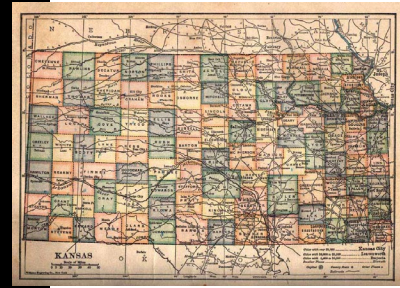


# Osage County Employee Handbook



A Manual of  
Employee  
Benefits &  
Personnel  
Policies

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# Introduction

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### Welcome

We would like to take this opportunity to welcome you to **Osage** County. For all new employees, we hope that your stay with the County will be challenging, energizing and rewarding. For those of you who have been working for the County, we wish to express our sincere gratitude and appreciation for your valued service.

We are pleased to provide you with this Employee Handbook which outlines the personnel policies and practices currently in effect at **Osage** County. I am certain that this handbook will be a helpful reference to you during your association with the County. Although revisions have been made to some of our previous policies, the scope and nature of these changes are designed to apply equally and fairly to all employees while addressing the County's current business needs.

The Employee Handbook applies to all County employees, other than elected officials and independent contractors. In the event of a conflict between this document and any law, ordinance or resolution, that law, ordinance or resolution shall supersede this document.

It should be noted that the information contained in this Handbook does not and is not intended to create a contract of employment or for benefits, and does not create any express or implied contractual rights.

We have set high standards of performance for our employees. We are also committed to providing you with the challenge, recognition, compensation, and benefits to allow you to reach your individual goals while maintaining the overall objectives of the County.

By working together during the next growth phase of the County and beyond, we are confident that the future will be both productive and prosperous for each of us.

### Purpose

This Osage County (herein referred to as “the County”, “we”, or “us”) handbook presents general guidelines to establish a professional atmosphere for you and to ensure fair and objective treatment. It will acquaint you with our mission, vision, benefits, and some important personnel policies and procedures. The handbook makes no attempt to address every situation encountered in the workplace or answer every question about your employment. You are encouraged to discuss situations that may not be covered in this handbook with Management. This handbook is not intended to serve as your final guide in all situations; in many instances, it is only a summary of more detailed policies that are updated frequently with or without notice.

The County reserves the right to modify or discontinue the benefits, procedures, practices and policies described herein from time to time, and without notice; however, we will endeavor to inform you of such changes in a timely manner. Any changes must be approved by an affirmative vote of the Board of County Commissioners. The change will be recorded in the minutes of the meeting at which the vote took place, be published in the format of this manual and be furnished to each County employee and official. Amendments to this manual will supersede the original policies they are intended to replace.

This handbook in part or total should not be construed in any fashion or manner to imply, directly or indirectly, an employment contract on the part of you and/or the County; nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at-will, with or without cause and without prior notice, by the County or you may resign for any reason at any time.

Please note that an elected or appointed official, or a supervisor under the supervision of such official, may formulate administrative or operational departmental regulations which supplement the provisions of this manual and which are pertinent to only that department.

Departmental regulations may enhance the provisions contained herein but may not conflict with these provisions or decrease the rights and benefits established in the Employee Handbook. This handbook supersedes any departmental regulation in the event of a conflict.

This document is effective January 1, 2022, and supersedes all handbooks and policies covered herein which were issued prior to this date.

### At-Will Employment Statement

While we hope to have a long and profitable relationship with you, your employment with the County is voluntary and is subject to termination by you or the County at-will, with or without cause, and with or without notice, at any time.

While the County may have a disciplinary system in place, this system does not have to be used—the County may make the decision to terminate you without first taking these disciplinary steps.

None of the information provided in our policies signifies a contractual agreement or should be interpreted to conflict with, eliminate or modify in any way your employment-at-will status with the County.

# Workplace Environment

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We are committed to creating a professional and productive work environment where everyone is treated with respect and dignity. We prohibit conduct of any kind that disrupts or interferes with another person's work performance and/or work environment, especially where that conduct could constitute discrimination or harassment.



### Equal Employment Opportunity

We value the diversity of our workforce and take steps to create and maintain an inclusive, non-discriminatory workplace where you can effectively and efficiently utilize your skills and experience. We provide equal employment opportunities to all employees without regard to race, color, creed, national origin, gender, citizenship, religion, disability, age, veteran status, sexual orientation, gender identity, or any other status protected by law.

In addition, we comply with all state and local laws, regulations and ordinances governing non-discrimination in employment in every location in which we have facilities and/or employees. Our commitment pertains to the entire personnel system: recruiting, hiring, transfer, promotion, training, discipline, termination, compensation, benefits and all other privileges, terms and conditions of employment.

You are held accountable for strict adherence to this policy. The Human Resources Director provides advice and assistance on all equal opportunity matters. All supervisors are responsible for equal opportunity compliance, including but not limited to the examples above.

Any practice that appears to be inconsistent with this policy should be reported to the Human Resources.

### Americans with Disabilities Act (ADA)

We value your contributions, and make reasonable accommodations for qualified individuals with known disabilities in order to help them perform their job responsibilities, in accordance with applicable laws.

It is our policy that employment discrimination on the basis of a disability is prohibited. This means discrimination in all employment practices including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment is prohibited. It applies to recruitment, layoff, leave, fringe benefits, and all other employment-related activities.

An individual is considered to have a “disability” if:

1. he/she has a physical or mental impairment that substantially limits one or more major life activities; or
2. he/she has a record of such an impairment; or
3. he/she is regarded as having such an impairment.

This policy also provides protections to individuals who have a known association or relationship with such an individual.

“Reasonable accommodations” are modifications to applicants' or employees' work environment or schedule that allow them to perform the essential functions of the job they seek or hold unless the accommodations create undue hardship for the County.

If you have a qualified disability (including life-threatening illnesses) you may make requests for reasonable accommodations to your supervisor. This process is also available for applicants. We will endeavor to reasonably accommodate qualified individuals with a disability who can still perform the essential functions of the job. Accommodations will be determined on a case-by-case basis and in conjunction with recommendations from the individual and medical professionals. Disabilities and life-threatening illnesses will be treated in a confidential manner, to the extent possible.

Please see the Harassment & Discrimination Prevention policy for the reporting procedure.

Violations of this policy will result in disciplinary action up to and including termination.

### Whistleblower Policy

A whistleblower as defined by this policy is an employee of Osage County who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Human Resources Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Human Resources.

### Harassment & Discrimination Prevention

We expressly prohibit any form of unlawful employee discrimination and/or harassment discrimination based on race, color, sex, pregnancy, religion, national origin, age, disability, protected activity, or any other status protected by applicable federal, state, or local laws.

By way of example, unlawful discrimination includes modifying the terms of an employee's job or job duties solely on the basis of their protected status. The harassment of any person, who is an employee, applicant, customer, or visitor based upon that person's race, color, sex, pregnancy, religion, national origin, age, disability, or any other legally protected characteristic, is not acceptable and is prohibited. Harassment based on a protected activity, such as opposition to prohibited discrimination or participation in the complaint process, is also prohibited. Violation of this policy shall result in disciplinary action, up to and including discharge. It is the responsibility of all supervisors and managers to enforce this policy actively, even if they do not receive a direct complaint.

Prohibited discrimination and/or harassment include(s) behavior such as:

- verbal conduct such as epithets, derogatory comments, jokes or slurs based on an individual's membership in a protected category;
- visual conduct such as derogatory posters, photography, cartoons, screensavers, drawings, or gestures based on an individual's membership in a protected category;
- visiting Internet sites that could be deemed inappropriate by fellow employees. Examples of sites in this category would be ones that contain offensive comments, jokes and/or radical political viewpoints based on a protected category;
- sending emails or other electronic communications that contain discriminatory and/or harassing content based on a protected category; and/or
- retaliation for making discrimination and/or harassment reports or threatening to report discrimination and/or harassment.

We are committed to investigating and resolving reports or complaints of workplace discrimination and/or harassment.

If you are subjected to what you believe is discrimination and/or harassment, you:

- may tell the discriminator/harasser to stop the unwanted behavior if you feel comfortable doing so; and
- should immediately report the alleged incident to your supervisor, department head, County Counselor or the Human Resources.

If you become aware of potentially discriminatory and/or harassing conduct engaged in or experienced by a coworker, you should immediately report that information to your supervisor, department head, County Counselor or the Human Resources.

### Sexual Harassment Prevention

We are committed to providing a work environment free of sexual harassment, and all forms of sexual harassment are prohibited. The County's Sexual Harassment Policy applies to all persons involved in the operations of the County and prohibits sexual harassment by any employee of the County. The County's policy also prohibits sexual harassment by vendors or clients, and prohibits you from discriminating against and/or harassing vendors or clients. If sexual harassment occurs on the job, whether on or off the premises or by someone not employed by the County, the procedures in this policy should be followed as if the discriminator/harasser were an employee of the County.

Sexual harassment is defined as unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of employment;
- submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; and/or
- such conduct has the purpose or effect of unreasonably interfering with your work performance or of creating an intimidating, hostile or offensive working environment.

Prohibited harassment may include:

- unwelcome sexual advances;
- offering employment benefits in exchange for sexual favors;
- making or threatening reprisals after a negative response to sexual advances;
- visual conduct: leering, making sexual gestures, and/or displaying sexually suggestive objects, pictures, cartoons or posters;
- verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes;
- comments about someone else's body or dress;
- verbal sexual advances or propositions;
- verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations or sexually or otherwise offensive emails;
- repeated requests for dates;
- touching, such as rubbing or massaging an individual's neck or shoulders, stroking someone's hair, or brushing against another's body;
- sexually suggestive touching;
- grabbing, groping, kissing, fondling;
- sitting or gesturing sexually;
- offensive voice-mail messages, email messages or other electronic communications;
- visiting sites that could be deemed inappropriate to fellow employees, such as sites that depict pornographic and/or materials of a sexual nature;
- questions about one's sex life or experiences;
- physical conduct: touching, assault, impeding or blocking movements;
- retaliation for making reports of or threatening to report sexual harassment; and/or
- any other conduct or behavior deemed inappropriate by the County.

If you believe you have been discriminated against or harassed in violation of this policy, you should follow the Reporting Procedure for investigating and resolving such complaints.

## Workplace Environment

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### *Reporting Procedure*

We are committed to investigating and resolving reports or complaints of workplace discrimination and/or harassment.

If you are subjected to what you believe is discrimination and/or harassment, you:

- may tell the discriminator/harasser to stop the unwanted behavior if you feel comfortable doing so; and
- should immediately report the alleged incident to your supervisor, department head, County Counselor or the Human Resources.

If you become aware of potentially discriminatory and/or harassing conduct engaged in or experienced by a coworker, you should immediately report that information to your supervisor, department head, County Counselor or the Human Resources.

We are committed to promptly and thoroughly investigating any reports or complaints of discrimination or harassment, and will promptly take appropriate remedial action to resolve the problem. To help with the investigation, you should provide the County with a detailed account of the events which you believe constitutes the alleged discrimination or harassment. We will maintain confidentiality to the extent practicable and appropriate under the circumstances.

We strictly prohibit retaliation against any person by another employee or by the County for using this complaint procedure, reporting alleged discrimination or harassment, or for filing, testifying, assisting or participating in any manner in any investigation, including an investigation, proceeding, or hearing conducted by a governmental enforcement agency.

Any person who is found to have engaged in unlawful discrimination, harassment, or retaliation will be subject to disciplinary action up to and including termination of employment. A person who engages in discrimination or harassment could also be held personally liable for monetary damages.

We do not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, we reserve the right not to provide a defense or pay damages assessed against any employee for conduct in violation of this policy.

### Workplace Violence

The County will not tolerate any form of violence, harassment or other inappropriate behavior by any employee that affects the conditions of employment, unreasonably interferes with another individual's work performance, or creates an intimidating, hostile, or offensive working environment. Personal conduct detrimental to County personnel, guests, contractors or vendors which could cause undue disruption of work or endanger the safety of persons or property of others, or exhibiting personal conduct which may be characterized as workplace violence is prohibited. The definition of "workplace violence" applies to all such conduct, whether committed by an employee, vendor, contractor, customer, or guest. Workplace violence includes, but is not limited to, the following conduct, when such conduct is committed on County premises, or in connection with a County activity or event:

- oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm or any other disruptive behavior;
- offensive and/or unlawful touching or application of force by one person against another when done in a rude, insolent or angry manner;
- possession of a weapon (prohibited weapons include any form of weapon or explosive restricted under local, state or federal regulations; this includes all firearms, knives, or other weapons unless issued by the County and seen as required to perform job duties);
- committing acts motivated by or related to, sexual harassment, discrimination or domestic violence;
- retaliatory actions against an individual who reported a workplace violence incident;
- threats to do bodily harm to another;
- use of profanity or abusive language;
- stalking of another; and/or
- inciting, causing or encouraging another to commit any of the conduct described above.

Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action up to and including discharge, criminal penalties, or both.

If you believe you have been subjected to workplace violence or the threat of violence, you should immediately separate all contact and communication with the threatening or offending person. Then you should report the incident to your Manager or the Human Resources. In the event of immediate danger, if these persons are not available, contact local law enforcement.

We need your cooperation to implement this policy effectively and maintain a safe working environment. Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If you observe or experience such behavior by anyone on the premises, whether he or she is an employee or not, report it immediately to a Manager or the Human Resources.

The County will respond immediately to any report of workplace violence by investigating the report and taking appropriate corrective and disciplinary action up to and including termination of an employee engaged in inappropriate behavior, if necessary. Complaints will be kept confidential to the maximum extent possible for an effective resolution. In cases of threats or assaults that require immediate attention, you should call the police at 911.

### Weapons and Threats

The County takes your safety and security, and that of guests, clients, contractors and vendors, very seriously. Therefore, all employees, officials, contractors and other persons, with certain exceptions described below, are prohibited from openly carrying, brandishing, intentionally displaying, threatening others, discharging, or otherwise using “weapons” in the workplace, while engaged in County business, at County-sponsored functions, in County vehicles, or in or on County property (including County buildings and the public areas of such buildings). It is outside the scope of employment for any County employee, official or contractor, to engage in any of the above described conduct while conducting County business under any circumstances.

“Weapons.” For purposes of this policy “weapons” include, without limitation, firearms of all types and sizes, whether loaded or not; air guns, BB guns, pellet guns, and the like; simulated weapons; knives, swords, switchblades, razors (other than small pocket knives, utility knives, kitchen knives used in food service); clubs, bludgeons, batons, bats, and the like; incendiary or explosive devices of any sort whatsoever; martial arts weapons, including but not limited to nun chucks, throwing stars and the like; and any item carried with the intent or used to threaten or intimidate another. The term “weapons” does not include the lawful possession of personal security devices, intended for use by members of the public, including but not limited to mace, pepper spray, or other personal defense sprays.

Exceptions. The foregoing prohibitions do not apply to certified law enforcement officers; Federal law enforcement and protective service personnel; members of the Uniformed Services actively engaged in the performance of their duties; and security guards licensed to carry firearms who are performing services for the County.

Concealed Carry of Handguns. County employees and officials who are not otherwise prohibited by state or federal law from possessing a firearm may carry concealed handguns (NOTE: ONLY HANDGUNS) in conformance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended. Employees and officials who carry concealed handguns in County vehicles or their personal vehicles while conducting County business must secure their handguns in a locked and secured handgun safe or in a locked compartment within the vehicle any time the handgun is not otherwise concealed on their person. **Carrying a concealed handgun is not within the course and scope of employment, with exceptions only for law enforcement personnel noted in the paragraph above.**

Regardless of this provision, the General Policy still applies to all County employees, officials and contractors, with the above described Exceptions. The County Administrator, County Human Resources or County Clerk shall take such steps as are necessary to implement this policy



### Drug and Alcohol Policy

The County complies with all federal and state laws and regulations regarding drug and alcohol use. This policy addresses drug and alcohol use for employees and applicants.

#### *Drug and Alcohol Free Workplace Pledge*

The County is committed to safeguarding the health of employees, providing a safe place for employees to work and supplying our customers with the highest quality products and service possible. As part of that commitment, County believes that illegal drugs and the abuse of alcohol have no place in workplaces and establishes a drug and alcohol-free environment for all its workplaces.

#### *Prohibited Conduct*

Employees and applicants are strictly prohibited from possessing, manufacturing, distributing, storing, consuming or otherwise using alcohol and illegal drugs, as defined by federal and state law and regulations, on the County's premises and worksites, at County activities or in any County vehicle.

The County is aware that employees and applicants can be taking lawful prescription medication as authorized by health care providers. All employees and applicants can voluntarily disclose any such use on the County's Substance Abuse Testing Consent Form prior to testing and bring medical certification of such use. If such use is otherwise detected during the drug and alcohol testing process, employees and applicants must provide medical or professional authorization for such prescriptions.

#### *Drug and Alcohol Testing*

As part of the hiring process, the County conducts drug tests for all applicants for safety and security sensitive positions, as well as those positions covered under U.S. Department of Transportation regulations. Applicants are advised of the testing requirements in detail prior to an offer of employment. The County's Drug and Alcohol Policy is explained to all applicants, and applicants must complete and officially sign and date the County's Substance Abuse Testing Consent Form. Applications for employment in safety and security sensitive positions cannot be processed unless applicants submit to testing procedures.

The County will test the following individuals:

- Applicants for employment in safety and security sensitive positions, after the job offer is made but before they take the position;
- Employees that drive commercial vehicles and are covered by the U.S. Department of Transportation regulations; and
- Employees who exhibit reasonable suspicion for using drugs.

## Workplace Environment

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If not already completed, once selected for such testing, employees must sign and date the County's Substance Abuse Testing Consent Form.

*Reasonable suspicion:* Current employees can be asked to submit to a drug and alcohol test if cause exists to indicate that their health or ability to perform work might be impaired.

Factors that could establish cause may include, but are not limited to the following items...

Changes in physical appearance:

- agitation, drowsiness, inability to concentrate;
- difficulty walking, unsteady gait, lack of coordination;
- dilated pupils, blood shot eyes, drooped eyelids;
- disheveled appearance, deterioration in personal grooming/hygiene;
- rapid or slurred speech; or
- odor of alcohol or residual odor peculiar to some chemical or controlled substances.

Sudden or extreme changes in behavior:

- change in overall mood or attitude;
- increased difficulty at home;
- isolation or withdrawal from coworkers;
- defensive and uncooperative attitude;
- secretive behavior;
- noticeable alterations in lifestyle; or
- judgement seems illogical, inappropriate and inattentive.

Sudden changes in work performance;

- involvement in a vehicle accident;
- involvement in a workplace accident that presents risk of injury to coworkers or the public;
- difficulties dealing with coworkers and/or customers;
- unexplained/excessive absenteeism or tardiness;
- frequent illness or requests for time off; or
- avoidance of supervisors.

Discovery or presence of illegal or suspicious substances or materials in employees' possession or near employees' workplace.

Whereas one of these factors may not constitute cause alone, a combination of factors may lead to a reasonable consideration of cause or suspicion.

If the County has cause to believe or has a reasonable suspicion that employees are impaired or are abusing legal or illegal substances, these findings and observations are documented on a Behavior Incident Form, witnessed by at least one other individual, and reviewed by the County's Human Resources before employees are asked to consent to a test and sign a Substance Abuse Testing Consent Form.

## Workplace Environment

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*Sensitive-position testing:* Employees whose work is classified as safety or security sensitive by the County are tested randomly or at least on an annual basis. Employees in such positions are notified of their status and any drug testing requirements. Examples of such positions are those which job duties include:

- driving passengers
- driving with a commercial drivers license;
- United States Department of Transportation licensed drivers;
- operation of trucks that weigh more than 26,000 pounds;
- operating heavy machinery
- carrying a firearm

*Post-accident testing:* Employees involved in reportable accidents are tested for the use of alcohol or controlled substances as soon as possible after the reportable accident. Reportable accidents are those that involve a vehicle or any other workplace accident that presents risk of injury to coworkers or the public.

*Return-to-work/post-rehabilitation testing:* Employees in safety or security sensitive positions who return to work after an extended period of time away from employment with the County, usually six months or greater, must submit to drug and alcohol testing. Additionally, employees who have been referred to rehabilitation are tested before they return to work.

### ***Drug and Alcohol Testing Procedures.***

Employees and applicants are furnished a test kit by the County's physician, Human Resources or designated laboratory who must ensure that the specimen is collected properly and transmitted to the testing company in accordance with directions on the testing kit. Proper chain-of-custody procedures also must be observed.

Drug testing is done by a lab chosen by the County, and the County determines the controlled substances for which testing is done. If an initial drug test is positive, a confirmation test is performed on the same specimen using Gas Chromatography/Mass Spectrometry.

The County can use Breathalyzers or other testing procedures to detect alcohol use or possible impairment. Positive Breathalyzer results are confirmed by a blood test at a local hospital or medical facility.

Applicants are informed of drug test results by the County's Human Resources. If the County's physician or Human Resources or a lab worker has a reasonable suspicion that applicants have tampered with specimens, applicants cannot be considered any further for employment. Likewise, if test results are positive, applicants cannot be considered for employment at that time and are informed of the failure to meet the required medical standards; such applicants are offered referrals for professional evaluation at their own expense.

Employees are informed of drug and alcohol test results by the County's Human Resources. Employees with negative test results can return to work. A confirmed positive test for drugs and alcohol results in referral for assessment, which can include suitable medical treatment and

## Workplace Environment

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rehabilitation. Alternatively, employees with a confirmed positive test can, at their option and expense, have a second confirmation test made on the same specimen. Employees are not allowed to submit another specimen for testing.

If employees agree to enter treatment as a result of drug and alcohol testing, the County's Human Resources stays in contact with employees' physicians or counselors during treatment to ensure that employees are in compliance with the prescribed treatment; the County does not violate confidentiality between employees and their physicians or counselors. Such employees are placed on medical leave during their absence. Once the County has been informed in writing by an employee's physician or counselor that the employee is again suitable for employment, the employee must sign the Surveillance Agreement Form and agree to submit to random drug testing for a period of one year before being reinstated.

After signing the Surveillance Agreement Form and before returning to work, employees must test negative on the drug and alcohol test.

### *Treatment Services*

The County recognizes drug addiction and alcoholism as treatable conditions and provides ways to assist employees whose work performance or behavior is affected adversely by such problems.

Employees are encouraged to voluntarily seek treatment assistance before disciplinary action is taken and can be accommodated by the granting of leaves of absence.

Employees' acceptance of and participation in treatment services, including treatment and counseling, requires the County to follow up through the Human Resources with the treatment facility regarding employees' progress, completion of treatment and any after-care procedures. The County only is concerned with satisfactory completion of each phase of rehabilitation and does not violate any confidentiality between employees and treatment providers.

Medical benefits are provided in accordance with the County's health insurance plan. The County's health insurance covers certain expenses incurred during treatment for drug addictions and alcoholism. For more information, see the County's health insurance benefits policy.

If employees are referred to treatment for testing positive for drugs or alcohol and, in the opinion of the counselor, are able to continue working while undergoing therapy, employees must consent to random drug testing for a period of one year.

After completion of rehabilitation, counselors certify to the County that employees can return to work. Employees then must test negative for drugs and alcohol and consent to random testing for a period of one year.

### *Confidentiality*

Employee and applicant drug and alcohol test forms, testing procedures, test results and treatment services are kept strictly confidential by the County. All such information is stored separately from

## Workplace Environment

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other HR and personnel files and as according to federal and state law and regulations; any such information only is accessible by authorized personnel and released on a need-to-know basis and as according to federal and state law and regulations.

### *Training and Acknowledgement of the Drug and Alcohol Policy*

When hired, employees review and receive the County's Drug and Alcohol Policy as part of the County Handbook. At orientation employees must sign the handbook acknowledgement form which indicates that they have reviewed the handbook including this Drug and Alcohol Policy. At training seminars, non-DOT governed employees must sign an acknowledgement that they received training on the Drug and Alcohol Policy. The County provides a Drug-Free Awareness Education Program for all supervisors and employees on a periodic basis.

### *Violations of the Drug and Alcohol Policy*

Employees whose use of alcohol is not otherwise permitted while on the County's premises and worksites, at County activities or in any County vehicle or who report for duty under the effects of alcohol are removed from the workplace, required to undergo testing, referred to treatment and disciplined, up to termination.

Employees who possess, manufacture, distribute, store, consume or otherwise use illegal drugs while on the County's premises and worksites, at County activities or in any County vehicle or who report for duty under the effects of illegal drugs are removed from the workplace, required to undergo testing, referred to treatment and disciplined, up to termination.

If safety or security sensitive employees are arrested or convicted for driving under the influence or for violation of a criminal drug statute while working for the County, they are expected to inform the County of any such arrests or convictions by the next business day. The County thoroughly investigates such circumstances. At a minimum, employees are removed from the workplace, required to seek counseling/treatment and can be disciplined, up to and including termination.

