

# **CLOUD COUNTY**

## **EMPLOYEE HANDBOOK**

**Revised**

**June 2011  
(updated 12/2016)**

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## Notice

This Employee Manual will provide answers to most of the questions you may have about Cloud County's policies, procedures and benefits. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss the matter with the County Clerk's office or your supervisor. The Employee Manual does not cover every situation that might arise.

**The policies in this Employee Manual are guidelines for the workplace, but do not create any contractual rights to, or property interests in, continued employment.**

Each department may formulate in writing, policies, procedures and regulations for conduct of its operations, such as, but not limited to, safety or other operational procedures. While such policies, procedures, or regulations should not conflict with this Employee Manual, there may be exceptions to this general statement for the departments headed by elected officials under applicable law.

This Employee Manual supersedes all previous statements of policy and procedure and in cases of a conflict between department regulations, policies, or procedures, this Employee Manual prevails, except as noted above for elected officials.

Cloud County, at its option, may change, delete, suspend or discontinue any part or parts of the policies in the Employee Manual at any time without prior notice. Any such actions shall apply to existing as well as to future employees.

No one other than the Board of County Commissioners may alter or modify any of the policies in this Employee Manual. Any alterations or modification of the policies in this Employee Manual must be in writing.

**No statement or promise by a supervisor or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee for employment for a specified term, or create other contractual rights, or an expectation of, or a property interest in, continued employment.**

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

# **Employment Policies**

## **At-Will Employment**

**Your employment with Cloud County is at-will. This means that neither you nor Cloud County has entered into a contract regarding the duration of your employment. You have no expectation of continued County employment, nor does this Manual create any property interest in County employment. You are free to terminate your employment with Cloud County at any time, with or without reason. Likewise, Cloud County has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Cloud County.**

## **Equal Employment Opportunity**

Cloud County is an equal employment opportunity employer. It is the policy of Cloud County to provide equal employment opportunity to all employees or applicants for employment based on ability and County needs, and without unlawful discrimination based on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, physical or mental disability, genetic information, marital status, veteran status, political affiliation, or any personal characteristic protected by law.

Any employee who believes he or she (or other employee(s)) is being unlawfully discriminated against must report it to the employee's immediate supervisor or other County official as described in the Anti-Harassment Policy.

Department heads or supervisors are primarily responsible for seeing that Cloud County's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including department heads or supervisors, involved in unlawful discriminatory practices will be subject to disciplinary action up to and including termination.

## **Accommodation of Disabilities**

Cloud County will attempt to make reasonable accommodation(s) to assist otherwise qualified employees perform the essential functions of their jobs provided that any such accommodations do not impose an undue hardship on Cloud County. Any employee who believes a reasonable accommodation is needed must contact his or her immediate supervisor, the county clerk or county attorney



## **Residency Requirement**

All full-time employees of the Sheriff's Department and Emergency Preparedness shall reside in Cloud County in order to be eligible for employment. New employees may be given up to six (6) months following hiring to move to Cloud County. Failure to secure Cloud County residency may result in termination.

## **Driver's License and Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid Kansas driver's license and a driving record acceptable to Cloud County's insurer. You may be asked to submit a copy of your driving record to Cloud County from time to time. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.

Newly hired full time-time employees for Cloud County, for which CDL's are required, shall be given a maximum of six months from date of hire to obtain the license if they do not already have the license.

## **Health Examinations**

Cloud County reserves the right to require an employee's participation in a job-related health examination to determine the employee's ability to perform essential job functions. The County shall pay for such health examinations.

## **Outside Employment**

Employees may not take an outside job, either for pay or as a donation of personal time, with another government jurisdiction; nor may they do work on their own if it competes in any way with the services Cloud County provides. If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, Cloud County would like to know about it. Before engaging in any outside employment, you must discuss the matter with your supervisor. No employee may work at any second job while on County time. If a second job interferes with your performance as a County employee, you may be asked to give up the second job or be terminated from County employment.

## **References**

It is the policy of Cloud County to limit the type and amount of employment information which can be obtained about present and past employees of the County. All such requests must be referred to the County Clerk's office for response.

## **New Employee Orientation**

All newly hired employees are required to complete employment paperwork; read the Cloud County Employee Manual and sign the Employee Manual receipt before beginning work. Your supervisor will provide information specific to your department, introduce you to your co-workers, and show you the work area layout.

Other information which may be provided during the orientation may include:

1. County organization chart and department functions;
2. Map of the County;
3. Key terms unique to the County;
4. Copy of Employee Manual and other County pamphlets;
5. Benefit handout;
6. Detailed outline of emergency and accident-prevention procedures;
7. Telephone numbers and locations of key personnel and operation;
8. Safety requirements and accident procedures.

## **County Office Hours**

Your particular hours of work and the scheduling of your meal period will be determined and assigned by your supervisor. Some full-time employees are assigned to work a forty-hour (40) workweek and some are assigned to a 37.5-hour workweek. (See department policy for any exceptions to this guideline, for example, the Sheriff's department.) All hourly paid employees will ordinarily be given a thirty (30) minute to one (1) hour unpaid meal break and one or more paid work breaks, all depending on staffing needs. Should you have any questions concerning your work schedule, please ask your supervisor.

Courthouse regular operating hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. The normal workweek consists of five (5) days, each seven and ½ (7 ½) hours long.

## **Attendance**

Cloud County expects you to be ready to work at the beginning of your assigned daily work hours and to reasonably complete your projects by the end of your assigned work hours. Please let your supervisor know if you will be away from your workstation for a period of time and when you expect to return.

## **Absence or Lateness**

From time to time, it may be necessary for you to be absent from work. Cloud County is aware that emergencies, illness, or pressing personal business that cannot be scheduled outside your work hours may arise. Leave days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor by filling out the leave request form.

When you call to inform Cloud County of an unexpected absence or late arrival, ask for your supervisor. If you will be arriving to work late, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency, or for some other reason, be sure to have someone call for you.

Absence from work for three (3) consecutive days without notifying your supervisor or County representative will be considered a voluntary resignation.

If you are absent because of an illness or injury for three (3) or more successive days, your supervisor may request that you submit written documentation from your health care provider confirming that the absence was for illness or injury and stating you are able to resume normal work duties (or indicating any limitations) before you will be allowed to return to work. If you are absent fourteen (14) or more calendar days because of an illness or injury, you may be eligible for the County's short-term disability program. A pattern of absenteeism may result in disciplinary action, up to and including termination. Excessive lateness or leaving early will be considered a pattern of absenteeism and subject to discipline, up to and including termination.

Your supervisor will make a note of any absence or lateness, and the reasons, in your personnel file.

## **Meal and Break Periods**

Full-time hourly employees will ordinarily be given up to two (2) fifteen (15) minute paid breaks each workday, subject to staffing needs. One break will be prior to your meal period and one after your meal period. These breaks are usually scheduled by your supervisor. If you work in a department where breaks are not directly assigned, coordinate with your co-workers to maintain adequate coverage at all times.

If you work longer than four (4) hours, you will be given an unpaid meal period to be taken in the break room facility or other location, but not at your desk. The time when meal periods are scheduled varies among departments, depending on the staffing needs of each department. You may perform work during your regularly scheduled meal period only under rare circumstances and only if approved in advance by your supervisor. If your meal period is interrupted due to departmental needs, inform your supervisor, in which case you will be paid for the meal period or be given an additional meal period. It is important to return to work on time at the end of your meal period.

## **Break Room Facility**

For your convenience and comfort, meal/break rooms may be provided in various County buildings. These areas are for the use of all employees. It is your responsibility to do your share in keeping the facilities clean and sanitary.

Label your food with your name and date and use containers with reliable seals. Food stored in the refrigerator for a period of more than ten (10) days will be disposed of.

## **Severe Weather and Emergency Conditions**

In the event of severe weather conditions or other emergencies, the Board of County Commissioners may decide to close County offices. Such announcements will be made prior to the beginning of the work day, if possible. Hourly employees will not be paid for such days unless they use available paid leave time. If your supervisor asks that you remain at work to complete assigned work duties when offices have been closed because of severe weather or other emergency, or if you are required to come in to work when offices have been closed, you will be paid at one and one-half times your regular hourly rate of pay. If you come in to work or remain at work without prior authorization, you will not be paid unless you use available paid leave time.

