

# MORGAN COUNTY

## Personnel Policy & Procedure Manual

Issue Date: July 1, 2006

Resolution # 98-250  
Adopted June 25, 1998

# MORGAN COUNTY

## Employees Policies

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Welcome new employee!

On behalf of your colleagues, I welcome you to Morgan County and wish you every success here.

We believe that each employee contributes directly to Morgan County's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Morgan County Policies.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

**Morgan County Commissioners**

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**Rick Shriver, President**

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**Dean Cain, Vice-President**

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**Ronald Moore, Member**

## INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Morgan County's Policies and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Morgan County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Morgan County continues to grow, the need may arise and Morgan County reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about , and I understand that I should consult my supervisor or the Commissioners regarding any questions not answered in the handbook. I have entered into my employment relationship with Morgan County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Morgan County can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Morgan County policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Commissioners of Morgan County have the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE' S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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### **101 Nature of Employment**

Effective Date: 7/1/06

Employment with Morgan County is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Morgan County may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Morgan County and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Morgan County's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Morgan County Commissioners.

### **102 Employee Relations**

Effective Date: 7/1/06

Morgan County believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors or the County Commissioners.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Morgan County amply demonstrates its commitment to employees by responding effectively to employee concerns.

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### **103 Equal Employment Opportunity**

Effective Date: 7/1/06

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Morgan County will be based on merit, qualifications, and abilities. Morgan County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Morgan County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Morgan County has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Commissioners. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **104 Business Ethics and Conduct**

Effective Date: 7/1/06

The successful operation and reputation of Morgan County is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Morgan County is dependent upon our citizens' trust and we are dedicated to preserving that trust. Employees owe a duty to Morgan County and its citizens, to act in a way that will merit the continued trust and confidence of the public.

Morgan County will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

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**In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.** If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Commissioners for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Morgan County employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

### **105 Hiring of Relatives**

Effective Date: 7/1/06

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Morgan County may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Morgan County employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **106 Employee Medical Examinations**

Effective Date: 7/1/06

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

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After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at Morgan County's expense by a health professional of Morgan County's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

### **107 Immigration Law Compliance**

Effective Date: 7/1/06

Morgan County is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an 1-9 with Morgan County within the past three years, or if their previous 1-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

### **108 Conflicts of Interest**

Effective Date: 7/1/06

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Morgan County wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your supervisor or the COMMISSIONERS for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Morgan County. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the

employee, or

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both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Morgan County's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their supervisor or the Morgan County commissioners as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Morgan County does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Morgan County.

### **110 Outside Employment**

Effective Date: 7/1/06

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Morgan County. All employees will be judged by the same performance standards and will be subject to Morgan County's scheduling demands, regardless of any existing outside work requirements.

If Morgan County determines that an employee's outside work interferes with performance or the ability to meet the requirements of Morgan County as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Morgan County.

Outside employment will present a conflict of interest if it has an adverse impact on Morgan County or is prohibited by an O.R.C. section.

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### **112 Non-Disclosure**

Effective Date: 7/1/06

The protection of confidential information is vital to the interests and the success of Morgan County. Such confidential information includes, but is not limited to, the following examples:

- 1 \* computer processes
- 2 \* computer programs and codes
- 3 \* labor relations negotiations
- 4 \* confidential files

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Should there be a question concerning the status of a particular document the Prosecuting Attorney or the Commissioners should be consulted before any documents are released.

### **114 Disability Accommodation**

Effective Date: 7/1/06

Morgan County 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.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Morgan County is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Morgan County will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Morgan County is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

### **116 Job Posting**

Effective Date: 7/1/06

Morgan County provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although Morgan County reserves its discretionary right to not post a particular opening.

Job openings will be posted on the employee bulletin board and normally remain open for 5 days. Each job posting notice will include the dates of the posting period, job title, department, location, grade level, job summary, essential duties, and qualifications (required skills and abilities).

To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit a job posting application to the DEPARTMENT SUPERVISOR listing job-related skills and accomplishments. It should also describe how their current experience with Morgan County and prior work experience and/or education qualifies them for the position.

Morgan County recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans. Supervisors are encouraged to support

employees' efforts to gain experience and advance within the organization.

An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing

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limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Other recruiting sources may also be used to fill open positions in the best interest of the organization.