Employees who are selected for drug and alcohol testing and refuse to sign and date the County's Substance Abuse Testing Consent Form are referred to treatment or disciplined, up to and including termination. If the County's physician or Human Resources or a lab worker has a reasonable suspicion that employees have tampered with specimens for drug and alcohol tests, employees can be disciplined, up to and including termination.

Employees who refuse to seek assistance after referral to treatment because of testing positive for drugs or alcohol can be disciplined, up to and including termination. Likewise, employees can be disciplined, up to and including termination, if they test positive for drugs or alcohol as part of random drug testing while completing therapy and working or after completing rehabilitation according to the County's Drug and Alcohol Policy.

Violations of the County's Drug and Alcohol Policy will result in disciplinary action up to and including termination.

### Smoking

To comply with applicable health codes and OSHA regulations, and in recognition of the health, safety and comfort benefits of smoke-free air and the responsibility to provide and maintain an optimally healthy and safe working environment for you, our clients, our vendors and other visitors, the County has adopted a Smoke-Free Workplace Policy whereby smoking is prohibited inside all County facilities except for areas where it is specifically authorized. The Human Resources is responsible for implementing and monitoring smoking regulations, and supervisors are expected to enforce the regulations. The smoking policy applies to employees, customers and visitors, while on the County's premises. Violators will be subject to corrective action as warranted. You may contact the Human Resources for information regarding the effects of smoking and the availability of smoking-cessation programs.

### Conflict of Interest

We expect employees to conduct business according to the highest ethical standards of conduct. All employees must refrain from any activity or having any financial interest that is inconsistent with the County's best interest and also must refrain from activities, investments, or associations that compete with the County, interfere with one's judgement concerning the County's best interests, or exploit one's position with the County for personal gains.

The County recognizes employees' rights to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, employees must disclose any possible conflicts so that the County may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever employees are in a position to influence a decision that may result in a personal gain for themselves or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the County's business dealings.

All business affairs of the County must be conducted on an ethical and legal basis. You should not provide or accept money, gifts or personal favors for the purpose of receiving preferential treatment or securing a personal gain or as inducement to enter into any transaction. Examples of such prohibited conduct include giving or taking gifts of significant value (i.e., in excess of \$25), gratuities, favors, loans, guarantees of loans, excessive entertainment, kickbacks, rebates, and other types of financial inducements. Common business practice permits the offer or acceptance of certain courtesies of nominal value, usually in the form of meals and entertainment, provided the judgment of the parties will not be unduly affected.

In general, the use of good judgment, based on ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed with the Human Resources or the County Commissioners. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

### Workplace Bullying

We are committed to providing a safe and healthy work environment for all employees. As such, the County prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions and while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your Manager and/or to the Human Resources immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.

# Employee Benefits

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The County is pleased to offer a competitive benefits package for our full-time employees. Benefits comprise a substantial portion of your overall compensation package.



### COBRA Benefits

The County complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA:

1. a covered employee's separation of employment for any reason other than gross misconduct;
2. reduction of work hours to fewer than the number required for participation;
3. a covered employee's death;
4. a covered employee's divorce or legal separation from the spouse (COBRA is then offered to the spouse and dependent children, if any);
5. a covered employee's entitlement to Medicare under Title XVIII of Social Security; or
6. a covered child's loss of dependent status under the plan (Children are covered through age 26 on the medical plan and 19 on the dental and vision plan or 25 if a full-time student. If a child, older than age 19 and enrolled as a full-time student, discontinues his/her student status before the age of 25, the date the child does not return to school will become the eligibility date).

If you resign or are separated from the County's employ for reasons other than gross misconduct or if your work hours are reduced, and if this event makes you or your dependents no longer eligible to participate in one of our group health insurance plans, you and your eligible dependents may have the right to continue to participate for up to eighteen months at your (or your dependents') expense. If you are determined to be disabled under the Social Security Act at the time your separation of services or reduction in hours occurs, you may be entitled to continuation coverage for up to 29 months.

The 18-month continuation coverage period provided in the event of your separation of services or reduction in working hours may be extended to 36 months for your spouse and dependent children if, within that 18-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the 18-month period, your spouse and dependent children may be entitled to extend their continuation period to 36 months, starting on the date that you become eligible for Medicare.

All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

In the event of divorce or legal separation, or the loss of dependent child status under the plan, a covered employee or dependent must notify Human Resources within 60 days to maintain the right

## Employee Benefits

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to continue coverage. At that time, Human Resources will provide enrollment materials to the employee or covered dependent within 14 days of that notification.

The covered employee or dependent has 60 days to elect continuation of coverage from either the date that coverage would ordinarily have ended under the plan by reason of a qualifying event or the date of notification, whichever comes later. Election of continuation of coverage is established by completing and returning enrollment materials to Human Resources.

COBRA premiums will be billed by the applicable insurance provider, and the first premium will be due within 45 days of the date of election. Subsequent premiums must be received within the terms set forth by the provider. Failure to make timely payments will result in termination of coverage without notice.

COBRA continuation coverage will end for any of the following reasons: provider/County discontinues its insurance plan, the premium payment is not made in a timely fashion, or the person who elected continuation of coverage becomes covered under another insurance plan or Medicare. Continuation coverage will end after 18 months if the qualifying event was termination or reduction in hours, unless the qualified beneficiary is disabled at the time of termination or reduction in hours, in which case coverage may extend to 29 months. Continuation coverage will otherwise end after 36 months.

Continuation coverage may end if any of the following events occur:

1. failure to make timely payments of all premiums;
2. assumption of coverage under another group health plan, which does not exclude or limit coverage provided to you on account of a pre-existing medical condition; or
3. County termination of its group health plans. If you enroll for Medicare, you will no longer be eligible for continued coverage, but, as noted earlier in this statement, your spouse and dependent children may be entitled to extend their continuation coverage.

If you would like additional information regarding COBRA, please contact the Human Resources.

### HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) was established to assist you in the transition to a new health plan. Further, the Privacy Rule provides the first comprehensive federal standards to protect your personal health information in any form – electronic, written or oral. As a general rule, Protected Health Information (PHI) cannot be disclosed to third parties without authorization. This Regulation is designed to prevent possible discrimination in employment or health insurance coverage, due to the increased use of electronic transactions of employee or patient medical information, and the need for limited access to these records.

The County acknowledges participants' privacy rights as specified under HIPAA, and has implemented policies and procedures to ensure these privacy rights are protected.

In conducting the operations of the County Health Plan, the County will manage PHI in a manner that prevents unnecessary or inadvertent access to, use of or disclosure of PHI.

Participants in the County Health Plan have the right to review their PHI, as well as request restrictions on how and to whom their PHI is communicated. Any violation of this policy should be reported to the Board of County Commissioners, who is designated as the County HIPAA Privacy Officer. The County will not discriminate or retaliate against any participant for making such a request or reporting a violation of this policy. Complete information regarding the County's HIPAA Privacy Policy and Procedures may be found posted in the break area or may be obtained from Human Resources. Any violation of this policy may result in disciplinary action, up to and including termination.

Additionally, participants will receive a certificate of creditable coverage through the insurance carrier at points designated under regulations: Loss of Coverage, COBRA Termination or for up to 24 months following Loss of Coverage as requested.

### ERISA

The County wants to assure that you are made aware of your rights concerning your benefits. As a participant of the Plans described in the following pages, you may be entitled to certain rights and protection under the Employee Retirement Income Security Act of 1974 (ERISA). A complete statement of ERISA rights is contained in the Summary Plan Description for each plan.

ERISA provides that all Plan participants shall be entitled to:

- Examine, without charge, at the Plan Administrator's office and at other specified locations, such as work sites, all Plan documents, including insurance contracts, and copies of all documents filed by the Plan with the U.S. Department of Labor, such as detailed annual reports and Plan descriptions.
- Obtain copies of all Plan documents and other Plan information upon written request to the Plan Administrator. The Administrator may make a reasonable charge for the copies.
- Receive a summary of the Plan's annual financial report. The Plan Administrator is required by law to furnish each participant with a copy of this summary annual report.
- Obtain a statement telling you whether you have a right to receive a retirement benefit at normal retirement age and, if so, what your benefits would be at normal retirement age if you were to stop working under the Plan now. If you do not have a right to retirement benefit, the statement will tell you how many more years you have to work to get a right to a retirement benefit. This statement must be requested in writing and is not required to be given more than once a year. The Plan must provide the statement free of charge.

In addition to creating rights for Plan participants, ERISA imposes duties upon the people who are responsible for the operation of the benefit plan. The people who operate your Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of you and other Plan participants and beneficiaries. No one, including your employer, or any other person, may fire you or otherwise discriminate against you in any way to prevent you from obtaining a (retirement, welfare) benefit or exercising your rights under ERISA. If your claim for a (retirement, welfare) benefit is denied in whole or in part, you must receive a written explanation of the reason for the denial. You have the right to have the Plan review and reconsider your claim. Under ERISA, there are steps you can take to enforce the above rights. For instance, if you request materials from the Plan and do not receive them within 30 days, you may file suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and pay you up to \$100 a day until you receive the materials, unless the materials were not sent because of reasons beyond the control of the Administrator. If you have a claim for benefits that is denied or ignored, in whole or in part, you may file suit in a state or federal court. If it should happen that Plan fiduciaries misuse the Plan's money, or if you are discriminated against for asserting your rights, you may seek assistance from the U.S. Department of Labor, or you may file suit in a federal court. The court will decide who should pay court costs and legal fees. If you are successful, the court may order the person you have sued to pay these costs and fees. If you lose, the court may order you to pay these costs and fees, for example, if it finds your claim is frivolous. If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the Human Resources or the nearest Area Office of the U.S. Labor–Management Services Administration, Department of Labor.

### Employer-offered Insurance

The County makes available (including, but not limited to): comprehensive Medical, Dental, Vision, Life, insurance program for regular, full-time employees. Dependent coverage is also obtainable under our Medical, Dental and Vision plans only. Medical, Dental, and Vision Insurance coverage are optional benefits that require contributory payroll deductions by the employee. The County may modify or discontinue these benefits at any time.

Regular employees working at least 37 hours per week will become eligible for coverage on the first day of the month following 30 days of employment with the County. Part-time employees working less than 37 hours but over 24 hours per week are eligible for pro-rated benefits. Employees working less than 24 hours and temporary employees are not eligible for benefits unless predetermined by the Board of County Commissioners.

Here is a list of benefits that the County offers:

Medical – insurance coverage for medical and surgical expenses

Dental – insurance coverage to pay a portion of your costs associated with dental care

Vision – insurance coverage that provides reduced-cost fees on some eye health and vision correction services and products.

Disability - provides supplementary income in the event of an illness or accident resulting in a disability that prevents you from working.

Prepaid Legal

Life Insurance - provides financial protections to your beneficiary in the event of your death.

Flexible Spending Account – allows you to set aside pre-tax money for certain out of pocket medical, dental, vision, and child/elder care expenses.

Please note we reserve the right to modify and/or discontinue the benefits the County provides, premium amounts it pays, eligibility rules, and other provisions of these benefit plans, for any reason. When possible, we will try to notify you in advance of such changes or additions.

The benefit information included in this handbook is merely an overview; a more detailed description of the specific provisions of the various plans can be obtained by reviewing the Summary Plan Description booklets. The exact provisions of the Plans may only be determined by reading the actual Plan Documents.

**Employees are urged to consult the insurance summary plan description for details of the plan benefits. The plan document controls payment of any benefits.**

## Employee Benefits

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**The existence of these employee benefits and plan documents, in and of themselves, does not signify that you will be employed for the requisite time necessary to qualify for these benefits and plans, as your employment is “at-will.” The County may change, modify or discontinue these benefits and contribution amounts at any time, as permitted by law.**

### Retirement Plan

The County is a member of the Kansas Public Employees Retirement System (KPERS) which requires employee participation. After enrollment, both you and the County contribute to the system. Your contributions are fixed by statute as a percentage of gross salary. KPERS has provisions for full retirement at age 65 and early retirement based upon age and service.

Upon retirement, you shall be paid accrued paid time off pay, not to exceed the maximum accrual of 360 hours.

To qualify for these benefits, a retiree must fall into one of the following classifications:

- An eligible employee who retires at age 65 or over.
- An eligible employee who elects to retire under early retirement provisions of KPERS and who has completed a minimum of ten (10) years of continuous service.
- An employee with a minimum of five (5) years continuous service with the County, who is forced to retire for disability reasons as certified by a physician.

### Social Security and Medicare

All employees are covered by the Federal Social Security Act. A required percentage of your salary is deducted from your paycheck to pay the employee's portion of this protection, and the County matches your deduction dollar-for-dollar to the limits set by the law. The plan is designed for your future security and that of your dependents and provides for retirement, disability, death, survivor and Medicare benefits.