## **Termination of Your Employment**

Cloud County will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from Cloud County, verbally or in writing, to the department head or your immediate supervisor.
2. Fail to return from an approved leave of absence on the date specified by Cloud County.
3. Fail to report to work or call in for three (3) consecutive workdays.

You may be terminated for such things as poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Cloud County policies. However, your employment is at-will, and both you and Cloud County have the right to terminate your employment for any or no reason at all.

## **Confidential Information**

Upon accepting employment with Cloud County, you were required to sign an acknowledgment form which provides that you will not improperly disclose or use any Cloud County confidential information, except as authorized by the County, during or after

your employment. Your employment with Cloud County assumes an obligation to maintain confidentiality, even after you leave Cloud County's employment.

If someone outside County employment or outside your department questions you or requests information and you are concerned about the propriety of giving out such information, you are not required to answer or provide such information. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to remove or make copies of any Cloud County records, reports or documents without prior supervisory approval. Unauthorized disclosure or use of confidential information could lead to termination, as well as possible legal action. There is an open records policy and procedure for all employees to follow. Consult with your supervisor or department head for records policy and procedures specific to your department.

## **Citizen Relations**

The success of Cloud County depends upon the quality of the relationships between Cloud County, our employees, citizens, suppliers and the general public. The people who serve them form our citizens' impression of Cloud County. You are Cloud County's ambassador. The more goodwill you promote, the more our citizens will respect and appreciate you, Cloud County and Cloud County's services.

Listed below are several things you can do to help give citizens a good impression of Cloud County. These are the building blocks for our continued success.

- Act competently and deal with citizens in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees at all times.
- Follow up on requests and questions promptly and provide businesslike replies to inquiries and requests and perform all duties in an orderly manner.
- Take great pride in your work and enjoy doing your very best.
- When greeting citizens on the telephone or in person, do so promptly, courteously, and professionally.

## **Unacceptable Activities**

By accepting employment with Cloud County, you have a responsibility to Cloud County and to your fellow employees to adhere to certain rules of behavior and conduct. Cloud County expects each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment. Either you or Cloud County may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any Cloud County rule; any action that is detrimental to Cloud County's efforts to operate efficiently.
2. Violation of security or safety rules or failure to observe safety rules or Cloud County safety practices; failure to wear required safety equipment; tampering with Cloud County equipment or safety equipment.
3. Negligence or any careless action which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; unauthorized use, possession, or sale of a controlled substance or other intoxicating substance in any quantity while on Cloud County premises, at work or engaged in County business, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession and/or use of firearms, weapons or explosives on Cloud County property, while on duty, or engaged in County business, or off duty.
6. Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on Cloud County premises or when representing Cloud County; fighting, or provoking a fight on Cloud County property or when representing Cloud County.
7. Insubordination or refusing to obey reasonable instructions issued by your department head or supervisor pertaining to your work or conduct while on the job; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees on or off County premises at any time.
9. Interfering with County operations; causing the destruction or damage of Cloud County property, or the property of fellow employees, citizens, suppliers, or visitors.
10. Theft or unauthorized possession of Cloud County property or the property of fellow employees; unauthorized possession or removal of any Cloud County property, including documents, from the premises without prior permission from the department head; unauthorized use of Cloud County equipment or property for personal reasons; using Cloud County equipment for profit.
11. Dishonesty, falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a

- leave of absence or other data requested by Cloud County; alteration of Cloud County records or other Cloud County documents.
12. Unauthorized use or disclosure of confidential Cloud County information; or breach of confidentiality of personnel information.
  13. Spreading gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
  14. Immoral conduct or indecency on Cloud County property or work sites while on duty or representing Cloud County.
  15. Conducting a lottery or gambling on Cloud County premises while on duty or representing Cloud County.
  16. Unsatisfactory or careless work, including failure to meet production or quality standards as explained to you by your supervisor.
  17. Any act of unlawful discrimination; any act of harassment, sexual, racial or other, whether or not unlawful.
  18. Leaving or stopping work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor.
  19. Sleeping or loitering during working hours.
  20. Excessive use of Cloud County telephones for personal calls.
  21. Smoking in restricted areas or at non-designated times, as specified by department rules.
  22. Creating or contributing to unsanitary conditions.
  23. Posting, removing or altering notices on bulletin boards on Cloud County property without the permission of the County Clerk..
  24. Failure to report an absence or late arrival, pattern of absences or lateness.
  25. Obscene or abusive language toward any department head or supervisor, employee or citizen; indifference or rudeness towards a citizen or fellow employee; or any disorderly/antagonistic conduct on Cloud County premises or job site while on duty or representing Cloud County.
  26. Speeding or careless driving of Cloud County vehicles.
  27. Failure to immediately report damage to or an accident involving Cloud County equipment.

28. Soliciting during working hours and/or in working areas, which may include selling merchandise or collecting funds of any kind for charity or other interest without prior supervisory authorization during work hours, or at a time or place that interferes with the work of another employee.
29. Failure to use your time sheet; alteration of your own time sheet or records or attendance documents; punching or altering another employee's time sheet or records; allowing someone to alter your time sheet or records.
30. Any disorderly conduct or acts which may endanger any person or property while engaged in County business.
31. Conduct which the County believes will reflect adversely on the employee or the County.

## **Disciplinary Action Guidelines**

These Disciplinary Action Guidelines generally apply to all employees and pertain to matters of conduct as well as employee performance. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed without resorting to the steps set forth in these Guidelines.

Under normal circumstances, the department head or supervisor will follow the procedure outlined below. There may be situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the County may decide to repeat a disciplinary step. Furthermore, elected officials may, but are not required, to utilize these Guidelines or the following procedures.

### *Discipline Procedure*

To insure that Cloud County business is conducted properly and efficiently, employees must conform to certain standards of attendance, conduct, work performance and other work rules and regulations as set forth in this Manual or as instructed by their department heads or other supervisor. Unacceptable behavior which does not lead to immediate dismissal may be, but is not required to be, dealt with in the following manner.

#### *Step One: Oral Reminder*

Your supervisor will meet with you to discuss the problem or violations, making sure that you understand the nature of the problem or violation, the expected remedy and the period in which improvement is expected. The purpose of this conversation is to remind you of exactly what the policy or performance expectation is, and also to remind you that it is your responsibility to meet Cloud County's expectations.

Your supervisor will fully document the Oral Reminder. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel records unless another disciplinary event occurs.



### *Step Two: Written Warning*

If your performance does not improve to the expected level of performance, as explained by your supervisor, and within the period specified by the supervisor, or if you are again in violation of policies or performance expectations, your supervisor will discuss the problems with you, emphasizing the seriousness of the issue and the need for you to remedy the problem **immediately**. Your supervisor will write a memo to you summarizing the discussion and the remedy required. A copy of the memo will be placed in your personnel file.

### *Step Three: Termination*

Unimproved conduct or performance after the first two steps will result in immediate termination.

Having this discipline procedure is not a guarantee of its use. Cloud County reserves the right to terminate employment at any time, with or without reason.

## **Unpaid Crisis Suspension**

If you are suspected of any of the actions listed below, or any other similarly serious action not specified, you may be suspended without pay pending an investigation of the situation. If confirmed, you may be terminated without any previous disciplinary action having been taken against you.

1. Theft.
2. Falsification of Cloud County's records.
3. Failure to follow safety practices.
4. Breach of Confidentiality.
5. Threat or act of bodily harm.
6. Willful or negligent destruction of property including equipment, computers, files, records, etc.
7. Unauthorized use and/or possession of intoxicants, drugs, or narcotics.

## **Problem Solving**

Employees should discuss their employment-related problems with their supervisors in order to find mutually satisfactory solutions as soon as possible. Employees who use the following procedure in good faith may do so without fear of retaliation. This problem solving procedure does not apply to employment termination decisions.