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### **201 Employment Categories**

Effective Date: 7/1/06

It is the intent of Morgan County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Morgan County.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by Morgan County management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Morgan County full-time schedule. Generally, they are eligible for Morgan County benefit package, subject to the terms, conditions, and limitations of each benefit program. A County employee who works a standard work week set as full time by the appointing authority at less than forty hours per week, is a full time employee for purposes of R.C. 325.19

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 25 hours per week. Regular part-time employees are eligible for some benefits sponsored by Morgan County, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 25 hours per week. While they do receive all legally mandated benefits (such as Public Employees Retirement plan and workers' compensation insurance), they are ineligible for all of Morgan County's other benefit programs.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Morgan County is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation

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accept additional compensation in lieu of participation in all but legally mandated benefit programs. Morgan County offers this category in limited classifications and to limited numbers of employees. Individuals participating in this program must sign waivers of their rights to participate in the benefit programs applicable to regular employees. Service in this category cannot be credited in any way toward any benefit program, even if the employee is later assigned to a benefit-eligible category. A change to or from this category can be accomplished only with the written consent of Morgan County.

CASUAL employees are those who have established an employment relationship with Morgan County but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and PERS), they are ineligible for all of Morgan County's other benefit programs.

### **202 Access to Personnel Files**

Effective Date: 7/1/06

Morgan County maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Morgan County, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Morgan County who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Office Manager. With reasonable advance notice, employees may review their own personnel files in Morgan County offices and in the presence of an individual appointed by Morgan County to maintain the files.

### **203 Employment Reference Checks**

Effective Date: 7/1/06

To ensure that individuals who join Morgan County are well qualified and have a strong potential to be productive and successful, it is the policy of Morgan County to check the employment references of all applicants.

The Supervisor will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by Morgan County records. No employment data will be released without a written authorization and release signed by the individual

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who is the subject of the inquiry. This is done when it does not interfere with public disclosure laws.

### **204 Personnel Data Changes**

**Effective Date:** 7/1/06

It is the responsibility of each employee to promptly notify Morgan County of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your supervisor or the Auditors office.

### **205 Introductory Period**

**Effective Date:** 7/1/06

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Morgan County uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Morgan County may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 120 calendar days after their date of hire. Employees who are promoted or transferred within Morgan County must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If Morgan County determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within Morgan County, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Morgan County needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

During the initial introductory period, new employees are eligible for those benefits that are required by

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law, such as workers' compensation, insurance, and PERS. They may also be eligible for other Morgan County provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Employment status is not changed during the secondary introductory period that results from a promotion or transfer within Morgan County.

**Probationary and introductory** are meant to mean the same for the purposes of this section.

### **208 Employment Applications**

Effective Date: 7/1/06

Morgan County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Morgan County's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **209 Performance Evaluation**

Effective Date: 7/1/06

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end.

Merit-based pay adjustments are awarded by Morgan County in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

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### 301 Employee Benefits

Effective Date: 7/1/06

Eligible employees of Morgan County are provided a wide range of benefits. A number of the programs (such as PERS, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- \* Deferred Compensation Plan
- 2 \* Family Leave
- 3 \* Flextime Scheduling
- 4 \* Health Insurance
- 5 \* Holidays
- 6 \* Jury Duty Leave
- 7 \* Life Insurance
- 8 \* Medical Leave
- 9 \* Personal Leave

Some benefit programs require contributions from employees, but most are fully paid by Morgan County. The benefit package for regular full-time employees represents an additional cost to Morgan County of approximately 40 percent of wages.

### 303 Vacation Benefits

Effective Date: 7/1/06

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. An Employee is eligible after service of one year with the County or any political subdivision of the State, will be due upon the attainment of the first year of employment, and annually thereafter. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- 1\* Regular full-time employees (note)
- 2\* Regular part-time employees



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NOTE: A county employee working less than forty hours per week but rendering services considered as full time by the office, is entitled to the full amount of vacation leave prescribed by ORC 325.19(A) OAG. 87-067.

The amount of paid vacation time employees receive each year increases with the length of employment as shown in the following schedule:

- 1       \* Upon initial eligibility the employee is entitled to **80** vacation hours each year
  - 2       Accrued at the rate of **3.1** hours each biweekly period
  - 3       \* After 8 years of eligible service the employee is entitled to **120** vacation hours each year.
  - 4       Accrued at the rate of **4.6** hours each biweekly period.
  - 2       \* After 15 years of eligible service the employee is entitled to **160** vacation hours each year.
  - 3       Accrued at the rate of **6.2** hours each biweekly period.
- \*After 25 years of eligible service the employee is entitled to 200 vacation hours each year.  
Accrued at the rate of **7.7** hours each biweekly period

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of one quarter (.25) hour. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. In any event, the appointing authority may not allow any vacation leave to be carried over for more than **three** years. (OAG 89-012)

When the employee uses paid vacation time and brings the available amount below the cap, vacation

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accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

By resolution 97-275 the Commissioners granted vacation pay to regular part time employees. The ratio between the hours worked and the vacation hours awarded to a part-time employee shall be the same as the ratio between the hours worked and the vacation hours earned by a full-time employee as provided for ORC 325.19.

