**CHASE COUNTY**  **EMPLOYEE HANDBOOK**

**Adopted January 14, 2019, Board of County Commissioners, Chase County, Kansas**

Table of Contents

[INTRODUCTION 1](#_Toc536625105)

[EMPLOYMENT 2](#_Toc536625106)

[NOTIFICATION OF EMPLOYMENT OPPORTUNITIES 2](#_Toc536625107)

[ROLE OF DEPARTMENT HEADS IN HIRING 2](#_Toc536625108)

[PHYSICAL EXAMINATIONS 2](#_Toc536625109)

[INTRODUCTORY PERIOD 3](#_Toc536625110)

[EMPLOYMENT CLASSIFICATIONS 3](#_Toc536625111)

[ANNIVERSARY DATE UPON TRANSFER OR REHIRE 5](#_Toc536625112)

[PAYROLL INFORMATION 5](#_Toc536625113)

[HOURS OF WORK 6](#_Toc536625114)

[WORK AND MEAL BREAKS 7](#_Toc536625115)

[ON CALL AND CALL OUT 8](#_Toc536625116)

[COBRA 11](#_Toc536625117)

[ATTENDANCE 11](#_Toc536625118)

[OUTSIDE EMPLOYMENT 11](#_Toc536625119)

[NEPOTISM 12](#_Toc536625120)

[PERSONAL RELATIONSHIPS IN THE WORKPLACE 12](#_Toc536625121)

[MEMBERSHIP ON BOARDS OR COMMISSIONS 13](#_Toc536625122)

[DRESS CODE 13](#_Toc536625123)

[SEPARATION 13](#_Toc536625124)

[PERSONNEL RECORDS 14](#_Toc536625125)

[CHANGE OF STATUS 14](#_Toc536625126)

[REFERENCE AND INFORMATION REQUESTS 14](#_Toc536625127)

[PERSONNEL PRACTICES 14](#_Toc536625128)

[EQUAL EMPLOYMENT OPPORTUNITY 14](#_Toc536625129)

[PRODUCTIVE WORK ENVIRONMENT-SEXUAL AND OTHER TYPES OF HARASSMENT 15](#_Toc536625130)

[INTELLECTUAL PROPERTY 17](#_Toc536625131)

[BUSINESS CONDUCT AND ETHICS 17](#_Toc536625132)

[DRUG AND ALCOHOL POLICY 18](#_Toc536625133)

[PERSONAL CONDUCT/SAFETY 19](#_Toc536625134)

[PERSONAL CONDUCT 19](#_Toc536625135)

[SAFETY 21](#_Toc536625136)

[ACCIDENTS 21](#_Toc536625137)

[SEAT BELT USAGE 21](#_Toc536625138)

[USE OF ELECTRONIC COMMUNICATION DEVICES 21](#_Toc536625139)

[WORKPLACE VIOLENCE/WEAPONS 2](#_Toc536625140)3

[DUTY TO COOPERATE 2](#_Toc536625141)4

[PERSONAL ARTICLES 24](#_Toc536625142)

[COMPENSATION & LEAVE 24](#_Toc536625143)

[COMPENSATION 24](#_Toc536625144)

[LEAVE 25](#_Toc536625145)

[PERFORMANCE REVIEWS, CORRECTIVE ACTION & COMMUNICATION 29](#_Toc536625146)

[PERFORMANCE REVIEWS 29](#_Toc536625147)

[GUIDELINES FOR CORRECTIVE ACTION 30](#_Toc536625148)

[OTHER FRINGE BENEFITS 31](#_Toc536625149)

[ELECTRONIC COMMUNICATIONS 33](#_Toc536625150)

[EMPLOYEE USE OF COUNTY VEHICLES 34](#_Toc536625151)

[GENERAL GUIDELINES 34](#_Toc536625152)

[PRE-OPERATION INSPECTION 35](#_Toc536625153)

[OPERATOR’S LICENSE 36](#_Toc536625154)

[TAKE HOME VEHICLES 36](#_Toc536625155)

[OUT OF TOWN TRAVEL AND MEETING ATTENDANCE 36](#_Toc536625156)

[TRAILERS AND TOWING 36](#_Toc536625157)

[LEASED/RENTED VEHICLES 36](#_Toc536625158)

[PARKED VEHICLES 37](#_Toc536625159)

[ACCIDENT REPORTING REQUIREMENTS 37](#_Toc536625160)

[PERSONAL VEHICLES USED FOR COUNTY BUSINESS 38](#_Toc536625161)

[USE OF SAFETY SYSTEMS 38](#_Toc536625162)

[DRIVING RECORD REVIEW 38](#_Toc536625163)

[GENERAL INFORMATION 38](#_Toc536625164)

[SMOKE AND TOBACCO FREE WORKPLACE 38](#_Toc536625165)

[CHILDREN IN THE WORKPLACE 39](#_Toc536625166)

[POLITICAL ACTIVITY 39](#_Toc536625167)

[INCLEMENT WEATHER 39](#_Toc536625168)

[MILEAGE AND REIMBURSED EXPENSES 40](#_Toc536625169)

[PURCHASES AND BIDDING 40](#_Toc536625170)

[EQUIPMENT 4](#_Toc536625171)1

[BULLETIN BOARDS 41](#_Toc536625172)

[SOLICITATION AND DISTRIBUTION 41](#_Toc536625173)

[CONSERVATION 41](#_Toc536625174)

[PROBLEM SOLVING PROCEDURE 41](#_Toc536625175)

[RECEIPT FOR EMPLOYEE HANDBOOK AND ACKNOWLEDGMENT 43](#_Toc536625176)

[EXHIBIT A: FAMILY AND MEDICAL LEAVE POLICY 45](#_Toc536625177)

[EXHIBIT B: REQUEST FOR SPECIAL LEAVE OF ABSENCE 49](#_Toc536625178)

[EXHIBIT C: DISCRIMINATION/ HARASSMENT REPORT FORM 50](#_Toc536625179)

**CHASE COUNTY EMPLOYEE HANDBOOK**

**Adopted Effective January 14, 2019, Board of County Commissioners, Chase County, Kansas**

# INTRODUCTION

Welcome to Chase County, Kansas. We hope that you will enjoy your association with us. This Handbook contains an overview and summary of some of the County’s employment related policies and procedures and benefits. These policies shall apply to all employees of the County who are not elected officials. This Handbook supersedes all previous versions of the policies contained herein, and prior manuals, handbooks, letters, memoranda, and understandings. The department heads and the Board of County Commissioners (“Board”) shall implement all policies and develop procedures consistent with the policies.

The various departments within the County may have additional policies and procedures that apply specifically to the employees in those departments. Policies cannot speak to each and every situation that may arise in everyday life, and employees are expected to exercise common sense and good judgment, seeking assistance from appropriate supervision when needed.

Employee benefits (health insurance, life insurance, etc.) are briefly described in this Handbook, but are more specifically and accurately described in the County’s benefit plan documents which are reviewed and modified as the need arises. If there are any differences between this Handbook and County benefit plan documents, the benefit plan documents will control.

The County, in the sole discretion of the Board, reserves the right, at any time, and from time to time, to amend, modify, alter, or terminate any statement or policy in this Handbook as well as any employee benefits. As policies and benefits are revised, changes will be communicated to you through standard communication channels. Advance notice, however, may not always be possible. The Board may, from time to time on a case-by-case basis, depart from the specific language contained in the Handbook in order that the Board may provide for the County’s best interest, consistent with the clearly stated principle that said Handbook is, by its own definition, a guideline only. Any such departure shall not be construed as a revocation or amendment to the Handbook and shall not prohibit the County from fully enforcing all provisions of the Handbook, within its sole discretion as set forth by the County Commission at the time adoption on January 14, 2019.

**This Handbook is NOT A CONTRACT. The policies and procedures contained in this Handbook constitute guidelines only. They should not be construed as a guarantee of employment for any specific period of time, for any specific type of work, or for any specific term. You have the right to terminate your employment at any time, with or without cause, and with or without notice. The County reserves this same right, subject to applicable law, and, thus, may terminate your employment at any time, with or without cause, and with or without notice. Your employment with the County is commonly referred to as employment-at-will. No supervisor or manager of the County, other than the Board of Commissioners, has any authority whatsoever to make any contrary representation to any employee, and then only if such representation is in a written document signed by the Board.**

Employees are responsible to become familiar with and comply with all policies in this Handbook, the personnel policies that are unique to their specific departments, and the personnel procedures that are developed to implement the policies. Employees have the duty to cooperate with the County in all matters of personnel administration.

If you have any questions or wish to receive further information about any particular guideline in this Handbook, please contact your supervisor.

# EMPLOYMENT

### NOTIFICATION OF EMPLOYMENT OPPORTUNITIES

Notifications of vacancies shall first be advertised in the official county newspaper or electronically if it becomes available in the future. If the vacancy is not filled after this advertisement, the County may choose to advertise in other publications, paper or electronic, until vacancy is filled. Each such announcement shall specify the job title and duties of the position, as well as the place and manner of making application and the closing dates for receiving applications. Applications for County job positions will be maintained and kept active, on file, in the department for sixty (60) days.

### ROLE OF DEPARTMENT HEADS IN HIRING

The administration of the hiring process is the responsibility of each department head. Department heads will recruit applicants as necessary, review applications, conduct interviews, and review as necessary with the Board the salary or wage to be established for the position and the candidate recommended for selection. No department head shall hire any relative unless prior approval is obtained from the Board.

### PHYSICAL EXAMINATIONS

Some jobs require a physical examination. In such instances, any job offer, including an offer of promotion or transfer to a current employee, shall be conditional upon a satisfactory doctor’s report. The doctor shall be provided with the job description for the job in question so that he or she may provide an opinion as to whether the candidate may perform the essential functions of the job with or without accommodation. Any such examination shall be at the expense of the County. The County will provide reasonable accommodation to otherwise qualified disabled individuals who need assistance to perform essential functions of the job held or desired.

### INTRODUCTORY PERIOD

An introductory period shall be utilized for observations of an employee’s work habits and job performance. Each person hired as a regular (not temporary or seasonal) employee shall serve a ninety (90) day introductory period. During this period, any employee whose performance does not meet required work standards, as established in the County’s sole discretion, may be immediately terminated. Prior to the end of the introductory period, the department head will determine if employee’s performance is satisfactory which may include a performance evaluation of the new employee. The department head may extend the introductory period for an additional period not to exceed sixty (60) days with the prior approval of the Board.

Each employee hired for another classification may be required to satisfactorily complete a ninety (90) day introductory period with no change in pay. Upon a favorable evaluation, the employee may be promoted to the new classification and at the appropriate pay.

Employees are employed at-will through any introductory period and remain at-will after completion of the introductory period. The employment relationship may be terminated at the will of either the employee or the County at any time, during or after any introductory period, with or without notice or cause.

### EMPLOYMENT CLASSIFICATIONS

All employees will be classified as one of the following at the time of hire and if transferred to a different position:

 **Regular Full-time employees:** Full-time employees are those regularly employed on a full-time basis, that have completed the required introductory period and who are assigned to regular positions.

 **Regular Part-time employees:** Regular part-time employees are those regularly employed for at least 87 hours per month on a regular basis. Regular part-time employees are eligible for employee benefits at one-half the regular full-time employee rate, subject to the terms of the applicable plans upon completion of the required introductory period at one-half the regular full-time employee rate, subject to the terms of the applicable plans. These employees may be hired to work throughout the week or any portion thereof.

 **Temporary or seasonal employees**: Temporary or seasonal employees are those generally employed for less than 87 hours per month or employed for specific periods of time and at specified periods during the year when a department’s work load makes such employment necessary. Temporary or seasonal employees are not eligible for employee benefits.

 **Other Part-time:** On-call EMS, health department (home health), and firemen as well as any other employees that are not classified in any of the above classifications are considered “other part-time” and are not eligible for employee benefits except those that are legally required.

**EMPLOYEE CATEGORIES**

There are two categories of employees:

 **Special Hours Employees** – Special hours employees are those full-time employees who are subject to shift work and call-outs after regular business hours as part of the employee’s work obligations in order to fulfill the objectives of the department to which the employee is assigned.

 **All other employees –** Employees working non-shift work are classified as all other employees**.**

**RE-EMPLOYMENT**

 **Re-employment**. An employee resigning in good standing from the service of the County may be later re-employed by complying with all the requirements of an introductory employee. The Board may waive this policy when clearly in the best interest of the County.

