition to having the cost of the badge deducted from the final paycheck
 5. If an identification card is lost there will be a charge to replace it. The employee is responsible for the cost of the replacement as adopted in the annual budget process. If a card is lost three (3) or more times the President/CEO or designee may take other disciplinary action.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.03 – Workplace Violence and Weapons

OBJECTIVE

The District is committed to preventing workplace violence and to maintaining a safe work environment. The District has adopted the following guidelines to deal with intimidation, harassment, or other threats of or actual violence that may occur on or offsite.

METHOD OF OPERATION

GENERAL

Certain District positions require the use of weapons as part of their job responsibilities. District provided weapons for specific job responsibilities are not considered a personal weapon. Operations and Police use of District issued firearms on District time must be in accordance with departmental standard operating procedures.

Police officers are authorized to carry approved personal backup weapons. The carrying of an approved backup weapon shall be in accordance with Police Department standard operating procedures. All backup weapons shall be approved and certified per departmental SOPs prior to carrying. No other personal firearms are ever permitted in any District building, facility or District vehicle while working or while on District time.

Personal weapons being lawfully transported or stored in a privately-owned vehicle in accordance with State Law are allowable as long as the weapon(s) remains inside the private vehicle at all times while on District property and is never inside any sterile or secured areas. Personal weapons other than approved Police officer backup weapons are never permitted in a District building, facility, District vehicle, nor inside a secured or sterile area and must remain within a private vehicle unless being used in accordance with the Outdoor Recreation procedure and additional interim guidance outlined below.

District employees participating in recreational hunting on District property or utilizing the District firing range on personal time must comply with the Outdoor Recreation procedures. The Outdoor Recreation procedures do not allow any personal firearms inside District buildings, facilities, or District vehicles at any time.

Some District positions may require the use and/or carrying of a personal multi-tool (i.e. "Leatherman") and/or pocketknives. Multi-tools and/or pocketknives may only be carried when considered a "tool of the trade" and are authorized by department directors. Use of such tools are limited to utility purposes only. No automatic, pushbutton or ejector knives are allowed. Any multi-tools and/or

Human Resources Policies and Procedures

Section 203.03 – Workplace Violence and Weapons

pocketknives must be foldable/closable, and the blade length shall not exceed 4.00". District employees that are authorized to carry such tools are responsible for maintaining control and possession of their tools at all times and especially when working in a sterile or secure area.

PROHIBITED CONDUCT

The District prohibits employees from possessing or carrying personal weapons of any kind in the District's buildings, facilities, property, or vehicles, or while doing any work on District time. This includes:

- Any form of weapon, to include pocket knives, or explosive materials;
- Any and all firearms.

If an employee is unsure as to whether or not an item is covered by this policy, he/she should contact Human Resources.

The District has a **zero** tolerance for any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, are examples of conduct that is prohibited.

1. Causing physical injury to another person.
2. Making threatening remarks.
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subject another individual to emotional distress.
4. Committing acts motivated by, or related to unlawful harassment, sexual harassment, or domestic violence.

ENFORCEMENT

Threats, threatening conduct, any other acts of aggression or violence, or carrying personal weapons in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the District premises will be reported to the proper authorities.

PROCEDURE FOR FILING A COMPLAINT OR REPORTING THREATENING OR VIOLENT BEHAVIOR

Indirect or direct threats of violence, incidents of actual violence, and suspicious individuals or activities should be reported immediately to a supervisor, law enforcement personnel, human resources, or any member of the Executive Team. When reporting a threat of incident of violence, the employee should be as specific and detailed as possible. Employees, excluding law enforcement personnel, should not place themselves in peril, nor should they attempt to intercede during an incident.

Any potentially dangerous situation must be reported immediately to an employee's supervisor. The employee and/or supervisor then

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Section 203.03 – Workplace Violence and Weapons

notify the department head, Human Resources, and appropriate executive team member as appropriate.

Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know-basis.

Employees should promptly inform the Human Resources department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regards to domestic violence. The District will not retaliate against employees making good-faith reports. The District is committed to supporting victims of domestic violence by providing referrals to the Employee Assistance Program (EAP) and community resources and providing time off for reasons related to domestic violence.

INVESTIGATIVE PROCEDURES

Upon the receipt of a complaint of workplace violence, the President/CEO shall be advised; or if the complaint is against the President/CEO, the District Chair and/or Vice Chair shall be advised. It is the District's policy to investigate all complaints of workplace violence thoroughly, impartially, and promptly. To the fullest extent practicable, the District will maintain the confidentiality of those involved. Human Resources will have primary responsibility for investigating all complaints relating to employee misconduct. However, some investigations may be assigned to a District designee with direction from Human Resources Leadership. Any District designee assigned to conduct an investigation must have completed training with Human Resources in conducting investigations.

Human Resources shall:

Promptly interview and obtain full and written statements from all parties involved in the reporting, including but not limited to the complainant. Determine if there is a potential for risk occurrence. If there is potential, take all measures appropriate to protect employees, visitors and District property, which may include notifying the appropriate law enforcement agency.

Retention and/or release of investigative reporting:

Human Resources will retain all records relative to the investigation in a secure area. The District will not release any investigative files, including but not limited to interviews and findings, unless requested by a court authorized request, such as Subpoena or Court Order.

COMPLAINT DISPOSITION

When appropriate, Human Resources will inform the complaining party of the outcome of the investigation.

DISCIPLINARY ACTIONS

Any employee of the District whom of Human Resources, or the Executive team has determined to have demonstrated or been

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Section 203.03 – Workplace Violence and Weapons

involved with workplace violence shall be subject to disciplinary action up to and including termination.

Any employee in a supervisory capacity who has actual knowledge of workplace violence involving District employee, or personal weapons being carried in violation of this policy and does not report the matter directly to Human Resources shall be subject to discipline up to and including termination.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.04 – Drug-Free Workplace

OBJECTIVE

The District, in keeping with the provisions of the Drug-Free Workplace Act of 1988, has a longstanding commitment to providing and maintaining a substance abuse free working environment for the safety, physical and mental health of all employees and the public whom the District serves.

The District recognizes that drug and/or alcohol abuse pose a threat to the health and safety as an illness and is a major health problem. The District establishes this policy on the abuse of alcohol and the use of illegal drugs by its employees.

METHOD OF OPERATION

GENERAL

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment with the District.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with his/her doctors about the medications' effect on his/her fitness for duty and ability to work safely and promptly disclose any work restrictions to his/her supervisor and/or department director and Human Resources. Employees should not, however, disclose underlying medication conditions unless directed to do so.

Some employees of the District perform job duties which are specifically regulated by the Department of Transportation (Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration). Those employees must meet the requirements of both this policy and the federal regulations for employees regulated by the Department of Transportation.

The unlawful use, manufacture, distribution, dispensation, possession or working while under the influence of an illegal drug or controlled substance in or on any District facility, owned/leased vehicle or equipment, or while on District business is strictly prohibited. Alcoholic beverages may be dispensed at Official District functions. On duty District employees are prohibited from consuming alcoholic beverages at such functions, unless given authorization by a department Director or above. Consumption of such alcoholic beverages should be limited.

No employee shall report for duty or remain on duty that requires performing safety sensitive functions when the employee uses any controlled substance, except when the use is at the instruction of a physician who has advised the employee that the substance does not adversely affect the ability to perform his/her job safely. Violations

Human Resources Policies and Procedures

Section 203.04 – Drug-Free Workplace

of this policy will result in disciplinary action, up to and including termination.

Employees needing help in dealing with such problems are encouraged to get professional assistance. Please contact Human Resources if you need information regarding whether the District's insurance benefits will cover counseling.

A copy of this Drug-Free Workplace Policy is issued and signed for by each employee. District employees who perform DOT regulated duties will also receive and sign for the US DOT Office of Drug & Alcohol Policy and Compliance: What Employees Need to Know about DOT Drug & Alcohol Testing. Employees must abide by the terms of the policy and report any conviction under criminal drug statute for violations occurring on or off District premises while conducting business. A report of a conviction must be made within five (5) business days after the conviction. The Drug-Free Workplace Act of 1988 mandates this requirement.

STATEMENT OF POLICY

It is the District's intent to maintain a "Drug-Free Workplace". Employees must refrain from reporting to work or working with the presence of drugs or alcohol in his/her body. In addition to possible disciplinary procedures and termination as a result of any violation of this Drug-Free Workplace Program, an employee injured in the course and scope of employment who after investigation and determination that testing is appropriate, but the employee refuses to submit to a test for drugs or alcohol, or is tested and had a positive confirmation of drug or alcohol use, may forfeit his/her eligibility for medical and indemnity benefits under the Workers' Compensation Act.

While the District understands that employees and applicants under a physician's care may be required to use prescription and over-the-counter drugs, the failure to take prescription drugs in strict accordance with the prescription is a violation of this policy. Any employee who abuses prescription medication is subject to disciplinary action up to and including termination.

DRUG USE

Employees are prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of illegal drugs while on or off the job. As used in this policy, improper drug use is the use of any drug which is not legally obtainable; which is legally obtainable but has not been legally obtained; or which is being used in a manner or for a purpose other than prescribed (for example, use of depressants and stimulants not prescribed for current personal treatment by a locally treating licensed physician). Employees who violate this policy will be subject to disciplinary action including possible termination.

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Section 203.04 – Drug-Free Workplace

ALCOHOL USE

Employees are absolutely prohibited from using, possessing, distributing, manufacturing, selling, attempting to sell or being under the influence of alcohol while on duty, while on District property, or on any work site, with the exception of authorized official District functions. "Alcohol" meaning ethyl alcohol (ethanol) and includes beverage, mixture or preparation containing ethyl alcohol, including but not limited to, distilled spirits, wine, malt beverages, and intoxicating liquors. With regard to alcohol, an employee may also be determined to be "under the influence of alcohol" for purposes of this policy if the employee has a breath alcohol concentration (BAC) of 0.04 or higher. Employees who violate this policy will be subject to disciplinary action including possible termination. DOT regulated employees or District employees performing safety-sensitive functions or those with access to safety/sensitive areas will be prohibited from access or performance of such duties if his/her breath alcohol concentration is at or above 0.02 – 0.039.

USE OF PRESCRIPTION AND NON-PRESCRIPTION MEDICATION

Employees must notify his/her supervisor upon entry to the work area, when using any medication that may limit his/her ability to perform his/her job. Such notification may be confidentially given. Verification of any and all medication may be required. Where prescription medication is involved, verification may include the employee submitting a prescription copy of a physician's statement showing medication required and dates of use. Failure to report the use of medication or failure to verify the use of medication may result in disciplinary action including possible termination.

DRUG OR ALCOHOL VIOLATIONS

Employees are required to notify his/her supervisor or Human Resources immediately upon his/her next reporting for work of any alcohol or drug-related arrest, conviction or administrative action.

In deciding what action to take, the employee's supervisor/department director, Human Resources Leadership, the Senior Vice President and Chief Operating Officer, and the President/CEO will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the District and other factors relative to the impact of the employee's conviction or no contest plea upon the conduct of the District. The District complies with the EEOC's guidelines regarding criminal arrests and convictions and will consider all arrests and convictions on an individual basis as the arrest or conviction relates to the employee's job.

DUTY TO REPORT EMPLOYEE DRUG AND SUBSTANCE ABUSE

Employees must immediately report violations of these policies by other employees. Any employee who, in good faith based on reasonable suspicion, reports an alleged violation of this policy, or any supervisor who investigates or acts in good faith based on reasonable suspicion, shall not be harassed, retaliated against, or discriminated against in any way for making reports or participating in any investigation or action based thereon. To the extent possible,

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Section 203.04 – Drug-Free Workplace

the reporting of employee drug and substance abuse will be kept confidential, if confidentiality can be maintained without impeding the investigation process.

CONFIDENTIALITY

All information, interviews, reports, statements, memoranda, and drug or alcohol test results, written or otherwise, received by the District through the drug and alcohol testing program will be kept confidential. Also, laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their personnel who receive or have access to information concerning drug test results shall keep all information confidential. Unless compelled by a hearing officer, regulatory auditor or inspector, court, professional or occupational licensing board, information regarding drug testing may be released only by the voluntary written consent of the person tested.

Nothing in this provision shall be construed to prohibit the District or laboratory conducting a drug test from having access to employee drug test information when information is relevant to a defense in a civil administrative matter and when necessary for employment decisions affecting an employee.

PRE-EMPLOYMENT DRUG TESTING

It will be the policy of the District for all applicants who are being considered for employment to undergo screening for the presence of Drugs. All applicants must successfully complete a pre-employment drug testing after a conditional offer of employment has been made. An applicant who refuses to take the test or whose test results are confirmed positive, adulterated, substituted, or invalid will be denied employment at that time, but may apply for employment with the District after one (1) year.

The job applicant has the right to consult the Airport designated Medical Review Officer (MRO). The Human Resources Department maintains current contact information of the Medical Review Officer for technical information regarding prescription and non-prescription medication and the possible affect these drugs may have on the outcome of the drug test. If the job applicant is using prescription or nonprescription medications, which may affect the outcome of a drug test, he/she must report the use when contacted by the MRO who reviews and establishes the final result status of all drug tests.

EMPLOYEE DRUG/ALCOHOL TESTING

The District will maintain drug and alcohol testing practices to maintain a drugfree workplace and identify employees who are working under the influence of drugs or alcohol.

The District testing practices will include testing for the following reasons:

1. Reasonable suspicion will be conducted when a trained department head and/or supervisor and/or designee observes

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Section 203.04 – Drug-Free Workplace

indicators of drug or alcohol abuse or drug or alcohol possession, which may include:

- Direct observation of drug use possession.
 - Abnormal conduct, poor work performance, direct observation of drug use or unauthorized alcohol use.
 - An on-the-job unsafe practice that endangers the employee or others or risks significant property damage to county or others' property.
 - When an employee's observed behavior is significantly abnormal or indicative of impairment.
 - When there is evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on District property, or while operating District vehicles, machinery or other equipment.
 - Employee's observed physical appearance or condition (smell, slurring speech, stumbling, or impaired gait, etc.) indicates potential use of alcohol or drugs.
 - Information that is provided by reliable and credible sources and has been independently corroborated.
 - Evidence that the employee tampered with a previous drug test.
2. Follow-up testing designated by the Substance Abuse Professional for up to five (5) years after a voluntary admission or an employee who tests positive for alcohol or illegal drugs, and fully completes a required drug or alcohol rehabilitation program.
 3. Post-accident testing will occur for those employees involved and for whom the investigation by a supervisor or designee indicates that the employee's performance, behavior or physical condition did or may have contributed to the accident.

Testing will always occur following:

- a. Any serious workplace accident that causes a fatality,
 - b. Results in injury to any individual requiring immediate removal to a medical facility for treatment,
 - c. Any accident that caused damage.
4. The District will always test employees transferring into a position regulated by the FAA or FMCSA, as required by the DOT, prior to the transfer.
 5. The District reserves the right to conduct random drug and alcohol testing of all employees in Non-DOT regulated positions. All employees in DOT regulated positions will be random drug tested in accordance with DOT regulations.

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Section 203.04 – Drug-Free Workplace

6. Return to Work: An employee who was suspended for a positive alcohol/ drug test, under District authority, may be returned to active duty, depending on job availability, when the District receives a return-to-work authorization from the District-approved Substance Abuse Professional and the employee provides a negative return-to-work test.

Employees who are directed to submit to a drug and/or alcohol test and refuse to do so are in violation of this policy and will be subject to discipline including possible termination. Likewise, if the test results are confirmed positive, the employee will be in violation of this policy and subject to discipline including possible termination. Employees are also subject to disciplinary action, up to and including termination, for falsifying, tampering with, or altering a drug test.

REASONABLE SUSPICION PROCEDURES

Reasonable suspicion will be conducted when a trained department director and/or supervisor and/or designee observes indicators of drug or alcohol abuse or drug or alcohol possession.

The supervisor will request another supervisor's (trained employee and/or HR) opinion (both supervisors must agree) prior to requesting an employee to take a reasonable suspicion drug/alcohol test. This will not be construed as an opportunity for an employee to delay testing. Employees may not operate District vehicles or equipment after being notified that a reasonable suspicion test is warranted. Additionally, employees believed to be under the influence or impaired for any reason shall be tested at a medical facility designated by the District. Under no circumstance is the employee to drive him/herself. Following the testing, the employee will be transported home at the District's expense, or provided the opportunity to contact a non-employee for a ride. The employee will be informed that the law enforcement authorities shall be notified of his/her vehicle license number if the employee insists on driving. At least two district representatives must accompany the employee to the testing facility.

Employees who test negative will be transported back to the District and will remain on paid status for the completion of the shift or if normal work hours are exceeded, until leaving the normal place of work. Employees whose tests are not immediately available will be transported from the test site to his/her residence at the District's expense, or be provided the opportunity to contact a non-employee for a ride.

RANDOM TESTING

All employees will be subject to being selected for random drug/alcohol testing on an unannounced, random basis throughout the year. Employees may be selected for either drug testing alone or both drug and alcohol testing. Selection will be done by a third party. Every employee will have an equal chance of being selected every time a selection is made. Employees will be notified of his/her

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selection during the shift and will be expected to submit at that time to the drug/alcohol testing. Employees need not be escorted by supervisors to the testing site. Random testing selection rates will be in accordance with DOT regulations, for both DOT and non-DOT regulated employees.

REFUSAL TO TEST

Refusal or failing to submit an adequate specimen for drug or alcohol testing or specimen tampering during specimen collection, as defined by the Medical Review Officer (MRO), constitutes insubordination and will be treated as if the employee has tested positive. The employee will be subject to discipline up to and including termination.

Refusal to test includes, but is not limited to:

- Refusing to take a drug or alcohol test
- Tampering with or attempting to adulterate the specimen or collection procedure
- Not reporting to the collection site in the time allotted
- Providing false or inaccurate information
- Leaving the scene of an accident or incident without a valid reason, after being instructed to submit for a drug and/or alcohol test

CONFIRMATION OF DRUG TEST

The District will perform a confirmation test on any positive test result for an employee under this policy, and the District will provide for the administration of a second breath alcohol test no sooner than fifteen (15) minutes or later than thirty (30) minutes of the first test. When an employee receives a positive test result, the District will notify the employee in writing within twenty-four (24) hours of the positive test result.

CHALLENGE OF A POSITIVE DRUG TEST

An employee who receives confirmed positive test result may request a retest of the same sample by notifying the District's MRO within seventy-two (72) hours of the MRO's notification to the donor of the positive test results. All retesting costs are the direct expense of the employee/individual requesting the retest of the samples.

DRUG/ALCOHOL TESTING PROCEDURE

Drug and alcohol testing shall be conducted in strict accordance with federal regulations to ensure accurate, reliability, and confidentiality. Testing records and results will be released only to those authorized by the federal drug and alcohol testing rules to receive such information. The District will make every appropriate effort to protect the employee's privacy and dignity during the sample collection, testing and notification process.

1. The District will determine for non-DOT regulated employees, which drugs the test will be performed and the cutoff levels at or above which a test result will be considered positive proof of drug and/or alcohol usage. All DOT regulated testing will

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comply with the federal drug and alcohol testing procedures and federal chain of custody or alcohol test forms. All chain of custody forms (non-DOT or DOT) may be electronic.

2. If an employee refuses to consent to testing, fails to appear for testing, tampers with the test, or otherwise fails to cooperate with the testing procedure, he will be considered to have refused testing, be in violation of this policy, and will suffer the same disciplinary action as a confirmed positive drug or alcohol test.

DISCIPLINARY ACTION

If an employee tests positive, the District shall immediately place the employee on personal leave. If there is insufficient accrued personal leave, the employee will be placed on leave of absence without pay. The purpose is three-fold:

1. To prevent the employee from endangering co-workers, the public or himself/herself.
2. To determine the appropriate disciplinary action to be taken under the particular circumstances.
3. To comply with Department of Transportation (DOT) requirements found in separate DOT regulations, as appropriate.

Violation of this policy will subject employee to disciplinary action up to and including immediate termination. The determination of what disciplinary action is appropriate for violation of this policy rests solely with the District. Discipline may be based not only on the violation of this policy, but also on prior poor performance, workplace misconduct, other rule or violations, and any other factors which the District determines to be relevant. This policy in no way implies or creates any contract or obligation to follow any particular procedure.

REFERRAL TO EMPLOYEE ASSISTANCE PROGRAM

An employee who has tested positive and who has been referred to the Employee Assistance Program or other appropriate treatment program and who refuses this referral shall be terminated for cause. Nothing in this policy guarantees an employee the opportunity for a referral to the Employee Assistance Program. The District shall determine the appropriate disciplinary action, and whether an employee will be provided the opportunity for referral to the Employee Assistance Program, under the particular facts of each case.

An Employee who accepts treatment must understand he/she is required to complete such program. Failure to do so will result in termination for cause.

An Employee who completes treatment will be required to furnish proof of such completion to Human Resources.

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Section 203.04 – Drug-Free Workplace

VOLUNTARY REQUEST FOR TREATMENT

The District maintains an Employee Assistance Program (EAP) which provides help to employees who suffer from alcohol or drug abuse or other personal or emotional problems which may affect the workplace. Employees with such problems may seek confidential assistance from the EAP or other community resources before drug or alcohol problems lead to disciplinary action, which can include discharge for a first offense. Information about self-referral to the EAP is confidential and will not be disseminated without the employee’s consent. An employee is not subject to discipline solely as a result of a self-referral to the EAP for treatment; however, use of the EAP or other community resources will not shield the employee from disciplinary action for a violation of the District’s Drug-Free Workplace policy if such violation comes to the District’s attention through other means, such as direct observation, poor performance, drug testing, etc.

An employee in this category shall be placed on personal leave. If there is insufficient accrued personal leave the employee will be placed on leave of absence without pay. The District also reserves the discretion to determine to reassign an employee during referral to the EAP. If it is necessary for an employee to miss extensive time away from work while enrolled in an EAP, the employee has no guarantee of job protection while in the EAP program.

The employee must understand he/she is to complete the treatment program and will be required to furnish proof of such completion to Human Resources.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.05 – Vehicle and Driver Safety

OBJECTIVE

This policy addresses assignment of District vehicles for business use, for home-to-work commuting and after-hours use, the use of personal vehicles for District business, mileage allowances, general motor vehicle safety expectations, and reporting requirements for District vehicle/equipment operators.

GUIDELINES

ASSIGNMENT OF DISTRICT VEHICLES FOR OPERATIONAL CONSIDERATIONS

Vehicles provided or assigned to District employees, at all times, remain the property of the District and the employee's use of the vehicle shall be at the sole discretion of the District, subject to change at any time. District employees are responsible for the care and maintenance of the vehicle and may be responsible for any damage. Drivers are responsible for the safe use and operation of the vehicle at all times, including the conduct of passengers.

District vehicles may be assigned to specified employees on a 24-hour basis when that person is responsible for responding to emergency situations. Assignments must be authorized by the President/CEO or designee and may be authorized on a continuous basis or a specified period of time. Under no circumstance will anyone other than an authorized District employee be assigned a District vehicle.

Assignment is authorized under this policy when:

1. There is considerable workday usage of the vehicle
2. The employee is frequently called out to duty during off-hours for emergency response, or
3. The vehicle is equipped with a radio, weapon, or other equipment that cannot reasonably be kept in a personal vehicle.

Each employee authorized a vehicle assignment under this policy must maintain a record of after-hours vehicle use including dates, miles driven and the event or reason for the trip. The record shall be maintained at the department level and approved by the department Director or designee on a periodic basis as determined by the Finance Department. Employees are also required to provide proof that they possess a valid motor vehicle's license.

INSURANCE

All District owned/leased vehicles have the appropriate insurance coverage.

USE OF PERSONAL VEHICLES FOR DISTRICT BUSINESS

District employees are authorized to utilize personal vehicles for business travel purposes subject to the following requirements and conditions:

1. Use is subject to the approval of the department Director or designee. Employees may be required to utilize a District vehicle based on cost or safety considerations. Authorization to

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Section 203.05 – Vehicle and Driver Safety

use private vehicles may be given on a trip-by-trip or standing approval basis. Upon request, employees are required to provide proof that he/she has a valid motor vehicle operator's license and proof of current vehicle liability insurance.

2. Private vehicles being used for District business are considered official vehicles and must conform to the following requirements:
 - a. The vehicle must meet the legal requirements to operate on a public highway.
 - b. The vehicle must be in sound mechanical condition and present no safety risks.
 - c. Reimbursements and allowances for the use of personal vehicles while conducting District work will be set by the District. Reimbursements and allowances may be adjusted from time to time at the sole discretion of the District.
 - d. Drivers are prohibited from reading, dialing, surfing the internet, manually writing, sending a message on an electronic wireless communication device, or holding a wireless communications device to his/her ear while the vehicle is moving. Exceptions to this section include: using a wireless communications device in the hands-free mode, using devices to report illegal activity or medical aid or other emergency assistance or prevent injury to a person or property, using hearing aids. Hands free mode means the use of a wireless communication device with a speaking phone, headset, or earpiece.
 - e. Employees must obtain approval from his/her immediate supervisor to transport District property in his/her personal vehicle. If the District equipment is damaged or stolen while in transit, the responsible employee must file a police report. The employee will not be financially responsible for replacing the damaged or stolen equipment. However, if the District determines that the damaged or stolen equipment was the result of lack of judgement, the employee may be held responsible for his/her actions.
3. Documentation in the form of receipts, log entries, etc. may be required in order to receive reimbursements and/or allowances.
4. Any employee that receives an auto allowance and/or is eligible to use his/her personal vehicle for District business is required to provide valid proof of auto insurance coverage to Human Resources.

DISTRICT VEHICLES AND EQUIPMENT

Vehicles provided or assigned to District employees, at all times, remain the property of the District and the employee's use of the vehicle shall be at the sole discretion of the District, subject to change

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at any time. District employees are responsible for the care and maintenance of the vehicle/equipment and may be responsible for any damage.

Any maintenance problems must be reported to the employee's immediate supervisor or designee immediately. If maintenance problems exist, cease operating the vehicle/equipment until authorized to do so.

USE OF DISTRICT VEHICLES FOR PERSONAL BUSINESS

Employees using District vehicles on a continuing assignment or trip-by-trip basis are prohibited from using vehicles for personal business except as provided herein. Unauthorized personal use of a District vehicle may result in disciplinary action, up to and including termination.

1. Employees and the manager should exercise reasonable judgement regarding use of a District vehicle for personal purposes. Personal use of a District vehicle may be permitted, subject to the approval of the applicable department Director or designee, where the use serves the District's interests, results in negligible expense and/or is justified by compelling circumstances and doesn't pose a "bad appearance" even if on personal time.
2. Prohibited personal use of a District vehicle includes:
 - a. Personal trips or route variations for personal purposes that add significant mileage to the otherwise shortest distance of the business travel.
 - b. Use of the vehicle to transport or store personal equipment.
 - c. Transporting unauthorized passengers for non-business-related purposes.
3. With authorization, using a District vehicle for personal use may include, but is not limited to:
 - a. Transporting other District employees, officers, or agents provided the travel is for business purposes.
 - b. Transporting non-employees such as volunteers, community or business representatives.
 - c. With advance approval of the department Director or designee, immediate family members of employees may ride in, but may not drive, district owned/leased vehicles unless an emergency occurs and the employee cannot drive safely.

INCIDENTAL TRAVEL AND STOPS

Employee drivers should remember that public perception of District employees is important and influenced by how and where the public observes District vehicles being used. Employee drivers should not make incidental stops at locations the public may perceive as inappropriate. Examples are gaming and sports venues, liquor

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outlets, and other locations where it is unlikely that any District business or allowable incidental use is involved.

Employees are not permitted to use District vehicles for personal purposes unless approved. Some exceptions to this rule are:

Incidental stops – examples are stops at a restaurant for a meal, an automatic teller machine (ATM) or financial institution, urgent care or emergency room, gas station or convenience store, pharmacy, grocery store, school activity for employee’s child(ren) while in route to/from work, school drop off/pick up for employee’s child(ren) while in route to/from work, fitness center or other locations to purchase goods or conduct activities necessary for the employee’s health and well-being.

USE OF DISTRICT VEHICLES BY OTHER INDIVIDUALS

Use of District vehicles by temporary employees or volunteers requires authorization from the department Director and Human Resources. Temporary district employees and volunteers are subject to the applicable provisions of this policy, including providing proof of a valid driver’s license.

PERMITTED AND PROHIBITED USE OF DISTRICT VEHICLES

The following guidelines govern District vehicle use:

1. Unless otherwise permitted by a department Director, vehicles shall be locked when unattended with the engine turned off and keys are not permitted to be left in the ignition.
2. All drivers and passengers in District vehicles must comply with all motor vehicle laws of the city/state/county in which the vehicle is operated, including seatbelt and cell phone laws.
3. Drivers are prohibited from reading, dialing, surfing the internet, manually writing, sending a message on an electronic wireless communication device, or holding a wireless communications device to his/her ear while the vehicle is moving. Exceptions to this section include: using a wireless communications device in the hands-free mode, using devices to report illegal activity or medical aid or other emergency assistance or prevent injury to a person or property, using hearing aids. Hands free mode means the use of a wireless communication device with a speaking phone, headset, or earpiece.
4. Drivers are personally responsible for the cost of all traffic citations, parking tickets, etc. Passengers are personally responsible for the cost of any traffic citation he/she may receive while riding in a District owned/leased vehicle (i.e. seatbelt, throwing object from vehicle).
5. No person may use a District vehicle, or permit the use of a District vehicle, in the following prohibited manners:

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Section 203.05 – Vehicle and Driver Safety

- a. Reckless driving or speeding or intentional violation of any traffic law or regulation.
- b. The driver is impaired by fatigue or any other known mental or physical condition that affects the safe operation of the vehicles.
- c. The driver is impaired because of prescribed or over-the-counter medications or drugs that causes or results in adverse side effects (e.g. drowsiness or impaired reflexes or reaction time). As described in Section 203.00 Drug-free Work Place, employees are responsible of informing his/her immediate supervisor of the possible side effects of the drug and the expected performance and expected duration of its use.
- d. Tobacco use (smoking and non-smoking products) is prohibited in District-owned/leased vehicles. This does not include smoking in personal vehicles used for District-related business, unless also transporting others at the same time.
- e. Transporting non-District employee passengers, including family members, is not permitted unless authorized by the employee's department Director.
- f. Permitting non-authorized individuals to drive a District owned/leased vehicle, unless it is for an emergency purpose.
- g. Use for personal gain, such as delivering goods and services.
- h. Modifications including affixing signs, stickers, antennas, bike racks, ski racks, etc. Modifications to District vehicles may be undertaken only with the prior written consent of the department director.
- i. Transporting animals is allowed only with prior written consent of the department Director (excludes transportation and use of canines or other animals by the Police Department).
- j. Hauling loads that exceed the structural capacity of the vehicle and that could cause damage to the vehicle.
- k. Use of trailer hitches and towing unless approved by the Fleet Services Supervisor. Hitches must be rated for the anticipation load and must be installed by the Fleet Services Supervisor or designee.
- l. Installation or use of any radar or speed detection devices.
- m. Transporting hitchhikers.
- n. Personal bicycles transported inside vehicles unless a wheelchair or personal assistance devices as part of one's

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Section 203.05 – Vehicle and Driver Safety

necessary equipment under ADA or from a medical professional.

- o. Use for vacations, side trips or any other use not expressly authorized by this policy or by the department director.

DRIVER'S LICENSE REQUIREMENTS

To operate a motor vehicle for business purposes employees must provide proof of a currently and valid driver's license (to include a Commercial Driver's License (CDL) verification where required) to be validated and verified by the Human Resources Department.

Employees required to maintain a valid driver's license as a part of his/her job, must notify his/her immediate supervisor within seventy-two (72) hours of any traffic violation, except parking violations. A driver must notify his/her employer, regardless of the nature of the violation or the type of vehicle which was driven at the time. The supervisor is then responsible for notifying Human Resources within twenty-four 24 hours.

Employees must notify his/her immediate supervisor if his/her driver's license is suspended, revoked, canceled, or if he/she is disqualified from driving. The notification must be made by the end of the next calendar day following receipt of the notice of the suspension, revocation, cancellation, lost privilege or disqualification. The supervisor is responsible for notifying Human Resources within twenty-four 24 hours.

Failure to have a valid and current driver's license, or not report license status changes or a conviction of a traffic violation as required by the policy, may be grounds for discipline up to and including immediate termination or loss of driving privilege.

DRIVER DISQUALIFICATION AND REVIEW

District employees, applicants and other authorized persons of the District may not drive a District vehicle if his/her driving record reflects any of the following conditions within the last thirty-six (36) months:

1. Three or more moving violations and/or three or more at fault accidents. The moving violation occurs when the citation is issued, not when the final court decision is made.
2. A conviction of driving while intoxicated or driving under the influence (DUI).
3. Suspension or revocation of driver's license.
4. Any change in status of an employee's driver record resulting in disqualification or the failure to report such change may result in revocation of the privilege of driving a District vehicle and/or District Equipment and/or discipline up to and including termination.
5. Or if deemed uninsurable by the District's insurance carrier.

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Section 203.05 – Vehicle and Driver Safety

The District may periodically check motor vehicle reports for employees who are required to have a valid driver's license and are authorized to drive District vehicles/equipment.

ACCIDENTS AND CITATIONS

Employees are fully accountable to operate vehicles on District business in a legal, safe and prudent fashion and are subject to appropriate corrective action for failure to do so, up to and including termination.

1. Employees shall immediately report all traffic accidents and/or damage to his/her vehicle to his/her immediate supervisor while operating a personal or District owned/leased vehicles while on District business. In addition to any state required accident reports, employees shall complete a vehicle accident report no later than the first business day following the day of the accident.
2. In the event that an employee has a motor vehicle accident while off-property on District business, at the supervisor's discretion the employee may be required to submit to a post-accident drug/alcohol screen.
3. Citations (including parking violations) are the responsibility of the vehicle operator. Passengers shall be responsible for any citations he/she receives. Citation fines shall be paid promptly by the offending employee. The District will provide the appropriate authority with the names of employees assigned to District vehicles that are observed violating traffic laws via any automated traffic enforcement device.
4. Employees shall report moving violation citations that occur while operating a vehicle for District business within the first business day of the issuance of the citation.

VEHICLE INCIDENT REPORTING GUIDELINES

The following procedure will be followed when there is an incident involving a District vehicle, including trailers, Ground Service Equipment (GSE) or other mobile equipment, or a personal vehicle being used for District business.

1. Stop vehicle, turn off engine, and use flashers or warning lights. The employee should not attempt to move the vehicle unless authorized to do so by an appropriate law enforcement official.
2. If **off** District property, call 911 - even if there are no injuries. When the police arrive, cooperate and tell them what occurred.
3. If **on** District property, call the AOC for additional instructions.
4. An effort should be made to secure the names, addresses, and telephone numbers of any witnesses.
5. Employees should cooperate with law enforcement but should not admit, make statements about, or express opinions regarding liability.

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Section 203.05 – Vehicle and Driver Safety

6. As soon as possible, the driver must contact his/her supervisor to report the incident.
7. All District employees involved in the incident must complete an Employee Incident form whether or not an injury was sustained and immediately notify their supervisor and HR. Take photographs at the scene. The Employee Incident form must be provided to Human Resources within 24 hours.
8. Post-accident alcohol and controlled substance testing may be required.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.06 – Inspection of Property

OBJECTIVE While the District respects your privacy, for security purposes, the District maintains the right to inspect lockers, vehicles, desks, file cabinets, other District property, and personal property used by District employees.

GENERAL District property must be kept clean and is to be used only for work related purposes. The District reserves the right to inspect all District property without prior notice to the employee and/or in the employee’s absence.

Prior authorization must be obtained before any District property may be removed from the premises.

A District employee’s personal property, including but not limited to, toolboxes, packages, purses, clothing, vehicles, or any other personal property on District premises, at District functions, or used for District purposes, may be inspected or searched without prior notice to the employee and/or in the employee’s absence.

Employees are expected to cooperate with any investigation and consent to a search as a condition of continued employment, and refusal to do so may result in immediate termination of employment.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 203.07 – Workers’ Compensation

OBJECTIVE

The District provides workers’ compensation insurance benefits to all employees who experience an injury or illness that arises out of the course and scope of employment. Workers’ compensation insurance provides six basic benefits: medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits or vocational rehabilitation, and death benefits. Entitlement to workers’ compensation benefits is controlled by applicable law. Employees are required to immediately report all work-related accidents, injuries and illnesses.

ELIGIBILITY

This policy applies to all District employees who are involved in an accident/incident and/or experience an injury or illness that arises out of the course and scope of employment.

GENERAL

All work-related accidents, incidents, injuries, or illnesses involving employees, even those that are not serious or do not result in injuries, must be immediately (or as soon as feasible) reported to the employee’s immediate supervisor or department Director. Employees who experience a work-related accident, incident, illness or injury will be required to complete the appropriate forms and cooperate with the District in complying with its recording, reporting and investigation obligations.

The supervisor or designee should immediately inform Human Resources of the accident, incident, injury, illness.

Human Resources will help the employee and the employee’s supervisor arrange for appropriate medical treatment.

Neither the District nor the insurance carrier will be liable for the payment of workers’ compensation benefits for injuries that occur during an employee’s voluntary participation in any off-duty recreational, social or athletic activity arranged by the District.

If the work-related accident, incident injury or illness results in the employee being placed on a leave of absence, the District’s various leave policies will apply to that absence. The District strives to bring employees back to work as soon as possible following a work-related accident, incident, injury or illness. Current positions can be modified to fit an injured employee’s medical restrictions by modifying workstations, altering specific tasks or reducing hours. If this is not possible, temporary transitional jobs may be made available either with the employee’s department or through a temporary assignment with another department. Thus, while employees are on a leave of absence, they are required to stay in contact with his/her immediate supervisor and Human Resources regarding the expected return to work date. An employee’s refusal to accept a light-duty offer may result in a loss of worker’s compensation payments.

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Section 203.07 – Workers’ Compensation

- The supervisor and the department Director shall complete the Employee Incident form that a workplace injury or illness was reported and submit within 24-hours to Human Resources of the notification.
- An employee sustaining an injury which requires absence from work, for seven (7) calendar days or less, will be required to use accrued sick time at his/her regular rate of pay for the absence.
- Employees out on workers’ compensation leave must follow normal call-in procedures.
- Employees on workers’ compensation will be required to submit periodic documentation of continued disability and inability to work.
- Employees will require a medical release from the attending physician in order to return to work.
- Workers’ Compensation leave shall run concurrent with FMLA leave.

Workers’ compensation fraud is a punishable crime. The District values integrity and has a “zero tolerance” policy for fraud. Offenders may be prosecuted. If you think you see fraud happening, tell a supervisor or manager right away, or call Human Resources Leadership at (864) 848-6271. Your tip will be investigated and kept strictly confidential.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

RECRUITMENT, SELECTION AND APPOINTMENT

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

OBJECTIVE

The District is an Equal Employment Opportunity Employer. The District believes that hiring qualified individuals to fill positions contributes to the District's overall strategic success. In hiring the most qualified candidates for positions, each employee, while employed, is hired to make significant contributions to the District. Applicants are recruited on the basis of experience and job requirements.

Recruitment of candidates for open positions will be done in a manner to assure all segments of the public have the opportunity to apply and be considered for such positions. The Human Resources Department is responsible for placing all recruitment advertising.

All job announcements shall indicate the District is an Equal Opportunity Employer.

Positions for the Police and Fire Departments shall conform to state requirements and qualifications established by the South Carolina Criminal Justice Academy and the South Carolina Fire Academy.

METHOD OF OPERATION

JOB POSTINGS

All job postings will be posted for a minimum of seven (7) days and until the job is filled. Open positions are communicated through job postings on the District's website, paid advertisements, public service notifications, notifications to community organizations, veterans/minority/female centered websites, public job boards and any other means deemed necessary by Human Resources. The District also complies with the Federal Affirmative Action job posting regulations.

If specific minimum qualifications or specific credentials are listed as being required (as opposed to preferred) in the advertisements, an offer of employment or appointment can only be made to individuals who fulfill these requirements.

Internal applicants should follow the internal transfer guidelines as outlined in this policy. In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

WAIVER OF THE POSTING REQUIREMENTS

Under limited circumstances, waivers of the posting requirements for position vacancies may be considered. Human Resources and the President/CEO are authorized to approve waiver requests under the following circumstances:

- The offer of employment is extended to someone identified from an existing applicant pool developed in response to a recent posting (less than three months prior to identification of the need for another position) for the same job title or a position with significantly similar job duties, responsibilities,

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

and qualifications. In order to qualify for a waiver of the posting policy, the existing pool must meet specific criteria. Factors taken into consideration in evaluating the existing applicant pool include the representation of women and minorities in the pool; the date the pool was established; and the similarity in responsibilities between the posted position and the new request.

- The vacancy is for a full-time or part-time position, not to exceed six months. However, if permission is subsequently granted to fill the position on a permanent basis, a search will be required. Therefore, if the hiring manager believes that such an eventuality is possible, he or she should conduct a search to fill the temporary vacancy.

GUIDELINES

All applicants for positions shall complete the District's employment application. All applications shall be signed by the applicant attesting to the truth of all statements contained in the application form. Electronic signatures are allowed.

All offers of employment are contingent upon successful completion of position applicable post offer pre-employment checks (i.e. background check, motor vehicle check, drug test, etc.). All post-offer pre-employment checks require the documented consent of the applicant.

All positions require a background check, and a signed authorization form must be submitted. A pre-employment post-offer, medical examination may be required to determine fitness to perform the duties of the position.

The District may reject any application, or applicant, and not consider the applicant for employment when the following has been determined:

- A. The application was not received on or before the closing date established for receiving applications.
- B. The applicant lacks any of the required qualifications set forth in the announcement.
- C. Internal applicants have an active disciplinary action at the Written Warning level or above, are on a Performance Improvement Plan (PIP) in the personnel file or did not follow the Internal Transfer Guidelines
- D. The applicant falsified or failed to fully complete the application form.
- E. The applicant was previously employed by the District and was dismissed for cause or resigned not in good standing.
- F. The applicant fails to pass post-offer pre-employment background/drug checks/testing.

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

TRANSFER GUIDELINES

The District is committed to providing career opportunities for all employees to improve employee development and career progression. To support this objective, it is essential that employees have the opportunity to transfer within the District. As an Equal Opportunity Employer, the District is committed to hiring the most qualified individuals for all positions.

Eligibility

- For an employee to be considered eligible for a transfer outside of their current department, the employee must meet the following criteria: have worked for their current department for at least six (6) consecutive months.
- have acceptable job performance records (no active disciplinary notices on file at a Written Warning level or above or are not on a Performance Improvement Plan).
- meet the minimum qualifications outlined in the job posting.
- have communicated interest in the position to his/her current supervisor.
- complete an application online, which should include most recent District employment.

If an employee is applying to transfer within their current department, to include promotion opportunities, they must meet the following criteria:

- have acceptable job performance records (no active disciplinary notices on file at a Written Warning level or above or are not on a Performance Improvement Plan).
- meet the minimum qualifications outlined in the job posting.
- have communicated interest in the position to his/her current supervisor.
- complete an application online, which should include most recent District employment.

Internal applicants are strongly encouraged to apply during the first seven (7) days of a posting to receive early consideration for the position.

PROMOTIONS

Promotions are granted in special cases where performance level justifies upward movement. This promotion must be demonstrated to be in the best interest of the District.

Written justification shall include:

- An explanation of the applicant's qualifications as compared to the job requirements.
- An explanation as to why the competitive process is not considered beneficial to the District.

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

- Employees shall not be eligible for merit promotion or be eligible for competitive promotion during the introductory period.

The District reserves the right to promote employees from within without seeking candidates from the public to fill a vacant position.

DEMOTIONS

A demotion is a change in class and skill level, which results in the employee falling into a lower pay range. This occurs when an employee is unable to satisfactorily perform the duties of the position in which he/she is employed. A demotion may be used within the disciplinary process. Any demotion resulting in a reduction in pay will not be effective until after seven (7) days written notice has been provided to the employee in accordance with South Carolina law.

EMPLOYEE REFERRAL BONUS PROGRAM

The District takes great pride in its recruitment and selection process. As a part of the District's recruitment and selection program, the District has an Employee Referral Bonus program. If an individual referred by a current eligible employee is hired, the referring employee can receive a referral bonus as outlined on the Employee Referral Form.

All District employees, except those at a Supervisor level and above, Human Resources personnel, family members as defined by Section 204.02 (Employment of Relatives) of the referred candidate, and anyone involved in the interview process, are eligible for the referral bonus.

The referral must represent the candidate's first contact with the District and cannot have previously applied for the position.

Temporary, contract and former employees of the District who have worked at the District in the prior twelve (12) months are not eligible candidates for the referral program.

If the referred candidates job application is received before the referral form has been received and signed by Human Resources, then the referring employee will still be eligible for the referral bonus, but only if the referring employee's name is clearly indicated on the job application as the referral source.

If the completed referral form is received and signed by Human Resources before the application is submitted, then the referring employee will be eligible for the referral bonus, whether or not the referring employee's name is identified on the application as the referral source.

The first employee to refer a candidate will be the only referring employee eligible for the referral bonus.