### **304 Child Care Benefits**

Effective Date: 7/1/06

Morgan County provides child care assistance to all eligible employees as a benefit of employment. Eligible employee classifications are:

- \* Regular full time employees

Given below is a brief description of child care assistance that may be provided when feasible. For more detailed information, please contact the supervisor or County Commissioners.

- \* CAFETERIA PLAN/FLEXIBLE SPENDING ACCOUNT: Employees choose benefits (including child care) from a list of options and contribute a part of pretax salaries to a child care account. This option allows employees to minimize the federal tax they must pay on child care dollars.

- \* SICK LEAVE BENEFITS: Employees may use accrued sick leave benefits in the event of the illness of a child.

### **305 Holidays**

Effective Date: 10/6/14

Morgan County will grant holiday time off to all employees on the holidays listed below:  
New Year's Day (January 1)

-  Martin Luther King, Jr. Day (third Monday in January)

- 🇺🇸 Presidents' Day (third Monday in February)
- 🇺🇸 Memorial Day (last Monday in May)
- 🇺🇸 Independence Day (July 4)

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- Independence Day (July 4)
- Labor Day (first Monday in September)
- Friday of Morgan County Fair Week
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24) HALF A DAY
- Christmas (December 25)

Revised: Morgan County will grant paid holiday time off to all eligible employees. Holiday pay will be calculated based on the employee's straight-time pay as of the date of the holiday.

Classification(s)

- ❖ Regular full-time employees (8 hrs)
- ❖ Regular part-time employees (4hrs)

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Holiday benefits for eligible employees working for the Sheriff, Human Services, and the Highway department are detailed in the bargaining agreement

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

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### 306 Workers' Compensation Insurance

Effective Date: 7/1/06

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

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

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

### 307 Sick Leave Benefits

Effective Date: 12-22-14

Morgan County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- 1                      \* Regular full-time employees
- 2                      \* Regular part-time employees

Eligible employees will accrue sick leave benefits per ORC 124.38 at the rate of:

**4.6 hours per biweekly pay.**

**.0575 hours sick leave per hour worked**

Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Revised: Paid sick leave can be used in minimum increments of one-quarter (.25) hour. Eligible employees may use sick leave benefits for absence due to their own illness or that of an immediate family member as defined in Morgan County Policy 309.

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Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or Morgan County-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate indefinitely.

**Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.** Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

### 308 Time Off to Vote

Effective Date: 7/1/06

Morgan County encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, Morgan County will grant up to 1 hour of paid time off to vote.

Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

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### **309 Bereavement Leave**

Effective Date: 7/1/06

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to up to 3 days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- 1           \* Regular full-time employees
- 2           \* Regular part-time employees
- 3           \* Introductory employees

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

**Morgan County defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.**

### **311 Jury Duty**

Effective Date: 7/1/06

Morgan County encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request paid jury duty leave for the length of absence. The employee is required to return any payment for jury duty to Morgan County.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Morgan County or the employee may request an excuse from jury duty if, in Morgan County judgment, the employee's absence would create serious operational difficulties.

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Morgan County will continue to provide health insurance benefits for the full term of the jury duty absence.

### **312 Witness Duty**

Effective Date: 7/1/06

Morgan County encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Morgan County, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Morgan County. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

### **313 Benefits Continuation (COBRA)**

Effective Date: 7/1/06

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Morgan County's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Morgan County group rates plus an administration fee. Morgan County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Morgan County health insurance plan. The notice contains important information about the employee's rights and obligations.

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### **314 Educational Assistance**

Effective Date: 7/1/06

Morgan County recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Morgan County.

Morgan County will provide educational assistance to all eligible employees who have completed 365 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

- \* Regular full-time employees

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. Morgan County has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the SUPERVISOR for more information or questions about educational assistance.

While educational assistance is expected to enhance employees performance and professional abilities, Morgan County cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Morgan County invests in educational assistance to employees only when the department where the employee is working has the funds budgeted and with the approval of the supervisor. Morgan County provides this opportunity with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from Morgan County's employment within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay up to 75 percent of the original educational assistance payment.

### **316 Health Insurance**

Effective Date: 7/1/06

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Morgan County's health insurance plan provides employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Morgan County and the insurance carrier.