### State Unemployment Insurance

This program is funded entirely by employers in applicable states. The program provides weekly benefits if you become unemployed through no fault of your own or due to circumstances described in the law.

### Workers' Compensation Insurance

The County provides a comprehensive workers' compensation insurance program at no cost to you. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if you are hospitalized, immediately.

If you sustain work-related injuries or illnesses, you should inform your Manager immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable you to qualify for coverage as quickly as possible if eligible.

Neither the County nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the County.

# Time Away from Work

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We understand that there will be times that you will be away from work for various reasons. This section will address those situations and our policies for time away from work.



## Time Away From Work

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### Paid Time Off

Our PTO plan is designed to provide you with the opportunity to rest and get away from the everyday routine. For that reason, we believe it is important to take time off, and encourage you to do so. Regular full-time, active employees will be granted PTO based on the number of years of continuous employment with the County.

Regular full-time employees are provided the following PTO leave with pay:

<b>Years of Continuous Service</b>	<b>PTO Earned Per Pay Period</b>	<b>Maximum Accrual</b>
<1 year	6 hours	72 hours/9 days
2-9 years	10 hours	120 hours/15 days
10-15 years	12 hours	144 hours/18 days
16+ years	14 hours	168 hours/21 days

Regular part-time employees working 24 to 36 hours a week will earn PTO on a pro-rated basis based on the number of hours worked per week.

Paid Time off Leave (PTO) is subject to the following restrictions:

- An employee must complete a Time Off Request Form or request time off through TimeClock Plus (Online Time Sheet) and obtain the approval of their supervisor prior to the employee's scheduled absence. Supervisors may waive advance notice, but the supervisor must approve the leave request.
- If an employee is absent from work without notifying and receiving approval from their supervisor for three (3) consecutive business days, it may be assumed that the employee has voluntarily resigned and, after a reasonable effort is made to contact the employee, recruitment may begin to fill the position.
- PTO leave is earned by the pay period and may not be taken until the first of the pay period following accrual.
- A legal holiday or other day on which County offices are closed, which occurs during an employee's PTO, shall not be charged against the employee's PTO leave credits.
- Upon termination of employment, an employee is entitled to pay for unused accrued PTO leave not to exceed the maximum accrual for years of service as listed above.
- Employees on leave without pay will not earn PTO for the time period. PTO leave for the partial month worked will be prorated according to number of hours in paid status.
- The County shall keep records of earned and used PTO. It is the responsibility of the employee to assure that their PTO leave balance does not exceed the maximum of 360 hours at December 31<sup>st</sup>. No more than 360 hours of PTO shall be carried into the next calendar year. Any time over 360 hours will be forfeited effective December 31 of the calendar year.

### Holidays

At the beginning of each calendar year, the Board of County Commissioners designates the year's paid holidays for County employees. This list of holidays is distributed by Human Resources to all departments for posting.

If a legal holiday occurs during an employee's PTO, that day will not be charged to the employee's accrued PTO time.

An employee who is on leave without pay during any portion of the last working day before, or the first working day following a legal holiday, shall not receive pay for the holiday.

Typical holidays may include:

#### Holiday

New Year's Day  
Martin Luther King Jr. Day  
Presidents Day  
Memorial Day  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

**If a holiday falls on the weekend, the Board of County Commissioners will advise of the date the holiday will be observed.**

A "Discretionary Day" as an additional holiday with pay may be authorized annually by the County Commissioners to eligible count employees for observance of a religious holiday, family event or other special occasion. Employees may use their Discretionary Day starting on date of hire, but must be used by December 31st.

### Absenteeism

We want to ensure that you are not jeopardizing your health or recovery (nor the health of your coworkers) by returning to work too soon. You will also be required to present a note from your medical provider if absent more than three (3) consecutive days.

Please keep in mind that your supervisor may request written documentation for any absence of any length. If you are absent from work for three (3) or more consecutive scheduled workdays without calling in, it will be assumed that you have voluntarily resigned your employment. Additionally, unless you are on an authorized leave of absence, you must maintain contact with your supervisor throughout any absence extending beyond one day, notifying him/her daily whether and when you will be returning to work.

***We strive to maintain a safe and healthy work environment.***

### ***Staying Home When Ill***

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid time off leave and other benefits to compensate employees who are unable to work due to illness.

During an illness, it is critical that employees do not report to work while they are ill and/or experiencing any symptoms of the illness.

### ***Confidentiality of Medical Information***

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

### ***Social Distancing Guidelines for Workplace Infectious Disease Outbreaks***

In the event of an infectious disease outbreak, we may implement these social distancing guidelines to minimize the spread of the disease among the staff.

### Personal Leave Of Absence (LOA)

The County may grant a Personal Leave for valid and compelling personal reasons and in accordance with the law. Personal leaves are reviewed on a case-by-case basis and will be granted at the County's discretion based on the reason for the request, length of credited service, operating needs of the department and length of time requested. Leave time will be unpaid if all PTO time has been exhausted.

You may request a personal leave of absence for a period of up to ninety (90) days once you have completed six-months of service. A personal leave of absence must have written approval by your supervisor and the County Clerk in conjunction with the Human Resources, be for a valid reason, and will be granted at the discretion of management. Any absence not approved will be deemed an unexcused absence.

If the leave is foreseeable, a Time Off Request Form must be completed as soon as possible and approval granted before the leave begins. An employee on an approved leave of absence longer than five consecutive work days must contact the Human Resources to make arrangements for the continuation of medical and/or dental benefits, if applicable.

An employee on personal leave does not accrue PTO or personal time and is not eligible for holiday pay. We will attempt to return you to your former position or to a similar position when you return from a personal leave of absence. However, the County's need to fill a position may override its ability to hold a position open until the employee returns from leave. Therefore, we cannot assure that it will be able to return the employee to any position after the leave of absence is over. We retain the discretion to determine the similarity of any available positions and the employee's qualifications.

If the leave is for greater than 30 days, notice of intent to return to work must be given in writing at least one week prior to the intended date of return. In the case of illness or non-work related injury, medical certification may be required.

Failure to return from a personal leave of absence upon the expiration of the leave period will be considered a voluntary resignation, having resigned as of the last day of the approved leave period. Any employee absent without approval will be subject to discipline up to and including termination.

### Family and Medical Leave Policy

We are a covered employer under the Family Medical Leave Act (FMLA) and therefore grant qualifying leaves of absence to employees who work at a site with 50 or more employees within a 75 mile radius, have completed at least one full year of service with the County and have worked at least 1,250 hours in the twelve month period preceding the leave. As an eligible employee, you may take up to 12 work weeks of unpaid leave during a rolling 12-month period measured backward from the date you use FMLA. If you and your spouse are both employed by the County, the combined FMLA leave taken between the two of you will count toward the total amount of leave available. For example, you and your spouse's combined FMLA-leave entitlement is a total of 12 weeks within the "12-month period" for any birth, placement of a child for adoption/foster care, care for a child after birth/placement, or to care for an employee's own seriously ill parent. This can be split between the two of you in any proportions. Such leave will be charged against that employee's available 12 weeks of FMLA leave.

Basic Family and Medical Leave may be taken for any one, or combination, of the following qualifying events:

- birth of a child (including prenatal care), and to care for the newborn child;
- placement of a child for adoption or foster care;
- to care for your spouse, child or parent with a serious health condition;
- to deal with your own serious health condition that renders you unable to perform the essential functions of your job; and/or
- military entitlements outlined below.

#### *Serious Health Condition Definition*

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### *Military Leave Entitlements Under FMLA*

If you are eligible and have a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation you may use your 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and

## Time Away From Work

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legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits you to take up to 26 weeks of leave to care for a covered service member during a single 12-month period if you otherwise meet the eligibility requirements. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### *Substitution of Paid leave*

Under the Family and Medical Leave Act, we will require you to use available paid leave time for part or all of the unpaid leave requested.

Any substitution of paid leave will count toward your total allotment of FMLA.

### *Use of Leave*

You are not required to use this leave entitlement in one block. You may take leave intermittently or on a reduced leave schedule when medically necessary; however, you must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt County operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### *Employee Requests and Responsibilities*

You may request FMLA leave through Human Resources Office or department head.

You are required to provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, you must provide notice as soon as practicable and must comply with the County's normal procedures to notify the County of an absence.

In order to exercise benefits under FMLA, you must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include confirmation that you are unable to perform your job functions; your family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. You must also inform the Human Resources Office if the requested leave is for a reason for which FMLA leave was previously taken or certified.

After notice is given, the County will notify you whether you are eligible for FMLA and specify any additional information required as well as your rights and responsibilities. If you are not eligible, the County will notify you of the reason for ineligibility. If you are eligible and the leave qualifies for FMLA, the County will notify you that the leave has been designated as FMLA.

## Time Away From Work

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### *Medical Certification*

The County requires appropriate documentation on the applicable certification form obtained through Human Resources for leaves at the following times:

- Initial request (to be returned within 15 days);
- Before returning to work (following a serious health condition to certify fitness for duty which may be on a form other than the County's certification form);
- If you are not returning to work following a leave during which the County has paid health care premiums; and/or
- Re-certification on a regular basis during leave.

The County may seek clarification through its own provider and/or require you to undergo a second independent examination by a County designated provider at the County's expense.

### *Interim Benefits*

Under FMLA, the County will maintain your coverage under the group health plan for the duration of your FMLA leave at the level and under the conditions such coverage would have been provided if you had continued to work.

You are responsible for payment of your portion of health insurance premiums during such leave. Seniority and benefits will not continue to accrue during such leaves; however, the use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. You will be provided with advance notice of the costs and a schedule for remitting these payments. If the payment is more than 30 days late, upon 15 days written notice, the County's obligation to continue health care coverage ceases. However, the County may continue to pay your share of the missed premium(s) during the leave period. The County may then recover through subsequent payroll deductions your share of the missed payment when you return to work.

If you do not return from scheduled FMLA leave, except for circumstances beyond your control, the County may consider you to have voluntarily resigned and recover all health premiums it paid on your behalf during any unpaid FMLA leave. The County may require medical certification of any alleged continued serious health condition.

### *Reinstatement*

As an eligible employee, you are entitled to reinstatement to your former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment upon return from leave. Exceptions to this provision may apply if business circumstances have changed (e.g., if your position is no longer available due to a job elimination). Exceptions may also apply for certain key employees (as defined in FMLA regulations).

If you are returning from leave because due to your own serious health condition, you will be required to provide a fitness-for-duty certification from your health care provider.

### *Enforcement*

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

If you feel the County has violated these provisions, you may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the County. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. The County will enforce this policy in accordance with any other applicable state and/or federal law.

FMLA leave is provided for you to recuperate or care for a family member; other employment during FMLA leave is prohibited.

This Summary discusses some of the major components of the County's Family and Medical Leave Policy. Any questions regarding this Summary or the Family and Medical Leave Act should be directed to the Human Resources Office.



## Time Away From Work

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### Military Leave

We provide military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the County's military leave policy should be directed to Human Resources.

You should notify your supervisor as soon as you become aware of a military service obligation.

#### *Leave for Annual Training*

If you are a member of the U.S. Army, Navy, Air Force, Marines or Coast Guard Reserves or the National Guard, you may be granted a leave of absence for the purpose of participating in Reserve or National Guard training programs.

You will be granted the minimum amount of leave needed to meet the minimum training requirements of your unit. You will not be required to use PTO for military duty, but may elect to schedule your PTO to coincide with military duty in order to receive your full regular PTO in addition to any pay from the military. If you choose not to use PTO for your annual active-duty training, and your net military pay is less than your expected net County pay, you will receive payment equal to the difference so that you will not be penalized financially for participation in military reserve duty. Payment by the County in this case shall be limited to annual active-duty training which occurs on scheduled working days up to a maximum of two weeks per year.

#### *Leave for Military Service*

If you are a permanent employee who performs service in the uniformed services, you may be granted leaves of absence for the purpose of participating in military service. Under USERRA, "uniformed services" consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

You will be granted leave as required to complete the military service, for up to five years of cumulative uniformed service-related absences. Some special categories of military service are exempt from this five-year limit.

If your leave is less than 31 days, you must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of service, plus the time required to return home safely and have an eight hour rest period.

If your leave is between 31 and 180 days, you must apply for re-employment no later than 14 days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than 90 days after completion of uniformed service.

## Time Away From Work

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The reporting or application deadlines are extended for persons who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

Returning service members will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority (escalator position). The County will make reasonable efforts (such as training or retraining) to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply and a service member may be placed in an alternative reemployment position if he or she cannot qualify for the escalator position.