Human Resources Policies and Procedures

Section 204.01 – Recruitment, Selection and Appointment

Only candidates who meet the qualifications for the position will be considered. All candidates will be evaluated for employment, consistent with District policies and procedures.

All information regarding the hiring decision will remain strictly confidential.

The referring employee is only eligible for a referral bonus if he/she is employed by the District at the time of the payout. If the referring employee terminates for any reason (whether voluntarily or involuntarily) before the referral's first day of work, he/she shall forfeit any entitlement to a referral bonus payment and the District shall have no obligation to make such a payment to the referring employee.

All referral bonus payments will be paid as soon as administratively possible after the referred employee has begun employment. The second portion of the referral bonus payment will be paid in the paycheck following the six-month anniversary date of the referred candidate. All applicable payroll taxes will be deducted for the referral bonus payment.

Referral bonus payments will be limited, subject to availability of funds. This program may be amended or discontinued at any time.

APPLICANT PROCESSING

Human Resources is responsible for coordinating all post-offer pre-employment testing and checks, which may include, but is not limited to: drug testing, a background investigation, motor vehicle check, medical examination to determine fitness to perform the duties of the position, education verifications, etc. Additional check necessary for specific positions will be coordinated by department leadership and verified with Human Resources. These checks will be arranged only after a job offer has been made and accepted.

The applicant will be notified by Human Resources of the date, time and location for the New Hire Orientation.

Any unsolicited application or resume that is not completed via the GSP website will not be accepted or considered a formal application.

The District will make every effort to notify applicants who are not selected about the closing of the position. Employment applications will remain active as long as the job posting, for which an application was submitted, remains open.

APPROVAL AND UPDATE HISTORY	November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 204.02 – Employment of Relatives

OBJECTIVE To define a policy concerning employment and/or placement of family members of District employees, and of District contractual service employees.

METHOD OF OPERATION

DEFINITION **“Family member”**, for the purpose of this policy, is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and cohabitating couples or significant others.

GUIDELINES The District will consider a member of an employee’s family for employment if the applicant possesses all of the qualifications for employment for the position.

A family member may not be hired, however, if the employment would:

- a. create either a direct or indirect supervisor/subordinate relationship with a family member, or
- b. create an actual conflict of interest or the appearance of a conflict of interest.

If, while employed by the District, individuals become related by marriage or adoption, the following policy shall apply:

- If neither individual has direct supervision over the other, both employees may retain his/her positions.
- Should marriage or adoption occur between a supervisor and a subordinate employee:
 - One of the employees will be required to resign or transfer.
 - If there is an open District position and both employees would not be reporting to the same supervisor, one of the employees may apply and go through the hiring process. The employee’s qualifications would be considered for the position along with other qualified applicants
- In the case of no open District position(s) or the employee’s qualifications do not meet the job requirements, the decision as to which party is to be terminated is the decision of the President/CEO.

This policy also applies to employees within the District who may be involved in a romantic or personal relationship. Under no circumstances will employees in a romantic or personal relationship be allowed to be employed in a situation where one individual has

Human Resources Policies and Procedures

Section 204.02 – Employment of Relatives

direct supervision over the other. This policy applies equally to opposite-sex and same-sex relationships.

APPROVAL AND UPDATE HISTORY	November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 204.03 – Employment Eligibility Verifications

OBJECTIVE The District complies with all laws and regulations related to verifying employment eligibility. The District is an E-Verify employer.

METHOD OF OPERATION

GUIDELINES Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Accordingly, Section 1 of Form I-9 must be completed on or before an employee's first working day and all new employees will be required to complete fully the I-9 verification process and produce the appropriate documentation within three (3) business days of starting work. All offers of employment are contingent upon a candidate's fulfillment of this requirement and a failure to do so will result in termination. Employees may not continue his/her employment unless Form I-9 is complete within the above timeframe.

As an E-Verify employer, the District will provide the Social Security Administration (SSA) and, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

APPROVAL AND UPDATE HISTORY	
APPROVAL	September 9, 2019

**COMPENSATION, CLASSIFICATIONS & SALARY
ADMINISTRATION**

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

OBJECTIVE

To establish the District policy concerning hours of work and timekeeping procedures for District employees. The District will maintain a work schedule which will assure the maintenance of an effective work force capable of performing all required functions associated with a safe and efficient facility.

The District will ensure that accurate records are maintained, and work schedules comply with Federal and State rules, regulations and laws.

METHOD OF OPERATION

INTRODUCTION OF PAY PRACTICES

Work hours are set to support the functions of the District, the tenants and the general public.

The District workweek is defined as Sunday-Saturday.

The pay period begins on Sunday, and consists of two, seven-day workweeks.

Employees are paid bi-weekly, on the Friday following the end of the pay period, unless otherwise defined by Payroll. When a payroll date falls on a holiday, employees will, when possible be paid on the last business day before the holiday.

If an employee is scheduled to start work at a given time, then he/she is expected to actually start working at that time and not sooner without prior supervisor approval. Off-the-clock work is prohibited.

SALARY DEDUCTIONS AND WITHHOLDINGS

Some deductions from pay are mandatory, while others are voluntary. Mandatory deductions include federal income tax (withholding), State Income Tax (where applicable) and social security contributions (FICA). The amount of federal and state income tax withheld from the gross earnings depends upon the employee's salary and how many dependents he/she chooses to claim each year. FICA is deducted from gross salary at a fixed rate.

All employees, excluding those in a Non-Qualified Temporary classification, are required to participate in the South Carolina Retirement System (SCRS) or Police Officers Retirement System (PORS). A percentage, as determined by SCRS and PORS program, of the employee's gross income will be deducted from each paycheck.

Wages may be garnished only when the Human Resources Department receives a legal court order, or an appropriate order from a government agency.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

With the employee's authorization voluntary deductions may also be deducted. Voluntary deductions may include medical, dental and vision benefit premiums, accident and life insurance premiums, deferred compensation, donations, District property, etc.

Employee deductions for insurance premiums are determined by the coverage the employee selects. The amount of other deductions depends upon the commitment the employee wishes to make.

Individual paycheck information, which may be found in UKG, includes an itemized statement of gross pay, various deductions, net pay, and other items of importance. Employee's may also view information in UKG related to annual, sick, and other leave balances.

DIRECT DEPOSIT

Direct deposit is a requirement of employment. With direct deposit, employee pay is automatically deposited into an account in any financial institution of the employee's choosing that is a member of the Federal Reserve Network. Pay cards will be accepted as an alternative to direct deposit into a bank account.

TIMEKEEPING

The District uses an electronic time tracking system called UKG to capture and record all non-exempt employee time records. The electronic time tracking system allows employees to accurately monitor and keep track of his/her individual time and enables the District to efficiently process employee work time and leave taken for payroll purposes.

The District's "rounding" policy for electronic time keeping devices is rounding to the quarter hour.

The District will follow the seven (7) minute rule for the beginning and end of all shifts. From 1 minute to 7 minutes in the quarter hour the employees' work time will be rounded down to the nearest quarter hour; from 8 minutes to 15 minutes in the quarter hour the employees' time is rounded up to the nearest quarter hour.

Example: Employee A clocks in at 7:53am, the time will round down to the nearest quarter hour, 8am. Employee B clocks in at 7:50am, the time will round up to the nearest quarter hour, 7:45am.

EMPLOYEE TIME REPORTS

All federal and state of South Carolina wage and hour laws guide the utilization of the electronic time tracking system at the District. UKG electronic timekeeping system is used to record all hours worked and leave taken for personnel. These automated time reports must reflect all regular and extra duty hours worked for the payroll period (including personal leave, vacation, holidays, etc.).

OFFICIAL TIME OF RECORD

Exempt Employees

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

Exempt employees are not required to use the UKG time keeping system to record his/her arrivals and departures from work, nor unpaid lunch breaks. Exempt employees are required to submit exceptions only. Examples of exceptions may include, vacation, sick leave, jury duty, bereavement, etc.

Non-Exempt Employees

The UKG electronic time keeping system and associated work records are the official basis for recording hours worked for all non-exempt employees of the District.

In order to ensure consistency of treatment for employees, the data recorded in the UKG system shall be considered as the “official” record of the workday for these positions.

In the event an employee has a dispute over time that was clocked in or out, they should bring it to the attention of his/her immediate supervisor immediately. The UKG electronic time tracking system provides a log to assist in validating times and locations of all employee swipes. Any dispute that cannot be resolved using the logs should immediately be reported to the Human Resources Department.

DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that **all** non-exempt employees **must** “clock in” at the start of the shift and “clock out” at the end of the shift. Under certain conditions (such as trainings at an off-site location, business trips, etc.) when an employee cannot “clock in” or “clock out”, the employee should report time worked to his/her immediate supervisor so that his/her time worked can be manually entered. The workday begins for all employees with the first act of work.

Other requirements include:

- All non-exempt employees are assigned a work schedule, which may include unpaid lunch/meal breaks.
- The District also reserves the right to automatically deduct for unpaid lunch/meal breaks.
- It is a job requirement that non-exempt employees that do not have unpaid lunch/meal breaks automatically deducted, must “clock out” at the start of an unpaid lunch break and “clock in” at the end of the unpaid lunch break.
- Employees are required to “clock in” before performing any work and are not permitted to “clock out” until all work has stopped.
- Employees are expected to clock in and out at his/her regularly scheduled times.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

CLOCK LOCATIONS Time Clocks are located throughout the District in effort to make it convenient for non-exempt employees to be able to “clock in” and “clock out”. Some of the locations where time clocks are located are Facilities, Maintenance Shop, Administration, ARFF station, Police department, the FBO, Cerulean Cargo, near the Information Desk break room and Operations. Employees may utilize any clock for time keeping purposes. Some departments utilize a geo fence for time keeping. Therefore, employees may utilize the UKG App when they are within the geo fence for clocking in and clocking out.

For designated employees, the ability to use the “web punch” feature is available for time keeping for unpaid lunch breaks.

CLOCK PROBLEMS If an employee is unable to punch in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee’s responsibility to immediately inform his/her immediate supervisor. In this situation, the immediate supervisor will manually correct the clock in or clock out information. Clock problems or malfunctions must be reported to HR for repair.

FALSIFICATIONS, TAMPERING & UNAUTHORIZED VIEWING All employees are prohibited from falsifying any timesheet. All hours worked must be accurately recorded. Employees are prohibited from entering time for another employee or otherwise altering or tampering with a time record.

The following infractions are prohibited and will be considered severe. Due to the severity of these infractions, employees may be subject to immediate corrective action, up to and including termination.

- Any attempt to tamper with timekeeping hardware or software.
- Clocking in or out for another employee (a.k.a. “buddy punching”).
- Interference with another employee’s use of the UKG system.
- Unauthorized viewing of another employee’s time in the UKG system.
- Demonstrating a pattern of intentionally not clocking in or out.
- Excessive missed punches.

LUNCH/MEAL BREAKS The length of lunch/meal breaks may vary from department to department. Managers may or may not schedule unpaid lunch/meal breaks. An unpaid lunch/meal break must be a minimum of thirty (30) minutes. No work shall be performed while on an unpaid lunch break. If an employee is interrupted during the unpaid lunch/meal, resulting in the break being thirty (30) mins or less in duration and has to perform work, then the entire break shall be paid.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

Unpaid lunch/meal breaks do not follow the rounding rule and will track actual time taken for the break period. The District also reserves the right to automatically deduct for unpaid lunch/meal breaks.

Employees that have unpaid lunch/meal breaks automatically deducted will be notified of the automatic deduction. For these employees, any missed or interrupted unpaid lunch/meal break where work is performed, the employee is responsible for notifying his/her supervisor before the end of the scheduled shift, as soon as possible after the meal period is complete, so the supervisor can edit the time record in UKG to override the meal period to ensure the employee is paid appropriately.

Falsification of a time record, to include failure to report time worked during an unpaid lunch/meal break, could result in disciplinary action, up to and including termination.

BREAKS

Breaks lasting less than thirty (30) minutes are compensable.

Employees who are nursing will be provided with reasonable unpaid breaks to express breast milk as frequently as needed for up to one year after the birth of a child. The District will provide a place for the break, other than a bathroom, that is shielded from view and free from intrusion. Employees will not be retaliated against for exercising their rights under this policy.

OVERTIME

Overtime, whether or not scheduled in advance, shall be approved by the employee's immediate supervisor. Employees who work overtime without prior approval will be paid the required rate but can be subject to corrective action. All overtime will be calculated based on the actual hours recorded and credited to the employee as measured by the UKG electronic timekeeping system based on the hours worked in the defined work week, or for ARFF & Police the fourteen (14) day pay period.

UNREPORTED HOURS

The wage and hour laws do not permit an employer to benefit from the work of a non-exempt employee without compensating them for such work. Specifically, time spent by employees using electronic communications for work purposes will be considered time worked and this time will therefore be compensable and count toward overtime. All hours worked by non-exempt employees must be reported using the UKG electronic timekeeping system. Any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited. All time worked for the District must be properly recorded. Employees that under report or fail to report hours worked are subject to corrective action up to and including termination. Non-

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

exempt employees are required to report any directive to work off-the-clock to the Human Resources Department.

Examples of “working off the clock” may include:

- Not clocking in or out.
- Voluntarily continuing to work at the end of regular working hours.
- Taking work home to complete on the weekend or in the evening.
- Checking/Reading/Reviewing work-related emails, text messages or listening to work-related voicemail messages while not clocked in.
- Answering phones, emails, or attending to customers while on a lunch break.

Employees conducting personal business or simply not working while clocked in may be considered “riding the clock” and could be subject to corrective action up to and including termination.

LEAVE

Employees who are eligible for paid leave must use the UKG application to request and receive approval for paid leave. Leave approvals must be completed by the employee and the immediate supervisor prior to the end of the pay period in order to be included on his/her paycheck.

PROCESSING OF ELECTRONIC TIME REPORTS

It is recommended as a best practice, that employees review his/her timesheet each workday to resolve any missed punches or leave taken.

Timesheets must be approved and submitted by employees prior to leaving work the last day worked in the pay period.

Any work performed in the same pay period but after the timesheet was approved, must be resolved by Monday at noon.

Approval by an employee certifies acceptance that the time submitted to the District is correct.

The Finance Department will close the workweek in UKG according to a preset schedule to ensure that time adjustments and leave taken are properly recorded. The time clock week begins on Sunday at 12:00 AM and runs through Saturday at 11:59 PM. Managers must resolve all missed punches, reconcile and enter all leave taken, and review clock hours for staff on the Monday following the close of a pay period by 12:00 PM. The payroll deadline of Monday at noon following the close of a pay period does not change, regardless of holiday schedules.

If a manager recognizes that he/she will not make the 12:00 PM deadline, he/she must immediately notify the Human Resources Department.

Human Resources Policies and Procedures

Section 205.01 – Pay Practices, Work Hours and Time Keeping

MANAGERS/ APPROVERS

Immediate supervisors or designees are responsible for monitoring and approving the electronic time and attendance information for his/her department each pay period by the payroll deadline. Approval by the immediate supervisor or designee certifies that the time submitted to the District is correct. If a supervisor is unable to approve their direct reports time sheets for a pay period, the supervisor is responsible for designating another approver in their absence. If a timecard is not signed by both the employee and the supervisor by the payroll deadline, the supervisor and the employee may be subject to corrective action.

TIME CLOCK SYSTEM AUDITS

UKG data is subject to annual external audit and may be monitored by a third party to verify compliance. Additionally, the Finance Department in conjunction with the Human Resources Department will monitor UKG data on a regular basis and review for irregularities or patterns. Any irregularities and/or patterns will be reported to the applicable Manager and all findings will be investigated.

APPROVAL AND UPDATE HISTORY	March 23, 2020 Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

OBJECTIVE

The District desires to maintain an Employee Compensation Plan, competitive with similar local government jurisdictions and with similar airports.

The President/CEO will make recommendations from time to time for amendments to the Employee Compensation Plan, when changes in responsibilities of work, economic conditions, prevailing wage rates, financial conditions or other economic considerations indicate a need for such action.

METHOD OF OPERATION

DESCRIPTION OF PLAN

The Employee Compensation Plan is a system in which District positions are assigned pay levels based on the job duties and responsibilities, the level of work required, and the job value to the District. Rates within each level are determined by the job market and labor trends.

The Employee Compensation Plan consists of Levels, with each level having a minimum, mid-point, and maximum salary.

Employees normally are not hired at a pay rate below the established minimum level for that position. Exceptions may be trainees, intern/co-op employees, and staffing agency employees.

ADMINISTRATION OF PLAN

The Employee Compensation Plan is a system in which District positions are assigned pay levels based on the job duties and responsibilities, the level of work required, and the job value to the District. Rates within each level are determined by the job market and labor trends.

Salary increases are accomplished by merit increase, adjustments for salary inequities, promotions, or reclassifications, according to policy. Human Resources, with the approval of the Vice President and Chief Finance Officer and/or President/CEO, has the District authority to correct salary inequities.

The starting salary for exempt and non-exempt positions will not exceed the midpoint of the established salary level, unless written justification is submitted to Human Resources and approved by the President/CEO.

Human Resources is responsible for the administration of the Employee Compensation Plan. Human Resources reviews the plan, at least annually, and establishes a time frame to consider changes during the budget process. Human Resources Leadership then presents recommendations to the Executive Team for submission to the Commission in order to maintain a competitive pay plan.

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

The Executive Team consist of employees designated by the President/CEO.

Human Resources is also responsible for:

- Setting salaries in accordance with the policy.
- Ensuring that employee salaries are not changed without the department Director's approval and/or notification. Department Directors are responsible for insuring that funds are available in the appropriate account for salary adjustments.
- Evaluating, revising, and updating changes in salary structure that affect the wage and salary system of positions, based on the local job market and labor trends.
- Recommending changes in the salary structure to the Executive Team for District consideration.

The President/CEO and other employees that are contract employees shall be employed and paid in accordance to his/her contract and/or as approved by the District.

All persons shall be employed and paid in accordance with the rates established in the pay plan for the classification to which the appointment is made.

Human Resources shall have the responsibility for day-to-day administration of the plan, to include confirming that all hiring rates, salary adjustments, and other payroll changes are in accordance with the policy.

NEW EMPLOYEE APPOINTMENT STARTING RATES

The introductory period for new employee is ninety (90) calendar days as more fully described in Section 205.03. The new employee, during the initial introductory period, may be dismissed under introductory hiring without right of appeal.

Appointments below the normal hiring range may be offered when the candidate is hired as a trainee, co-op/intern or student worker.

If a candidate's training, experience or other qualifications are directly related to and substantially exceed the minimum requirements of the position, and the candidate is unwilling to accept a salary in the normal hiring pay range, and there are no other eligible candidates with comparable qualifications; the President/CEO may approve appointment at a rate not to exceed twenty (20%) percent above the normal hiring pay range.

SALARY INCREASE

An employee may receive a salary increase by means of a cost of living adjustment (COLA), merit increase, pay grade adjustment, special pay adjustment, promotion or reclassification.

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

COST OF LIVING ADJUSTMENT

An economy performance, or cost of living adjustment, may be set by the District pursuant to applicable economic indicators and fiscal restraints established by budget adoption.

When a cost of living adjustment is implemented, the pay ranges may be adjusted accordingly.

MERIT INCREASES

The purpose of these increases is to recognize those employees who meet or exceed his/her job standards over a specified period of time. Merit increases are not automatic but are earned and based upon documented evidence that an employee has met or exceeded a satisfactory level of performance during the rating period. Such evidence must be documented by a written employee performance evaluation.

1. An employee will become eligible for consideration of a merit increase upon completing a minimum of three (3) continuous months of service to the District. Employees with less than twelve (12) months of service will have increases prorated according to the number of months employed in the past twelve (12) months.
2. The President/CEO or designee shall determine the amount and awarding of merit increases.

The amount of any merit pay awarded shall be based on each employee's performance evaluation and the current financial condition of the District and shall not exceed the limits prescribed by the District for the fiscal year. The District retains the discretion at all times to grant or not grant merit increases based upon budgetary constraints and other business-related reasons.

Performance evaluation ratings are not subject to the grievance procedure.

Employees at the maximum of pay range are not entitled to receive a merit increase.

LONGEVITY PAYMENT

Qualified Full-time and Qualified Part-time employees receive an annual longevity payment based on years of continuous service. Service is calculated from the latest date of employment. In the event there is a break in service, the last date of employment is used.

To be eligible for the longevity bonus, [fifty percent (50%) for qualified part-time employees] the employee must complete the specified number of years of service. Qualified Part-time employees moving to Qualified Full-time status will receive six (6) months credit for each year of part-time service in calculating the years of service requirement. In extraordinary cases, where employment status changes between part-time and full-time, the President/CEO reserves the right to determine whether or not, and when a longevity bonus is appropriate on a case-by-case basis.

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

The following schedule of payment is used and is based on the annual salary of the employee:

	Qualified Full-time	Qualified Part-time
5 – 9 yrs.	2.0%	1.0%
10 – 14 yrs.	3.0%	1.5%
15+ yrs.	3.5%	1.75%

The bonus payment is made by a separate direct deposit in a lump sum each year. This amount will be deposited on the pay date for the pay period that the employee's anniversary date falls within. Federal and State Income Tax, Social Security Tax, and South Carolina retirement contribution deductions are applicable.

This bonus continues accordingly to retirement date or resignation date unless otherwise amended, modified, or revoked by the District. The longevity bonus set forth in this policy is subject to modification or revocation at any time at the discretion of the District.

PAY UPON PROMOTION

Upon promotion, a fully qualified employee shall have his/her salary increased to at least the minimum of the normal hiring pay range of the classification to which the promotion is made or, at the President/CEO's or designee discretion, at a rate not to exceed midpoint. However, for any request to increase an employee's salary above midpoint of the range in which the promotion will be made, must be approved by the President/CEO.

Upon promotion to a trainee, an employee shall have his/her salary adjusted to a rate below the minimum of the classification based on the degree of the employee's training, experience and other qualifications are below the minimum requirements of the class, unless the employee's rate of pay is already at or above the normal hiring pay range.

The date the employee achieves the minimum of the pay range under a training schedule shall determine the anniversary date for the employee while he/she remains in that pay range.

PAY UPON DEMOTION

Upon demotion, if an employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position.

Any demotion resulting in a reduction in pay will not be effective until after seven (7) days written notice has been provided to the employee in accordance with South Carolina law.

SPECIAL ADJUSTMENTS

Should unusual conditions arise which would justify a pay increase not provided elsewhere in these rules, the President/CEO is authorized to approve the special pay adjustment.

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

EXEMPT AND NON-EXEMPT EMPLOYEE PAY

It is the policy of the District to be in compliance with the Fair Labor Standards Act (FLSA) South Carolina State Labor Laws and to ensure that employees in exempt and non-exempt positions are classified correctly and paid appropriately.

Pay for Employees in Exempt Positions

Exempt employees routinely receive his/her full salary for any week in which they perform any work, without regard to the number of days or hours worked.

The District prohibits deductions from an exempt employees' salary except as allowed by the FLSA.

Permissible Deductions from Pay for Employees in Exempt Positions

- Absences of one or more full days for personal reasons other than sickness or disability when the employee has exhausted all vacation time, or the employee has requested and been approved for leave without pay.
- Absences of one or more full days due to sickness or disability when the employee has exhausted all paid leave benefits or is still in the probationary period as a new hire.
- Unpaid disciplinary suspensions of one or more full days in accordance with the District's policies.
- Deductions for unpaid leave taken in accordance with a legitimate absence under the Family Medical Leave Act.
- Deductions for the first and last week of employment, when only part of the week is worked by the employees.

Pay for Employees in Non-Exempt Positions

Hourly employees must be paid on set pay dates for hours worked within the corresponding pay period. Hours may not be banked or payment for wages delayed for hourly employees.

It is the policy of the District to adopt and implement the provisions of the FLSA as the basic overtime policy of the District. Any overtime work necessary to the continued effective operations of the District should be managed in the most efficient and economical manner possible.

Non-exempt employees are required to accurately record all time worked. Non-exempt employees are prohibited from working "off-the-clock." Any non-exempt employee who is instructed to work off-the-clock must immediately report the issue to his/her supervisor and/or the Human Resources Department. Non-exempt employees who work off-the-clock, falsify a time record, or record time for another employee will be subject to disciplinary action, up to and including termination.

Improper Deductions

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

If an employee is aware of improper deductions from his/her pay, this violation should be reported immediately to his/her Manager and/or Human Resources.

All reported or suspected improper deductions from an employee's pay will be promptly and thoroughly investigated. If the District determines that improper deductions were made from an employee's pay, the District will promptly reimburse the employee the amounts improperly deducted. The District will also ensure that improper deductions from pay do not occur in the future.

OVERTIME PAY

Employees, excluding certain ARFF Department and Police Department employees, in non-exempt positions are to be paid an overtime rate of one and one-half times regular pay for all hours worked in excess of the standard (40 hour) work week.

Certain ARFF Department personnel will receive an overtime rate of one and one-half times regular pay for all hours worked over 106 hours during the 14-day pay period.

Certain Police Department personnel will receive an overtime rate of one and one-half times regular pay for all hours worked over 86 hours during a the 14-day pay period.

The overtime pay provisions are for non-exempt positions only.

For purposes of computing overtime, holidays, vacation, sick leave, emergency leave, jury duty and other such absences from work will NOT be counted as time worked for overtime computations.

Overtime work will be performed only with prior approval of the immediate supervisor. Overtime is to be used only to meet essential operational requirements. Non-exempt employees who work overtime without prior authorization will be subject to disciplinary action, up to and including termination.

CALL BACK PAY

A non-exempt employee who is "Called Back" to work for a Call Back Emergency situation, with no prior notice, outside his/her regularly scheduled hours, shall be paid, from the time they arrive on site, a minimum of four (4) hours. If an employee works more than the minimum four hours, the employee shall be paid for all hours worked.

Call back pay shall be identified appropriately in UKG.

ON CALL PAY

Variable Hour Employees who do not have regularly scheduled hours will be called to work on an "as needed" basis.

Variable Hour employees will be paid for actual hours worked unless the assignment is less than four (4) hours in which case they will be paid a minimum of four (4) hours. If the job assignment requires less than four (4) hours, staff may be assigned other work assignments (i.e. fueling, GSE equipment, cleanup duties, etc.) up to the four (4) hours minimum if determined necessary by the supervisor. If the

Human Resources Policies and Procedures

Section 205.02 – Employment Compensation Plan

assignment is completed virtually from an off-site location, the employee will be paid for actual time worked.

On Call pay shall be identified appropriately in UKG.

PAY IN LIEU OF NOTICE

When determined to be in the best interest of the District, Human Resources may authorize pay in lieu of notice to an employee being dismissed or resigning.

Employees who are no longer in the introductory period and have obtained regular status may be authorized up to two (2) weeks' pay in lieu of notice. Employees who have not completed his/her original introductory period may be authorized up to one (1) week pay in lieu of notice. At the sole discretion of the President/CEO, amounts in excess of two weeks may be authorized.

PAY UPON TERMINATION

Employees terminating employment from the District will normally receive his/her final paycheck no later than on the next regularly scheduled payday following the date of termination.

Final paychecks shall include any unused vacation balance earned by the employee as of the date of termination not to exceed four hundred eighty (480) hours and subject to other limitations included herein.

Any vacation in excess of four hundred eighty (480) hours at the time of termination will be forfeited and will not be paid.

In addition, all employees who resign in good standing, are laid off, or otherwise separate from the District in good standing shall be entitled to be paid for thirty-three (33%) percent of any unused sick leave balance earned by them not to exceed two hundred forty (240) hours. Any sick leave balance in excess of two hundred forty (240) hours will be forfeited and will not be paid upon termination of employment. The Finance Department will issue a final paycheck in advance of a scheduled payday only as authorized by the President/CEO.

WAGES DUE TO DECEASED

In the event of an employee's death all wages, including any unused leave benefits or travel expenses, which may be due the employee shall be paid to the officially designated beneficiary of the employee, or if no such beneficiary has been designated, payment may be made in accordance with South Carolina Law.

APPROVAL AND UPDATE HISTORY	Scrivener change July 28, 2020 November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 205.03 – Introductory Period

OBJECTIVE

This policy has been established to ensure that all employees are provided an Introductory Period of employment.

All employees, except employees selected by the Airport Commission, shall serve an Introductory Period.

An Introductory Period gives the employee an initial period of adjustment in order to learn about the District and/or about his/her position.

During the Introductory Period the employee and the supervisor shall evaluate employment suitability in terms of skill, knowledge, performance and compatibility with the District. This Introductory Period also shall be considered an integral part of the review process and shall be utilized for evaluation of an employee's performance and adaptability to the position, and for separating from employment any employee who does not meet the District's expectation.

METHOD OF OPERATION

GUIDELINES

Employees new to a position are subject to an introductory period. An introductory period starts when an employee is hired, transfers or is promoted/demoted to a different position within the District.

The duration of the Introductory Period shall be for a minimum of ninety (90) calendar days of continuous, uninterrupted service from the original start date. During this time the employee will be provided with training and guidance from his/her supervisor and/or department Director. A new employee may be discharged at any time during this period if it is concluded that the employee is not progressing or performing satisfactorily. Additionally, as is true at all times during an employee's employment with the District, employment is not for any specific time and may be terminated at-will. Completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship.

Employees whose classifications are covered by a contract approved by the District shall serve an introductory period in accordance with the terms of the agreement.

DISMISSAL DURING INTRODUCTORY PERIOD

At any time during any introductory period, the President/CEO may remove an employee when deemed to be in the best interest of the District. Upon such removal, the employee shall be furnished written notification and, whenever possible, be given advanced written notice of dismissal.

An employee terminated during the introductory period does not have the right of appeal through the grievance policy.

Human Resources Policies and Procedures

Section 205.03 – Introductory Period

EXTENSION OF INTRODUCTORY PERIOD

The immediate supervisor, for good reason, may extend an employee’s introductory period for a period not exceeding 90 additional calendar days at a time. Any extension should be in writing, with notice being furnished to the employee. Such notice shall state the reason for the extension and what corrections are required of the employee for him/her to continuing employment.

An employee with more than two (2) extensions in his/her introductory period, in the same time frame, will be considered for termination of employment.

RELEASE FROM INTRODUCTORY PERIOD

Release from the Introductory Period to be able to continue employment is not automatic.

Release from the Introductory Period requires an average or above average performance evaluation in each category of the performance evaluation and no documented evidence of disciplinary action.

Any employee having a rating of below average will have the introductory period extended or will be released.

APPROVAL AND UPDATE HISTORY	Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

OBJECTIVE

The purpose of this policy is to provide a uniform and objective system for categorizing and classifying positions and establish proper relationship levels of responsibilities and minimum qualifications to assure equal pay for equal work.

These employment categories and classification are designed to allow employees to understand his/her employment status and his/her eligibility for corresponding benefits. All employment remains "at-will", and these classifications do not alter that status or guarantee employment for any specific period of time.

METHOD OF OPERATION

DEFINITIONS

The following terms will be used to describe employment classifications and status:

Exempt Positions are not subject to the overtime pay provisions of the federal Fair Labor Standards Act (FLSA). An exempt employee is one whose specific job duties and salary meet all of the requirements of the U.S. Department of Labor's regulations. In general, an exempt employee is one who is paid on a salary basis who holds an administrative, professional, or management position. Certain outside sales persons and a few other job categories are also exempt.

Non-Exempt Positions are generally subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA) and are typically paid either on an hourly or salary basis.

Full-time employees are those who are scheduled to work thirty (30) hours or more each work week, based on a forty (40) hour work week and does not include certain ARFF Department and Police Department employees.

Part-time employees are those who are scheduled to work less than thirty (30) hours per week, based on a forty (40) hour work week and does not include certain ARFF Department and Police Department employees.

Work Week is defined as Sunday-Saturday.

Pay Period is defined as the fourteen-calendar day period, Sunday to the following Saturday.

Differential Shift employees are those that work full-time and are regularly scheduled to work District observed holidays.

Non-differential Shift employees are those that work full-time and are regularly scheduled off on District observed holidays.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

EMPLOYEE CATEGORIZATION

Based on the conditions of employment, employees, excluding certain ARFF Department and Police Department employees, of the District fall into one of the following seven (7) categories:

1. Qualified Full-time Exempt/Non-exempt Non-Differential – Employees who regularly work thirty (30) hours or more per work week, which includes being regularly scheduled off on District holidays
2. Qualified Full-time Exempt/Non-exempt Differential – Employees who are regularly scheduled to work thirty (30) hours or more per work week, which includes being scheduled for District observed holidays.
3. Qualified Part-time – Employees who are regularly scheduled to work at least twenty (20) hours but less than thirty (30) hours per work week.
4. Non-Qualified Part-time – Employees who are regularly scheduled to work less than twenty (20) hours per week.
5. Qualified Variable Hour – Employees who are hired either full-time or part-time with non-regularly scheduled hours but are still expected to work at least twenty (20) hours per work week for the fiscal year.
6. Non-Qualified Variable Hour Permanent – Employees who are hired either full-time or part-time with non-regularly scheduled hours, and are not expected to work more than twenty (20) hours per work week for the fiscal year.
7. Non-Qualified Temporary – Employees who are hired either full-time or part-time for a specified, limited period.

Based on the conditions of employment, employees in certain ARFF positions of the District fall into the following category:

1. Qualified Full-time Non-exempt Differential (ARFF) – ARFF employees that are regularly scheduled to work a minimum of ninety-six (96) hours during a fourteen (14) day pay period, which includes being scheduled to work District observed holidays.

Depending on the shift worked, the District may deduct eight (8) hours for sleep time in accordance with the Fair Labor Standards Act (FLSA) sleep time regulations.

Based on the conditions of employment, employees in certain Police Department positions of the District fall into the following categories:

1. Qualified Full-time Non-exempt Differential (PD) – Police Department employees that are regularly scheduled to work including being scheduled to work District observed holidays.

Employees in the above-mentioned categories may or may not be eligible for all, some or none of the benefits offered by the District. Employees should refer to the individual policies in this manual, or to the Human Resources Department for benefits eligibility.

No less than once a year, Human Resources will evaluate the

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

classification of positions, to include part-time employee's actual hours worked, to determine if any changes need to be made.

Supervisors are responsible for ensuring employees are working the scheduled hours within the appropriate categorization and also for notifying Human Resources when a categorization change needs to be evaluated and/or changed. The President/CEO or designee is responsible for approving all changes to position categorizations.

ADMINISTRATION

Human Resources shall have the responsibility for the overall coordination, administration, review and maintenance of the classification plan.

Department Directors, along with Human Resources Leadership, shall establish a uniform job classification plan applicable to all positions in the District.

JOB CLASSIFICATIONS

The District's Classification Plan provides a classification structure by grade for position within the District. A grade/class is established for each group of positions in which the degree of similarity in the duties and responsibilities warrant common treatment in the selection, appointment, compensation and other employment processes.

Each class shall be assigned to the appropriate pay grade.

The Classification Plan is the foundation upon which all major phases of the personnel program are constructed and should be used as follows:

1. As a guide in recruiting and evaluating candidates for employment.
2. To determine lines of promotion and in developing an employee training program.
3. To determine the salary range to be paid for each type of work.
4. To provide uniform job descriptions which are understandable by District employees and the general public.
5. To aid in perfecting and revising District organizational structure, clarifying lines of authority and fixing responsibility.

Human Resources Policies and Procedures

Section 205.04 – Employment Categories & Classification Plan

Human Resources shall maintain a current job description for each authorized position for the District.

Each position shall have a written job description describing the characteristics of the position, FLSA classification, salary grade level, essential functions, examples of duties, the required minimum education, knowledge, skills, training, abilities, experience, physical and mental requirements of the job, any special qualifications necessary to perform the job and any other pertinent information concerning the position. Job descriptions shall not be restrictive.

The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the District to assign other duties, which are similar and related to the work.

The job description shall serve as a record of the assignment of duties.

GENERAL

Requests for establishing new positions or reclassification of existing positions are made by the department Director to Human Resources. The Classification Plan identifies and categorizes titles for District positions.

Human Resources considers the total job content of the position to be established, classified, or reclassified and appropriately classifies the position based on the job description.

It is the responsibility of the requesting department to notify Human Resources or designee when funding for a new or additional position is approved by District action.

The budgetary process does not serve as a classification function. All unclassified positions, even those receiving budgetary approval, must be formally classified by Human Resources. The department Director and Human Resources will resolve classification and reclassification issues.

ESTABLISHING NEW OR ADDITIONAL POSITIONS

A request is forwarded by the department Director to Human Resources for consideration of establishment of a new position and appropriate classification.

The request should include, at a minimum:

- proposed job description
- justification for the request
- position(s) to be abolished, if applicable
- new organizational chart
- classification and salary grade level recommended
- recommended salary in accordance with the provisions of Section 205.02, Employee Compensation Plan.
- cost to fund salary and support items for balance of fiscal year

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Section 205.04 – Employment Categories & Classification Plan

- additional appropriation required for funding salary and support items for remainder of fiscal year
- annual cost to fund position after current fiscal year
- any additional information to support the request

MANAGEMENT APPROVAL

A request for a new or additional position for a department should occur during the budget process.

If a request for a new or additional position is requested during a non-budget planning time, the request will be approved or disapproved by the President/CEO or designee, following recommendation by the Director of the requesting department, the SVP/VP of the requesting department and Human Resources.

Funds are specifically authorized by the District prior to hiring action.

Upon District approval of funding and hiring of position, Human Resources or designee will make the necessary adjustment to the appropriate documents.

IMPLEMENTATION PROCESS

A new or additional position will not be implemented without documentation from Human Resources stating classification approval, and availability of finding from the Finance Department and/or department Director.

Upon District approval of funding and hiring of position, Human Resources or designee will make the necessary adjustments to the appropriate documents.

CLASSIFICATION OR RECLASSIFICATION OF A POSITION

All departments seeking to change the duties and responsibilities of any currently filled staff position must submit a request for reclassification to Human Resources. A reclassification should be requested when there are significant changes in job duties.

The request should include, at a minimum:

- proposed job description
- justification for the request
- new organizational chart, when applicable
- classification and salary grade level recommended
- recommended salary in accordance with the provisions of Section 205.02, Employee Compensation Plan
- cost to fund salary and support items for balance of fiscal year
- additional appropriation required for funding salary and support items for remainder of fiscal year
- annual cost to fund position after current fiscal year
- any additional information to support the request

Human Resources will evaluate the total job content of a position to be reclassified.

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Section 205.04 – Employment Categories & Classification Plan

Once consensus is obtained by the department Director, Human Resources and the SVP/VP of that department Human Resources will submit the recommendation to the President/CEO or designee for final approval.

When a position is reclassified, Human Resources notifies the requesting department Director of the reclassification decision.

Should the action be approved, and the position reclassified to a higher level, the employee will receive a pay increase no greater than the midpoint of the new level. Any increase above midpoint of the new level requires written justification to be submitted to Human Resources for review and approval by the President/CEO.

The reclassification process is not used in lieu of a merit increase for an employee.

An employee reclassified on or before March 31st during the fiscal year is still eligible for a merit increase consideration when applicable.

RECLASSIFICATION TO A LOWER LEVEL

When an action results in the employee moving to a lower level, notification of the same is given to Human Resources and every effort is made to maintain the employee's current salary. However, the salary cannot exceed the maximum of the new salary level. Whereas, if the employee's current salary is above the salary maximum of the new position, the employee's salary will be reduced to at least the maximum level of the new position. Any reclassification that results in a reduction in compensation will not be effective until after the employee has been provided seven (7) days written notice of the reduction in salary.

IMPLEMENTATION PROCESS

Upon written notification of the approved action (reclassification to a higher level, or lower level), the funding availability in the appropriate cost center, and a change in status notification from the affected department, Human Resources will process the change to the employee's classification and/or salary and will amend the personnel records accordingly.

The change will be effective no sooner than the first day of the pay period following the approving action.

OTHER POSITION CHANGES

Requests to delete an existing position in a department or exchange an existing position for a lower level/grade position within the Classification Plan may be made by a department Director to Human Resources. Justification for the action must accompany the request. Human Resources, the department Director and the SVP/VP of the involved department must concur on the recommendation. Final approval will be obtained from the President/CEO, or designee.

Human Resources notified the requesting department and the Finance

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Section 205.04 – Employment Categories & Classification Plan

department of the position change decision and makes the appropriate adjustment to reflect the total authorized positions for each department.

APPROVAL AND UPDATE HISTORY	March 23, 2020 Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

HOLIDAYS, VACATION AND OTHER TYPES OF LEAVE

Human Resources Policies and Procedures

Section 206.01 – Vacation

OBJECTIVE To grant eligible employees paid vacation.

METHOD OF OPERATION

GUIDELINES All employees in a qualified status shall be entitled to earn vacation with pay.

Vacation for Qualified Full-time and Qualified Part-time and Qualified Variable Hour employees shall be earned in accordance with the following schedule:

Year(s) in Employment	Qualified Full-Time	Qualified Part-Time and Qualified Variable Hour
0-5	80	40
6-15	120	60
16 and over	160	80

The increase in vacation hours will be made the first day of the pay period following the anniversary date.

Vacation for Qualified Part-time and Qualified Variable Hour employees shall be earned at fifty percent (50%) of the vacation earned by a full-time employee as seen on the schedule outlined above. Employees in a non-qualified status are not entitled to vacation.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

Eligible employees will begin to accrue vacation on his/her date of hire. Vacation may not be used until after completion of ninety (90) consecutive calendar days of service without the approval of the President/CEO. Employees who terminate during his/her original introductory period shall not be eligible for payment of unused vacation.

Employees will be allowed to carryover unused vacation from year-to-year. Employees will not be allowed to earn vacation in excess of four hundred eighty (480) hours. Any employee who has four hundred (480) hours will not accrue additional vacation time until the employee drops his/her vacation amount below four hundred eighty (480) hours.

Employees who resign in good standing, are laid off, or otherwise separate from the District (except as provided below with respect to employees terminated for cause), shall be entitled to be paid for any unused vacation balance earned by them as of the date of termination not to exceed four hundred (480) hours. Employees who

Human Resources Policies and Procedures

Section 206.01 – Vacation

REQUEST FOR VACATION

are terminated for cause (as determined by the District at its sole discretion) will forfeit any unused vacation and will not be paid for any vacation upon termination of employment.

Employees who are on leave for Workers' Compensation (Section 203.07) or leave under Personal Leaves of Absence Without Pay (Section 206.10) of these Policies and Procedures shall not accrue vacation when such leave extends thirty (30) days or longer.

If a paid holiday occurs while a non-differential employee is on approved vacation, that day will not be charged against their annual leave balance.

Requests for vacation shall be made in UKG, which must be submitted to the immediate supervisor for approval a minimum of **24 hours** in advance of the leave.

Each exempt/non-exempt employee must take at least forty (40) hours off each calendar year within a two-week pay period. These forty (40) hours can be a combination of vacation pay, holiday pay, paid time off, and/or professional leave taken under the Exempt Employee Benefit Program, and excludes sick leave.

The immediate supervisor or designee may disapprove requests for vacation.

Vacation will be scheduled in such a manner as to not hamper the normal operations of the department.

An employee cannot elect to take time off unpaid if he/she has accrued paid leave to use.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.02 –Vacation Buybacks and Donations

OBJECTIVE To describe and outline procedures concerning (1) buying back accrued vacation (“Buyback”) and (2) donation of accrued vacation (“Donation”).

METHOD OF OPERATION

VACATION BUYBACK No more frequently than once every twelve (12) months, employees in good standing may, with the approval of his/her immediate supervisor, elect to have a portion of his/her vacation accrual paid down to them via a “Buyback”. Employees may request that the District redeem (or “Buyback”) accrued vacation to not less than his/her annual accrual rate as of the date of request. For instance,

- Employee A has an accrued vacation balance of 476 hours and earns 120 hours of leave per year. He/she may request the District Buyback up to, but not exceeding 356 hours.
- Employee B has an accrued vacation balance of 134 hours and earns 80 hours of leave per year. He/she may request the District Buyback up to, but not exceeding 54 hours.
- Employee C has an accrued vacation balance of 64 hours and earns 80 hours of leave per year. He/she is not eligible for the District Buyback at this time.

These Buybacks will be included in the employee’s gross wages for that calendar year, with the appropriate deductions withheld. SCRS and PORS retirement deductions are not withheld on Buybacks. Employee assumes responsibility for making his/her own request. The District is not responsible for notifying the employee that he/she may or may not request a Buyback to avoid possible forfeiture of accrued vacation once the limits established in the vacation policy are reached.

An employee cannot request a Vacation Buyback if he/she has not taken at least forty (40) hours of paid leave off during the last twelve (12) calendar months. These hours can be a combination of vacation pay, holiday pay, paid time off, and/or professional leave taken under the Exempt Employee Benefit Program.

VACATION BUYBACK REQUEST Requests for Vacation Buybacks are to be made with the Vacation Buyback Request Form.

VACATION DONATION GUIDELINES Employees in good standing, may, with the approval of his/her immediate supervisor, elect to confidentially donate a portion of his/her accrued Vacation balance for the benefit of specific District employee(s) who meet various eligibility criteria.