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). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the SUPERVISOR for more information about health insurance benefits.

NOTE: Employees are required to pay an employee contribution according to the department that they are under or the governing board. The county will pay the balance of an employees and eligible dependents coverage. Dental and Eye Care coverage is available at extra cost. The County reserves the right to amend coverage or require co-pay for eligible employees when deemed necessary by the Commissioners.

### **317 Life Insurance**

Effective Date: 7/1/06

Life insurance offers you and your family important financial protection. Morgan County provides a basic life insurance plan (\$15,000) for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

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- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Morgan County and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the SUPERVISOR for more information about life insurance benefits.

### **320 Deferred compensation Savings Plan**

Effective Date: 7/1/06

Morgan County allows wage withholding for a deferred compensation savings plan to provide employees the potential for future financial security for retirement.

The Deferred Compensation savings plan allows you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

Because your contribution to a Deferred compensation plan is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to deferred compensation distributions.

Complete details of the deferred compensation savings plan are described in the Summary Plan Description provided to eligible employees. Contact the SUPERVISOR for more information about the deferred compensation savings plan.

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### **401 Timekeeping**

Effective Date: 7/1/06

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Morgan 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.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

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.

### **403 Paydays**

Effective Date: 7/1/06

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

### **405 Employment Termination**

Effective Date: 7/1/06

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- \* Resignation -voluntary employment termination initiated by an employee.
- \* Discharge -involuntary employment termination initiated by the County.

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\* Retirement -voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Morgan County will generally schedule **exit interviews** at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Morgan County, or return of Morgan County owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with Morgan County is based on mutual consent, both the employee and Morgan County has the right to terminate employment at will, with or without cause, at any time subject to applicable State law. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### **410 Pay Deductions and Setoffs**

Effective Date: 7/1/06

The law requires that Morgan County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Morgan County also must deduct PERS taxes on each employee's earnings. Morgan County contributes a percentage of the earnings, established by law, for each employee.

Morgan County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by Morgan County, usually to help pay off a debt or obligation to Morgan County or others.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

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### **501 Safety**

Effective Date: 7/1/06

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Morgan County has established a workplace safety program. This program is a top priority for Morgan County. Your supervisor has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Morgan County provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of a member of the labor-management safety committee. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

### **502 Work Schedules**

Effective Date: 7/1/06

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and

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week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

### 504 Use of Phone and Mail Systems

Effective Date: 7/1/06

Personal use of the telephone for long-distance and toll calls is not permitted. Should toll calls be necessary the employee is required to reimburse the County. Employees should practice discretion when making local personal calls and may be required to reimburse Morgan County for any charges resulting from their personal use of the telephone.

The use of Morgan County-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and **speak in a courteous and professional manner**. Please confirm information received from the caller, and hang up only after the caller has done so.

### 505 Smoking and Candles

Effective Date: 7/1/06

In keeping with Morgan County's intent to provide a safe and healthful work environment, smoking in the workplace is discouraged. Nonsmoking areas are clearly designated where smoking is expressly prohibited, and employees are asked to respect these designations. In situations where the preferences of smokers and nonsmokers are in direct conflict, the **preferences of nonsmokers will prevail**.

This policy applies equally to all employees, customers, and visitors.

Candles are not allowed in the work place.

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### **506 Meal Periods**

Effective Date: 7/1/06

All full-time employees are provided with one paid meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will not be relieved of all active responsibilities and restrictions during meal periods should those duties be necessary for the smooth and efficient operation of Morgan County. Most County employees will be compensated for Meal Period. Exceptions to this policy will be those employees covered by a collective bargaining agreement or requirements of an independent office holder.

### **507 Overtime/Compensatory time**

Effective Date: 7/1/06

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime compensation only applies to non **salaried** employees. Questions concerning your classification should be directed to your SUPERVISOR.

Compensatory time must be taken within 90 days of accumulation, at a time which is convenient to the employee and employer

### **508 Use of Equipment and Vehicles**

Effective Date: 7/1/06

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to

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replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

### **510 Emergency Closings**

Effective Date: 7/1/06

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees may request available paid leave time such as unused vacation benefits.

### **512 Business Travel Expenses**

Effective Date: 7/1/06

Morgan County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the **SUPERVISOR** and/or the Commissioners.

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Employees whose travel plans have been approved are responsible for making their own travel arrangements.

**When approved**, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Morgan County. Please see travel section starting 900.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Morgan County may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports AS SOON AS POSSIBLE. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Proof of insurance and valid drivers license is required to qualify for travel reimbursement.