**BACKGROUND CHECK**

 **Background check**. Prior to becoming an employee of Chase County, a job-related background check may be conducted. Background investigation/record check checks may be conducted as a part of the application process (per the applicant consent). Any records checked by an outside third party for employment or credit histories are done in accordance with the Fair Credit Reporting Act (FCRA). A comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit, criminal, health examination and/or driving record history may also be obtained. Where qualifications require licensure or certifications (such as driver’s license), applicants must provide proof of valid licensure or certification.

**OATH OF OFFICE**

 **Oath of Office.** Each public office and employee of Chase County is required to sign an Oath of Office per K.S.A. 54-106 and amendments thereto.

**VETERANS PREFERENCE**

 **Veterans Preference in Hiring, Promotion, Retention.** Per K.S.A. 73-201 – 73-204, any veteran who applies for employment, promotion or retention, if the veteran is of good reputation, and can competently perform the duties of the position, the County shall consider preference for the veteran.  This means where two people are equally qualified for the position, retention or promotion, the County will provide preference to the veteran. If a veteran is not hired, the County shall notify the veteran by certified mail or personal service. Such notice also shall advise the veteran of any administrative appeal available.

**Veteran Definition for Preference.**

 A) Any person who entered the armed forces before October 15, 1976, and separated from the armed forces under honorable conditions, if such person served: (i) On active duty during any war (the official dates for war service are April 6, 1917 through July 2, 1921, and December 7, 1941 through April 28, 1952); (ii) during the period April 28, 1952 through July 1, 1955; (iii) in any campaign or expedition for which a campaign badge or service medal has been authorized; or (iv) for more than 180 consecutive days since January 31, 1955, but before October 15, 1976, excluding an initial period of active duty for training under the "six-month" reserve or national guard program;

 (B) any person who entered the armed forces on or after October 15, 1976, and separated from the armed forces under honorable conditions, if such person was awarded a service medal or campaign badge;

 (C) any person who separated from the armed forces under honorable conditions and has a disability certified by the United States department of veterans affairs as being service connected, has been issued the purple heart by the United States government or has been released from active service with a service-connected disability;

 (D) the spouse of a veteran who has a 100% service connected disability as determined by the United States department of veteran affairs;

 (E) the unremarried spouse of a veteran who died while, and as a result of, serving in armed forces; and

 (F) the spouse of a prisoner of war, as defined by K.S.A. 75-4364, and amendments thereto.

Notwithstanding the foregoing, the term "veteran" shall not apply to any person who retired from the active military with the pay grade of 04 or above unless the person retired due to wounds received in combat or is a disabled veteran.

**RIGHT TO WORK**

 **Right to Work.** All employees initially hired after November 6, 1986, for any position shall complete an employment eligibility verification statement in compliance with the Immigration Reform and Control Act of 1986. Employees must also complete Social Security W-4 forms prior of the close of their first day of employment.

### ANNIVERSARY DATE UPON TRANSFER OR REHIRE

 **Anniversary Date**. When an employee transfers from one County department to another, the employee’s anniversary date shall remain as the date the employee first began work with the County. If an employee is rehired, their anniversary date shall be the date of rehire.

### PAYROLL INFORMATION

 **Payroll Information**. All new employees must report to the proper payroll office before commencing work for the purpose of providing the required information for verification of identity and eligibility to work in the United States, as well as to provide information for payroll and insurance enrollment purposes. No paychecks will be issued until all necessary information has been provided and the required forms completed.

**WAGE GARNISHMENTS**

**Wage Garnishments.** It is the policy of the County to enforce all wage garnishments as may be required by state and federal law. The administration of this policy is the responsibility of the County Clerk’s office. This policy applies to all employees. Wage garnishment orders are processed immediately by the payroll system in accordance with federal and state guidelines. Employees are notified when a federal wage garnishment order has been received. In order for an employee to stop a payroll deduction for wage garnishments, a release of the wage garnishment must be presented to the County Clerk.

An employee may receive a copy of the wage garnishment order by contacting the County Clerk. If an employee has a wage garnishment in effect with another employer prior to employment at Chase County, the employee must present the wage garnishment order to the County Clerk.

### HOURS OF WORK

 **Hours of Work.** A normal work week for Chase County employees shall consist of 40 hours. Normal hours of operation for each department shall be as follows:

* *Courthouse* – A 40-hour work week for full-time employees of all offices shall be considered a basic work week. Offices in the courthouse shall be open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday, with the exception of specified holidays as determined by the Board.
* *Detention Center* – The Detention Center operates 24 hours per day, seven days per week. The Jail Administrator is responsible for scheduling work shifts and assigning personnel within that department. All Detention Center employees must report for duty fifteen (15) minutes prior to the beginning of their shifts.
* *EMS/Ambulance* - The EMS/Ambulance shall generally be at the ambulance barn from 8:00 a.m. until 4:00 p.m., Monday through Friday. Full-time personnel shall normally work a 40-hour week. The department head will be salaried. The department head is responsible for scheduling working shifts and assigning personnel within that department.
* *Road and Bridge Department* – The office of the Road and Bridge Department shall generally be open from 8:00 a.m. until 4:00 p.m., Monday through Friday. Office personnel shall work a normal 40-hour week. The normal work week for shop and field personnel shall be a 40-hour week unless otherwise determined by the County Engineer or Road Supervisor with the approval of the Board.
* *Senior Center* – The Chase County Senior Center shall generally be open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Full-time personnel shall normally work a 40-hour week. Other personnel may have varying hours which will be at the direction of the Senior Center director. These conditions will be with the approval of the Board.
* *Sheriff’s Office* – The Sheriff’s Department is open to the public and operating 24 hours per day, seven days per week. The Sheriff is responsible for scheduling working shifts and assigning personnel within that department. All employees are on shift schedules except for the bookkeeping/secretary who works a normal 40-hour week schedule. All Sheriff’s Department employees, except commissioned deputies, must report for duty at least fifteen (15) minutes prior to the beginning of the shift.
* *Health Department* – The office of the Health Department shall generally be open from 8:00 a.m. until 4:00 p.m., Monday through Friday. Full-time personnel shall normally work a 40-hour week. Other personnel may have varying hours which will be at the direction of the County Health Nurse with the prior approval of the Board.
* *Noxious Weed Department* – The Noxious Weed Department shall generally be open from 8:00 a.m. until 4:00 p.m., Monday through Friday. The personnel shall normally work a 40-hour week. Temporary appointments may be made during the spraying season, as determined by the County Weed Director, with the approval of the Board.

### WORK AND MEAL BREAKS

 **Breaks.** If schedules and workloads permit, non-exempt full-time employees will generally receive two ten (10) minute paid work breaks each day. Your supervisor is responsible for the scheduling of such breaks. Breaks not taken may not be saved or accumulated. Break times may not be used in lieu of lunch periods unless approved by your supervisor. In addition, employees may not use break times to extend lunch breaks or adjust work hours.

Non-exempt full-time employees will generally receive an unpaid meal break each shift of 30-60 minutes as directed by their department head. Employees are to take the entire meal break and are not to perform any work during the unpaid meal break. However, if employees are interrupted during their meal break to perform work, they must immediately inform the supervisor so that they may be paid for the interrupted break or another uninterrupted meal break the same day can be arranged.

 **Lactating Mothers Break.** As part of our family-friendly policies and benefits, Chase County supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child. For up to one year after the child’s birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The County will designate a room for this purpose. A small refrigerator reserved for the specific storage of breast milk is available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by contacting the County Clerk. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

### ON CALL AND CALL OUT

 **On Call and Call Out.** This section addresses the situation where managers may request employees to return to work sites during their off-duty hours to come back to work to perform emergency or needed tasks.

The department director of each designated department will decide specifically which employee(s) in each job title will be assigned to take call and receive the additional compensation. These decisions should be made fairly and equitably using work- and skill-related factors. Employees on vacation, personal days, sick leave, funeral leave, leave of absence, or unable to perform the essential functions of the on-call job will be ineligible for call.

During emergencies, any County employee may be called back, however, they have to be “fit” for duty and able to perform the essential functions of the job. Each job title that is classified as exempt (under the Fair Labor Standards Act) will not be eligible to receive call back pay. On-call status begins after the completion of the workday and continues until resuming work the following workday, unless a defined length of time is determined prior to the time the call commences.

Employees will be considered engaged by the County during call back from the time they leave home or wherever they receive the call from until the work is completed. This time will be considered worked time and will be recorded as such on the time record by the employee according to policy either electronically or paper record. Circumstances causing an increase in travel time such as weather conditions may be included in the time worked records.

An employee’s compensation for being called back while on call will be for each whole hour that the employee makes himself or herself available during off-duty hours and will be paid a minimum of two hours pay. An employee who is on call must meet the following criteria to receive the pay and be considered working – when notified by phone call to confirm within five minutes, arrive at work scene within 30 minutes or less after receiving the call (unless there are extreme weather conditions), arrive in a condition “fit” for duty. Thus, employees should not be impaired by alcohol, prescription drugs or other drugs. If an employee does not meet the criteria as defined above, he or she will forfeit the call back pay from the time of the first attempt to contact him or her to the end of the call period. When an employee is called back to the work site, this work time will be paid at time and a half.

The County reserves the right to validate the availability of an employee receiving call pay. Two attempts will be made to contact the call employee. Each employee will be responsible for entering their time and attendance either by paper or electronic means and designating the appropriate type of hours and forwarding promptly to the supervisor for each call out instance.

**HIRING RATE ABOVE MINIMUM RATE**

**Hiring Rate of Pay.** A condition of any appointment above the minimum rate will depend upon the department’s budgeted wage line item, the employee’s documented experience and/or documented education, or documented certifications that make the employee’s training time in the job minimal. The applicant clearly exceeds the minimum requirements for the position as set out in the official position description and clearly meets all of the preferred requirements for the position as set out in the official position description.

* Two years of additional education and/or job-related experience – 0-5% above the range minimum.
* Three years of additional education and/or job-related experience – 5% to 7.5% above the range minimum.
* Four years of additional education and/or job-related experience – 7.5% to 10% above the range minimum.

Appointment may be made below the minimum rate for the position if the person does not have the qualifications for the position. In those cases the appointment may be made at 10 percent below the minimum. When the person attains the qualifications outlined in the position, then the rate of pay will be adjusted to the minimum. Appointment of qualified employees shall be at the range minimum when the employee meets the minimum qualifications. No employee shall be above the range maximum for their position. If an employee is above the range maximum (except as provided for in a demotion), the employee’s rate of pay shall remain frozen above the range maximum until the range changes.

**PROMOTION**

 **Promotion.** It is the policy of the county to fill vacancies for supervisory, skilled and upper level positions from within the ranks of present employees whenever possible. All employees seeking promotion shall be expected to meet the minimum qualifications for the class to which they seek promotion. A medical examination or other testing, including drug testing, may be required only after a conditional offer of promotion has been made, provided that such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of promotion is contingent upon the applicant passing any required tests, when deemed necessary by, and to the satisfaction of, the Department Head or Elected Official.

**DEMOTION**

 **Demotion.** Employees receiving involuntary demotions for disciplinary reasons or unsatisfactory performance will receive a minimum pay decrease of five percent (5%), or more, as is necessary to bring the employee within the range of the new position. The individual's performance evaluation date will change to correspond to the date of the demotion.

Employees taking a voluntary demotion will receive a minimum pay decrease of five percent (5%), or more, as is necessary to bring the employee within the range of the new position. The employee may be considered for a pro-rated performance increase at the next regular review date based upon the level of performance and the time (calculated based on a period of time rounded up to the next pay period) served in the demoted position during that evaluation period. In the case of a voluntary demotion, the employee's performance evaluation date is changed to correspond with the date of the transfer to the lower-graded position.

From time to time, the County may have organizational reasons to implement a non-disciplinary or non-performance related demotions. For purposes of calculating pay changes, consideration will be given to the specific circumstances related to the demotion.