### *Problem Solving Procedure*

1. Step One. The employee should discuss the problem with his/her immediate supervisor and suggest a resolution(s) to the problem. While not required, the employee is encouraged to present the problem and his/her suggested resolutions to the supervisor in writing. The supervisor should consider the problem and the employee's suggested resolutions, indicate his/her agreement or disagreement that there is a problem and if so, his/her agreement or disagreement with the employee's suggestions, and, in the later case, offer an alternative resolution(s). The employee and supervisor are expected to attempt to amicably arrive at an acceptable resolution of the problem, consistent with applicable policies and procedures.

2. Step Two. If the employee and supervisor do not arrive at an acceptable resolution of the problem after a reasonable attempt to do so, the employee may submit a written description of the problem and the attempts made to resolve it to the appropriate department head for consideration. The department head may confer with the employee, the supervisor and/or other employees as the department head deems necessary. The department head will suggest a resolution(s) to the problem in writing within a reasonable period of time, ordinarily within 10 working days after receiving the written description of the problem. Unless the employee utilizes Step Three within five working days after receipt of the department head's suggestion, that suggestion will be followed to resolve the problem.

3. Step Three. If the department head's suggestion is not acceptable to the employee, he/she may submit to the County Clerk a copy of the written description of the problem, the department head's suggestion for resolution and a written description of why the employee is not willing to accept the department head's suggestion. The County Clerk will submit these documents to the Board of County Commissioners. The Board has the sole discretion whether, how and when, to further consider the matter or it may summarily adopt the suggestion of the department head. The Board will typically inform the employee of its resolution of the problem in writing with a copy to the department head. The Board's decision is final.

### *Limitations*

The availability of this problem solving procedure does not, nor is it intended to, create any property interest in continued County employment or in the use of the procedure. Use of this procedure will not delay any previously determined non-retaliatory disciplinary action.

## **Employment Classifications**

At the time you are hired, you are classified as full-time, part-time, or seasonal. In addition, you are classified as either “non-exempt” (eligible for overtime) or “exempt” (not eligible for overtime) as described below. Policies described in this Employee Manual and communicated by Cloud County apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “non-exempt” employees and officials. If you are unsure of which job classification your position fits into, please ask your supervisor or the County Clerk.

### **Full-time Employees**

An employee who is regularly scheduled to work at least 37.5 hours or 40 hours per week (depending upon the department) is considered a full-time employee.

Unless otherwise specified, the benefits described in this Employee Manual apply only to full-time employees.

If you are a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

### **Part-time Employees**

An employee who is regularly scheduled to work less than 37.5 or 40 hours per week (depending on the department) is considered a part-time employee. If you are a part-time employee, you are only eligible for the benefits specifically described in this Employee Manual, or to the extent required by applicable law.

### **Regular Employees**

Employees hired to work on a regular basis for an indefinite period of time are classified as “regular” employees. Such employees may be either full- or part-time.

### **Temporary Employees**

From time to time, Cloud County may hire employees for limited periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration. Seasonal employees, interns and other short-term employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the originally anticipated period.

Temporary employees are not eligible for benefits, except to the extent required by applicable law. Those temporary employees classified as “non-exempt” (see the section titled “Non-Exempt and Exempt Employees” below) who work more than forty (40) hours during any workweek will receive overtime pay.

## **Non-Exempt and Exempt Employees**

Employees in certain types of jobs and who are normally paid by the hour are entitled to overtime pay at one and a half times their regular rate of pay for all hours worked in excess of forty (40) hours in the County’s seven (7) day work week. These employees are referred to as “non-exempt” in this Employee Manual. This means that they are not exempt from (and therefore will receive) overtime pay.

Note: See Wage and Salary Policies in the section of this Employee Manual titled “Compensation” for a full description of overtime payment policies.

Exempt employees are elected officials, certain department heads and others who are normally paid on a salary basis and whose duties and responsibilities are such that they are “exempt” from (and do not receive) overtime pay. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

## **Personnel Records and Administration**

The task of handling personnel records and related personnel administration functions at Cloud County has been assigned to the County Clerk. Questions regarding insurance, wages, and interpretation of policies may be directed to the County Clerk.

### **Personnel Files**

Keeping your personnel file information up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your supervisor and the County Clerk as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Beneficiaries
8. Driving record or status of driver's license, if you operate any Cloud County vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training certificates
12. Professional licenses

With any family status change, please notify your supervisor and the County Clerk as soon as possible for applicable benefit modifications. Failure to do so may result in additional expense to you or in legal action by your dependants or governmental agencies or their behalf.

You may see information which is kept in your own personnel file, if you wish, and you may request and receive copies of all documents you have signed. Please make arrangements with the County Clerk.

### **Medical Records**

Any medical records relating to you will be kept in a separate confidential file. Cloud County treats medical record information as confidential information and, except as authorized by law, does not use or disclose medical record information unless the employee has signed an authorization form permitting such other use or disclosure.

# **Compensation**

## **Compensation Philosophy**

It is Cloud County's philosophy to pay wages and salaries that are competitive, motivational, and equitable. The compensation program is intended to balance both employee and County needs.

## **Basis for Determining Pay**

Several factors may influence your rate of pay, including, the nature and scope of your job, what other employers pay their employees for comparable jobs, and what Cloud County pays its employees in comparable positions.

## **Payroll Workweek**

The County's payroll workweek is seven (7) days, beginning each Sunday at 12:01 a.m. and ending the following Saturday at 12:00 midnight.

## **Pay Cycle**

### *Bi-Weekly Pay Cycle*

Payday is normally on every other Monday for services performed during the two (2) week period ending the next prior Sunday at 12:00 midnight. This means there is a one week period between the end of a pay period and the payday for that pay period. The pay schedule is made up of twenty-six (26) pay periods per year. Whenever Cloud County holidays or closings interfere with the normal pay schedule, payday will be on the next regularly scheduled workday.

## **Pay Distribution**

Cloud County offers direct deposit of employee paychecks. If an employee chooses to participate, he or she must provide all required account information.

If an employee chooses not to participate in the direct deposit program, paychecks will be distributed by supervisors or mailed. Paychecks will not be delivered to another person unless an appropriate prior authorization is on file with the County Clerk.

## **Deductions from Paycheck**

Cloud County is required by law to make certain deductions from your paycheck. Among these are your federal, state and local income taxes and your contribution to Social Security. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the County Clerk. Only you may modify your W-4 form on the required form. Verbal or written instructions are not sufficient to modify withholding allowances. Other deductions from your paycheck may be authorized by you. The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Cloud County is ordered to make such deductions.

These deductions will be itemized on your check stub.

## **Error in Pay**

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell your supervisor and the County Clerk immediately to assure that any necessary correction is made promptly.

## **Overtime Pay**

Cloud County does not provide compensatory time in lieu of overtime pay. If you are a non-exempt employee, you are eligible to receive overtime pay of one and one-half (1-1/2) times your regular rate of pay (usually your hourly wage) for approved hours (by your supervisor) worked over forty (40) hours in one (1) workweek. For Sheriff's deputies and jailers, overtime will be paid at a rate of one and one-half (1-1/2) times the regular rate for every hour worked over 171 hours in a 28-day work period. If, during the workweek or 28-day work period, you are away from the job because of a job-related injury, paid holiday, jury duty, leave day, or paid sick time, those hours not worked (whether or not paid) will not be counted as hours worked for the purpose of computing overtime pay.

Please note if you are a non-exempt employee on an approved flexible work arrangement, overtime hours will be computed only on those hours worked in excess of a forty (40) hour workweek.

If you are a non-exempt employee and work for different county departments at differing wage rates or at differing work periods, overtime pay will be computed at the appropriate rate.

Your supervisor must approve all overtime hours in advance of working any overtime.