Human Resources Policies and Procedures

Section 206.02 –Vacation Buybacks and Donations

PURPOSE

The intent of this benefit allowance is to act as a stopgap measure to fill any potential gaps for a medical related employee hardship(s) when they are out of accrued sick, vacation, flex-holiday, PTO, and professional leave and are still protected under FMLA. Leave is given by an eligible donor for the benefit of a specific eligible recipient. The District's function is to administer the program and to merely act as a "pass through" conduit from the Donor to the Recipient.

DONOR ELIGIBILITY

- Donor must be a District employee in good standing.
- Donor must have taken at least forty (40) hours off during the last twelve (12) calendar months, in accordance with Section 206.01 of the District's policy. These hours can be a combination of vacation pay, holiday pay, paid time off, and/or professional leave taken under the Exempt Employee Benefit Program.
- No employee can donate leave after tendering notice of separation for any reason.

HOURS DONATED

- Donations are offered anonymously for the benefit of a specific employee currently employed by the District. One donation can be made for the benefit of one specific employee once each calendar year. Donation requests can be made at multiple times during the calendar year as the need arises.
- At least four (4) hours of leave time must be given by the donor.
- Donations must be vacation hours (sick and other accrued hours are not eligible for donation).
- The Donor recognizes and agrees that the vacation so donated will be recharacterized as sick leave to the Donee/Recipient.
- Donation CAP: Employees may request that the District approve an accrued vacation donation up to, but not exceeding, forty (40) hours for the benefit of a single recipient, and eighty (80) cumulative hours for all named recipients in any given calendar year. These limits are subject to the donor not reducing his/her remaining accrued leave balance below one year's leave accrual (e.g., an 8-year full-time District employee may donate any excess hours above 120 hours but not exceeding 40 for an individual or 80 for multiple recipients)
- Hours donated must have already been accrued as of the date of the donation. Projected hours yet to be actually accrued are not eligible for donation.
- Donation requests can be made via the *Vacation Donation Authorization Form*.
- Once processed, the Vacation Donation is irrevocable.

Human Resources Policies and Procedures

Section 206.02 –Vacation Buybacks and Donations

DONATION REQUEST PROCEDURES

- A Donor employee may voluntarily request to donate, by completing the District's *Vacation Donation Authorization Form*, that a specified number of hours of earned vacation be transferred from the Donor's vacation account to a specific District employee who is eligible to receive said donation(s).
- The department Director or immediate supervisor of the Donor must approve the donation and forward the request for donated leave to Human Resources.
- Human Resources will verify that the employee has accrued the vacation time that is being donated and meets the donation eligibility requirements.

DONATION RECIPIENT

To be an eligible donation recipient an employee:

1. Must be a District employee in good standing who:
2. Has been continuously employed by the District for the immediately preceding 12 months and worked a minimum of one thousand two hundred fifty (1,250) hours of service to coincide with FMLA requirements,
3. Has a qualifying, serious health condition, or combination of conditions, affecting physical or mental condition(s), which have been medically diagnosed and documented, which can be characterized as catastrophic, more specifically, that he/she or a family member (spouse, parent, child, sibling, stepparent, stepchild) has a serious medical hardship or catastrophic illness or injury that poses a threat to life (i.e. cancer, major surgery, AIDS, heart attack, serious accident, etc.) or that requires inpatient, hospice or residential care,
4. Qualifies for the use of sick leave as stipulated under Section 206.03 of the District's Sick Leave Policy,
5. Is FMLA certified, AND
6. Has exhausted (or will exhaust) all of his/her available sick, vacation, flex-holiday, PTO, and professional leave.

To qualify as a Recipient, an employee cannot be:

- in unpaid status for less than one week
- have a disciplinary action at a Written Warning level or above
- be on an active performance improvement plan
- receiving Social Security Disability benefits
- receiving or applied for worker's compensation benefits
- receiving long-term disability benefits
- separated from service

Human Resources Policies and Procedures

Section 206.02 –Vacation Buybacks and Donations

HOURS RECEIVED AND USEAGE THEREOF

- Donation Receipt CAP: Donation Recipient(s) cannot receive more than the remaining unpaid FMLA period in any given calendar year.
- The Recipient may not be paid more than his or her regular gross earnings, excluding overtime, per payroll period when combined with other wages or available paid leave.
- Normal deductions, including, but not limited to insurance premiums, federal and state tax withholdings, retirement, wage garnishments, and other will continue to be withheld, as appropriate, from each paycheck resulting from said donations.
- The donated hours will occur pay period by pay period as eligibility is maintained and will not be given in total at one time. When and if, the qualifying medical condition or the member of the employee's immediate family who is suffering from a catastrophic injury or illness is terminated, then the donation will cease, even if the donation cap has not been reached.
- If employment is terminated or the Donee dies, any unused donated hours are returned to the Donor(s).
- Any "unused" donated hours, as when an employee returns to work before the donation cap is reached, will be recharacterized back to vacation hours and returned to the Donor(s) as appropriate.
- Vacation transferred under this program and recharacterized as sick time may be substituted retroactively for periods of leave without pay for the same qualifying event(s).

RECIPIENT REQUEST PROCEDURES

- A Recipient / Donee employee begins the process by contacting the Human Resources Department and expressing a need for qualifying assistance. Human Resources will verify that the employee receiving the donated time is or will shortly be in an unpaid status and verify the employee's qualifying medical condition with the recipient's manager and/or department Director. Human Resources or designee determines that various other eligibility requirements have been met, the potential recipient will fill out and sign a *Vacation Recipient Request Form*, authorizing a request for donated hours from District staff.
- While there is no limit to the number of separate requests that an employee may submit to the District, each separate request shall be limited to no more than one per month, and the cumulative number of hours received in a given year cannot exceed more than the remaining unpaid FMLA period in any given calendar year.
- Human Resources or designee will process the *Vacation Recipient Request Form* and approve/deny the request.

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Section 206.02 – Vacation Buybacks and Donations

- Human Resources will notify the requesting recipient of the request.

MANAGEMENT

- The procedures contained herein are managed by the District’s Human Resources Leadership.

FINANCIAL CRITERIA

- Donated vacation hours are converted to dollars, based on the Donor’s hourly base pay rate. This amount is paid to the Recipient at the Recipient’s hourly rate as sick leave taken, is includable in the Recipient’s wages and is taxed according to the Recipient’s withholding schedule.
- All payments will be reflected on the Recipient’s W-2 form as income.
- The Donor realizes no income and incurs no tax-deductible expense or loss.
- The Donor receives no SCRS (SC Retirement System) or PORS (Police Officer Retirement System) service credit for time worked (and subsequently donated)
- The Recipient does receive SCRS (SC Retirement System) or PORS (Police Officer Retirement System) service credit for the hours received, but also has to make contributions into either SCRS or PORS.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 202 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.03 – Sick Leave

OBJECTIVE

To establish a sick leave policy for employees.

GUIDELINES

Qualified full-time and qualified part-time employees shall be entitled to earn sick leave as provided herein.

Qualified full-time employees shall earn ninety-six (96) hours sick leave per year. Sick leave is accrued after each payroll is processed. Qualified part-time employees shall earn forty-eight (48) hours sick leave per year. Non-qualified and Variable Hour employees do not accrue sick leave.

Sick leave as earned may be carried forward and accumulated to a maximum of seven hundred twenty (720) hours. After accumulating seven hundred twenty (720) hours of sick leave, employees will not accumulate any additional sick leave until an employee's sick leave balance drops below seven hundred twenty (720) hours.

Sick leave may not be used until after completion of three (3) consecutive months of service, without the approval of the President/CEO, or designee. When recording sick leave taken, the time should be rounded to the nearest 15-minute interval. Employees who terminate during the introductory period shall not be eligible for payment of unused sick leave.

Sick leave shall not be earned while an employee is in a non-pay status of thirty (30) days or longer.

All employees who resign in good standing, are laid off, or otherwise separate from the District in good standing shall be entitled to be paid for thirty-three (33%) percent of any unused sick leave balance earned by them not to exceed two hundred forty (240) hours. Any employee who is terminated by the District for cause (as determined by the District at its sole discretion) will forfeit all unused sick leave balance and will not be entitled to any reimbursement of unused sick leave upon termination of employment. Such unused sick leave balance shall be forfeited.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

Employees who are disabled as a result of an injury arising out of and in the course of employment, compensable under the Workers' Compensation Law or on leave under Section 206.10, Personal Leaves of Absence Without Pay, of these Policies and Procedures, shall not earn sick leave benefits when such leave extends thirty (30) days or longer.

Requests to modify essential job functions for a non-work-related physical condition or illness will not be accommodated.

Human Resources Policies and Procedures

Section 206.03 – Sick Leave

USE OF SICK LEAVE Paid sick leave is provided by the District in order to allow employees time off for legitimate medical reasons. Below is a list of reasons an employee may use sick leave, however this list is not intended to be exclusive. Leave will be scheduled in such a manner as to not hamper the normal operations of the department.

1. The employee's personal illness, injury or exposure to a contagious disease, which could endanger others.
2. The illness of a member of the immediate family (see definition in Section 206.07 which requires the personal care, and attention of the employee.
3. Medical appointments.
4. Inability to pass a required fitness for duty exam due to a medical related reason.
5. Mothers and/or fathers bonding with a newborn or newly adopted child.

Employees are expected to remain home when ill with a potentially contagious disease. Employees who come to work with a potentially contagious or communicable disease will be sent home by his/her immediate supervisor.

A communicable disease is an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person, animal or insect. Employees have a responsibility to prevent the spread of communicable diseases when he/she becomes aware or suspect that he/she may be a carrier of a communicable disease.

For the purpose of this policy, employees are "aware" that he/she may have a communicable disease when he/she shows or feels signs of illness, such as coughing, sneezing, fever, joint aches, overall ill feeling, or the employee has a report of a communicable disease from a health care provider. Employees are also "aware" when he/she knows to have been exposed to someone with a known or suspected communicable disease.

The District also recognizes its obligation to provide a safe and healthy workplace for all employees. Therefore, the District will obtain appropriate medical direction when necessary, to ensure that an employee's condition does not pose a significant risk of substantial harm to the employee, co-workers or individuals. Employees who have or are suspected of having a communicable disease that poses a significant risk or harm to the employee or others will be restricted from the workplace until such time as the employee's presence in the workplace will not present a risk to the employee or to others.

Employees may be required to seek a Doctor's consultation/written confirmation for any prolonged illness requiring the employee to be absent for three or more consecutive days, or as requested by the

Human Resources Policies and Procedures

Section 206.03 – Sick Leave

employee’s supervisor or Human Resources. Also, employees must contact Human Resources to discuss the possibility of the employee’s illness applying to FMLA under Section 206.08 within these Policies and Procedures.

Advance requests for sick leave shall be made in UKG, which must be submitted to the immediate supervisor for approval a minimum of **24 hours** in advance of the leave.

Employees who take FMLA leave for his/her own serious health condition must exhaust all accrued sick leave prior to starting an unpaid FMLA leave.

FMLA leave and the use of paid sick time will run concurrently.

An employee cannot elect to take time off unpaid if he/she has accrued paid leave to use.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.04 – Holiday Pay

OBJECTIVE To establish a policy concerning observances of paid holidays.

METHOD OF OPERATION

ELIGIBILITY

Full-Time Employees:

- Exempt and Non-Exempt
- Differential Shift

Full-time Differential shift employees are not eligible for holiday pay but can instead use Paid Time Off (PTO) as outlined in Section 206.05 if the employee would like to be paid for time off in lieu of a designated holiday.

- Exempt
- Non-Differential Shift

Shall be awarded holiday pay for the day the holiday is observed which may not be the same day as the calendar holiday. Holidays falling on a Saturday will normally be observed on the preceding Friday. Those falling on Sunday will normally be observed on the following Monday. Employees will be compensated for holidays on the basis of his/her regular straight time rate, not to exceed a normal workday.

- Non-Exempt
- Non-Differential Shift

Full-time non-exempt non-differential shift employees who work the actual calendar holiday will be paid one and one-half times his/her regular rate of pay for all hours worked in addition to getting one other day off in the same pay period. Otherwise, they shall be awarded holiday pay for the day the holiday is observed. Employees will be compensated for holidays on the basis of his/her regular straight time rate, not to exceed a normal workday.

Qualified Part-Time or Variable Hour Employees:

- Exempt and Non-Exempt
- Differential and Non-Differential Shift

Qualified Par-time or variable hour non-exempt non-differential shift employees who work the actual calendar holiday will be paid one and on-half times his/her regular rate of pay for all hours worked on the holiday. These employees do not get PTO. PTO is for full-time, differential shift employees only.

Human Resources Policies and Procedures

Section 206.04 – Holiday Pay

GUIDELINES

Employees, who are on an approved paid leave at the time the holiday occurs, shall not have the hours of eligible holiday pay charged against accrued leave balances.

In order to be eligible for holiday pay an employee must be in a paid employment status or work the regularly scheduled workday immediately before or immediately after the holiday period. Employees on leave without pay or an unpaid leave of absence shall not be eligible for holiday pay for any holidays occurring while in such unpaid status. Employees in his/her introductory period must have worked a regularly scheduled workday before the holiday to be eligible for holiday pay.

Terminating employees must work a regularly scheduled workday immediately following the holiday to be eligible for holiday pay.

HOLIDAYS

	Holiday	Date Observed
1	New Year's Day	January 1
2	Martin Luther King Day	3 rd Monday in January
3	Memorial Day	Last Monday in May
4	Independence Day	July 4
5	Labor Day	First Monday of September
6	Veterans Day	November 11
7	Thanksgiving	4 th Thursday of November
8	Christmas Day	December 25
9	Flex Holiday #1	See below
10	Flex Holiday #2	See below
11	Flex Holiday #3	See below

Flex Holidays

Full-time employees will be given three "Flex-Holidays" that can be taken at any point during the year at the employee's discretion after supervisory approval has been obtained. Flex holidays cannot be carried over from year to year, cannot be broken up (i.e., it must be taken all at once in one full day) and if unused at time of termination/resignation will not be accrued as a benefit payable upon departure.

In an employee's first year of employment, flex holidays are prorated per the schedule below:

January – April: First Flex Holiday

May – August: Second Flex Holiday

September – December: Third Flex Holiday

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

Human Resources Policies and Procedures

Section 206.0 – Holiday Pay

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.05 – Paid Time Off (PTO)

OBJECTIVE	To provide Paid Time Off (PTO) to Full-time Exempt and Non-Exempt Differential Shift Employees.
DEFINITION OF DIFFERENTIAL SHIFT EMPLOYEE	A "Differential Shift" employee is one who works full-time and is regularly scheduled to work on holidays. "Differential shift" employees can be non-exempt (hourly) or exempt. Management reserves the right to identify and/or change which class(es) of employees fall under the definition of "Differential Shift".
METHOD OF OPERATION	
GENERAL	The President/CEO has authority, at his discretion, to grant "Paid Time Off (PTO)" in lieu of Holiday Pay as outlined under Section 206.04 to personnel affected by "differential" shifts. Since shift changes can and do happen, and in the interests of fairness & equitable staff treatment, it is recognized that some flexibility is needed to accommodate holiday pay for those employees so affected by reason of non-regular schedules.
ACCRUAL RATES	<p>Full-time Differential shift employees shall accrue sixty-four (64) hours of PTO during the calendar year. These rates can be changed by the President/CEO should the need arise. Employees will be compensated for PTO at his/her regular rate of pay.</p> <p>New employees upon completion of ninety (90) days of employment, will be given PTO that is prorated based on his/her hire date.</p> <p>All employees that are active as January 1st of each calendar year, will be given the annual accrual rate on January 1st. An employee in his/her introductory period cannot use the accrued leave until the completion of the introductory period.</p>
USEAGE	<p>To allow for scheduling flexibility, the PTO hours will be available for use at the beginning of each calendar year, according to the payroll processing schedule. If an employee resigns or is terminated (performance, policy violation, reduction in force, etc.) and has taken more than his/her "pro-rata" portion earned Year to Date (YTD), than the unearned portion shall be required to be paid back or will be deducted from the employee's last check or leave balance.</p> <p>PTO may be taken in a minimum of two (2) hour increments. PTO shall not accrue from year to year and must be taken within the calendar year or it will be lost. Any unused PTO at the end of the calendar year will be forfeited.</p> <p>As operational needs may require changes to the schedules of "differential shift" employees, the President/CEO may alter the method by which employees are compensated for PTO.</p>

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Section 206.05 – Paid Time Off (PTO)

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

USE OF PAID TIME OFF

The immediate Supervisor shall schedule PTO at the mutual convenience of the department and the employee. PTO shall not compromise the operational needs of the District.

Unused PTO will not be paid out to the employee in the event of a separation of employment from the District.

For new hires, PTO may not be used until after completion of ninety (90) consecutive days of service, without the approval of the President/CEO, or designee.

An employee cannot elect to take time off unpaid if he/she has accrued paid leave to use.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.06 – Jury Duty & Court Appearances

OBJECTIVE To define a policy for employees called to Jury Duty & Court Appearances.

METHOD OF OPERATION

JURY DUTY AND COURT APPEARANCES

Any Qualified Full-time employee, Qualified Part-time or Qualified Variable Hour who is called for jury duty on a regularly scheduled workday, shall be granted time off with pay upon the presentation of a summons. The employee shall retain any fees received for jury duty. Time off with pay for jury duty is limited to a maximum of two (2) weeks (10 workdays) during any 12-month period. An employee may elect to use available leave (professional, vacation, PTO). Once paid leave is exhausted, any additional time that an employee may need for jury duty will be unpaid.

Employees who attend court or participate in a related activity for only a portion of the workday are expected to report to his/her supervisor after being excused or released by the court.

An employee who appears in Court or participates in a related activity as a witness, plaintiff or defendant due to personal litigation or criminal charges, or whose appearance is voluntary shall be required to use vacation first until it is exhausted, and then may be authorized to take leave without pay for any such absence from work.

All jury duty leave will be recorded appropriately in UKG.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.07 – Bereavement Leave

OBJECTIVE To provide a policy for leave with pay when a death occurs in an employee’s family.

METHOD OF OPERATION

GUIDELINES Employees bereaved by the death of an immediate family member are granted time off for such periods of time as follows:

- Full-time employees may be granted up to twenty-four (24) hours of scheduled work time off on bereavement leave for the death of a parent, or an adult who stood in loco parentis to the employee during childhood, spouse, child, brother, sister, stepfather, stepmother, stepson, stepdaughter, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouses grandparent or grandchild.
- Full-time employees may be granted up to twenty-four (24) hours of scheduled work time off for bereavement leave for a miscarriage of a child or still born birth of a child.
- Qualified Part-time employees may be granted up to twelve (12) hours of bereavement leave.
- Full-time employees may be authorized up to twenty-four (24) additional hours to be charged against the employee’s accrued sick time, if needed.
- Qualified Part-time employees may be authorized up to twelve (12) additional hours to be charged against the employee’s accrued sick leave, if needed.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.08 – Family Medical Leave Act (FMLA)

OBJECTIVE

The District will provide Family and Medical Leave Act (FMLA) leave to its eligible employees. The District posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act. The District also posts the DOL supplementary information concerning Military Family Leave.

The objective of this policy is to provide employees with a general description of his/her FMLA rights. In the event of any conflict between this policy and the applicable law, employee will be afforded all rights by required law.

If an employee has any questions, concerns or disputes with this policy, he/she must contact Human Resources in writing.

METHOD OF OPERATION

GENERAL

Under this policy the District provides eligible employees unpaid, job-protected leave up to 12 weeks, during a 12-month period (or up to 26 weeks, during a 12 month period of military caregiver leave to care for a covered servicemember with a serious injury or illness).

ELIGIBILITY REQUIREMENTS

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the District for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by the District within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Human Resources Policies and Procedures

Section 206.08 – Family Medical Leave Act (FMLA)

VACATION ENTITLEMENT

An eligible employee is entitled to 12 weeks of unpaid leave. The District will measure the 12-month period as a rolling 12-month period beginning the first day an employee uses any FMLA leave under this policy.

TYPES OF LEAVE COVERED

To qualify as FMLA leave under this policy, the leave must be for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of his or her position.

Under the FMLA, a “spouse” means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:

- a. was entered into in a state that recognizes such marriages;
or
- b. if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic

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Section 206.08 – Family Medical Leave Act (FMLA)

health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the District's sick leave policy are encouraged to consult with Human Resources.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5. Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- a. short-notice deployment
- b. military events and activities
- c. child care and school activities
- d. financial and legal arrangements
- e. counseling
- f. rest and recuperation
- g. post-deployment activities
- h. additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserve, or a member of the Armed Forces, the National Guard or Reserve who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserve, or members on the permanent disability retired list.

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Section 206.08 – Family Medical Leave Act (FMLA)

6. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered servicemember.
 - a. A “son or daughter of a covered servicemember” means the covered servicemember's biological, adopted, or foster child, stepchild or legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.
 - b. A “parent of a covered servicemember” means 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.
 - c. The “next of kin of a covered servicemember” is 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 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. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin. For example, if a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has siblings and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered servicemember pursuant to § 825.122(k).

“Covered active duty” means:

- a. “Covered active duty” for members of a regular component of the Armed Forces means duty during

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Section 206.08 – Family Medical Leave Act (FMLA)

deployment of the member with the Armed Forces to a foreign country.

- b. *Covered active duty or call to covered active duty status* in the case of a member of the Reserve components of the Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

7. Military caregiver leave (also known as covered servicemember leave) to care for an injured or ill servicemember or veteran.

An employee whose son, daughter, parent or next of kin is a covered servicemember may take up to 26 weeks of leave in a single 12-month period to care for that servicemember.

Next of kin is defined as the closest blood relative of the injured or recovering servicemember.

The term "covered servicemember" means:

- a. a member of the Armed Forces (including a member of the National Guard or Reserve) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- b. a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term "serious injury or illness" means:

- a. in the case of a member of the Armed Forces (including a member of the National Guard or Reserve), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating;

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- b. in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserve) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) 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.
- c. Outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

AMOUNT OF LEAVE

An eligible employee can take up to 12 weeks for the FMLA circumstances (No. 1) through (No. 5) above under this policy during any 12-month period. The District will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the District will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (No. 6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the District will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the District and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, to care for the child after placement or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the District and each wish to take leave to care for a covered injured or ill servicemember, the husband and wife may only take a combined total of 26 weeks of leave.

EMPLOYEE STATUS AND BENEFITS DURING LEAVE

While an employee is on leave, the District will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

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If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the District will require the employee to reimburse the District the amount it paid for the employee's health insurance premium during the leave period.

Under current District policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mailing the payment to the Finance Department. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

While on paid Family and Medical Leave, an employee is entitled to accrue additional leave time. After 30 days of unpaid FMLA, an employee will not continue to accrue any additional leave time.

Accrued credited service/tenure will continue as long as the employee is being paid with his/her available leave time. Once the paid leave time has been exhausted, credited service/tenure will be continued for a period of 30 calendar days. After the 30 days have expired, the employee will no longer accrue credited service/tenure. When the employee returns to work, the hire date will be adjusted to reflect the time taken in excess of 30 days.

EMPLOYEE STATUS AFTER LEAVE

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from a health care provider, which may be a District designated health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits

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and working conditions. The District may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

USE OF PAID AND UNPAID LEAVE

For birth or a serious health condition of the employee or family member, the employee must substitute all available sick leave prior to using other types of paid available leave during the FMLA period.

For adoption or foster care, the employee must substitute available paid leave, excluding sick, for the unpaid FMLA.

When the paid leave is exhausted, the remainder of the 12 weeks of leave, if any, will be unpaid FMLA.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing his/her normal weekly or daily work schedule. FMLA leave may be taken intermittently whenever medically necessary to care for a family member with a serious health condition, or because the employee has a serious health condition and is unable to work. When intermittent leave is needed, the employee must try to schedule treatment so as not to unduly disrupt the District's operations.

FMLA leave will run concurrently with paid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the District's sick leave policy) prior to being eligible for unpaid leave.

INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

Employees may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

The District may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

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For the birth, adoption or foster care of a child, the District and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. Leave for the birth or placement of a child for adoption or foster care may be taken only with the approval of Human Resources.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the District before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Employee's taking intermittent leave must follow the District's standard call-in procedures.

CERTIFICATION FOR THE EMPLOYEE'S SERIOUS HEALTH CONDITION

The District will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

The District may directly contact the employee's health care provider for verification or clarification purposes using a health care professional, a HR professional, leave administrator or District official. The District will not use the employee's direct supervisor for this contact. Before the District makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the District will obtain the employee's permission for clarification of individually identifiable health information.

The District has the right to ask for a second opinion if it has reason to doubt the certification. The District will pay for the employee to get a certification from a second doctor, which the District will select. The District may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the District will require the opinion of a third doctor. The District and the employee will mutually select the third doctor, and the District will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Human Resources Policies and Procedures

Section 206.08 – Family Medical Leave Act (FMLA)

If the employee fails to provide timely certification after being required to do so, the employee may be denied the taking of the leave under FMLA. If the certification form is incomplete or insufficient, an employee will be given written notice of the information needed and will have seven (7) days after receiving such written notice to provide the necessary information. Once the District has fully completed sufficient certifications and documentation, the District will notify the employee of whether FMLA leave is being granted. A request for active duty leave must be supported by the certification of qualifying exigency for Military Family Leave Form as well as appropriate documentation, including the covered military member's active duty orders.

CERTIFICATION FOR THE FAMILY MEMBER'S SERIOUS HEALTH CONDITION

The District will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The District may require documentation and verification of family relationships sufficient to corroborate the need for leave and its coverage under this policy.

The District may directly contact the employee's family member's health care provider for verification or clarification purposes using a health care professional, a HR professional, leave administrator or management official. The District will not use the employee's direct supervisor for this contact. Before the District makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the District will obtain the employee's family member's permission, when possible, for clarification of individually identifiable health information.

The District has the right to ask for a second opinion if it has reason to doubt the certification. The District will pay for the employee's family member to get a certification from a second doctor, which the District will select. The District may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary, to resolve a conflict between the original certification and the second opinion, the District will require the opinion of a third doctor. The District and the employee will mutually select the third doctor, and the District will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Human Resources Policies and Procedures

Section 206.08 – Family Medical Leave Act (FMLA)

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE

The District will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR A SERIOUS INJURY OR ILLNESS COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE

The District will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

RECERTIFICATION

The District may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the District may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The District may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

PROCEDURE FOR REQUESTING FMLA LEAVE

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to Human Resources.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the District's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave, or what is protected leave until the FMLA may be delayed.

Employees should make every reasonable effort to schedule medical treatments so as not to disrupt unduly the ongoing operations of the District.

Human Resources Policies and Procedures

Section 206.08 – Family Medical Leave Act (FMLA)

DESIGNATION OF FMLA LEAVE

Within five business days after the employee has submitted the appropriate certification form, Human Resources, or designee, will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

INTENT TO RETURN TO WORK FROM FMLA LEAVE

On a basis that does not discriminate against employees on FMLA leave, the District may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

RETURN FROM FMLA LEAVE

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee will be required to submit to Human Resources, certification from the employee's health care provider stating that the employee is able to resume work. The employee, at the District's cost, may also be required to undergo a medical examination by a District designated physician.

If an employee takes FMLA leave in excess of the weeks for which the employee is eligible or fails to return from leave as scheduled, the employee's job protection rights under the FMLA no longer exist, and the District cannot guarantee that the employee will have a job position upon his/her return from leave. Any employee who is unable to return from leave due to a disability covered by the ADA, the District will engage in the interactive process and will review reasonable accommodation options in accordance with the ADA.

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA or to discharge or discriminate against any person for exercising his/her rights under the FMLA.

Employees with questions about what illnesses are covered under this FMLA policy or any other questions concerning FMLA are encouraged to consult with Human Resources.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.09 – Military Leave

OBJECTIVE To establish a Military Leave policy for employees in compliance with Federal and State laws.

METHOD OF OPERATION

COMPLIANCE WITH LAW The District intends to comply with:

- the Uniform Services Employment and Reemployment Rights Act (USERRA),
- applicable South Carolina state codes (specifically S.C. Code of Laws Ann. § 8-7-10 through 8-8-90 and § 25-1-2310),
- State HR Regulations Section 19-712.01
- 38 USC §§ 3001-4334
- and any other applicable statutes, federal or state laws or directives.

DEFINITION A “Regularly Scheduled Work Day” is considered to be based on regularly scheduled average workdays for the purpose of this policy.

SC CODE DIRECTIVES As excerpted from: S.C. Code Ann. § 8-7-90)
“All officers and employees of this State or a **political subdivision** of this State who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, [etc.]...are entitled to leaves of absence from his/her respective duties without loss of pay, time, or efficiency rating for one or more periods not exceeding an aggregate of **fifteen regularly scheduled average workdays** in any one year during which they may engage in training.... Saturdays, Sundays, and state holidays may not be included in the fifteen-day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled workday for the officer or employee involved.

In the event any such person is called upon to serve during an **emergency**, he is entitled to such leave of absence for not exceeding (an additional) **thirty additional days** (beyond the aforementioned fifteen regularly scheduled work days).

As used in this section, ‘in any one year’ aligns with the federal fiscal year of October through September.

PAID VS NON-PAID MILITARY LEAVE Normal annual provision is **15 paid** Regularly Scheduled Work Days in any one year.

“Declared” emergency: In accordance with SC Code of Laws § 8-7-90, an employee who receives official military orders to serve during a declared emergency is entitled to an **additional 30 regularly scheduled workdays of paid** military leave each year.

Human Resources Policies and Procedures

Section 206.09 – Military Leave

Additional periods of service/training for military personnel (including, but not limited to Reservists and National Guardsmen) over and above the normal 15 days of recognized duty may be taken only after approval by the employee's Supervisor and will not exceed an additional 10 days. Such additional "non-emergency" military leave will be **without pay** unless the employee requests that vacation and/or personal time be used for this purpose.

AUTHORIZED LEAVE APPLICATION

All written or oral orders are considered valid when issued by an official military authority. The District requires that application for military leave must be accompanied by a copy of the official military order.

Employees who are members of the military reserve units or whose draft status subjects them to be called to active duty must so notify his/her Supervisor in writing as a condition of the granting of a military leave of absence.

MUST THE 15 OR 30 EMERGENCY WORKDAYS BE CONSECUTIVE?

No.

ENLISTMENT

Employees intending to enlist in military service must notify his/her supervisor of his/her intent in writing. This information will be made a part of the employee's permanent personnel record. If called to active military duty, for other than routine Reserve or National Guard Annual Training, the employee may receive accrued vacation pay for which the employee is eligible. Upon return to active employment, the employee will be reinstated with the tenure status to which he/she would have been entitled had the employee not entered military service. Requests for re-employment must be received within 90 days of separation from service.

HOLIDAYS

Saturdays, Sundays, and state holidays may not be included in the 15-day aggregate unless that particular day to be included is a regularly scheduled workday for the employee involved.

IS THE EMPLOYEE'S TRAVEL TIME INCLUDED AS PART OF THE 15 DAYS?

If travel time is not included in the official military order, an employee may request vacation, flex-time, exempt professional leave, paid time off, or leave without pay for travel time to get to the assignment outside of the dates on the military order submitted.

IS AN EMPLOYEE WHO VOLUNTEERS FOR ACTIVE SERVICE ELIGIBLE

If an employee volunteers for a military service assignment and an official military order is issued, he/she is eligible to receive the normal paid military leave up to the 15 days with an additional 30 days of paid leave in the case of a declared emergency.

Human Resources Policies and Procedures

Section 206.09 – Military Leave

FOR MILITARY LEAVE?

LONG TERM MILITARY LEAVE

Upon exhaustion of available military leave, an employee may elect to use any available vacation, flex-time, exempt professional leave, paid time off. He/she may also, at the discretion of the President/CEO, be placed on leave without pay for a specified period. An employee will not be eligible for leave accrual and merit increases while on leave without pay.

REEMPLOYMENT RIGHTS

In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), employees who occupy an FTE position (including those in a probationary or trial period) may be absent from work for military duty and retain reemployment rights up to five years. There are important exceptions to the five-year limit, including initial enlistments lasting more than five years, periodic National Guard and Reserve training duty, and involuntary active duty extensions and recalls, especially during a time of national emergency. USERRA clearly establishes that reemployment protection does not depend on the timing, frequency, duration, or nature of an individual's service as long as the basic eligibility criteria are met. For a full list of the exceptions to reemployment beyond five years, see Section 4312(c) of USERRA. (Title 38 U.S. Code, Chapter 43, Section (Section 4312(c)). Under USERRA, "an employer is not required to reemploy a person under this chapter (3 USC § 4312) if the employment from which the person leaves to serve in the uniformed services is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period." An employee in a temporary capacity does not have reemployment rights.

The reemployment rights a person receives upon return from military service depend on the duration of the time spent in military service:

- District employees who return to work after military service of one to 90 calendar days retain the same position;
- District employees who return to work after serving at least 91 calendar days but not more than 5 years are entitled to a comparable position within the District (with the same band and pay rate) for which the employee is qualified; or,
- District employees are not entitled to Veteran Reemployment rights after an absence of 5 years.

The employee must notify the District of the intent to return to work and the required time periods are:

- Military service of 1 to 30 days; the employee must return to work at the beginning of the first regularly scheduled workday or eight hours after the end of military service. A reasonable

Human Resources Policies and Procedures

Section 206.09 – Military Leave

commuting time from a military service post to home must be taken into consideration by the District;

- Military service of 31 to 180 days; the employee must contact the District no later than 14 days after completion of military service; or,
- Military service of 181 or more days; the employee must contact the District no later than 90 days after completion of military service.

LIFE, HEALTH & DENTAL INSURANCE BENEFITS

During the normal 15 day and declared emergency additional 30-day periods, the employee will remain on the District’s group policies under the same terms and conditions.

An employee on leave without pay due to military service will be allowed to remain on the active group programs by paying the employee share of the premiums due.

If an employee elects to cancel health and dental coverage during active duty military status, his/her coverage can be reinstated when he/she is discharged or released from active duty and resumes employment with the District. The request must be made within 31 days of discharge.

SC STATE RETIREMENT SYSTEM

An employee on leave without pay due to active military service can continue to pay his contribution to the State Retirement System during his/her absence by completing the Supplemental Service Report (Form 1224), or arrange to contribute retroactively when he/she returns from military service.

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APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 206.10 – Personal Leave of Absences Without Pay

OBJECTIVE To establish a policy concerning employee personal leave of absences.

METHOD OF OPERATION

LEAVE OF ABSENCE WITHOUT PAY The President/CEO or designee, upon written request by the employee, may authorize a personal leave of absence for a unique or extraordinary reason that may not apply to other types of leave of absences that fall under the FMLA, Section 206.08, of these policies.

These requests will be considered on a case-by-case basis due to the District’s limited staff available for coverage. If granted the employee’s position will remain open and benefits will continue at the same level and under the same conditions, for the duration of the approved leave, that exist for covered employees actively working. After the approved leave duration, the employee will be responsible for full payment of benefits. After 30 days of unpaid leave, vacation and sick leave will not continue to be accrued.

Any personal leave of absence is at the sole discretion of the President/CEO, and employees are not guaranteed job protection while on a personal leave of absence. Personal leave of absences will normally not exceed three (3) months.

Requests to modify essential job functions for a non-work-related physical condition or illness will not be accommodated.

MILITARY LEAVE OF ABSENCE A leave of absence to serve in the U.S. Armed Forces Reserve or National Guard will be granted in accordance with the Uniform Services Employment Right Act (USERRA).

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

BENEFITS

Human Resources Policies and Procedures

Section 207.01 – District Offered Benefits Through SC PEBA

OBJECTIVE To provide an overview of District offered benefits through the South Carolina Public Employer Benefit Authority (SC PEBA).

METHOD OF OPERATION

BENEFITS OVERVIEW The following benefits are provided by the District to some or all employees. See the SC PEBA Accounts Guide and benefit description for eligibility restrictions and more information. For additional questions, employee should reach out to the Human Resources Department or visit the SC PEBA website, <https://www.peba.sc.gov/>.

- Group Health Insurance
- Dental & Vision Insurance
- Long-term Disability
- Supplemental Long-term Disability
- MoneyPlus Medical Spending Account
- MoneyPlus Dependent Care Spending Account
- MoneyPlus Health Savings Account
- Life Insurance
- Accidental Death & Dismemberment (AD&D)

The President/CEO will establish the percentage of premiums paid by the District for employee and dependent coverage. The District reserves the right to change plan providers and its contribution from time to time.

DEFERRED COMPENSATION PROGRAMS

The District offers the opportunity for all of its employees to participate in the South Carolina Deferred Compensation Program.

For all Full-time employees who are SCRS participants, excluding variable hour employees, the District will match 100% up to the first 5% of employee deferred compensation contributions each calendar year. The District’s matched dollars will be added to the employee’s account(s) as allowed in the appropriate plan documents. The Employee may elect to contribute an additional amount consistent with the plan guidelines and Federal Law. Plan Guidelines are available through the Human Resources Department or through SC PEBA.

For Qualified and Non-Qualified Part-time and Variable Hour employees who are SCRS participants, participation in the South Carolina Deferred Compensation Program is optional at the employee’s election. Should a part-time employee elect to participate, there will be NO match from the District.

The District’s deferred compensation program match is also specifically excluded from employees participating in the PORS program.

Human Resources Policies and Procedures
Section 207.01 – District Offered Benefits Through SC PEBA

APPROVAL AND UPDATE HISTORY	Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

OBJECTIVE To identify and define the additional benefits available for Qualified Full-time exempt employees (“Exempt Employee Benefit Program”) of the District.

METHOD OF OPERATION

GENERAL The Exempt Employee Benefit Program is designed to aid in attracting and retaining highly competent management and professional Full-time personnel. This procedure outlines specific benefits established for each exempt employee, broken out by Salary Levels.

EXEMPT EMPLOYEE BENEFIT PROGRAM The Exempt Employee Benefit Program consists of Professional Leave and Medical Reimbursement.

PROFESSIONAL LEAVE A specified number of additional leave hours during each calendar year are granted to Full-time employees in the Exempt Employee Benefit Program as follows:

Salary Levels 13 and higher	40 hours/year
Salary Levels 7- 12	24 hours/year
Salary Levels 1 - 6	16 hours/year

Professional Leave may not be carried over from year to year.

An employee must be employed for one hundred eighty (180) days as an Exempt Employee in a particular job category to be eligible for Professional Leave in that category. An employee hired and/or transferred into the job categories listed above on July 1 or after is not eligible for Professional Leave that year.

The President/CEO, after consultation with the VP/SVP of the department, may authorize use of Professional Leave prior to the end of 180 days on a case-by-case basis.

At the beginning of each calendar year, Exempt Employees above are awarded the appropriate number of hours. As the employee uses an hour, it is reported on the payroll and deducted from the employee's available Professional Leave hours. Minimum increment for Professional Leave usage is two (2) hours.

Employees moving from one Exempt Employee category listed above to another after July 1 receive the benefits of the former category for the remainder of the calendar year. An employee transferring out of Exempt Employee categories listed above forfeits any unused benefits.

Unused Professional Leave is forfeited when District employment ends.

Human Resources Policies and Procedures

Section 207.02 – Exempt Employee Benefit Program

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

ANNUAL MEDICAL REIMBURSEMENT

Full-time employees in the Exempt Employee Benefit Program salary levels listed above have an additional reimbursement equal to the annual deductible on the State Standard Health Plan available each calendar year for non-insured personal medical expenses, (e.g., annual physical examination, eye examination and glasses, dental work, drug co-pays, etc.).

This reimbursement does not accrue. If the entire annual amount is not used within each calendar year, the remainder is forfeited. Request(s) for reimbursement must be submitted within the current calendar year with a grace period for submission until January 15th of the following year. Requests submitted to Human Resources after January 15th are automatically forfeited for the previous calendar year. A new employee has to be hired before October 1st to be eligible for this benefit. If an employee is hired on or after October 1st, they will be eligible to receive this benefit in the next calendar year. This reimbursement may be used toward meeting the employee's deductible on the District's group health insurance plan.

Expenses are submitted during the calendar year in which they are incurred. Receipts stipulating the purpose of expenditures and certification that this expense was not paid for by an insurance company are submitted with the Medical Reimbursement Form for approval, and payment to the employee. An employee does not need to be enrolled in a State Health Plan to be eligible. Reimbursement for insured/non-insured dependent medical expenses is not allowed under this policy.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

OBJECTIVE

To establish criteria for implementing an employee incentive pay plan (EIPP) to reward employees for their contributions to the District's achievement of defined goals and to encourage exceptional performance in administering their duties.

GUIDELINES

ELIGIBILITY

To participate in the EIPP, employee must:

- Be a qualified full-time, qualified part-time, or qualified variable hours employee, not in a temporary status.
- Be an employee, as defined above, for at least one hundred and eighty calendar (180) days before the end of the District's fiscal year for which the incentive pay is being awarded. The District's Fiscal Year is July 1st to June 30th (the "Fiscal Year").
- Receive a satisfactory annual employee evaluation. Employees receiving an unsatisfactory annual evaluation shall not be eligible to participate in the EIPP.
- Not be on a performance improvement plan (PIP), and/or have an active Corrective Action at a written warning level or above at the time the EIPP payout is issued.
- Be employed by the District at the time of the incentive payout date.
- The President/CEO is not eligible to participate in this program.

DETERMINATION OF INCENTIVE PAY

The following six (6) organizational goals will be utilized to establish the basis for the implementation of this Employee Incentive Pay Plan:

- Safety – Outperform average industry metrics concerning the number of workplace accidents/incidents through training and monitoring District employees' number of incidents per hours worked and passenger number of preventable incidents per enplaned passengers.
- Financial - District obtains an Annual Operating Margin for the fiscal year, as adopted in the Annual Budget.
- Airline Revenue - District obtains Annual Operating Revenues from Airlines Revenues as a percentage (%) of Annual Revenues for the fiscal year, as adopted in the Annual Budget.
- Cost Per Enplaned Passenger (CPE) – District maintains an average Cost per Enplanement for the fiscal year, as adopted in the Annual Budget.
- Fund Balance - Retain cash and investment balance equivalent to one-year of operating expenses for the fiscal year, as adopted in the Annual Budget.
- Customer Service - Obtain an overall customer service satisfaction as adopted in the Annual Budget.

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

The Commission will set the specific metric goals for each of the six (6) organizational goals outlined above on an annual basis in connection with the Annual Budget process. The President/CEO shall be authorized to award Incentive pay if all such metric goals are met.

If all six (6) organizational goals are not met due to certain extenuating circumstances, the President/CEO may request that the Commission approve the implementation of this Employee Incentive Pay Plan. Such approval shall be at the sole discretion of the Commission.

INCENTIVE AWARD COMPUTATION FOR EMPLOYEES

The incentive pay for an eligible employee who has been qualified by the District and employed for at least one hundred and eighty calendar (180) days at the end of the Fiscal Year is the employee's base salary times the approved part of the EIPP program, which is subject to change annually, but will be no more than ten percent (10%) of base salary (as of the end of the fiscal year), per qualified employee, based on position, actual District performance and Individual performance evaluation. Individual employee performance will be taken into consideration. Part-time employees would receive fifty percent (50%) of the incentive pay. The incentive pay for eligible employees employed at least one hundred and eighty calendar days (180) days at the end of the Fiscal Year but less than three hundred and sixty-five (365) days will be prorated based on the month in which they are hired.

Base salary is the established salary that is paid to an individual as of the end of the fiscal year and does not include any overtime, leave sell back of any kind, or other supplemental income.

INCENTIVE PAY PROCEDURES

- The organizational goals must be met as outlined above.
- The incentive award will be initiated if Human Resources determines that an employee is eligible to participate in the EIPP
- Incentive Pay shall be paid in a separate payout.
- Employee's base salary shall not be adjusted by the incentive pay.
- Incentive Pay is subject to applicable federal and state taxes and will be paid out at the appropriate supplemental wage rate.
- Incentive pay is not included as compensation for retirement purposes.
- Incentive pay is not carried forward to future years.

EMPLOYEE INCENTIVE PAY PLAN TERMINATION

While the District intends to maintain a plan to incentivize employees, this EIPP may be terminated at any time by the District. In the event the EIPP is terminated, the program will be immediately discontinued for all employees participating in the program.

Human Resources Policies and Procedures

Section 207.03 – Employee Incentive Pay Plan

Effective upon termination, no employee shall have any right to Incentive Pay pursuant to the EIPP.

AUTHORITY AND INTERPRETATION

Questions regarding the application of this policy should be directed to the Human Resources Department. The District reserves the right to revise this policy at any time with or without notice.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
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Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

OBJECTIVE To provide reimbursement of education expenses to employees seeking education or advanced learning while employed by the District.

METHOD OF OPERATION

GENERAL District employees who seek to improve his/her knowledge by participating in educational courses while employed by the District, may be eligible for reimbursement of education expenses under this policy. If the employee is receiving payment for such educational expense from another governmental source, or in the form of incentive pay, the employee is not eligible for the benefits provided.

REIMBURSEMENT OF EDUCATIONAL EXPENSES Reimbursement of Educational Expenses provides reimbursement of tuition and other expenses related to a course taken in the pursuit of a degree or the expenses related to a non-degree college course at an approved facility or institution.

