

**Cheyenne County
Personnel Handbook
(Personnel Manual)
Revised April 14, 2017**

RECEIPT AND EMPLOYEE ACKNOWLEDGEMENT FORM

The personnel manual describes important information about Cheyenne County, and I understand I should consult my department head regarding any questions not answered in the manual. I have entered into my employment relationship with Cheyenne County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Cheyenne County or I can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the manual may occur, except to Cheyenne County's 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 County Commissioners of Cheyenne County have the ability to adopt any revisions to the policies in this manual. Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the manual, read the manual, and I understand that it is my responsibility to comply with the policies contained in this manual and any revisions made to it.

Confidential Information

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

Drug or Alcohol Testing

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

Sexual Harassment/Harassment Policy

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

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Cheyenne County's business dealings. A relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. If an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Board of County Commission as soon as possible the existence of any actual or potential conflict

of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Cheyenne County does business, but also when an employee or relative receives any special consideration as a result of any transaction or business dealings involving Cheyenne County.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

INTRODUCTORY STATEMENT

This manual is designed to acquaint you with Cheyenne County and provide information about working conditions, employee benefits, and some of the policies affecting your employment. It is the employee's responsibility to read, understand, and comply with all provisions of the manual. It describes many of your responsibilities as an employee and outlines the programs developed by Cheyenne County to benefit employees. One of our objectives is to provide a work environment that is conducive to employee productivity and development.

No personnel manual can anticipate every circumstance or question about policy. Cheyenne County reserves the right to revise, supplement, or rescind any policies or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting Cheyenne County or you to end our relationship for any reason, at any time. Employees will, of course, be notified of such changes to the manual as they occur.

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GENERAL

POLICIES ESTABLISHED

The following policies and other provisions or personnel administration are established to do the following:

- Promote and increase the efficiency and effectiveness of Cheyenne County Employment.
- Establish employment and personnel policies. These policies and guidelines do not create contractual employment rights.
- Define the employment and fringe benefit policies. All employees are expected to abide by these policies. Failure to do so may result in disciplinary action by the Board of County Commissioners (the Board) up to and including termination. The policies in this Handbook supersede and replace all previous policies, whether written or oral.

APPLICATION OF POLICIES

These policies and guidelines shall apply to all employees in the service of Cheyenne County.

RESPONSIBILITIES

The Board has the sole authorization of new positions, general policy, and the level of salaries and benefits.

ADMINISTRATION

The personnel program of Cheyenne County consists of the sum total of all policies and guidelines related to personnel administration. The Board shall administer the personnel program. Except as may otherwise be provided or be provided by state or federal law, the policies and guidelines of the personnel program shall apply to all employees.

Only the Board of County Commissioners acting as one body have the authority to enter into any agreement for employment or to make binding representations inconsistent with this Policy Handbook. In such cases, said representations will be valid only if they are in written form and signed by the Board of County Commissioners, elected official or department head, and the employee.

Departmental regulations. The head of any office or department may formulate in writing reasonable administrative regulations for the conduct of the office or department, which shall be available to all departmental employees. Nothing in this section shall be construed as granting any department authority to adopt regulations in violation of, or in conflict with, personnel regulations approved and adopted by the

Board of County Commissioners. A copy of all departmental regulations shall be provided to the County Commissioners for their records.

Nature of employment. Employment with Cheyenne County is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Cheyenne County may terminate the employment relationship at will, at any time, with or without notice or cause.

Policies set forth in this manual 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 Cheyenne County and any of its employees. The provisions of the manual 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 Cheyenne 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 County Commissioners of Cheyenne County.

PERSONNEL RECORDS

The Board, through the County Clerk's office, shall maintain records of all persons employed, their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, accrued overtime, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law.

INTERPRETATION AND AMENDMENT

Authority for Interpretation. The Board shall be the final authority for rendering official interpretation of these personnel policies and guidelines. If personnel matters not covered in these personnel policies and guidelines arise, the Board shall be asked to render an interpretation as soon as possible, and such interpretations shall be considered final. The Board is not responsible for any misrepresentation by an elected official, department head, or other employees.

Amendments. The Board may at any time with or without notice amend these personnel policies and guidelines as necessary to ensure their efficient administration.

Severance Clause. If any article or section thereof is held to be invalid, the remainder of these personnel policies and guidelines, other than that which has been held invalid, shall not be affected by that section's invalidity.

EQUAL EMPLOYMENT OPPORTUNITY

The Board, elected officials and department heads shall make all decisions regarding the recruitment, hiring, promotions and other terms and conditions of employment without discrimination on basis of race, color, creed, religion, sex, national origin or ancestry, age,

disability, veteran status, genetic identification, victim of domestic violence or sexual assault or any other category protected by state or federal law.

