Personnel Policies and Procedures Handbook

Adopted by
Taylor County Fiscal Court
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Introduction

Welcome Letter from the County Judge/Executive

Welcome! I am pleased to have you as an employee of Taylor County Fiscal Court and hope that you find your association with this governmental organization to be an enriching and engaging work experience.

This handbook is your guide to our policies. Of course, this handbook cannot cover every eventuality that may arise. Its purpose is to summarize or highlight current policies and practices for employees. The County Administrative Code gives more details of many of these policies. Your supervisor will have an office copy of this code for your viewing at any time. All policies are subject to change.

If you have questions or would like more information, please feel free to call the Human Resources Department to assist you in any matter that concerns you and your job with Taylor County Fiscal Court.

Sincerely,

Barry Smith

Taylor County Judge/Executive

Taylor County Judge/Executive Office

County Judge/Executive

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Employment Policies and Procedures

Scope of Coverage

This Personnel Policies and Procedures Handbook as adopted by the Taylor County Fiscal Court is applicable to all persons employed to positions at all levels in Taylor County Government, with the exception of the following:

- All elected officials,
- All members of boards and commissions,
- Consultants, advisors and counsel rendering temporary professional services,
- Independent contractors

Taylor County Fiscal Court employees working in an elected official's office will follow this Personnel Policies and Procedures Handbook. If an elected official has their own Personnel Policies and Procedure Handbook for their elected office, it must be approved by Taylor County Fiscal Court.

False Credentials

If it should come to the attention of the Taylor County Judge/Executive, either during the introductory period or thereafter, that an employee was hired on the basis of false credentials, said employee will be subject to immediate demotion or dismissal.

Equal Opportunity

Equal Opportunity is Taylor County Fiscal Court policy. It is our policy to select the best-qualified person for each position in the organization.

No employee of Taylor County Fiscal Court will discriminate against an applicant for employment or a fellow employee because of race, color, religion, national origin, sex, age, sexual orientation, gender identity or expression, because the person is a qualified individual with a disability, or because the individual is a smoker or nonsmoker, as long as the person complies with any workplace policy concerning smoking. No employee of Taylor County Fiscal Court will discriminate against any applicant or fellow employee because of the person's veteran status.

This policy applies to all employment practices and personnel actions including advertising, recruitment, testing, screening, hiring, selection for training, upgrading, transfer, demotion, layoff, termination, rates of pay, and other forms of compensation or overtime.

Employment of Relatives (Nepotism)

Taylor County Fiscal Court does prohibit the employment of relatives in the same department and/or under the supervision of a current employee of Taylor County Fiscal Court.

Relatives may be defined as immediate family members (spouse, child, parents, brother, sister, grandparents and immediate in-laws. Existing County ethics ordinance covers elected officials.

Return to Work after Serious Injury or Illness

As a joint protection to the employee and Taylor County Fiscal Court, employees who have been absent from work because of serious illness or injury (sick leave, maternity leave, worker's compensation leave and/or FMLA leave) are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments.

The Human Resource Department shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's supervisor will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor, if assignments requested are available, until the employee is fully recovered.

Disability Accommodation

Taylor County Fiscal Court is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as equal treatment in job assignments, classifications, organizational structures, position descriptions, and lines of progression.

Employment Status & Records

Employment Status

All employees shall be designated as regular full-time, regular part-time, intermittent, seasonal, temporary probationary:

Regular Full-Time - An employee who works a normal 36, 40 or 48 hour workweek on a regularly scheduled basis. Full-time employees are entitled to regular benefits and earn vacation, sick, and personal leave. An employee will be considered full-time after a 30-day probation period which establishes the employee's anniversary date.

Regular Part-Time - An employee who works less than a 36 hour workweek on either a regularly scheduled basis or on an irregular basis. Part-time employees are not entitled to regular benefits and cannot earn vacation, sick or personal leave. Part-time employees working 100 or more hours a month are required to pay the employees share of Kentucky Retirement.

Part-Time (Intermittent) - An employee who works less than 1200 hours annually on an irregular basis. Intermittent employees are not entitled to regular benefits and cannot earn vacation, sick or personal leave. Intermittent employees working 1200 or more hours annually are required to pay the employees share of Kentucky Retirement.