**RECLASSIFICATION**

 **Reclassification.** If it is determined through a position evaluation process that the duties and responsibilities of a position have changed in such a manner as to warrant a change in pay grade, the employee may receive a pay increase or decrease as set forth below:

If the position is placed in a higher pay grade, the individual occupying the current position may be promoted to the new position if he or she is qualified for the re-classified position and has performed satisfactorily in his previous position. The employee's change of status will be treated as a promotion as outlined above. If the position is placed in a lower pay grade, an employee's rate of pay will only be decreased if/when it exceeds the maximum of the new pay range. The rate of pay will remain at the maximum of the range until the range changes. The employee occupying the current position will be considered for a performance increase at the time of the reclassification and his performance evaluation date will change to correspond to the reclassification. If it is determined through a position evaluation process that the duties and responsibilities of the position have changed to a significantly different position, but that position is in the same pay grade, the employee will receive a lateral transfer to the new position if he is qualified for the position and has performed satisfactorily in his previous position. Reclassifications will be implemented in accordance with the County position evaluation procedure. If the changes of a reclassification affect other positions, they may be reclassified as well.

**REGRADE**

 **Regrade.** When it is determined that a position should be re-graded due to market conditions, the individual occupying a position that is re-graded may or may not receive a pay increase depending on the difference in current pay and the pay recommended. The performance evaluation date will not change. The pay plan recognizes that market factors may affect compensation levels. Pay ranges will be reviewed annually to determine if any adjustment is warranted. If an adjustment is made to the pay range(s), an employee whose pay is less than the newly established range minimum for his position shall be brought to the range minimum in the first pay period in which the new pay range is effective. Depending on budget authority and other considerations, the pay of other employees in the revised pay grade may also be adjusted. The employee will be considered for a performance increase on his regular performance evaluation date. Re-grades will be implemented in accordance with the County position evaluation procedure.

**TEMPORARY INCREASE**

 **Temporary Increase.** The Board may authorize a temporary increase in pay for an employee who is assigned to fill a position that is at a higher pay grade than his own for a specific period of time; during an extended absence of the incumbent; or if the separation or change of status of the incumbent has created a position vacancy. An employee who becomes eligible for a performance increase in a year that he has worked with a temporary increase shall continue to be eligible for their normal performance increase. Once the situation changes where a temporary increase is no longer warranted, the employee’s rate of pay will go back to what it normally would be without the temporary increase.

### COBRA

The County complies with those provisions of the federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of group health care plan coverage upon termination, change in family status or qualifying events of County employment. Qualifying events that trigger COBRA coverage include termination of the employee's employment for any reason other than gross misconduct; or reduction in the number of hours of employment. The following are qualifying events for the spouse and dependent child of a covered employee if they cause the spouse or dependent child to lose coverage -- termination of the covered employee's employment for any reason other than gross misconduct; reduction in the hours worked by the covered employee; covered employee becomes entitled to Medicare; divorce or legal separation of the spouse from the covered employee; or death of the covered employee. In addition to the above, the following is a qualifying event for a dependent child of a covered employee if it causes the child to lose coverage -- loss of dependent child status under the plan rules. Under the Patient Protection and Affordable Care Act, plans that offer coverage to children on their parents' plan must make the coverage available until the adult child reaches the age of 26. COBRA coverage lasts 18 or 36 months depending on the coverage.

### ATTENDANCE

 **Attendance.** Employees are expected to report to work on time and on a consistent basis. Unexcused absenteeism and lateness are expensive and disruptive and place an unfair burden on other employees. If an employee is going to be late or absent for any reason, it is the employee’s responsibility to notify his or her supervisor as soon as possible prior to the employee’s scheduled starting time. The employee must explain the reason for the absence or tardiness, when he or she expects to return or be at work and where the employee can be contacted in the event it is necessary to do so. It is the employee’s responsibility to ensure that proper notification is given. Asking another employee, friend, or relative to give this notification is not considered proper notification except in an emergency, and it is never acceptable to merely leave a voice mail or a voice message reporting such an absence or tardy. In cases of extended absence, in addition to immediate reporting, it is expected that employees call-in daily (unless otherwise excused) to keep their supervisor updated as to their absence and an expected return- to-work date. Unsatisfactory attendance and punctuality may result in discipline, up to and including immediate termination. An employee absent from work for one (1) day without notifying his or her supervisor will be considered to have quit without notice.

In situations where an employee is off work due to the employee’s own illness or injury for three (3) or more consecutive days, the employee must provide a physician’s statement releasing the employee to return to work. Such statement must be provided to the employee’s supervisor prior to the employee performing any job duties. In such situations, the County also reserves the right to require an employee to submit to an examination by a physician designated by the County.

### OUTSIDE EMPLOYMENT

Employees may have outside employment provided:

* There is no conflict with County working hours, or County operations;
* The employee’s efficiency in his/her County job is not reduced;
* Written notification of the outside employment is given to the employee’s department head.

### NEPOTISM

A member of an employee’s immediate family will be considered for employment by the County if the applicant possesses all the qualifications for employment. Effective September 1, 2012, an immediate family member may not be hired, if the employment:

* + Creates either a direct or indirect supervisor/subordinate relationship with a family member; or
	+ Creates either an actual conflict of interest or the appearance of a conflict of interest.

 These criteria also will be considered when assigning, transferring, or promoting an employee. For purposes of this policy, “immediate family” includes an employee’s spouse, mother, father, son, daughter, brother or sister.

 Employees who marry or become members of the same household may continue employment as long as there is not:

* + A direct or indirect supervisor/subordinate relationship between the employees; or
	+ An actual conflict of interest or the appearance of a conflict of interest.

Should one of the above situations occur, the County will typically attempt to find a suitable position within the County to which one of the affected employees may transfer. If accommodations of this nature are not feasible, as determined in the County’s sole discretion, the employees will be permitted to determine which of them will resign.

### PERSONAL RELATIONSHIPS IN THE WORKPLACE

For purposes of this policy, a relative is the same as mentioned in the Nepotism policy. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual “romantic” relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Individuals involved in a dating relationship with an employee may also not occupy a position that will be working directly for or involve the supervising of the employee with whom they are involved in a dating relationship.

If a relative or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, the department head will decide the outcome which will be either transfer to another department or termination.

This policy does not apply to any otherwise prohibited personal relationship that existed prior to January 14, 2019.

### MEMBERSHIP ON BOARDS OR COMMISSIONS

Employees are not permitted to be members of councils, boards, or commissions that serve as advisory or administrative branches of the County except when such membership is specifically authorized by statute or resolution.

### DRESS CODE

Employees are expected at all times to present an appropriate and professional image to the public. Acceptable personal appearance is an ongoing requirement for employment with Chase County. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. The safety of our employees is most important so any attire that could be considered unsafe should be avoided.

Certain employees may be required to meet special dress, grooming and hygiene standards such as uniform and protective clothing/apparel depending on the nature of their job.

Any department head or employee who does not meet the standards of this policy will be required by their supervisor 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 may also result in disciplinary action. Each department is responsible for the appearance and safety of their employees, and may make further rules for their dress.

### SEPARATION

**Resignation:** The County requests two weeks’ written notice to the employee’s department head of intent to resign. “Two weeks” shall mean 14 calendar days and shall not include vacation and/or sick time. Any employee who fails to provide sufficient written notice as required by the Handbook shall forfeit his/her entitlement to payment of any vacation and/or sick leave. The purpose of this policy is to allow the department head an opportunity to replace the person resigning; consequently, vacation leave accumulated should not be considered to comprise a portion of the two weeks’ notice. An exit interview may be requested. A COBRA declaration form sent by the insurance provider must be completed and signed by the employee upon separation to inform the County of the employee’s intention concerning continuation of the group health insurance coverage.

**Retirement:** Any employee who plans to retire is asked to give at least two weeks’ written notice of such intention to the department head. There are a number of forms to be completed by a retiring employee concerning KPERS (Kansas Public Employers Retirement System). It is the responsibility of the employee to contact the payroll department concerning those forms. An exit interview will be requested. A COBRA (Consolidated Omnibus Budget Reconciliation Act), (declaration form must be completed and signed by the employee upon separation to inform the County of the employee’s intention concerning continuation of the group health insurance coverage.

### PERSONNEL RECORDS

Personnel records are maintained for all County employees. These records contain pay and leave data, changes in status, performance evaluations and other work-related documents. Personnel records are considered the property of the County. Current employees, however, may review their file by making a request to the appropriate department head. In no case will an employee be allowed to remove items from anyone’s file or take anyone’s file off-site.

### CHANGE OF STATUS

Government regulations, withholding requirements, County benefits, legal notices, and County records all require up-to-date information. Each employee is responsible for notifying the department head of any changes of status including: legal name changes, marital status, number of dependents, address, telephone number, emergency contact, beneficiary information, and the like. The notice must be in writing, note the effective date of each change and be signed.

### REFERENCE AND INFORMATION REQUESTS

The County’s general policy on giving references for a current or former employee is to provide information on the following subjects:

* + Dates of employment;
	+ Pay level;
	+ Job description and duties; and
	+ Wage history.

All reference requests or requests for information relating to a current or former employee must be in writing and signed and dated by the requestor and are to be forwarded to Freedom of Information Officer for appropriate written response.

# PERSONNEL PRACTICES

### EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the County to provide equal employment opportunity in employment to all employees and applicants for employment. No employee or applicant for employment will be unlawfully discriminated against on the basis of race, religion, color, sex, age, genetic information, national origin, pregnancy, disability, military or veteran status, genetic identification, victim of domestic violence or sexual assault or any other characteristic protected by applicable local, state or federal law.

Any employee who believes that he/she is being discriminated against in violation of this policy must immediately report the belief to the appropriate department head, unless the department head is the subject of the suspected discrimination, or the report would not otherwise be appropriately made to the department head. In such instances, the report must immediately be made directly to the County Attorney. A form that may be used to report suspected discrimination is attached as Exhibit C. However, all reports, written or verbal, shall be investigated.

Although the County does not discriminate on the basis of citizenship, it is required to comply with federal laws to ensure that its workforce is legally eligible to work in the United States. To assist the County in complying with these laws, it is the responsibility of every employee to notify the department head of any change in his or her eligibility to work in the United States.

### PRODUCTIVE WORK ENVIRONMENT-SEXUAL AND OTHER TYPES OF HARASSMENT

It is the County’s policy to promote a productive work environment and not tolerate verbal or physical conduct by any employee that unlawfully harasses, disrupts, or interferes with another’s work performance or that creates an intimidating, offensive or hostile environment.

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of unlawful harassment will be tolerated, including harassment for the following reasons: race, religion, color, sex, age, genetic information, national origin, pregnancy, disability, military status or veteran status, genetic identification, victim of domestic violence or sexual assault or any other characteristic protected by applicable local, state or federal law. Special attention should be paid to the prohibition of sexual harassment.

All employees should behave in a professional manner at all times. Conduct or language which may be offensive to others should be avoided. An employee should be sensitive to verbal or other indications from other employees that certain conduct or language is offensive to and govern his/her conduct or language accordingly.

Each department head and supervisor has a responsibility to keep the workplace free of any form of harassment, including sexual harassment. No department head or supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee’s refusal or willingness to submit to sexual advances will affect the employee’s terms or conditions of employment. Other sexually harassing or offensive conduct in the workplace, whether committed by department head, supervisors, non-supervisory employees, or non-employees, is also prohibited. This conduct includes:

1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature such as lewd comments, sexual jokes or references, and offensive personal references;
3. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual’s appearance;
4. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs; and
5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, religion, color, sex, age, genetic information, national origin, pregnancy, disability, military status or veteran status, genetic identification, victim of domestic violence or sexual assault or any other characteristic protected by applicable local, state or federal law is prohibited.

Any employee who believes that a department head’s, supervisor’s, other employee’s or non-employee’s actions or words constitute unwelcome harassment has a responsibility to report or complain about the situation as soon as possible. While an employee is encouraged to first advise the alleged harasser that his/her conduct is offensive or unwelcome and will not be tolerated, no employee is required to do so before otherwise reporting the suspected harassment as set forth in this policy.

Any employee who believes that he/she is being harassed in violation of this policy must immediately report the belief to the appropriate department head, unless the department head is the subject of the suspected harassment, or the report would not otherwise be appropriately made to the department head. In such instances, the report must immediately be made directly to the County Attorney. A form that may be used to report suspected harassment is attached as Exhibit C; however, all reports, written or verbal, shall be investigated.

All reports of harassment will be investigated promptly and in as impartial and confidential a manner as possible. The County Attorney or his/her designee will investigate all reports. All employees are required to cooperate in any investigation. Failure to cooperate may result in disciplinary action.

A timely resolution of each complaint will be reached and communicated to the parties involved.

Retaliation against any employee for making a report of suspected harassment or participating in an investigation is strictly prohibited.