### **516 Computer and E-mail Usage**

Effective Date: 7/1/06

Computers, computer files, the e-mail system, and software furnished to employees are Morgan County property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and

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e-mail usage may be monitored.

Morgan County strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Morgan County prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should notify their immediate supervisor, the Commissioners or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **518 Workplace Monitoring**

Effective Date: 7/1/06

Workplace monitoring may be conducted by Morgan County to ensure quality control, employee safety, security, and customer satisfaction.

Because Morgan County is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

### **522 Workplace Violence Prevention**

Effective Date: 7/1/06

Morgan County is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, Morgan County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and

respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that

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may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Morgan County without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management or the Commissioners. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

Morgan County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, Morgan County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Morgan County encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Office Manager before the situation escalates into potential violence. Morgan County is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

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### **601 Medical Leave**

Effective Date: 7/1/06

Morgan County provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Morgan County. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks unpaid leave. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, Morgan County will continue to provide health insurance benefits for the full period of the approved medical leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Morgan County with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, Morgan County will assume that



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the employee has resigned.

### **602 Family Leave**

Effective Date: 7/1/06

Morgan County provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees may request family leave only after having completed 365 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of unpaid leave. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Morgan County with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.



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the employee has resigned.

### **603 Personal Leave**

Effective Date: 7/1/06

Morgan County provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- \* Regular full-time employees
- \* Regular part-time employees

Eligible employees may request personal leave only after having completed 365 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 12 weeks. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 60 calendar days. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Morgan County until the end of the first full month of approved personal leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by Morgan County according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Morgan County cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Morgan County will assume the employee has resigned.

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### **605 Military Leave**

Effective Date: 7/1/06

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the SUPERVISOR or the Commissioners for more information or questions about military leave.

### **607 Pregnancy-Related Absences**

Effective Date: 7/1/06

Morgan County will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not

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related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

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### **701 Employee Conduct and Work Rules**

Effective Date: 7/1/06

To ensure orderly operations and provide the best possible work environment, Morgan County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- \* Insubordination or other disrespectful conduct
- \* Sexual or other unlawful or unwelcome harassment
- 3 \* Possession of dangerous or unauthorized materials, such as explosives or firearms, in the
- 4 workplace
- \* Excessive absenteeism or any absence without notice
- \* Unauthorized absence from work station during the workday
- \* Violation of personnel policies
- \* Unsatisfactory performance or conduct

Employment with Morgan County is at the mutual consent of Morgan County and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### **702 Drug and Alcohol Use**

Effective Date: 7/1/06

It is Morgan County desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Morgan County premises and while conducting business-related activities off Morgan County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs 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.

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Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Morgan County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Commissioners without fear of reprisal.

### **703 Sexual and Other Unlawful Harassment**

Effective Date: 7/1/06

Morgan County is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the County Commissioners or the Prosecuting Attorney. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Commissioners or Prosecuting Attorney or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

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### **704 Attendance and Punctuality**

Effective Date: 7/1/06

To maintain a safe and productive work environment, Morgan County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Morgan County. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

### **705 Personal Appearance**

Effective Date: 7/1/06

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Morgan County presents to its citizens and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

### **706 Return of Property**

Effective Date: 7/1/06

Employees are responsible for all Morgan County property, materials, or written information issued to them or in their possession or control. Employees must return all Morgan County property immediately upon request or upon termination of employment. Where permitted by applicable laws, Morgan County may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Morgan County may also take all action deemed appropriate to recover or protect its property.

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### **708 Resignation**

Effective Date: 7/1/06

Resignation is a voluntary act initiated by the employee to terminate employment with Morgan County. Although advance notice is not required, Morgan County requests at least 2 weeks' written resignation notice from all employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

### **710 Security Inspections**

Effective Date: 7/1/06

Morgan County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Morgan County prohibits the possession, transfer, sale, or use of such materials on its premises. Morgan County requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of Morgan County. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Morgan County at any time, either with or without prior notice.

### **712 Solicitation**

Effective Date: 7/1/06

In an effort to ensure a productive and harmonious work environment, persons not employed by Morgan County may not solicit or distribute literature in the workplace at any time for any purpose.

Morgan County recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods

in which employees are not on duty.)

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In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important, and employees should consult them frequently for:

- Affirmative Action statement
- Employee announcements
- Internal memoranda
- Job Openings
- Organization announcements
- Payday notice
- Workers' Compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the department supervisor or COMMISSIONERS for approval. All approved messages will be posted by the department supervisor or the COMMISSIONERS.