Part-Time (Seasonal) - An employee hired for a period not exceeding nine months per calendar or fiscal year and who is not entitled to regular benefits and cannot earn vacation, sick or personal leave. Seasonal employees can work a 40-hour workweek.

Temporary (Probationary) - An employee hired for an interim period not exceeding twelve months from date of hire and who is not entitled to regular benefits and cannot earn vacation, sick or personal leave. Probationary employees can work a 40-hour workweek.

Employees in a part-time or temporary status can be reclassified to a full-time status. The effective date of the employee's new status will begin 30 days after the reclassification date.

All employees are classified as exempt and non-exempt according to these definitions:

Exempt – Includes all regular full-time employees who are classified by Taylor County Fiscal Court as exempt from the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws.

Non-Exempt – Includes all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act and any applicable state laws. Employees in this category are entitled overtime pay for work in excess of 40 hours in a workweek.

New Employed Personnel

Beginning the first day of employment, all new employees shall report to the Human Resource Department to supply any information needed to complete personnel records, employment forms, benefit applications, enrollment forms; providing basic information on pay and leave policies and benefit programs.

Personnel Records

A personnel file to be maintained by the County Treasurer office shall be created for each new employee. All relevant information, including application forms, resume, evaluation forms, disciplinary or

commendation memoranda and any other material deemed relevant to the employee's permanent record will be kept in the file.

It shall be the obligation of the employee to maintain current information in the personnel file by notifying the Human Resource Department of all changes in personal or family status, home address, and home telephone number or any other changes which would affect payroll withholding or employee benefits.

Access to Personnel Files

All personnel files maintained in the Human Resource Department are private and confidential. The employee can request access to his or her personnel file at any time. It is the responsibility of the employee to inform the Human Resource Department of any changes. Only the following individuals will be permitted access to the personnel files:

- County Judge/Executive
- Human Resource Department
- Department Supervisor

Background Checks

Taylor County Fiscal Court desires to provide its staff and the public with a reasonably safe and secure environment and to provide reasonable protection for the financial and material assets of Taylor County.

As a condition of employment, applicants may be required to sign a release of information form authorizing Taylor County Fiscal Court to make a thorough background check. This information is necessary to determine that the applicant or employee has the required skills or competencies, has a history of safe driving and/or has no relevant criminal history or offenses that may jeopardize the safety or welfare of Taylor County Fiscal Courts operations and employees.

Medical Examination

Upon an offer of employment with Taylor County Fiscal Court, the County may require the prospective employee to submit to a physical and/or drug test by a medical doctor selected by the County to insure competency to complete assigned duties.

The County shall pay 100 percent of the costs for all required medical examinations and drug testing related to employment.

Performance Improvement

Performance improvement through disciplinary action may be suggested whenever the supervisor, elected official and/or County Judge/Executive believe that an employee's performance is less than

satisfactory. Taylor County Fiscal Court reserves the right to discharge "at will."

Equal Pay

Taylor County Fiscal Court will not pay wages to any employee at a rate less than the County pays employees of the opposite sex for work that is substantially equivalent requiring comparable skills. This policy is to be construed in accordance with applicable federal and state laws and regulations.

Layoff

The County Judge/Executive or elected official of his or her office may layoff an employee because of lack of work or funds. The order of layoff shall be established on the basis of the needs of the County.

In layoffs consideration shall include seniority, job requirements, training and/or experience of the persons considered for layoff. Part-time and temporary employees in a class of positions shall be laid off before other persons in the class are laid off.

One week before the effective layoff date (except emergencies) the County Judge/Executive or elected official shall:

- Notify the employee of the layoff,
- Inform the Fiscal Court of the layoffs.

Resignations

An employee will be regarded as having resigned his or her position if he or she gives written notice to their immediate supervisor. Unless approved in advance, failure to give at least 2 weeks' notice may be cause for denying future employment with Taylor County.

An employee's resignation and its attending reasons, if noted, shall be recorded in the employee's personnel file.

Any employee who is absent from work for 2 consecutive scheduled work shifts for reasons other than those set forth under approved leave provisions herein will be considered to have abandoned the job and will be deemed to have resigned, and his or her employment with Taylor County Fiscal Court shall terminate immediately.

