

ZIEBACH COUNTY
EMPLOYEES POLICY AND PROCEDURE MANUAL
(UPDATED November 2023)

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STATEMENT OF EQUAL OPPORTUNITY EMPLOYMENT

In compliance with the Title VII of the Civil Rights act of 1963 as amended and under authority of SDCL 7-8-20, it is the policy of the Ziebach County government to provide equal employment opportunities to all citizens irrespective of race, color, creed, age, sex, disability, affectional preferences, national origin, veteran’s status or any other non-merit factors. This policy applies to all aspects of employment, including but not limited to the following: layoff, recall, termination, rates of pay or other forms of remuneration, selection for training, and the use of facilities and participation in all county-sponsored employee activities.

This policy shall be annually brought to the attention of the supervisory staff of the County as provided under the responsibility guide section of the Affirmative Action Plan, and shall be administered at all levels with any actively positive and supportive attitude.

It is the responsibility of every supervisor within the County to ensure the affirmative implementation of the policy.

County Commissioner

Auditor

County Commissioner

Register of Deeds

County Commissioner

Sheriff

County Commissioner

State’s Attorney

County Commissioner

Treasurer

AFFIRMATIVE ACTION GRIEVANCE PROCEDURE:

GRIEVANCE PROCEDURE:

Any county employee with a grievance about wages, termination, or any other problem shall speak with the Ziebach County Equal Opportunity Employment Officer and discuss the matter. The Ziebach County EOE Officer will then make a decision and take action on the grievance.

Equal Opportunity Employment Officer

CONDITIONS & CIRCUMSTANCES OF EMPLOYMENT

PERSONNEL OFFICER

The County Personnel Officer may be the County Auditor if a Personnel Officer has not been established.

HIRING POLICY

Each department head shall have authority to fill positions authorized by the Board of County Commissioners from applications taken by such department head, in accordance with the job description for that position. Wages shall be set by the Board of County Commissioners by schedules for deputies, clerks, and other authorized positions. A prospective employee's qualifications for the job or position to be filled shall be fairly determined according to training and experience and/or upon testing by the department head. The county discourages a department head from employing a spouse, son, daughter, niece, nephew, or other person closely related to him or her. If such a person is to be employed, the department head must have board approval prior to employment.

VETERANS PREFERENCE & LEGAL STATUS

The County complies with all applicable state and federal statutes regarding veterans' preference in employment.

Employees hired after November 6, 1986, must attest to their legal status by presenting the County with documents establishing their identity and eligibility for employment. Employee identity can be established with a driver's license with picture or other documentation approved by the U.S. Attorney General. Employment eligibility can be established with a social security card, U.S. birth certificate or other evidence approved by the U.S. Attorney General. Both identity and eligibility can be established with a U.S. passport, certificate of U.S. citizenship or naturalization foreign passport stating authority to be employed, or alien card with picture and employment authorization.

TEMPORARY AND PART-TIME POSITIONS

Temporary or seasonal positions with Ziebach County will be those that are less than permanent, year round positions. Temporary positions are those which begin and end within a twelve month period. All other positions are classified as permanent for budgetary purposes, even though the persons occupying such positions are employed at the will of the County.

Part-time positions are those which require less than forty (40) hours of compensated work per week. Full-time positions are those which require at least forty (40) hours of compensated work per week.

Any part-time or temporary position filled at the County will not receive any vacation or sick leave provided by the County, until five (5) years of continuous employment are completed; provided, however, that Workman's Compensation Insurance will be provided as a benefit to all county employees.

COMMERCIAL DRIVERS LICENSE REQUIREMENT

All full-time County Highway Employees will be required to obtain a Commercial Drivers License within six (6) months of employment. If reimbursed by Ziebach County, employee will be required to remain employed for one year or reimburse Ziebach County for the total amount paid for CDL.

SEATBELT REQUIREMENTS

Employees will be required to wear seat belts whenever they are operating entity owned vehicles and/or equipment and their own vehicles on entity business. State law requires this but more importantly, seatbelts save lives and reduce the severity of injuries sustained in crashes.

PAY PERIODS

Ziebach County will pay all county employees on or before the 28th of each month subject to the discretion of the Board of Commissioners.