### **714 Drug Testing**

Effective Date: 7/1/06

Morgan County is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, Supervisors, if with due cause may request an employee to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs.

### **716 Progressive Discipline**

Effective Date: 7/1/06

The purpose of this policy is to state Morgan County's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Morgan County's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action



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is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Morgan County is based on mutual consent and both the employee and Morgan County have the right to terminate employment at will, with or without cause or advance notice, Morgan County may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps --**1)** verbal warning, **2)** written warning, **3)** suspension with or without pay, or **4)** termination of employment --depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. If more than 12 months have passed since the last disciplinary action, the process will normally start over.

Morgan County recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Morgan County.

### **718 Problem Resolution**

Effective Date: 7/1/06

Morgan County is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Morgan County supervisors and management.

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Morgan County strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Morgan County in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within 30 calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the County Commissioners or the Prosecuting Attorney.
2. Supervisor responds to problem during discussion or within 30 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to the Supervisor within 30 calendar days, if problem is unresolved.
4. Supervisors counsel and advise employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to Commissioners for review of problem.
5. Employee presents problem to Commissioners in writing.
6. Commissioner reviews and considers problem. Commissioners inform employee of decision within 30 calendar days, and forwards copy of written response to supervisor for employee's file. The

Commissioners have full authority to make any adjustment deemed appropriate to resolve the problem.

Problems, disputes, or claims not resolved through the preceding problem resolution steps are subject to mediation. Mediation will be conducted under the Employment Mediation Rules of the American Arbitration Association. Employees who choose to use mediation to resolve a problem will be expected to share the cost of mediation with Morgan County. A complete description of the mediation procedure is available from your supervisor.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to

ensure everyone's job security

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### **800 Life-Threatening Illnesses in the Workplace**

Effective Date: 7/1/06

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Morgan County supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Morgan County will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Morgan County will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact their supervisor or the Commissioners for information and referral to appropriate services and resources.

### **802 Recycling**

Effective Date: 7/1/06

Morgan County supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

Special recycling receptacles have been set up to promote the separation and collection of the following recyclable materials at Morgan County:

- \* computer paper
- \* white high grade or bond paper
- \* ledger paper
- \* mixed or colored paper
- \* newspaper
- \* corrugated cardboard
- \* aluminum
- \* brass

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- \* copper
- \* iron
- \* steel
- \* tin
- \* transformers
- \* wire
- \* glass
- \* plastics
- \* motor oil
- \* tires
- \* printer cartridges

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Morgan County encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- \* reusing paper clips, folders, and binders
- \* turning off lights when not in use

Whenever possible, employees of Morgan County are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, Morgan County is helping to solve trash disposal and control problems facing all of us today. If you have any questions or new ideas and suggestions for the recycling program contact the Morgan County Recycling and Litter Prevention program manager, Dan Richardson. (962-6886)

### **806 Suggestion Program**

Effective Date: 7/1/06

As employees of Morgan County, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work-improvement or cost-savings ideas.

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All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will benefit Morgan County by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making Morgan County a better or safer place to work. Statements of problems without accompanying solutions, or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Submit suggestions to the Supervisor<sup>1</sup> or the Commissioners and, after review, they will be forwarded to the Suggestion Committee. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

Special recognition will be given to employees who submit a suggestion that is implemented.

## **Travel Policy and Procedures**

Effective Date: 7/1/06

### 900 Gratuities (Tips)

Tips may be reimbursed if:

1. Tip is 20% or less of the cost of the associated goods or services, **or**
2. The tip is customary and of a reasonable amount in cases where the tip cannot be associated to a specific cost (e.g., a tip to a bellhop).

### 902 Automobiles

#### **A. Privately-owned Vehicles Mileage Rate**

Reimbursement is made to the County traveler using the county mileage rate of \$ .35 cents per mile. The mileage rate covers all expenses incurred by the use of a privately owned automobile for County business, including gasoline, insurance, maintenance and car washes. When more than one County traveler is transported in a privately owned auto:

1. if the auto-owner is a County traveler, then only the auto-owner may claim mileage.
2. if the auto-owner is **not** a County traveler, then only one County traveler per auto may claim mileage. It is the responsibility of that traveler to compensate the auto-owner.

#### **B. Requirements for Privately Owned Vehicles**

1. The driver must have a valid driver's license.
2. The driver must carry liability insurance on the vehicle as required by law.
3. The driver must have no pending traffic violations.
4. The driver must wear a seat belt.
5. Pay for gasoline out-of-pocket.