Employee Benefits

Your net salary does not tell the whole story of your work compensation. Beyond your paycheck lies a hidden paycheck that adds more than 45% to the real value of your salary. These dollars come to you as fringe benefits of your employment in the form of cost to the County for insurance, retirement, social security and various types of leave time.

Payroll Deductions

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax, applicable city and state taxes, and employee retirement contributions (eligible employees only).

Every employee must fill out and sign a Kentucky withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. The employee may fill out new forms any time when his or her circumstances change.

Other voluntary contributions, such as deferred compensation, insurance plans, and fringe benefits will be deducted each pay period.

Note: Every employee will receive an IRS Form W-2, for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect on his or her W-2, should check with the Human Resource Department immediately. Your supervisor will give you time to do this during the workday.

Call-Out Compensation

Employees called out to work shall be paid a minimum of 3 hours at their regular rate of pay; employees called out who work more than 3 hours shall be compensated for hours actually worked, at their regular rate of pay. If the employees called out have already worked 40 hours, the compensation for call out shall be at the employee's overtime rate of pay.

Called-out applies when an employee has been away from work at least one hour after their regular work day has ended. This is for emergency situations only and must be approved by the County Judge/Executive or Department Supervisor.

Overtime Compensation

Non-exempt employees will be paid at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one workweek. Vacation, holiday, sick and personal leave, any leave taken, or any time off does not count toward the 40 hours in overtime calculations. Overtime pay will be calculated for time actually worked over 40 hours.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the County Judge/Executive or the employee's supervisor. Supervisors shall ensure that no unauthorized overtime hours are worked.

Wage Increases

The annual budget may include wage increases for the budget year effective July 1 annually, subject to availability of revenues.

Individual adjustments may be made during the year with Taylor County Fiscal Court approval and subject to availability of revenues for probationary completion, etc.

Holidays

Taylor County Fiscal Court provides paid holidays for regular full-time employees each year (8 hours for full day and 4 hours for ½ day off). Taylor County offices are officially closed on these days:

- New Year's Eve or day chosen by County Judge/Executive
- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve or day chosen by County Judge/Executive
- Christmas Day

Eligibility for Holiday Pay

Employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days **has been approved in advance.**

If an employee calls in and leave has not been approved in advance on the last scheduled day before a holiday, the day of the holiday, or the first scheduled day following the holiday the employee will forfeit holiday pay. A no show will result in no holiday pay.

Only regular full-time employees are eligible for holiday pay. Part-time and temporary employees are not eligible for holiday pay.

If a regular full-time employee is required to work on a scheduled holiday, the employee will receive his or her regular pay for hours worked and will also receive holiday pay. If a part-time or temporary employee is required to work on a scheduled holiday, the employee will be paid for hours worked at his or her regular pay.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day.

Cell Phone Policy

As an employee of Taylor County Fiscal Court, you're eligible to have a County cell phone or receive a Cell Phone Stipend if you demonstrate a valid business purpose by meeting specific criteria, and you have the approval of the County Judge/Executive. However, due to financial considerations, meeting the criteria doesn't guarantee participation.

Cell Phone Participation Criteria:

Management, when approving an employee's participation in the County cell phone program, should consider the following criteria:

Management: You are in a managerial role and a critical component of your job responsibilities are contact with staff, clients, and other management.

Emergencies: You could be called upon to solve critical issues that may arise during the day.

On call: You are either on call or expected to respond to problems during non-business hours.

Personal use of Cell Phones:

Taylor County Fiscal Court recognizes that employees with County issued cell phones prefer to carry just one cell phone and that personal use is acceptable as long as it doesn't violate Taylor County policies. Refer to the Taylor County Stipend Policy for a Cell Phone Device which is part of the Taylor County Administrative Code or separately adopted by ordinance by Taylor County Fiscal Court.

Fringe Benefits

IRS considers some fringe benefits as taxable income. These benefits are subject to employment taxes and must be reported on Form W-2. Fringe benefits may include, but not limited to, County provided vehicles, uniforms, etc.

Retirement

Taylor County Fiscal Court participates in the non-hazardous County Retirement System and hazardous County Retirement System (CERS), which is part of the Kentucky Public Pensions Authority. CERS contribution regulations are established by the Kentucky Legislature and are mandatory for all Taylor County Fiscal Court eligible employees. Eligible employees are all regular full-time employees and regular part-time employees who work 100 or more hours a month.