## **Work Performed on Cloud County Holidays** (updated 12/2016)

Full-time and part-time “non-exempt” employees that work on a holiday (or observed holiday) recognized by Cloud County as a paid holiday will be paid time and a half for hours worked (see page 28 for a list or recognized days). Employees may be paid time and half for hours worked January 1<sup>st</sup>, November 11<sup>th</sup>, July 4<sup>th</sup> or December 25<sup>th</sup> when they fall on Saturday or Sunday. Employees will not be paid time and half for the actual and observed days; with the exception of partial days. Employees that work a portion of an observed Cloud County Holiday and the actual holiday shall not be paid more than a total of 7 ½ hours (for 37 ½ hour work week employees) or 8 hours (for 40 hour work week employees) at time and a half.

Your supervisor must approve all time worked on a Holiday in advance of working.

## **Time Records** (updated 12/2016)

To assure that you are properly paid, the County must have accurate records of your working time. This is done by time cards and by time sheets.

You are responsible for accurately recording your time daily and signing your time sheet or time card. No one may record or certify hours worked on another’s timecard or time sheet. Tampering with another’s time record is cause for disciplinary action, up to and including termination, of both employees. In the event of an error in recording your time, please report the matter to your supervisor and the County Clerk immediately.

## **Court-Ordered Deductions (Garnishments)**

We hope you will manage your financial affairs so that we will not be obligated to make court-ordered deductions from your pay. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

## **Introductory Period**

Every full-time and part-time employee initially employed with the County, shall be in an Introductory Period for at least six (6) months. The Introductory Period permits department heads and supervisors to observe and evaluate the ability and willingness of employees to carry out the duties of the position and provides the employee the opportunity to determine that the position is a good match with his/her skills and goals.



## **Promotion and Transfer Policy**

Cloud County encourages its employees to advance their careers with the County by seeking promotion or transfer to open jobs for which they are qualified. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months; and have the required education, training, and experience; and have a good County work record.

While it is our policy to advise employees about advancement opportunities, Cloud County will recruit outside its current work force for potential employees as it sees fit. Please submit your request for consideration for a specific position directly to your supervisor. You are encouraged to discuss any contemplated transfer with your current supervisor.

# **Separation from Employment**

## **Termination**

Employment with Cloud County is “at-will.” This means that neither you nor Cloud County has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Cloud County at any time, with or without reason. Likewise, Cloud County has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason.

## **Resignation / Final Pay** (updated 9/2015)

An employee who wishes to resign voluntarily shall submit a letter of resignation to his/her department head/supervisor two (2) weeks prior to the effective date. The resignation should be in writing, signed, and dated. The original resignation will be forwarded to the County Clerk for inclusion in the employee’s personnel file. The employee will be compensated at his/her hourly rate for all hours worked on the next regular payroll date. The employee will be compensated at his/her hourly rate for all accrued but unused leave days following the aforementioned payroll date. In order to receive payment for accrued but unused leave upon separation, proper notice must be given. Proper notice is defined as ten business days.

## **County Property**

Any Cloud County property issued to you, including but not limited to, the Employee Manual, computer equipment, keys, parking passes, tools, cell phone or Cloud County credit card, must be returned to Cloud County at the time of your termination. You will be responsible for any lost or damaged items.

## **Insurance Conversion/Continuation**

In the event your employment with Cloud County ends (or you or dependents otherwise lose coverage due to a qualifying event), you will receive information about whether you and your dependents can continue coverage under County insurance plans, as provided by the plans and/or applicable law.

Consult the County Clerk for additional details.

## **Exit Interviews**

An exit interview with the County Clerk and/or the Department Head is required for all terminated employees. The County would appreciate hearing your reasons for leaving and any other impressions that you may have about Cloud County. During the exit interview, you can provide insights into areas for improvement that Cloud County can make.

## **Former Employees**

Depending on the circumstances, Cloud County may consider a former employee for re-employment. Such applicants are subject to Cloud County's usual pre-employment procedures.

# **Benefits**

## **Benefits Policy**

Cloud County provides a comprehensive benefits program for eligible employees. The benefits program represents a very large investment by Cloud County.

Cloud County will periodically review the benefits program and will make modifications when appropriate. Cloud County reserves the right to modify, add or delete the benefits offered at any time.

## **Anniversary Date**

The first day you report to work is your “official” anniversary date. Your anniversary date is often used to determine your eligibility for County and certain legally required benefits.

## **Eligibility for Benefits**

If you are a full-time employee, you are eligible for all of the benefits described in this Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Eligibility requirements and coverages available are listed in the benefit documents and summary plan descriptions.

If you are a part-time employee, you are eligible for only those benefits specifically required by law or specifically described in this Manual, and, subject to the requirements set forth by law or any applicable benefit plan or County policy.

Temporary employees are not eligible for benefits other than those specifically required by law.

# **Optional Benefits**

## **Group Health/Dental/Vision Insurance**

You become eligible for coverage the first day of the month following your date of hire. Upon enrolling, you will obtain information describing your benefits in detail.

Except as noted in other sections, the cost for employee coverage and dependent coverage(s) will be shared by the employee and the County as determined annually by the Board of County Commissioners.

Applicable employee contributions will be automatically deducted from your pay.

Employees who resign or are terminated lose coverage at the end of the month in which they leave the County's employment unless they elect to continue coverage as provided by law and/or the terms of plan documents.

### *Continuation of Coverage*

Federal law gives you and your dependents the right to continue your group health coverage should coverage be lost under certain circumstances. According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Cloud County, or other qualifying event that results in a loss of coverage under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense. In the event coverage is lost, you and/or your dependents will receive important information regarding COBRA rights. It is very important that all forms be completed and returned in a timely manner as instructed.

## **Deferred Compensation**

Eligible Cloud County employees may participate in a deferred compensation plan. Participation is voluntary, but the employee wishing to participate must sign a salary reduction agreement prior to earning the compensation which is deferred. Consult the County Clerk for additional details.

## **Flexible Benefits**

Eligible Cloud County employees may participate in a flexible benefits plan or "cafeteria plan." Employees may elect to have a portion of their wages redirected prior to the application of payroll taxes to purchase certain health care premiums or reimbursement of certain allowable expenses. A salary redirection agreement must be completed by the employee prior to earning the compensation which is redirected. Open enrollment for a flexible benefits program occurs once a year.

## **Cancer, Hospitalization, Intensive Care Insurance**

These are private insurance benefits that may be purchased by employees on an individual basis through payroll-deduction.

## **Group Term Life Insurance**

Group term life insurance is available through KPERS.

## **Required Benefits**

The following section discusses benefits which are provided by law.

### **Workers' Compensation**

All employees are entitled to workers' compensation insurance benefits. This insurance coverage is intended to protect you from economic hardship following a job-related injury or illness. This insurance is paid for by Cloud County and covers your medical bills and provides a portion of your income until you can return to work.

All job-related injuries or illnesses must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. If an employee is injured on the job and unable to return to work or to continue working on the day of the injury, the County will pay the injured employee for the remainder of the day of the injury without requiring the use of accumulated leave time.

Although Cloud County will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, workers' compensation payments for lost wages are not made for the first seven (7) days, unless lost time extends more than twenty-one (21) days.

Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must present a doctor's release or recommendation for conditions for return to work.

### **Unemployment Compensation**

Depending upon the circumstances, employees may be eligible for unemployment compensation insurance benefits upon termination of employment with Cloud County. The Kansas Department of Human Resources determines eligibility for Unemployment Compensation. Cloud County pays the entire cost of the insurance.

## **Social Security**

The United States government operates a system of mandated retirement and/or disability insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your wages to the trust fund from which benefits are paid. As your employer, Cloud County is required to deduct this amount from each paycheck you receive. In addition, Cloud County matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. You are encouraged to protect your Social Security record by ensuring that the name and Social Security number on your pay stub and W-2 form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration, 1-800-772-1213, or on-line at [www.ssa.gov](http://www.ssa.gov).

## **Retirement Plan (KPERs)**

Cloud County participates in the Kansas Public Employment Retirement System (KPERs). KPERs provides retirement benefits, long term disability benefits, and death benefits to members. All County employees who are employed in covered positions are, by law, required to become members of KPERs. Membership is automatic as of the first day of employment in a covered position.

The details regarding County and employee contributions, vesting, administration, investments and benefits will be provided to you.