Any employee, department head or other supervisor who is found to have violated this harassment policy will be subject to disciplinary action, up to and including immediate termination.

The County prohibits any form of retaliation against employees for making bona fide reports or providing information about harassment. Any employee who believes that he/she is being retaliated against in violation of this policy must immediately report the belief to the appropriate department head, unless the department head is the subject of the suspected retaliation, or the report would not otherwise be appropriately made to the department head. In such instances, the report must immediately be made directly to the County Attorney. Exhibit C may also be used to report retaliation; however, all reports, written or verbal, shall be investigated.

However, if an investigation of a report shows that the report or information was false, any individual who knowingly provided the false report or information will be subject to disciplinary action, up to and including immediate termination.

### INTELLECTUAL PROPERTY

All County employees by accepting their employment, and in consideration for their employment, agree and acknowledge that, unless otherwise prevented by applicable law, all Intellectual Property is the sole property of the County. For the purposes of this Policy, the term “Intellectual Property” means (1) every matter patentable and every invention, product, process, formula, apparatus or design, whether or not patentable under the laws of the United States of America or any foreign country; (2) every copyrightable work and every mask work, or any other work of authorship, writing, design, print, label, art and software (source code and object code) whether or not copyrightable under the laws of the United States of America or any foreign country; (3) every potential or actual trademark, service mark, design, trade dress, or other indications of origin or goodwill; (4) everything (whether tangible or intangible) that is protectable under the trade secret or other intellectual property laws of the United States of America, any state or territory thereof, or any foreign country; and (5) all applications, registrations, rights to register, and treat rights of the foregoing; that an employee, individually or jointly with others (in whole or in part) invests, discovers, originates, conceives, designs, draws, develops, writes, prepares, or participates in, whether during working hours or otherwise, that arises out of, relates to, suggested by, or results from an employee’s duties for the County, the County’s business, or the County’s anticipated business development. Employees are required to promptly and fully disclose to the County all Intellectual Property.

### BUSINESS CONDUCT AND ETHICS

The County believes that honesty, integrity, and ethical behavior in the conduct of the business of the County has been and continues to be critical to assure the public trust. In accord with this belief, the County has established this policy for Business Conduct and Ethics embodying the County’s commitment to such principles and setting forth the responsibilities of the County and its employees to uphold those principles.

The County requires that all employees comply with all laws, rules, and regulations applicable to the County. Each employee is expected to use good judgment and common sense in seeking to comply with all applicable laws, rules, and regulations and to ask for advice when he or she is uncertain about them. If an employee becomes aware of the violation of any law, rule, or regulation by the County, whether by an employee or any third party doing business on behalf of the County, it is the employee’s responsibility to promptly report the matter to the County Attorney or the Board Chairman. While it is the County’s desire to address matters internally, nothing in this policy should discourage any employee from reporting any illegal activity, including any violation of federal, state, or local law, rule, or regulation, to the appropriate regulatory authority. Employees will not be discharged, demoted, suspended, threatened, harassed, or in any other manner discriminated or retaliated against because they report any such violation, unless it is determined that the report was knowingly false or otherwise made unlawfully. This policy is not to be construed to prohibit any employee from testifying, participating or otherwise assisting in any local, state or federal administrative, judicial, or legislative proceeding or investigation.

### DRUG AND ALCOHOL POLICY

To establish a drug and alcohol-free work place and to help ensure the safety of employees and citizens, it is the policy of County to require drug and alcohol testing of all its employees under the circumstances described in this policy. The use or possession of controlled substances and/or alcoholic beverages while on County property, or in any County vehicles, or on scheduled duty, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited.

Any employee called to report for any unscheduled work has an affirmative duty to decline if they are under the influence of controlled substances and/or alcohol to avoid disciplinary action; however, frequently declining unscheduled work for such reasons will result in disciplinary action.

To control and monitor this policy, employees of County shall be subject to testing under the following procedures:

1. Pre-employment testing. All conditionally hired applicants for employment within certain job classifications will be required to submit to and pass a drug and alcohol test before commencing work.
2. Post-accident testing. Any employee of the County who is injured on-the-job and requires more than routine first-aid, or who is involved in an accident will be subject to drug and alcohol testing.
3. Random testing. All employees working in safety-sensitive positions are subject to random drug and alcohol testing anytime they are on duty. Safety-sensitive employees are those having a commercial driver’s license as a requirement of their job duties and/or any County position dealing with public health and safety.
4. Reasonable suspicion testing. All employees of the County are subject to reasonable suspicion drug and/or alcohol testing. A reasonable suspicion referral for testing will be made on the basis of documented objective facts that are consistent with the effects of substance abuse or alcohol misuse.
5. Department of Transportation (DOT) safety sensitive employees. In addition to County-required testing, all safety-sensitive employees who are also subject to Department of Transportation (DOT) regulations will be included in a separate testing pool and will be tested as required by those regulations.
6. Federal Transit Administration (FTA) safety-sensitive employees. In addition to County-required testing, all Department of Aging Services employees working in safety- sensitive positions are also subject to Federal Transit Administration (FTA) regulations and will be included in a separate testing pool and will be tested as required by those regulations.

Compliance with this drug and alcohol testing policy is a condition of employment. Employees that refuse to take or cooperate with a required test or fail a test will be subject to the sanctions required by applicable drug and alcohol testing regulations, and will also be subject to County disciplinary action. Any employee who refuses or fails testing will be referred to a Substance Abuse Professional (SAP) for evaluation.

An employee may be given an opportunity to retain their employment provided he/she has been evaluated by a SAP, completed the recommended evaluation/rehabilitation program and has passed a return-to-duty test. All costs for retesting, evaluation and rehabilitation programs are the responsibility of the employee.

# PERSONAL CONDUCT/SAFETY

### PERSONAL CONDUCT

Since it is in the mutual interest of both employees and the County that the County operates efficiently and safely, certain general rules covering the conduct of all employees must be observed. Some of the rules are outlined elsewhere in this Handbook. Other examples are contained in the following list. Because these rules are of utmost importance employees must familiarize themselves with them and are expected to understand and observe them.

For the guidance of employees, grounds for disciplinary action up to and including termination, **INCLUDE**, **BUT ARE NOT LIMITED TO**, the following:

1. Repeated or excessive unexcused absenteeism or tardiness (including late arrival and early departure).

2. Theft or unauthorized use of County, employee, or customer property, or unauthorized personal use of County supplies.

3. Wasting, abusing, damaging, or destroying County property in any way.

4. Removing County property or records without authorization.

5. Acting in conflict with the interests of the County.

6. Disclosing confidential County information without authorization.

7. Surreptitiously recording any County employee.

8. Unauthorized solicitation or distribution on County property.

9. Violation of the County’s drug and alcohol policy.

10. Fighting, wrestling, horseplay, or any act that may endanger or cause harm, be unsafe to employees or customers, or interfere with the efficient operation of the County order.

11. Insubordination: Refusal to do assigned work; failure to carry out a supervisor’s orders.

12. Disrespectful behavior toward others.

13. Falsifying County records or reports (including time records).

14. Sleeping or appearing to be asleep on the job.

15. Conducting personal business during working hours, or abusing telephone, computer, or equipment privileges.

16. Failure to comply with health and safety regulations.

17. Failure to report an accident or injury.

18. Unauthorized possession of a firearm or other dangerous weapon on County premises.

19. Smoking, drinking or eating in restricted areas.

20. Any conduct contrary to common decency or morality, or liable to incite, provoke, or discriminate against anyone for any reason because of race, religion, color, sex, age, genetic information, national origin, pregnancy, disability, military status or veteran status, genetic identification, victim of domestic violence or sexual assault or any other characteristic protected by applicable local, state or federal law.

21. Failure to stay in designated work areas.

22. Unsatisfactory work performance.

23. Soliciting gifts or gratuities from citizens, vendors or suppliers.

24. Failure to cooperate in any County investigation.

25. Conviction of a crime.

26. Losing driving privileges when it is required to perform the essential duties of the job.

This list is intended to be representative of the types of activities which may result in corrective action, up to and including immediate termination. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employees and County. The County reserves the right to terminate an employee at any time, with or without cause, and with or without notice.

### SAFETY

Safety is one of the County’s top priorities and is every employee’s responsibility. A department head shall from time to time designate written policies or oral instructions concerning safety concerns relating to employees’ manner of work, clothing, maintenance of premises and operating areas of the County, and in the operation of County vehicles and machinery. Employees are obligated to be familiar with and comply with all safety policies and procedures and utilize all personal protective equipment that is required for their positions. Violations of safety rules, including the failure to use required personal protective equipment, are serious and will result in discipline, up to and including termination of employment. Employees shall immediately bring to the attention of the appropriate department head, preferably in writing, any unsafe condition or situation which employees perceive to pose a danger to employees or others.

### ACCIDENTS

While working for the County employees are covered by workers compensation insurance purchased by the County. Injuries or accidents at work (no matter how minor) must be immediately reported to your supervisor so that proper treatment may be received and any unsafe practices or conditions corrected.

### SEAT BELT USAGE

The County strives to ensure the safety and reduce to a minimum the possibility of death or injury for all employees who either drive or ride in motor vehicles while on Company business. As a result, the County requires all employees on County business, who operate or occupy a motor vehicle, to wear a properly fastened safety belt at all times while the vehicle is in motion. No vehicle, whether County or privately owned, may be used to conduct County business if the occupant restraint system provided in the vehicle has been altered, disconnected, or otherwise made inoperable.

### USE OF ELECTRONIC COMMUNICATION DEVICES

This policy outlines rules for the use of cellular and smart phones, IPads®/tablets, radios, computers and similar communication devices (hereafter referred to as “communication devices”).

**Personal Communication Devices**. While on duty employees are expected to exercise the same discretion in using personal communication devices as is expected for the use of County-provided communication devices. Excessive personal calls/texts/e-mails during the workday, regardless of the device used, interfere with employee’s productivity and are distracting to others. Employees are therefore requested to engage in personal calls/texts/emails during non-work time where possible and to ensure that friends and family members are aware of the County’s policy. **Due to the nature of our work, only employees pre-authorized to use devices for business purposes may do so during work time. Other employees may only use their communication devices during a family emergency or to contact the supervisor when out of radio contact.** The County will not be liable for loss or damage to personal communication devices brought onto County premises.

**County-Provided Communication Devices**. Employees that are provided County- owned communication devices are expected to protect such devices from loss, damage or theft. County-issued communication devices may be used by employees for occasional personal non- business purposes. The employee, however, will be responsible for, and is required to immediately reimburse the County for, any charges (such as for excess voice, texts, directory assistance, web usage or any other feature generating fees) incurred in excess of the County’s phone/data plan due to such personal use. Upon resignation or termination of employment, or at any time upon request, an employee may be asked to produce the phone for return or inspection. Employees unable to present the devices in good working condition within the time period requested (generally 24 hours) will be expected to bear the cost of replacement. The County, at all times, maintains ownership of any County-paid or provided cellular phone number.

**Safety Issues for Communication Devices Use**. The use of communication devices while driving is a common subject of legislation by governing bodies throughout the United States. In many jurisdictions talking on or otherwise using a cellular or smart phone while driving is illegal. Employees are expected to comply with all laws. Moreover, even where legal, due to safety concerns for our employees, and the general public, employees whose job responsibilities include the regular or occasional operation of a motor vehicle and who use communication devices are expected to refrain from using their communication devices while driving, except if used with handsfree devices. Safety comes before all other concerns. Employees are expected to pull over to a safe location and stop their vehicle before using devices. If acceptance of a phone call is unavoidable, otherwise lawful, and pulling over to a safe location is not an option, employees are expected to keep the time on the call short, use hands-free options, if available, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Under no circumstances may an employee read or send text messages or e-mail, or otherwise use electronic communication devices that may divert his/her attention from the road while driving. Violators of this policy will be subject to discipline, up to and including immediate termination.

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### WORKPLACE VIOLENCE/WEAPONS

**Zero Tolerance:** The County has a policy of zero tolerance for violence. Employees engaging in any violence in the workplace, or who threaten violence in the workplace, will be terminated immediately. No talk of violence or joking about violence will be tolerated.

**Violence**: includes physically harming another, shoving, pushing, striking, brandishing weapons, and threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with the County, including employees and citizens, never feels physically threatened by any employee’s actions or conduct.