A. Degree Program Criteria

To be approved under the policy, a Degree Program must meet the following criteria:

1. The degree is consistent with the employee's ability, potential, and scholastic background or a reasonable chance exists for the employee to use the acquired knowledge.
2. The degree is reasonably applicable to the work the employee is doing or for which the employee might be reasonably expected to be qualified to do.
3. The required curriculum leading to the degree and the number of hours to be completed is appropriate.
4. The degree is in a field of interest to the District and a reasonable chance exists for the District to derive some benefit from it.

B. Non-degree Program Criteria

To be approved under the policy, a Non-degree Program must meet the following criteria:

1. *Job Improvement Courses*

The course(s) must be directly related to the employee's assignment that improve skill, knowledge, and the ability of the employee in job performance, and increase potential for promotion through more advanced techniques. For example, if an electrician working on signal devices pursues a course in electronics, such a course provides advanced knowledge and training in job

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

performance and makes the employee eligible for promotional consideration.

2. *Self-Improvement Courses*

Courses designated for self-improvement and increased general knowledge, which may have no direct relationship to the employee's current assignment, are recognized as approved courses when:

- a. courses are required for a college degree, certification program, or State certification;
- b. courses would enhance the employee's qualification for any other position within the District, and/or make the employee eligible for promotional consideration.

C. Eligible Fees and Expenses

The following expenses may be eligible for reimbursement:

1. Tuition: The fees charged by an institution for an eligible course. Eligible courses include the following:
 - a. Formal college-credit courses offered by an accredited college or university.
 - b. Online courses offered by an accredited college or university.
 - c. Adult education non-credit and/or non-degree courses offered by an accredited institution, including public school systems, colleges, or universities.
 - d. Private, business, or technical school courses, when comparable training is not available through one of the above categories. (Before approving such courses, the Manager/Supervisor should evaluate the school's standards and determine if costs are compatible with the level of training received.)
 - e. Required courses within a curriculum that lead to a diploma, certificate, or degree in a field of interest to the Company, even though these courses are not specifically job-related (i.e., religion or art courses).
2. Required Textbooks: May include books in printed or electronic format (including shipping charges if purchased online by the student), newspaper subscriptions, or magazine subscriptions, provided the materials are required for the enrolled course(s).
3. Required Supplies: Supplies related to a course may be reimbursable if they are a required part of the course. Any other items that are needed, but not specifically

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

required (i.e., stated in the syllabus), will not be eligible for reimbursement

4. Required Fees: Fees assessed by the institution which are required for enrollment in and completion of an approved course or degree and are not refundable after completion of a course or course of study.

An employee is eligible for reimbursement of a course under this policy only if he or she is an active employee at the time the course commences and at the time of reimbursement. A course will ordinarily be considered to commence on the "first regular day of class" for any course that is offered during a regular academic term at an educational institution. Courses that commence prior to employment are not eligible for reimbursement.

D. Ineligible Fees and Expenses

Not all expenses related to a Degree Program or Non-Degree course are eligible for reimbursement. Ineligible fees and expenses include:

1. Ineligible Course: College courses required to complete an employee's usual job responsibilities are not eligible for reimbursement under the policy.

The following are also considered ineligible courses under the policy:

- E. Recreation or leisure time courses such as golf, bridge, sewing, and dancing are not covered, unless they are part of the curriculum stated above.
- F. Courses that will not be considered for educational reimbursement include training courses, seminars, workshops, and conferences. These types of educational activities are funded through the travel and training budget. Employees interested in attending such courses should contact his/her immediate supervisor for availability of funds and attendance.
 1. If a Manager/Supervisor recommends one of these courses for an employee as a District-sponsored development action, it may be eligible for reimbursement as a business expense.
- G. Preparation courses to prepare for an exam that is required to attend graduate school, including GMAT/GRE test-prep courses.
- H. Fees charged in lieu of a course, including college credit granted for District-sponsored training (in-house and outside training) and college credit granted for work or life experience.
 1. Fees for application, laboratory, registration, taxes and similar costs are not reimbursable.

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

2. Optional Supplies: The cost of materials, instruments, supplies, or equipment are not reimbursable unless they are included as an indistinguishable part of the total cost of the course.
3. Optional Fees: Fees charged as the result of the institution providing services not automatically assessed or related to the enrollment in and completion of a course or degree. Optional fees also include charges for expenses that are the result of employee choice or negligence.

I. Reimbursement of Fees and Expenses

Payment for course work is authorized by Human Resources. To qualify for reimbursement, an employee must receive a grade of "C" or better, or "Pass" if taking a "Pass/Fail" course. No benefit will be payable unless these requirements are met.

Once a course has been satisfactorily completed, an employee may request reimbursement for eligible fees and expenses related to the course. Eligible fees and expenses, as described above, will be reimbursed up to the annual maximum.

To request reimbursement an employee must submit official transcripts or other completion documentation along with receipts and other requested proof of expenditure documentation for reimbursement to Human Resources within 15 business days of course completion. Human Resources will arrange for reimbursement to the employee for expenses incurred.

The employee is responsible for submitting transcripts, certificates and other educational achievement documents to the Human Resources Department to document personnel records with achievements.

An employee may be reimbursed up to a maximum of \$5,250 per calendar year. The President/CEO may elect to lower this reimbursement during the budget process for each fiscal year. Thus, the maximum reimbursement amount is subject to change from year-to-year.

The District shall follow IRS Publication 970 "Tax Benefits for Education" in the reporting of Educational Assistance reimbursements to the IRS.

Reimbursements will be limited, subject to availability of funds and the number of participants in the program. This program may be amended or discontinued at any time. However, such amendment or termination will not affect any course study previously approved.

Reimbursements under this policy will be made only to employees who are on the active payroll when payment is due.

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

ELIGIBILITY TO PARTICIPATE

All Qualified Full-time employees who have been employed by the District for a minimum of twelve (12) months of continuous employment are eligible to participate in the program.

An employee must be in an active pay status and cannot have an active corrective action at a Written Warning level or above, or be on a current Performance Improvement Plan. If after the employee is approved for reimbursement, he/she receives a corrective action at a Written Warning level or above or is placed on a Performance Improvement Plan, the District will reimburse any current course(s) being taken, but will not reimburse any future courses until the employee no longer has an active corrective action at a Written Warning level or above or is no longer on a Performance Improvement Plan. The employee will need to reapply for consideration.

REPAYMENT TO THE DISTRICT REQUIREMENTS

Should an employee leave District employment, whether voluntarily or involuntarily, after completion of course(s), and prior to compliance with the terms of the Educational Reimbursement Repayment agreement to remain in Agreement with the District employment for one (1) or more years, the District, the employee is responsible for reimbursing the District for any costs due in accordance to the Educational Reimbursement Repayment Agreement. Repayment will be taken from the employee's benefits accrued at time of termination, and any amount due the District over and above said benefits must be paid within thirty (30) days after termination.

Following termination of an employee who is indebted to the District for reimbursement of educational expenses, Finance Leadership or designee will issue an invoice to the employee showing the amount due and the terms of payment. Checks paid by the employee must be made payable to the District and sent to the Finance Department. The Finance Department is responsible for maintaining records of each employee's educational account, showing repayment and depositing refund payments to the District fund.

Employees who participate in the reimbursement of educational expenses program specifically authorize the deduction from the employee's final paycheck to cover the reimbursement for educational expenses upon termination of employment. Under this policy the District may withhold from an employee's final paycheck (base salary, accrued leave/sick time, and/or expense reimbursements) to the extent permitted by applicable law, monies up to the amount due the District.

RETIREMENT, DEATH, DISABILITY,

Should the employee, through death, total disability, permanent layoff through no fault of the employee, or normal retirement, fail to

Human Resources Policies and Procedures

Section 207.04 – Reimbursement of Educational Expenses

PERMANENT LAYOFF

continue the required tenure of employment, any remaining liability for reimbursement of educational expense is canceled automatically.

APPROVAL

Employees must secure proper approval prior to enrolling in a Degree Program or Non-Degree Program, to avoid incurring expenses that are not reimbursable under the policy. Approval for all expenses under this policy is at the discretion of the President/CEO in conjunction with Human Resources.

The following steps should be taken to obtain approval prior to beginning a course or program:

1. Submit a completed Educational Reimbursement Plan Application, along with the documentation described on the form, to the immediate supervisor for approval.
2. Once the immediate supervisor approves the program, forward the documentation, along with a Tuition Reimbursement Repayment Agreement, to Human Resources.
3. Human Resources will notify the employee and the manager of the decision.

Once an employee submits an Educational Reimbursement Plan Application, if courses have not commenced within twelve (12) months of the date the form was approved, an updated Educational Reimbursement Plan Application must be resubmitted for approval. The following rules also apply:

1. If one or more years have passed from the time of the most recent course, an updated Educational Reimbursement Plan Application must be submitted.
2. An employee who is initially approved for a specific Degree Program and later changes to a new Degree Program, must complete a new Educational Reimbursement Plan Application, even if that employee is attending the same institution.
3. A new Educational Reimbursement Plan Application is not required if an employee transfers to a different institution but remains within the same Degree Program.

Educational Reimbursement Application Plan requests must be submitted prior to December 31st for courses to begin the new fiscal year (July 1). Applications submitted after December 31st, but prior to the start of the new fiscal year will not be approved for reimbursement until the start of the following fiscal year without approval from the President/CEO or designee.

APPROVAL AND UPDATE HISTORY	November 14, 2022 Scrivener change September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.05 – Employee Assistance Program

OBJECTIVE

The District will provide confidential assistance through its Employee Assistance Program (EAP) to all employees and his/her eligible family members who may be faced with dynamic challenges of financial concerns, legal issues, substance use problems, family and/or marital problems, illness of a family member, emotional concerns, childcare problems, etc. For the welfare of employees as well as effective business operations, the District encourages its employees and family members to take advantage of this valuable benefit of employment.

GENERAL

Employees, regardless of status, may participate in the Employee Assistance Program along with dependent family members. A "dependent" is defined as a member of the family who is eligible to be covered by the employee's health insurance plan. Strict confidentiality of records is essential and shall be maintained, unless the employee authorizes release of such through a written consent form.

Each employee is entitled to a total of six (6) one-hour sessions per year for him/herself or his/her dependent family members. Employees and his/her dependent family members can refer themselves to the EAP 24 hours a day on weekdays and weekends without the District's knowledge. All dependents will be considered self-referrals.

EAP counselors are available to meet with employees or dependent family members to assess a problem and develop a plan for resolution. Such plan may include a referral to an outside resource.

Expenses incurred, as a result of referrals or services provided outside the realm of the EAP, are the responsibility of employees and/or his/her dependents. There is no charge for employees or his/her eligible dependent family members to use the services of the EAP.

Participation in EAP does not jeopardize job security or promotional opportunities. However, such participation does not excuse the employee from following District policies and procedures or meeting required standards for satisfactory job performance except where specific accommodations are required by law.

Employees shall be encouraged to use the Employee Assistance Program voluntarily. However, when issues or concerns are recognized, leadership may require a mandatory referral. Upon such, the associate is expected to cooperate in the individualized plan of care as a condition of continued employment. After a reasonable opportunity for progress, disciplinary action, up to and including termination, may occur unless there is a noticeable and sustained improvement. While the mandatory referral is confidential, the District will ensure that employee referred to EAP are participating in the program and are fulfilling obligations required as part of the EAP.

In order to ensure compliance with the Fair Labor Standards Act (FLSA), employees required to attend the EAP on a mandatory basis

Human Resources Policies and Procedures

Section 207.05 – Employee Assistance Program

shall be compensated at his/her normal base rate for the time in which they are receiving employee assistance program services. Failure to attend scheduled appointments or reschedule missed appointments may result in disciplinary action up to and including termination.

Supervisor Responsibility:

- Identify the need for the EAP.
- Notify Human Resources of the employee issue or concern.
- Ensure that non-exempt employees are paid appropriately as outlined in the FLSA when attending his/her scheduled appointments.

Employee Responsibility:

- Attend and cooperate in the individualized plan of care.
- Notify supervisor of scheduled appointments.
- Maintain and attend scheduled appointments.

FRAP (First Responders Assistance Program)

The District recognizes the importance of supporting our employees' well-being, especially those who work in high stress situations like our Police and ARFF departments. Therefore, we have partnered with our EAP provider to develop the First Responders Assistance Program (FRAP). Every member of the police and ARFF departments will maintain their standard access to the EAP program. However, Police and ARFF employees will also complete a wellbeing check in with a FRAP counselor every fiscal year. As with all EAP program sessions, the discussions that take place in the FRAP annual wellbeing session will remain confidential.

APPROVAL AND UPDATE HISTORY	September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.06 – Retirement Benefits

OBJECTIVE To provide guidance to eligible employees regarding retirement benefits.

METHOD OF OPERATION

SOUTH CAROLINA RETIREMENT (SCRS) AND POLICE OFFICERS RETIREMENT SYSTEM (PORS) The District participates in the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS). Participation in one of these plans is mandatory for full-time personnel and part-time personnel, excluding non-qualified temporary employees.

The cost of these programs is paid by the Employee and the District. Contributions begin on the hire date. The Employee is required to contribute the percentage of his/her gross income mandated by the SCRS and/or PORS programs and the District also pays a percentage match as required by SCRS and/or PORS.

Please refer to the SCRS and/or PORS Member Handbooks for a complete description of these programs

DISTRICT RETIREE INSURANCE PROGRAM The District's Retirement Plan is administered for all Full-time employees covered by the SCRS or PORS and who have been covered by the District's Group Health Plan for the ten (10) continuous years immediately preceding retirement. Refer to the applicable plan document or summary for further details. This information is available from the Human Resources Department. PEBA recommends initiating the retirement process 6-months in advance.

The policy of the District is to assist retirees with the payment of his/her post-retirement health insurance premium. The District's contribution will be a percentage (%) of the Premium set by the President/CEO for the individual until the employee reaches age 65.

Eligibility for this benefit is based upon the schedule outlined in this policy and will be effective when an employee terminates his or her employment no sooner than the age of 60 with the District and immediately begins to receive retirement benefits. An employee who does not elect to receive retirement benefits immediately upon termination of employment shall not be eligible for any health, welfare, and life insurance coverage under this policy.

The District may, with the approval of the District's insurance provider allow coverage to a retiree's dependents through its group medical and life insurance plan provided the retiree is eligible to receive retiree health and life insurance benefits under this policy. The retiree is responsible for the entire cost of dependent coverage.

The level of benefits for medical, dental and vision are the same for retirees as those provided to active employees. At the time of retirement, the life insurance benefit is reduced to \$1,000.

Human Resources Policies and Procedures

Section 207.06 – Retirement Benefits

An employee who retires with SCRS or PORS before the age of 60 regardless of years of service is not entitled to District retirement benefits discussed in this section.

For purposes of the District Retiree Insurance Program as discussed in this policy, "Retirement" is defined as the cessation of employment with the District while meeting all of the below requirements:

- On or after the age of 60,
- Retirement in "good standing"
- 10 years of continuous service with the District immediately preceding retirement,
- 10 continuous years of enrollment in the State Medical Plan/Employee Insurance Program immediately preceding retirement, and
- The immediate application for and receipt of pension benefits from either the South Carolina Retirement System (SCRS) or South Carolina Police Officers Retirement System (PORS).

An employee who has retired and is collecting SCRS or PORS benefits IS NOT eligible for District retiree health and life insurance benefits discussed in this Section.

RETIREE RETURN TO WORK GUIDELINES

A retiree's eligibility to return to work is determined by the District. Retirees must submit an "Intent to Retire Notification" to Human Resources no less than sixty (60) days prior to retirement if they wish to be considered for part-time employment after retirement.

Approval for the return to full or part-time employment is at the discretion of the Executive Team and based on business need. Employees that retire are not automatically guaranteed re-employment with the District.

Retirees working part-time will be reviewed every six (6) months to ensure the part-time status continues to support business need. If upon review, it is determined that such part-time status is no longer appropriate for the department, the retiree will be provided with a minimum of a two-week notification that employment will be ending.

APPROVAL AND UPDATE HISTORY	Scrivener change November 14, 2022 September 16, 2024
APPROVAL	September 9, 2019

Human Resources Policies and Procedures

Section 207.07 – Service Awards

OBJECTIVE To provide recognition for employee service through an awards program administered by Human Resources.

METHOD OF OPERATION Service awards are granted to qualified full-time employees based upon the following schedule of continuous.

Tenure	Amount
1 year	\$50
5 years	\$75
10 years	\$100
15 years	\$150
20 years	\$200
25 years	\$250
30 years	\$325
Over 30 years	\$400

Service awards are granted to all other qualified part-time and variable hour employees based upon the following schedule of continuous employment:

Tenure	Amount
5 years	\$50
10 years	\$75
15 years	\$100
20 years	\$125
25 years	\$150
30 years	\$175
Over 30 years	\$200

Awards are includable in an employee’s gross income and are distributed via direct deposit. Non-qualified employees are not eligible for Service Awards.

If a part-time employee transfers to full-time status, his/her part-time service will be credited at one-half the full-time rate for determination of total cumulative service.

In the event there is a separation of service, the employee upon reinstatement or re-employment will begin earning benefits as a new employee.

APPROVAL AN UPDATE HISTORY	Scrivener change September 16, 2024
APPROVAL	September 9, 2019



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin Howell, Senior VP/COO

DATE: September 16, 2024

ITEM DESCRIPTION - New Business Item D

Approval of Revisions to and Readoption of the Greenville-Spartanburg Airport District Rules and Regulations

BACKGROUND

South Carolina Code of Laws, Title 55 – Aeronautics, Chapter 11, Article 3 created the Greenville-Spartanburg Airport District (District) and empowers the District to create and enforce certain rules and regulations. The purpose of the Greenville-Spartanburg International Airport (GSP) Rules and Regulations document (Rules and Regs) is to establish guidelines for the safe and efficient operation of the Airport and associated property owned by the District.

ISSUES

From time to time, Staff reviews and recommends changes to the Rules and Regs to address new issues, update facility changes, maintain compliance with applicable laws and regulations, and to clarify policy.

The current Rules and Regs have been reviewed by District Executives and appropriate Directors/Managers to secure input for the proposed revisions.

Attached are the following documents:

- A summary matrix of the proposed substantive changes by Section #.
- A redlined copy of each Section with substantive changes.
- A clean copy of each Section with substantive changes.

In addition, minor grammatical revisions have been made to various Sections, which are not included, as they do not represent a substantive change in the intent of the Rules



and Regulations.

ALTERNATIVES

No alternatives are recommended at this time.

FISCAL IMPACT

There is no direct financial impact from the recommended changes.

RECOMMENDED ACTION

It is respectfully requested that the Airport Commission resolve to readopt the Greenville-Spartanburg Airport District Rules and Regulations with the proposed substantive revisions as outlined in the attached documents.

Attachments

**Greenville-Spartanburg Airport District
Rules and Regulations
Change Summary Matrix
September 16, 2024**

Section	Subject	Comments
2.5	Penalties	<ul style="list-style-type: none"> Clarify that all rules and regulations are enforceable, and that punitive action may result for violations
3.4	Commercial Photography	<ul style="list-style-type: none"> Added information related to commercial photography requests and approval
3.14	Ground Transportation / Non TNC	<ul style="list-style-type: none"> Clarifications for ground transportation / non TNC operators regarding pick-up and drop-off of passengers
3.15	Ground Transportation / TNC	<ul style="list-style-type: none"> Clarifications for ground transportation / TNC operators regarding pick-up and drop-off of passengers
3.16	Ground Transportation - Peer to Peer Vehicle Sharing	<ul style="list-style-type: none"> Clarifications for ground transportation / peer to peer vehicle sharing operators
4.7	Restricted Areas	<ul style="list-style-type: none"> Expands GSP Police Department enforcement capabilities for those who access or refuse to leave restricted areas of the airport
4.10	Employee Parking	<ul style="list-style-type: none"> Eliminates oversized vehicles or vehicles with trailers from using the Employee Lot
7.10	State Law	<ul style="list-style-type: none"> Affords GSP Police officers to cite under Rules and Regulations for any traffic or criminal offense listed. Provides officers discretion in citing under an "ordinance" violation or State charge.
7.12	Micro-Mobility Devices	<ul style="list-style-type: none"> New section prohibiting micro-mobility devices, electric bikes, electric scooters, etc. from being inside GSP facilities. Prohibits micro mobility devices from being charged in GSP facilities or being taken onto GSP shuttles.
9.12	Model Aircraft	<ul style="list-style-type: none"> Addition of unmanned aircraft systems (UAS) to this section
9.13	Hunting and Firearm Discharge	<ul style="list-style-type: none"> Expands scope from hunting and firearm discharge being prohibited to include fishing and other potential weapons from being discharged on Airport property.
9.18	Resisting Stop by Police / Interfering	<ul style="list-style-type: none"> Provides GSP Police Officers enhanced legal opportunity to detain and charge individuals under

	with a Law Enforcement Officer	Rules and Regulations who resist, interfere and/or flee from officers when a State charge may not be applicable under the circumstances.
10.5	Prohibited Conduct	<ul style="list-style-type: none">• Expands definition of "prohibited conduct" to be applicable to anyone on Airport property and not only those engaged in picketing, leaflet distribution or solicitation.

**GREENVILLE-SPARTANBURG
AIRPORT DISTRICT**



GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

RULES AND REGULATIONS

Adopted June 24, 2019

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Rules and Regulations

Section 1 – Definitions

Section 1 – Definitions

1.1 Definitions

Airline – A passenger or cargo airline authorized to provide commercial flights by the Federal Aviation Administration.

Airport – The Greenville-Spartanburg International Airport.

Airport Operations Area (AOA) – The portion of the Airport, specified in the Airport Security Program, in which security measures specified in Title 49 of the Code of Federal Regulation are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps and safety areas for use by aircraft regulated by 49 CFR parts 1542, 1544, and 1546 and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures or procedures. This does not include the secured area.

Apron (Ramp) – A defined area on the Airport intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

Authorized Emergency Vehicle – Any vehicle that is designated and authorized to respond to an emergency to include vehicles of the Fire Department, Police Department, State, County, Municipal, or other government agencies, public service corporations, private ambulances and such other vehicles officially designated as such for use upon the Greenville-Spartanburg International Airport.

Bus – Any motorized vehicle with a seating capacity of 16 or more passengers.

Business or Concession – A retailer, offering to sell or furnish any commodity, article, facility or service.

Commission – The governing body of the Greenville-Spartanburg Airport District.

Concessionaire – A person, firm or corporation holding a Lease or Concession Agreement to which the Concessionaire is a party.

Courtesy Vehicle – Any authorized vehicle, not for hire, used to transport persons between the Airport Terminal and a specific hotel, motel, off-airport car rental facility, or other off-airport entity.

Rules and Regulations

Section 1 – Definitions

Electronic Cigarette – A device containing a nicotine-based or other liquid that is vaporized and inhaled, simulating the experience of smoking tobacco.

Emotional Support Animal – Animals that provide comfort or emotional support but are not trained to work or perform tasks.

Employee Parking Lot – The designated area where employees of the District; tenants; the Federal Aviation Administration; and all those permitted by the President/CEO, or his designee, may leave their vehicles while at the Airport for the purposes of employment on the Airport.

Federal Aviation Regulations (FAR's) – Rules prescribed by the Federal Aviation Administration (FAA) governing all aviation activities in the United States.

Foreign Object Debris (FOD) – Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or airline personnel and damage aircraft.

Fuel Storage Area – Any area designated by the District, where aviation fuel, automobile fuel, jet fuel, or any other type of fuel may be stored.

Greenville-Spartanburg Airport District (District) – Areas within the counties of Greenville and Spartanburg constituted as an airport district and political subdivision of the State of South Carolina.

Greenville-Spartanburg International Airport (GSP) - Areas of land or water that are used or intended to be used for the landing and takeoff of aircraft, and includes its buildings, facilities, and land holdings.

Loading Zone – Any area reserved for the exclusive use of vehicles while actually engaged in loading or unloading freight, mail, baggage and supplies.

Movement Area – The runways, taxiways and other areas of the Airport that are used for taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas controlled by the ATCT.

Non-Movement Area – Taxiways and apron (ramp) areas not under control of the Air Traffic Control Tower.

Non-Tenant Business – A business granted permission via a Non-Tenant Agreement to operate at the Airport but does not have a concession contract or lease granting the privilege of having offices or other facilities at the Airport from

Rules and Regulations

Section 1 – Definitions

which to conduct business, unless specified in the individual non-tenant agreement.

Passenger Loading Zone – Areas reserved for the exclusive use of vehicles while actually engaged in loading or unloading passengers and baggage.

Peer-to-Peer Vehicle Sharing Operator – A person, corporation, partnership, sole proprietorship, or other entity operating in South Carolina whose business, in whole or in part, advertises, makes reservations, contracts with individuals seeking to rent vehicles with individuals making vehicles available for rent such as vehicle owners or lessees, collects revenues or provides ancillary services normally provided by rental vehicle companies, through a digital network, platform, or Internet-enabled application, to connect passengers or other individuals seeking to rent and receive delivery of vehicles on Airport property, with individuals that have vehicles available for delivery and drop-off on Airport property, in exchange for compensation to use such vehicle.

Permission – The right or ability granted by the President/CEO, or their designee. Permission, whenever required by these rules and regulations, shall always mean written permission, unless the obtaining of written permission would not be practical.

Person – Any individual, firm, partnership, co-partnership, corporation, trust, association or company (including any assignee, receiver, trustee, or similar representatives thereof) or the United States of America, any State or political subdivision thereof, any foreign government, or the United Nations.

Public Vehicular Parking Area – Any portion of the Airport designated and made available, temporarily or permanently, by the District for the public parking of vehicles.

Security Identification Display Area (SIDA) – The portion of an airport, specified in the Airport Security Program, in which security measures specified in Title 49 of the Code of Federal Regulations are carried out. This area includes the secured area and may include other areas of the Airport.

Service Animal - An animal, as defined by the ADA, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. The prime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks under the ADA's definition of a service animal.

Rules and Regulations

Section 1 – Definitions

Shuttle – A motor vehicle that travels regularly between two places.

Skycap – Any person under contract with airlines serving the Airport to accept baggage curbside from departing passengers and assist those arriving, accepting gratuities for their services.

Taxicab – A vehicle operated for compensation, including any kind of donation, which receives passengers to be driven to another destination. This includes any for hire service summoned on any mobile or online application service or company.

Transportation Network Company (TNC) Operator – A person, corporation, partnership, sole proprietorship, or other entity operating in South Carolina that uses a digital network, platform, or Internet-enabled application to connect a passenger to a transportation network driver for the purpose of providing transportation for compensation using a vehicle.

Vehicle – A device in which a person or property is or may be transported except devices moved by human power, used exclusively upon stationary rails or track, or aircraft.

Rules and Regulations

Section 2 – General Information

Section 2 – General Information

2.1 Purpose

The purpose of the Greenville-Spartanburg International Airport (GSP) Rules and Regulations is to establish rules and guidelines for the safe and efficient operation of the Airport and associated property owned by the Greenville-Spartanburg Airport District (District). All persons coming upon or using any part of the property of the District shall abide by these Rules and Regulations, any other applicable rules or regulations adopted by the GSP Airport Commission and all state and federal laws.

2.2 Distribution

The Rules and Regulations are available to all District Employees, Air Carriers, Concessionaires, Contractors, Tenants, Non-Tenants and the Traveling Public.

2.3 Authority

- a. SC Code of Laws 55-11-140 (7) The Commission is hereby committed to the function of planning, establishing, developing, constructing, enlarging, improving, maintaining, equipping, operating, regulating, protecting and policing an airport and air navigation facility to serve the people of the District and the public generally. To this end, the Commission may:

Plan, establish, develop, construct, enlarge, improve, maintain, equip, operate, regulate, protect and police its airport and air navigation facility under such reasonable rules and regulations as the Commission may from time to time promulgate.
- b. SC Code of Laws 55-11-210 The Commission is authorized to allow the sale of alcoholic beverages at facilities on airport property designed for the sale of food and beverage items. The hours and days of sales must be established and regulated by the Commission and may not be in conflict with state law and to adopt and promulgate rules and regulations governing the use of roads, streets, buildings, services, and parking facilities on lands of the Greenville-Spartanburg Airport District. These rules and regulations shall not be in conflict with any state law and all state laws shall be applicable to the roads, streets and parking facilities under the control of the commission. Rules and regulations of the Commission shall become effective when filed with the Executive Secretary of the Greenville-Spartanburg Airport

Rules and Regulations

Section 2 – General Information

and in the Office of the Secretary of State in accordance with Chapter 23, Title 1.

The Commission is authorized to employ police officers commissioned by the Governor to enforce all laws and the rules and regulations authorized in this section, and these officers shall be authorized to issue summonses for violations in the manner authorized for state highway patrolmen. Violations of a law, a rule, or regulation of the Commission within the jurisdiction of the Circuit Court of Spartanburg shall be tried in that court. Violations not within the jurisdiction of that court shall be tried by any magistrate or other court of competent jurisdiction. A person who willfully or intentionally violates the rules and regulations of the Commission is guilty of a misdemeanor, and upon conviction, must be fined not more than two hundred dollars, or as otherwise provided by law, or be imprisoned for not more than thirty days.

2.4 Liability

The District, its agents or employees assumes no responsibility or liability for loss, injury or damage to persons or property on the Airport or using Airport facilities, by reason of fire, theft, vandalism, wind, flood, earthquake or collision damage, nor does it assume any liability by reason of injury to persons or property while using the facilities of the District.

2.5 Penalties

~~Violations of the Rules and Regulations may result in a citation triable in Magistrate Court. Violations of any section or subsection contained herein may result in; punitive action by the Airport District, the issuance of a State citation, and/or physical arrest. State citations issued by Airport Police are triable in Magistrate Court.~~

Section 3 – Commercial Activity

3.1 Conduct of Business

- a. No person or company shall carry on any commercial activity at or from the Airport without a written agreement or the written consent of the President/CEO, or their designee. This shall include:
 - (1) any flight on which passengers or cargo is carried for hire
 - (2) any distribution or provision of food and beverages, retail merchandise, and other services whether provided free or for sale to the end user.
 - (3) any rental car and other ground transportation services.
 - (4) all other revenue-producing activity.

- b. An Airline may provide its passengers with on-board drinks and snacks in the terminal gate areas only during flights that are delayed more than thirty (30) minutes from their scheduled departure time. In such cases of a delayed flight, if an Airline wishes to provide drinks and snacks other than those it serves on-board the aircraft; all such drinks and snacks must be purchased by the Airline through a Concessionaire. Airlines are not permitted to provide alcoholic beverages of any kind in the terminal gate areas. Airlines are prohibited from providing such drinks and snacks in any other area of the Airport.

3.2 Airport Owned Facilities & Facilities Located on Airport Leased Land

- a. No person shall alter, make additions to, erect, excavate, construct or deconstruct any building, sign or other property within the District without the written consent of the President/CEO, or their designee.

- b. No person shall store any items on the exterior of any facilities or in outdoor areas of any leasehold located on property within the District, regardless if the items are a direct function of the business, without prior written consent of the President/CEO, or their designee.

3.3 Advertisements

No person shall post, distribute, or display signs, advertisements, circulars, campaign materials, or other printed or written materials at the Airport without permission of the President/CEO, or their designee.

Rules and Regulations

Section 3 – Commercial Activity

3.4 Commercial Photography

No person, except representatives of the press on duty or during official assignments, shall take still, motion, or sound pictures for commercial purposes on the Airport without permission of the President/CEO, or their designee.

[Requests for commercial photography must be submitted using a film request form located at \[www.gspairport.com\]\(http://www.gspairport.com\). Projects that are approved must abide by the policies and pricing detailed in the Commercial Film, Video and Photography Policy.](#)

3.5 Cargo Storage

Unless otherwise provided in a lease or other agreement, no person shall use any open area of the Airport for storage of property without permission of the President/CEO, or their designee. If a person uses such area for storage without first obtaining such permission, the President/CEO, or their designee may order the property to be removed at the expense of the owner without liability for damage arising from such removal. In addition, rent shall apply for the time the property was stored at the Airport.

3.6 Parking and Storage of Aircraft

Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport (other than the public aircraft parking and storage areas) for parking and storage of aircraft without permission of the President/CEO, or their designee. If a person uses such area for parking or storage without first obtaining such permission, the President/CEO, or their designee may order the aircraft removed and stored at the expense of the owner without liability for damage arising from such removal or storage.

3.7 Payment of Charges

All billings for use of Airport facilities or goods furnished, shall be payable upon presentation unless otherwise covered by contract or lease. This also applies to the public parking facilities on Airport property.

3.8 Soliciting

No person shall solicit funds for any purpose on the Airport without permission of the President/CEO, or their designee.

3.9 Use of Runway, Ramp, or Apron Areas

Rules and Regulations

Section 3 – Commercial Activity

No person shall take off or land an aircraft from or on a public landing area, or use a public landing area, public ramp or apron area, public passenger ramp or apron area, public cargo ramp or apron area, or a public aircraft parking or storage area, except upon the payment of such fees and charges prescribed by the District, unless such person is entitled to use such area under a contract or lease.

3.10 Use or Occupancy of Airport Operations Area (AOA)

No person shall use or occupy an Airport operations area unless the activity is in conjunction with the servicing of tenants, concessionaires, airlines, activities associated with airlines, governmental agencies, or a purpose connected with the maintenance and operation of the Airport.

3.11 Authority to Deny Use

The President/CEO or their designee may deny the use of the Airport to any aircraft, pilot or personnel violating District or FAA regulations, whether the violation occurred at this Airport or another.

3.12 Use of Airport as Base

The basing and operation of personnel and company owned aircraft at the Airport will be by written agreement with the District or Fixed Base Operator. If such aircraft are used for hire or other commercial purposes all applicable permits and fees must be paid to the District.

3.13 Certificated Part 121 Air Carrier

a. Any certificated part 121 air carrier wishing to enplane or deplane passengers or cargo must notify the President/CEO, or their designee no less than 24 hours prior to arrival. Information required includes:

- (1) Company operating the flight
- (2) Type and registration number of aircraft
- (3) Estimated time of arrival and departure to and from GSP
- (4) Destination from GSP
- (5) Number of passengers and their organization
- (6) Insurance certificate

Unless a contract or lease with the District is in place, the current schedule of fees shall apply.

Rules and Regulations

Section 3 – Commercial Activity

3.14 Ground Transportation – Non-Transportation Network Company (TNC)

- a. No individual or entity, other than authorized concessionaires, may operate any taxicab, shuttle, courtesy vehicle, bus, personal vehicle, or rental car for the purpose of carrying passengers for hire from the Airport unless such operation is with the approval of the President/CEO, or their designee and under such terms and conditions as prescribed by the District.
- b. All individuals, partnerships, LLC or corporations operating for hire and courtesy vehicle services must have a fully executed Non-Tenant Business Permit or be under contract with the District.
 - i. ~~Operators of for hire and courtesy vehicles without a fully executed Non-Tenant Business Permit or contract from the District may unload passengers who made prior arrangements. Operators of these vehicles may not solicit business or load passengers even if prior arrangements were made.~~
 - ii. Operators with a fully executed Non-Tenant Business Permit may not cruise or solicit business from Airport property ~~but may load passengers, if prior arrangements were made.~~ to include picking up or dropping off passengers.
- c. All for hire vehicles must hold a Class C – Certificate of Public Conveyance and Necessity issued by the South Carolina Public Service Commission.
- d. All permittees shall abide by all federal and state laws as well as all Airport Rules and Regulations.
- e. Operators must be clearly identifiable to the public as employees of the non-tenant operator.
- f. Vehicles will park actively load/unload passengers or stand in designated areas ~~to wait for arriving passengers. Non-tenant vehicles may pull to the front curb to actively load/unload~~ only.

3.15 Ground Transportation – Transportation Network Company (TNC)

- a. TNC Operators must have a fully executed TNC Operating Permit and shall pay applicable fees to operate at the Airport, as amended from time to time by the Airport District in accordance with South Carolina Code Section 58-23-1710.
- b. TNC Operators shall only accept rides booked through the TNC's mobile application and shall not solicit or accept street hails.
- c. TNC Operators shall not cruise Airport roadways in search of passengers.

Rules and Regulations

Section 3 – Commercial Activity

- d. TNC Operators will ~~park actively load/unload passengers their vehicles to wait for arriving passengers and actively load/unload passengers~~ in designated areas only.
- e. All TNC Operators shall abide by all federal and state laws as well as all Airport Rules and Regulations.

3.16 Ground Transportation – Peer-to-Peer Vehicle Sharing

- a. Peer-to-Peer Vehicle Sharing Operators must have a fully executed Peer-to-Peer Vehicle Sharing Operating Permit and shall pay applicable fees to operate at the Airport, as amended from time to time by the Airport District.
- b. Vehicle owners participating in Peer-to-Peer Vehicle Sharing shall only accept customers that have booked through the Peer-to-Peer Vehicle Sharing platform and shall not solicit for customers at the Airport.
- c. Vehicle owners participating in a Peer-to-Peer Vehicle Sharing shall park their vehicles in the Airport’s public parking lots and shall pay the applicable parking lot fees as posted. No transaction or vehicle exchanges shall occur on the Airport’s Fixed Based Operator (FBO) or ~~terminal building front curb nor~~ any other areas of the Airport as prescribed by the District and as amended from time to time. other than the public parking lots.
- d. All Peer-to-Peer Vehicle Sharing Operators shall abide by all federal and state laws as well as all Airport Rules and Regulations.

3.17 Penalties

Violations of Section 3.14, 3.15, and 3.16 may result in a citation triable in Magistrate Court and/or paying permit and ~~pickup activity~~ fees.

3.18 Stormwater and Oil Pollution Prevention

Any airport tenants, including air passenger or cargo companies, Fixed Based Operators (FBOs), and other parties who routinely perform industrial activities, to include servicing aircraft lavatories, on Airport property must comply with the Airport District Stormwater Pollution Prevention Plan (SWPPP).

Any user and/or operator at the airport of facilities that could possibly discharge oil in harmful quantities must comply with the Airport District Spill Prevention Control

Rules and Regulations

Section 3 – Commercial Activity

and Countermeasure Plan (SPCC). All spills must be reported to the Airport Operations Center and cleaned-up by the agency responsible for creating the spill.

3.19 Fire Prevention and Inspection

The most recent codes adopted by the South Carolina Buildings Code Council are hereby adopted by the District for the purpose of:

- a. Facilitating proper inspection activities relating to the construction and maintenance of buildings within the District and relating to public safety, health, and general welfare.
- b. Regulating and governing the safeguarding of life and property from fire and explosion hazards arising from storage, handling, and use of hazardous substances, material and devices, and from conditions hazardous to life or property.

3.20 Centralized Receiving & Distribution Facility

All tenants within the terminal complex shall utilize the Centralized Receiving & Distribution Facility (CRDF) for all deliveries and pickups including, but not limited to, office supplies, FedEx, UPS, and other parcel services, payroll check delivery services, etc. In addition, all concessionaires shall utilize the CRDF vendor for the transport of all used cooking oil outside of any leasehold.

CRDF fees shall be calculated and assessed annually based on a proration of services to each tenant as determined by the District.

Rules and Regulations

Section 4 – Designated & Restricted Areas

Section 4 – Designated & Restricted Areas

4.1 Itinerant Ramp

The Itinerant Ramp is for the parking and storing of aircraft; servicing aircraft with fuel, lubricants, and other supplies; and making minor or emergency repairs to aircraft. Use of the Itinerant Ramp shall be prior coordinated with Airport Operations. A ramp use fee may be charged by the District.

4.2 Fixed Base Operator Ramp

The FBO Ramp is for the loading and unloading of passengers, cargo, and supplies to or from aircraft; servicing aircraft with fuel, lubricants, and supplies; and for the parking of equipment actively used in connection with such operations. Use of the FBO Ramp shall be prior coordinated with the FBO.

4.3 Passenger Ramp

The Passenger Ramp is for the loading and unloading of passengers, cargo, and supplies to and from aircraft; servicing aircraft with fuel, lubricants, and supplies; and for the parking of equipment actively used in connection with such operations. The Passenger Ramp shall be prior coordinated with Airport Operations.

4.4 South Cargo Ramp (L2)

The South Cargo Ramp is for the loading and unloading of passengers when a gate is not available, the unloading of commercial international passengers into the U.S. Customs – Federal Inspection Services facility unloading and loading cargo, servicing aircraft with fuel, lubricants, and supplies, and the temporary parking of diverted aircraft. The South Cargo Ramp shall be prior coordinated with Airport Operations.

4.5 Center Cargo Ramp (L8)

The Center Cargo Ramp is for the loading and unloading of cargo, domestic and international, and occasional processing of ~~passengers~~passengers, servicing aircraft with fuel, lubricants, and supplies and the temporary parking of diverted aircraft. The Center Cargo Ramp shall be prior coordinated with Cerulean Commercial Aviation.

Rules and Regulations

Section 4 – Designated & Restricted Areas

4.6 North Cargo Ramp (L9)

The North Cargo Ramp is for the loading and unloading of passengers and cargo, the inspection of private international aircraft and passengers entering into the U.S. Customs – Federal Inspection Services facility, servicing aircraft with fuel, lubricants, and supplies, and the temporary parking of diverted aircraft. The North Cargo Ramp shall be prior coordinated with Airport Operations.

4.7 Restricted Areas

~~a. All areas of the Airport are restricted except those areas open to the public. No person shall enter upon a runway, taxiway, ramp, airline office, concourse, aircraft hangar, cargo facility, Air Traffic Control Tower, or through an aircraft boarding door except:~~

~~a. It is unlawful for any person to enter into or access a restricted area or onto Airport property, without authorization or legal cause. or good excuse, or If a person fails and refuses to or fails to leave immediately upon being ordered or requested to do so by Airport District personnel, tenant, agent or representative the unauthorized person shall be considered trespassing and is subject to legal enforcement.~~

~~b. All areas of the Airport are restricted except those areas open to the public. No person shall enter or remain, in or upon, a runway, taxiway, ramp, airline office, concourse, aircraft hangar, cargo facility, Air Traffic Control Tower, an aircraft boarding door, secured, access-controlled area, or other non-public area except:~~

- ~~(1) Authorized, badged employees of the Airport~~
- ~~(2) Authorized employees of the FAA, NTSB, DHS, or applicable Airline.~~
- ~~(3) Passengers enplaning or deplaning an aircraft, under appropriate supervision~~
- ~~(4) Escorted individuals with a need to be in a restricted area~~
- ~~(5) Emergency personnel responding to an emergency~~
- ~~(6) As a means of escape during an emergency~~

- ~~(1) Authorized, badged employees of the Airport~~
- ~~(2) Authorized employees of the FAA, NTSB, or DHS~~
- ~~(3) Passengers enplaning or deplaning an aircraft, under appropriate supervision~~
- ~~(4) Escorted individuals with a need to be in a restricted area~~
- ~~(5) Emergency personnel responding to an emergency~~
- ~~(6) As a means of escape during an emergency~~

Rules and Regulations
Section 4 – Designated & Restricted Areas

4.8 Airport Issued ID Media

Individuals possessing Airport issued ID media will remain in areas they are authorized as indicated by the card color issued to them. If an individual requires access to an area not allowed by their ID, they must be escorted by someone authorized to be in that area and possess an "E" on their ID. Individuals not in possession of their Airport issued ID media **CANNOT** be escorted for any reason.

4.9 Weight Limits

The following are weight bearing capabilities at the Airport; waivers may be approved by the President/CEO or their designee:

Runway 04/22	Pavement Classification Number (PCN) 65 R/B/W/T
Itinerant Ramp	60,000 pounds dual wheel load
FBO Ramp	<u>60,000 pounds dual wheel load</u>
Passenger Ramp	210,000 pounds dual wheel load
South Cargo Ramp	753,000 pounds double dual tandem wheel load
Center Cargo Ramp	1,092,000 pounds double dual tandem wheel load
North Cargo Ramp	753,000 pounds double dual tandem wheel load

4.10 Employee Parking

- a. The employee parking lot is for authorized, badged employees of the District and tenants. Use by others must be approved by the President/CEO, or their designee. Transient employees are not authorized to use the employee parking lot.
- b. Entrance to the employee parking lot is by use of the employee's Airport issued ID media. Entry into the employee parking lot by any other means than the designated entrance is not allowed. The Airport may charge a fee for the use of the employee parking lot.
- c. Vehicles parked in the employee parking lot must display the approved parking pass issued by the District. Vehicles not displaying the proper parking pass may be ticketed and/or towed at the owner's expense.
- d. Vehicles must be parked in designated parking spaces only. Vehicles may only occupy one parking space.

Rules and Regulations
Section 4 – Designated & Restricted Areas

- (1) Oversize vehicles and vehicles with trailers may use the employee lot provided there is sufficient space for other employees as determined by the District.

Rules and Regulations

Section 5 – Aircraft Operations

Section 5 – Aircraft Operations

5.1 Closing the Airport

If the conditions of the Airport become unsafe for landings or takeoffs, the President/CEO, or their designee will issue a NOTAM indicating the Airport is closed. The closure NOTAM will be cancelled when conditions allow.

5.2 Refusal of Clearance

The President/CEO, or their designee may delay or restrict the arrival or departure of any flight or other operation at the Airport believed to be a safety or security risk. Instruction to the aircraft will be through the Air Traffic Control Tower when it is open.

5.3 Conformance with FAA Regulations

All aircraft operations conducted at the Airport will conform to the rules and regulations of the FAA.