Employee contributions paid to Kentucky Public Pensions Authority are deposited to individual member accounts. Employer contributions

are deposited to the Retirement Allowance Account and the Insurance Fund and are used to pay monthly benefits to members and to fund the expenses of Kentucky Retirement System. When an employee retires, his or her individual account balance is transferred to the Retirement Allowance Account.

Employee contributions are made on a before-tax basis and are automatically deducted. This means contributions are withheld from employees' gross pay before state and federal taxes or FICA is withheld.

Kentucky Deferred Compensation

Taylor County Fiscal Court participates in the Kentucky Public Employees Deferred Compensation (401K) Plan. Contributions can be made by a payroll deduction. For enrollment information contact the Human Resource Department.

Employee Leave and Insurance

Leave-of-Absence Arrangements

Employees should submit a request for leave to their immediate supervisor and the Human Resource Department for approval. When applicable an employee will be on FMLA at the same time of other leaves-of-absence.

In instances where leave is foreseeable, employees must provide advance notice of the leave request. In cases of planned medical treatment, the employee should consult with the immediate supervisor in an attempt to schedule the leave so as not to disrupt operations.

Where leave is not foreseeable, such as during a medical emergency, notice must be given as soon as practicable, and ordinarily within one or two business days of when the employee learns of the need for the leave.

Vacation Leave

All employees occupying regular full-time positions shall be entitled to vacation leave. Vacation leave is determined by the employee's anniversary date, according to the schedule that follows.

Years	Yearly Total
1 – 2	80 hours
2 – 9	120 hours
10 – 19	160 hours
20 and over	200 hours

Employees may take available vacation at any time throughout the year when scheduled in advance with the employee's supervisor. Vacation leave cannot be carried forward into the next year. Vacation leave must be used in **1-hour increments**.

When an employee reaches their 20-year anniversary date, the employee may request compensation for 40 hours of vacation in lieu of time off.

New employees are eligible to take vacation accrued after his or her one-year anniversary date. If an employee voluntarily or involuntarily leaves employment with Taylor County Fiscal Court before their one-year anniversary date, they will not receive any accrued vacation pay.

When a former employee is reinstated, the employee shall be considered a new employee for vacation leave purposes and their anniversary date will be set by Taylor County Fiscal Court.

Personal/Sick Leave

Regular full-time employees will receive personal/sick leave according to the following schedule (based on anniversary date):

	Total
0 – 3 months	12 hours
3 – 6 months	24 hours
6 – 9 months	36 hours
9 - 12 months	48 hours
One year +	56 hours

Personal/sick leave must be used in **1-hour increments**. Personal/sick leave can be carried forward. Personal/sick leave of 56 hours, after your one-year anniversary date, can be used for any purpose when absence is approved by their immediate supervisor.

Unused personal/sick leave will be forfeited when an employee is voluntarily or involuntarily terminated from employment with Taylor County Fiscal Court. Personal/sick leave is not earned while an employee is on a leave-of-absence without pay.

An employee is expected to notify his or her supervisor at the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that the employee will be absent for a certain period of time.

A Physicians Medical Excuse Statement is to be submitted to the Human Resource Department when an employee uses more than 56 hours of leave per year. A Medical Release Statement and/or a Physicians Medical Excuse Statement is to be submitted to the employee's supervisor and the Human Resource Department for review before the employee returns to work in the following situations:

- In all cases of work-related injury when the employee has been unable to work after the time of the injury;
- When employee has been off work for a serious injury or surgery;
- When returning from FMLA or maternity leaves of absence.

Personal/Sick Leave and Retirement:

Employees hired prior to 7/1/2011 may carry forward 968 hours of accumulated personal/sick leave. Schedule an appointment with the Treasurer to discuss your leave payout and to file the paperwork necessary with the Kentucky Public Pensions Authority.

Employees hired on or after 7/1/2011 will receive sixty percent of accumulated personal/sick leave up to 480 hours when they qualify to retire through Kentucky Public Pensions Authority. The maximum amount given will be sixty percent of 480 hours at the employee's current rate of pay. Any additional hours accumulated above the 480 will be forfeited. Payment will be a lump sum payout at retirement.