**Weapons Banned:** With the exception of certain law enforcement employees, or as otherwise provided by State or Federal law, the County specifically prohibits the carrying of weapons, concealed or unconcealed, by any employee while on County property, regardless of whether the employee is licensed to carry the weapon. This ban includes keeping or transporting a weapon in a private vehicle in County parking lots, unless the employee is otherwise required by law to be allowed to do so. Employees are also prohibited from carrying a weapon in a County vehicle or while performing services off the County’s business premises.

**Reporting Procedures:** Any potentially dangerous situation must be reported immediately to a supervisor or law enforcement. All reports will be investigated in as confidential a manner as appropriate for a thorough investigation. The County will actively intervene at any indication of a possibly hostile or violent situation.

**Dangerous Person Behaviors**: While employees are not expected to be skilled at identifying potentially dangerous persons, they are expected to exercise good judgment and to inform a supervisor or law enforcement if any employee or visitor to County property exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior may include:

* Discussing weapons or bringing them to the workplace when not authorized to do so;
* Displaying signs of extreme stress, resentment, hostility, or anger;
* Making threatening remarks;
* Sudden or significant deterioration of performance;
* Displaying irrational or inappropriate behavior.

**Dangerous/Emergency Situations:** Employees who confront or encounter an armed or dangerous person should attempt to safely notify public safety personnel.

Weapons include guns, knives (other than small pocket knives), explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

###

### DUTY TO COOPERATE

In the course of County operations, it may become necessary for supervision and/or law enforcement to investigate and inquire about such matters as workplace injuries and treatment, use of paid or unpaid leave, possible violations of County rules and policies or applicable laws, and alleged discriminatory practices such as workplace harassment. Each County employee has a duty to fully cooperate with any such investigations or inquiries and to reveal any information the employees may have that relate to the subject of the investigation or inquiry. Such cooperation may include submitting to interview by appropriate supervision, law enforcement or other County representatives, and providing written statements about the incident or matter subject to the investigation or inquiry. Failure to cooperate may result in disciplinary action up to and including immediate termination.

### PERSONAL ARTICLES

The County is not responsible for damage, theft or loss of any personal articles brought on County premises. To maintain security, the County reserves the right to inspect all personal articles and property brought onto County premises, including but not limited to, vehicles, packages, briefcases, backpacks, purses, bags and wallets. In addition, the County may inspect the contents of lockers, storage areas, file cabinets, desks, and work stations at any time and remove all County property and other items that violate County or departmental rules and policies. Items an employee does not wish to have subject to search should not be brought onto County premises.

# COMPENSATION & LEAVE

### COMPENSATION

**Pay Schedule:** Chase County employees will be paid the last working day of each month. The County pay cycle is from the 25th of each month to the 24th of the following month.

**Time Records:** Each employee must maintain an accurate time sheet. It is the responsibility of the employee to make sure that hours worked and leave time used are properly recorded. Time sheets must be signed by the employee and submitted to the department head for verification and approval prior to issuance of paychecks. It is the responsibility of the department head to submit time sheets at a time specified by the payroll department. **Falsifying payroll records is cause for immediate dismissal!**

**Employee Signing Time Sheets**: If an employee refuses to sign a timesheet, the payroll department will be unable to pay that employee. If there are problems with the timesheet, the employee should sign it and write a short comment about the problem; this allows payroll processing to continue while the problem is being resolved.

**Overtime:** Authorized overtime pay shall be at the rate of one and one-half times the non-exempt employee’s regular rate of pay. Exempt employees do not receive overtime pay. Employees will be informed of their non-exempt or exempt status at the time of hire or transfer. Any paid leave will not be considered as hours worked for the computation of overtime. Sunday will be considered the first day of the week for calculation of hours for overtime purposes. There will be no compensatory time off in lieu of overtime granted to any hourly employee.

Overtime for employees who are not law enforcement officers will be paid for all hours worked in excess of 40 hours in each seven-day workweek. Special overtime rules apply to law enforcement officers.

If scheduled to work on a County-designated holiday, the non-exempt employee will receive double their regular rate of pay for hours worked. This is for employees who are working a standard 40-hour work week.

Exempt employees, generally those salaried employees with professional classifications, elected officials, and department heads do not receive overtime pay. Part-time regular employees, and other part-time employees (including on-call EMS, home health, and firemen), and other salaried employees who are not authorized to work over 40 hours in a work week and will not be paid overtime.

### LEAVE

**Vacation Leave:** Vacation leave with pay is granted to all full-time and regular part- time employees. Regular full-time employees accumulate vacation with pay as follows, with regular part-time employees accumulating vacation at the appropriate pro rata basis (for example, a 20-hour per week regular part-time employee accumulates vacation at half the full- time rate):

|  |  |  |
| --- | --- | --- |
| ***Length of Service*** | ***Leave Accumulation*** | ***Annual Accumulation*** |
| 1-9 years10-24 years25 years or more | 8 hours per month 10 hours per month 12 hours per month | 96 hours per years 120 hours per years 144 hours per year |

Employees shall be eligible for vacation leave after completion of ninety (90) days of service. Vacation leave accumulates from the beginning of the month in which employment starts if employment begins on or before the 15th of the month. If employment begins after the 15th of the month, leave accumulates from the first of the following month. Upon separation, vacation leave accumulates for the last month of work if separation occurs on or after the last working day of the pay period. Vacation leave is defined at a rate of eight (8) hours per day, unless employee is working a part-time or other schedule. Vacation leave must be used at a minimum of four (4) hours per day. No fraction of an hour will be allowed in vacation leave.

Employees hired before January 1, 2008, may carry over unused vacation up to a maximum of 192 hours to the next year. Employees hired after January 1, 2008, may carry over unused vacation up to a maximum of 144 hours to the next year. (Board minutes 12-17-2007).

Paid holidays (as designated by the Board) that occur within the period of any employee’s vacation shall not count as vacation days. Vacation days taken are not considered working hours for the purpose of calculating overtime.

Department heads shall determine the time vacations are taken in their departments, resolving any conflicts among employees desired vacation schedules in accordance with the needs for continuing efficient County services. Based on department operations employees should provide at least **two (2) weeks’ notice** in writing, however, department heads may waive this notice requirement in the case of an emergency, and will meet with the Board at the next scheduled meeting to explain the emergency.

Each regular full-time employee must take a minimum of eight (8) days of vacation leave per year.

Upon termination of employment for any reason (including the death of the employee), employees who have worked for the County for at least twelve (12) consecutive months shall be paid at their base rate of pay for any unused vacation time with their last paycheck. Any employee who transfers from a hired position with the County to an elected position shall be paid for any unused vacation time accumulated up to the date he or she takes elected office or commences his or her appointment. Under no other circumstances will accumulated but unused vacation leave be paid.

Part-time employees shall accumulate vacation time on a pro rata basis. Temporary, seasonal employees and elected officials shall not be entitled to paid vacation. Temporary employees who are reclassified as regular full-time or as regular part-time employees will begin to accumulate vacation leave from the effective date of the employment change as set forth.

Each department head is responsible for keeping track of his or her employees’ vacation leave time to ensure that the maximum accumulation of vacation leave is not exceeded by any employee.

It is the responsibility of the employee to make sure that vacation time used is properly recorded.

**Holidays:** Chase County shall observe up to eleven (11) official holidays. The specific days may be changed and will be determined by the Board at the reorganization meeting held each year. If a holiday falls on Saturday, it will be observed on the preceding Friday. If a holiday falls on Sunday, it will be observed on the following Monday. (The Board may make changes to this if needed). From time to time, the Board may designate other days as special holidays.

* + Non-exempt employees required to work on the County designated holidays shall be compensated at double their regular rate of pay.
	+ Employees performing shift work (e.g. Sheriff/Detention) on the actual holiday, not the County designated holiday, will be compensated at double their regular rate of pay.
	+ In the event of an emergency, employees called in to work on the County designated holiday will be compensated at one and one-half (1 ½) times their normal pay in addition to the holiday pay. Non-elected department heads will receive one (1) times their normal pay in addition to their holiday pay.
	+ Holidays do not accrue to the work week therefore, cannot be calculated towards overtime. In the event that an “Emergency Event” requires Road and Bridge Department or other County employees to perform work that exceeds the normal work hours in any day shall be compensated at the overtime rate. The Board shall determine, in its sole judgement, when an Emergency Event within the meaning of this provision shall have occurred.
	+ Non-exempt employee will be paid holiday pay when they have completed the required introductory period.

**Paid Sick Leave:**

*Definition:* Paid sick leave will be granted to full-time employees, and part-time regular employees for the following reasons: personal illness or physical incapacity resulting from causes beyond the control of the employee; enforced quarantine in accordance with community health regulations; to keep a doctor’s or dentist’s appointment if an appointment cannot be scheduled other than during working time; and/or to care for a member of the immediate family suffering from an illness. “Immediate family” shall include spouse, child, parent, or sibling. Sick leave will accumulate at a rate of eight (8) hours per month. One day shall be defined as eight (8) working hours for sick leave purposes. Sick leave must be charged at a minimum of one (1) hour per day. No fraction of an hour will be allowed for sick leave purposes.

*Requirements*:

* If an employee is sick and unable to work he/she must report via telephone to the department head no later than the beginning work time of the day in which the leave will be used, unless illness occurs during the regular work shift. The employee must follow this procedure for each day of illness except in case of hospitalization.
* Sick leave may not be used to extend vacation time.
* Before an employee who has been on sick leave or injury leave for three (3) or more days returns to work, the employee must provide the department head with a statement from a doctor, or other qualified health professional or County Health Nurse (if not related) as proof of illness and releasing the employee to return to work with or without limitations. The County will attempt to reasonably accommodate an employee’s limitations in accordance with applicable law.

*Accumulation:* Paid sick leave will accumulate at the rate of eight (8) hours per month to a maximum of 480 hours. Sick leave will accrue from the date of employment, but may not be used during the initial introductory period. Sick leave accumulates from the beginning of the month which employment starts if employment begins on or before the 15th of the month. If employment begins after the 15th of the month, leave accumulates from the first of the month following the month of employment. Upon separation, sick leave accumulates for the last month of work if separation occurs on or after the last working day of the pay period. When an employee reaches the 480 hours maximum, additional days of earned sick leave not used by the employee during the year shall be paid to the employee at 33 1/3% of the additional hours at his or her regular rate of pay at year end. Upon termination of employment (including the death of the employee), only sick leave in excess of 480 hours will be paid at a rate of 33 1/3% of the additional days on the final paycheck. There will be no payment for any unused sick leave (up to the 480-hour maximum) upon termination under any circumstances. Paid sick leave may be utilized only for the purposes set forth in the *Definition* section above.

Part-time regular employees shall accumulate sick leave on a pro rata basis (for example, a 20-hour per week regular part-time employee accumulates sick leave at half the full-time rate). Temporary, seasonal employees, other part-time employees and elected officials shall not be entitled to sick leave. Temporary employees who are reclassified as regular full-time or as regular part-time employees will begin to accumulate sick leave from the effective date of the employment change as set forth above.

Sick leave taken is not considered working hours for the purpose of calculating overtime. Once all sick days has been used, accumulated personal and vacation leave, if any, shall be used first for additional time off for sickness as defined above, and thereafter, if additional sick leave is granted, it will be without pay.

***An employee may be disciplined for abuse of sick leave!***

Each department head is responsible for keeping track of his or her employees’ sick leave time.

*Returning to Work:* If an employee is absent from work for more than **[three (3)]** days due to an injury or illness, the employee must provide a doctor’s release before returning to work.

**Personal Leave:** Any full-time or part-time regular employee that has completed the required initial introductory period shall be awarded personal leave with pay. Full-time employees that have completed the introductory period will receive eight (8) hours and part-time regular employees will receive four (4) hours per calendar year. Use of personal leave must be approved in advance by the department head. The calendar year shall begin on January 1st of each year for personal leave. Any absence for a fraction or part of a day which is chargeable personal leave shall be charged in increments of not less than four (4) hours. No fraction of an hour will be allowed. There shall be no carryover of personal leave from year to year. An employee shall not be paid for any unused personal leave upon termination under any circumstances. Personal leave taken is not considered working hours for the purpose of calculating overtime.

**Funeral Leave:** All full-time and part-time regular employees may take up to four (4) days of funeral leave with pay at their base rate of pay in the event of the death of a member of the immediate family, defined as follows: parent, grandparent, spouse, brother, sister, child, spouse’s’ parent, brother-in-law, sister-in-law, or spouse’s grandparent including step relatives. Any time in excess of four (4) days may be taken only with the approval of the department head. Such additional leave, when granted, shall be without pay or charged against accumulated vacation leave or personal leave, at the employee’s option. Funeral leave may be taken anytime during employment with the County.