5.4 Negligent Operation of Aircraft

No person shall operate an aircraft from or on a public landing area, public ramp or apron area, public passenger ramp or apron area, public cargo ramp or apron area, or a public aircraft parking or storage area in a careless or negligent manner. Aircraft that are constructed, equipped or loaded that endanger or are likely to endanger persons or property shall not be operated.

5.5 Motorless, Ultra-Light, & Unmanned Aircraft Systems

- a. Landings and takeoffs by motorless or ultra-light aircraft must have the approval from the Air Traffic Control Tower.
- b. ~~U~~Unmanned aircraft systems (UAS), to include model aircraft, are prohibited from operating within 5 miles of the Airport, as specified by Federal Aviation Administration Regulations, without prior approval from FAA Headquarters, the Air Traffic Control Tower or the President/CEO, or their designee.

Rules and Regulations

Section 5 – Aircraft Operations

5.6 Designated Unsafe Areas

Aircraft will not use any part of the Movement or Non-Movement areas deemed unsafe. These areas will be conspicuously ~~marked~~marked, and appropriate NOTAM's will be issued.

5.7 Aircraft Demonstrations

Experimental flights or ground demonstrations will not be conducted without the written consent of the President/CEO, or their designee.

5.8 Starting Aircraft Engines

Aircraft engines will only be started when competent authority is at the controls of the aircraft. Chocks will be placed in front of the wheels before starting the engine(s) unless the aircraft has sufficient parking ~~brakes~~brakes, and they are applied. The immediate area around the aircraft will be checked by the aircraft operator for Foreign Object Debris (FOD) prior to engine start.

5.9 Aircraft Engine Run-Up

Aircraft engines may be run-up at various airport locations as approved by the President/CEO, or their designee. Personnel performing engine run-ups must ensure exhaust velocities are not directed in a manner that could cause personal injury or damage to equipment or facilities. Engines will not be run-up in hangars or when hangars, shops, office spaces, aircraft taxiing, taking off, or landing are in the path of the propeller or jet blast.

5.10 Taxiing and Tugging Aircraft

Aircraft will not be taxied on a movement or non-movement area unless a certified, qualified pilot or A&P mechanic authorized to operate the aircraft being taxied is at the controls. A&P mechanics must be qualified to drive at GSP or escorted by GSP Operations. Aircraft shall not taxi when the jet blast, prop-wash or rotor-wash may cause injury to persons or cause damage to property. Aircraft that cannot safely move under its own power without potentially causing injury or damage should be towed to a location where the operation of the aircraft will not cause injury or damage.

In the case of helicopters, only a certified, qualified helicopter pilot may be at the controls. Aircraft will be taxied only after ascertaining there is no danger of

Rules and Regulations

Section 5 – Aircraft Operations

collision with any person or object. This shall be accomplished by a visual inspection of the area and/or the use of wing walkers.

5.11 Taxiing Speed

Aircraft taxiing will be at safe and reasonable speeds with due regard for other aircraft, persons, and property.

5.12 Taxiing on Turf Areas

Aircraft will not taxi upon the turf areas of the Airport unless authorized by the Air Traffic Control Tower or the President/CEO, or their designee.

5.13 Parking Aircraft

Aircraft will only be parked in designated areas. Parking or standing on a runway or taxiway is prohibited unless directed to do so by the Air Traffic Control Tower. Airline operated aircraft will not park outside of agreed gates or areas without approval from the President/CEO, or their designee. Aircraft will not be permanently parked or stored on the Airport unless agreed upon with the Fixed Base Operator. The FBO may charge applicable fees for the parking and storage of aircraft.

5.14 Accident Reports

The operator of any civil aircraft, or any public aircraft shall immediately, and by the most expeditious means available, notify the District of any damage caused to an aircraft while on any portion of the Airport in accordance with Section 6 of the FAA Aviation Safety Reporting Program.

5.15 Disposal of Damaged Aircraft

The pilot or operator is responsible for the prompt removal of damaged or disabled aircraft. In the event the pilot or operator does not comply or is unable to remove such aircraft in a timely manner, the President/CEO, or their designee may have the aircraft removed at the pilot's/operator's expense without liability for damage that resulted from the removal.

5.16 Foreign Object Debris (FOD)

Airport tenants are responsible for developing a FOD self-inspection program for non-movement areas of the AOA that are leased for their operation. Leased

Rules and Regulations

Section 5 – Aircraft Operations

areas must be regularly inspected to detect and promptly remove hazards associated with FOD.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

Section 6 – Movement & Non-Movement Area Operations

6.1 Smoking and Open flames

Smoking is prohibited on or near any part of the movement and non-movement areas. Open flames are prohibited on or near any movement or non-movement area and any fuel storage area unless authorized by a hot work permit. Grills must be inspected by the Airport Fire Department annually and must be a minimum of 50ft from any structure.

6.2 Authorized Drivers – Movement Area

Operators of vehicles in the movement area must possess a valid U.S. Driver's License, complete and pass the non-movement area training and the movement area training prescribed by the Airport District. This includes aircraft not intended for flight, being operated by anyone (except pilots) taxiing or towing. An "M" designator on airport issued ID media indicates the individual is authorized to operate a vehicle or aircraft not intended for flight in both the movement and non-movement areas.

6.3 Authorized Drivers - Non-Movement Area

Operators of vehicles in the non-movement area must possess a valid U.S. Driver's License and complete and pass the non-movement area training prescribed by the Airport District. This includes aircraft not intended for flight, being operated by anyone (except pilots) taxiing or towing. An "R" designator on airport issued ID media indicates the individual is authorized to operate a vehicle in the non-movement area.

6.4 Authorized Vehicles – Movement Area

Only authorized vehicles are permitted in the movement area or runway safety area. This includes: Airport Operations, ARFF, Airport Police, Airport Facilities, FAA Facilities and National Weather Service. Drivers must have an "M" drivers permit and be in contact with and have permission from the Air Traffic Control Tower before entering the movement area or runway safety area. Vehicles entering must be in sound mechanical order, have 2 working headlights, at least one working tail-light and have amber, red or blue flashing lights visible from 360 degrees. Vehicles and/or pedestrians must also be equipped with a two-way radio and be in continuous contact with the Air Traffic Control Tower when open or announcing presence on the Common Traffic Advisory Frequency (CTAF) when the Tower is closed.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

6.5 Authorized Vehicles – Non-Movement Area

Only authorized vehicles and equipment are permitted in the non-movement area. Vehicles must be in sound mechanical order and have 2 working headlights and at least 1 working tail-light. Vehicles leaving the non-movement area and returning must have a current AOA inspection decal affixed to the lower left corner of the windshield. Vehicles in the non-movement area must have their company logo, in a minimum of 4" lettering, affixed to both sides of the vehicle either by permanent lettering or magnetic placard. Vehicles with permanent State or Federal Government license plates are exempt from the placard rule.

6.6 Escorts – Movement Area

Vehicles and/or operators not authorized in the movement area must be escorted at all times. Those providing the escort must have an "E" on their airport issued ID media and if escorting a vehicle must have an "M" driver's permit. Permission to enter the movement area must also be granted by the Air Traffic Control Tower.

6.7 Escorts – Non-Movement Area

Vehicles and/or operators not authorized in the non-movement area must be escorted at all times. Those providing the escort must have an "E" on their airport issued ID media and if escorting a vehicle must have either an "R" or "M" driver's permit.

6.8 Speed Limit

Vehicles in the non-movement area will not be operated in excess of 30 miles per hour. Vehicles operating within 50 ft. of an aircraft will not exceed 10 miles per hour. Vehicle operators shall reduce their speed when the pavement is wet, icy or during periods of low visibility.

6.9 Right of Way

Vehicles will always give way to aircraft pushing back, preparing to taxi or taxiing. Ground vehicles must give way to emergency vehicles responding to an emergency and to fuel trucks at all times.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

6.10 Emergency Vehicles

- a. Operators of emergency vehicles in the non-movement area must give way to aircraft taxiing and must ensure crews pushing an aircraft see the emergency vehicle and stop before proceeding.
- b. Operators of emergency vehicles entering the Movement Area must have clearance from the Air Traffic Control Tower or ensure the Movement Area is closed to aircraft before proceeding.

6.11 Ground Equipment

Ground vehicles may pull no more than 4 pieces of equipment. During periods of snow and/or ice vehicles may pull no more than 2 pieces of equipment.

6.12 Operation of Vehicles and Ground Equipment

Vehicles and ground equipment shall not be operated in a movement or non-movement area in a careless or negligent manner; or while the driver is under the influence of an intoxicating liquor, any narcotic, habit-forming drug, or medication with a warning indicating the operation of machinery should not be attempted, or if such vehicle is so constructed, equipped or loaded as to endanger persons or property.

6.13 Violation Penalties – Movement Area

Violations in the movement area can range from driver re-training, fines, suspension of driver privileges to revocation of airport issued ID media depending on the severity of the violation. Severity is determined by the President/CEO or their designee. Violations within the movement area become a permanent part of an individual's airport issued ID media record.

6.14 Violation Penalties – Non-Movement Area

Violations in the non-movement area can range from driver re-training, fines, suspension of driver privileges to revocation of airport issued ID media depending on the severity of the violation. Severity is determined by the President/CEO or their designee. Violations within the non-movement area remain on an individual's airport issued ID media record for 365 days from the incident date.

Rules and Regulations
Section 7 – Motor Vehicle & Traffic Rules

Section 7 – Motor Vehicle & Traffic Rules

7.1 Authorized to Operate Vehicles

Motor vehicles shall not be operated in or upon a public vehicular parking area or public airport roadway unless (1) the driver possess a valid driver's license to operate such vehicle on the highways of this State and (2) such vehicle is registered in accordance with the provisions of the laws of this State.

7.2 Compliance with Lawful Order, Signal or Direction

All traffic in or upon a public airport roadway, a public vehicular parking area, fuel storage area, movement or non-movement area of the Airport must, at all times, comply with any lawful order of law enforcement or signal or direction from any authorized representative of the District.

7.3 Operation of Motor Vehicles/ATV's

- a. Vehicles shall not be operated in or upon a public airport roadway, a public vehicular parking area, fuel storage area, or movement or non-movement area of the Airport in a careless or negligent manner or at a speed or in a manner which endangers or is likely to endanger persons or property.
- b. —Dirt bikes and all-terrain vehicles such as three-wheelers and four-wheelers are not permitted to be used on any part of the District's property unless authorized by the President/CEO, or their designee.

7.4 Parking

- a. Operators of motor vehicles shall not stop or park a vehicle:
 - (1) On any roadway or crosswalk causing a hindrance to the flow of traffic.
 - (2) Within a bus stop, safety zone or taxi/shuttle zone, unless authorized to do so.
 - (3) Within 15 feet of a fire hydrant.
 - (4) In a fire lane.
 - (5) In any parking lot or other designated parking area except upon payment of a parking fee or contract with the Airport District.
 - (6) In a designated handicapped parking space unless a valid handicapped placard or license plate is properly displayed.
 - (7) In any parking space designated reserved unless prior authorization is given.

Rules and Regulations

Section 7 – Motor Vehicle & Traffic Rules

b. Passenger pick-up and drop-off:

- (1) Passenger pick-up and drop-off areas in front of the terminal are for active loading and unloading of passengers only.
- (2) Vehicles left unattended in front of the terminal may be ticketed and/or towed at the owner's expense.

c. Parking lots and garages:

- (1) The speed limit within any parking lot or garage is 10 M.P.H.
- (2) Vehicles must be parked in designated parking spaces only.
- (3) Oversize vehicles and vehicles with trailers requiring more than one space may be charged for the use of additional spaces.
- (4) If a specific parking lot is full, other lots may be used at the posted rate for that particular lot (Example: If the economy lot is full, the daily parking lot may be used at the daily lot rate).

d. ~~Cell phone parking lot:~~

- (1) The cell phone parking lot is for individuals waiting on arriving passengers.
- (2) Parking is limited to a maximum of 30 minutes.
- (3) Drivers must remain with their vehicles.
- (4) Vehicles left unattended are subject to ticketing and towing at the owner's expense.
- (5) Transportation network companies are prohibited from waiting for ride share requests in this area.

e. Unauthorized vehicles parked in restricted or reserved areas may be ticketed and/or towed at the owner's expense. These areas include, but are not limited to:

- (1) Airport District office parking.
- (2) Rental Car parking areas.
- (3) Prearranged reserved public parking.
- (4) Taxicab/shuttle waiting areas.
- (5) Employee parking areas.
- (6) Fixed Base Operator parking areas.
- (7) North Cargo parking.
- (8) South Cargo parking.
- (9) Cell Phone lot.
- (10) Access gates.

Rules and Regulations

Section 7 – Motor Vehicle & Traffic Rules

7.5 Authority to Hold Vehicles

The President/CEO, or their designee has the authority to hold vehicles parked in vehicular parking areas operated by or for the District for non-payment of parking fees.

7.6 Authority to Remove Vehicles

The President/CEO, or their designee may remove or cause to be removed any vehicle which is disabled, abandoned, parked in violation of state law, federal law, federal regulation, or which presents a hindrance to the operation of the Airport or any tenant of the Airport at the owner's expense and without liability for any damage that may result. Vehicles left unattended in a passenger loading/unloading zone will be ticketed and/or towed in accordance with federal regulations.

7.7 Abandoned & Derelict Vehicles

- a. Vehicles left in any parking area or lot for more than 90 days may be considered abandoned and may be sold at public auction unless the owner notifies the District or parking authority.
- b. Any vehicles considered a "Derelict Vehicle" in accordance with South Carolina Code of Laws Section 56-5-5810, shall not be located on property within the District. Any vehicle found in violation may be removed at the owner's expense including but not limited to all applicable towing and storage fees and without liability to the District.

7.8 Emergency Vehicles

Operators of emergency vehicles have the same authority and must comply with South Carolina Code of Laws Section 56-5-760.

7.9 Yielding to Emergency Vehicles

Vehicles and pedestrians must yield to emergency vehicles when displaying red and white, blue, red and blue, or amber flashing lights and giving an audible signal/siren. This applies to the public areas as well as the movement and non-movement areas.

Rules and Regulations

Section 7 – Motor Vehicle & Traffic Rules

7.10 State Law

~~The Laws of the State of South Carolina are applicable to vehicular and pedestrian traffic on the highways, streets, roads, crosswalks, sidewalks, parking facilities, terminal areas and all other areas of the District. Violations involving traffic and criminal statutes will be enforced by the Airport Police while parking violations may be enforced by the Airport Police or other personnel authorized by the President/CEO, or their designee. The Laws of the State of South Carolina are applicable to vehicular and pedestrian traffic on the highways, streets, roads, crosswalks, sidewalks, parking facilities, terminal areas and all other areas of the District. All violations involving traffic and criminal statutes of the State of South Carolina are enforceable under Airport Rules and Regulations and will be enforced by Airport Police and/or other authorized District personnel. Parking violations may be enforced by the Airport Police or other personnel authorized by the President/CEO, or their designee.~~

7.11 Payment of Parking Fines

Parking tickets issued by the District shall be paid within 30 days of the date of issuance. Unpaid fines will double after 30 days. Payment shall be made to the Greenville-Spartanburg Airport District.

7.12 Micro-Mobility Devices

~~Personal electric scooters (e-scooters), electric bicycles (e-bikes), and other similar designated micro-mobility devices are prohibited from being inside any District facilities or within the Airport Operating Area (AOA). Parking personal e-mobility devices inside a building creates fire, safety, and accessibility hazards. Charging personal micro-mobility devices is prohibited on District property. Personal micro-e-mobility devices are prohibited inside any District facility. E-Micro-mobility devices are not permitted inside any airport shuttle or vehicles. Any micro-mobility device found inside any District facility will be removed and impounded at the owner's expense.~~

Rules and Regulations

Section 8 – Passenger Screening & SIDA Access

Section 8 – Passenger Screening & SIDA Access

8.1 Pre-Board Passenger Areas

- a. All ticketed passengers and those issued gate passes must submit to the prescribed screening process conducted by TSA before proceeding into any pre-board passenger area.
- b. District employees and tenants that have submitted to a fingerprint based criminal history check and are authorized unescorted access may enter a pre-board passenger area provided the entry is in performance of their employment. Entry may be through the TSA screening checkpoint or through doors controlled by the card-access system.

8.2 Submission to Screening

All persons presenting themselves and property for inspection must abide by the regulations set forth in 49 CFR 1540.111 as well as the prohibited items list published by DHS/TSA.

8.3 Security Identification Display Area

- a. Only those authorized by the Airport Security Program are allowed in any sterile, secure, AOA, or SIDA area.
- b. All personnel in a sterile, secure, AOA, or SIDA area must display their airport issued ID media on the outer most layer of clothing or be escorted by authorized individuals.
 - (1) Personnel not in possession of their issued SIDA ID **CANNOT** be escorted for any reason.
- c. Each individual with access to any sterile, secure, AOA, or SIDA must present their airport issued ID media to the access control system regardless of the number of persons needing to enter the same area.

8.4 Challenge Procedures

- a. Individuals with unescorted access to the SIDA must:
 - (1) Question anyone not displaying proper ID media for the area they are in, or

Rules and Regulations

Section 8 – Passenger Screening & SIDA Access

- (2) Notify the Airport Operations Center of the individual(s) not displaying proper ID while maintaining visual observation until law enforcement support arrives.

8.5 Gate and Door Security

Individuals accessing a door, gate, or elevator leading to any sterile, secure, AOA, or SIDA area must remain with the door or gate until it is secure.

8.6 Penalties

Violations of Sections 8.3, 8.4 or 8.5 may result in sanctions up to and including revocation of their airport issued ID media and/or a criminal charge of Violation of Rules and Regulations of the Airport.

Rules and Regulations
Section 9 – Conduct of the Public

Section 9 – Conduct of the Public

9.1 Firearms

- a. No person, except for sworn law enforcement, authorized armed security members of the United States Armed Forces on official duty, or operations personnel utilizing Airport District owned firearms for wildlife management shall carry a firearm within District facilities:
 - (1) in any building owned or operated by the District or
 - (2) in checked baggage or through a passenger screening checkpoint, unless:
 - a. the firearm is properly packaged, unloaded and declared, according to 49 CFR 1544.203, for transportation in checked baggage or
 - b. the individual is authorized by 49 CFR 1544.219 to carry in the aircraft cabin.
- b. In addition to the penalties provided by state law, the firearm involved in the violation of this section may be confiscated. The firearm must be delivered to the Chief of Police of the District. The confiscated firearm may be used within the agency, transferred to another law enforcement agency for the lawful use of that agency, traded with a retail dealer licensed to sell firearms in this state for a firearm or any other equipment approved by the agency, or destroyed. Firearms will not be disposed of in any manner until the results of any legal proceeding in which it may be involved are final. Records must be kept of all confiscated firearms received.

9.2 Explosives and Hazardous Materials

- a. It is unlawful for a person to manufacture, cause to be manufactured, or possess any object or article which is designed to cause damage by fire or any other means to person or property either by ignition, detonation, or other means. (SC Code of Laws 16-23-480).
- b. Fireworks shall not be:
 - (1) discharged on any property owned by the District
 - (2) carried in any check bag or through a passenger screening checkpoint
 - (3) carried aboard any aircraft unless approved by the airline and the US Department of Transportation.
- c. Hazardous materials:
 - (1) must be properly labeled and stored in areas designated for such materials

Rules and Regulations

Section 9 – Conduct of the Public

(2) may not be transported aboard an aircraft unless the provisions of Title 49 part 175 are met.

9.3 Alcoholic Beverages

- a. The sale of alcoholic beverages is limited to approved tenants of the District. Approved tenants must also possess the required state licenses.
- b. Alcoholic Beverages may only be sold between the hours as ascribed by the District, which may not be in conflict with SC State Law. These times will be published to all approved tenants.
- c. Alcoholic Beverages purchased from a licensed vendor inside the sterile area may be conveyed throughout the sterile area.
- d. All Alcoholic Beverages sold to carry out within the sterile area must be poured into a specially designed cup bearing the "2 Go" logo.
- e. Passengers purchasing alcohol in the sterile area to carry out will not be permitted to exit the sterile area or board an aircraft prior to consuming or disposing of their alcoholic beverage.

9.4 Malicious Damage

No person shall destroy, deface, injure or disturb any building, equipment, sign, marker, landscape, publicly or privately owned.

9.5 Loitering

No person shall remain on any part of the Airport or in any building on the Airport property without reason to be there or remain in any area or building on Airport property after being asked to leave.

9.6 Littering

Trash, papers, cigarettes, gum, refuse or other unwanted materials will be disposed of in receptacles provided for that purpose.

9.7 Drug Paraphernalia

It shall be unlawful for a person to possess Drug Paraphernalia. Drug Paraphernalia means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating,

Rules and Regulations

Section 9 – Conduct of the Public

cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. This includes, but is not limited to:

- a. Kits used, intended for use, or designed for use in planting, propagating, cultivating, growing, or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived.
- b. Kits used, intended for use, or designed for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances.
- c. Testing equipment used, intended for use, or designed for use in identifying or in analyzing the strength, effectiveness, or purity of controlled substances;
- d. Scales and balances used, intended for use, or designed for use in weighing or measuring controlled substances.
- e. Diluents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose, and lactose, used, intended for use, or designed for use in cutting controlled substances.
- f. Blenders, bowls, containers, spoons, and mixing devices used, intended for use, or designed for use in compounding-controlled substances.
- g. Capsules, balloons, envelopes, and other containers used, intended for use, or designed for use in packaging small quantities of controlled substances.
- h. Containers and other objects used, intended for use, or designed for use in storing or concealing controlled substances.
- i. Hypodermic syringes, needles, and other objects used, intended for use, or designed for use in parenterally injecting controlled substances into the human body.
- j. Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body.

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Section 9 – Conduct of the Public

9.8 Smoking and Smokeless Tobacco

Smoking and the use of smokeless tobacco is allowed in designated locations only. No person shall smoke, use smokeless tobacco, or carry any lit cigars, cigarettes, pipes, electronic cigarettes or any product that produces smoke, odors, or vapors of any type:

- a. into any building or near the entrance of any building;
- b. into any fuel storage area;
- c. within 50 ft. of a fuel truck;
- d. within the AOA; or
- e. anywhere smoking is prohibited by signage.

9.9 Lost and Found

The Airport Customer Service Counter will serve as the official custodian for any Airport Lost & Found property. All items turned in to customer service will be logged and stored in a secure location.

- a. Items will be held for ~~14~~ 30 days before being disposed of
- b. Disposal of items will be in accordance with District Executive Directive # 4

9.10 Animals

- a. Animals entering the terminal building, FBO, passenger boarding areas, cargo facilities, or the aircraft ramp must be confined to airline approved pet carriers except:
 - i. animals recognized by the ~~American's~~Americans with Disabilities Act as Service Animals;
 - ii. animals being trained by certified trainers to become Service Animals;
 - iii. animals used by law enforcement for the detection of contraband, explosives, or the apprehension of individuals.
 - iv. animals accompanying FBO customers that come off or that are going onto general aviation aircraft.

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Section 9 – Conduct of the Public

- b. Animals not recognized by the ADA but meeting the requirements under the Air Carrier Access Act to travel in the cabin of aircraft as Service Animals must remain in airline approved pet carriers or carried until boarding the aircraft or immediately after deplaning. Large animals that cannot be carried must be on a non-retractable leash and under control of the owner at all times. Owners are responsible for cleaning-up all messes created by their animal.
- c. For all other property at the Airport or owned by the District that is located outside of the terminal building, FBO, passenger boarding areas, cargo facilities, or the aircraft ramp, unless categorized by the four exceptions listed above in Paragraph A, no animals are permitted to be at the Airport or located on District owned property without prior written consent of the President/CEO, or their designee.

9.11 Baggage Carts

With the exception of skycaps working for a tenant operator, baggage carts, whether rented or privately owned, are not to be used for hire. All baggage carts used inside the Airport Fixed Based Operator facility or terminal building are required to have pneumatic wheels.

9.12 Model Aircraft

~~The use of model aircraft, kites, hot air balloons or parachutes on any part of the Airport is prohibited. Unauthorized use or operation of model aircraft, kites, hot air balloons, parachutes, or unmanned aircraft systems (UAS) on Airport property is prohibited.~~

9.13 Hunting and Firearm Discharge

~~Hunting or the discharge of firearms on Airport property is prohibited unless authorized by the President/CEO, or their designee. It shall be unlawful to hunt, fish, or discharge/fire any firearm, air rifle, slingshot, bow and arrow or other dangerous device on Airport property unless authorized by the President/CEO, or their designee.~~

9.14 Gambling

Rules and Regulations

Section 9 – Conduct of the Public

Gambling or the operation of gambling devices on property owned by the Airport is prohibited. Lottery pools for the purpose of playing legal lotteries are exempt from this prohibition.

9.15 Emergency Equipment

Fire alarms, hydrants, extinguishers and emergency call devices are to only be used in emergencies.

9.16 Radio Interference

Federal Government regulations 47 U.S.C. 301, 302b, and 333 as well as FCC Commission Rules 15.1c and 2.803g prohibit the use of unlicensed radio frequencies, devices which interfere with radio reception, and the use of intentional radiators and jamming devices.

9.17 Unattended Baggage

No person shall leave their suitcase, backpack, pocketbooks or other similar articles unattended within the Airport terminal building including the front curb area of the facility.

9.18 Resisting a Stop by Police; Interfering with a Law Enforcement Officer.

It is unlawful for any person to resist or interfere with any law enforcement officer by any means including, but not limited to, flight, force, or threat of force, while the officer is performing official duties. Except as provided by law, it is not a defense to prosecution under this section that the offender believed the action of the officer was unlawful or unreasonable. Any person violating the provisions of this section may result in sanctions up to and including revocation of their airport issued ID media and/or a criminal charge of Violation of Rules and Regulations of the Airport.

Rules and Regulations
Section 10 – Picketing, Leaflet Distribution & Solicitation

Section 10 – Picketing, Leaflet Distribution & Solicitation

10.1 Restrictions

- a. No person shall enter or remain on Airport property to picket, distribute leaflets, or solicit on or from Airport property without the written approval of the President/CEO, or their designee.
- b. Drive-by rallies and any form of parading or congregating with vehicles is prohibited.
- c. Any and all permits issued in conjunction with picketing, leaflet distribution or solicitation activities are limited solely for the purposes set forth therein and are not transferable or assignable in whole or in part.

10.2 Designated Locations

- a. Picketing or leaflet distribution activities will only be permitted in designated picketing/leaflet distribution zones located in the public areas of the Airport, as shown in Exhibit A. The Director of Airport Operations, or his designee maintains and will provide each permit applicant with a diagram showing the designated picketing/leaflet distribution zones.
- b. The District designated locations are subject to change to take into account changes in pedestrian or vehicle flow, construction projects, alterations to the terminal complex and their surroundings, evolving security requirements, emergency conditions, or other unforeseen circumstances which may necessitate a change.
- c. Solicitation activities will only be permitted in areas designated by the President/CEO or their designee.

10.3 Reservation of Rights

The President/CEO, or their designee reserves the right to:

- a. Impose such reasonable conditions as may be necessary, on the proposed activity, such as: (i) the number of persons allowed to engage in the activity; (ii) the time of the activity; (iii) the place or places the activity occurs; or (iv) the manner of such activity; to avoid injury to persons or damage to property or to assure the safe and orderly operation of the Airport facilities.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- b. Immediately revoke any and all permits issued upon the occurrence of an emergency affecting the safety of persons or property when required in the implementation of security procedures, to avoid injury to persons or damage to property, or to assure the safe and orderly operation of the Airport facilities.

10.4 Compliance with Rules, Regulations and Laws

- a. Persons engaged in picketing, leaflet distribution, or solicitation shall comply with all applicable District Rules and Regulations, policies and guidelines, as well as all applicable local, state and federal laws and regulations.
- b. All such activities shall be conducted in a peaceful and orderly manner, without physical harm, molestation, threat, harassment, obscenity, violence, breach of the peace, damage to property, or other unlawful conduct and without obstructing the use of the airport by others, without hindrance or interference with the proper, safe, orderly, and efficient operation of the airport and the activities conducted thereupon, and without interference with the constitutional rights of others.
- c. Persons engaged in picketing, leaflet distribution, or solicitation must obey all directions of Airport Police Department officers and District personnel designated to facilitate the movement of customers and traffic in, to and from the terminals, walkways and roadways.

10.5 Prohibited Conduct

~~Persons engaged in Picketing, Leaflet Distribution or Solicitation shall not: All persons on Airport property, to include those engaged in Picketing, Leaflet Distribution or Solicitation, shall not:~~

- a. Picket, distribute leaflets, or solicit at any area except during the days, times and locations assigned by the District.
- b. Identify themselves as representatives of the District.
- c. Attach signs to clubs, poles or other hard objects – signs must be carried or otherwise attached to participants engaged in picketing activity.
- d. Solicit contributions of money or other articles of value, for religious, charitable or any other purposes, or receive money or other articles of value, whether in the form of cash, checks, credit, or debit vouchers or any other form of negotiable instruments in any public area.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- e. Conduct games of chance.
- f. Sell, distribute or hand out any type of food or drink while engaged in picketing, leaflet distribution or solicitation activities.
- g. Gather signatures on District property.
- h. Attempt to pin, tie, or attach any symbol, insignia, article or object to the clothing, luggage, or vehicle of any person without their consent.
- i. Delay or in any manner, assail, coerce, threaten, or physically disturb any member of the public, tenant of the Airport, District or any other person for any reason.
- j. Wear or display informational signs inside any building or parking structure.
- k. Block sidewalks, doorways, or roadways.
- l. Interfere with passenger flow.
- m. Obstruct or interfere with the use of escalators, stairs, corridors, halls, doorways, or elevators.
- n. Destroy, injure, deface, disturb, or tamper with any building, sign, equipment, fixture, marker, or any other structure or property on the Airport.
- o. Place signs, notices, advertisements or other writings, in or on any structure or building on Airport property.
- p. Place tables, stands, chairs or other structures on Airport property without the authorization of the President/CEO, or their designee.
- q. Use any musical instruments, noise-making devices, sound or voice amplifying apparatus, battery operated and/or electrically powered portable or stationary public address systems.
- r. Use any building, facility or structure for lodging or sleeping not intended for that purpose.
- s. Set or have open or contained fires anywhere on District property.

10.6 Preservation and Maintenance

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- a. Persons engaged in picketing, leaflet distribution or solicitation shall exercise care to maintain areas in use in a safe and clean condition.
- b. Persons engaged in picketing, leaflet distribution or solicitation shall remove any and all litter caused by their activities.
- c. Persons engaged in picketing, leaflet distribution or solicitation shall not discard, abandon or leave unattended on Airport premises any boxes, or other containers or literature, food or other paraphernalia, unless properly disposed of in approved trash receptacles.

10.7 Use of Public Areas

Persons engaged in picketing, leaflet distribution or solicitation may use the facilities accessible to the public such as restrooms and concessions, provided that all picketing, leaflet distribution or solicitation ceases while utilizing such facilities.

10.8 Risk

Persons engaged in picketing, leaflet distribution or solicitation on District property do so at their own risk and shall exercise reasonable diligence and precaution to avoid damage to property or injury to other persons. Picketers shall be liable for any and all damage to property caused by their picketing, leaflet distribution or solicitation activity.

10.9 Required Documents

Each person or entity engaged in picketing, leaflet distribution, or solicitation shall have a copy of any and all permits issued in their possession at all times while participating in the activity and must produce the permit to any Airport Police Officer or District employee upon request.

10.10 Permit Application

- a. Any individual or authorized representative of an organization seeking to picket, distribute leaflets or solicit on District property may request an application packet from the Airport District.
- b. Completed permit applications must be submitted to the District Office no later than seventy-two (72) hours before the planned event.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- c. A separate application is required for each designated location requested for the picketing, leaflet distribution or solicitation activity.

10.11 Denial or Revocation of Approval

The President/CEO, or their designee may deny or revoke a permit for the following:

- a. The applicant or any representative has falsified information on the application.
- b. The applicant or any representative intends to use or has used the approved location to conduct a commercial enterprise at the Airport.
- c. The activity impedes the operation of the Airport as an air transportation facility.
- d. The activity poses a danger to the safety or security of the traveling public or Airport tenants.
- e. The activity interferes with the ability of the airlines, concessionaires, tenants, and other authorized Airport users to conduct their business in an orderly manner.
- f. The activity hinders pedestrian flow, creates congestion, or blocks efficient movement of persons within and around the Airport terminals and other facilities.
- g. The activity interferes with the ability of others to hear announcements or see Airport signage.
- h. The applicant or any representative engages in the receipt or acceptance of donations, gifts, or funds, while conducting the approved activity or distributes or attempts to distribute literature at any place other than an approved location for which the applicant was approved.
- i. The content of the materials to be displayed or distributed: (1) is disruptive to air travel; (ii) instills fear in the traveling public; or (iii) is pornographic.
- j. The applicant or any representative violates any provision of these Rules and Regulations or any rule, regulation, ordinance, statute of Federal or State law.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

k. Any event or condition under which the conducting of the activity would create a danger to persons or property, interfere with the orderly formation and progression of waiting lines, or interferes with any of the following: pedestrian and/or vehicular travel; the issuance of tickets or boarding passes or

equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to and exit from vehicles; security procedures; government inspection procedures; cleaning; maintenance, repair or construction operations.

10.12 Review and Appeal

The denial of an application or the revocation of any permit provided for herein may be appealed to the President/CEO within thirty (30) days of denial or revocation. The President/CEO, or his designee shall provide for a hearing for the review of such denial within ten (10) days of receipt of the appeal. At the hearing, the appellant shall be given an opportunity to be heard, to present evidence on his/her behalf. The hearing shall be recorded. The hearing officer will issue a final administrative decision within ten (10) days of such hearing.

10.13 Violations by Participants

Violations of these rules and regulations by persons or organizations authorized to picket, distribute literature or solicit may cause the termination of the permit under which they are operating and shall be grounds for denial of any subsequent application by that person or organization for a period of one (1) year. In the event of termination, the President/CEO, or his designee will give written notice to the holder of the permit. Upon receipt of the notice of termination, the person whose permit was terminated may use the appeal process described in Section 10.12 above. Violators may also be subject to arrest and/or fines.

10.14 Accidents/Reporting Responsibilities

If any participant is involved in an accident or other incident in which any person is injured or property is damaged, a participant or authorized representative of the participating organization shall immediately notify the Airport Operations Center (864-848-6246).

**GREENVILLE-SPARTANBURG
AIRPORT DISTRICT**



GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

RULES AND REGULATIONS

Adopted June 24, 2019

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Rules and Regulations

Section 1 – Definitions

Section 1 – Definitions

1.1 Definitions

Airline – A passenger or cargo airline authorized to provide commercial flights by the Federal Aviation Administration.

Airport – The Greenville-Spartanburg International Airport.

Airport Operations Area (AOA) – The portion of the Airport, specified in the Airport Security Program, in which security measures specified in Title 49 of the Code of Federal Regulation are carried out. This area includes aircraft movement areas, aircraft parking areas, loading ramps and safety areas for use by aircraft regulated by 49 CFR parts 1542, 1544, and 1546 and any adjacent areas (such as general aviation areas) that are not separated by adequate security systems, measures or procedures. This does not include the secured area.

Apron (Ramp) – A defined area on the Airport intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling, parking or maintenance.

Authorized Emergency Vehicle – Any vehicle that is designated and authorized to respond to an emergency to include vehicles of the Fire Department, Police Department, State, County, Municipal, or other government agencies, public service corporations, private ambulances and such other vehicles officially designated as such for use upon the Greenville-Spartanburg International Airport.

Bus – Any motorized vehicle with a seating capacity of 16 or more passengers.

Business or Concession – A retailer, offering to sell or furnish any commodity, article, facility or service.

Commission – The governing body of the Greenville-Spartanburg Airport District.

Concessionaire – A person, firm or corporation holding a Lease or Concession Agreement to which the Concessionaire is a party.

Courtesy Vehicle – Any authorized vehicle, not for hire, used to transport persons between the Airport Terminal and a specific hotel, motel, off-airport car rental facility, or other off-airport entity.

Rules and Regulations

Section 1 – Definitions

Electronic Cigarette – A device containing a nicotine-based or other liquid that is vaporized and inhaled, simulating the experience of smoking tobacco.

Emotional Support Animal – Animals that provide comfort or emotional support but are not trained to work or perform tasks.

Employee Parking Lot – The designated area where employees of the District; tenants; the Federal Aviation Administration; and all those permitted by the President/CEO, or his designee, may leave their vehicles while at the Airport for the purposes of employment on the Airport.

Federal Aviation Regulations (FAR's) – Rules prescribed by the Federal Aviation Administration (FAA) governing all aviation activities in the United States.

Foreign Object Debris (FOD) – Any object, live or not, located in an inappropriate location in the airport environment that has the capacity to injure airport or airline personnel and damage aircraft.

Fuel Storage Area – Any area designated by the District, where aviation fuel, automobile fuel, jet fuel, or any other type of fuel may be stored.

Greenville-Spartanburg Airport District (District) – Areas within the counties of Greenville and Spartanburg constituted as an airport district and political subdivision of the State of South Carolina.

Greenville-Spartanburg International Airport (GSP) - Areas of land or water that are used or intended to be used for the landing and takeoff of aircraft, and includes its buildings, facilities, and land holdings.

Loading Zone – Any area reserved for the exclusive use of vehicles while actually engaged in loading or unloading freight, mail, baggage and supplies.

Movement Area – The runways, taxiways and other areas of the Airport that are used for taxiing, takeoff and landing of aircraft, exclusive of loading ramps and aircraft parking areas controlled by the ATCT.

Non-Movement Area – Taxiways and apron (ramp) areas not under control of the Air Traffic Control Tower.

Non-Tenant Business – A business granted permission via a Non-Tenant Agreement to operate at the Airport but does not have a concession contract or lease granting the privilege of having offices or other facilities at the Airport from

Rules and Regulations

Section 1 – Definitions

which to conduct business, unless specified in the individual non-tenant agreement.

Passenger Loading Zone – Areas reserved for the exclusive use of vehicles while actually engaged in loading or unloading passengers and baggage.

Peer-to-Peer Vehicle Sharing Operator – A person, corporation, partnership, sole proprietorship, or other entity operating in South Carolina whose business, in whole or in part, advertises, makes reservations, contracts with individuals seeking to rent vehicles with individuals making vehicles available for rent such as vehicle owners or lessees, collects revenues or provides ancillary services normally provided by rental vehicle companies, through a digital network, platform, or Internet-enabled application, to connect passengers or other individuals seeking to rent and receive delivery of vehicles on Airport property, with individuals that have vehicles available for delivery and drop-off on Airport property, in exchange for compensation to use such vehicle.

Permission – The right or ability granted by the President/CEO, or their designee. Permission, whenever required by these rules and regulations, shall always mean written permission, unless the obtaining of written permission would not be practical.

Person – Any individual, firm, partnership, co-partnership, corporation, trust, association or company (including any assignee, receiver, trustee, or similar representatives thereof) or the United States of America, any State or political subdivision thereof, any foreign government, or the United Nations.

Public Vehicular Parking Area – Any portion of the Airport designated and made available, temporarily or permanently, by the District for the public parking of vehicles.

Security Identification Display Area (SIDA) – The portion of an airport, specified in the Airport Security Program, in which security measures specified in Title 49 of the Code of Federal Regulations are carried out. This area includes the secured area and may include other areas of the Airport.

Service Animal - An animal, as defined by the ADA, that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals. The prime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship are not considered work or tasks under the ADA's definition of a service animal.

Rules and Regulations

Section 1 – Definitions

Shuttle – A motor vehicle that travels regularly between two places.

Skycap – Any person under contract with airlines serving the Airport to accept baggage curbside from departing passengers and assist those arriving, accepting gratuities for their services.

Taxicab – A vehicle operated for compensation, including any kind of donation, which receives passengers to be driven to another destination. This includes any for hire service summoned on any mobile or online application service or company.

Transportation Network Company (TNC) Operator – A person, corporation, partnership, sole proprietorship, or other entity operating in South Carolina that uses a digital network, platform, or Internet-enabled application to connect a passenger to a transportation network driver for the purpose of providing transportation for compensation using a vehicle.

Vehicle – A device in which a person or property is or may be transported except devices moved by human power, used exclusively upon stationary rails or track, or aircraft.

Rules and Regulations

Section 2 – General Information

Section 2 – General Information

2.1 Purpose

The purpose of the Greenville-Spartanburg International Airport (GSP) Rules and Regulations is to establish rules and guidelines for the safe and efficient operation of the Airport and associated property owned by the Greenville-Spartanburg Airport District (District). All persons coming upon or using any part of the property of the District shall abide by these Rules and Regulations, any other applicable rules or regulations adopted by the GSP Airport Commission and all state and federal laws.

2.2 Distribution

The Rules and Regulations are available to all District Employees, Air Carriers, Concessionaires, Contractors, Tenants, Non-Tenants and the Traveling Public.

2.3 Authority

- a. SC Code of Laws 55-11-140 (7) The Commission is hereby committed to the function of planning, establishing, developing, constructing, enlarging, improving, maintaining, equipping, operating, regulating, protecting and policing an airport and air navigation facility to serve the people of the District and the public generally. To this end, the Commission may:

Plan, establish, develop, construct, enlarge, improve, maintain, equip, operate, regulate, protect and police its airport and air navigation facility under such reasonable rules and regulations as the Commission may from time to time promulgate.
- b. SC Code of Laws 55-11-210 The Commission is authorized to allow the sale of alcoholic beverages at facilities on airport property designed for the sale of food and beverage items. The hours and days of sales must be established and regulated by the Commission and may not be in conflict with state law and to adopt and promulgate rules and regulations governing the use of roads, streets, buildings, services, and parking facilities on lands of the Greenville-Spartanburg Airport District. These rules and regulations shall not be in conflict with any state law and all state laws shall be applicable to the roads, streets and parking facilities under the control of the commission. Rules and regulations of the Commission shall become effective when filed with the Executive Secretary of the Greenville-Spartanburg Airport

Rules and Regulations

Section 2 – General Information

and in the Office of the Secretary of State in accordance with Chapter 23, Title 1.

The Commission is authorized to employ police officers commissioned by the Governor to enforce all laws and the rules and regulations authorized in this section, and these officers shall be authorized to issue summonses for violations in the manner authorized for state highway patrolmen. Violations of a law, a rule, or regulation of the Commission within the jurisdiction of the Circuit Court of Spartanburg shall be tried in that court. Violations not within the jurisdiction of that court shall be tried by any magistrate or other court of competent jurisdiction. A person who willfully or intentionally violates the rules and regulations of the Commission is guilty of a misdemeanor, and upon conviction, must be fined not more than two hundred dollars, or as otherwise provided by law, or be imprisoned for not more than thirty days.

2.4 Liability

The District, its agents or employees assumes no responsibility or liability for loss, injury or damage to persons or property on the Airport or using Airport facilities, by reason of fire, theft, vandalism, wind, flood, earthquake or collision damage, nor does it assume any liability by reason of injury to persons or property while using the facilities of the District.

2.5 Penalties

Violations of any section or subsection contained herein may result in; punitive action by the Airport District, the issuance of a State citation, and/or physical arrest. State citations issued by Airport Police are triable in Magistrate Court.

Section 3 – Commercial Activity

3.1 Conduct of Business

- a. No person or company shall carry on any commercial activity at or from the Airport without a written agreement or the written consent of the President/CEO, or their designee. This shall include:
 - (1) any flight on which passengers or cargo is carried for hire
 - (2) any distribution or provision of food and beverages, retail merchandise, and other services whether provided free or for sale to the end user.
 - (3) any rental car and other ground transportation services.
 - (4) all other revenue-producing activity.

- b. An Airline may provide its passengers with on-board drinks and snacks in the terminal gate areas only during flights that are delayed more than thirty (30) minutes from their scheduled departure time. In such cases of a delayed flight, if an Airline wishes to provide drinks and snacks other than those it serves on-board the aircraft; all such drinks and snacks must be purchased by the Airline through a Concessionaire. Airlines are not permitted to provide alcoholic beverages of any kind in the terminal gate areas. Airlines are prohibited from providing such drinks and snacks in any other area of the Airport.

3.2 Airport Owned Facilities & Facilities Located on Airport Leased Land

- a. No person shall alter, make additions to, erect, excavate, construct or deconstruct any building, sign or other property within the District without the written consent of the President/CEO, or their designee.

- b. No person shall store any items on the exterior of any facilities or in outdoor areas of any leasehold located on property within the District, regardless if the items are a direct function of the business, without prior written consent of the President/CEO, or their designee.

3.3 Advertisements

No person shall post, distribute, or display signs, advertisements, circulars, campaign materials, or other printed or written materials at the Airport without permission of the President/CEO, or their designee.

Rules and Regulations

Section 3 – Commercial Activity

3.4 Commercial Photography

No person, except representatives of the press on duty or during official assignments, shall take still, motion, or sound pictures for commercial purposes on the Airport without permission of the President/CEO, or their designee. Requests for commercial photography must be submitted using a film request form located at www.gspairport.com. Projects that are approved must abide by the policies and pricing detailed in the Commercial Film, Video and Photography Policy.