## **Other Benefits**

In addition to the optional and required benefits described above, Cloud County may provide the benefits listed below.

### **Short Term Disability** (updated 8/2015)

Cloud County provides short term disability (STD) insurance for full time employees. To be eligible, an employee must be off work for a total of fourteen (14) calendar days and must be under a doctor's care. Benefits can continue for up to twenty-four (24) weeks at sixty-six and two-thirds percent (66 2/3%) of the employee's regular weekly wage. The employee must contact the County Clerk's office as soon as he or she becomes aware of the possibility of the need for the short term disability benefit. A doctor's statement of the necessity for STD is required and must be provided to the County Clerk. Either the insurance carrier or the County Clerk's office will make periodic contacts with the doctor and/or employee as to the condition of the employee and the necessity for continued STD. Any accumulated Extended Illness Leave time may be used on a one-to-one basis to supplement the STD benefit to 100 percent (100%) of the employee's regular weekly wage, i.e., one day of Extended Illness Leave will adjust one day of STD benefits.

### **Continuing Education**

Cloud County may arrange training programs that enable you to progress in the technical knowledge of your job. If you become aware of a particular seminar that you believe is appropriate for enhancing your skills (and/or those of other employees), bring it to the attention of your supervisor. Since these seminars are usually offered only at specified times within a geographical area, be sure to notify your supervisor as far in advance as possible of your desire to attend the seminar. Keep in mind your department's budget restrictions, as well as workloads, may have an impact on obtaining approval.

Reminder: If you are taking a pre-approved seminar that offers continuing education credit, be sure to give your supervisor a copy of the continuing education credit certificate (or other document) to include in your personnel file.

### **Uniform Allowance**

The County provides allowances for uniform upkeep, which will be paid monthly, and sidarm and boot repair, which will be paid at the end of each quarter, to certain full-time employees in the Sheriff's department. The allowance will be prorated for those leaving County employment. For specific dollar amount, contact the Sheriff or County Clerk for details.

# Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your supervisor or the County Clerk for further information.

## **Paid Leaves**

Cloud County offers eligible regular, full-time employees paid time off.

Leave time pay is figured using the employee's hourly or base salary rate of pay.

### **A. Holidays** (updated 8/2015)

#### *Recognized Holidays*

Regular, full-time employees are eligible for holiday pay after the first thirty (30) calendar days of full-time employment. Employees are paid for a regular workday, not to exceed eight (8) hours per day on the observed holiday. The following holidays are recognized by Cloud County as paid holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

#### *Holiday Policies*

If a holiday falls on Saturday, it will be observed by the County on Friday. If the holiday falls on Sunday, it will be observed by the County on Monday.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

If a holiday occurs during a scheduled paid leave, you will receive the holiday pay in lieu of paid leave.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

## **B. Paid Leave Time**

Paid Leave Time is a time for you to be absent from work for any reason including illness, but not for a job-related injury which is administered under the County's workers' compensation program. Paid Leave Time is not available for use until the employee has been employed with the County for one year.

Paid Leave Time accrues at the rate of one (1) day per month (either 7.5 or 8 hours, depending on department) for the first year. Following the first year of employment it accrues at the rate of one and one-half (1 ½) days per month (11.25 or 12 hours depending on the department).

The maximum Paid Leave that may be accrued is:

At 37.5 hours per week:	225 hours or 30 days
At 40 hours per week:	240 hours or 30 days

### *Leave Policies*

Cloud County will try to let you use your leave time as desired, but leaves cannot interfere with your department's operation. Therefore, your supervisor must approve your leave at least one (1) week in advance. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the leave time requested in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect Cloud County's operations. If any conflicts arise in leave requests, preference will be given to the employee with the longest length of continuous service.

Only accrued Paid Leave may be taken.

All Paid Leave must be taken in half-day increments, unless otherwise authorized in writing by the department head. Your supervisor must approve specific leave dates. You should make every effort to schedule doctor or other appointments after work hours or at the beginning or ending of the workday so that minimal interruption will occur to the work environment. Employees are not allowed to use unpaid leave for periods of less than three (3) days unless it is used in conjunction with Family and Medical Leave or some other specified type of leave.

If you are on an approved leave of absence for less than fifteen (15) calendar days, your Paid Time accrual will not be affected. If your approved leave of absence extends beyond fifteen (15) calendar days, Paid Leave Time will not accrue beyond the first fifteen (15) days.

If you have unused leave upon the termination of your employment with Cloud County and you have worked for the County for more than one (1) year, you will be paid for that unused leave at your regular hourly rate.

If you find it necessary to be absent for any reason, you must report to your department head or supervisor within sixty (60) minutes following the daily time for reporting to work; except in the case of public safety employees, such report shall be given in advance of the scheduled time for reporting to work. Paid leave shall not be granted unless such report has been made.

If on leave for reasons of sickness or injury, you must keep your department head informed daily of your condition. You will be required to submit a medical certificate for any absence of more than three (3) days' duration. Failure to fulfill these requirements may result in a denial of leave and can lead to disciplinary action.

In the event of an illness or injury that is covered by workers' compensation insurance, leave under this policy is not available.

The transferring of Paid Leave Time from one employee to another is not allowed.

### **C. Bereavement Leave** (updated 8/2015)

Up to four (4) working days of leave with pay (for a regular workday, not to exceed eight (8) hours per day & not charged to other leave time) may be granted to regular full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, grandparent, granddaughter, grandson, brother, sister, and any Great, Step, Half or In-law of the those or of the employee's spouse. Time can be used from the day of death through the day following the funeral service.

With your supervisor's approval, you may take time without pay to attend funerals of other relatives and friends. If you prefer, accrued Paid Leave Time may be used for this purpose.

If a holiday or part of your leave occurs on any of the days of absence, you may not receive holiday or leave pay in addition to paid bereavement leave.

### **D. Jury Duty**

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your supervisor within two (2) working days of receipt of the jury summons.

Cloud County will permit you to take the necessary time off, and to help you avoid any financial loss because of such service, Cloud County will reimburse you for the difference between your jury pay and your pay for a regular workday, not to exceed eight (8) hours per day for a maximum of ten (10) business days. See the County Clerk for details.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. The court issues this document.

## **Unpaid Leave**

### **A. Family and Medical Leave Act Leave**

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 one year, 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 of any FMLA leave usage, 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”<sup>1</sup> 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.”<sup>2</sup>

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.”

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<sup>1</sup> 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.

<sup>2</sup> 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.

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: The County requires employees to use accrued paid leave (PTO and EIT) while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the County's normal policies relating to the use of PTO and/or EIT. The paid leave will run concurrently with the FMLA leave. Once all accrued 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 that 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 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.

Employer 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.

## **B. Military Leave**

Employees who must be absent from employment for the purposes of military service, training, and/or examination, will be eligible for a military leave of absence. Employees must give the County advance notice of the need for military leave unless such notice is impossible or unreasonable, or is prevented by military necessity. The County will comply with all federal and state laws regarding the re-employment of employees who serve in the Uniformed Services.

## **Other General Provisions Relating To Leaves of Absence**

### **Accepting Other Employment while on Leave of Absence**

If you accept any employment or go into business while on any leave of absence from Cloud County, you will be considered to have voluntarily resigned from employment with Cloud County as of the day on which you began your leave of absence.

### **Insurance Premium Payment during Leaves of Absence**

Cloud County will continue to pay its share of insurance premiums to continue coverage when an employee is on FMLA leave. You will be responsible for your share. While you are on any other type of unpaid leave of absence from Cloud County, you will be responsible for paying the total premiums for your coverage. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with the County Clerk to set up a payment schedule.

# Workplace Policies

## Substance Abuse-Drug Testing

It is the goal of Cloud County to maintain a drug-free workplace. To that end, Cloud County has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substance, including illicit drugs and alcohol, is prohibited on County property, worksites or as part of County activities.
2. Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate, up to and including termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify their supervisor of a conviction for any criminal drug violation occurring in the workplace, in writing and within five (5) calendar days of the conviction.
4. If an employee receives such a conviction, Cloud County shall:

Take appropriate personnel action against the employee, up to and including termination,

--OR--

Require the employee to satisfactorily participate in and complete an approved substance-abuse treatment program.