Reemployed service members are entitled to the seniority and rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

During a period of military service, you will be treated as if you are on a furlough or leave of absence. Consequently, during the period of service you are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence.

If your health plan coverage would terminate because of an absence due to military service, you may elect to continue the health plan coverage for up to 24 months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. You may be required to pay up to 102 percent of the full premium for the coverage. However, if the military service is for 30 or fewer days, you cannot be required to pay more than the normal employee share of any premium.

### *Benefits during Leave for Military Service*

You will continue to accrue PTO credit during a military absence of two weeks or less. Additionally, the county will continue to pay its share of payment for life and health insurance while you are on a military leave of two weeks or less. During this time, you must make arrangements with the County Payroll Clerk to pay the amount that is regularly deducted from your paycheck while on paid status.

## Time Away From Work

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### Civil Leave

It is the position of the County that as a matter of good citizenship, you should serve when called in various situations, including:

- jury duty;
- to appear in court as a witness by subpoena;
- to serve as a witness before equal opportunity or civil rights commissions or bodies; and/or
- to perform emergency civilian duty in connection with national defense, emergency preparedness operations or county rural volunteer firefighting duty.

If you are scheduled to work during the time missed, you will be paid your full salary and benefits for the time absent from work for the Civil Leave as outlined above up to 10 working days. You are required to surrender any payments received from the court for such services to the County Clerk with the exception of any amount paid for expenses due to travel (e.g., mileage payment).

You will be paid to appear in court when such appearance is considered a part of your official job duties such as a party in a civil law suit related to the performance your official duties with the County and to serve as an expert witness because of professional knowledge related to your position with the County.

As soon as a summons is received, you should notify your supervisor who will then notify the Human Resources/County Clerk. A copy of the summons may be requested. You should report to work when not needed by the court unless distance or time makes it impractical.

### Voluntary Emergency Responder Leave

We respect the duties of registered volunteer emergency responders, and we will not fire, suspend, or otherwise discipline you for performing duties as a registered volunteer firefighter, volunteer certified emergency medical service attendant, volunteer reserve law enforcement officer, volunteer part-time law enforcement officer, or other emergency rescue personnel whose duties include responding to fires or other emergency calls. We will also abide by any other applicable federal, state and/or local laws regarding leave for these duties.

If you are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel who intends to perform emergency duty during work hours, you must inform your supervisor and/or the Human Resources so we are aware of the fact that you may have to take time off to perform emergency duty, and to provide documentation relating to your work in this regard. In the event you need to take time off for this type of emergency duty, you must notify your supervisor before leaving work. All time off for these purposes is unpaid unless you choose to use any available accrued PTO.

### Witness Duty

We recognize that you may need to serve as a witness in legal proceedings, and will allow you the necessary time to do so. If you are summoned to appear as a witness in a non-work related court action, you may use PTO time or take a leave of absence without pay. As soon as a summons is received, you should provide your manager with a copy of the witness summons. Advanced notice to the County is mandatory as courts provide advanced notice before an individual is required to appear in a legal proceeding. Notify your manager, who will then notify the Human Resources/County Clerk.

You should report to work when not needed by the court unless distance or time makes it impractical.

### Time Off for Domestic Violence

We will provide time off to victims of domestic violence and/or sexual assault in order to obtain or attempt to obtain relief and to help ensure the health, safety, or welfare of you or your child(ren).

Victims of domestic violence or sexual assault may take up to 8 days off of work in a calendar year to:

- obtain or attempt to obtain relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child(ren);
- seek medical attention for injuries caused by domestic violence or sexual assault;
- obtain services from a domestic violence shelter, domestic violence program or rape crisis center; and/or
- make court appearances in the aftermath of domestic violence or sexual assault.

You must request time off through this policy by providing advanced notice of the need for time off, unless it is not feasible for you to do so. Upon return from this time off, you must provide us with documentation to support the need for time off. Such documentation may take any of the following forms:

- a police report indicating that you were a victim of domestic violence or sexual assault;
- a court order protecting or separating you from the perpetrator, or other evidence from the court or prosecuting attorney that you have appeared in court; or
- documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that you were undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault.

If an unscheduled absence occurs, no adverse action will be taken against you provided that you submit the above documentation within 48 hours after the beginning of the unscheduled absence.

Time off under this policy will be without pay except in cases where you elect to use any PTO time.

## Time Away From Work

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We will maintain the confidentiality of the situation to the extent possible. Moreover, we will not retaliate against or tolerate retaliation against you for seeking or obtaining leave under this policy.

The County will also abide by any other federal, state or local laws regarding time off for victims of crimes.

## Lactation Accommodation

The County provides lactation accommodation for employees who are nursing mothers, in accordance with federal, state, and local law. Such accommodation includes reasonable break time and a private location for nursing mothers to express milk at appropriate intervals during each work day for one year following the birth of a child. If you are breastfeeding a child and need to express milk during the working day, you should confer with your supervisor or the Human Resources, who will consult with necessary management to determine how best to achieve lactation accommodation for you while allowing you to accomplish the performance of your job. You may use your break and lunch time to express milk under this policy. Breaks to express milk should not last longer than 30 minutes. Milk should be placed in an appropriately and clearly labeled secure container provided by you and may be stored in County refrigerators.

### Workers' Compensation

We provide workers' compensation insurance for work-related accidents or illnesses. The insurance provides payment of medical expenses and partial salary.

The amount of benefits payable and the duration of payment depend upon the nature of the injury or illness and state laws and regulations. In general, however, all medical expenses incurred in connection with a work-related injury or illness are paid in full as long as proper procedures are followed, and partial salary payments may be provided once the requisite state waiting period has been met.

If you are injured or become ill on the job, you are required to immediately report the injury to your supervisor or another member of management. This will ensure that the County can assist in obtaining appropriate medical treatment. If you fail to follow this procedure, the appropriate workers' compensation report might not be filed. This error may consequently jeopardize your right to benefits in connection with the injury or illness.

### Bereavement

We endeavor to provide reasonable time off from work to manage the difficulties associated with the death of a family member. In the event of a death in your immediate family, you may have time needed up to three (3) working days per event, with pay, to handle family affairs and attend the funeral.

"Immediate family" is defined as: spouse, children, grandchildren, parents, legal guardians, grandparents, brothers, sisters, mother-in-law, father-in-law, sister or brother-in-law. These "immediate family" definitions include blood and/or legal relations (i.e., "step", "half" or other like/kind relations as defined by federal or state law).

PTO time must be used to attend the funeral of other relations (such as aunts, uncles, cousins, etc.) or other acquaintances. For any leave requested, it is important to notify your supervisor as soon as possible. Documentation of the circumstances for bereavement leave may be required.

# Compensation & Salary Administration

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We are proud to provide competitive compensation to you. This section will describe our policies and procedures regarding your compensation and overall salary administration.

### Employee Classifications

You are classified as either exempt or non-exempt for pay administration purposes, as determined by the federal Fair Labor Standards Act (FLSA).

The definitions of the worker classification categories can be summarized as follows:

**Exempt:** Management, supervisory, professional, sales or administrative employees, whose positions meet FLSA standards, are exempt from overtime pay requirements.

**Non-exempt:** Positions that do not meet the FLSA exemption standards and are paid overtime. These are generally non-supervisory, non-professional or non-administrative positions. Overtime work, however, is prohibited without specific supervisor authorization.

In addition, your status is defined as one of the following:

**Full-time:** Employees regularly scheduled to work 37 ½ hours or more per week. Full-time employees may be eligible for County benefits, provided they meet specific plan eligibility requirements. Please refer to the Benefits section of this Handbook or contact Human Resources for information regarding eligibility. Full-time status for County purposes should not be construed as meeting the requirements of full-time status for any specific benefit plan.

**Part-time:** Employees regularly scheduled to work less than 37 ½ hours per week. Part-time employees may not be eligible for all County benefit programs offered. You will be informed at Orientation as to which, if any, programs are available to part-time staff. Please contact Human Resources with any questions regarding your status and program eligibility.

**Temporary/Seasonal:** At-will employees who are temporarily hired for a pre-established, limited period of six (6) months or less, usually during peak workloads or for vacation relief. Such workers may or may not be on the County's payroll. These workers are notified of the temporary nature of their work assignments, although they may work a full-time or part-time schedule. Temporary workers are not eligible for County benefits and time spent as a temporary employee will not be credited to service, and accrual of benefits will not be retroactive to include time in temporary status.

**Elected Official:** County Clerk, Commissioners, Register of Deeds, Treasurer, Sheriff, and County Attorney are elected officials in this County. They are responsible to the electorate of the county, state statutory requirements, and fiscally responsible to the Board of County Commissioners. They do not earn or report any forms of leave time but are eligible for other benefits offered to County employees.

**Appointed Official:** Certain officials are appointed by the Board of County Commissioners to perform statutory or other duties defined by resolution. They are responsible to the Board of County Commissioners and are employees of the County government.



### Work Hours

Normal business hours for most departments are 8:00 a.m.-5:00 p.m. Monday through Friday. Other department schedules are as follows:

Department	Hours	Days
Courthouse	8:00 a.m. - 5:00 p.m.	M-F
Sheriff's Department	24 hours	Daily
Health Department	8:00 a.m. - 6:30 p.m.	M-Thursday
Road and Bridge Shop	7:00 a.m. - 3:30 p.m.	M-F
Road and Bridge Office	7:30 p.m. - 4:00 p.m.	M-F
Noxious Weed Department	7:00 a.m. - 3:30 p.m.	M-F
Senior Center	8:00 a.m. - 4:30 p.m.	M-F
General Public Transportation	7:00 a.m. - 5:00 p.m.	M-F

We understand that the arrival and departure times for various employees and departments may vary to allow for flex-time scheduling and to accommodate the needs of our business. Such modifications will be written in departmental regulations and will take precedence over the above schedule. Please keep in mind that you are not to conduct any work-related duties before or after normal operation hours without prior notice by or approval from your supervisor in accordance with departmental regulations.

### Paid Breaks

We recognize that you work better and enjoy your work more when you are rested and refreshed. Non-exempt employees are generally provided two paid 15-minute rest breaks (one in the morning; one in the afternoon). Part-time employees working a minimum four-hour work day will be permitted to take one 15-minute break. If you are a non-exempt employee taking a break, you are encouraged to leave your workstation during your paid break in order to achieve the rest and refreshment the break is designed to give. You should coordinate break times with your supervisor and coworkers to maintain adequate coverage at all times.

In the unlikely event of an emergency or unusual condition, your supervisor may ask you to change or postpone your break in order to finish a particular project. If your workload does not allow time for a rest break on a particular day, no extra compensation or consideration is owed by the County.

You cannot use your paid break to account for your late arrival or early departure or to cover time off for other purposes. In addition, you cannot extend your Unpaid Meal Period by tacking your paid break onto it, and vice versa. For example, rest breaks may not be accumulated to extend a meal

## Compensation & Salary Administration

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period and rest breaks may not be combined to allow one thirty-minute long break. You are also not allowed to save unused breaks for extra paid time off.

Note that if you are taking breaks in excess of this policy, such as for smoking, you could be subject to disciplinary action up to and including termination of employment.

### Unpaid Meal Breaks

Meal periods are important to County productivity and your health. In general, you will receive an unpaid meal break of 60 minutes. If you are a non-exempt employee, you are required to take an unpaid meal/rest period of at least one-half ( $\frac{1}{2}$ ) hour on each full day worked, in accordance with applicable laws and County policy. Meal breaks are generally taken around the noon hour; however, will be flexible and scheduled by your supervisor according to a staggered schedule to allow for appropriate staffing throughout the noon hour. Check your department's supplemental regulations for details.

If you are a non-exempt employee, you should not perform any work while on your meal break, and you must clock out for meal periods. Supervisors should not request or permit a non-exempt employee to work during meal periods.

You cannot extend your Unpaid Meal Period by tacking your paid break onto it, and vice versa.

### Salary Administration

The County's salary and wage schedule is comprised of ranges relating to the requirements of the position, not the qualifications, performance or longevity of the employee. Salary and wage schedules are published by the Human Resources separately and are reviewed and/or revised annually by the County elected officials.

The County pays its full-time regular and part-time regular employees monthly on the 1<sup>st</sup> of the month, unless those days fall on a Sunday or bank holiday. In that case, the payday will normally be the last day of the pay period that is not a Sunday or bank holiday. For purposes of salary administration, the workweek begins and ends at midnight Sunday of each week unless otherwise identified in standard procedures and documented in employment records.

If you suspect an error in your pay, you should discuss the problem with your supervisor, or the Human Resources.