3.5 Cargo Storage

Unless otherwise provided in a lease or other agreement, no person shall use any open area of the Airport for storage of property without permission of the President/CEO, or their designee. If a person uses such area for storage without first obtaining such permission, the President/CEO, or their designee may order the property to be removed at the expense of the owner without liability for damage arising from such removal. In addition, rent shall apply for the time the property was stored at the Airport.

3.6 Parking and Storage of Aircraft

Unless otherwise provided in a lease or other agreement, no person shall use any area of the Airport (other than the public aircraft parking and storage areas) for parking and storage of aircraft without permission of the President/CEO, or their designee. If a person uses such area for parking or storage without first obtaining such permission, the President/CEO, or their designee may order the aircraft removed and stored at the expense of the owner without liability for damage arising from such removal or storage.

3.7 Payment of Charges

All billings for use of Airport facilities or goods furnished, shall be payable upon presentation unless otherwise covered by contract or lease. This also applies to the public parking facilities on Airport property.

3.8 Soliciting

No person shall solicit funds for any purpose on the Airport without permission of the President/CEO, or their designee.

3.9 Use of Runway, Ramp, or Apron Areas

Rules and Regulations

Section 3 – Commercial Activity

No person shall take off or land an aircraft from or on a public landing area, or use a public landing area, public ramp or apron area, public passenger ramp or apron area, public cargo ramp or apron area, or a public aircraft parking or storage area, except upon the payment of such fees and charges prescribed by the District, unless such person is entitled to use such area under a contract or lease.

3.10 Use or Occupancy of Airport Operations Area (AOA)

No person shall use or occupy an Airport operations area unless the activity is in conjunction with the servicing of tenants, concessionaires, airlines, activities associated with airlines, governmental agencies, or a purpose connected with the maintenance and operation of the Airport.

3.11 Authority to Deny Use

The President/CEO or their designee may deny the use of the Airport to any aircraft, pilot or personnel violating District or FAA regulations, whether the violation occurred at this Airport or another.

3.12 Use of Airport as Base

The basing and operation of personnel and company owned aircraft at the Airport will be by written agreement with the District or Fixed Base Operator. If such aircraft are used for hire or other commercial purposes all applicable permits and fees must be paid to the District.

3.13 Certificated Part 121 Air Carrier

a. Any certificated part 121 air carrier wishing to enplane or deplane passengers or cargo must notify the President/CEO, or their designee no less than 24 hours prior to arrival. Information required includes:

- (1) Company operating the flight
- (2) Type and registration number of aircraft
- (3) Estimated time of arrival and departure to and from GSP
- (4) Destination from GSP
- (5) Number of passengers and their organization
- (6) Insurance certificate

Unless a contract or lease with the District is in place, the current schedule of fees shall apply.

Rules and Regulations

Section 3 – Commercial Activity

3.14 Ground Transportation – Non-Transportation Network Company (TNC)

- a. No individual or entity, other than authorized concessionaires, may operate any taxicab, shuttle, courtesy vehicle, bus, personal vehicle, or rental car for the purpose of carrying passengers for hire from the Airport unless such operation is with the approval of the President/CEO, or their designee and under such terms and conditions as prescribed by the District.
- b. All individuals, partnerships, LLC or corporations operating for hire and courtesy vehicle services must have a fully executed Non-Tenant Business Permit or be under contract with the District.
 - i. Operators with a fully executed Non-Tenant Business Permit may not cruise or solicit business from Airport property to include picking up or dropping off passengers.
- c. All for hire vehicles must hold a Class C – Certificate of Public Conveyance and Necessity issued by the South Carolina Public Service Commission.
- d. All permittees shall abide by all federal and state laws as well as all Airport Rules and Regulations.
- e. Operators must be clearly identifiable to the public as employees of the non-tenant operator.
- f. Vehicles will actively load/unload passengers in designated areas only.

3.15 Ground Transportation – Transportation Network Company (TNC)

- a. TNC Operators must have a fully executed TNC Operating Permit and shall pay applicable fees to operate at the Airport, as amended from time to time by the Airport District in accordance with South Carolina Code Section 58-23-1710.
- b. TNC Operators shall only accept rides booked through the TNC's mobile application and shall not solicit or accept street hails.
- c. TNC Operators shall not cruise Airport roadways in search of passengers.
- d. TNC Operators will actively load/unload passengers in designated areas only.
- e. All TNC Operators shall abide by all federal and state laws as well as all Airport Rules and Regulations.

Rules and Regulations

Section 3 – Commercial Activity

3.16 Ground Transportation – Peer-to-Peer Vehicle Sharing

- a. Peer-to-Peer Vehicle Sharing Operators must have a fully executed Peer-to-Peer Vehicle Sharing Operating Permit and shall pay applicable fees to operate at the Airport, as amended from time to time by the Airport District.
- b. Vehicle owners participating in Peer-to-Peer Vehicle Sharing shall only accept customers that have booked through the Peer-to-Peer Vehicle Sharing platform and shall not solicit for customers at the Airport.
- c. Vehicle owners participating in a Peer-to-Peer Vehicle Sharing shall park their vehicles in the Airport’s public parking lots and shall pay the applicable parking lot fees as posted. No transaction or vehicle exchanges shall occur on the Airport’s Fixed Based Operator (FBO), or any other areas of the Airport as prescribed by the District and as amended from time to time.
- d. All Peer-to-Peer Vehicle Sharing Operators shall abide by all federal and state laws as well as all Airport Rules and Regulations.

3.17 Penalties

Violations of Section 3.14, 3.15, and 3.16 may result in a citation triable in Magistrate Court and/or paying permit and activity fees.

3.18 Stormwater and Oil Pollution Prevention

Any airport tenants, including air passenger or cargo companies, Fixed Based Operators (FBOs), and other parties who routinely perform industrial activities, to include servicing aircraft lavatories, on Airport property must comply with the Airport District Stormwater Pollution Prevention Plan (SWPPP).

Any user and/or operator at the airport of facilities that could possibly discharge oil in harmful quantities must comply with the Airport District Spill Prevention Control and Countermeasure Plan (SPCC). All spills must be reported to the Airport Operations Center and cleaned-up by the agency responsible for creating the spill.

3.19 Fire Prevention and Inspection

The most recent codes adopted by the South Carolina Buildings Code Council are hereby adopted by the District for the purpose of:

Rules and Regulations

Section 3 – Commercial Activity

- a. Facilitating proper inspection activities relating to the construction and maintenance of buildings within the District and relating to public safety, health, and general welfare.

- b. Regulating and governing the safeguarding of life and property from fire and explosion hazards arising from storage, handling, and use of hazardous substances, material and devices, and from conditions hazardous to life or property.

3.20 Centralized Receiving & Distribution Facility

All tenants within the terminal complex shall utilize the Centralized Receiving & Distribution Facility (CRDF) for all deliveries and pickups including, but not limited to, office supplies, FedEx, UPS, and other parcel services, payroll check delivery services, etc. In addition, all concessionaires shall utilize the CRDF vendor for the transport of all used cooking oil outside of any leasehold.

CRDF fees shall be calculated and assessed annually based on a proration of services to each tenant as determined by the District.

Rules and Regulations

Section 4 – Designated & Restricted Areas

Section 4 – Designated & Restricted Areas

4.1 Itinerant Ramp

The Itinerant Ramp is for the parking and storing of aircraft; servicing aircraft with fuel, lubricants, and other supplies; and making minor or emergency repairs to aircraft. Use of the Itinerant Ramp shall be prior coordinated with Airport Operations. A ramp use fee may be charged by the District.

4.2 Fixed Base Operator Ramp

The FBO Ramp is for the loading and unloading of passengers, cargo, and supplies to or from aircraft; servicing aircraft with fuel, lubricants, and supplies; and for the parking of equipment actively used in connection with such operations. Use of the FBO Ramp shall be prior coordinated with the FBO.

4.3 Passenger Ramp

The Passenger Ramp is for the loading and unloading of passengers, cargo, and supplies to and from aircraft; servicing aircraft with fuel, lubricants, and supplies; and for the parking of equipment actively used in connection with such operations. The Passenger Ramp shall be prior coordinated with Airport Operations.

4.4 South Cargo Ramp (L2)

The South Cargo Ramp is for the loading and unloading of passengers when a gate is not available, the unloading of commercial international passengers into the U.S. Customs – Federal Inspection Services facility unloading and loading cargo, servicing aircraft with fuel, lubricants, and supplies, and the temporary parking of diverted aircraft. The South Cargo Ramp shall be prior coordinated with Airport Operations.

4.5 Center Cargo Ramp (L8)

The Center Cargo Ramp is for the loading and unloading of cargo, domestic and international, and occasional processing of passengers, servicing aircraft with fuel, lubricants, and supplies and the temporary parking of diverted aircraft. The Center Cargo Ramp shall be prior coordinated with Cerulean Commercial Aviation.

Rules and Regulations

Section 4 – Designated & Restricted Areas

4.6 North Cargo Ramp (L9)

The North Cargo Ramp is for the loading and unloading of passengers and cargo, the inspection of private international aircraft and passengers entering into the U.S. Customs – Federal Inspection Services facility, servicing aircraft with fuel, lubricants, and supplies, and the temporary parking of diverted aircraft. The North Cargo Ramp shall be prior coordinated with Airport Operations.

4.7 Restricted Areas

- a. It is unlawful for any person to enter into or access a restricted area or onto Airport property, without authorization or legal cause. If a person refuses to or fails to leave immediately upon being ordered or requested to do so by Airport District personnel, tenant, agent or representative the unauthorized person shall be considered trespassing and is subject to legal enforcement.
- b. All areas of the Airport are restricted except those areas open to the public. No person shall enter or remain, in or upon, a runway, taxiway, ramp, airline office, concourse, aircraft hangar, cargo facility, Air Traffic Control Tower, an aircraft boarding door, secured, access-controlled area, or other non-public area except:
 - (1) Authorized, badged employees of the Airport
 - (2) Authorized employees of the FAA, NTSB, DHS, or applicable Airline.
 - (3) Passengers enplaning or deplaning an aircraft, under appropriate supervision
 - (4) Escorted individuals with a need to be in a restricted area
 - (5) Emergency personnel responding to an emergency
 - (6) As a means of escape during an emergency

4.8 Airport Issued ID Media

Individuals possessing Airport issued ID media will remain in areas they are authorized as indicated by the card color issued to them. If an individual requires access to an area not allowed by their ID, they must be escorted by someone authorized to be in that area and possess an "E" on their ID. Individuals not in possession of their Airport issued ID media **CANNOT** be escorted for any reason.

4.9 Weight Limits

The following are weight bearing capabilities at the Airport; waivers may be approved by the President/CEO or their designee:

Rules and Regulations

Section 4 – Designated & Restricted Areas

Runway 04/22	Pavement Classification Number (PCN) 65 R/B/W/T
Itinerant Ramp	60,000 pounds dual wheel load
FBO Ramp	60,000 pounds dual wheel load
Passenger Ramp	210,000 pounds dual wheel load
South Cargo Ramp	753,000 pounds double dual tandem wheel load
Center Cargo Ramp	1,092,000 pounds double dual tandem wheel load
North Cargo Ramp	753,000 pounds double dual tandem wheel load

4.10 Employee Parking

- a. The employee parking lot is for authorized, badged employees of the District and tenants. Use by others must be approved by the President/CEO, or their designee. Transient employees are not authorized to use the employee parking lot.
- b. Entrance to the employee parking lot is by use of the employee's Airport issued ID media. Entry into the employee parking lot by any other means than the designated entrance is not allowed. The Airport may charge a fee for the use of the employee parking lot.
- c. Vehicles parked in the employee parking lot must display the approved parking pass issued by the District. Vehicles not displaying the proper parking pass may be ticketed and/or towed at the owner's expense.
- d. Vehicles must be parked in designated parking spaces only. Vehicles may only occupy one parking space.
 - (1) Oversize vehicles and vehicles with trailers may use the employee lot provided there is sufficient space for other employees as determined by the District.

Rules and Regulations

Section 5 – Aircraft Operations

Section 5 – Aircraft Operations

5.1 Closing the Airport

If the conditions of the Airport become unsafe for landings or takeoffs, the President/CEO, or their designee will issue a NOTAM indicating the Airport is closed. The closure NOTAM will be cancelled when conditions allow.

5.2 Refusal of Clearance

The President/CEO, or their designee may delay or restrict the arrival or departure of any flight or other operation at the Airport believed to be a safety or security risk. Instruction to the aircraft will be through the Air Traffic Control Tower when it is open.

5.3 Conformance with FAA Regulations

All aircraft operations conducted at the Airport will conform to the rules and regulations of the FAA.

5.4 Negligent Operation of Aircraft

No person shall operate an aircraft from or on a public landing area, public ramp or apron area, public passenger ramp or apron area, public cargo ramp or apron area, or a public aircraft parking or storage area in a careless or negligent manner. Aircraft that are constructed, equipped or loaded that endanger or are likely to endanger persons or property shall not be operated.

5.5 Motorless, Ultra-Light, & Unmanned Aircraft Systems

- a. Landings and takeoffs by motorless or ultra-light aircraft must have the approval from the Air Traffic Control Tower.
- b. Unmanned aircraft systems (UAS), to include model aircraft, are prohibited from operating within 5 miles of the Airport, as specified by Federal Aviation Administration Regulations, without prior approval from FAA Headquarters, the Air Traffic Control Tower or the President/CEO, or their designee.

Rules and Regulations

Section 5 – Aircraft Operations

5.6 Designated Unsafe Areas

Aircraft will not use any part of the Movement or Non-Movement areas deemed unsafe. These areas will be conspicuously marked, and appropriate NOTAM's will be issued.

5.7 Aircraft Demonstrations

Experimental flights or ground demonstrations will not be conducted without the written consent of the President/CEO, or their designee.

5.8 Starting Aircraft Engines

Aircraft engines will only be started when competent authority is at the controls of the aircraft. Chocks will be placed in front of the wheels before starting the engine(s) unless the aircraft has sufficient parking brakes, and they are applied. The immediate area around the aircraft will be checked by the aircraft operator for Foreign Object Debris (FOD) prior to engine start.

5.9 Aircraft Engine Run-Up

Aircraft engines may be run-up at various airport locations as approved by the President/CEO, or their designee. Personnel performing engine run-ups must ensure exhaust velocities are not directed in a manner that could cause personal injury or damage to equipment or facilities. Engines will not be run-up in hangars or when hangars, shops, office spaces, aircraft taxiing, taking off, or landing are in the path of the propeller or jet blast.

5.10 Taxiing and Tugging Aircraft

Aircraft will not be taxied on a movement or non-movement area unless a certified, qualified pilot or A&P mechanic authorized to operate the aircraft being taxied is at the controls. A&P mechanics must be qualified to drive at GSP or escorted by GSP Operations. Aircraft shall not taxi when the jet blast, prop-wash or rotor-wash may cause injury to persons or cause damage to property. Aircraft that cannot safely move under its own power without potentially causing injury or damage should be towed to a location where the operation of the aircraft will not cause injury or damage.

In the case of helicopters, only a certified, qualified helicopter pilot may be at the controls. Aircraft will be taxied only after ascertaining there is no danger of

Rules and Regulations

Section 5 – Aircraft Operations

collision with any person or object. This shall be accomplished by a visual inspection of the area and/or the use of wing walkers.

5.11 Taxiing Speed

Aircraft taxiing will be at safe and reasonable speeds with due regard for other aircraft, persons, and property.

5.12 Taxiing on Turf Areas

Aircraft will not taxi upon the turf areas of the Airport unless authorized by the Air Traffic Control Tower or the President/CEO, or their designee.

5.13 Parking Aircraft

Aircraft will only be parked in designated areas. Parking or standing on a runway or taxiway is prohibited unless directed to do so by the Air Traffic Control Tower. Airline operated aircraft will not park outside of agreed gates or areas without approval from the President/CEO, or their designee. Aircraft will not be permanently parked or stored on the Airport unless agreed upon with the Fixed Base Operator. The FBO may charge applicable fees for the parking and storage of aircraft.

5.14 Accident Reports

The operator of any civil aircraft, or any public aircraft shall immediately, and by the most expeditious means available, notify the District of any damage caused to an aircraft while on any portion of the Airport in accordance with Section 6 of the FAA Aviation Safety Reporting Program.

5.15 Disposal of Damaged Aircraft

The pilot or operator is responsible for the prompt removal of damaged or disabled aircraft. In the event the pilot or operator does not comply or is unable to remove such aircraft in a timely manner, the President/CEO, or their designee may have the aircraft removed at the pilot's/operator's expense without liability for damage that resulted from the removal.

5.16 Foreign Object Debris (FOD)

Airport tenants are responsible for developing a FOD self-inspection program for non-movement areas of the AOA that are leased for their operation. Leased

Rules and Regulations

Section 5 – Aircraft Operations

areas must be regularly inspected to detect and promptly remove hazards associated with FOD.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

Section 6 – Movement & Non-Movement Area Operations

6.1 Smoking and Open flames

Smoking is prohibited on or near any part of the movement and non-movement areas. Open flames are prohibited on or near any movement or non-movement area and any fuel storage area unless authorized by a hot work permit. Grills must be inspected by the Airport Fire Department annually and must be a minimum of 50ft from any structure.

6.2 Authorized Drivers – Movement Area

Operators of vehicles in the movement area must possess a valid U.S. Driver's License, complete and pass the non-movement area training and the movement area training prescribed by the Airport District. This includes aircraft not intended for flight, being operated by anyone (except pilots) taxiing or towing. An "M" designator on airport issued ID media indicates the individual is authorized to operate a vehicle or aircraft not intended for flight in both the movement and non-movement areas.

6.3 Authorized Drivers - Non-Movement Area

Operators of vehicles in the non-movement area must possess a valid U.S. Driver's License and complete and pass the non-movement area training prescribed by the Airport District. This includes aircraft not intended for flight, being operated by anyone (except pilots) taxiing or towing. An "R" designator on airport issued ID media indicates the individual is authorized to operate a vehicle in the non-movement area.

6.4 Authorized Vehicles – Movement Area

Only authorized vehicles are permitted in the movement area or runway safety area. This includes: Airport Operations, ARFF, Airport Police, Airport Facilities, FAA Facilities and National Weather Service. Drivers must have an "M" drivers permit and be in contact with and have permission from the Air Traffic Control Tower before entering the movement area or runway safety area. Vehicles entering must be in sound mechanical order, have 2 working headlights, at least one working taillight and have amber, red or blue flashing lights visible from 360 degrees. Vehicles and/or pedestrians must also be equipped with a two-way radio and be in continuous contact with the Air Traffic Control Tower when open or announcing presence on the Common Traffic Advisory Frequency (CTAF) when the Tower is closed.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

6.5 Authorized Vehicles – Non-Movement Area

Only authorized vehicles and equipment are permitted in the non-movement area. Vehicles must be in sound mechanical order and have 2 working headlights and at least 1 working taillight. Vehicles leaving the non-movement area and returning must have a current AOA inspection decal affixed to the lower left corner of the windshield. Vehicles in the non-movement area must have their company logo, in a minimum of 4" lettering, affixed to both sides of the vehicle either by permanent lettering or magnetic placard. Vehicles with permanent State or Federal Government license plates are exempt from the placard rule.

6.6 Escorts – Movement Area

Vehicles and/or operators not authorized in the movement area must be escorted at all times. Those providing the escort must have an "E" on their airport issued ID media and if escorting a vehicle must have an "M" driver's permit. Permission to enter the movement area must also be granted by the Air Traffic Control Tower.

6.7 Escorts – Non-Movement Area

Vehicles and/or operators not authorized in the non-movement area must be escorted at all times. Those providing the escort must have an "E" on their airport issued ID media and if escorting a vehicle must have either an "R" or "M" driver's permit.

6.8 Speed Limit

Vehicles in the non-movement area will not be operated in excess of 30 miles per hour. Vehicles operating within 50 ft. of an aircraft will not exceed 10 miles per hour. Vehicle operators shall reduce their speed when the pavement is wet, icy or during periods of low visibility.

6.9 Right of Way

Vehicles will always give way to aircraft pushing back, preparing to taxi or taxiing. Ground vehicles must give way to emergency vehicles responding to an emergency and to fuel trucks at all times.

Rules and Regulations

Section 6 – Movement & Non-Movement Area Operations

6.10 Emergency Vehicles

- a. Operators of emergency vehicles in the non-movement area must give way to aircraft taxiing and must ensure crews pushing an aircraft see the emergency vehicle and stop before proceeding.
- b. Operators of emergency vehicles entering the Movement Area must have clearance from the Air Traffic Control Tower or ensure the Movement Area is closed to aircraft before proceeding.

6.11 Ground Equipment

Ground vehicles may pull no more than 4 pieces of equipment. During periods of snow and/or ice vehicles may pull no more than 2 pieces of equipment.

6.12 Operation of Vehicles and Ground Equipment

Vehicles and ground equipment shall not be operated in a movement or non-movement area in a careless or negligent manner; or while the driver is under the influence of an intoxicating liquor, any narcotic, habit-forming drug, or medication with a warning indicating the operation of machinery should not be attempted, or if such vehicle is so constructed, equipped or loaded as to endanger persons or property.

6.13 Violation Penalties – Movement Area

Violations in the movement area can range from driver re-training, fines, suspension of driver privileges to revocation of airport issued ID media depending on the severity of the violation. Severity is determined by the President/CEO or their designee. Violations within the movement area become a permanent part of an individual's airport issued ID media record.

6.14 Violation Penalties – Non-Movement Area

Violations in the non-movement area can range from driver re-training, fines, suspension of driver privileges to revocation of airport issued ID media depending on the severity of the violation. Severity is determined by the President/CEO or their designee. Violations within the non-movement area remain on an individual's airport issued ID media record for 365 days from the incident date.

Rules and Regulations
Section 7 – Motor Vehicle & Traffic Rules

Section 7 – Motor Vehicle & Traffic Rules

7.1 Authorized to Operate Vehicles

Motor vehicles shall not be operated in or upon a public vehicular parking area or public airport roadway unless (1) the driver possess a valid driver's license to operate such vehicle on the highways of this State and (2) such vehicle is registered in accordance with the provisions of the laws of this State.

7.2 Compliance with Lawful Order, Signal or Direction

All traffic in or upon a public airport roadway, a public vehicular parking area, fuel storage area, movement or non-movement area of the Airport must, at all times, comply with any lawful order of law enforcement or signal or direction from any authorized representative of the District.

7.3 Operation of Motor Vehicles/ATV's

- a. Vehicles shall not be operated in or upon a public airport roadway, a public vehicular parking area, fuel storage area, or movement or non-movement area of the Airport in a careless or negligent manner or at a speed or in a manner which endangers or is likely to endanger persons or property.
- b. Dirt bikes and all-terrain vehicles such as three-wheelers and four-wheelers are not permitted to be used on any part of the District's property unless authorized by the President/CEO, or their designee.

7.4 Parking

- a. Operators of motor vehicles shall not stop or park a vehicle:
 - (1) On any roadway or crosswalk causing a hindrance to the flow of traffic.
 - (2) Within a bus stop, safety zone or taxi/shuttle zone, unless authorized to do so.
 - (3) Within 15 feet of a fire hydrant.
 - (4) In a fire lane.
 - (5) In any parking lot or other designated parking area except upon payment of a parking fee or contract with the Airport District.
 - (6) In a designated handicapped parking space unless a valid handicapped placard or license plate is properly displayed.
 - (7) In any parking space designated reserved unless prior authorization is given.

Rules and Regulations

Section 7 – Motor Vehicle & Traffic Rules

b. Passenger pick-up and drop-off:

- (1) Passenger pick-up and drop-off areas in front of the terminal are for active loading and unloading of passengers only.
- (2) Vehicles left unattended in front of the terminal may be ticketed and/or towed at the owner's expense.

c. Parking lots and garages:

- (1) The speed limit within any parking lot or garage is 10 M.P.H.
- (2) Vehicles must be parked in designated parking spaces only.
- (3) Oversize vehicles and vehicles with trailers requiring more than one space may be charged for the use of additional spaces.
- (4) If a specific parking lot is full, other lots may be used at the posted rate for that particular lot (Example: If the economy lot is full, the daily parking lot may be used at the daily lot rate).

d. Cell phone parking lot:

- (1) The cell phone parking lot is for individuals waiting on arriving passengers.
- (2) Parking is limited to a maximum of 30 minutes.
- (3) Drivers must remain with their vehicles.
- (4) Vehicles left unattended are subject to ticketing and towing at the owner's expense.
- (5) Transportation network companies are prohibited from waiting for ride share requests in this area.

e. Unauthorized vehicles parked in restricted or reserved areas may be ticketed and/or towed at the owner's expense. These areas include, but are not limited to:

- (1) Airport District office parking.
- (2) Rental Car parking areas.
- (3) Prearranged reserved public parking.
- (4) Taxicab/shuttle waiting areas.
- (5) Employee parking areas.
- (6) Fixed Base Operator parking areas.
- (7) North Cargo parking.
- (8) South Cargo parking.
- (9) Cell Phone lot.
- (10) Access gates.

Rules and Regulations

Section 7 – Motor Vehicle & Traffic Rules

7.5 Authority to Hold Vehicles

The President/CEO, or their designee has the authority to hold vehicles parked in vehicular parking areas operated by or for the District for non-payment of parking fees.

7.6 Authority to Remove Vehicles

The President/CEO, or their designee may remove or cause to be removed any vehicle which is disabled, abandoned, parked in violation of state law, federal law, federal regulation, or which presents a hindrance to the operation of the Airport or any tenant of the Airport at the owner's expense and without liability for any damage that may result. Vehicles left unattended in a passenger loading/unloading zone will be ticketed and/or towed in accordance with federal regulations.

7.7 Abandoned & Derelict Vehicles

- a. Vehicles left in any parking area or lot for more than 90 days may be considered abandoned and may be sold at public auction unless the owner notifies the District or parking authority.
- b. Any vehicles considered a "Derelict Vehicle" in accordance with South Carolina Code of Laws Section 56-5-5810, shall not be located on property within the District. Any vehicle found in violation may be removed at the owner's expense including but not limited to all applicable towing and storage fees and without liability to the District.

7.8 Emergency Vehicles

Operators of emergency vehicles have the same authority and must comply with South Carolina Code of Laws Section 56-5-760.

7.9 Yielding to Emergency Vehicles

Vehicles and pedestrians must yield to emergency vehicles when displaying red and white, blue, red and blue, or amber flashing lights and giving an audible signal/siren. This applies to the public areas as well as the movement and non-movement areas.

Rules and Regulations

Section 7 – Motor Vehicle & Traffic Rules

7.10 State Law

The Laws of the State of South Carolina are applicable to vehicular and pedestrian traffic on the highways, streets, roads, crosswalks, sidewalks, parking facilities, terminal areas and all other areas of the District. All violations involving traffic and criminal statutes of the State of South Carolina are enforceable under Airport Rules and Regulations and will be enforced by Airport Police and/or other authorized District personnel. Parking violations may be enforced by the Airport Police or other personnel authorized by the President/CEO, or their designee.

7.11 Payment of Parking Fines

Parking tickets issued by the District shall be paid within 30 days of the date of issuance. Unpaid fines will double after 30 days. Payment shall be made to the Greenville-Spartanburg Airport District.

7.12 Micro-Mobility Devices

Personal electric scooters (e-scooters), electric bicycles (e-bikes), and other similar designated micro-mobility devices are prohibited from being inside any District facilities or within the Airport Operating Area (AOA). Parking personal e-mobility devices inside a building creates fire, safety, and accessibility hazards. Charging personal micro-mobility devices is prohibited on District property. E-Micro-mobility devices are not permitted inside any airport shuttle or vehicles. Any micro-mobility device found inside any District facility will be removed and impounded at the owner's expense.

Rules and Regulations

Section 8 – Passenger Screening & SIDA Access

Section 8 – Passenger Screening & SIDA Access

8.1 Pre-Board Passenger Areas

- a. All ticketed passengers and those issued gate passes must submit to the prescribed screening process conducted by TSA before proceeding into any pre-board passenger area.
- b. District employees and tenants that have submitted to a fingerprint based criminal history check and are authorized unescorted access may enter a pre-board passenger area provided the entry is in performance of their employment. Entry may be through the TSA screening checkpoint or through doors controlled by the card-access system.

8.2 Submission to Screening

All persons presenting themselves and property for inspection must abide by the regulations set forth in 49 CFR 1540.111 as well as the prohibited items list published by DHS/TSA.

8.3 Security Identification Display Area

- a. Only those authorized by the Airport Security Program are allowed in any sterile, secure, AOA, or SIDA area.
- b. All personnel in a sterile, secure, AOA, or SIDA area must display their airport issued ID media on the outer most layer of clothing or be escorted by authorized individuals.
 - (1) Personnel not in possession of their issued SIDA ID **CANNOT** be escorted for any reason.
- c. Each individual with access to any sterile, secure, AOA, or SIDA must present their airport issued ID media to the access control system regardless of the number of persons needing to enter the same area.

8.4 Challenge Procedures

- a. Individuals with unescorted access to the SIDA must:
 - (1) Question anyone not displaying proper ID media for the area they are in, or

Rules and Regulations

Section 8 – Passenger Screening & SIDA Access

- (2) Notify the Airport Operations Center of the individual(s) not displaying proper ID while maintaining visual observation until law enforcement support arrives.

8.5 Gate and Door Security

Individuals accessing a door, gate, or elevator leading to any sterile, secure, AOA, or SIDA area must remain with the door or gate until it is secure.

8.6 Penalties

Violations of Sections 8.3, 8.4 or 8.5 may result in sanctions up to and including revocation of their airport issued ID media and/or a criminal charge of Violation of Rules and Regulations of the Airport.

Rules and Regulations
Section 9 – Conduct of the Public

Section 9 – Conduct of the Public

9.1 Firearms

- a. No person, except for sworn law enforcement, authorized armed security members of the United States Armed Forces on official duty, or operations personnel utilizing Airport District owned firearms for wildlife management shall carry a firearm within District facilities:
 - (1) in any building owned or operated by the District or
 - (2) in checked baggage or through a passenger screening checkpoint, unless:
 - a. the firearm is properly packaged, unloaded and declared, according to 49 CFR 1544.203, for transportation in checked baggage or
 - b. the individual is authorized by 49 CFR 1544.219 to carry in the aircraft cabin.
- b. In addition to the penalties provided by state law, the firearm involved in the violation of this section may be confiscated. The firearm must be delivered to the Chief of Police of the District. The confiscated firearm may be used within the agency, transferred to another law enforcement agency for the lawful use of that agency, traded with a retail dealer licensed to sell firearms in this state for a firearm or any other equipment approved by the agency, or destroyed. Firearms will not be disposed of in any manner until the results of any legal proceeding in which it may be involved are final. Records must be kept of all confiscated firearms received.

9.2 Explosives and Hazardous Materials

- a. It is unlawful for a person to manufacture, cause to be manufactured, or possess any object or article which is designed to cause damage by fire or any other means to person or property either by ignition, detonation, or other means. (SC Code of Laws 16-23-480).
- b. Fireworks shall not be:
 - (1) discharged on any property owned by the District
 - (2) carried in any check bag or through a passenger screening checkpoint
 - (3) carried aboard any aircraft unless approved by the airline and the US Department of Transportation.
- c. Hazardous materials:
 - (1) must be properly labeled and stored in areas designated for such materials

Rules and Regulations

Section 9 – Conduct of the Public

(2) may not be transported aboard an aircraft unless the provisions of Title 49 part 175 are met.

9.3 Alcoholic Beverages

- a. The sale of alcoholic beverages is limited to approved tenants of the District. Approved tenants must also possess the required state licenses.
- b. Alcoholic Beverages may only be sold between the hours as ascribed by the District, which may not be in conflict with SC State Law. These times will be published to all approved tenants.
- c. Alcoholic Beverages purchased from a licensed vendor inside the sterile area may be conveyed throughout the sterile area.
- d. All Alcoholic Beverages sold to carry out within the sterile area must be poured into a specially designed cup bearing the "2 Go" logo.
- e. Passengers purchasing alcohol in the sterile area to carry out will not be permitted to exit the sterile area or board an aircraft prior to consuming or disposing of their alcoholic beverage.

9.4 Malicious Damage

No person shall destroy, deface, injure or disturb any building, equipment, sign, marker, landscape, publicly or privately owned.

9.5 Loitering

No person shall remain on any part of the Airport or in any building on the Airport property without reason to be there or remain in any area or building on Airport property after being asked to leave.

9.6 Littering

Trash, papers, cigarettes, gum, refuse or other unwanted materials will be disposed of in receptacles provided for that purpose.

9.7 Drug Paraphernalia

It shall be unlawful for a person to possess Drug Paraphernalia. Drug Paraphernalia means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating,

Rules and Regulations

Section 9 – Conduct of the Public

cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. This includes, but is not limited to:

- a. Kits used, intended for use, or designed for use in planting, propagating, cultivating, growing, or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived.
- b. Kits used, intended for use, or designed for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances.
- c. Testing equipment used, intended for use, or designed for use in identifying or in analyzing the strength, effectiveness, or purity of controlled substances;
- d. Scales and balances used, intended for use, or designed for use in weighing or measuring controlled substances.
- e. Diluents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose, and lactose, used, intended for use, or designed for use in cutting controlled substances.
- f. Blenders, bowls, containers, spoons, and mixing devices used, intended for use, or designed for use in compounding-controlled substances.
- g. Capsules, balloons, envelopes, and other containers used, intended for use, or designed for use in packaging small quantities of controlled substances.
- h. Containers and other objects used, intended for use, or designed for use in storing or concealing controlled substances.
- i. Hypodermic syringes, needles, and other objects used, intended for use, or designed for use in parenterally injecting controlled substances into the human body.
- j. Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body.

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Section 9 – Conduct of the Public

9.8 Smoking and Smokeless Tobacco

Smoking and the use of smokeless tobacco is allowed in designated locations only. No person shall smoke, use smokeless tobacco, or carry any lit cigars, cigarettes, pipes, electronic cigarettes or any product that produces smoke, odors, or vapors of any type:

- a. into any building or near the entrance of any building;
- b. into any fuel storage area;
- c. within 50 ft. of a fuel truck;
- d. within the AOA; or
- e. anywhere smoking is prohibited by signage.

9.9 Lost and Found

The Airport Customer Service Counter will serve as the official custodian for any Airport Lost & Found property. All items turned in to customer service will be logged and stored in a secure location.

- a. Items will be held for 14 days before being disposed of
- b. Disposal of items will be in accordance with District Executive Directive # 4

9.10 Animals

- a. Animals entering the terminal building, FBO, passenger boarding areas, cargo facilities, or the aircraft ramp must be confined to airline approved pet carriers except:
 - i. animals recognized by the Americans with Disabilities Act as Service Animals;
 - ii. animals being trained by certified trainers to become Service Animals;
 - iii. animals used by law enforcement for the detection of contraband, explosives, or the apprehension of individuals.
 - iv. animals accompanying FBO customers that come off or that are going onto general aviation aircraft.

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Section 9 – Conduct of the Public

- b. Animals not recognized by the ADA but meeting the requirements under the Air Carrier Access Act to travel in the cabin of aircraft as Service Animals must remain in airline approved pet carriers or carried until boarding the aircraft or immediately after deplaning. Large animals that cannot be carried must be on a non-retractable leash and under control of the owner at all times. Owners are responsible for cleaning-up all messes created by their animal.
- c. For all other property at the Airport or owned by the District that is located outside of the terminal building, FBO, passenger boarding areas, cargo facilities, or the aircraft ramp, unless categorized by the four exceptions listed above in Paragraph A, no animals are permitted to be at the Airport or located on District owned property without prior written consent of the President/CEO, or their designee.

9.11 Baggage Carts

With the exception of skycaps working for a tenant operator, baggage carts, whether rented or privately owned, are not to be used for hire. All baggage carts used inside the Airport Fixed Based Operator facility or terminal building are required to have pneumatic wheels.

9.12 Model Aircraft

Unauthorized use or operation of model aircraft, kites, hot air balloons, parachutes, or unmanned aircraft systems (UAS) on Airport property is prohibited.

9.13 Hunting and Firearm Discharge

It shall be unlawful to hunt, fish, or discharge/fire any firearm, air rifle, slingshot, bow and arrow or other dangerous device on Airport property unless authorized by the President/CEO, or their designee.

9.14 Gambling

Gambling or the operation of gambling devices on property owned by the Airport is prohibited. Lottery pools for the purpose of playing legal lotteries are exempt from this prohibition.

Rules and Regulations

Section 9 – Conduct of the Public

9.15 Emergency Equipment

Fire alarms, hydrants, extinguishers and emergency call devices are to only be used in emergencies.

9.16 Radio Interference

Federal Government regulations 47 U.S.C. 301, 302b, and 333 as well as FCC Commission Rules 15.1c and 2.803g prohibit the use of unlicensed radio frequencies, devices which interfere with radio reception, and the use of intentional radiators and jamming devices.

9.17 Unattended Baggage

No person shall leave their suitcase, backpack, pocketbooks or other similar articles unattended within the Airport terminal building including the front curb area of the facility.

9.18 Resisting a Stop by Police; Interfering with a Law Enforcement Officer.

It is unlawful for any person to resist or interfere with any law enforcement officer by any means including, but not limited to, flight, force, or threat of force, while the officer is performing official duties. Except as provided by law, it is not a defense to prosecution under this section that the offender believed the action of the officer was unlawful or unreasonable. Any person violating the provisions of this section may result in sanctions up to and including revocation of their airport issued ID media and/or a criminal charge of Violation of Rules and Regulations of the Airport.

Rules and Regulations
Section 10 – Picketing, Leaflet Distribution & Solicitation

Section 10 – Picketing, Leaflet Distribution & Solicitation

10.1 Restrictions

- a. No person shall enter or remain on Airport property to picket, distribute leaflets, or solicit on or from Airport property without the written approval of the President/CEO, or their designee.
- b. Drive-by rallies and any form of parading or congregating with vehicles is prohibited.
- c. Any and all permits issued in conjunction with picketing, leaflet distribution or solicitation activities are limited solely for the purposes set forth therein and are not transferable or assignable in whole or in part.

10.2 Designated Locations

- a. Picketing or leaflet distribution activities will only be permitted in designated picketing/leaflet distribution zones located in the public areas of the Airport, as shown in Exhibit A. The Director of Airport Operations, or his designee maintains and will provide each permit applicant with a diagram showing the designated picketing/leaflet distribution zones.
- b. The District designated locations are subject to change to take into account changes in pedestrian or vehicle flow, construction projects, alterations to the terminal complex and their surroundings, evolving security requirements, emergency conditions, or other unforeseen circumstances which may necessitate a change.
- c. Solicitation activities will only be permitted in areas designated by the President/CEO or their designee.

10.3 Reservation of Rights

The President/CEO, or their designee reserves the right to:

- a. Impose such reasonable conditions as may be necessary, on the proposed activity, such as: (i) the number of persons allowed to engage in the activity; (ii) the time of the activity; (iii) the place or places the activity occurs; or (iv) the manner of such activity; to avoid injury to persons or damage to property or to assure the safe and orderly operation of the Airport facilities.

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Section 10 – Picketing, Leaflet Distribution & Solicitation

- b. Immediately revoke any and all permits issued upon the occurrence of an emergency affecting the safety of persons or property when required in the implementation of security procedures, to avoid injury to persons or damage to property, or to assure the safe and orderly operation of the Airport facilities.

10.4 Compliance with Rules, Regulations and Laws

- a. Persons engaged in picketing, leaflet distribution, or solicitation shall comply with all applicable District Rules and Regulations, policies and guidelines, as well as all applicable local, state and federal laws and regulations.
- b. All such activities shall be conducted in a peaceful and orderly manner, without physical harm, molestation, threat, harassment, obscenity, violence, breach of the peace, damage to property, or other unlawful conduct and without obstructing the use of the airport by others, without hindrance or interference with the proper, safe, orderly, and efficient operation of the airport and the activities conducted thereupon, and without interference with the constitutional rights of others.
- c. Persons engaged in picketing, leaflet distribution, or solicitation must obey all directions of Airport Police Department officers and District personnel designated to facilitate the movement of customers and traffic in, to and from the terminals, walkways and roadways.

10.5 Prohibited Conduct

All persons on Airport property, to include those engaged in Picketing, Leaflet Distribution or Solicitation, shall not:

- a. Picket, distribute leaflets, or solicit at any area except during the days, times and locations assigned by the District.
- b. Identify themselves as representatives of the District.
- c. Attach signs to clubs, poles or other hard objects – signs must be carried or otherwise attached to participants engaged in picketing activity.
- d. Solicit contributions of money or other articles of value, for religious, charitable or any other purposes, or receive money or other articles of value, whether in the form of cash, checks, credit, or debit vouchers or any other form of negotiable instruments in any public area.
- e. Conduct games of chance.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- f. Sell, distribute or hand out any type of food or drink while engaged in picketing, leaflet distribution or solicitation activities.
- g. Gather signatures on District property.
- h. Attempt to pin, tie, or attach any symbol, insignia, article or object to the clothing, luggage, or vehicle of any person without their consent.
- i. Delay or in any manner, assail, coerce, threaten, or physically disturb any member of the public, tenant of the Airport, District or any other person for any reason.
- j. Wear or display informational signs inside any building or parking structure.
- k. Block sidewalks, doorways, or roadways.
- l. Interfere with passenger flow.
- m. Obstruct or interfere with the use of escalators, stairs, corridors, halls, doorways, or elevators.
- n. Destroy, injure, deface, disturb, or tamper with any building, sign, equipment, fixture, marker, or any other structure or property on the Airport.
- o. Place signs, notices, advertisements or other writings, in or on any structure or building on Airport property.
- p. Place tables, stands, chairs or other structures on Airport property without the authorization of the President/CEO, or their designee.
- q. Use any musical instruments, noise-making devices, sound or voice amplifying apparatus, battery operated and/or electrically powered portable or stationary public address systems.
- r. Use any building, facility or structure for lodging or sleeping not intended for that purpose.
- s. Set or have open or contained fires anywhere on District property.

10.6 Preservation and Maintenance

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

- a. Persons engaged in picketing, leaflet distribution or solicitation shall exercise care to maintain areas in use in a safe and clean condition.
- b. Persons engaged in picketing, leaflet distribution or solicitation shall remove any and all litter caused by their activities.
- c. Persons engaged in picketing, leaflet distribution or solicitation shall not discard, abandon or leave unattended on Airport premises any boxes, or other containers or literature, food or other paraphernalia, unless properly disposed of in approved trash receptacles.

10.7 Use of Public Areas

Persons engaged in picketing, leaflet distribution or solicitation may use the facilities accessible to the public such as restrooms and concessions, provided that all picketing, leaflet distribution or solicitation ceases while utilizing such facilities.

10.8 Risk

Persons engaged in picketing, leaflet distribution or solicitation on District property do so at their own risk and shall exercise reasonable diligence and precaution to avoid damage to property or injury to other persons. Picketers shall be liable for any and all damage to property caused by their picketing, leaflet distribution or solicitation activity.

10.9 Required Documents

Each person or entity engaged in picketing, leaflet distribution, or solicitation shall have a copy of any and all permits issued in their possession at all times while participating in the activity and must produce the permit to any Airport Police Officer or District employee upon request.

10.10 Permit Application

- a. Any individual or authorized representative of an organization seeking to picket, distribute leaflets or solicit on District property may request an application packet from the Airport District.
- b. Completed permit applications must be submitted to the District Office no later than seventy-two (72) hours before the planned event.
- c. A separate application is required for each designated location requested for the picketing, leaflet distribution or solicitation activity.

Rules and Regulations

Section 10 – Picketing, Leaflet Distribution & Solicitation

10.11 Denial or Revocation of Approval

The President/CEO, or their designee may deny or revoke a permit for the following:

- a. The applicant or any representative has falsified information on the application.
- b. The applicant or any representative intends to use or has used the approved location to conduct a commercial enterprise at the Airport.
- c. The activity impedes the operation of the Airport as an air transportation facility.
- d. The activity poses a danger to the safety or security of the traveling public or Airport tenants.
- e. The activity interferes with the ability of the airlines, concessionaires, tenants, and other authorized Airport users to conduct their business in an orderly manner.
- f. The activity hinders pedestrian flow, creates congestion, or blocks efficient movement of persons within and around the Airport terminals and other facilities.
- g. The activity interferes with the ability of others to hear announcements or see Airport signage.
- h. The applicant or any representative engages in the receipt or acceptance of donations, gifts, or funds, while conducting the approved activity or distributes or attempts to distribute literature at any place other than an approved location for which the applicant was approved.
- i. The content of the materials to be displayed or distributed: (1) is disruptive to air travel; (ii) instills fear in the traveling public; or (iii) is pornographic.
- j. The applicant or any representative violates any provision of these Rules and Regulations or any rule, regulation, ordinance, statute of Federal or State law.
- k. Any event or condition under which the conducting of the activity would create a danger to persons or property, interfere with the orderly formation and

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Section 10 – Picketing, Leaflet Distribution & Solicitation

progression of waiting lines, or interferes with any of the following: pedestrian and/or vehicular travel; the issuance of tickets or boarding passes or

equivalent documents for air or ground transportation; luggage or cargo movement or handling; the entry to and exit from vehicles; security procedures; government inspection procedures; cleaning; maintenance, repair or construction operations.