HOURS OF WORK

The hours of the County Courthouse shall be from 7:30 a.m. through 12:00 noon and 1:00 p.m. through 5:00 p.m., Monday through Thursday and 7:30 a.m. through 11:30 a.m. on Friday except on designated legal holidays.

The County's normal work week consists of forty (40) hours for the Courthouse employees and forty-five (45) hours for Highway Department employees, exclusive of the lunch period. For the purpose of the payroll computation, the regular work week shall be considered starting as 12:01 a.m. Sunday and ending at 12:00 midnight Saturday. There may be time, when this schedule will have to be extended, diminished or altered in order to better serve the citizens of the County.

TIME RECORDS

The County is required by law to keep accurate records of time worked for all employees. The time keeping system works not only to insure compliance with the law but also to assure all of the employees that they will be paid for all time worked.

If you are an employee, you must keep an accurate record of your time. A time sheet has been designed for the use of recording each employee's hours worked, as well as leave benefits taken. The employee must turn the time sheet into his or her supervisor for approval. The supervisor shall turn the time sheet over to the Auditor's office no later than one (1) day prior to the issuance of payroll checks.

DRUG FREE WORK PLACE

General: The County is committed to providing a safe work environment and complying with the Drug-Free Workplace Act of 1988, the State's and Department of Transportation laws and regulations. The County, therefore, prohibits the unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances including alcohol while employees are on the County's property and while conducting business-related activities off the County's premises. The legal use of prescribed drugs (including but not limited to medical marijuana (THC)) is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Notwithstanding, certified law enforcement officers, employees fulfilling duties related to federal contract, employees in DOT positions, and employees in safety sensitive positions are prohibited from using or possessing medical marijuana (THC) under any circumstances regardless of valid prescription. Any employee found to be in violation of this policy or any of the provisions set forth in the plan below will be subject to discipline up to and including termination of employment.

Testing: Testing for drugs or alcohol may be done pre-employment and during employment based on required testing for certain positions, on reasonable suspicion, on post-accident situations where serious property or physical injury occurred, on random testing, and/or on follow-up testing required to discipline.

Smoking: It is the policy of the County that smoking and vaping (of tobacco and medical marijuana (THC)) shall not be permitted in County buildings, facilities, grounds, vehicles or enclosed equipment.

CONFLICT OF INTEREST

This policy prohibits the Ziebach County board members from having an interest in or receiving a direct benefit from a contract if the county is a party to that contract. Disclosure requirements apply to public contracts for labor or services to be rendered, the purchase of commodities, materials, supplies or equipment of any kind, and any kind of contract related to facilities.

Disclosure is required by the board member in each of the following situations:

1. When the board member has an interest in a contract or receives a direct benefit from a contract.
2. If the spouse of the county board member has an interest in a contract or receives a direct benefit from a contract.
3. If another person with whom the board member lives and commingles assets has an interest in a contract or receives a direct benefit from a contract.

A board member derives a direct benefit from a contract, or their spouse or other person with whom assets are commingled derives a direct benefit from a contract:

1. If the person has more than a five percent (5%) ownership or other interest in an entity that is a party to the contract;
2. If the person derives income, compensation or commission directly from the contract or from the entity that is a party to the contract;
3. If the person acquires property under the contract; or
4. If the person serves on the board of an entity that derives income directly from the contract or acquires property under the contract.

If a conflict of interest has been appropriately disclosed, the board (excluding the board member(s) disclosing a conflict of interest) must decide whether or not those conflicted board members should:

- Vote on the matter,
- Participate in any debate, or
- Be present in the room during the debate and the voting.

If in doubt whether an actual conflict exists, this policy also requires disclosure of possible or potential conflicts. Any board member who knowingly violates this policy will be subject to disciplinary action.

POLITICAL ACTIVITY

Political affiliation or activity shall not be a factor in hiring, promotion, demotion, suspension, termination, or any other conditions and privileges of employment with Ziebach County. County employees shall not use their county work time or county facilities to aid, encourage, or promote candidates for elected public offices whether partisan or non-partisan.

Employees whose employment is financed by loans or grants made by the United States or a federal agency maybe subject to the provision of the Federal Elections Campaign Act (the "Hatch" Act) regardless of when or where partisan elections activities occur. This Act prohibits certain types of involvement in federal, state, and local elections such as use of official authority or influence to affect an election or nomination of a candidate; donations of items of value to an election fund; or becoming a candidate for office in a partisan election.