5. Cloud County will consider each incident and situation individually.

In order to maintain a safe workplace, if a County supervisor has reasonable suspicion that an employee has violated this policy, Cloud County reserves the right to require the employee to undergo appropriate substance abuse testing (drug testing) for the presence of drugs and/or alcohol and may search and inspect any employee's locker and/or workspace. County employees working in safety sensitive positions may also be subject to substance abuse testing as required by applicable law.

## Anti-Harassment Policy

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, national origin, citizenship, pregnancy, disability, military status or any other classification protected by applicable local, state or federal law. The County also prohibits harassment on the basis of sexual orientation, sexual identity and physical appearance. Special attention should be paid to the prohibition of sexual harassment.

Each supervisor and manager has a responsibility to keep the workplace free of any form of unlawful harassment, and in particular, sexual harassment. No supervisor or manager 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 supervisors, managers, 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 the above described personal characteristics is against County policy and may also be against the law, and will not be tolerated.

Any employee who believes that a supervisor's, manager'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. The report or complaint should be made to the immediate supervisor. Alternatively, if the immediate supervisor is the subject of the complaint or would otherwise be an inappropriate individual to whom to make the report, the report or complaint should be made to the department head or any other manager, including any of the County Commissioners.

All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint will be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Any employee, supervisor, or manager who is found to have violated this harassment policy will be subject to appropriate disciplinary action, up to and including immediate termination. The County prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was false, any individual who knowingly provided the false information will be subject to disciplinary action, up to and including immediate termination.

## **Workplace Violence & Weapons Policy**

Cloud County has a policy of zero tolerance for violence. 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 all persons associated with the County, including employees and citizens, never feel physically threatened by any employee’s actions or conduct. Acts or threats of physical violence, including intimidation, harassment or coercion, which involve or affect Cloud County officials, employees, citizens or visitors, or occur on County property or at County worksites, and regardless of the relationship between Cloud County and in the involved persons, will not be tolerated.

Specific examples of conduct violating this policy include but are not limited to:

- Hitting or shoving another person.
- Threatening another person or his/her family, friends, associates, or property with harm.
- Intentional destruction or threatening to destroy property of the County, its officials, employees, citizens, visitors or vendors.
- Making or sending harassing or threatening phone calls, letters, e-mails, text messages or other forms of written or electronic communications.
- Stalking or surveillance of another person without County authorization.
- Unauthorized possession or inappropriate use of firearms, weapons, or other dangerous devices.

In an effort to maintain a safe working environment, the County has adopted the following policies in regard to the possession and carrying of weapons and/or other dangerous or hazardous devices or substances while on County’s premises or otherwise performing services for the County:

- No person (with the exception of certain law enforcement) is allowed to openly carry weapons, and/or other dangerous or hazardous devices or substances on County premises. County premises include, without limitation, all County owned and leased buildings, facilities, parking lots and grounds.
- No person (with the exception of certain law enforcement) is allowed to carry a concealed weapon and/or other dangerous or hazardous devices or substances into any building owned or leased by the County. Appropriate signs will be posted at all building entrances to that effect.

- Certain County law enforcement officers may carry weapons and/or other dangerous or hazardous devices or substances, as dictated by job description and supervision.
- Individuals who are not licensed to carry concealed weapons are prohibited from doing so on all County premises by law and policy.
- The County specifically prohibits the carrying of weapons and/or other dangerous or hazardous devices or substances, concealed or unconcealed, by an employee while on County premises, regardless of whether the employee is licensed to carry the weapon. This ban includes keeping or transporting a handgun in a vehicle in County parking lots, with the exception that employees who are properly licensed to carry a concealed weapon may continue to keep such weapon in their private vehicle. All employees are prohibited from carrying a weapon and/or other dangerous or hazardous devices or substances in a County vehicle or while performing services for the County off the County's premises.

Employees who are aware of any conduct in violation of this policy must report the conduct to their immediate supervisor. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

## **Safety Policy**

Cloud County is committed to the safety and health of all employees and the prevention of injuries and accidents. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

Cloud County will maintain safety and health practices consistent with the needs of the County. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported to your supervisor immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of his/her regular functions. It is the responsibility of each employee to follow established safety regulations and procedures.

Cloud County strongly encourages you to communicate with your supervisor regarding safety issues.

## **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions, health, and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies when needed. If an injury does not require immediate medical attention, notify a Supervisor. An Employee Report of Accident (Injury/Incident Report) must be completed in all cases in the event medical treatment is later needed and to insure that any existing safety hazards are corrected. The employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

The County must keep records of all work-related illnesses and accidents. Workers' compensation also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. You also have the right to know about any health hazards that might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

## **Safety Rules and Requirements**

A listing of safety rules and requirements will be found following the section on County Policies.

## **Miscellaneous Policies**

### **Bonding Requirement**

If your employment with Cloud County requires you to handle other people's property or to deal with money in any capacity, Cloud County may require that you be bonded. While Cloud County will pay the cost of bonding, it is your responsibility to assure that you are and remain bondable. Should you fail to maintain qualifications, you may be transferred to another position, if appropriate, or dismissed.

### **Communications**

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, professional goals or problems as they affect your work.

In addition to the exchange of information and expression of ideas and attitudes which occur daily, make certain you are aware of and utilize all Cloud County methods of communication, including this Employee Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, and Cloud County e-mail and Internet as authorized by Cloud County.

You will receive other information booklets, such as insurance booklets, from time to time. You may take these booklets home to review with your family.

### **Computers, Electronic Mail, and Voice Mail Usage Policy**

Cloud County makes every effort to provide the best available technology to those performing services for Cloud County. In this regard, Cloud County may install, at substantial expense, equipment such as computers, electronic mail, and voice mail.

This section sets forth policies on access to and the proper use of the computer, voice mail, and electronic mail systems provided by Cloud County and policy on disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by Cloud County employees with the use of Cloud County's equipment.

Cloud County property, including computers, electronic mail and voice mail, should be used only for conducting Cloud County business.

Should Cloud County owned or provided computers, voice mail, electronic mail or any other such system be used by employees for personal matters, the information and messages stored in these systems will be treated no differently from other county-related information and messages, as described below.



The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Although Cloud County provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended only for County use, and all computer information, including, but not limited to, access codes, computer files, voice mail and electronic mail messages are to be considered as Cloud County records.

Cloud County maintains the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because Cloud County reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over County systems, employees should not assume that such information or messages are private or confidential or that Cloud County or its designated representatives will not have a need to access and review this information. Individuals using Cloud County's computer equipment should also have no expectation that any information stored on the computer they use-whether the information is contained on a computer hard drive, computer disks or in any other manner- will be private.

Cloud County has the right to monitor voice mail or electronic mail messages. Cloud County will inspect the contents of computers, voice mail or electronic mail as it deems necessary, including in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate County purpose, may be disclosed by Cloud County if necessary within or outside of Cloud County.

Given Cloud County's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline up to and including termination.

## **Electronic Communications: Blogging/Social Networking**

The County respects the right of employees to engage in electronic communications such as maintaining or contributing to a blog or participating in other forms of social networking sites during their personal time. (The term “electronic communications” as used within this policy includes but is not limited to using social networking sites, e-mail, blogs, wikis, and etc.) However, to protect the County's interests and ensure employees focus on their job duties, employees must adhere to the following rules:

1. All rules regarding the personal use of County electronic equipment contained elsewhere in this handbook or otherwise apply.

2. All policies regarding confidential information contained elsewhere in this handbook or otherwise apply. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog or on a social network site.

3. If employees mention the County in a blog or on a social network site and also express a political opinion or an opinion regarding the County's actions, the poster must specifically note that the opinion expressed is his/her personal opinion and not that of the County.

4. Any conduct which under County policy or applicable law is not permitted if expressed in any other form or forum is also not permitted if expressed through an electronic communication.

5. Photos shall not be posted on your personal site that include you or other employees in a County uniform, in the identifiable workplace or with identifiable County equipment, as that implies a connection between what you are posting personally and your position with the County.