10.12 Review and Appeal

The denial of an application or the revocation of any permit provided for herein may be appealed to the President/CEO within thirty (30) days of denial or revocation. The President/CEO, or his designee shall provide for a hearing for the review of such denial within ten (10) days of receipt of the appeal. At the hearing, the appellant shall be given an opportunity to be heard, to present evidence on his/her behalf. The hearing shall be recorded. The hearing officer will issue a final administrative decision within ten (10) days of such hearing.

10.13 Violations by Participants

Violations of these rules and regulations by persons or organizations authorized to picket, distribute literature or solicit may cause the termination of the permit under which they are operating and shall be grounds for denial of any subsequent application by that person or organization for a period of one (1) year. In the event of termination, the President/CEO, or his designee will give written notice to the holder of the permit. Upon receipt of the notice of termination, the person whose permit was terminated may use the appeal process described in Section 10.12 above. Violators may also be subject to arrest and/or fines.

10.14 Accidents/Reporting Responsibilities

If any participant is involved in an accident or other incident in which any person is injured or property is damaged, a participant or authorized representative of the participating organization shall immediately notify the Airport Operations Center (864-848-6246).



MEMORANDUM

TO: Members of the Airport Commission

FROM: David Edwards, President/CEO

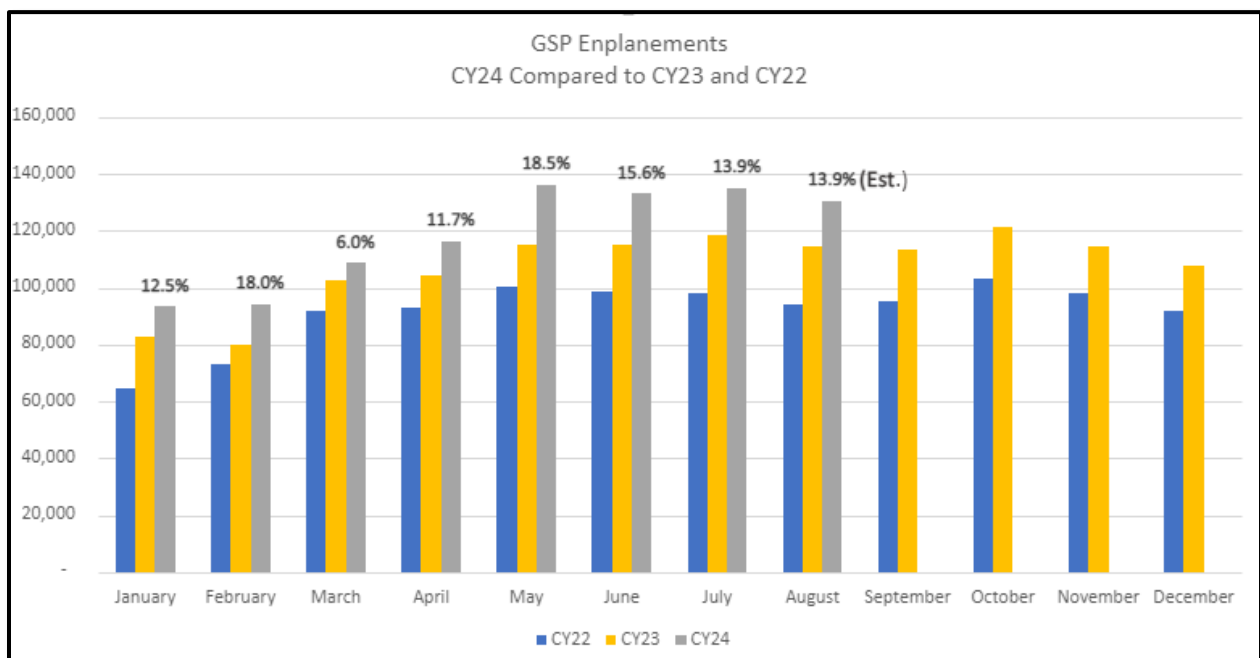
DATE: September 16, 2024

ITEM DESCRIPTION – Information Section Item A

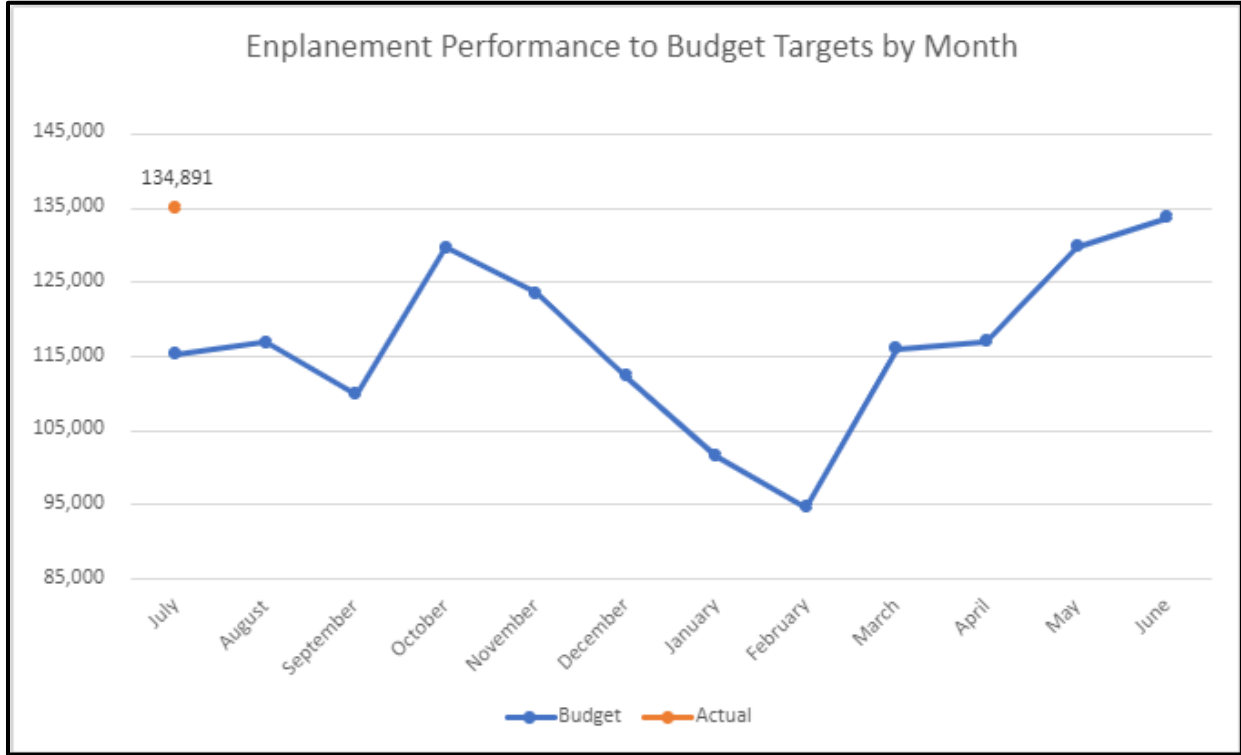
July 2024 - Traffic Report

SUMMARY

For July 2024, passenger traffic was up **14.9%** and load factors were down **7.1%** at an average of **78.5%** over July 2023. Below is a comparison of our passenger traffic numbers for CY2024 versus CY2023:



Below is a comparison of our actual passenger traffic numbers to the budget for FY2024:



Cargo traffic experienced an decrease of **7.4%** for July 2024 versus July 2023. Our fuel volumes experienced an increase of **2.5%** for July 2024 versus July 2023.

A comparison of the North America Passenger Traffic Growth Averages for 2024 to GSP's Passenger Traffic Growth is depicted below:

Month	2024		
	GSP	National Average	Difference
Jan	12.40%	4.30%	8.10%
Feb	17.40%	9.20%	8.20%
Mar	4.90%	6.70%	-1.80%
April	12.60%	4.50%	8.10%
May	16.90%	7.10%	
June	16.80%	No Data to Date	
July	14.90%	No Data to Date	
August			
September			
October			
November			
December			
Average	13.70%	5.80%	7.90%

Note: BTS statistics for total passengers (domestic and international) utilized for national average.



Attached are copies of the detailed traffic report for July 2024.

Providing a look forward into service levels for **October 2024** is a schedule comparison for the month versus the same month last year, including flights and seats by airline and non-stop markets served. Currently, in the schedules, GSP flights are up at 30.3%, and seats are up significantly at 24.2%.

Schedule Monthly Summary Report for Passenger (Air - All) flights from GSP for travel October 2024 vs. October 2023									
All flights, seats, and ASMs given are per month.									
Travel Period		Oct 2024		Oct 2023		Diff		Percent Diff	
Mkt AI	Dest	Flights	Seats	Flights	Seats	Flights	Seats	Flights	Seats
3M	MCO	0	0	14	658	(14)	(658)	(100.0%)	(100.0%)
3M	TPA	0	0	18	846	(18)	(846)	(100.0%)	(100.0%)
AA	CLT	295	23,525	235	18,067	60	5,458	25.5%	30.2%
AA	DCA	88	6,688	89	6,676	(1)	12	(1.1%)	0.2%
AA	DFW	112	15,668	88	12,640	24	3,028	27.3%	24.0%
AA	LGA	58	4,397	58	4,408	0	(11)	0.0%	(0.2%)
AA	MIA	47	3,572	4	304	43	3,268	1075.0%	1075.0%
AA	ORD	83	5,395	50	3,283	33	2,112	66.0%	64.3%
AA	PHL	115	6,816	89	5,880	26	936	29.2%	15.9%
DL	ATL	221	32,379	189	28,009	32	4,370	16.9%	15.6%
DL	DTW	73	5,506	50	4,746	23	760	46.0%	16.0%
DL	LGA	85	6,274	80	5,894	5	380	6.3%	6.4%
G4	PIE	11	1,902	9	1,674	2	228	22.2%	13.6%
G4	SFB	13	2,303	9	1,530	4	773	44.4%	50.5%
MX	PVD	9	1,233	0	0	9	1,233		
MX	TPA	9	1,233	0	0	9	1,233		
UA	DEN	31	2,170	31	2,176	0	(6)	0.0%	(0.3%)
UA	EWR	84	6,384	93	8,547	(9)	(2,163)	(9.7%)	(25.3%)
UA	IAD	93	4,650	0	0	93	4,650		
UA	IAH	62	7,270	31	5,014	31	2,256	100.0%	45.0%
UA	ORD	94	7,762	79	5,672	15	2,090	19.0%	36.8%
WN	ATL	31	4,849	67	11,341	(36)	(6,492)	(53.7%)	(57.2%)
WN	BNA	31	4,433	0	0	31	4,433		
WN	BWI	62	8,866	36	6,268	26	2,598	72.2%	41.4%
WN	HOU	8	1,144	5	875	3	269	60.0%	30.7%
XP	HVN	17	3,213	9	1,341	8	1,872	88.9%	139.6%
XP	ILG	0	0	9	1,701	(9)	(1,701)	(100.0%)	(100.0%)
XP	MHT	8	1,512	0	0	8	1,512		
XP	ROC	9	1,701	0	0	9	1,701		
	TOTAL	1,749	170,845	1,342	137,550	407	33,295	30.3%	24.2%

Attachments

Monthly Traffic Report (Combined) Greenville-Spartanburg International Airport

July 2024



Category	Jul 2024	Jul 2023	Percentage Change	*CYTD-2024	*CYTD-2023	Percentage Change	*MOV12-2024	*MOV12-2023	Percentage Change
Passenger Traffic									
Enplaned	134,891	118,393	13.9%	816,344	717,901	13.7%	1,387,728	1,199,505	15.7%
Deplaned	<u>134,736</u>	<u>116,268</u>	15.9%	<u>807,846</u>	<u>710,197</u>	13.7%	<u>1,372,217</u>	<u>1,184,775</u>	15.8%
Total	269,627	234,661	14.9%	1,624,190	1,428,098	13.7%	2,759,945	2,384,280	15.8%
Cargo Traffic (Pounds)									
Express and Mail									
Enplaned	710,449	610,590	16.4%	5,030,445	4,823,182	4.3%	8,642,791	8,608,397	0.4%
Deplaned	<u>965,085</u>	<u>873,273</u>	10.5%	<u>6,352,922</u>	<u>6,799,861</u>	-6.6%	<u>11,333,799</u>	<u>12,504,042</u>	-9.4%
Subtotal	1,675,534	1,483,863	12.9%	11,383,367	11,623,043	-2.1%	19,976,590	21,112,439	-5.4%
Freight									
Enplaned	3,421,779	3,404,880	0.5%	23,721,645	24,540,650	-3.3%	43,238,450	39,085,467	10.6%
Deplaned	<u>5,025,334</u>	<u>6,037,314</u>	-16.8%	<u>38,754,228</u>	<u>50,946,226</u>	-23.9%	<u>80,965,708</u>	<u>94,973,275</u>	-14.7%
Subtotal	8,447,113	9,442,194	-10.5%	62,475,873	75,486,876	-17.2%	124,204,158	134,058,742	-7.4%
Total	10,122,647	10,926,057	-7.4%	73,859,240	87,109,919	-15.2%	144,180,748	155,171,181	-7.1%

*CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

Category	Jul 2024	Jul 2023	Percentage Change	*CYTD-2024	*CYTD-2023	Percentage Change	*MOV12-2024	*MOV12-2023	Percentage Change
Aircraft Operations									
Airlines	3,216	2,565	25.4%	20,040	16,781	19.4%	33,045	28,039	17.9%
Commuter/Air Taxi	<u>436</u>	<u>539</u>	-19.1%	<u>2,934</u>	<u>3,260</u>	-10.0%	<u>5,485</u>	<u>6,188</u>	-11.4%
Subtotal	3,652	3,104	17.7%	22,974	20,041	14.6%	38,530	34,227	12.6%
General Av.	1,320	1,347	-2.0%	8,724	8,648	0.9%	15,162	14,504	4.5%
Military	<u>307</u>	<u>368</u>	-16.6%	<u>2,213</u>	<u>1,730</u>	27.9%	<u>3,406</u>	<u>2,872</u>	18.6%
Subtotal	1,627	1,715	-5.1%	10,937	10,378	5.4%	18,568	17,376	6.9%
Total	5,279	4,819	9.5%	33,911	30,419	11.5%	57,098	51,603	10.6%
Fuel Gallons									
General Aviation									
100LL	2,284	3,242	-29.5%	16,024	19,654	-18.5%	27,778	31,075	-10.6%
Jet A Retail	91,426	79,823	14.5%	581,036	601,387	-3.4%	969,699	1,045,532	-7.3%
Jet A Contract	54,762	63,696	-14.0%	416,112	393,021	5.9%	697,666	687,744	1.4%
Jet A Gov.	<u>39,721</u>	<u>9,080</u>	337.5%	<u>306,920</u>	<u>94,828</u>	223.7%	<u>455,892</u>	<u>176,737</u>	157.9%
Subtotal	188,193	155,841	20.8%	1,320,092	1,108,890	19.0%	2,151,035	1,941,088	10.8%
Commercial Aviation									
Jet A Scheduled	1,438,709	1,148,795	25.2%	8,422,718	6,634,874	26.9%	14,087,856	11,111,822	26.8%
Jet A Program Charter	381,246	612,532	-37.8%	3,621,050	5,551,835	-34.8%	7,007,724	9,420,620	-25.6%
Jet A Ad Hoc Charter	<u>16,032</u>	<u>58,469</u>	-72.6%	<u>73,713</u>	<u>189,522</u>	-61.1%	<u>131,126</u>	<u>949,043</u>	-86.2%
Subtotal	1,835,987	1,819,796	0.9%	12,117,481	12,376,231	-2.1%	21,226,706	21,481,485	-1.2%
Total	2,024,180	1,975,637	2.5%	13,437,573	13,485,121	-0.4%	23,377,741	23,422,573	-0.2%

*CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

Scheduled Airline Enplanements, Seats, and Load Factors (Combined)
Greenville-Spartanburg International Airport
July 2024

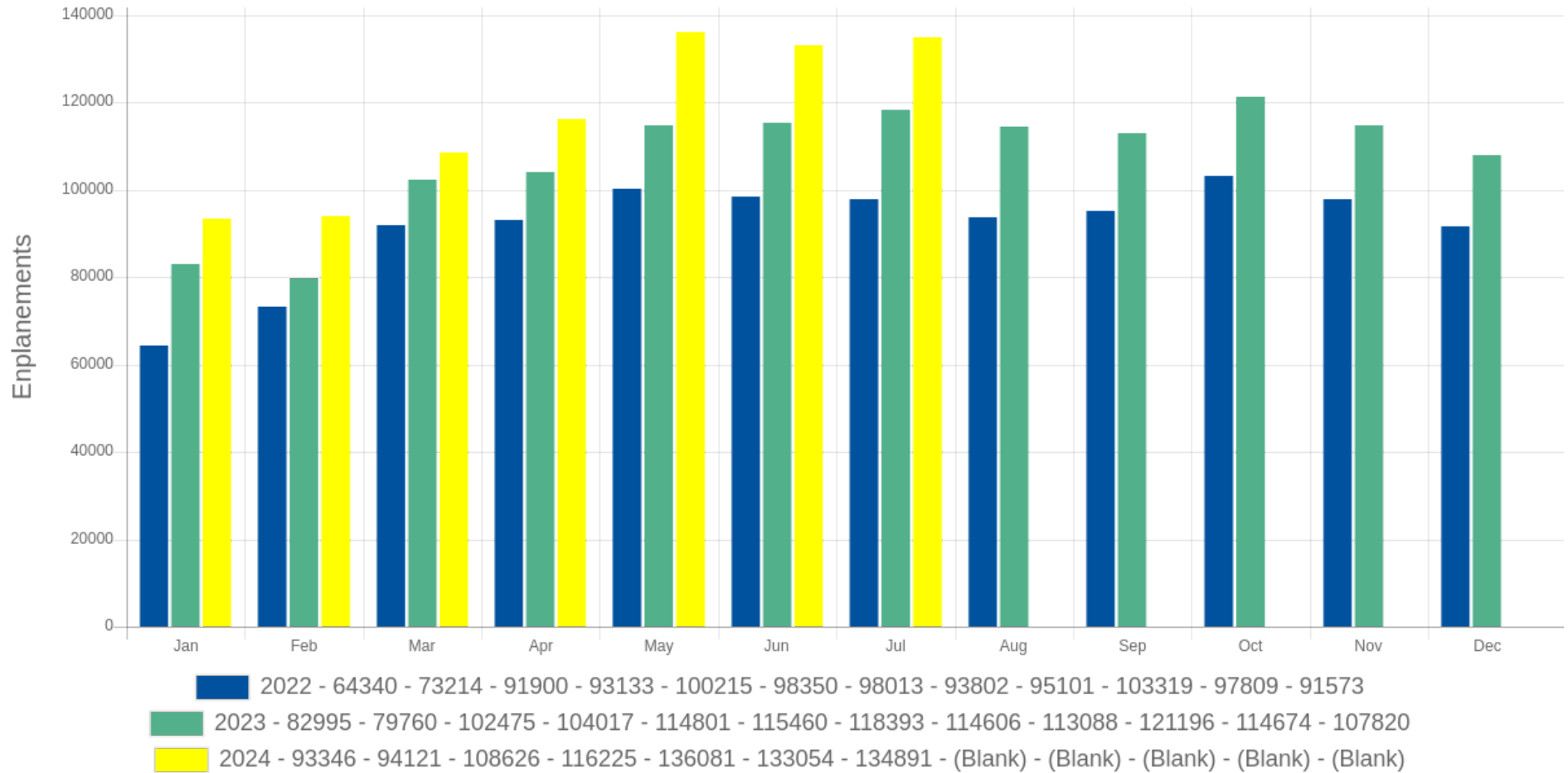


	Jul 2024	Jul 2023	Percentage Change	*CYTD-2024	*CYTD-2023	Percentage Change
Allegiant Air						
Enplanements	5,643	4,427	27.5%	29,192	26,847	8.7%
Seats	6,885	4,788	43.8%	35,094	31,629	11.0%
Load Factor	82.0%	92.5%	-11.4%	83.2%	84.9%	-2.0%
American Airlines						
Enplanements	50,556	41,924	20.6%	318,534	257,210	23.8%
Seats	69,075	51,715	33.6%	405,792	327,506	23.9%
Load Factor	73.2%	81.1%	-9.7%	78.5%	78.5%	-0.0%
Avelo						
Enplanements	4,622	3,664	26.1%	15,808	5,321	197.1%
Seats	6,258	4,725	32.4%	22,701	7,014	223.7%
Load Factor	73.9%	77.5%	-4.8%	69.6%	75.9%	-8.2%
Breeze Airways						
Enplanements	4,148	0	-	10,131	317	3095.9%
Seats	6,165	0	-	15,070	0	-
Load Factor	67.3%	-	-	67.2%	-	-
Delta Air Lines						
Enplanements	35,088	36,829	-4.7%	236,805	229,152	3.3%
Seats	40,086	40,678	-1.5%	268,509	256,919	4.5%
Load Factor	87.5%	90.5%	-3.3%	88.2%	89.2%	-1.1%

	Jul 2024	Jul 2023	Percentage Change	*CYTD-2024	*CYTD-2023	Percentage Change
Southwest Airlines						
Enplanements	16,088	13,028	23.5%	90,268	77,679	16.2%
Seats	22,448	17,025	31.9%	134,191	115,279	16.4%
Load Factor	71.7%	76.5%	-6.3%	67.3%	67.4%	-0.2%
United Airlines						
Enplanements	18,458	17,314	6.6%	112,681	112,184	0.4%
Seats	20,637	19,830	4.1%	129,628	133,437	-2.9%
Load Factor	89.4%	87.3%	2.4%	86.9%	84.1%	3.4%
Totals						
Enplanements	134,603	117,186	14.9%	813,419	708,710	14.8%
Seats	171,554	138,761	23.6%	1,010,985	871,784	16.0%
Load Factor	78.5%	84.5%	-7.1%	80.5%	81.3%	-1.0%

*CYTD = Calendar Year to Date and *Mov12 = Moving Twelve Months.

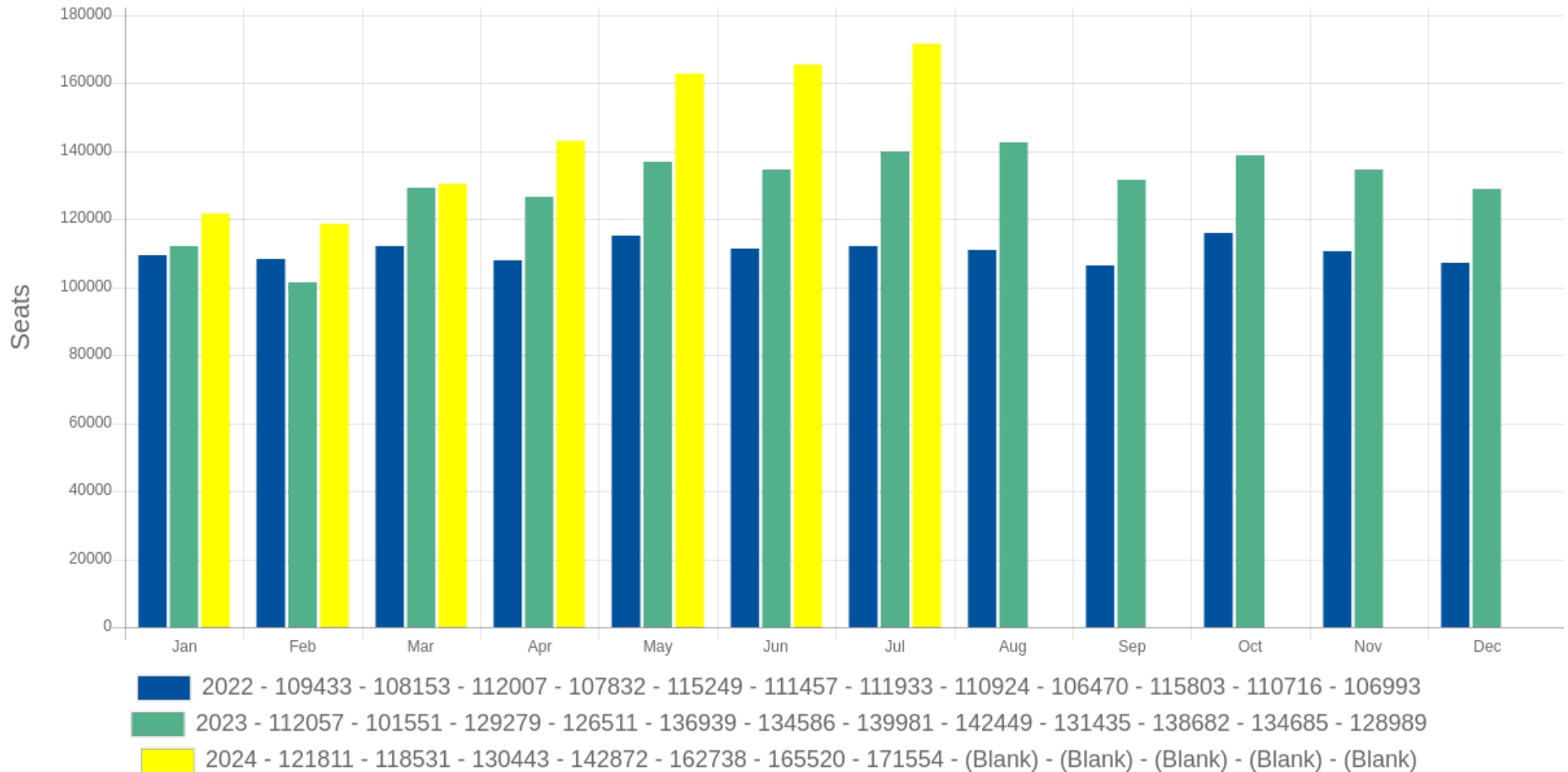
Monthly Enplanements By Year (Combined) Greenville-Spartanburg International Airport Report Period From January 2022 Through July 2024



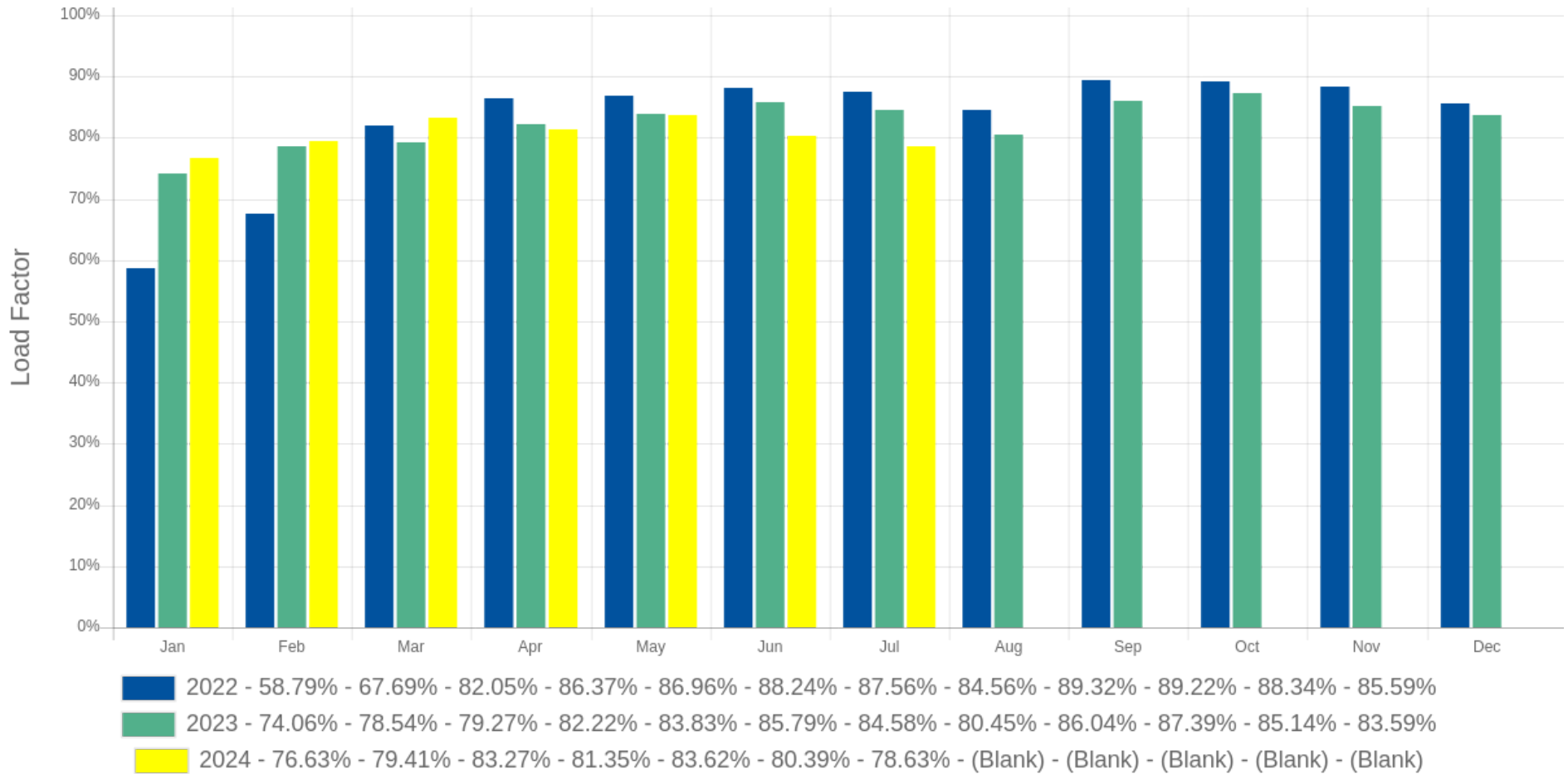
Monthly Seats By Year (Combined)

Greenville-Spartanburg International Airport

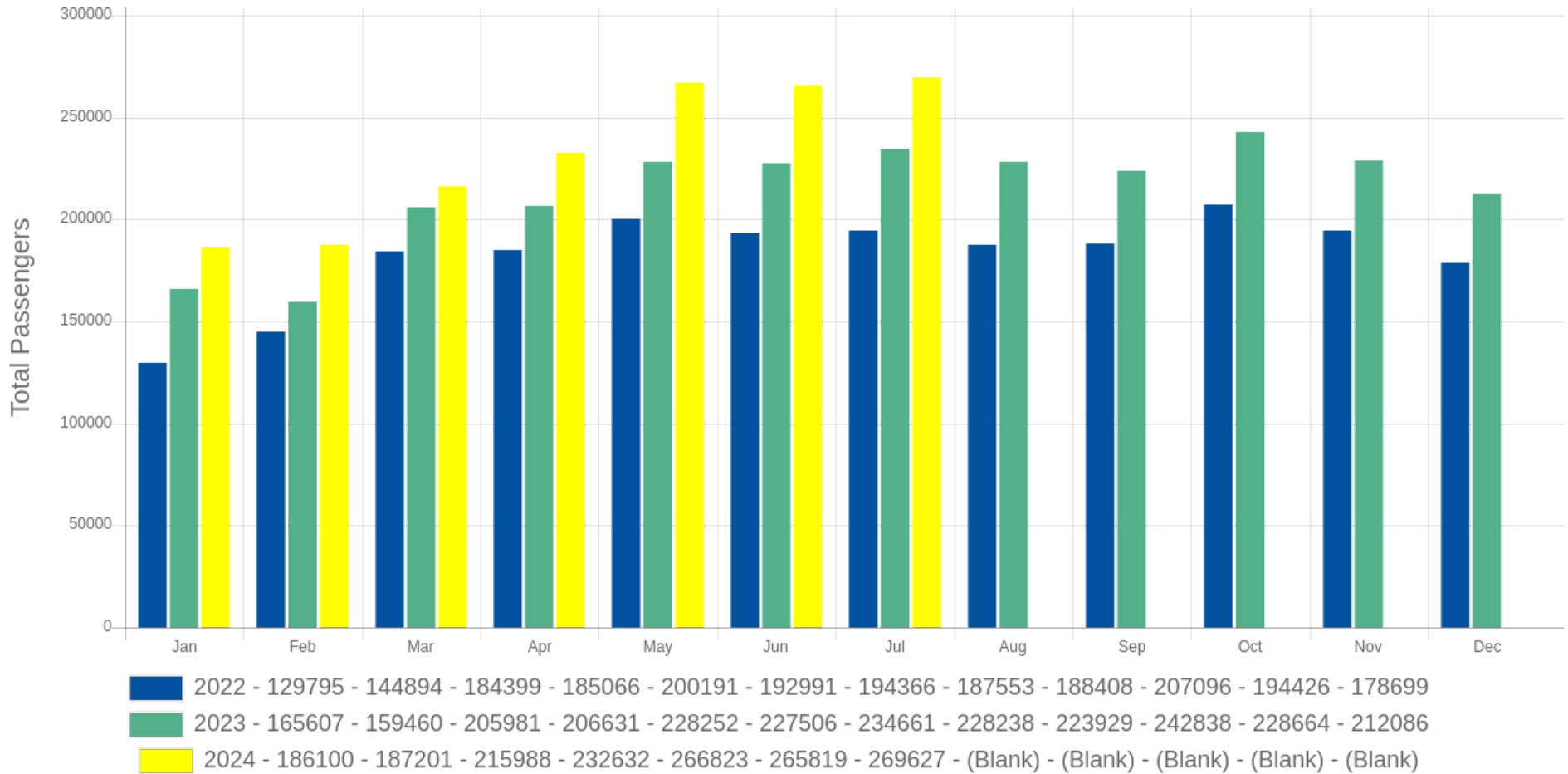
Report Period From January 2022 Through July 2024



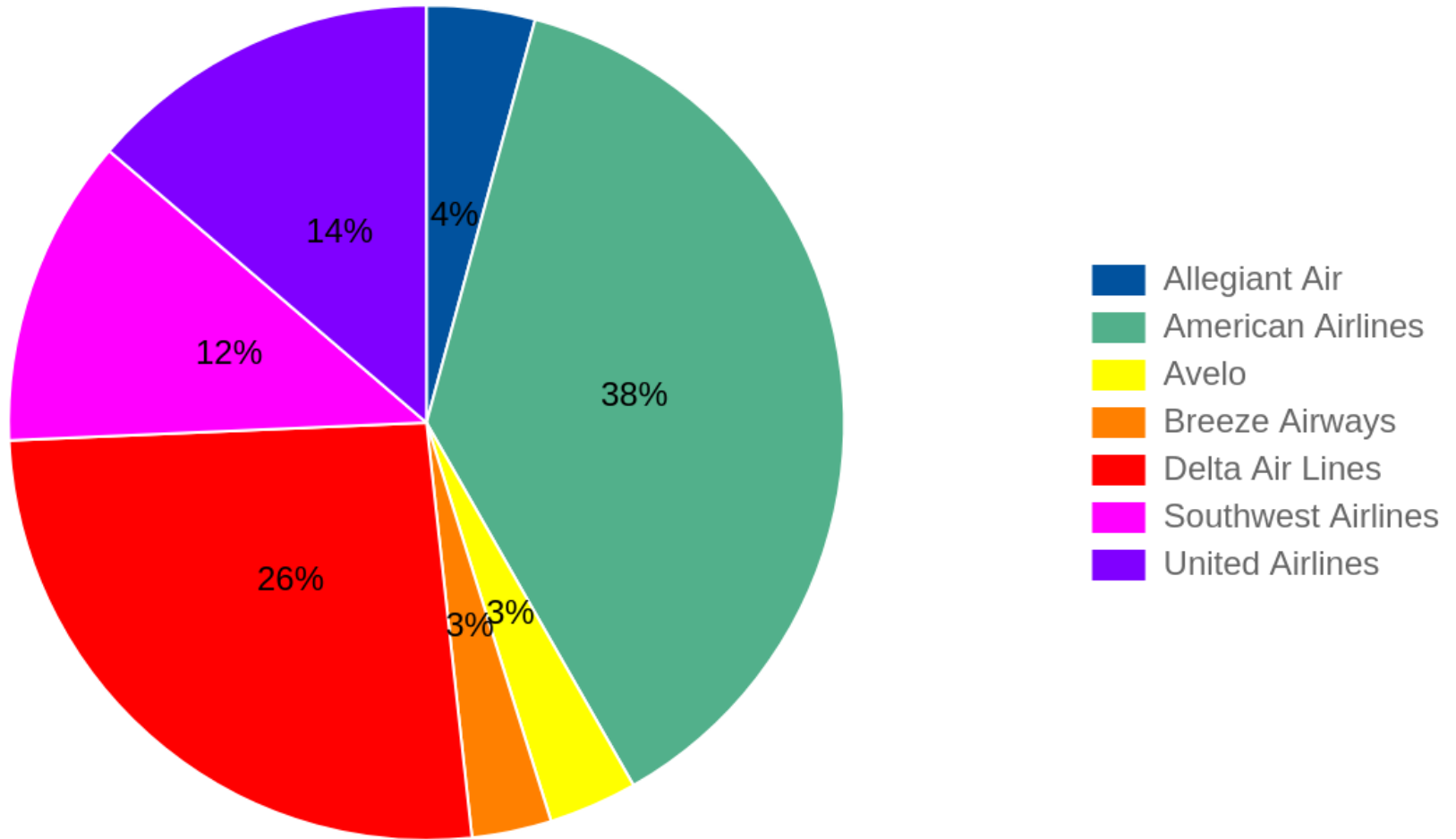
Monthly Load Factors By Year (Combined)
Greenville-Spartanburg International Airport
Report Period From January 2022 Through July 2024



Total Monthly Passengers By Year (Combined) Greenville-Spartanburg International Airport Report Period From January 2022 Through July 2024



Scheduled Airline Market Shares (Enplanements - Combined)
Greenville-Spartanburg International Airport
Report Period From January 2022 Through July 2024



Airline Flight Completions (Combined) Greenville-Spartanburg International Airport July 2024



Airline	Scheduled Flights	Field	Cancellations Due To			Total Cancellations	Completed Flights (%)
			Mechanical	Weather	Other		
Air Atlanta Icelandic	15	0	0	0	0	0	100.0%
Air Canada	1	0	0	0	0	0	100.0%
Allegiant Air	40	0	0	0	0	0	100.0%
American Airlines	765	21	0	0	0	21	100.9%
Ameristar Jet Charter	1	0	0	0	0	0	100.0%
Avelo	34	0	0	0	0	0	102.9%
Breeze Airways	45	0	0	0	0	0	100.0%
Delta Air Lines	374	0	0	7	19	26	95.7%
Federal Express	21	0	0	0	0	0	100.0%
Maersk Air Cargo	1	0	0	0	0	0	100.0%
Mountain Air Car	17	0	0	0	0	0	100.0%
National Air Cargo Airlines	3	0	0	0	0	0	100.0%
Royal Air Freight	2	0	0	0	0	0	100.0%
Southwest Airlines	144	0	0	0	0	0	100.0%
Sun Country Airlines	4	0	0	0	0	0	100.0%
United Airlines	257	0	0	0	0	0	100.0%
UPS	34	0	0	0	0	0	100.0%
USA Jet	1	0	0	0	0	0	100.0%
Total	1,759	21	0	7	19	47	99.5%



MEMORANDUM

TO: Members of the Airport Commission

FROM: Thomas Brooks, Vice President/CFO

DATE: September 16, 2024

ITEM DESCRIPTION – Information Section Item B

July 2024 – Monthly Financial Report

SUMMARY

Attached is a draft copy of the detailed financial report for July 2024.

Operating Revenue was down by **1.9%** when compared to the budget for July 2024. Operating Expense was down by **23.78%** when compared to the budgeted amount for the same period. Net operating income was up by **74.8%** when compared to the July 2024 budget. For the period ending July 2024, which represents one (1) month of the fiscal year, a total of **\$2,428,734** has been returned to the bottom line in operating income.

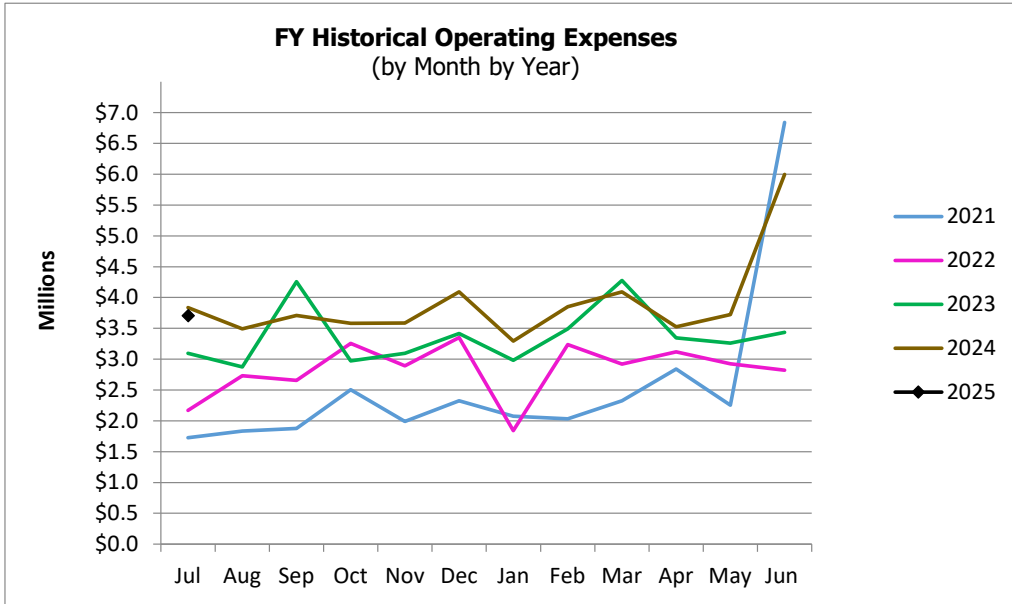
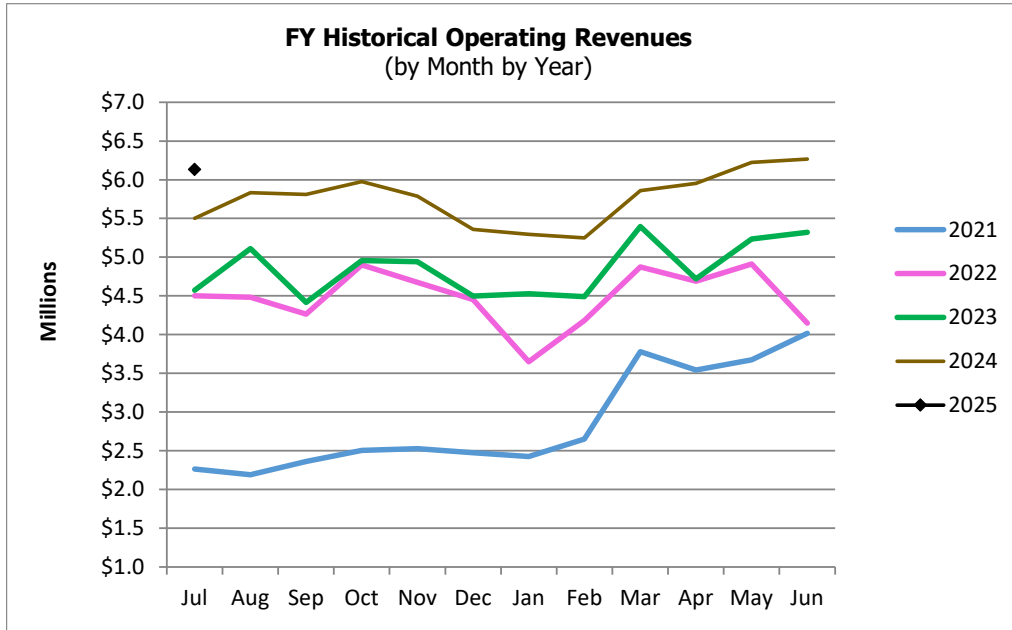
Please recognize that this is a preliminary report, unaudited, and only represents *one month* of activity resulting in variances from budget which can be quite volatile.

July 31, 2024 FINANCIAL STATEMENT PACKAGE

GREENVILLE SPARTANBURG AIRPORT DISTRICT
STATEMENT OF NET POSITION

	Current FY 07/31/2024	Prior FY 07/31/2023	
Assets			
Cash Accounts	47,675,583	53,162,700	
Investments-Airport	38,430,894	39,102,590	
Accounts Receivable	12,876,686	10,393,280	
Less: Reserve for Doubtful Accounts	(149,500)	(149,500)	
Net Accounts Receivable	12,727,186	10,243,780	
Leases Receivable	34,658,779	34,658,779	(aa)
Inventory	249,228	307,042	
Prepaid Insurance	1,086,302	1,153,582	
Lease Assets	1,606,198	1,606,198	
Less: Accumulated Amortization	(616,388)	(616,388)	
Net Lease Assets	989,810	989,810	(aa)
Property, Plant & Equipment (PP&E)	596,530,291	549,359,602	(bb)
Less: Accumulated Depreciation	(215,772,179)	(215,772,179)	
Net PP&E	380,758,112	333,587,423	
TOTAL ASSETS	516,575,893	473,205,705	
 PLUS: Deferred Outflows of Resources			
Deferred Pension, OPEB & Leases	8,349,484	6,379,431	
TOTAL DEFERRED OUTFLOWS OF RESOURCES	8,349,484	6,379,431	
 LESS: Liabilities			
Accounts Payable	10,918,003	13,611,635	(cc)
TD Bank Long Term Debt	28,291,666	30,041,666	
SCRS Pension Liability	26,890,255	23,915,034	
Benefit Liability	4,955,466	4,289,364	
Lease Liabilities	1,009,173	1,009,173	(aa)
TOTAL LIABILITIES	72,064,564	72,866,872	
 LESS: Deferred Inflows of Resources			
Deferred Revenues	34,221,158	34,647,333	
TOTAL DEFERRED INFLOWS OF RESOURCES	34,221,158	34,647,333	
 NET POSITION			
Invested in Capital Assets, Net of Related Debt	352,447,082	303,526,394	
Restricted			
Contract Facility Charge	10,536,360	18,139,089	
Passenger Facility Charges	9,109,400	12,562,860	
Total Restricted:	19,645,760	30,701,949	
Unrestricted	46,546,814	37,842,588	
TOTAL NET POSITION	418,639,656	372,070,931	

**GREENVILLE SPARTANBURG AIRPORT DISTRICT
REVENUES AND EXPENSES TREND GRAPHS**



Note: The historical spike in June operating expenses is largely attributable to year-end adjustments, Pension Expense being the most significant item.