Nothing shall prohibit any non-elective officer or employee in the county service from exercising his/her right as a citizen to express an opinion, cast a vote, or do any partisan or non-partisan political act not expressly prohibited herein. Questions relating to constitutional amendments, referendums, approval of state laws, and other issues of similar character are not specifically identified with a national or state political party.

An employee in the service of the county will not be obliged to, by reason of that employment, contribute to any political funds or collection or to render political service. Any employee refusing to contribute such funds or to render such service may not be removed or

otherwise disciplined or prejudiced for that refusal. An employee in the county cannot use their position to coerce the political action of a person or group.

The county will not employ or retain any person who advocates or belongs to an organization that advocates the overthrow or changes of our government by force or violence. Employees may be required to take an oath as set forth in the State Constitution (Art. XXI, Sec. 3) SDCL 3-1-6, SDCL 3-5-11, and SDCL 3-2-2.

PROBATIONARY PERIOD

The probationary period will be utilized by the Department Head as an opportunity to observe the employee's work to train and aid the employee in adjustment to the position and to reject any employee whose work and performance fails to meet required work standards. The probationary period will be six months for all Hwy. Dept. employees and three months for all Courthouse employees.

Inexperienced employees will start at a lesser rate of pay set at the reorganizational meeting in January of each year. Employee will be moved to full wage at the end of their probation. Salary may be adjusted according to prior experience and education.

The Department Head may terminate an employee for any reason during the probationary period.

TERMINATION OR RESIGNATION

Any Department Head may terminate any employee in accordance with the most recent South Dakota Complied Laws and most recent South Dakota court decisions.

Any Department Head may terminate any employee without prejudice because of lack of funds or curtailment of work. In such event, the Department Head or immediate supervisor shall give at least ten (10) working days written notice of the intended action and reason for termination to the employee.

An employee may resign from county employment at any time. In such event, the employee is expected to give the County, the Department Head or immediate supervisor at least ten (10) working days notice of the intended action.

SUPPLY AND EQUIPMENT PURCHASES

Each Department Head has the authority to purchase needed supplies and equipment. All purchases must be within departmental budgetary limits.

CELL PHONE POLICY

1. Employees are not permitted to use a cell phone, either handheld or hands-free, while operating a motor vehicle or equipment on County business and/or on County time.

2. Employees are not permitted to read or respond to emails or text messages while operating a motor vehicle or equipment on County business and/or on County time.
3. This policy also applies to the use of any personal computer device.
4. While driving, calls cannot be answered and must be directed to voice mail.
5. If an employee must make an emergency call, the vehicle or equipment should first be parked in a safe location.

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

FAIR LABOR STANDARDS ACT

The following employees of the county are considered exempt from the Fair Labor Standards Act:

- Elected Officials
- Director of Equalization (department chief)
- Emergency Manager/Veterans Service Officer (department chief)
- Sheriff's Department deputies (less than five employees in the department)

All other employees of the County are covered under FLSA regulations.

EMPLOYEE BENEFITS

WORKERS COMPENSATION:

All Ziebach County employees and elected officials are covered by the County's Workers Compensation Policy. Volunteers for the various County Departments will be covered only when requested to perform County work by a duly authorized County official and only when subject to the order of control of an authorized County official.

Employees who are injured on the job must report their injuries to a Supervisor or Department Head immediately. In any case, an injury must be reported within 30 days. A first Report of Injury will be completed by the Supervisor/Department Head and submitted to the insurance company through the Auditor's Office. The County reserves the right to designate which doctor, clinic, and hospital will provide the necessary medical treatment and reserves the right to require consulting opinions. For billing purposes, the service provider should be told by the employee that this is work-related or a worker's compensation injury. All bills should be submitted directly to the Auditor's Office, they are not payable under the county's regular group health insurance plan.

If an employee changes doctors without a referral from the doctor providing initial treatment, the insurance company is not obliged to pay for the subsequent services.

Compensation for loss of time at work is payable only if the employee is completely disabled for 7 days. Sick leave may be used for shorter period of time. Compensation is at 2/3 of the employee's normal rate of pay or 100% of the state average weekly wage, whichever is less.