Paid leave for funerals of friends or relatives other than immediate family may be approved by the department head.

Funeral leave taken is not considered working hours for the purpose of calculating overtime.

**Civic Duty Leave:** Employees shall be compensated at their base rates of pay for an 8 hour day for full time employees or 4 hour day for part time employees while serving on jury duty, as a witness in a court proceeding (other than a proceeding in which the employee is a party), or as an election board worker, if the period served falls within the regular hours of work in the department of employment. Employees shall not be compensated for mileage while serving on jury duty, as a witness in a court proceeding or as an election board worker, regardless of whether the period served falls within the regular hours of work in the department of employment. Civic duty leave taken is not considered working hours for the purpose of calculating overtime.

**Military Leave:** Military leave will be granted to employees according to applicable law.

**Family and Medical Leave:** See Exhibit A.

Special Unpaid Leave of Absence: In extraordinary circumstances, a special leave of absence without pay may be allowed for a period not to exceed six (6) months for good reason, in the discretion of the department head and the Board. An employee granted a special leave of absence shall be returned to work at the same rate of pay and in the same or a like position to that held prior to the special leave of absence. Special leaves are granted only when and if essential business of the County will not be compromised by an employee’s extended absence. A written request (Exhibit B) for a special leave of absence must be signed by the employee requesting the leave and the department head/Board Chairman authorizing it. The request shall be in such form as from time to time approved by the Board. The authorized request form will be placed in the employee’s personnel file. There shall be no accumulation of vacation, sick or personal leave during this leave.

# PERFORMANCE REVIEWS, CORRECTIVE ACTION & COMMUNICATION

### PERFORMANCE REVIEWS

Consideration of merit pay increase shall be based on a current, completed employee evaluation. All employees will ordinarily be evaluated by their department head or supervisor at the end of their training period and at least annually on or about the anniversary of the employee’s date of hire for the purpose of reviewing job performance. Evaluations may occur more frequently. Employees who believe they are overdue an evaluation should inform their department heads.

The performance management process consists of conversations between supervisors and employees throughout the year as well as more formal reviews. These conversations are designed as a tool to guide supervisors and employees as they exchange information relating to job design, performance issues and ideas for improvement to maximize job performance. These conversations should cover items such as:

* + Quality and quantity of work
	+ Strengths and areas for improvement
	+ Attitude and willingness to work
	+ Initiative and teamwork
	+ Attendance
	+ Customer service
	+ Problem solving skills
	+ Ongoing professional growth and development

Additional areas may also be reviewed as they relate to an employee’s specific job. Employee reviews provide an important opportunity for collaborative, two-way communication between an employee and his or her supervisor. This is a good time for employees to discuss their interests and future goals. The County is interested in helping employees progress and grow in order to achieve personal as well as work-related goals.

 **Pay Reviews:** The County makes every effort to ensure that wages reflect the level of job responsibilities and reward employees fairly for their performance. Employee base pay will generally be reviewed annually. At the supervisor’s discretion, employees may be recommended for wage increases which must be approved as a part of the budget established by the Board. Performance, attendance, seniority, and market conditions are some of the factors taken into consideration for determining wage increases of individual employees. Employees should note that having their compensation reviewed does not necessarily mean that the employee will be given an increase, as departmental and County budgets must be considered in making such a decision.

### GUIDELINES FOR CORRECTIVE ACTION

 **Authority:** Elected officials and the Board have the authority to hire, fire, discipline, and maintain efficiency of operations within the jurisdiction of the County. The Board may appoint or designate a County official to exercise its authority from time to time at the Board’s sole discretion.

 **Objective:** The main objectives of discipline are to correct unacceptable behavior or performance and maintain the integrity and standards of the County. The County has adopted these guidelines for corrective action.

Corrective action should be appropriate to achieve the foregoing objectives. While progressive corrective is useful in some instances, especially when work performance is an issue, some misconduct is sufficiently serious to warrant more serious corrective action, including immediate termination, without following the steps of progressive corrective action.

 **Improper Conduct:** Violations of the County’s policy on Personal Conduct will result in corrective action, up to and including immediate termination.

If an employee’s performance, work habits, overall attitude, conduct or demeanor become unsatisfactory in the judgment of the County, the employee will be subject to corrective action, up to and including termination.

**Types of Corrective Action:** Corrective actions that may be utilized include the following:

* Verbal and/or Written warnings;
* Suspension from duty, with or without pay;
* Transfer to another position at the appropriate rate of pay/benefits;
* Demotion to a position at the appropriate rate of pay/benefits;
* Termination.

Nothing in this policy is intended to alter the at-will nature of County employment. Employees may terminate their employment at any time without notice or cause, and the County reserves the same right without first utilizing progressive corrective action.

**COMMUNICATION**

Good communication is essential to a productive work atmosphere. Should a problem develop or should you have questions or ideas about procedures, policies, or your own position, please discuss it with your supervisor or department head. Every effort should be made to resolve issues at this level, unless prohibited harassment, or unlawful conduct is involved, or the employee’s supervisor may be involved. See Equal Employment Opportunity and Productive Work Environment Policies.

# OTHER FRINGE BENEFITS

One goal of the County is to provide a competitive employee fringe benefit program for eligible employees. Many of the fringe benefits are briefly described below. Some are governed by official benefit plan documents which set forth the terms and conditions for participation in such plans. Specific questions about fringe benefits should be directed to the County Clerk.

 **Health Insurance:** An eligible employee, at his/her option, may choose to be covered under the County’s health insurance plan in accordance with the terms and conditions specified in such policies and with such benefits as the Board adopts from time to time. From and after May 29, 2015, all employees, but not limited to, appointed department heads, regular full-time and regular part-time employees will be ineligible for health insurance (including vision and dental coverage) until the 1st of the month following the completion of 60 days from hire, with regular part-time employees eligible on a pro rata basis. Elected official’s health insurance takes effect upon swearing in of duties. Annually, during budget preparation the Commission shall set the amount to be allowed per employee as an employee benefit towards the cost of such insurance. Any amount needed to fully pay for the coverage of the employee and his/her dependents over and above the County contribution will be deducted from the employee’s pay. The last day of month following termination is when health insurance ends.

With some limited exceptions, an employee on an extended leave of any kind shall remain responsible for all the premiums or portions thereof in order to continue his/her coverage under the available insurance programs during the extended leave. Upon agreement between the employee and the Board, the County may pay the premiums for said insurance while the employee is on leave. The County shall be reimbursed by the employee after the employee returns to work for any insurance premiums paid by the County. Said reimbursement may be made by payroll deduction under terms agreed upon by the employee and the Board.

Other types of insurance may be made available to employees at their sole expense.

The County will reimburse an employee’s health insurance premiums while they are on Medicare.

 **Retirement Program:** All full-time and regular part-time employees, except elected officials, are required to become members of the Kansas Public Employees Retirement System (KPERS) after one (1) year of employment. KPERS is administered by the State of Kansas and it is subject to revision by the State Legislature. A copy of the current plan is available in the payroll department. Contributions to this fund are deducted from the employee’s salary at the rate set forth by the State of Kansas from his/her gross salary each month. The County also pays into this fund as required by law. Upon termination prior to retirement, the employee should contact KPERS to determine how to withdraw his/her contribution from the system.

 **F.I.C.A.:** All employees are included under the Federal Insurance Contributions Act (Social Security). Both the employee and the employer contribute to the plan as required by law.

 **Unemployment Compensation:** All employees, except elected officials, are covered under the provisions of Kansas unemployment compensation program as required by law.

 **Workers’ Compensation:** All employees that are injured due to an accident or become ill arising out of and in the course of their employment will be provided with medical care and, in appropriate circumstances, compensation for lost time according to Kansas law. Note the following:

* A post-accident drug and alcohol test will be required of all employees involved in serious accidents or injuries that require medical treatment more than simple first aid.
* If an employee is injured on the job, all injuries, including those perceived as minor, must be reported to the department head immediately. A written report made by the employee about the injury must be made by the end of the next regular working day or as soon thereafter as reasonably possible. Failure to report injuries may result in disciplinary action up to dismissal of employment. Workers’ compensation benefits may be denied if the injury is a result of unauthorized acts or horseplay on the part of the employee.
* The County will be responsible for the employee’s compensation at his/her normal wage rate for the first week of the employee’s total disability, unless such total disability exists for three (3) consecutive weeks, in which case compensation will be paid by the workers’ compensation insurer at the prescribed rate for the first week.
* If the injured employee is required by a written physician’s order to be off work for less than seven (7) calendar days due to a job-related injury, the employee will be paid at his/her normal wage rate for eight (8) hours for each regular working day missed. This pay will be classed as injury pay and is separate from sick leave benefits.
* If the employee is required by a physician’s order to be off work for more than seven (7) calendar days, the County’s insurance will pay at their prescribed rates for the time lost beginning with the eighth day. To avoid unnecessary hardship to the injured employee that could arise from delay, the County may temporarily provide injury pay as outlined above, with the provision that when the employee receives the insurance payment, the injury pay that was temporarily provided will be returned to the County by a deduction adjustment to the employee’s check in the next pay period.
* In the event that an injured employee is unable to return to work and/or terminates employment with the County, any temporary injury pay provided as outlined above will be deducted from the employee’s final paycheck.

# ELECTRONIC COMMUNICATIONS

Employees have no rights to privacy in the workplace or in their communications at work, including communications by means of any County telephone or other current or future electronic communication systems because these systems are County property.

The County reserves the right to monitor its telephone and other electronic communication systems for purposes of maintenance and quality control. Should the County discover improper usage of its systems the employee will be disciplined.

It is the intention of Chase County to provide the necessary tools to aid the employees in doing their duties. The only hardware, information and software used in the County will be the property of Chase County. Only programs and operating systems supplied by the County or by the State of Kansas, or the Federal Government should be used on County equipment. Only equipment belonging to the County will be attached to County systems. The information technology resources of the County are to be used for management approved purposes only.

Using the internet or other multi-media devices for non-County business, playing games, accessing social media or using the computer for personal business is of no benefit to the County, is counterproductive, and could result in liability for the County, and is, therefore, prohibited. County computers or other devices are not to be used to access social media unless authorized by appropriate supervisors for County work. The use of personally owned telephones and other electronic communication equipment for such purposes while on duty may also result in disciplinary action, up to and including dismissal.

# EMPLOYEE USE OF COUNTY VEHICLES

 **Purpose:** 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 take reasonable steps to control the use of County and privately-owned vehicles used while performing County business. Department heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned to their department.

 **Scope:** Except conveyances for designated emergency vehicles, this policy applies to all County-owned vehicles operated on public or private roads and includes specialty use vehicles such as construction and excavation equipment designed to operate primarily off road, but driven on public roads to a job site. When appropriate, this policy applies to the operation of privately owned vehicles used while performing official County duties.

### GENERAL GUIDELINES

1. Except as outlined in 2 below, only County employees are authorized to operate County vehicles. Persons volunteering services to the County are also subject to this vehicle policy and may operate County vehicles when their volunteer duties require travel, as long as such travel is under the approval and direction of the department head and necessary in the course of performing official County business.

2. Employees of other public entities may operate County vehicles under the specific approval of the department head as long as such operation is essential in conducting County business. Department heads granting permission for non-County employees to operate County vehicles are responsible for insuring that the driver is properly licensed, trained and qualified to operate the vehicle.

3. Intentional abuse, moving violations, reckless operation, or negligent actions while operating any County vehicle may result in the suspension of the employee’s driving privileges and further disciplinary action.

4. Employees shall obey all applicable laws while operating County vehicles and any time personal vehicles are used on official County business.

5. County vehicles are to be used only for official County business and except for authorized breaks, lunch periods and other usage as approved by a supervisor shall not be used by employees for personal reasons.

6. Only persons being transported in connection with official County business shall be passengers in any County vehicle. This rule does not apply to the transportation of passengers in any public transportation County-run bus operation.

7. When cargo, material or tools are being transported, the driver is responsible for assuring that all items are properly secured to prevent them from shifting or falling from the vehicle or trailer.