Personal/Sick Leave Sharing

An employee who has accrued a personal/sick leave balance of more than 40 hours may request that the County make available for transfer a specified amount of his or her personal/sick leave balance to another named County employee. The employee may not request a transfer of an amount of leave that would result in reducing his or her personal/sick leave balance to less than 40 hours.

The employee to receive personal/sick leave transfers must meet the following criteria:

- Exhausted all accumulated personal/sick and vacation leave, and
- Obtained written permission from co-worker(s) to have a specified number of hours transferred to the requesting employee, and
- Requested in writing to the County Judge/Executive and the Human Resource Department to receive transferred personal/sick leave.
- Personal/sick leave shared shall be transferred back as soon as employee receiving transferred personal/sick leave has accrued more than 40 hours of combined personal/sick and vacation leave. A combination of personal/sick and vacation leave can be used in transferring back to the employee.

Voting Leave

Taylor County Fiscal Court encourages all employees to vote. Some County offices and departments may be closed ½ day for primary elections, ½ day for general elections and 1 day for United States

President Elections. Regular full-time employees will earn regular pay for the time off if their office or department is closed and if the employee votes. Proof of voting will be verified before pay is issued. If pay is denied the employee can use vacation or personal leave for the time off.

Jury Duty Leave

Taylor County Fiscal Court will grant employees time off for mandatory jury duty and shall be compensated at their normal rate of pay. Employees dismissed from jury duty must report to work immediately.

Employee's summoned as a plaintiff or defendant in a proceeding involving or arising from outside employment or personal business shall not be entitled to leave with pay, but may use accrued vacation or personal leave during the absence.

Bereavement Leave

Employees occupying regular full-time positions may be granted up to 3 working days off without loss of pay in the event of death of Spouse or Child and 2 working days off without loss of pay in the event of death of the following immediate family members.

Spouse	**Brother**	**Immediate In-laws**
Child	**Sister**	
Parents	**Grandparents**	

If the employee desires to extend leave beyond 2 working days due to a death in the immediate family, the employee may use vacation or personal leave. For non-immediate family members 1 day may be granted with pay in special circumstances with supervisor approval.

Maternity Leave

Maternity leave may be granted to a regular full-time employee with temporary disability due to pregnancy, childbirth, or any impairment thereof, and miscarriage for a period not to exceed 12 weeks without pay. FMLA leave guidelines will apply during a maternity leave.

An additional period, not to exceed 60 days, may be granted, if required by a medical doctor, without pay. Employee can use sick, personal and vacation leave which will insure that benefits continue.

Military Leave

Any employee occupying a regular full-time established position within the County who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or the Reserve Corps of the United States Public Health Service, shall be entitled to leave-of-absence for a period not exceeding 15 calendar days in any one year for the purpose of attending annual mandatory training (KRS 61.394, 61.396).

If additional time is needed, the employee may use personal or vacation leave.

Special Leave

In addition to authorized leaves, the County Judge/Executive may authorize an employee to be absent without pay for personal reasons for a period not to exceed 2 working weeks in any calendar year. The employee may choose to use personal or vacation leave with approval from the County Judge/Executive.

The County Judge/Executive may authorize special leave with or without pay, for regular full-time employees for any period for the purpose of attending courses in training and for other purposes that are deemed to be beneficial to Taylor County.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act applies to all public agencies, including state, local and federal employers. However, employee eligibility is as follows:

- Work for a covered employer,
- Have worked for the employer for a total of 12 months,
- Have worked at least 1,250 hours over the previous 12 months, and
- Work at a location in the United States or in any territory or possession of the United States where the employer within 75 miles employs at least 50 employees.

FMLA provides entitlement for up to 12 weeks of job protected, unpaid leave, during any twelve-month period for the following reasons:

- The birth of a child or care for newborn child;
- The placement of a child for adoption or foster care;
- Care for the employee's spouse, child or parent with a serious health condition;
- The employees own serious health condition.

Employee is required to use accrued sick/personal or vacation leave during a FMLA leave. If sick/personal and vacation leave has been exhausted, employee will be required to reimburse Taylor County Fiscal Court for their cost, if any, of their employee insurance or other employee deductions until they return to work.

Unemployment Insurance

Taylor County Fiscal Court pays the full amount for Unemployment Insurance.