Full pay may be received through use of the employee's accrued sick or vacation leave. In no case will Ziebach County and the insurance company make duplicate payments for the same time.

No compensation will be paid for willful misconduct, intentional self-inflicted injury, injury related to intoxication, or willful failure or refusal to use a safety appliance or procedure. Injuries received as a result of conduct outside the scope of assigned county duties are not covered by Worker's Compensation.

RETIREMENT:

All full-time employees and those working more than twenty hours per week for a period of six months or longer participate in the South Dakota Retirement System (also known as the Public Employees Retirement Association). Retirement benefits are funded by employee contributions and matched by equal contributions from the County. Contributions are 6% of gross pay for Class A employees (non-law enforcement) and 8-10% of gross pay for Class B employees (certified law enforcement).

Upon resignation or termination of employment, employees may be refunded the total of your contributions and all your matching employer contributions (or 75% of your employer contributions if you have not completed at least three (3) years of contributory service) to SDRS plus credited interest.

Additional benefits include:

- 1) Long-term disability benefit
- 2) Family benefit for surviving spouse and children under 18
- 3) Spouse benefit of spouse who reached 65
- 4) Spouse Option covers a surviving spouse between when the last child becomes 18 and when the spouse becomes 65. This is an optional, non-refundable employee contribution of 1.2%. It must be elected within 90 days of becoming a member, attaining age 35 or the first anniversary of a marriage.

For further information refer to your South Dakota Retirement brochure.

GROUP HEALTH INSURANCE:

Elected Officials, full-time employees, and part-time employees working at least 20 hours a week or 6 months a year, are eligible to participate in the Ziebach County Group Health Insurance Plan. Insurance coverage for new employees is effective on the 1st of the month following 30 days employment. Late enrollees (after 30 days) must submit requests for coverage to the carrier who has the right to refuse coverage.

100% of the employee's premium is paid by the County; 50% of the dependents' premium is paid by the county.

Employees who terminate employment or who are on leave without pay have the right to continue medical coverage by paying the group rate premium up to 18 months following termination.

Cost Sharing – The employee is responsible for the first \$1000.00 deductible and the County will reimburse the provider for the remaining deductible. The County will also reimburse the provider for any out of pocket expense over \$4000.00.

GROUP LIFE INSURANCE:

Elected Officials, full-time employees, and part-time employees working at least 20 hours a week or 6 months a year, are eligible to participate in the Ziebach County Group Life Insurance Plan. Insurance coverage for new employees is effective on the 1st of the month following 30 days employment.

100% of the employee's premium is paid by the County

Employees who terminate employment or who are on leave without pay have the right to continue medical coverage by paying the group rate premium up to 18 months following termination.

PAYROLL DEDUCTIONS:

The County Auditor prepares the regular county payroll. Certain payroll deductions have be recognized and approved, other may be approved. They are:

- Federal Income Tax
- Social Security Tax (FICA)
- S.D. State Retirement Insurance
- S.D. Supplemental Retirement

LONGEVITY PAY

Longevity only applies to County employees classified as full-time. Longevity is a way that employees are recognized for their years of continuous service. Longevity begins after 5 years of continuous employment.

In order to receive your longevity pay you must have worked those months consecutively, therefore if an employee goes on a leave of absence (not using sick or vacation time), that employee would receive longevity pay at a prorated percentage reflecting the leave of absence.

After 5 years of continuous employment, an annual longevity award will be made to all full-time employees on the following scale, to be paid with the November payroll. All service prior to this effective date will be considered for purposes of implementing this policy.

5 years	\$100	17 years	\$550	29 years	\$1150
6 years	\$120	18 years	\$600	30 years	\$1200
7 years	\$140	19 years	\$650	31 years	\$1250
8 years	\$160	20 years	\$700	32 years	\$1300
9 years	\$180	21 years	\$750	33 years	\$1350
10 years	\$200	22 years	\$800	34 years	\$1400
11 years	\$250	23 years	\$850	35 years	\$1450
12 years	\$300	24 years	\$900	36 years	\$1500
13 years	\$350	25 years	\$950	37 years	\$1550
14 years	\$400	26 years	\$1000	38 years	\$1600
15 years	\$450	27 years	\$1050	39 years	\$1650
16 years	\$500	28 years	\$1100	40 years	\$1700

STAFF DEVELOPMENT PLAN:

Ziebach County employees are afforded various training opportunities for the purpose of providing academic and technical knowledge in the area of their official duties. Departmental budgets provide office travel and expenses. Budgets permitting, these may include in-service workshops or training. Employees will be allowed to attend at the discretion of the Board of County Commissioners.