6. The County encourages all employees to contemplate the speed and manner in which information posted in an electronic communication can be relayed and often misunderstood by readers. Therefore, subject to the restrictions above, while an employee's free time is generally not subject to any restrictions by the County, the County urges all employees to not post information regarding the County or their jobs which could lead to morale issues in the workplace or which could detrimentally affect the County's business.

7. Supervisors should not engage in social networking with their subordinate employees. This includes, but is not limited to, not allowing access to a supervisors' personal social network pages.

## **Computer Software (Unauthorized Copying)**

Cloud County does not permit the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. It is illegal to make or distribute copies of copyrighted material without authorization. The only exception is the user's right to make a backup copy for archival purposes if the copyright holder does not provide a backup copy. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000 and jail terms of up to five (5) years.

Even the users of unlawful copies suffer from their own illegal actions. They receive no documentation, no customer support and no information about product updates.

- Cloud County licenses the use of computer software from a variety of outside companies. Cloud County does not own this software or its related documentation and, unless authorized by the software manufacturer, does not have the right to reproduce it.
- With regard to use on local area networks or on multiple machines, Cloud County employees shall use the software only in accordance with the software publisher's license agreement.
- Cloud County employees learning of any misuse of software or related documentation within the organization must notify their supervisor or Cloud County legal counsel immediately.
- In addition to possible civil damages and criminal penalties, including fines and imprisonment, Cloud County employees who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances, up to and including termination.
- Employees are not allowed to bring in personal copies of computer files or software programs, including but not limited to, games, screen savers, e-mail addresses, or any programs that have not been authorized by Cloud County.

## **Dress Code and Personal Appearance**

You are expected to dress and groom yourself in accordance with accepted social and business standards. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to disciplinary action.

## **Expense Reimbursement**

You must have your supervisor's written authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of Cloud County. To be reimbursed for all authorized expenses, you must submit an expense report or voucher accompanied by receipts for approval to your supervisor. Please submit your expense report or voucher each month according to the approved schedule, as you incur authorized reimbursable expenses. In order for Cloud County to keep records and accounting accurate and current, expense reports or vouchers older than two (2) months may not be honored.

If you are asked to conduct Cloud County business using your personal vehicle, you will be reimbursed at the rate allowed by the Board of County Commissioners. Please submit this expense on your monthly expense report or voucher.

If travel does not require overnight status, meals will be reimbursed through payroll and will be subject to payroll taxes.

For meetings or conferences that require overnight travel, all employee meal expenses will be reimbursed by voucher, receipts are required, through the accounts payable process.

## **Gifts**

Advance approval from your supervisor is required before an employee may accept or solicit a gift of any kind from a customer, supplier or vendor representative. Employees are not permitted to give unauthorized gifts to citizens or suppliers.

## **Nepotism (See Relatives)**

## **Open Records**

Cloud County follows the State Open Records law. Employees should familiarize themselves with which records in their department are open to public inspection and/or copy. The Board of County Commissioners has established a schedule of fees for copies and for reimbursement of employee time which should be posted in each department. The Board of County Commissioners has appointed the County Clerk as Freedom of Information Officer and directed that brochures outlining Open Records policy be available in each office.

## **Parking Lots and Spaces**

Some parking spaces in parking lots are designated for particular officials, employees or for handicapped use only. Undesignated spaces, as well as parking spaces on streets, are for citizens and visitors as well as employees. If you should damage another vehicle while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor and/or both law enforcement officials as applicable.

Cloud County cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

## **Personal Mail**

No personal mail shall be run through the county postage meter. Neither shall an employee use county-provided stamps for personal postage. Your personal mail should be addressed to you at your home address. Mail pertaining to your County employment should be addressed to your County office address. The department head or an authorized employee will open all mail coming to a county office. There is no expectation of privacy if items are delivered to the workplace.

## **Photocopying and Facsimile Copies**

It is understood that from time to time, there will be requests for photocopied materials from the public or other interested parties. All releases of information to the public must follow the open records policy of the County and there will be a specific fee policy adopted and posted so the public, vendors, banks, realtors, appraisers and others are aware of the fee policy and schedule.

Photocopies for personal use by employees shall not be made on county time and will cost \$0.10 per page.

## **Political Activity**

All employees of Cloud County have the right to vote and to discuss politics and are encouraged to do so. No non-elected County employee shall be permitted to actively seek election to an elected County office unless that employee takes an unpaid leave of absence from his/her County employment. Such leave of absence shall be required at the time the non-elected employee files for office or from the time the non-elected employee announces his/her candidacy or openly campaigns for office or accepts campaign contributions or makes campaign expenditures. The employee may be reinstated to his/her original employment only after the completion of the election and any related processes, and only upon the consent of the County Commissioners and the department head of the employee's

former department. This provision shall not apply to non-elected employees seeking a County office in which no incumbent is seeking election. "Incumbent" is defined as a person holding an elected County office, whether the office was obtained by election or appointment.

No employee on unpaid leave of absence for the purpose of seeking elective office in an election in which an incumbent is also a candidate shall be eligible for any leave compensation or any benefit other than health insurance and participation in the flexible benefit program the employee was participating in at the time unpaid leave of absence was initiated. In such case, the employee shall continue to be responsible for his/her share of the health insurance premium and for apprising the County Clerk of any change in personal or family status. If the employee participates in the county flexible benefits program, the employee shall continue to be responsible for his/her designated contribution to the program. Employee contributions to the health insurance program and/or the flexible benefits program shall be made to the County Clerk by the fifth day of each month. Any unpaid contributions shall be deducted from the employee's wages upon return to active employment. If the employee is not returned to active employment, the County may seek the reimbursement of such expenditures through legal avenues.

## **Purchase/Credit Cards**

Employees may be issued purchase cards or credit cards in order to make authorized purchases of merchandise and/or services for the County subject to the prevailing policies and procedures applicable for the issuance of such cards. All such cards are County property, even if issued in the name of an employee, and must be returned upon termination of employment for any reason or at anytime upon request of County supervision.

As with all other County property, employees must take reasonable steps to protect the cards they are issued. Employees must immediately report to the County Clerk if any issued card is lost or stolen, or if the employee has any reason to suspect that a third party is attempting to use the card or information from the card for any purpose.

These cards may NOT be used for employee purchases. Employees who use County cards to make personal purchases, or who intentionally or unintentionally allow others to do so, will be subject to disciplinary action, up to and including termination of employment, and will be required to repay the County for the full amount of any such purchases, including any interest or other charges.

## **Relatives (Nepotism)**

One family member may not supervise another in Cloud County employment. If such a situation occurs, and the employees are unable to develop a workable solution, the Board of County Commissioners will resolve it. "Family member" includes the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a common

residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

Should two employees who work together or supervise each other enter into a personal, non-work related relationship, one or both employees may have to be transferred or terminated. If two employees become married to each other during the course of their employment, within 90 days, the employees involved must choose which one of them shall resign from the service of the County if transferring is not an option. If they cannot or will not make this decision, the employee with the least amount of service with the County will be asked to transfer or be terminated.

## **Security Checks**

Cloud County may inspect all packages and parcels entering and leaving Cloud County's premises including the personal effects of employees and visitors.

## **Smoking/Tobacco Use**

All County buildings are designated as non-smoking areas as required by Kansas law and County policy. No one, including, but not limited to, employees, visitors and vendors, may smoke or use any form of tobacco inside any County building or within 10 feet of any door, window or air intake. Any employee that violates this policy is subject to discipline, up to and including termination of employment. Anyone who smokes in violation of this policy may also be subject to a fine.

Smoking and other uses of tobacco products by employees during their workdays is permitted only in designated smoking/tobacco use areas. Employees may not smoke or engage in any other use of tobacco inside any County building or County-owned vehicle.

Individual County departments may have related policies and their own designated smoking/tobacco use areas, but the Kansas law ban on smoking in or around County buildings, as described above, applies to all departments, and individual departmental policies may not conflict with the smoking ban.