8. No person shall be allowed to ride anywhere on the vehicle which is not designed or approved for that use reason.

9. The driver shall not operate any vehicle when normal vision is obstructed for any reason.

10. No vehicles shall be left unattended without first securing the vehicle to prevent theft, vandalism, and unintentional movement.

11. Except as authorized by the department head, the County shall not be responsible for personal property in County owned vehicles or personal vehicles used on official County business.

12. The driver of a personal vehicle used for official County business shall be responsible for maintaining appropriate limits of insurance for their vehicle. The County is not responsible for damages to, or caused by, a privately-owned vehicle being used on official County business.

13. Smoking or other uses of tobacco products in county owned vehicles is not permitted.

### PRE-OPERATION INSPECTION

1. An employee who operates a County vehicle, regardless of frequency, is responsible for the proper care and operation of that vehicle. Before operating, the driver will periodically check the vehicle for any damage to the body or the interior that may have occurred since the last operation. A vehicle inspection will be completed as determined by the appropriate department head.
2. Fluid levels including brake, transmission, engine oil and coolant shall be checked during reasonable scheduled intervals, as set by the department head or each time the vehicle is serviced.
3. Any defects which will affect safe vehicle operation of the vehicle will be immediately reported to the driver’s supervisor. No employee shall 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 the driver’s supervisor.

### OPERATOR’S LICENSE

1. A valid vehicle operator’s license must be in the employee’s possession at all times while operating a County-owned vehicle. 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 the possession of the driver at all times.
2. Employees that operate a vehicle in the performance of official County duties whose operator’s license is suspended or revoked shall immediately report this fact to their department head.

### TAKE HOME VEHICLES

The decision regarding the assignment of take-home County vehicles to employees shall be left to the discretion of the department head, and is subject to review by the Board. County vehicles taken home overnight shall be locked and secured in the responsible employee’s driveway or other designated parking space which is in close proximity to the employee’s residence.

### OUT OF TOWN TRAVEL AND MEETING ATTENDANCE

With department head approval, an employee may take a County vehicle home prior to leaving for an out of town trip or attending a late evening or early morning meeting which would require a return to the work place after normal duty hours. The employee may use the County vehicle only for travel necessary to accomplish official County business.

### TRAILERS AND TOWING

1. A driver whose vehicle is towing a trailer, dolly or other equipment shall assure that the trailer hitch is securely latched, adequate for the load being towed, properly installed on the towing vehicle, and that safety chains are securely latched.
2. The driver shall assure that the trailer or other towed equipment is supplied with proper lighting including brake lights, turn signals and running lights.
3. Any vehicle having a load that extends more than four feet beyond the rear shall have the end of the load marked with a red flag that shall be at least twelve inches square.
4. All trailers and dump trucks that are carrying loose material such as gravel are required to have the top of the trailer/bed covered with a tarp to prevent material from escaping from the container during transport.

### LEASED/RENTED VEHICLES

1. When it is necessary for an employee to rent a vehicle for County business, the employee’s department head shall purchase optional comprehensive/collision damage coverage through the rental agency at the time the vehicle is rented.
2. Long-term leases (more than 30 days) may be insured through our liability insurance company with proper notification.
3. Only one (1) leased/rented vehicle will be allowed per department, per trip.

### PARKED VEHICLES

1. Any vehicle left unattended shall be legally parked in a designated parking space. Vehicles responding to emergency situations or those parked on job sites shall be parked with due regard to safety and security considerations.
2. County vehicles not taken home shall be secured in a County parking lot during non-duty hours. When it is necessary to leave a vehicle at a job site overnight, the operator shall make sure that the vehicle is parked and secured in an area that provides reasonable security.

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### ACCIDENT REPORTING REQUIREMENTS

1. Any accident involving County owned, leased, rented or privately-owned vehicle used in the performance of County duties shall be reported as follows:
	1. Summon medical attention for any injured parties.
	2. Notify appropriate law enforcement authorities.
	3. Notify employee’s immediate supervisor.
2. The supervisor shall immediately notify the County Clerk’s Office, who will, in turn, notify the County liability insurance carrier.
3. The supervisor shall be responsible for obtaining a written statement from the involved employee(s).
4. Complete all required County reports and recommending any follow-up preventative actions.
5. When the County employee is deemed to be at fault in an accident as determined by the department head or supervisor, or has violated any of the provisions of this policy, the department head or supervisor may impose disciplinary actions in accordance with the County’s employee handbook.
6. After any accident the employee is required to promptly take a drug and alcohol test.

###

### PERSONAL VEHICLES USED FOR COUNTY BUSINESS

1. The County’s insurance provides limited coverage for employees while operating personally owned vehicles to conduct County business. This coverage is limited to protection against lawsuit brought against the County and the employee. The employee is responsible for maintaining the appropriate limits of liability insurance for their vehicle.
2. The County’s insurance does not provide coverage for physical damage to an employee’s privately-owned vehicle. Employees who use their personal vehicles for County business should confirm that their personal auto insurance policy provides coverage for this use. Additionally, the County will not be responsible to the employee for the physical damage deductible that they have on their personal auto policy. It is the intent of the County to make available a vehicle for employees whenever possible to conduct County business.

###

### USE OF SAFETY SYSTEMS

1. All County vehicles are that are equipped with seat belts/safety harness and all occupants of County vehicles must properly wear seat belts any time that the vehicle is in motion.
2. The operator of construction, excavation and other off road equipment shall use the occupant restraint system any time the vehicle is in operation.
3. Employees are prohibited from removing, deactivating, modifying or otherwise defeating any occupant restraint system installed by the manufacturer unless approved or instructed by the manufacturer.

### DRIVING RECORD REVIEW

For the purpose of reviewing the suitability of employees operating motor vehicles while conducting County business, the department head, at their discretion, may request a copy of the transcript of driving record from the proper authorities for each employee whose position requires operation of a County vehicle.

# GENERAL INFORMATION

### SMOKE AND TOBACCO FREE WORKPLACE

Smoke and the use of tobacco is strictly prohibited within Chase County owned or leased buildings and county owned vehicles. County employees shall observe designated smoking areas. Kansas law requires the County to provide a smoke-free workplace for all employees. Smoking by employees inside the premises or within a ten-foot radius outside of any doorway, open window, or air intake leading into the premises is strictly prohibited. Violation of this policy will subject the employee to disciplinary action, up to and including termination of employment. Violation of the state law that bans smoking in the workplace could result in the offending employee being found guilty of a cigarette or tobacco infraction punishable by a fine ranging from $100 to $500.

### CHILDREN IN THE WORKPLACE

Employees with dependent children are expected to make regular arrangements for proper care of their children while they are at work. This policy is established to avoid disruption in job duties of the employee and co-workers, reduce personal and property liability and help promote efficiency in the work place.

Department heads may grant an exception for a temporary, unforeseen emergency, but no parent or relative can have a child in the workplace without the department head’s permission or use the workplace as an alternative to childcare or for any other purpose. When authorized, the accompanying adult must supervise the children at all times. No minor may ever be allowed into an area that is potentially hazardous (i.e., where hazardous equipment, human-derived materials, chemicals, are located; such prohibited areas include workshops, jail areas and areas where chemicals are stored.)

Children exhibiting symptoms of potentially contagious illness should not be brought into the workplace. Provision for sick children should be made within the context of various forms of leave available to employees.

As used in this policy “minor” and “children” are defined as any individual who has not reached the age of 18. For purposes of this policy, difficulty or inability in arranging childcare does not constitute an emergency. Chase County does not accept any liability for injuries to children who are on site in violation of this policy.

### POLITICAL ACTIVITY

It is the right and duty of every employee to register to and vote on all political issues. Subject to applicable laws relating to certain elected officials and their key employees, County employees are permitted to join political organizations and civic betterment groups.

Employees are generally permitted to engage in political activities so long as such activities do not impair the functioning of County government, subject to applicable law relating to certain elected officials and their key employees. Should such activity disrupt the function of government, in the judgment of the department head in consultation with and upon approval of the Board, the employee shall take a leave of absence without pay.

Employees are not permitted to solicit or handle political contributions when they are on duty. They are not permitted to wear or display political badges, buttons, or signs on their persons or on County property during on-duty hours.

### INCLEMENT WEATHER

If the Board decides to close the Courthouse and the Road and Bridge office due to inclement weather, employees working in those buildings will be paid at their regular rate of pay. If, however, the Courthouse and Road and Bridge office are open but employees feel they cannot get to their work site, they may take a vacation day, personal day or elect not to be paid. Sick leave cannot be used for weather absences. Inclement weather day(s) are not considered working time for purposes of calculating overtime.

### MILEAGE AND REIMBURSED EXPENSES

Registration fees, meals, tolls, lodging, and the like will be paid by the County when such expenses are incurred by a County employee on County business and when receipts are properly documented. Funds will not be advanced to any County employee prior to the incurring of the expense without prior approval of the Board. Mileage will be reimbursed to County officials and employees at a rate to be determined annually for private vehicles by the Board when on County business. There will be no other compensation for use of personal vehicles, including payment of damages.

Meals will be reimbursed to County officials and employees when on County business at a rate to be determined by the Board at the January reorganization meeting.

The County will not pay for or reimburse the employee for any expenses incurred on behalf of the employee’s spouse, child, or other traveling companion who is not a County employee. Travel by public conveyance shall be at economy rates unless unavailable at such rates.

No County employee shall receive either expense reimbursement or salary for attending an out-of-county meeting or training event unless said employee presents a copy of the meeting or training event agenda with the request for reimbursement and/or salary.

The Board may forbear from payment any expenses, if the agenda presented does not reflect the hours charged or otherwise justify the requested reimbursement unless the employee can otherwise justify the reimbursement and/or salary to the Board’s satisfaction.

### PURCHASES AND BIDDING

Purchases cannot be made through the County for personal use by any County employee or other individual. Violations of this policy will result in disciplinary action up to an including termination of employment. All purchases shall follow the purchasing policy established by the Board including credit card usage. A current copy of the policy is maintained in the County Clerk’s office. There shall be no personal purchases for employees or friends through County purchasing.

All specification for any purchases that require specifications and bids shall first be submitted to the Board for approval. All bids secured shall be addressed to the Board in care of the County Clerk. Department heads, elected officials may seek bids for supplies relating to their department and make the decision to bid awarding.

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### EQUIPMENT

County telephones, computers and other equipment are essential tools for conducting official business and provided to employees for conducting official business. Employees should not use them for personal business (with the exception of making and receiving limited personal phone calls while not otherwise on duty) without supervisor head approval. Equipment and machines assigned to employees for carrying out work assignments should be kept clean and in good working order. Employees should notify the supervisor or department head if they are having difficulty with any equipment.

### BULLETIN BOARDS

The County maintains bulletin boards to communicate information to employees and to post notices required by law. These bulletin boards are for the posting of County information and notices only, and only persons designated by **[**the County Clerk**]** may place notices on or take down material from the bulletin boards. The unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other County property is prohibited.

### SOLICITATION AND DISTRIBUTION

The County strives to establish a work environment that is productive and without undue disruptions to the workday. Therefore, soliciting of one employee by another, or collecting from one employee by another, is prohibited while either employee is on work time. Distributing literature and circulating petitions during work time or in work areas at any time is also prohibited. Finally, soliciting or distributing by anyone not employed by the County is prohibited on County premises.

### CONSERVATION

Employees are expected to use and maintain all supplies and equipment in a conservative and non-wasteful manner. Where applicable, this includes turning off lights and turning down thermostats at the end of each workday. Excessive and unnecessary use of supplies and equipment is to be avoided. Any employee taking supplies or equipment for his or her own use will be subject to discipline, up to and including immediate termination.

# PROBLEM SOLVING PROCEDURE

Misunderstandings, conflicts or other problems can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most problems resolve themselves naturally. However, if a situation persists that any employee believes is detrimental to the employee, co-employees, citizens, or to the County generally, the employee is encouraged to follow the following procedure for bringing the problem to the attention of appropriate County management.

**Step One**: Discussing the problem with the direct supervisor is encouraged as a Step One. In most instances, the direct supervisor is the person best able to address and correct workplace problems. However, if an employee does not believe a discussion with the direct supervisor is appropriate or would not otherwise adequately address the problem, the employee may proceed directly to Step Two.