EMPLOYEE LEAVE

HOLIDAYS

The County will pay its employees for the following recognized holidays:

New Year’s Day	First Day of January
Martin Luther King Day	Third Monday of January
President’s Day	Third Monday of February

Memorial Day	Last Monday of May
Juneteenth Day	19 th Day of June
Independence Day	Fourth Day of July
Labor Day	First Monday of September
Native Americans' Day	Second Monday of October
Veterans' Day	11 th Day of November
Thanksgiving Day	Fourth Thursday of November
Christmas Day	25 th Day of December

And any other declared a holiday by the Governor of South Dakota.

Part-time employees will receive four (4) hours holiday pay if the holiday falls on a scheduled work day. After five (5) years of continuous employment, employee will receive eight (8) hours of holiday pay.

If the holiday occurs on a Saturday, the preceding Friday will be observed as the holiday. If the holiday is on a Sunday, the following Monday will be observed as the holiday.

VACATION LEAVE

Each permanent, full-time County Employee (except elected officials) shall accrue vacation time as follows:

1. After an employee has completed six (6) months of continuous employment, said employee shall receive six (6) days of vacation. The employee may accrue one day of vacation leave per month.
2. If an employee quits or is released with less than six (6) months of continuous employment, he or she shall not accrue any vacation time.
3. Employees having over twenty (20) years of continuous employment shall accrue an additional five (5) days of vacation during the subsequent year of continuous employment i.e. seventeen (17) days.
4. No employee shall accumulate over 24 days of vacation time.
5. Employees must use vacation leave or lose it.

Each part-time County Employee (over 20 hours per week) shall accrue vacation time as follows:

1. After an employee has completed five (5) years of continuous employment, said employee shall accrue vacation time in proportion to hours worked.
2. No employee shall accumulate over 24 days of vacation.
3. Employees must use vacation leave or lose it.

SICK LEAVE

Each permanent, full-time County employee (except elected officials) shall accrue sick leave as follows:

1. The employee may accrue one day of sick leave per month.
2. No employee shall accumulate more than 24 days of sick leave.
3. Sick leave is to be used only in the event of sickness of the employee, and death or sickness in their immediate family.
4. Employees must use sick leave or lose it.

Each part-time County Employee (over 20 hours per week) shall accrue sick leave as follows:

1. After an employee has completed five (5) years of continuous employment, said employee shall accrue sick leave in proportion to hours worked.
2. No employee shall accumulate more than 24 days of sick leave.
3. Sick leave is to be used only in the event of sickness of the employee, and death or sickness in their immediate family.
4. Employees must use sick leave or lose it.

It is the responsibility of each employee to call the Department Head when the employee is too ill to report to work. Upon request, verification of illness may be required.

WEATHER EMERGENCY DAYS

In the event of a weather emergency (i.e. snow days, floods, tornadoes, etc.) the Sheriff's Office or the Emergency Manager shall have the authority to close county offices.

Non-emergency personnel are not expected to report to work but will be paid for the day at the employee's regular rate of pay. All emergency county employees shall be expected to report to work as usual unless directed otherwise by the Department Head.

JURY DUTY

Any Ziebach county employee who is summoned for jury duty during assigned work hours will receive regular county pay.

FUNERAL LEAVE

In the event of the death of an employee's father, mother, brother, sister, spouse, child or grandparent related by blood, marriage, or adoption, the employee will be permitted to take Funeral Leave with pay for up to three (3) work days. This leave may be supplemented with vacation leave at the employee's request with the approval of the Department Head.