Workers' Compensation Insurance

Taylor County Fiscal Court pays the full amount for Workers' Compensation Insurance, which insures all employees against accidental injuries occurring on the job, in accordance with the Kentucky Workers' Compensation Law. Coverage begins on date of employment and covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees must report all accidents immediately to their supervisor. If the supervisor is not available, the employee should notify the Human Resource Department. No matter how minor an on-the-job injury may appear, it is important that it is reported immediately. This procedure will enable an eligible employee to qualify for coverage in a timely manner.

Employees may use accrued personal/sick or vacation leave to supplement pay, up to 100% of normal wages during a FMLA leave. If personal/sick and vacation leave has been exhausted, employee will be required to reimburse Taylor County Fiscal Court for the cost of their payroll deducted insurance and/or other payroll deductions until they return to work at the end of a FMLA leave.

Health, Dental and Vision and Other Insurance

Taylor County Fiscal Court provides health, dental and vision insurance to regular full-time employees. A FSA (flexible spending account) and other supplemental insurance policies are also offered.

Regular full-time employees may participate in the insurance plans subject to all terms and conditions of the agreement between the County and the health insurance company. Enrollment forms must be submitted to the Human Resource Department and enrollment approved by the insurance company before coverage will begin.

Taylor County Fiscal Court pays the health, dental and vision insurance premium for all regular full-time employees. Family coverage is available for health and vision insurance at a cost to the employee, which will be deducted, from the employee's wages or salary. If family coverage is chosen, the contribution by the employee may classify as a Section 125 plan.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Life Insurance

Life insurance offers you and your family important financial protection from the losses associated with an untimely death. Taylor County Fiscal Court provides a basic life insurance plan for regular full-time employees. Eligibility begins on your full-time anniversary date.

Workplace Guidelines

Workweek

Taylor County's official workweek shall begin and end on Monday at 12:01 AM. Taylor County Detention Center's official workweek shall begin and end on Sunday at 12:01 AM. Taylor County Fiscal Court may change the official workweek at any time, but not to avoid overtime requirements.

The appropriate department supervisor based on the operational needs of Taylor County will determine specific workday and workweek hours for each employee from time to time.

Meal and Rest Periods

Meal Period - The required lunch period for employees is determined by each department. Guidelines of the Department of Labor will be followed.

Rest Period - Each employee is allowed two paid 10-minute rest periods, one for every four hours worked. For every 3 hours of overtime worked, an additional 10-minute rest period is allowed.

Timekeeping

Accurate record keeping of time worked is the responsibility of every Taylor County Fiscal Court employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work. They should also record departure from work for personal reasons and any personal/sick and vacation leave used. This information should be transferred to their timesheet for processing by the County Treasurer.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

The payroll department can make changes to the employee time sheet when authorized by the employee or supervisor. Also, the payroll department is authorized to use available personal/sick and

vacation leave to produce a regular work week when a time adjustment sheet has not been submitted.

With the use of electronic time recording the employee is not required to sign a time sheet, however, the County Judge or Supervisor will review and sign the time record for accuracy before processing by the County Treasurer.

Exempt employees are required to keep accurate records of time used for personal/sick and vacation leave. This information should be reported and submitted to the County Treasurer before the deadline for the pay period.

Employee Reimbursement

Expense Reimbursement

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

- All expenditures are to be approved in advance by the County Treasurer;
- A receipt or evidence of expenditure must accompany all business-related expenditures in order to receive reimbursement;
- All items purchased or charged by the employee are to be itemized on the approved company expense report;

Expense reports are required for all requests for reimbursement including travel and meals. Expense reports must be signed and dated by the employee. Reports are due to the Executive Secretary of the County Judge within 30 days of the expenditure. Reimbursement will be made after Taylor County Fiscal Court approval.

Travel Reimbursement

For the convenience of the employee, when he or she desires to use his or her personal vehicle for company business, all employees of Taylor County Fiscal Court shall be reimbursed for mileage at the state rate.

When it is advantages to Taylor County for an employee to stay overnight, lodging expenses will be paid if destination is at least 50 miles from Taylor County. Employees are allowed reimbursement for up to 3 overnight trips in a budgeted year.