### Time Records

If you are a non-exempt employee, you are required to accurately complete daily time records showing all time worked. It is your responsibility to ensure that your time is recorded in a precise manner, indicating actual time worked and all time away from work such as for meals or personal reasons other than paid breaks (but not more than 10 minutes before your shift begins or after your shift ends, unless approved and/or requested by your supervisor. Any altering, falsification or tampering with time records may result in disciplinary action up to and including termination of employment. Your supervisor will approve your time record. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your supervisor immediately.

### Overtime

If we have classified your position as non-exempt, you are eligible for overtime pay, and will be paid one and one-half times your hourly rate for any hours actually worked in excess of 40 hours per workweek. For overtime pay purposes, partial hours worked will be rounded to the nearest quarter-hour. This time will be compensated on employees next paycheck. PTO and other absences, whether paid or not, do not count in the calculation of overtime.

While in most cases it is not our intention that overtime is a regular part of your work schedule, if you are a non-exempt employee, your job will require at least occasional overtime, and you are expected to work overtime as requested by your supervisor. Supervisors will attempt to provide reasonable notice when the need for overtime work arises; however, advance notice may not always be possible. Nonetheless, if you are a non-exempt employee, you may not work overtime without prior authorization from your supervisor.

Overtime should only be assigned in those situations where the supervisor in charge is convinced that the work is essential to meet established schedules or deadlines. If you are a non-exempt employee, you are responsible for the accurate reporting of overtime hours and for ensuring that any overtime worked is pre-approved by your supervisor.

### On-Call Status and Pay

The County may require an employee to be on stand-by or on-call. Stand-by and on-call means a period of time outside the employee's regularly scheduled work hours, during which the employee is required, at the County's direction, to remain available to the County within a specified response time. An employee on stand-by shall remain available at the County's direction for recall to perform necessary work. Stand-by assignments shall be limited to work situations where a probability for emergency recall of employees exists. Positions that may be on stand-by or on-call include information technology and public safety positions.

Employees on stand-by who are called in to work shall be compensated for actual hours worked at the appropriate rate of pay. They generally shall not be paid compensation for stand-by time unless the employee is required to remain on County premises or there are unduly restrictive requirements placed on the employee while on stand-by or on-call.

An employee on stand-by as defined above who is not available when called and who does not present reasonable justification for failure to report when called, shall be subject to discipline. A County employee shall not consume alcohol or be under the influence of mind-altering drugs while on a stand-by status.

We strongly encourage salary payments via direct deposit because of its security and convenience. Your paycheck can be directly deposited into most designated checking and/or savings account(s) anywhere in the United States. Approximately fifteen (15) business days are required for banking systems to verify the account information needed to activate the direct deposit function. Please note that the County reserves the right to reverse deposits that have been made to an individual's account in error.

### Payroll Deductions

In accordance with federal, state and local laws, the County is required to take certain mandatory deductions from your pay. The compulsory deductions from each paycheck include:

- federal income tax
- state income tax
- federal social security tax
- local income tax
- Medicare tax
- judicially mandated deductions

The amounts of deductions for taxes are determined from tables prepared by the Internal Revenue Service and other taxing authorities based on your salary and the information you have provided on a W-4 form and/or state withholding form where applicable. If the amount being withheld is not sufficient to cover income-tax liability, you may change deductions or furnish written authorization to withhold a larger amount.

In addition to the deductions that are required by law for federal, state and local tax withholdings, the County provides automatic payroll deduction for most benefit programs. Voluntary deductions may include the following:

- medical insurance
- supplemental insurance
- Retirement Plan

To make adjustments to payroll deductions, employees should contact the Human Resources.

### Errors in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor immediately. He or she will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to the Human Resources.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

### Business Expenses

Business expenses including all usual and reasonable travel and other expenses incurred in connection with County business must be approved in advance. It must be emphasized that these expenses should be on a fair, reasonable and realistic manner consistent with the County's standards.

All business expenses must be approved in writing by your supervisor and Board of County Commissioners. Employees with reimbursable expenses must submit approved expense reports, along with dated receipts, to your supervisor at the end of the month in which the expenses were incurred. The appropriate forms may be obtained from the County Clerk's Office.

We strive to distribute reimbursement checks in a timely manner after submission of an approved expense report. Expense policies are set in accordance with applicable law, and, accordingly, expense reimbursements are not considered compensation in any way.

Specific details of business expense process will be outlined by the County's Travel Expense Policy.

### Status Changes

Please notify the Human Resources as soon as possible when changes occur in your personal status, such as change of address or telephone number, dependent status, insurance beneficiaries, emergency contact or other relevant information. This information is critical in order to properly administer your benefits.

# Employment Relationship

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We strive to maintain a quality employer-employee relationship. This section will describe some of the policies we've put in place to foster this relationship.

### At-Will Employment

The employment relationship is based on the mutual consent of you and the County. Accordingly, at any time, either you or the County may terminate the employment relationship at-will, with or without cause or advance notice. There is no implied promise that employment will continue for a set period of time, or that your employment will be terminated only under particular circumstances.

### Background Checks and Drug Testing

We perform background checks and drug testing on all new employees. We abide by the federal Fair Credit Reporting Act and applicable state laws during this process. Additionally, a background check may be performed at any time during an individual's employment with the County. It is our policy to verify the accuracy of information from a variety of sources which may include, but is not limited to, the following:

- References & Prior Employment
- Credit History
- Motor Vehicle Records
- Most Recent Salary
- Professional Licenses
- Criminal History
- Education
- Social Security Number
- Civil Court Records

False statements or omissions in response to questions and/or during interviews, or false statements or omissions made on employment applications, in resumes or on any other documents or materials submitted as part of the employment process may be grounds for termination of employment.

### Immigration Reform and Control Act

The Immigration Reform and Control Act ("IRCA") prohibits knowingly employing aliens who are not legally authorized to work in the United States or knowingly employing legal non-immigrants whose classification does not permit employment in this country. IRCA requires every employer to obtain written certification from all new employees stating that they are authorized by law to be employed in the United States. The County must also independently verify your identity and employment eligibility within three days of your hire date. Every new employee must complete a Form I-9 issued by the US Citizenship and Immigration Services attesting to your legal status. Verifying your legal status to work in the United States requires proof of both the individual's identity and authorization to work.



### Personal Appearance/Presentation

You represent the County; for this reason, your appearance must be appropriate for your work situation. Appropriate and responsible dress and grooming reflect pride not only in ourselves, but also in the County. This should always be kept in mind while performing on behalf of the County.

Employees are expected at all times to present a professional, businesslike image to customers, prospects and the public. Acceptable personal appearance, like proper maintenance of work areas, is an on-going requirement of employment with the County. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

- You are expected to dress in a manner that is normally acceptable in similar business establishments. Specifically, clothing that does not fit properly, is too revealing, is inconsistent with safety standards or represents extremes in dress or is otherwise deemed inappropriate for the position will not be allowed. “Business casual” dress is permitted; however, employees are still expected to present a neat appearance and are not permitted to wear ripped, disheveled or suggestive clothing. Clothing must be neat and clean. Please keep in mind that you represent an image that is important to the County. Your cooperation is appreciated.
- Other examples of inappropriate dress include, but are not limited to, jeans, athletic clothing, leggings/yoga pants, shorts, flip-flops, T-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a businesslike appearance.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- Sideburns, moustaches and beards should be neatly trimmed.

If you do not regularly meet the public, you should follow basic requirements of safety and comfort but should still be as neat and businesslike as working conditions permit.

You may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms, depending on the nature of your job. It is your responsibility to comply with specific departmental dress regulations.

At its discretion, the County may allow you to dress in a more casual fashion than is normally required. Fridays will be designated as casual Fridays and jeans will be allowed. On these occasions, you are still expected to present a neat appearance and are not permitted to wear ripped, disheveled or suggestive clothing, athletic wear or similarly inappropriate clothing.

If you do not meet the standards of this policy, you will be required to take corrective action, which may include leaving the premises. Non-exempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also may result in disciplinary action. This policy is not intended to apply to Law Enforcement personnel working in undercover operations.

### Attendance and Punctuality

Reliability and dependability are some of the most important assets you can provide as an employee. Dependability, attendance, punctuality, and a commitment to do a good job are essential to our mutual success. It is your responsibility to make necessary arrangements to ensure you are ready to begin work at the start of your scheduled work day and remain at work throughout the scheduled period. While occasional absenteeism or tardiness may be unavoidable, excessive absenteeism or tardiness may result in disciplinary action up to and including termination of employment. Any problem related to attendance should be discussed with your supervisor, preferably in advance.

Please note that absent other arrangements, failure to arrive for work without informing your immediate supervisor or the Human Resources for three (3) consecutive days may be considered as though you have voluntarily resigned.

### Public Relations

Good relationships with our vendors, suppliers and the general public are clearly essential for our continued success. The public's impression of the County is greatly formed by the people who serve them. In a sense, regardless of your position, you are a County ambassador. The more goodwill you promote, the more the public will respect and appreciate you, the County and our products and services. Regardless of the nature of the contact, you are encouraged to be courteous, pleasant, respectful and helpful at all times.

### County Property

You are expected to exercise due care in your use of County property and to use such property only for authorized purposes. Negligence in the care and use of County property may be considered cause for discipline up to and including termination.

Unauthorized removal of County property from the premises or its conversion to personal use will be considered cause for discipline up to and including termination and/or legal prosecution.

You are expected to take proper care of any equipment, tools, vehicles, and any other property assigned to you. It is important that any damaged, broken, lost or stolen property be immediately reported to your supervisor so that repairs or any other necessary action may be taken. The County property may not be removed from the premises without management approval.

For this purpose, "County property" means all property that is owned, leased, rented, or has been otherwise paid for or furnished by the County. Examples include:

- offices and contents, such as desks, files (electronic/paper), art work, credenzas and other furniture;
- computers, computer hardware and software, cellular telephones, the contents of electronic storage and memory devices and the devices themselves;
- books, manuals, procedures, standards, guides and other documents relating to the County, its clients and employees, or the manner in which it conducts its business;
- automobiles owned or leased by the County; and/or
- the spaces, places or things used to conduct business or business-related activities, such as meetings or entertaining, or any other facilities including halls, dining rooms, planes and training venues.

It is one of your primary duties to safeguard the County's property. For example, any theft or attempted theft should be reported to a supervisor without delay. Suspicious circumstances or behavior should always be reported. Information of this type is regarded as strictly confidential to the extent possible (if there is an investigation or criminal charges, this information may be divulged as necessary), and will never be treated as trivial.

If you are ever suspected of theft while on the County premises you will be given every opportunity to establish your innocence. This will include your right to reveal the contents of your pockets or bag, or briefcase and vehicle on the County premises to a supervisor in the presence of a witness. You are expected to participate in searches and investigations when requested. The County reserves the right to request the assistance of the Police whenever it sees fit to do so.

### County Phones

County telephones are to be used for business purposes in serving the interests of our customers and in the course of normal, everyday County operations. Please answer all calls promptly and courteously. On occasion, personal calls may be necessary, but we ask your cooperation in limiting them to emergencies or essential personal business and in keeping them brief. Long-distance telephone calls made for personal reasons that are charged to the County account are strictly prohibited. Employees found to have violated this policy will be subject to disciplinary action, up to and including termination.

### Employment Postings

Various federal and state laws require employers to display certain posters for the benefit of present and prospective employees in order to inform you of key provisions pertaining to these laws. These posters are to be displayed in the work location where they can be readily observed in the course of your activities. Please note the County bulletin boards are provided for County communication and may not be used by employees without the approval of the Human Resources.

#### Grievances

Grievances should be reported first to Supervisor/Elected Officials of your department then to human resources.

### Housekeeping

Cleanliness is essential for the safety and comfort of all employees and guests. Therefore, you are expected to keep our County facilities and property clean and in good working order at all times. You should notify your supervisor if any damage occurs to County property, such as chairs, windows, carpeting, furniture and equipment, so that repairs or replacement can take place.

A neat and orderly environment increases efficiency and helps to make your day more pleasant. By observing the following simple rules of housekeeping, we can all contribute to a pleasant place to work:

- Keep your work area neat and orderly.
- When you leave work for the day, clear your desk of unnecessary papers.
- After using the conference rooms, remove all working materials, glasses, etc. Also, put all chairs back where they belong.
- After using the break areas, ensure the areas are neat and clean, wash dirty dishes and make sure any unnecessary debris is thrown away.
- For those of us with office space, use your filing cabinets and desk drawers to store your working materials. Do not let them accumulate on the floor.

## Employment Relationship

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- You are expected to exercise care in handling of all types of food to avoid damage to carpet, furnishings and/or equipment.

### Media Relations

The County strives to anticipate and manage crisis situations in order to reduce disruption to our employees and to maintain our reputation. To best serve these objectives, the County will respond to the news media in a timely and professional manner only through the designated spokespersons including the County Counselor.