MILITARY TRAINING LEAVE

Any employee who has completed the initial probationary employment period and who is a duly qualified member of any Reserve Component of the United States Armed Forces shall be entitled to receive military training with the armed forces of the United States and shall be entitled to a leave of absence from county work for a period not to exceed (10) county work days, in any one calendar year. At the conclusion of such service, that employee shall be entitled to return to county employment without loss of status, pay or seniority provided:

1. The employee is still able to perform the duties of the county position;
2. The employee has given the Department Head at least ten (10) work days notice of the need for Military Training Leave prior to the time of departure;
3. The employee has satisfactorily performed the requirements of the training prescribed; and
4. The employee must return to the county position immediately upon being relieved from such military service and not later than the time herein limited for such unless prevented from so returning by physical or mental disability or other cause not due to the employee's own fault, or unless the employee is required by proper authority to continue in such military service beyond the time herein limited for military training leave.

The County will pay the difference between pay for such duty and the employee's regular county salary during the period of military training.

OVERTIME

Most county employees are non-exempt. They shall be paid at the regular rate of pay for all hours not exceeding 40 hours each week. When required by a Department Head to work overtime, they are entitled to compensation at 1-1/2 times their regular rate of pay for each hour over 40 hours in a work week.

Holiday, vacation and sick leave hours do not count as time worked for the purpose of computing overtime.

Overtime worked must be with the prior knowledge and approval of the Department Head. All full-time highway employees will be limited to 40 hours of overtime per pay period. Likewise, the Department Head must approve use of the compensatory time, which must be taken with thirty (30) days from the date of earning it. The amount of compensatory time accumulated may not exceed forty (40) hours.

Exempt employees are executive, administrative, or professional workers. In Ziebach County, exempt employees include:

Elected Officials Veterans Service Officer
Director of Equalization

Exempt employees are not eligible for overtime pay. As professionals, their work hours are flexible. They are expected, under supervision of the County Commission, to discharge their job duties responsibly and efficiently and to schedule their work hours accordingly.

LEAVE OF ABSENCE WITHOUT PAY

Employees may be allowed to be absent from county duty without pay if the Department Head approves such “leave without pay” in advance of the leave. Any leave of absence without pay over a month in duration requires the prior approval of the County Commission.

Accident/Incidents

If an accident, injury, or incident occurs on the job, during work hours, it is your responsibility as an employee to inform your department head.

You must notify your employer IMMEDIATELY of injury, as required by SDCL 62-7-10.

Your department head will provide you with a South Dakota Employer’s First Report of Injury form and Authorization for Release of Information form. Complete the form as thoroughly as possible.

You MUST complete the form within 3 business days after the injury.

When the form is completed, you or your department head must return the form to the Ziebach County Auditor, so that it can be sent to SDML and filed correctly.

TRAVEL AND PERDIEM

TRAVEL AUTHORIZATION

All county, work-related travel must have the prior approval of the Board of County Commissioners.

PER DIEM ALLOWANCES

The per diem rates for official travel will comply with current State Rates, with actual amount of lodging being allowed with proof and approval by Board of Commissioners.

MILEAGE ALLOWANCES

For employees using a private or personal vehicle, reimbursement will be paid at the current State Rate.

PROOF OF EXPENSE

Receipts are required for airport parking fees, airline tickets, taxi-limousines, hotel/motel charges, registration fees, and any other expenditure, except meals, for which reimbursement is requested. Claims should be submitted to the County Auditor's Office on County Vouchers.

Credit Cards

Under certain circumstances some financial transactions may be completed only with use of a credit card. The Ziebach County Board of Commissioners has established a credit limit of \$4000.00 for the Ziebach County credit card. Credit card usage is authorized by the Ziebach County Board of Commissioners for a limited amount of transactions such as:

1. Hotel room deposits to hold rooms for authorized, official travel on County Business.
2. Equipment and supply vendors with which the County does not have a current account.
3. Overnight accommodations (when on County business) in the event that the motel/hotel is unable or unwilling to directly bill the County.
4. Online purchase of office supplies or supplies that we are unable to get from companies that we already have accounts with.
5. In an emergency when other payment means are not possible.

What **cannot** be purchased using the Ziebach County credit card:

1. Meals
 2. Services
 3. Cash advances
 4. Personal use
 5. Entertainment
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1. For payment to be made by Ziebach County, all receipts MUST be turned into the County Auditor prior to due date.
 2. If a receipt is NOT submitted, the amount charged will be deducted from the employee's payroll.
 3. The county credit card, MUST be checked out if used on business and the waiver MUST be signed before obtaining the credit card.