Lodging expenses are to be reimbursed at actual cost. Tolls, parking, and car rentals are allowed on an actual basis when reasonable and necessary in conducting Taylor County business. Reimbursement requests will include the following:

- Date of travel
- Destination and reason for travel
- Number of miles traveled

Meal Reimbursement

Reimbursement for meals shall be made at actual cost when traveling on County business. Reimbursement will be given for the following at actual cost:

- Overnight travel up to $45 each day
- Day travel, if more than 60 miles from Taylor County courthouse, $30 each day

Non-Business or Social Visits

From time to time it may become necessary for employees to receive visits from a relative or friend. If this occurs, please keep these visits brief and keep them from disrupting the working and professional atmosphere.

Political Activities

Taylor County Fiscal Court accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore, no employee's status with the company will be affected, in any way, whatsoever, because of participation or non-participation in lawful civic and political activities.

Participation in civic and political activities is considered to be a personal matter and, as such, is generally to be carried on outside of normal working hours. No political activities or solicitations will be carried on within company premises.

Internet/E-mail Policy

Taylor County Fiscal Court recognizes that use of the internet and e-mail is an essential business communication tool and that proper practices need to be followed to ensure that internet/e-mail content is of the highest quality, conveys a professional image, and delivers the best information in a timely manner. All employees of Taylor County Fiscal Court will be required to sign an Internet/E-Mail Policy.

Refer to the policy, which is part of the Taylor County Administrative Code or separately adopted by ordinance by the Taylor County Fiscal Court.

Drug and Alcohol Free Policy

The United States Congress enacted the Drug-Free Workplace Act of 1988, effective March 18, 1988. All employees of Taylor County Fiscal Court will be required to sign a Drug and Alcohol Policy. Taylor County Fiscal Court requires employees, in sensitive positions, to be randomly drug tested.

Refer to the policy, which is part of the Taylor County Administrative Code or separately adopted by ordinance by the Taylor County Fiscal Court.

Workplace Violence

Taylor County Fiscal Court is committed to maintaining a safe environment for all staff and the public and will not tolerate any form of workplace violence committed by or against its employees. Any observed or reported form of workplace violence will be taken seriously and thoroughly investigated. Any confirmed offenders will be dealt with through the current County disciplinary process, and local law enforcement procedures, as appropriate.

Workplace violence includes, but is not limited to, the following: harassment; stalking; physical violence; the use of weapons of any kind; the direct or implied threat of physical violence toward any member of the staff or residents of Taylor County.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Committing acts motivated by, or related to sexual harassment or domestic violence;
- Any potentially dangerous situation must be reported immediately to a administrator, supervisor or the County Judge/Executive. Reports or incidents warranting confidentiality will be handled appropriately and confidentiality will be maintained to the extent possible.

Harassment

Taylor County Fiscal Court is committed to maintaining a work environment free of discrimination and harassment. In keeping with this commitment, we will not tolerate conduct that affects tangible job

benefits, that interferes with an individual's work performance, or that creates an intimidating hostile or offensive working environment.

Harassment (Definition) - Harassment on the basis of race, color, religion, gender, national origin, age or disability constitutes discrimination in the terms, conditions, and privileges of employment. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of his or her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating hostile or offensive work environment.
- Has the purpose or effect of unreasonably interfering with an individual's work environment.
- Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, threatening, or intimidating acts, that relate to race, color, religion, gender, national origin, age or disability.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the employer's premise, or circulated in the workplace.

Harassment (Complaint Procedure) – Employees encountering harassment should tell the offending person that their actions are inappropriate and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation. In addition, the employee shall notify his or her supervisor of the harassment, as soon as possible, so that steps may be taken to protect the employee from further harassment, and appropriate investigative and disciplinary measures may be initiated. If the person harassing the employee is your immediate supervisor, then please notify any other administrator, supervisor or the County Judge/Executive or a member of the Fiscal Court directly.

Sexual Harassment (Definition) – Sexual Harassment deserves special mention. Inappropriate sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of employment,
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual,

- Such conduct has the purpose or effect of reasonably interfering with an individual's work performance or creating an intimidating hostile or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexual oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or

obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, or pinching another's body.

Sexual Harassment (Complaint Procedure) – All employees are responsible for helping to assure we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to notify your immediate supervisor. If the person harassing the employee is your immediate supervisor, then please notify any other administrator, supervisor or the County Judge/Executive or a member of the Fiscal Court directly. Reports are to be made as soon as practicable, preferably within 24 hours, and preferably in writing. Oral reports, however, will also be taken in the case of unusually sensitive circumstances.