### 904 Lodging

## **A. Overnight Lodging**

Overnight lodging is allowable only if the destination is greater than the distance to Columbus, Ohio from the traveler's primary County work site.

## **B. Cost of Lodging**

Allowable cost is the single room rate plus tax – unless the other party is also on authorized County travel. If the lodging receipt states multiple occupancy, indicate either the single room rate on the receipt or provide the name(s) of the County traveler(s) who shared the lodging.

## **C. Method of Payment**

1. The traveler is responsible for all charges to be paid out-of-pocket. County traveler must request reimbursement.

## 906 Meals

### **A. Business Meeting Meals or Entertainment**

Business meeting meals or entertainment must have a business purpose and must include two or more persons (at least one non-County employee is often included). Costs should be reasonable and customary for the location. Itemized receipts are required for reimbursement.

1. **Reimbursement after the fact:** All meals will be paid out-of-pocket, and submitted for reimbursement on the County Expense Summary Form. A properly completed County Expense Summary Form must be attached to provide the proper substantiation required by the IRS. Tips for business meeting meals or entertainment are reimbursable up to 20% of meal cost.
2. **Alcoholic beverages:** Regardless of the payment method used, alcoholic beverages are prohibited.

### **B. Personal Meals**

Personal meals are individual, everyday meals consumed during business travel. A maximum of three personal meals per day is allowable.

1. **Same day travel:** County travelers do not qualify for personal meal reimbursement during same-day travel. IRS regulations require that an employee be away from home substantially longer than an ordinary day's work **and** during the time away from home, need sleep or rest (referred to as the "overnight rule" - i.e., overnight stay is required).
2. **Partial days of travel:** For partial days of travel, preceding or following an overnight stay, the following time schedule applies:

Type of Meal	Personal meals are allowable if the traveler:	
	Departs at or before	Returns at or after
Breakfast	7:00 AM	9:00 AM
Lunch	12:00 NOON	1:00 PM
Dinner	5:00 PM	6:00 PM

### C. Methods of Payment and Reimbursement for Personal Meals

1. **Meal Reimbursement:** All personal meals during County business travel are to be paid out-of-pocket. County Traveler will be reimbursed at the County Per Diem Rate:

**A. Per Diem:** The per-diem allowance is a daily dollar amount covering Meals and Incidentals. It includes up to three meals per day. Per-diem allowances are \$39.00 per day for full day of travel and broken down for the following partial days of travel: \$9.00 for Breakfast, \$10.00 for Lunch, \$20.00 for Dinner. The traveler must pay for meals out-of-pocket, then claim per diem rates on the County Expense Summary Form. The following rules apply:

- Claim per diem rates only for **personal** meals at **your expense**. If the meal was provided by the conference, or otherwise provided, per diem cannot be claimed for that meal.
- **All** receipts are required for per diem reimbursement

### D. Personal Meals Otherwise Provided

1. **Meals included in other fees:** If meals are included in fees for items such as conference registrations, long flights, or lodging arrangements, no further expense for those meals is allowable. However, if you are unable to take advantage of such pre-paid meals because of dietary restrictions or other circumstances, you may claim the out-of-pocket expense for reimbursement (per diem). An explanation must be provided in on the County Expense Summary Form.
2. **Meals as a Guest:** If you are a guest at a meal (a business or social event at the expense of another), that meal should not be listed for reimbursement on the County Expense Summary Form.

#### 908 Telephone Calls

To avoid expensive hotel surcharges, the use of personal calling cards, or cell phones is encouraged.

1. **Business Calls:** Business calls are allowable expenses.
2. **Business-Personal Calls:** Calls to keep your family advised of your well-being are allowable, but must be kept to a minimum (5 minutes, daily, is maximum).
3. **Personal Calls:** All other personal calls are the responsibility of the traveler. Do not charge personal calls on your hotel bill. Pay all personal charges out-of-pocket at checkout.

#### 910 Miscellaneous Travel Expenses

Reimbursement may be claimed for parking charges, ferry and taxi fares, and bridge, highway, and tunnel tolls. Tips associated with taxi fares are reimbursable, but not to exceed 20% of the fare. Other miscellaneous expenses may be reimbursed, if a full description is provided on the County Expense Summary Form. Receipts are required for any expense greater than \$75. Traffic fines, towing, and like expenses are **not** allowable.