GREENVILLE SPARTANBURG AIRPORT DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

	<-----FISCAL YEAR TO DATE----->				July 31, 2023 Prior YTD
	July 31, 2024 Actual	July 31, 2024 Budget	Actual-Budget	% Change	
Operating Revenue					
Landing Area:					
Landing Fees	387,897	382,402	5,495	1.4 %	333,091
Aircraft Parking Fees	24,536	55,338	(30,802)	(55.7) %	38,620
Subtotal Landing Area	412,433	437,740	(25,307)	(5.8) %	371,711
Space and Ground Rentals	1,452,333	1,433,371	18,962	1.3 %	1,297,821
Auto Parking	1,860,503	2,009,451	(148,948)	(7.4) %	1,760,108 (a)
Commercial Ground Transportation	98,679	110,384	(11,705)	(10.6) %	58,518
Concessions:					
Advertising	61,867	42,000	19,867	47.3 %	37,308
Food & Beverage	30,316	28,194	2,122	7.5 %	24,947
Rental Car	493,552	418,946	74,605	17.8 %	409,874 (b)
Retail	73,008	73,533	(525)	(0.7) %	61,795
Retail - Automated	10,326	9,819	507	5.2 %	9,461
Subtotal Concessions	669,069	572,493	96,576	16.9 %	543,385
Expense Reimbursements	223,244	244,009	(20,765)	(8.5) %	191,553 (c)
Other Income	38,447	24,410	14,037	57.5 %	27,288
Other-Aviation Services	337,865	520,076	(182,211)	(35.0) %	399,150 (d)
Gross Profit on Fuel Sales	599,200	529,178	70,022	13.2 %	503,464 (e)
Gross Profit on Restaurant Sales	442,826	370,255	72,571	19.6 %	347,382 (f)
Total Operating Revenue	6,134,598	6,251,366	(116,768)	(1.9) %	5,500,379
Operating Expenses					
Salaries & Benefits	1,988,940	2,358,595	(369,655)	(15.7) %	2,096,501 (g)
Professional Services	32,691	100,832	(68,141)	(67.6) %	21,528 (h)
Promotional Activities	55,916	171,124	(115,209)	(67.3) %	70,452 (i)
Administrative	140,979	336,803	(195,823)	(58.1) %	212,472 (j)
Insurance	100,333	100,375	(42)	(0.0) %	92,944
Contractual Services	968,850	1,169,943	(201,092)	(17.2) %	810,067 (k)
Rentals and Leases	28,195	33,340	(5,146)	(15.4) %	30,568
Repairs and Maintenance	91,679	137,528	(45,849)	(33.3) %	106,329 (l)
Supplies and Equipment	90,920	237,498	(146,578)	(61.7) %	173,649 (m)
Utilities	207,360	216,094	(8,734)	(4.0) %	221,149
Total Operating Expenses	3,705,864	4,862,133	(1,156,268)	(23.78) %	3,835,658
NET OPERATING INCOME	2,428,734	1,389,233	1,039,501	74.8 %	1,664,721

STATEMENT OF NET POSITION - CURRENT YTD ACTUAL FOOTNOTES

- (aa) **All noted accounts** GASB 87 for lease accounting was adopted in fiscal year 2022. This standard requires the District to record lease assets and liabilities for applicable long-term lease agreements. Under the standard, the District also records interest revenue and expenses associated with these regulated leases. The overall impact to the income statement is that a portion of lease revenues and lease payments are reclassified as interest and large offsetting assets and liabilities are reflected on the statement of net position. These balances have not yet been adjusted for fiscal year 2024.
- (bb) **Property, Plant & Equip (PP&E)** Some of the more significant construction costs in fiscal year 2024 are related to the Terminal Landside Improvement Project, the Cargo Apron and Parking Garage C. Capital adjustments for fiscal year 2024 are not yet complete.
- (cc) **Accounts Payable** Consists of the following:
- | | |
|-------------------|--|
| 7,246,564 | Trade A/P and year end accruals that will remain until year end |
| 2,115,404 | Year End Payroll, Vacation & Sick Benefits accrual that will remain until year end |
| 479,374 | Security Deposits |
| 467,755 | RAC True-up |
| 564,229 | Food & Beverage |
| 39,223 | Note Payable Interest Expense Accrued |
| 5,454 | Other |
| <u>10,918,003</u> | |

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION -YTD ACTUAL VS YTD BUDGET FOOTNOTES

- (a) **Auto Parking** Auto Parking is unfavorable to budget due to the following:
 - Generally occupancy was down, particularly in the garages
 - Parking reservation cancellations due to airline cancellations resulting in passengers driving to Charlotte
- (b) **Rental Car** Rental Car is favorable to budget due to the following:
 - Essentially all rental car concessions companies are favorable
- | | <u>Actual YTD</u> | <u>Budget YTD</u> | <u>Diff</u> |
|--------------|-------------------|-------------------|------------------|
| AVIS | \$ 84,271 | \$ 76,624 | \$ 7,647 |
| Budget | 65,762 | 63,482 | 2,280 |
| Enterprise | 108,245 | 89,921 | 18,325 |
| Hertz | 72,320 | 46,495 | 25,825 |
| National | 162,953 | 141,550 | 21,403 |
| GA | - | 875 | (875) |
| TOTAL | \$ 493,552 | \$ 418,946 | \$ 74,605 |
- (c) **Expense Reimbursements** Expense Reimbursements Income is unfavorable to budget due to the following:
 - Fedex took over O&M responsibilities with their new contract; therefore, we no longer bill them for it.
- (d) **Other-Aviation Services** Other-Aviation Services is unfavorable to budget due to the following:
 - Unmaterialized, budgeted cargo revenues such as Warehousing fees and aircraft ground handling
- (e) **Gross Profit on Fuel Sales** Fuel Sales favorable to budget due to the following:
 - Jet A Into-Plane fees favorable to budget

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION -YTD ACTUAL VS YTD BUDGET FOOTNOTES

(f) **Gross Profit on Restaurant Sales** Restaurant Sales favorable to budget due to the following:
 - All concepts, especially Chick-fil-A, are outperforming budgeted net sales

	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Diff</u>
Chick-fil-A	\$ 203,851	\$ 168,086	\$ 35,765
Wolfgang Puck	152,329	137,355	14,974
RJ Rockers	29,398	19,969	9,429
Triumph Tap Room	57,248	46,845	10,403
TOTAL	\$ 442,826	\$ 372,255	\$ 70,571

(g) **Salary & Benefits** Salaries and Benefits are favorable to budget due to the following:
 - favorable to budget due to 25 less positions currently employed than budgeted (233 vs 258)

(h) **Professional Services** Professional Services is favorable to budget due to timing:
 - Consulting fees \$67K favorable to budget

(i) **Promotional Activities** Promotional Activities is favorable to budget due to timing:
 - Advertising expense \$64K favorable to budget
 - General marketing expenses \$38K favorable to budget

(j) **Administrative** Administrative is favorable to budget due to timing:
 - Independent Contractor \$58K favorable to budget due to lesser additional need for cargo operations
 - Credit Card Processing \$41K favorable to budget
 - Travel/Training \$60K favorable to budget

(k) **Contractual Services** Contractual Services is favorable to timing:
 - Computer-annual contracts \$242K favorable to budget (Operations & IT)
 - Automatic Doors \$15K favorable to budget
 - Heating & Air \$10K favorable to budget
 - Management Agreement Expenses unfavorable to budget
 - Reimbursement Service Program \$14K unfavorable to budget on CBP services (billable)

(l) **Repairs & Maintenance** Repair & Maintenance is favorable to budget due to timing:
 - Building \$10K favorable to budget
 - Heating & Air \$12K favorable to budget

(m) **Supplies & Equipment** Supplies & Equipment is favorable to budget primarily due to timing:
 - Cleaning/Janitorial \$11K favorable to budget
 - Computer-Equip/Supplies \$53K favorable to budget
 - Equipment \$9K favorable to budget
 - Fuel-Vehicles \$17K favorable to budget, year-end true up not yet completed
 - First Aid/Safety \$22K favorable to budget

**GREENVILLE SPARTANBURG AIRPORT DISTRICT
Other Operating and Maintenance Reserve Funds**

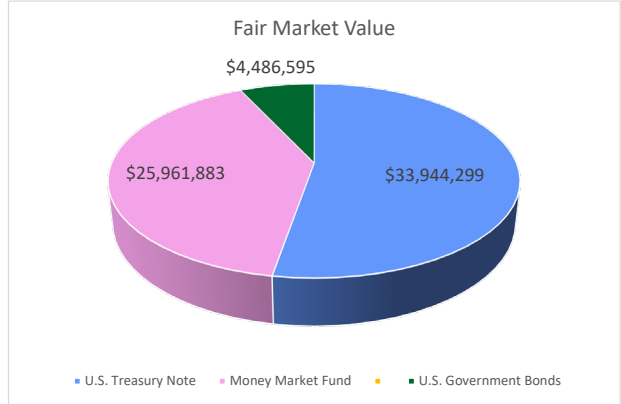
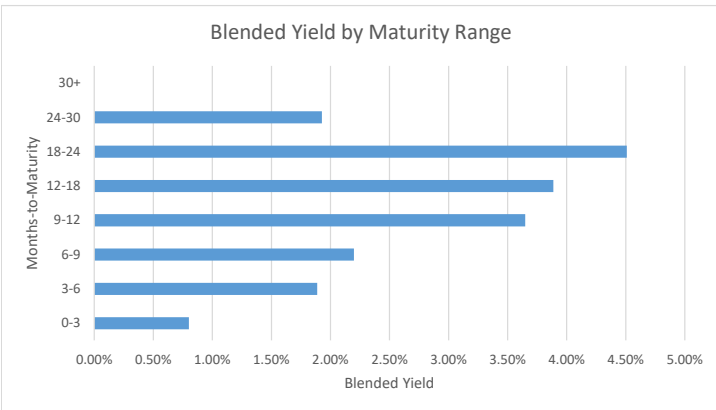
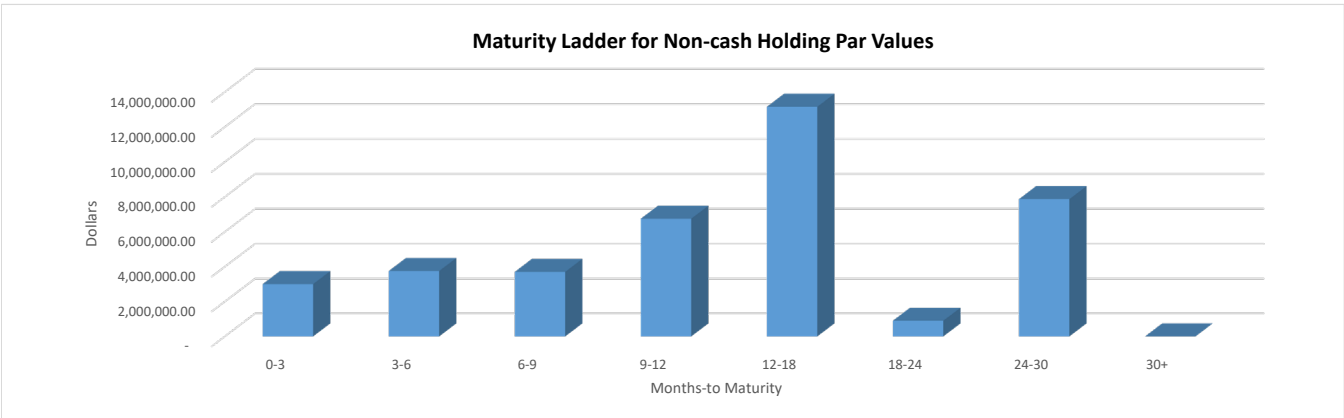
	FY \$ Amount Authorized	Estimated Cost
		<hr/>
Emergency Repair/Replacement/Operations Fund	\$ 500,000	
Logistics Park headwall		\$ 350,000
		<hr/>
Uncommitted Balance	\$ 150,000	\$ 350,000
		<hr/>
Business Development Obligations/Incentives	\$ 500,000	
		<hr/>
Uncommitted Balance	\$ 500,000	\$ -
		<hr/>
Contingency Fund (Operational & Capital)	\$ 1,000,000	
		<hr/>
Uncommitted Balance	\$ 1,000,000	\$ -
		<hr/>

GREENVILLE SPARTANBURG AIRPORT DISTRICT Investment Holdings Summary

The Greenville-Spartanburg Airport District maintains an investment portfolio comprised of debt securities, money market funds, and other securities as permitted by District policy and South Carolina law. All investments are held to maturity and purchased under advisement of TD Bank. The primary goal of the District's investment policy is the preservation of capital, while maximizing portfolio yield. The maturity of the investments is laddered to help ensure that funds are available for planned capital projects, debt service, and operational needs. Please contact Kristie Weatherly, Director of Finance, with any questions about the investment portfolio or strategy at kweatherly@gspairport.com or (864) 848-6274.

	Cost Basis	Par Value (1)	Fair Market Value (1)
Treasury Securities	\$ 38,447,763	\$ 39,120,000	\$ 38,430,894
Government Bonds	\$ -	\$ -	\$ -
Total Investments	\$ 38,447,763	\$ 39,120,000	\$ 38,430,894
Money Market Funds	\$ 25,961,883	\$ 25,961,883	\$ 25,961,883
Total Investments + MMFs	\$ 64,409,646	\$ 65,081,883	\$ 64,392,777

(1) GSP anticipates that all investments will be held to maturity. Therefore, any difference between fair market value and par value for a given security will decrease with time and GSP will realize the full PAR value of bonds as they mature. The fair market value reflects the amount that would be realized if GSP liquidated a security as of the report date.



Company name: Greenville-Spartanburg Airport District

Report name: Procurement / Capital Acquisitions

Project type	Project name	Vendor Name	Date	Amount
Capital Improvements	FY2025 GA Apron Reconstruction and Apron Edge Taxilane Widening Project Design - Phase 1: Geotechnical	S&Me, Inc	7/31/2024	23,816.31
Capital Improvements	FY2024 Parking Garage C & Consolidated Rental Car Facility - Construction Phase , YR #1: Construction	LCK, LLC	7/31/2024	57,884.33
Capital Improvements	FY2025 PGC & Consolidated Rental Car Facility - Construction Phase: Construction	LCK, LLC	7/31/2024	57,884.33
Capital Improvements	FY2024 Closure of Stevens Road/Gateway Drive Connector: Construction	Cely Construction Company	7/8/2024	273,465.26
Capital Improvements	FY2025 PGC & Consolidated Rental Car Facility - Construction Phase: Construction	Brasfield & Gorrie, L.P.	7/31/2024	2,923,705.14
Carryforward	FY2024 2102 GSP Drive Hangar Renovation Project - Design & Construction (2707-20): Construction	Parrish and Partners, LLC	7/31/2024	10,455.00
Carryforward	FY2025 FBO Terminal Expansion Project - Construction Phase: RPR	Aulick Engineering LLC	7/31/2024	12,374.92
Carryforward	FY2025 Fedex Renovation	41 Case and Millwork	7/31/2024	22,500.00
Carryforward	FY2025 FBO Terminal Expansion Project - Construction Phase: Construction Administration	Mcmillan Pazdan Smith	7/31/2024	25,581.24
Carryforward	FY2024 Terminal Landside Roadway Improvements: RPR	Aulick Engineering LLC	7/31/2024	30,957.16
Carryforward	FY2025 GSP Drive connection to Aviation Parkway Round-a-Bout - D & C: Design	Parrish and Partners, LLC	7/31/2024	50,529.00
Carryforward	FY2024 Landscape Lighting Project: Construction Administration	Ls3P Associates Ltd.	7/31/2024	62,611.70
Carryforward	FY2025 Utility Improvements Project Year 1 - D & C: Construction	Turner Construction Company	7/31/2024	121,512.53
Carryforward	FY2025 Terminal Roadway Improvement Project: Construction	Turner Construction Company	7/31/2024	498,949.89
Carryforward	FY2025 FBO Terminal Expansion Project - Construction Phase: Construction	The Harper Corporation	7/31/2024	656,629.40
Professional Service Project	FY2024 Terminal Expansion Planning - Phase 1: Topographical and Utility Survey	CES Group Engineers, LLP	7/23/2024	22,100.00
Professional Service Project	FY2024 Terminal Expansion Planning - Phase 1: Geotechnical	S&Me, Inc	7/31/2024	43,820.94
Renewal & Replacement Small Capital & Equipment	FY2025 New Club Car Carryall 550	Carolina Golf Carts	7/31/2024	22,859.76
Small Capital & Equipment	FY2025 OHD Fit Test Machine	Rhinehart Fire Services	7/31/2024	10,242.78
Small Capital & Equipment	FY2025 Graco Line Lazer V	Sherwin Industries, Inc	7/31/2024	40,768.08
Sum Total				4,968,647.77



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kevin E. Howell, Senior Vice President/COO

DATE: September 16, 2024

ITEM DESCRIPTION – Information Section Item C

August 2024 – Development/Project Status Report

SUMMARY

2102 GSP Drive Hangar Renovation Project:

Status – Construction Phase
Project Budget – \$1,675,000
Estimated Completion Date – March 2025

This project includes the renovation of the hangar located at 2102 GSP Drive adjacent to the FBO Terminal. The scope includes interior finishes, restroom improvements, exterior paint, and door hardware. GSP IDIQ contractor, Cely Construction was awarded the construction contract. Work commenced in May 2024. Construction in Phase 1 will be completed by September 11. Tenants will relocate from Phase 2 into Phase 1 temporarily. Phase 2 abatement and demolition will follow.

Terminal Roadway Improvements Program (TRIP):

Status – Construction Phase
Project Budget - \$18,600,000
Estimated Completion Date – April 2025

TRIP includes the design and construction of the initial roadway improvements in the Terminal Complex per the Airport Masterplan and Terminal Planning Study. Components include front curb reconfiguration to 4 inside lanes and 2 outside lanes, traffic circulation improvements on GSP Drive and Terminal Parkway with terminal curb front



traffic ultimately routed to the north of the future Garage C site and 2 new roundabouts on GSP Drive for improved traffic flow per the GSP Master Plan. Kimley-Horn is the designer / engineer of record for the project. Turner is the construction manager for this project. Phases 1, 2 and sub-phase 3a are complete. Construction on Phase 3b is underway which includes construction of the two (2) new roundabouts and completion of the upgraded water line. Work is currently focused on water line tie-ins, rough grading and curb installation. Completion of Phase 3b is anticipated in December 2024. The project will conclude with Phase 3c inclusive of concrete islands, landscaping/irrigation, and final asphalt course over the balance of the project.

FBO Expansion Project:

Status – Construction Phase

Project Budget – \$14,300,000

Estimated Completion Date – June 2025

Design is complete and was led by McMillan Pazdan Smith. Project budget was adjusted in the FY24 capital budget. Harper General Contractors was selected as the Construction Manager for the Project. Construction is progressing on schedule. The parking lot expansion is complete. Rehabilitation of the east half of the parking lot is complete. Temporary trailers are being upgraded for customer use. Anticipate move-in to trailers for customers and Cerulean staff is August 29. The concrete slab on grade was poured and structural steel was erected. Metal decking installation and wall layout has begun. The project is expected to be completed in June 2025.

Parking Garage C & CONRAC Facility:

Status – Construction Phase

Project Budget – \$97,000,000

Estimated Completion Date – March 2026

This project includes the construction of a new combined public parking and rental car ready/return garage. The design was led by LS3P. LCK provides program management and support services for the project. Brasfield & Gorrie (B&G) is the Construction Manager for the project. Construction is progressing on schedule. Cast-in-place concrete for the southwest helix is advancing. Backfill of retaining walls is nearing completion. Erection of the precast concrete will begin in early September.



Facilities Expansion Project Phase 1 (Construction Phase):

Status – Procurement Phase

Project Budget – \$8,870,000

Estimated Completion Date – Fall 2025

Facilities Expansion Project Phase 1 includes an expansion of the existing shop and storage building to provide 2 new large equipment maintenance bays, the addition of a new drive-in service bay door to the existing building, relocation of incinerator equipment and relocation / installation of a new triturator system. This project will provide much needed maintenance space for large equipment such as fuel trucks, fire equipment and other large vehicles as well as prepare the facility for the additional future expansion projects. Design is being led by WK Dickson with DP3 as their architectural partner. The request for proposal was issued to the on-call IDIQ contractors. Proposals are due August 30, 2024.

Landscape Lighting Project:

Status – Design Phase

Project Budget – \$550,000

Estimated Completion Date – March 2025

This project includes improvements to the landscape lighting along Aviation Parkway to the Terminal Complex and Terminal Parkway to the P1 and P2 Economy Parking Lots. The planning document is complete. Staff is currently reviewing recommendations for lighting. Prototypes will be installed and reviewed. Design will be initiated in September 2024.

GSP Drive Connector to Aviation Parkway Roundabout:

Status – Design Phase

Project Budget - \$5,500,000

Estimated Completion Date: Design – Fall 2024

This project reroutes GSP Drive near the National Weather Service station to the existing roundabout on Aviation Parkway to further advance the 2020 Wingspan Master Plan. A new roadway will be constructed to support facilities and the south cargo area.



A curb cut will be provided for a future entrance into P3 on the southeast corner. McFarland Johnson completed a planning study providing a scope, schedule and budget for the new routing. Parrish & Partners is the engineer for the design phase of the project. 95% construction documents were received and under review. Permitting with Spartanburg County, FAA and US Army Corps of Engineers is underway. Design is expected to be complete in the fall of 2024.

Passenger Boarding Bridge Project:

Status – Design Phase

Project Budget - \$6,830,000

Estimated Completion Date - March 2025

Two new boarding bridges are being added to Concourse A and Concourse B to accommodate projected growth and enable the airport to delay planned expansion of the B concourse for a few more years. One passenger boarding bridge (PBB) will be added at A.5 and one PBB will be added at B5. Avcon was selected to provide the engineering services. 60% design drawings were received and reviewed. Design will be complete in the fall of 2024. The purchase order for the passenger boarding bridges has been placed. Request for pricing on the ground equipment will be issued in early September. It is anticipated the project will be completed by March 2025.

Terminal Expansion PDP & Design Criteria Package:

Status – Planning Phase

Project Budget - \$4,000,000

Estimated Completion Date – February 2026

This project will further develop and detail the phased implementation of the terminal expansion program outlined in the 2021 Terminal Area Expansion Study and 2019 Airport Master Plan and provide necessary detailed planning and bridging documents for future procurement of design and construction services to widen the apron edge taxiway and expand the commercial apron, add the north baggage claim area, expand the GSP administration offices, expand and/or relocate the outbound BHS, expand concourse B from gate B4 to gate B10 and the Federal Inspection Station (FIS) and international arrivals curb front, expand the site utilities to support the terminal. McFarland Johnson is leading the planning for this project. It is anticipated initial meetings will launch in September 2024. Geotechnical and topographical surveys are



underway in support of the planning effort. The planning phase will be completed by February 2026.

GA Apron Reconstruction & Apron Edge Taxilane Widening Project – Phase 1:

Status – Design Phase

Project Budget - \$1,000,000

Estimated Completion Date – May 2025

This project will provide the design services to reconstruct the general aviation apron immediately adjacent to the FBO and construct an apron edge taxilane to accommodate aircraft movements up to Aircraft Design Group (ADG) 3. New taxilane edge lighting will be provided as part of the design effort. Avcon, one of GSP's on-call consulting firms, was selected to lead the design effort for this project. Geotechnical and topographical surveys are underway to support the design. The design effort is anticipated to be completed in May 2025.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Tom Tyra, VP/Chief Marketing & Communications Officer

DATE: August 30, 2024

ITEM DESCRIPTION – Information Section Item D

August 2024 – Communications Status Report

SUMMARY

News Stories ~ Broadcast, Print and Online 8/1/24 through 8/30/24:

Top Stories for August 2024

GSP Among the Fewest Flight Delays in US
GSP Honored as a Best Place to Work in SC
Record Summer Travel at GSP International Airport
Travel Saving Tips
Traffic on GSP Drive Rerouted to Aviation Parkway
Labor Day Weekend Travel

[Click here](#) for full report of August 2024 media mentions.

Reach of GSP Media Coverage: 143,212,920

Airport Digital and Social Media 8/1/24-8/30/24:

Website

Sessions – 116,119
New Users –80,458
Page Views – 645,987

Facebook

Total followers –18,701
New followers –85
Engagement –74,821
Reach —588,542

Instagram

Total Reach –162,213
Followers –5,256
New followers –66

X (formerly known as Twitter)

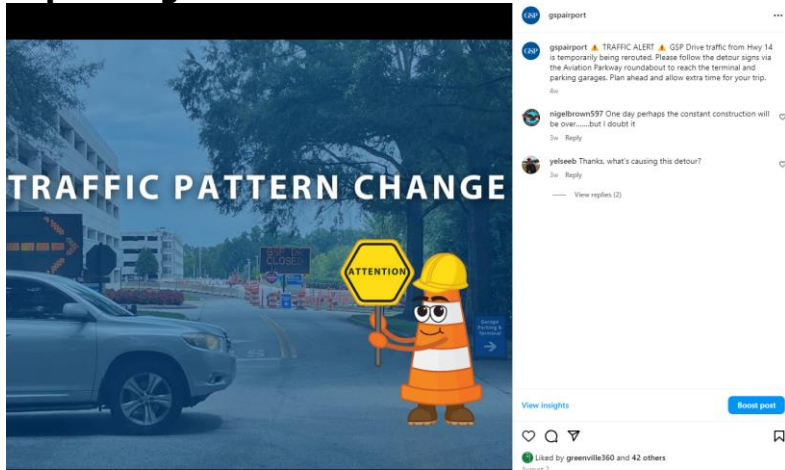
Impressions – 1,200
Followers –6,976
New followers – 28
Mentions –28

Top Performing Social Media Posts

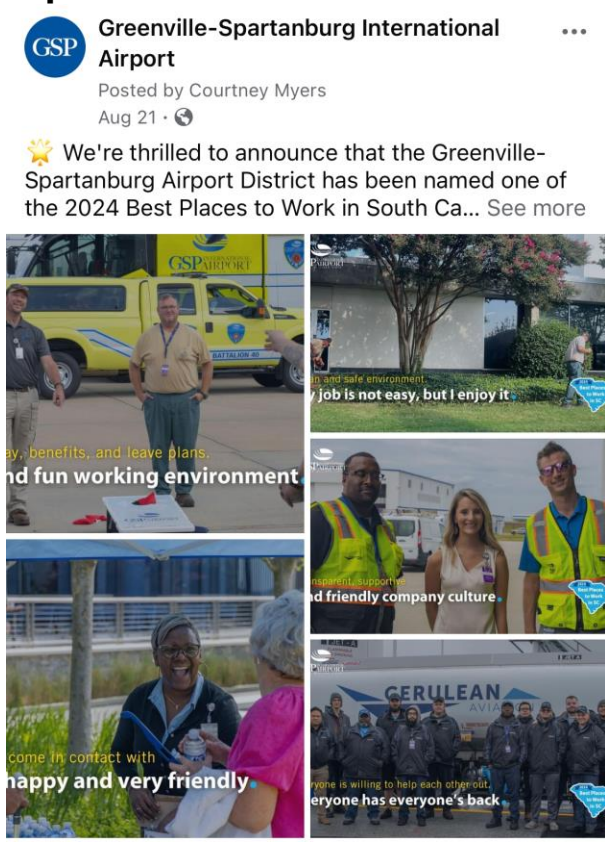
Top X (formerly known as Twitter) Post



Top Instagram Post



Top Facebook Post:





Marketing Event Summary

Greenville Drive Baseball

Status – On-Going

Communications Budget – \$50,000

Completion Date – 2024-2025 Season

GSP will host promotions with the Greenville Drive during the 2024-25 season at Fluor Field. The sponsorship includes season-long exposure through signage, social media exposure and on-field promotions.

Greenville Triumph Soccer

Status – On-Going

Communications Budget – \$25,000

Completion Date – 2024-2025 Season

GSP will host promotions with the Greenville Triumph during the 2024-25 season at Paladin Stadium. The sponsorship includes season-long exposure through signage, social media exposure and on-field promotions.

Ten at the Top Annual Summit

Status – Scheduled

Communications Budget - \$1,000

Completion Date – September 11, 2024

Communications will host a display table at the annual Ten at the Top Summit that brings together residents and government leaders from across the ten-county area. The event will be held at the Greenville Convention Center.

Wings for All 2024

Status – Scheduled

Communications Budget - \$1,000

Completion Date – September 14, 2024

Communications staff will partner with the ARC of the Upstate and Delta Air Lines to host the bi-annual Wings for All event. This event invites members of the public who are on the Autism spectrum to experience an airport dress rehearsal so that they are more familiar with traveling by air and using airports.



Greer Arts and Eats Festival 2024

Status – Scheduled

Communications Budget - \$3,500

Completion Date – October 5, 2024

Communications staff will host a display at this annual festival in Greer, SC. We will promote new air service and amenities available at GSP.

WeatherFest 2024

Status – Scheduled

Communications Budget - \$1,000

Completion Date – October 5, 2024

Communications staff will host a display at this gathering of local weather enthusiasts to be held in the GSP P3 parking lot. The event is sponsored by the National Weather Service and will include TV meteorologists and Universities. The public is invited. We will promote the airport's weather response teams at GSP.

Fall for Greenville 2024

Status – Scheduled

Communications Budget - \$7,500

Completion Date – October 11-13, 2024

Communications staff will host a display at this annual festival in Greenville, SC. We will promote new air service and amenities available at GSP.

TATT PIQUE for Young Professionals

Status – Scheduled

Communications Budget - \$0

Completion Date – October 15, 2024

Communications staff will host a display at this annual event in Greenville, SC. We will promote the airport as a destination that young professionals should consider for a career.

Air Service Event Summary



Allegiant Airport Conference

Status - Scheduled

Communications Budget - \$2,500

Completion Date – October 3-5, 2024

Allegiant Airlines hosts this conference every year in Las Vegas, NV (their hometown). Only airports with existing service by Allegiant are invited to attend this conference. At the conference the airline will provide a CEO briefing, discuss airport costs and plans for network expansion.

Break Bulk USA

Status – Registered

Communications Budget - \$3,000

Completion Date – October 16, 2024

Break Bulk is a ground handler/shipper conference in Houston, TX. GSP will attend to meet with prospective airlines and freight forwarders. This has been a very good venue to make connections for business development.

Air Cargo Forum / TIACA 2024

Status – Registered to Display

Communications Budget - \$6,000

Completion Date – November 15, 2024

Air Cargo Forum/TIACA held in Miami, FL, will attract air cargo airlines and suppliers from across North America. Attendees will conduct business meetings in pursuit of new air cargo business at GSP. GSP will host a display at this show.

Routes Americas 2025

Status – Registered to Display

Communications Budget - \$6,000

Completion Date – February 10-12, 2025

Staff will attend this airline speed-dating event held in early 2025 in Nassau, the Bahamas. The event will be attended by over 100 airlines representing the U.S., South America, and Europe.

Sections

- [GSP Among the Fewest Flight Delays in US \(2\)](#)
- [GSP Honored as a Best Place to Work in SC \(2\)](#)
- [Record Summer Travel at GSP International Airport \(1\)](#)
- [Travel Saving Tips \(1\)](#)
- [Traffic on GSP Drive Rerouted to Aviation Parkway \(2\)](#)
- [Labor Weekend Travel \(1\)](#)

Total Number of Clips 9

GSP Among the Fewest Flight Delays in US



[This SC airport has among the fewest flight delays in the US. See which one](#) 1

Date Collected Aug 22, 2024 6:08 AM EDT
Category Digital News
Source [Yahoo! News](#)
Author Lyn Riddle

Market United States
Language English

Greenville-Spartanburg International Airport ranks in the top 10 airports in the United States for the least amount of delays.

ranked 7th with a delay time of 6 minutes, 50 seconds, not too terribly far off from the best — Kona, Hawaii Ellison Onizuka Kona International at Keahole at 5 minutes 35 seconds, according to data from the Bureau of ... Transportation Statistics.

Tiffany Cherry, communications manager for the **Greenville-Spartanburg Airport** District, said airports themselves don't have a lot of oversight over delays; that's an airline issue.

But she said factoring into that data is favorable weather conditions in Upstate South Carolina as well as flight scheduling and airfield capacity.

"Our region is less prone to severe weather ...



[This SC airport has among the fewest flight delays in the US. See which one](#) 2

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Date Collected Aug 22, 2024 9:37 AM EDT
Category Print
Source [The State \(Columbia, S.C.\)](#)
Author Lyn Riddle; The State

Market Columbia, SC
Language English

Greenville-Spartanburg International Airport ranks in the top 10 airports in the United States for the least amount of delays.

The Greer airport ranked 7th with a delay time of 6 minutes, 50 seconds, not too terribly far off from the best -- Kona, Hawaii Ellison Onizuka Kona International at Keahole at 5 minutes 35 seconds, according to data ... from the Bureau of Transportation Statistics.

Tiffany Cherry, communications manager for the **Greenville-Spartanburg Airport** District, said airports themselves don't have a lot of oversight over delays; that's an airline issue.

But she said factoring into that data is favorable weather conditions in Upstate South Carolina as well as flight scheduling and airfield capacity.

"Our region is less prone to severe weather ...

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GSP Honored as a Best Place to Work in SC



[GSP Honored as a Best Place to Work in SC](#)

 3

Date Collected Aug 21, 2024 3:09 PM EDT

Market United States

Category Digital News

Language English

Source [OneSpartanburg Inc.](#)

The **Greenville-Spartanburg Airport** District has been named one of the 2024 Best Places to Work in South Carolina for the second year in a row.

This honor is awarded by the Best Companies Group. This survey-and-awards program was designed to identify, recognize, and honor the best employers in the state of South Carolina, benefiting ... the state's economy, workforce, and businesses.

"Being recognized as one of the Best Places to Work in South Carolina is a great honor and demonstrates our commitment to building a positive and inclusive workplace," said Dave Edwards, President and CEO of the **Greenville-Spartanburg Airport** District. "This achievement reflects our ongoing efforts to prioritize employee satisfaction and create a workplace where innovation and excellence thrive."

Companies from across the state entered the two-part survey process to determine the Best Places to Work in South Carolina. The first part ...



[GSP honored as a Best Place to Work in SC](#)

 4

Date Collected Aug 22, 2024 10:33 AM EDT

Market United States

Category Digital News

Language English

Source [MidlandsBiz](#)

Author Phoebe Howie

The **Greenville-Spartanburg Airport** District has been named one of the 2024 Best Places to Work in South Carolina for the second year in a row. This honor is awarded by the Best Companies Group.

This survey-and-awards program was designed to identify, recognize, and honor the best employers in the state of South Carolina, ... benefiting the state's economy, workforce, and businesses.

"Being recognized as one of the Best Places to Work in South Carolina is a great honor and demonstrates our commitment to building a positive and inclusive workplace," said Dave Edwards, President and CEO of the **Greenville-Spartanburg Airport** District. "This achievement reflects our ongoing efforts to prioritize employee satisfaction and create a workplace where innovation and excellence thrive."

Companies from across the state entered the two-part survey process to determine the Best Places to Work in South Carolina. The first part ... overall registration and survey process, analyzed the data, and determined the final rankings.

The ranked companies are recognized at an awards ceremony on August 22, 2024.

For more information on the Best Places to Work in South Carolina program, visit www.BestPlacestoWorkSC.com.

About **Greenville-Spartanburg International Airport**

Greenville-Spartanburg International Airport (GSP) is served by seven major airlines transporting millions of passengers each year to their favorite destinations. The airport is also a hub for air cargo, including flights regularly flown to and from Europe, Mexico, Asia, and ...

Record Summer Travel at GSP International Airport



[Summer travel smashes records at Greenville-Spartanburg airport with new destinations](#)

 5

Date Collected Aug 9, 2024 5:07 AM EDT

Market Charleston, SC

Category Digital News

Language English

Source [Charleston Post and Courier](#)

Author Emily Garcia

Passenger activity at the **Greenville-Spartanburg International Airport** reached an all-time high in May, keeping with predictions made by airport leadership that 2024 would see a record number of travelers coming through **GSP**.

Airport statistics show that nearly 39,000 more passengers came to GSP this May, in comparison to the same time last year. June saw a similar sustained increase in traffic.

GSP officials predicted an uptick in travelers earlier this year, supporting their hypothesis with the airport's 98 percent recovery ...

Travel Saving Tips

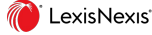


(Requires Critical Mention login)

[Travel saving tips from the experts](#)

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Date Collected Aug 4, 2024 8:38 AM EDT

Category Digital News

Source [CBS - 7 WSPA \(Greenville-Spartanburg, South Carolina\)](#)

Author Diane Lee

... in Greenville," said Fulghum.

As for when to book, a study of more than 900 million airfares by CheapAir.com found the sweet spot to find the best deal is between two-and-a-half months to three weeks out. Anything before or after that could leave you paying top dollar.

It's worth noting, that **Greenville Spartanburg International Airport** has two new low-cost carriers Avelo and Breeze. Along with Allegiant, they offer 11 discount destinations.

Avelo: Rochester, Manchester-Boston, and New Haven

Breeze: Providence, Hartford, Tampa, Orlando, and Los Angeles

Allegiant: Fort Lauderdale, Orlando/Sanford, Tampa/St.Pete

"This is the ...

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Traffic on GSP Drive Rerouted to Aviation Parkway



[Upstate Biz Journal](#) [@UpstateBiz](#)

Time Aug 2, 2024 12:55 PM EDT

User Location Upstate, South Carolina

Language English

▲ TRAFFIC ALERT ▲ GSP Drive traffic from Hwy 14 is temporarily being rerouted. Please follow the detour signs via the Avi...



7



[Greenville Journal](#) [@gvljournal](#)

Time Aug 2, 2024 12:55 PM EDT

User Location Greenville, SC

Language English

▲ TRAFFIC ALERT ▲ GSP Drive traffic from Hwy 14 is temporarily being rerouted. Please follow the detour signs via the Avi...



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Labor Weekend Travel



 **WYFF News 4 at 6am**

Time Aug 30, 2024 6:02 AM EDT

Local Broadcast Time 6:02 AM EDT

Category News

Call Sign WYFF (NBC)

Market DMA: 36 Greenville, SC

Language English



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good. you can see here in the airport it is crowded. it's packed with people that are leaving to travel for this busy holiday season. the official labor day travel season started yesterday and lasts through wednesday, september 4th. but tsa says today is the busiest day with a projected 3 million travelers, so yes, you want to get here early. remember, you can save time at security by making sure your luggage is properly packed. now keep in mind liquids should be no larger than 3.4oz, and it needs to be packed in a clear bag. tsa also recommends that you keep medicine in its original march container. now we know there's a possibility of storms so southern airports like charlotte will be affected. we want to make sure gsp is not affected so far everything looks good right now. reporting live from **gsp airport** taniqua pennix wyff news four taniqua. thank you for that update.

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MEMORANDUM

TO: Members of the Airport Commission

FROM: Deven Judd, VP/Chief Commercial Officer

DATE: September 16, 2024

ITEM DESCRIPTION – Information Section Item E

August 2024 – Commercial Business Report

1. Palmetto Sites Program:

Status – The District is waiting on a response to the Approved Jurisdictional Determination (AJD) Report the District submitted to the Army Corp. of Engineers.

Project Budget – \$100,000

Estimated Completion Date – Staff has revised the certification completion date to later in 2024 due to SSG's current workload on other projects throughout the state of SC.

The SC Department of Commerce has an industrial site readiness program entitled the Palmetto Sites Program to designate property in the state of South Carolina that has been determined to be "checked for readiness" from a development perspective. This helps market the property by having it listed in a statewide database and providing developers with a sense of comfort in knowing that the initial site evaluation work has already been completed.

2. Children's Play Area:

Status – The District has kicked off preliminary work in the designated Children's Play Area location. Preliminary work included improving the lighting and fabrication of the knee wall which has been completed. Painting of the walls is scheduled to start in mid-September.

Project Budget – \$15,000

Estimated Completion Date – Staff has revised this completion date to later in 2024 due to scheduling challenges on behalf of Plus Plus, Inc.

There are a number of airports in the U.S. with children play areas and even more with entertainment options for young travelers. Airports with play areas tend to rank higher in customer service rankings because they are perceived to offer activities to help children stay engaged and occupied while traveling. Additionally, this will give children and families the opportunity to create lifelong memories traveling through GSP.

3. Food & Beverage Concessions Openings:

Status – Staff has continued to meet with local and national brands. We are currently evaluating and analyzing a financial structure with a local sandwich brand for the former Qdoba space. Staff has also met with a local and regional brand about a wine bar and coffee concept for the former Vino Volo locations. Details have not been finalized as yet.

Project Budget – Estimated not to exceed \$120,000 for branding, kitchen equipment, and other associated expenses.

Estimated Completion – To be determined.

GSP's Concessions Management approach requires Staff to be sensitive to the customer experience and financial performance of the program which has a direct impact to the financial performance of the District. The District has projected 1.4 million enplanements for fiscal year 2025 and the need to offer passengers variety and other food & beverage options is important to the overall passenger experience. The former Vino Volo and Qdoba locations have been closed since February 2021 and January 2023 respectively. As passenger traffic has increased, District Staff have been begun to determine the overall project scope, business deal terms, and the types of concepts that would complement the concessions program.

4. Retail Concessions Planning:

Status – Staff has begun gathering survey data, industry information from other airports, analyzing sales and revenue data and rent structures.

Project Budget – Not applicable

Estimated Completion – November 2024

The Agreement for Hudson expires in October 2026. Staff is currently evaluating existing conditions and performance of the program and benchmarking the industry to determine future retail concessions mix.



MEMORANDUM

TO: Members of the Airport Commission

FROM: Kelly Dawsey, VP/Chief Human Resources Officer

DATE: September 16, 2024

ITEM DESCRIPTION – Information Section Item F

August – OSHA Recordable Injury Report

SUMMARY

Monthly Activity August 31, 2024

- 0 OSHA Recordable Injuries

2024 Calendar Year-to-Date

- 3 OSHA Recordable Injuries

2 Year Historical Annual OSHA Recordable Submissions:

Calendar Year	Annual Average # Employees	Total Hours Worked by all Employees	# OSHA Recordable Work-Related Injuries	# OSHA Recordable Work-Related Illnesses	# Days away from Work
2023	223	467,747	5	0	142
2022	213	382,757	9	1	46



MEMORANDUM

TO: Members of the Airport Commission

FROM: Zach Salvato, VP/Chief Information Officer

DATE: September 16, 2024

ITEM DESCRIPTION – Information Section Item G

August 2024 – Information Technology Status Report

SUMMARY

Core Switch Infrastructure

Status – In Progress – Internetworking Engineering (IE)

Project Budget - \$1,000,000

Estimated Completion Date – September 2024

The overall objective for a core switch replacement is to enhance the performance, reliability, scalability, and security of the datacenter network infrastructure while minimizing disruptions to ongoing operations. This process involves replacing existing core datacenter switches with newer and more advanced equipment.

Project Update:

Internetworking Engineering (IE) completed patching fibers in all MDF and IDF locations. They upgraded the switches to the latest operating system due to a potential vulnerability [NVD - CVE-2024-20399 \(nist.gov\)](https://nvd.nist.gov/vuln/detail/CVE-2024-20399). They tested each of the fiber runs to confirm they meet compliance requirements and are addressing any discrepancies. Please be informed that the cutover date for the Core Switch project has been pushed from August 27th and 28th due to some necessary configuration changes on the switch. Despite this slight delay, we still anticipate completing the project within September as planned.

Inbound baggage claims systems (BICS)

The Inbound Baggage Claims System successfully went live on August 19th. This marks a significant step forward in enhancing our baggage handling operations.

As part of this rollout, we have also set up a report in Power BI to monitor key performance metrics. The report tracks the time taken for an aircraft to go on block and the time it takes for the first bag to be transferred from the aircraft to the baggage belt. These insights will help us improve operational efficiency and enhance the passenger experience.

We will continue to monitor the system's performance and provide you with further updates as needed.