Please be courteous and concerned about the needs of your fellow employees and others when using any form of tobacco during the workday. To assure safety and sanitation, dispose of all smoking materials and other forms of tobacco products in appropriate receptacles. All employees are required to abide by this policy while at work.

## **Solicitations and Distributions**

While Cloud County recognizes that there are many worthwhile, not-for-profit fund raising activities, the policy of the County is that solicitations by employees be allowed only during break time. Solicitation for any cause during work time and in work areas is not permitted. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature at any time without the supervisor's approval.

Persons not employed by Cloud County are prohibited from soliciting or distributing literature on Cloud County property without the prior approval of the County Commission or the department head.

## **Telephone Use**

All telephone calls should be answered in a prompt, courteous, and professional manner. Personal calls, either incoming or outgoing, should be kept to a minimum and employees should make every effort to use their break times for personal calls. Personal long distance calls must be recorded and paid for by the employee.

## **Cell Phone Policy**

Cellular telephones are provided for business use only. All County owned cellular telephones are a public resource and should not be used for personal telephone calls. The County recognizes there will be occasions when employees may need to utilize county cellular telephones for personal reasons. An allowance of up to thirty (30) minutes per month shall be given without required reimbursement. Any usage over thirty (30) minutes will be reimbursed by the employee at the rate of \$.35 per minute payable within fourteen (14) days of statement receipt.

County employees in possession of County equipment such as cellular telephones and pagers are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce such equipment for return or inspection.

Report any lost or stolen equipment to your department head and the County Clerk's office immediately.

County employees whose job responsibilities include regular or occasional driving and who are issued a cellular telephone or pager for business use are expected to refrain from using such equipment while driving. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Sending or reading text messages while driving on behalf of the County is prohibited.



## **Vehicle Use**

If you are authorized to operate a Cloud County vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must be a licensed driver.
2. You must maintain mileage records or other records as directed by the department.
3. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties when driving a County vehicle.
4. Cloud County provides insurance on Cloud County vehicles. However, you will be held accountable for any accidents in which you are at fault, for fines, and for moving or parking violations incurred.
5. You must keep the County vehicle clean at all times which includes washing and vacuuming the vehicle as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursements.
6. Persons not authorized or employed by Cloud County are not allowed to operate a Cloud County vehicle except in emergency situations or in the pursuit of specific County business.
7. Prior to operation of any Cloud County vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident – filling out the accident report, getting names of witnesses, etc.
8. Employees are responsible for following traffic rules.
9. All drivers and passengers must use seat belts.
10. Employees should not use cell phones while driving.
11. Employees are forbidden from sending or reading text messages while driving.

## **Use of Personal Vehicle on County Business**

If it is necessary to use your personal vehicle for authorized county business, you will be reimbursed for mileage at the current allowed rate. You must maintain accurate records of mileage together with the purpose and duration of the trip.

# **Safety Policies**

## **Safety Suggestions**

We encourage all employees to bring forward their safety suggestions and good ideas about how the County can be made a better and safer place to work. When you see an opportunity for improvement, please talk it over with your supervisor. He/she can help you bring your idea to the attention of those who will be responsible for possibly implementing it.

## **Safety Rules**

Safety is everybody's responsibility. Safety is to be given primary importance in every aspect of planning and performing all Cloud County activities. Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor may require additional safety procedures in your department or work area.

## **Lifting**

Ask for assistance when lifting or moving heavy objects. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

## **Materials Handling**

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also stack materials only to safe heights.

## **Trash Disposal**

Keep sharp objects and dangerous substances out of the trashcan. Items that require special handling should be disposed of in approved containers.

## **Cleaning Up**

To prevent slips and tripping, clean up spills and pick up debris immediately.

## **Preventing Falls**

Keep aisles, work places and stairways clean, clear and well lighted.

## **Handling Tools**

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

## **Falling Objects**

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

## **Work Areas**

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Open only one file drawer at a time.

## **Using Ladders**

Place ladders securely. Do not stand on boxes, chairs, or other devices not intended to be used as ladders.

## **Machine Guards**

Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

## **Personal Protective Equipment**

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, such as shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous.

## **Electrical Hazards**

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

## **Fire Extinguishers**

Know where fire extinguishers are and how to use them.

## **Report Injuries**

Immediately report all injuries, no matter how slight, to your supervisor.

## **Ask Questions**

If you are ever in doubt regarding the safe way to perform a task, do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task that may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once.

We strongly encourage employee participation and input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is Cloud County's responsibility to provide for safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines.

Failure to adhere to these rules will be considered serious infractions and will result in disciplinary actions.

## **Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Extinguishers that are rated ABC can be used for paper, wood or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

## **In Case of Fire**

If you are aware of a fire, you should:

- Dial 911 immediately.
- If possible, then contact your supervisor.
- Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. Employees who are knowledgeable in the correct use of fire extinguishers are the only ones who should attempt this.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

## **Emergency Evacuation**

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a designated area. Be present and accounted for during roll call.
- Do not re-enter the building until instructed to do so.

## **Housekeeping**

You are expected to keep your work area neat and orderly at all times. It is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects that may cause others to trip or fall on the floor. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles are located throughout the various buildings for your use.

If recycling is required by your department head or supervisor, put all recyclable materials in the appropriate receptacles and containers.

Always be aware of good health and safety standards.

Report anything that needs repairing or replacing to your supervisor immediately.

## **Office Safety**

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards.
- Keep telephone and electrical equipment cords out of walkways.
- Lift things carefully and use proper lifting techniques.

## **Property and Equipment Care**

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and Cloud County. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments can be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

## **Safety Rules When Operating Machines and Equipment**

When operating machines and equipment, please be sure to follow these procedures:

- ✓ Make sure machine guards are in place while machines are in operation
- ✓ Do not wear loose-fitting clothing, rings or dangling jewelry when operating machinery.
- ✓ Wear steel-toed shoes and prescription eye protections as directed by your supervisor.

Your supervisor will issue required personal protective equipment, except for prescription glasses and steel-toed shoes, to you.

Cloud County will provide a clean, safe and healthful place to work, and we will provide the best equipment we can. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that endangering yourself or others may lead to disciplinary action, including termination.

## **Restricted Areas**

In the interest of safety and security, certain portions of Cloud County's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. Unauthorized persons are prohibited from entering such areas.

## **Security**

Maintaining the security of Cloud County buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Cloud County's premises, make sure that all entrances are properly locked and secured.

## Receipt and Acknowledgment of Cloud County Employee Manual

Please read the following statements, sign below and return to the County Clerk.

### **Understanding and Acknowledging Receipt of Cloud County Employee Manual:**

I have received and read a copy of the Cloud County Employee Manual. I understand that the policies and benefits described in it are subject to change at a sole discretion of the Cloud County Board of Commissioners at any time.

### **At-Will Employment:**

I further understand that my employment is at-will, and neither Cloud County nor I have entered into a contract regarding the duration of my employment. I am free to terminate my employment with Cloud County at any time, with or without reason. Likewise, Cloud County has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of Cloud County. I understand that no employee of Cloud County can enter into an employment contract or make any agreement contrary to this policy without the written approval of the Board of County Commissioners. As an at-will employee, I acknowledge that I have no property interest in continued County employment.

### **Confidential Information:**

I am aware that during the course of my employment confidential information may be made available to me, including but not limited to, tax information, bid information, arrest and court records, and personnel information. I understand that this information is confidential and must not be given out or used outside of Cloud County's premises or jurisdiction or provided to those who are not employees of Cloud County. 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 Cloud County. I understand that there is an open records policy and procedure that I should be aware of and follow in the distribution of information.

### **Drug Testing:**

I acknowledge and consent to substance abuse testing, including random testing, if my job position is subject to such testing.

### **Anti-Harassment Policy:**

I acknowledge that I have read the anti-harassment policy and will bring to the appropriate County representative's attention any and all concerns about harassment. I further acknowledge that I understand my right to bring any employment-related matter to the attention of the appropriate County representative(s) and will do so should such matters arise.

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Employee's Printed Name

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Position

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Employee's Signature

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Date