Taylor County Fiscal Court policy is to investigate all such complaints. To the fullest extent practicable, the County will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, the County will take corrective action in accordance with the nature and extent of the offense.

Harassment/Sexual Harassment (False Accusations Procedure) – Taylor County Fiscal Court recognizes that false accusations of harassment and sexual harassment can have a serious effect on innocent men and women. Individuals falsely accusing another of harassment or sexual harassment will be disciplined in accordance with the nature and extent of his or her false accusation.

Harassment/Sexual Harassment (Employee Inquiry Procedure) – Taylor County Fiscal Court encourages any employee to raise questions he or she may have regarding the harassment policy or sexual harassment with his or her administrator, supervisor or the County Judge/Executive.

Disciplinary Action

The policy of Taylor County Fiscal Court is to be patient, fair and consistent in the administration of the organization and its employees. When problems arise, emphasis is on improvement and/or correction rather than punishment. However, willful, continued, or inexcusable breaches of employment rules must be dealt with firmly under a uniform policy, which applies, to all employees.

An employee may be disciplined for, but not limited to, the following when substantiated with or by bona fide proof:

- Incompetence,
- Inefficiency,

- Dishonesty,
- Improper conduct,
- Neglect of duty,
- Insubordination,
- Failure to keep time sheets accurately or completing another employee's time sheet,
- Fighting or horseplay on county premises,
- Attempting bodily injury to another person,
- Failure to observe safety rules,
- Abusive or obscene language,
- Discourtesy to the public or fellow employees,
- Criminal charges or conviction of a felony,
- Untidy attire, torn uniforms and other failures to maintain a clean, neat appearance,
- Off-duty activities that discredit the individual or County or cause inefficiency in performing assigned duties,
- Reporting to work under the influence of intoxicants or illegal drugs,
- Use of any intoxicants or illegal drugs while on duty,
- Gambling while on duty,
- Improperly discussing or disclosing confidential information,
- An accumulation of minor infractions,
- Failure to follow any other rule, regulation, operating procedure or job requirement not specifically mentioned above,
- Frequent or excessive absenteeism,
- Failure to provide notice to the supervisor or County Judge/Executive at the start of the work day of absence due to sickness or a personal nature,
- Refusal to report to work when called.

When disciplinary action is needed one of the following measures shall apply:

Verbal Warning – In the case of a minor infraction, the administrator, supervisor or County Judge/Executive shall administer a verbal warning and explain the actions necessary to correct the problem.

The date of warning along with a description of the problem and the action needed to correct the problem, any comments the employee may have made, shall be noted, signed and placed in the employee's personnel file.

Written Warning – In the case of a second infraction, the administrator, supervisor or County Judge/Executive shall give the employee a written warning specifying the reason for such warning. The written warning shall state that the employee's performance will be reviewed for improvement and explain the consequences of continued infractions.

The employee shall sign the written warning along with a witness signature and a copy placed in the employee's personnel file.

Disciplinary Suspension – When verbal and/or written warnings have not solved the problem, the administrator and/or the County Judge/Executive may suspend the employee without pay if it is determined the action is necessary to assure public confidence and integrity of the County. During the suspension period employee benefits will continue for a period of 30 days.

The employee shall sign the written notification of suspension explaining the allegations against the employee. During the suspension an employee cannot use sick, personal or vacation days.

Suspension – When a criminal charge has been filed against an employee, the administrator and/or the County Judge/Executive may suspend the employee without pay if it is determined the action is necessary to assure public confidence and integrity of the County. During the suspension period employee benefits will continue for a period of 30 days after the employee has exhausted all accrued personal or vacation leave.

Discharge – Where an offense is continually repeated, or misconduct is serious enough for discharge on the first offense, the administrator and/or County Judge/Executive may discharge an employee.

The administrator and/or County Judge/Executive shall notify the employee in writing of the intent to discharge, the reason for the discharge, details or previous disciplinary action taken and the date of discharge. The discharge notification letter will be filed in the employee's personnel folder.

Demotion or Transfer – In the event that an employee becomes unable to perform the duties as stated in the class specifications, he or she may be transferred or demoted in lieu of taking any disciplinary action, provided the employee meets the qualifications for the position, and the position is vacant.

Such action shall be recorded in the employee's personnel file.