**Step Two:** If the employee is not satisfied with his/her direct supervisor’s response to the problem and wishes to pursue the problem further (or if engaging in Step One is not appropriate), the employee may, within five (5) working days after the direct supervisor’s response to the problem, seek further review. The employee seeking review shall prepare a written summary of the problem and adequately explain why the direct supervisor’s response was not acceptable (or specifically why the employee did not utilize Step One). This summary must be submitted to the department head for his/her review within the five (5) day time limit. If the department head is the direct supervisor, the employee may submit his/her written summary to the Board Chairperson for Board review.

After a full examination of the facts, which may include a review of the written summary of the employee’s problem, discussions with the individuals involved, and/or further investigation as deemed necessary by the reviewer, the reviewer will normally advise the employee of his/her/its decision within fifteen (15) working days after receipt of the employee’s written summary. That decision may be to refer the problem to the direct supervisor, should the reviewer determine that the employee’s failure to utilize Step One was not justified under the relevant circumstances. The Step Two reviewer’s decision shall be final and binding.

The County will not tolerate any form of retaliation against employees who use this procedure in good faith to bring bona fide problems to the attention of appropriate County management.

*NOTE: This procedure is not intended to be used to report suspected workplace harassment or discrimination. See the County’s Productive Working Environment (Sexual and Other Harassment) and Equal Employment Opportunity policies and follow the reporting procedures described therein.*

The problem-solving procedure is an optional procedure. As such it is not intended, nor may it be construed to, alter the at-will nature of County employment, or to prevent, limit, or delay the County from taking such disciplinary action against any employee as the County deems necessary, up to and including termination, in circumstances, such as those involving problems of overall performance, conduct, attitude, or demeanor. Finally, this procedure is not intended to create, nor may it be construed to create, any interest in continued County employment, nor does it create or otherwise confer to employees any substantive or procedural due process rights.

### RECEIPT FOR EMPLOYEE HANDBOOK AND ACKNOWLEDGMENT

I hereby acknowledge the receipt of the Chase County Employee Handbook adopted effective January 14, 2019.

I have read and understand the guidelines, policies and procedures presented in the Handbook, including but not limited to the County’s policy on Equal Employment Opportunity and Productive Working Environment (Sexual and other Harassment) and the procedures for reporting suspected violations of these policies.

I realize that this Handbook is only a notification of the County’s guidelines, policies, and procedures. As such, I also understand that this Handbook is not intended to create any contractual rights in favor of the County or me. I also understand that it is not to be construed as a guarantee of employment for any specific period of time, for any specific type of work, or for any specific term. I understand and agree that my employment is “at will” and may be terminated at any time by either the County or me, with or without cause, and with or without notice, although I understand that the County would appreciate two (2) weeks’ prior notice of the intent to resign.

I acknowledge my responsibility to become familiar with the terms of this Handbook, and further acknowledge that the County may change the terms of this Handbook without notice, and at any time, and from time to time, and that any written notices of changes furnished to me should be kept with this Handbook as a record of current guidelines, policies, and procedures until a revised Handbook is issued.

I have reviewed and read the Employee Handbook of Chase County. I acknowledge that I understand its contents and agree to abide by the present and future policies and rules stated and described in the Handbook.

**Confidential Information**

I am aware that during the course of my employment confidential information may be made available to me; for instance, tax information, bid information, arrest records, personnel information, and other information. I understand that this information is confidential and must not be given out or used outside of Chase County's premises or with non-Chase County employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or against Chase County. I also understand that there is an open records policy and procedure that I should be aware of and follow in the distribution of information.

**Drug or Alcohol Testing**

I acknowledge and consent to random, unannounced drug or alcohol testing if my position falls into either that category of employee, or if I am involved in an incident or accident, or if I appear to be under the influence of drugs or alcohol at work.

**Sexual Harassment/Harassment Policy**

I acknowledge that I have read the sexual harassment/harassment policy and will bring to the appropriate party’s attention all issues involving harassment. I further acknowledge that I understand my rights in bringing issues forward and will use those avenues if an issue arises.

**Conflict of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Chase County's business dealings. A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of County Commission as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Chase County does business, but also when an employee or relative receives any special consideration as a result of any transaction or business dealings involving Chase County.

**EMPLOYEE'S NAME (printed):**

**EMPLOYEE'S SIGNATURE:**

**Date:**

***Signed original to be placed in employee’s personnel file***

# EXHIBIT A: FAMILY AND MEDICAL LEAVE POLICY

It is the policy of the County to grant eligible employees extended leaves of absence under certain circumstances covered by the federal Family and Medical Leave Act of 1993 (“FMLA”). The County complies with all applicable requirements of the FMLA. Nothing in this policy provides employees with any greater rights or protections than those provided by the FMLA, or limits or waives the County’s rights or employees’ obligations under the FMLA.

 **Eligibility Requirements***:* Employees generally are eligible for FMLA leave if they have worked for the County for at least 12 months (need not be consecutive), for at least 1,250 hours over the 12-month period immediately preceding the commencement of leave, and work at a County facility with at least 50 employees within 75 miles of that facility.

 **Basic Leave Entitlement:** An eligible employee may be granted leave for up to 12 weeks of unpaid, job-protected leave during any 12-month period, based on a “rolling” 12-month period measured backward from the date an FMLA leave is to commence, for any of the following reasons:

* Birth of a child and to care for the newborn child;
* Placement of a child with the employee for adoption or foster care;
* To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
* For a serious health condition that makes the employee unable to perform the essential functions of the employee’s job, including incapacity due to pregnancy, prenatal medical care, or child birth.

An employee’s entitlement to leave for the birth or placement for adoption or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement. If two employees are married, they are entitled to a collective total of 12 weeks of leave for the birth or placement of a child, rather than 12 weeks each.

 **Definition of Serious Health Condition:** A serious health condition for which leave is available as described above 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 the employee from performing the functions of the employee’s 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 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 Family Leave Entitlement:** There are two types of military family leave-

* *Qualifying Exigency Leave*. An eligible employee may utilize up to 12 weeks of leave in a rolling 12-month period to assist a spouse, son or daughter, or parent who is in any of the armed services who is on, or has been called to, active military duty in any foreign country with certain “qualifying exigencies” relating to the active duty or call to active duty. Qualifying exigencies include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
* *Military Caregiver Leave*. An eligible employee who is the spouse, son or daughter, parent, or next of kin of a “covered service member”2[[1]](#footnote-1) is permitted to take up to 26 weeks of unpaid, job-protected military caregiver leave in order to care for a covered service member with a “serious injury or illness.”3[[2]](#footnote-2)

 **Use of Leave:** If leave is being taken due to the serious health condition of the employee, to care for a covered family member with a serious health condition, or to care for a covered family member who has sustained a serious injury or illness in the line of military duty, the leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make a reasonable effort to schedule leave for planned medical treatment so as not to unduly disrupt the County’s operations.

If leave is being taken due to a “qualifying exigency,” the leave may be taken intermittently as required to take care of the “qualifying exigency.”

If leave is being taken due to the care of a newborn child or the care of a child placed for adoption or foster care, the leave cannot be taken intermittently or on a reduced leave schedule unless the County agrees.

The County reserves the right to temporarily transfer an employee who requests intermittent leave or a reduced leave schedule in order to receive planned medical treatment to an alternative position with equivalent pay and benefits if the alternative position better accommodates the County’s needs and the employee’s need for leave for planned medical treatment.

 **Substitution of Paid Leave for Unpaid Leave:** While FMLA leave is unpaid, the County requires employees to use up all available accumulated paid time off, including vacation and sick leave, while taking FMLA leave. The paid leave will run concurrently with the FMLA leave. Once all accumulated paid leave has been used, any remaining FMLA leave will be unpaid. The entire leave period (both paid and unpaid) will be counted towards the employee’s FMLA entitlement.

 **Employee Responsibilities:** Employees must provide at least 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County’s normal absence reporting procedures.

Employees 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 whether the employee is unable to perform job functions, the 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. Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees may be required to provide a certification and periodic recertification supporting the need for leave.

 **Certification:** If an employee requests leave due to his or her own serious health condition, or to care for a family member with a serious health condition, the County, in its discretion, may require a certification issued by the employee’s or family member’s health care provider.

If an employee requests leave because of a qualifying exigency, the County, in its discretion, may require a certification from the employee to support the request for leave.

If an employee requests leave to care for a covered service member rendered injured or seriously ill in the line of active military duty, the County, in its discretion, may require a certification completed by an authorized health care provider of the covered service member or an authorized representative of the Department of Defense.

When FMLA leave is occasioned by the employee’s own serious health condition, the County requires, in the case of any leave of three (3) or more consecutive days, a certification from the employee’s health care provider that the employee is able to resume work.

Medical certifications will be kept confidential in accordance with applicable law.

**County Responsibilities:** The County must inform an employee requesting leave whether he or she is eligible under the FMLA. If the employee is eligible, the notice must specify any additional information required, as well as the employee’s rights and responsibilities. If the employee is not eligible, the County must provide a reason for the ineligibility.

The County must inform an employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the County determines that the leave is not FMLA-protected, it must notify the employee.

 **Benefits and Protections:** During FMLA leave, the County must maintain the employee’s health coverage under any group health plan on the same terms as if the employee had continued to work.

During FMLA leave, life insurance, disability insurance, and other types of benefits for which the employee typically pays will be treated in accordance with the County’s established policies and practices for such benefits for other instances of similar leave.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, if an employee would not otherwise have been employed at the time reinstatement is requested, such as because of a layoff, the County is not obligated to reinstate the employee. The County may also deny job restoration to a “key employee” if necessary to prevent substantial and grievous economic injury to the County’s operations.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave. However, an employee is not entitled to accrue additional benefits or seniority during the period of time the employee is on unpaid leave.

 **Failure to Return to Work:** If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of such leave, the employee may be considered to have voluntarily terminated employment. The County may seek reimbursement from the employee for any of its costs of insurance premiums during the employee’s unpaid leave, unless the employee’s reason for not returning to work is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to FMLA leave; the continuation, recurrence, or onset of a covered service member’s serious injury or illness that would entitle the employee to FMLA leave; or other circumstances beyond the employee’s control.

 **Fraudulent Request or Use of FMLA Leave:** If an employee fraudulently requests or obtains FMLA leave, the employee is not protected by the FMLA’s job restoration or maintenance of health benefits provisions. An employee who fraudulently requests or obtains FMLA leave is subject to disciplinary action, up to and including termination.

**Unlawful Acts and Enforcement:** The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The 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.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

# EXHIBIT B: REQUEST FOR SPECIAL LEAVE OF ABSENCE

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Employee Name: Job Title:**

**Department:**

**Date:**

**I hereby request a special leave of absence for the period to , and for the following reason(s):**

I understand that all of my accumulated vacation, sick leave and or personal leave days must have first been exhausted prior to the date of the requested special leave. I also understand that no vacation, personal leave or sick leave will be accumulated during any granted special leave of absence.

**Employee Signature**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* The request for leave of absence is approved this \_\_\_\_ day of \_\_\_\_,

**Signature of Department Head**

**Signature for Board of County Commissioners**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

# EXHIBIT C: DISCRIMINATION/ HARASSMENT REPORT FORM

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Attach as many additional sheets as necessary in order to make a complete report.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SHIFT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_\_\_\_\_\_

1. Describe the incident(s).
2. List all those involved in the incidents?
3. List any witnesses to the incident(s).
4. Where did the incident(s) take place?
5. Identify the date(s) and time(s) that the incident(s) occurred:

*EXHIBIT C-*DISCRIMINATION/HARASSMENT REPORT FORM (page 2)

I hereby affirm that I have, on the prior page and any attached pages, accurately and completely described all of the incident(s) and related information that serve as the basis of this report of suspected discrimination and/or harassment. I acknowledge and understand that the County will conduct an investigation of this report and that County representatives may need to disclose the contents of this report to appropriate third persons in order to conduct an appropriate investigation.

**Employee Signature**

**Date:**

**Witness:**

1. A “covered service member” is: (1) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a “serious injury or illness”; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy, for a “serious injury or illness” and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy. [↑](#footnote-ref-1)
2. A “serious injury or illness” means: (1) in the case of a current member of the Armed forces, an injury or illness that was incurred in the line of duty while on active duty (or that existed before the beginning of the active duty and was aggravated by service in the line of duty while on active duty) and that may render the member medically unfit to perform the duties of his/her office, grade, rank, or rating; and (2) in the case of a veteran, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in the line of duty while on active duty (or that existed before the beginning of the member’s active duty and was aggravated by service in the line of duty while on active duty) and that manifested itself before or after the member became a veteran. [↑](#footnote-ref-2)