### Parking

The County provides sufficient designated employee parking. Please refrain from parking your vehicles in spaces designated as visitor parking. These parking spots are reserved for visitors to our facilities and in accordance with our public relations policy, we endeavor to provide the public a pleasant experience when visiting our offices. Please use courtesy and common sense to assist in avoiding accidents, injuries or damage to vehicles. If you should damage another car while in the parking lot please report the incident to your supervisor. The County assumes no liability for loss, theft or damage of vehicles on County property.

### Personnel Records and Privacy in Employment

Over the course of your employment, there will be times when you provide confidential information about yourself for payroll, insurance and benefit purposes. Please be assured that we regard this information as confidential. Access to any personnel file is restricted to those who have proper authorization and a legitimate business reason, unless otherwise required by law or legal process. All medical information will be kept apart from the general personnel file as a separate confidential medical record which will be made available under limited conditions as specified by law. Information in this medical file will not be released to any third party, including your personal physician, without your explicit written approval.

The County generally does not provide employment references, except to verify dates of employment, job title, and salary (if specifically authorized by the employee or former employee). All requests for references and verifications of employment must be directed to the Human Resources/County Clerk. The County requires that you give written consent in advance before we will verify salary information, job chronology and/or performance information.

Requests for employee information received from outside the County, including requests for references on current or former employees, must be directed to Human Resources/County Clerk. Supervisors and other employees are prohibited from providing personal or employment references on current or former employees.

Violations of this policy may result in disciplinary action, up to and including termination.

### *Examination of an Employee's Personnel File*

Inspection of an employee's personnel file may be accomplished at reasonable times during office hours under the following conditions:

Under Kansas law, you do not have the legal right to view the contents of your personnel file. Any request to view your personnel file will be at the discretion of the County. You may request to inspect your personnel file and may do so in the presence of the supervisor or Human Resources, if the request is approved. You are NOT allowed to remove, alter, or copy the contents of the file.

Should a supervisor outside of your chain-of-command need access to your personnel file (e.g., in the case of a hiring situation), you must first give written approval.

The County will cooperate with federal, state, and local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. The supervisor or Human Resources may permit a government investigator to review a personnel file on County premises, but the investigator will not be allowed to remove or reproduce this information without consent.

In the event that your file is subpoenaed, the County will provide all information it is legally required to provide in the subpoena.

### Employment of Relatives and Significant Others

We are committed to maintaining a work environment free from favoritism and conflicts of interest, whether actual or perceived. We permit the employment of qualified relatives of employees as long as such employment does not, in the opinion of the County, create actual or perceived conflicts of interest. Additionally, relatives of current County employees may not be hired, promoted or transferred into positions where:

- they will be working directly for a relative;
- they will be directly supervising a relative;
- an inherent conflict of interest exists;
- a relative will occupy a position in the same line of authority within the organization; and/or
- a relative will have the authority to affect, review and/or approve decisions regarding the individual's employment.

For purposes of this policy, "relative" is defined as a spouse, domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. This policy also applies to individuals who are residing together as if they had one of these relationships. Employees who marry or enter into a domestic partnership arrangement while employed are treated in accordance with these guidelines.

In addition, the County recognizes that at times, an employee and your "close friend," or "significant other" may be assigned to positions that create a coworker or supervisor/subordinate relationship. We will, at our discretion, exercise business judgment with respect to the placement of employees in these situations in order to avoid the creation of a conflict or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism and decrease the likelihood of harassment in the workplace.

We will review any existing situations that fall under this policy as of the date of this Handbook on a case-by-case basis, and take action as we deem appropriate.



### Consensual Relationships

The County also reserves the right to address issues arising out of a consensual dating relationship that may create a potential conflict of interest. If a relationship is established during the course of employment which involves a direct supervisory relationship, or other potentially harmful conflict including that with a vendor, action will be taken. This conflict includes any actions that adversely affect either employee's work performance, objectivity, or professionalism. It is the responsibility of those involved to disclose the relationship to Human Resources or the County Counselor. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position, or if no such position exists, to decide which employee will leave the employment of the County. If the decision is not made within thirty (30) calendar days, Management will decide what action is to be taken.

### Performance

You are expected to meet the County's standards of work performance. Work performance encompasses many factors, including attendance, punctuality, personal conduct, attitude, job proficiency and general compliance with the County's policies and procedures. If you do not meet these standards, the County may, under appropriate circumstances, take corrective action up to and including separation of services. The intent of corrective action is to formally document performance problems while providing you with a reasonable time frame within which to improve performance. This process is designed to encourage development by providing you with guidance in areas that need improvement, such as poor work performance, attendance problems, personal conduct, and general compliance with the County's policies and procedures. Corrective action may not be applied in every situation. Please see the Disciplinary policy for further information.

### Performance Evaluations

The County recognizes that you are critical to the success of the organization. It is our desire to provide performance evaluations and ongoing feedback in a manner that is meaningful to you and will assist you in your development within the County. We value feedback, and you are encouraged to discuss any issues, concerns or ideas you have at any time. Everyone has the opportunity to discuss performance issues with their supervisors.

To that end, the County has established a performance-based evaluation system which provides for an objective, consistent and uniform method of measuring on-the-job performance that applies to all County employees. Supervisors will conduct performance evaluations on a semi-annual basis.

If you are new to your position, you will receive a review after the first six months of employment in that position. This also applies to current employees who take a new position with the County. This review will provide an opportunity for the supervisor to educate you on the philosophy of the County and address any lack of skills that have been shown.

### *Objectives of Performance Reviews*

- Assist supervisory personnel in making systematic and objective evaluations of work performance, which can be especially useful in determining certain personnel actions.
- Provide a basis for determining your job training needs.
- Give you a detailed evaluation of your performance and provide you with the information needed to assist in improving or sustaining your performance.

### *Guidelines*

- The evaluation shall be completed using a standardized form. Supervisors may obtain the appropriate form from Human Resources.
- The evaluation shall be based on job performance and employee qualifications, which shall, in turn, be based upon each position's job description and work standards.
- Other factors, such as personal habits, outside activities, etc., shall not be considered if they are not directly related to the job.
- The review and evaluation should give you a clear picture of where you stand in terms of performance standards and provide an opportunity for you to express disagreement with any points made.
- You should also be encouraged to seek and receive guidance in improving performance.
- All supervisors are required to share the evaluation with you within two weeks of the evaluation performed.
- You shall have the right to make any written comments concerning the evaluation.

Informal performance evaluations may be conducted at such times as may be necessary throughout the year. This process is intended to provide valuable feedback to allow you to continue to grow and develop in your position with the County and allows you a forum in which to discuss with your supervisor your accomplishments, performance standards, opportunities for improvement, and the development of goals. You will be allowed to provide comments and input into this process as well. Performance counseling is an ongoing process over the course of employment with the County. Supervisors are expected to maintain a continuous dialogue with you regarding your performance, covering both positive and negative factors. The completed form will become a part of your official personnel file. A change in compensation may or may not be a part of this process. Adjustments to salary are at the discretion of the County.

### Performance Standards

We are each responsible for performing our duties adequately and properly. Personnel policies and procedures must be followed. You are expected to respect your coworkers and should not behave in a manner that obstructs or hinders other employees from completing their duties. The County expects that employees will operate in a manner that is safe for themselves, their coworkers, and the general public we serve, as well as follow the County's safety procedures at all times.

The County expects all employees to uphold the County's mission, as well as certain standards of conduct within the County and in their dealings with customers and the general public. In order to maintain these principles, you should:

- Meet your commitments
- Be honest in all business relationships
- Exercise common sense
- Utilize sound judgment
- Be imaginative in striving for improvement
- Gain the respect of the public and coworkers
- Be accountable for your own work
- Work with your coworkers and supervisor to make constructive suggestions for change
- Strive to bring out the best in others
- Use tact and courtesy in your dealings with coworkers, the public and third parties
- Broaden your outlook – take responsibility for your own development
- Develop your ability to communicate, both written and verbal

### Discipline

We hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained. By accepting employment with us, you have a responsibility to the County and to your fellow employees to adhere to certain rules of behavior and conduct. It is our hope that your employment with the County will be successful; however, work related problems do develop occasionally. You are expected to comply with all of the rules, standards, policies and procedures established by the County. Failure to comply may lead to disciplinary action. Whenever possible, we attempt to counsel you regarding these problems and identify a time period in which the problems can be corrected. However, if the situation cannot be successfully resolved in the established time frame, appropriate discipline, including separation of services, demotion or suspension may be necessary. At the discretion of management, some situations are deemed so serious that they may require the elimination of any step(s) or immediate separation of services. In general, the following procedures will be followed with regard to discipline:

- Verbal reprimand, with documentation to your personnel file
- Written reprimand, with a copy to your personnel file
- Suspension, with or without pay
- Separation of services

## Employment Relationship

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To decide on the appropriate course of action, the County may consider:

- The seriousness of the violation
- Your employment record
- Your ability to correct the conduct
- Actions the County has taken for similar conduct by other employees
- How your actions affect customers/clients/the public

### *Misconduct*

Conduct, actions or performance violations or conflicts with the County's policies may result in immediate separation of employment without warning. The following are some examples, although not an exhaustive listing, of grounds for immediate dismissal:

- Insubordination
- Gross negligence
- Theft, fraud or sabotage
- Breach of trust or dishonesty
- Falsification of county records
- Violation of safety or health rules
- Excessive tardiness or absenteeism
- Sexual or other forms of harassment
- Violation of the Drug and Alcohol Policy
- Making false statements on a job application
- Willful violation of an established policy or rule
- Failure to carry out reasonable job assignments
- Fighting or serious breach of acceptable behavior
- Violation of the county's Conflict of Interest Policy
- Absence from work without notice or leave for three (3) consecutive working days
- Leaving your work location prior to scheduled quitting time without authorization
- Negligence or improper conduct leading to damage of the county or customer property
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace

### Separation of Services

Our employment relationship is entered into by mutual consent and for mutual benefit. Either you or the County may terminate the employment relationship at any time. You are thus free to resign for any reason you feel is appropriate, just as the County may decide your services are no longer needed. When you decide to leave the County for any reason, we encourage you to notify your supervisor with a dated and signed written statement at least two (2) weeks prior (excluding PTO time) to your planned departure date to help ensure a smooth transition; however, the County reserves the right to release an employee prior to the (2) two week period depending on the circumstance. All County property must be returned to the County at the time of termination, including computer equipment, keys, uniform, cellular telephones, etc. You will be responsible for lost or damaged property not returned in good working order, notwithstanding normal wear and tear.

### Exit Interviews

If circumstances permit, Human Resources will arrange an exit interview before you leave the County. This interview will cover the reasons for separation, how benefits will be affected, outstanding payments to the County, if any, and other relevant matters. Human Resources will also ask about your career with the County and for your suggestions regarding how to improve the work environment.

# Safety & Security

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We are interested in your welfare and believe the basis for successful safety is the constant cooperation from you by complying with the following policies.

### Safety and Security

The County is interested in your welfare and believes the basis for successful safety is the constant cooperation and input from you. Your attention to hazards in your daily work, the use of safe working practices, and the reporting of any unsafe conditions will serve the mutual best interest of you and the County. We hope to minimize the health and safety risks within the workplace. Every effort is made to comply with relevant federal and state occupational health and safety laws. You should report any unsafe conditions or behaviors encountered in the workplace to your supervisor immediately. Safety and security are integral to your position at the County. You are responsible for making sure the facilities and your work area are secure. If you are provided with facility keys or access cards, you must make certain the facility is secure when you are the last to leave. This includes, but is not limited to, turning off appropriate lights, closing and locking all doors and windows and setting the security alarm. See your supervisor when safety directions and assistance are needed and report any potential security risks to your supervisor.

### Workplace Injuries

If you are injured on the job, regardless of how minor, you must immediately report such incidents to your supervisor as required under workers' compensation laws. Proper medical care will be arranged for you and any injury report forms will be completed. Due to the important role that reporting injuries plays in the County's overall safety program, failure to report injuries in a timely manner may result in disciplinary action.

Neither the County nor the workers' compensation insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during your voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the County.

### Driving

The operation of County vehicles is necessary in conducting the day-to-day business of the County. This use of County vehicles represents one of the greatest liabilities facing the County. Recognizing this, it is imperative that the County takes reasonable steps to control the use of County and privately owned vehicles used while performing County business. This policy sets forth the guidelines and policies governing the operation of vehicles used in the performance of official County business. Department heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned to their department.