#### 912 Receipts

Receipts must show the amount, date, place, and essential character of the expense. The traveler must save **original itemized receipts** as follows:

1. **All Lodging expenses:** Hotel receipts should show separate amounts for lodging, meals, telephone calls, etc.
2. **Meal reimbursement:** Restaurant receipts should be itemized and show location and name of restaurant and number of people served.
3. **All other business-travel-related expenses:** Itemized receipts are required for all expenses.
4. **Credit card statements** or charge slips are not acceptable. Photocopies of receipts are accepted only with an explanation of why the original is unavailable.

#### 914 Completion of a County Expense Summary Form

To receive reimbursement for out-of-pocket travel expenses, the traveler must complete a County Expense Summary Form and submit it to the Auditor's Office.

##### **A. Allowable Expenses**

Any amount listed for reimbursement must be for an allowable travel expense and must be accurate. It must also reflect an out-of-pocket expense to the traveler (i.e., it cannot have been otherwise provided).

#### 916 Do

1. Complete all fields of the County Expense Summary Form.

2. Explain business purpose thoroughly.
3. **Attach conference registration forms, agendas or programs - whatever is needed to outline basic activities and schedule.**
4. Attach all required itemized receipts for expenses claimed.
5. Double-check accuracy of per-diem and mileage amounts.
6. Include explanatory comments for any unusual circumstances or costs.
7. Obtain all needed signatures.

### **Don't**

1. Leave information or signature spaces blank.

## **FIREARMS POLICY**

IN THE INTEREST OF PROTECTING THE SAFETY OF EMPLOYEES AND CITIZENS OF MORGAN COUTY, THE MORGAN COUNTY COMMISSIONERS RICK SHRIVER, DEAN CAIN AND RONALD L. MOORE ADOPT THE FOLLOWING POLICY:

EFFECTIVE APRIL 8, 2004, AS REQUIRED BY OHIO REVISED CODE #2923.1212 THE FOLLOWING WILL BE POSTED AT THE ENTRANCE OF EVERY COUNTY OWNED BUILDING, AND AT THE ENTRANCE TO THE PORTION OF AND NON- COUNTY OWNED BUILDING WHICH IS LEASED BY THE COUNTY:

"PURSUANT TO THE OHIO REVISED CODE, SECTION 293.1212 ,NO PERSON SHALL KNOWINGLY POSSESS, HAVE UNDER THE PERSON'S CONTROL, CONVEY, OR ATTEMPT TO CONVEY A DEADLY WEAPON OR DANGEROUS ORDNANCE ONTO THESE PREMISES. "

EMPLOYEES AND OFFICIALS OF MORGAN COUNTY, OTHER THAN LAW ENFORCEMENT OFFICERS SPECIFICALLY AUTHORIZED TO CARRY A FIREARM\*\*, ARE PROHIBITED FROM CARRYING FIREARMS INTO ANY COUNTY BUILDING, IN ANY COUNTY VEHICLE OR AT ANY TIME WHILE THEY ARE ACTING WITHIN THE COURSE AND SCOPE OF THEIR EMPLOYMENT.

A COUNTY EMPLOYEE OR OFFICAL WITH A VALID LICENSE TO CARRY A CONCEALED HANDGUN MAY BRING A HANDGUN ONTO A COUNTY OWNED PARKING LOT, BUT MUST LEAVE THE HANDGUN IN THEIR OWN LOCKED VEHICLE, EITHER IN THE GLOVE COMPORIMENT ( OR OTHER LOCKED COMPARTMENT), IN THE TRUNK, OR LOCKED INSIDE A GUN CASE, WHEN THEY REPORT FOR WORK. AN EMPLOYEE OR OFFICIAL WITH A VALID LICENSE TO CARRY A CONCEALED HANDGUN WHO IS REPORTING FOR WORK MAY REMOVE THE HANDGUN FROM THEIR OWN VEHICLE PARKED ON COUNTY PROPERTY ONLY FOR THE PURPOSE OF TRANSPORTING IT TO AND FROM THE TRUNK OF THAT VEHICLE FOR STORAGE.

ANY COUNTY EMPLOYEE OR OFFICIAL WHO VIOLATES THIS POLICY IS ACTING OUTSIDE THE COURSE AND SCOPE OF THEIR DUTIES. MORGAN COUNTY WILL NOT DEFEND OR INDEMNIFY SUCH ACTIONS BY ANY COUNTY OFFICIAL OR EMPLOYEE. ANY COUNTY EMPLOYEE FOUND TO BE IN VIOLATION OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.

COUNTY EMPLOYEES WHO USE A FIREARM OR MAKE COMMENTS ABOUT FIREARMS IN SUCH A WAY THAT INTIMIDATES, HARASSES, COERCES, OR THREATENS ANOTHER COUNTY EMPLOYEE WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING DISCHARGE.