## Employment Relationship

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### *General Guidelines*

- Except as outlined below, only County employees are authorized to operate County vehicles.
- Intentional abuse, moving violations, reckless operation, negligent actions or violation of this policy while operating any County vehicle may result in the suspension of your driving privileges and is grounds for further disciplinary action.
- Employees shall obey all applicable laws while operating County vehicles.
- County vehicles are to be used only for official County business and shall not be used for personal reasons, other than commuting between home and work (for employees required to be available 24 hours a day), and incidental personal use (e.g., driving to a restaurant for a meal during the workday, or stopping for a personal errand on the way to/from work).
- Employees will not permit unauthorized employees or non-employees of the County to ride in County vehicles or when using personal vehicles for County business, except when such persons are transported in the performance of duty, or authorized to ride by supervisory staff.
- When cargo, material, or tools are being transported, you are responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer. All passengers must be seated and secured prior to the vehicle moving.
- No person shall be allowed to ride anywhere on the vehicle which is not designed or approved by the vehicle manufacturer for passenger seating.
- You shall not operate any vehicle when there is a physical or mental impairment for any reason.
- A qualified operator must be at the vehicle's controls any time it is running, unless otherwise approved by the vehicle manufacturer. No vehicle shall be left unattended without first stopping the motor, locking the ignition, removing the key, setting the parking brake, and locking the doors or otherwise securing the vehicle to prevent theft, vandalism and unintentional movement.
- The County shall not be responsible for personal property in County-owned vehicles or personal vehicles used on official County business.
- For personal vehicles used for County business, the owner's personal auto liability insurance policy is the primary coverage and will apply to all claims that arise from use of the vehicle. Mileage reimbursement is intended to fully cover all costs of operating the vehicle, including insurance.

### *Vehicle Inspections*

- If you operate a County vehicle, regardless of frequency, you are responsible for the proper care and operation of that vehicle. Before operating, or at least once per day, you will check the vehicle for any damage to the body or the interior that may have occurred since the last operation.
- Fluid levels including brake, transmission, engine oil, and coolant shall be checked regularly.
- Any defects, which will affect safe operation of the vehicle, will be promptly reported to your supervisor. You shall not operate a County-owned vehicle in an unsafe condition. Any vehicle damage, which is beyond normal wear and tear, must be documented and reported to your supervisor.



## Employment Relationship

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### *Operator's License*

A valid Kansas vehicle operator's license must be in your possession at all times while operating a County-owned vehicle or a personal vehicle on County business. In the case of commercially rated vehicles, the proper commercial driver's license for the vehicle's weight and class must be valid and in your possession at all times.

If you operate a vehicle in the performance of official County duties, and your operator's license is suspended or revoked, you shall immediately report this fact to your department head.

### *Cellular Phones*

The US Department of Transportation and the State of Kansas prohibit texting while driving. Employees are not allowed to text while driving a County owned vehicle or using a personal vehicle for County business. Employees should only participate in calls while driving when you are able to observe traffic and it is safe to do so. The use of a hands-free device is preferred.

### *Training*

All County drivers are required to attend driver-training classes as requested by the County and/or its auto insurance carrier.

### *Parked Vehicles*

All employees will park vehicles in a legal and proper manner. Employees will remove the keys and lock the vehicles, except when specifically instructed otherwise. Employees will not park on the wrong side of the street or highway, unless it is mandatory to park in such a location to perform a job. All signs, cones, lights, and warning devices as required by law will be used when vehicles are parked or in use in a public travel lane. Employees will use all safety brakes, lockout devices, and other parking safety methods when parking equipment.

Whenever possible, County vehicles at employees' homes overnight shall be parked off the street.

### *Accident Reporting Requirements*

Any accident involving a County-owned, leased, rented or privately owned vehicle used in the performance of County duties shall be reported as follows:

Summon medical care for any injured parties.

Notify appropriate law enforcement authorities.

Notify employee's immediate supervisor.

Write down names, license numbers and other information regarding the accident and those people involved in it. Draw a simple diagram of the accident scene. The more detail you can provide, the better it will be for insurance and/or legal purposes later. If you have a camera for use at the accident scene, document the situation with photographs from various angles.

### *Motor Vehicle Driving Record Review*

The County will request a MVR for driver applicants being considered for employment in which driving entity vehicles or operating their own vehicle for entity business will be required. An MVR will be requested from every state the applicant has lived in during the past three years. Department Head will review all MVR information to determine if the driver applicant meets the qualification standards regarding driving records

A formal review of the driver's MVR will be conducted on an annual basis (or more frequently where warranted) to ensure that existing drivers continue to meet the established qualification standards.

MVR's are personal and confidential and should only be discussed with the driver or other persons authorized to review them. Department Head will receive results of the MVR check and any needed corrective action will be applied in a timely manner.

### Searches and Investigations

For your own protection, and the protection of the County, the County reserves the right to conduct internal investigations pertaining to security, auditing, work-related matters, your protection, or retrieval of the County property when there is a legitimate business reason to do so. The County may search the County's office and equipment, all emails and computer records, all voice mails and telephone records, and employee work areas. In addition, personal belongings and vehicles operated on County business may be subject to search where there is a valid reason to do so. As a reminder, you should not have any expectation of privacy when using any of the County's equipment or facilities.

Should a search be necessary, an effort will be made to conduct it in an unobtrusive manner and in your presence whenever possible. You are expected to cooperate and assist with the investigation if requested and failure to do so could result in disciplinary action.

### Visitors in the Workplace

Buildings that are open to the public provide public access to the building during normal operating hours. Access to restricted areas shall be restricted to specifically authorized personnel. Employees are responsible to protect confidential County information and secure any valuable County property while visitors are in their office or work area. If a suspicious individual is observed in a restricted area or a visitor appears to pose a threat to any individual, please contact security or local authorities immediately.

### Personal Property

While keys may be issued for your desk, locker, files or workstation for the purpose of securing County records, we cannot assure the security of your personal property. The County reserves the right to search any personal property on County premises when there is a legitimate business reason to do so. Any personal items brought on premises deemed inappropriate by the County will be removed without notice. As always, please be considerate of the County's image as well as your image with visitors and coworkers.

We suggest that you give serious consideration before bringing valuables into the County. Any theft should be reported to your supervisor immediately and we will attempt to recover the lost items; however, the County assumes no liability for loss, theft or damage of personal items.

# Technologies

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The use of technology is vital to our success. This section will describe your responsibilities while using this technology.

### Information Technology Systems

This policy applies to the use of all Information Technology Systems at the County. Information Technology Systems include, but are not limited to, all computer systems, the Internet, electronic mail ("email") and voice mail systems. The County reserves the right to periodically amend or revise this policy with or without prior notice. All Information Technology Systems and any documents or messages created or contained within the Systems are the property of the County. This policy is adopted to ensure that all Information Technology Systems are properly used and that you understand the rules which apply to any use of the Information Technology Systems.

The following rules and conditions apply to all users of our Information Technology Systems:

- The Information Technology Systems are to be used for business purposes only. Limited or occasional personal use of these resources is acceptable, but that usage should in no way affect your productivity; however, engaging in private or personal business activities, including use of instant messaging and chat rooms, maintaining, organizing, or participating in non-work-related weblogs ("blogs"), web journals, "chat rooms", or private/personal/instant messaging is expressly prohibited. This includes representing yourself as an employee of the County and/or representing the views or opinions of the County in any manner not expressly required as a part of your position.
- All communications should be composed and drafted in a way that would be suitable for communication in a public setting. Employees should be mindful that anything created on the Information Technology Systems is maintained for certain periods of time and consequently may later be retrieved and reviewed by others, including people outside of the County.
- All communications are subject to the County's employment guidelines. No harassing, embarrassing, indecent, profane, abusive, obscene, intimidating, discriminatory or other offensive language or material may be sent through the Internet, by email, voice mail or other form of electronic communication or otherwise displayed on or stored in the County's Information Technology Systems. Employees encountering or receiving such material should immediately report the incident to their supervisor.
- You should not have an expectation of privacy in anything created, sent or received on any of the Information Technology Systems. All messages and documents generated on the Information Technology Systems are to be considered County records. The County reserves the right to monitor, review, access, delete and/or disclose all messages sent over its Internet, email or voice mail systems or any documents contained on the County's computer systems.
- All persons or entities accessing or using the County's Information Technology Systems must use prudent procedures to prevent computer viruses and to ensure adequate security and controls for all Information Technology Systems.
- All persons or entities accessing or using the County's Information Technology Systems must comply with all software licenses, copyrights and all laws governing intellectual property.

Violation of this policy, in whole or in part, may result in disciplinary action, up to and including immediate termination of employment. In addition, you may face both civil and criminal liability from the County or from individuals whose rights are harmed by the violation.

### PC and Virus Protection Policy

#### Copying/Transferring Software:

- You are prohibited from intentionally copying, moving, transferring, altering or destroying any program or software package from/on any of the County's workstations or network server without the permission of the IT Manager. Because of licensing restrictions on certain software packages, violation of this rule can result in severe penalties to the County. Disciplinary action, up to and including termination, may follow for any such violation.
- You are prohibited from copying, moving or transferring any program or software package to any of the County's workstations or network server; or for personal use without the permission of IT. IT will decide what software can be introduced to the County's system and conduct the virus screening necessary to protect the system security and integrity. Failure to adhere to this policy may result in disciplinary action, up to and including termination.

### Social Media Policy

We recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the County.

#### *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 your own or someone else's weblog or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the County, as well as any other form of electronic communication.

County principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements.

#### **Know and follow the rules**

Carefully read these guidelines, our Conflict of Interest Policy and Discrimination & Harassment Policy, and ensure your postings are consistent with them. 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 you to disciplinary action up to and including termination.

## Information Technology Systems

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### **Be respectful**

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of the County. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your coworkers than by posting complaints to a social media outlet. Nevertheless, if you decide 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, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, age, or any other status protected by law or County policy.

### **Maintain accuracy and confidentiality**

When posting information:

- Maintain the confidentiality of the County 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.
- Do not create a link from your blog, website or other social networking site to the County website without identifying yourself as a County employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the County, fellow employees, members, customers, suppliers or people working on behalf of the County. If you do publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of the County. 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 County."

### ***Using social media at work***

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your supervisor or consistent with the Information Technology Systems Policy.

### ***Media contacts***

Employees should not speak to the media on the County's behalf without contacting the Board of County Commissioners. All media inquiries should be directed to them.

### ***Retaliation is prohibited***

The County 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.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

### *For more information*

If you have questions or need further guidance, please contact the Human Resources.

## Cell Phone/PDA/Electronic Device Policy

While at work employees are expected to exercise the same discretion in using personal cellular phones and PDA's as is expected for the use of County phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. You are encouraged to make any personal calls on non-work time where possible and to ensure that friends and family members are aware of the County policy.

The County will not be liable for the loss of personal cellular phones, PDA's, or other electronic devices brought into the workplace.

The use of camera phones, PDA's or other audio or video recording capable devices within the County may constitute not only an invasion of employees' personal privacy, but may breach confidentiality of County trade secrets or other protected information. Therefore, the use of camera or other video-capable recording devices within the County is prohibited without the express prior permission of senior management and of the person(s) present at the time or in conjunction with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

Violations of this policy will be subject to the highest forms of discipline, including termination.





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Look here to find certain subjects in the handbook.

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# Acknowledgment

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Every employee is required to acknowledge their receipt of the Employee Handbook by signing the following form and returning to Human Resources.

## Acknowledgment Form

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The purpose of this Handbook is to describe current County personnel policies and to provide you with general guidance only. We reserve the right to change these policies at any time, and without notice, and will endeavor to advise you of those changes in a reasonable timeframe.

This is to acknowledge that I have received a copy of \_\_\_\_\_ County's Employee Handbook to read in order to fully understand my privileges and obligations as an employee with the County. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Human Resources.

Furthermore, I understand that this Handbook is not a contract, express or implied, or a guarantee of employment for any specific duration, nor does it guarantee any fixed terms or conditions of employment. Employment with the County is "at will," which means that both I and the County are free to terminate the employment relationship at any time, for any reason, with or without cause or notice. No supervisor or representative of the County, other than the Board of County Commissioners or the Board's authorized designee has the authority to enter into any agreement guaranteeing employment for any specific duration. Any employment agreement entered into between the County and me must be in writing and be signed by myself and the Board of County Commissioners or their authorized designee. Further, no supervisor, manager or other representative of the County has the authority to make any verbal promises, commitments, or other statements of any kind regarding the County's policies, procedures or any other issues that are legally binding on the County.

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Employee's Name (Typed or Printed)

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Employee's Signature

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Date

**Please return this signed form to the Human Resources and retain a copy for your records.**