Cheyenne 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.

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 County 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. Cheyenne County does not retaliate against persons who file a charge of discrimination, participate in discrimination proceedings, or otherwise oppose an unlawful employment practice.

DISABILITY ACCOMMODATION

Cheyenne County is committed to complying fully with the Americans with Disabilities Act as Amended (ADAA) 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. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position with or without an accommodation.

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.

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.

Cheyenne 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. Cheyenne County will follow any state or local law that provides individuals with disabilities greater protection than the ADAA.

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

Each applicant shall complete a job application form. An appropriate physical examination may be required after an offer of employment is made in the capacity of a regular full-time or regular part-time position to determine if the individual can perform the job. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam. If a conditional job offer is withdrawn because of the results of such examination, Cheyenne County will show the reasons for the exclusion are job related and consistent with business necessity, or the person is being excluded to avoid a “direct threat” to health or safety and that no reasonable accommodation was available that would enable the individual to perform the essential job functions without a significant risk to health or safety, or that such an accommodation would cause undue hardship. The expenses of the medical examination shall be borne by Cheyenne County, the cost for traveling to the medical examination are the applicant’s responsibility. 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.

Appointing Authority. Employees of the County shall be selected by the respective County-elected officer and approved by the Board of County Commissioners. Appointed department heads may recommend new employees for hire, promotion and termination to the Board of County Commissioners.

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

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

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

VETERANS PREFERENCE IN HIRING, PROMOTION, RETENTION

Per K.S.A. 73-201 – 73-204, any veteran who applies for employment, promotion or retention, if the veteran is of good reputation, and can competently perform the duties of the position, the County shall consider preference for the veteran. This means where two people are equally qualified for the position, retention or promotion, the County will provide preference to the veteran. If a veteran is not hired, the County shall notify the veteran by certified mail or

personal service. Such notice also shall advise the veteran of any administrative appeal available.

Veteran Definition for Preference --

- A) Any person who entered the armed forces before October 15, 1976, and separated from the armed forces under honorable conditions, if such person served: (i) On active duty during any war (the official dates for war service are April 6, 1917 through July 2, 1921, and December 7, 1941 through April 28, 1952); (ii) during the period April 28, 1952 through July 1, 1955; (iii) in any campaign or expedition for which a campaign badge or service medal has been authorized; or (iv) for more than 180 consecutive days since January 31, 1955, but before October 15, 1976, excluding an initial period of active duty for training under the "six-month" reserve or national guard program;
 - (B) any person who entered the armed forces on or after October 15, 1976, and separated from the armed forces under honorable conditions, if such person was awarded a service medal or campaign badge;
 - (C) any person who separated from the armed forces under honorable conditions and has a disability certified by the United States department of veterans affairs as being service connected, has been issued the purple heart by the United States government or has been released from active service with a service-connected disability;
 - (D) the spouse of a veteran who has a 100% service connected disability as determined by the United States department of veteran affairs;
 - (E) the unremarried spouse of a veteran who died while, and as a result of, serving in armed forces; and
 - (F) the spouse of a prisoner of war, as defined by K.S.A. 75-4364, and amendments thereto.
- Notwithstanding the foregoing, the term "veteran" shall not apply to any person who retired from the active military with the pay grade of O4 or above unless the person retired due to wounds received in combat or is a disabled veteran.

JOB DESCRIPTIONS

Each position shall have a concise descriptive title, a description of the essential and marginal functions of the position, and a statement of the qualifications for filling such positions. Such descriptions shall be approved by the Board and elected official or department head, and shall be kept on file in the County Clerk or Designated Human Resource Officer files. The job description shall be reviewed by the department head or elected official whenever a position is vacated to determine correctness. Position authorized as public information officers shall be so designated in the job description.

EMPLOYEE MATTERS

DEFINITIONS

Full-Time Employee – one who is scheduled to work 40 hours per week on a regular and continuing basis. The work-week is any consecutive seven-day period, except as otherwise provided elsewhere. Law Enforcement may work on a 171-hour per month schedule if there are

five sworn officers, if there are not five sworn officers Law Enforcement may work other schedules as determined by the Sheriff.

Part-Time Employee – one who is scheduled to work less than 40 hours per week on a regular and continuing basis.

Temporary Employee – one who is used on a temporary basis to supplement the work force or to fill a vacant position for a limited period of time. Temporary employees are not eligible for any fringe benefits except workers' compensation and unemployment compensation.

Exempt employees – positions that are exempted from overtime provisions of Fair Labor Standards Act (FLSA). Personnel employed in executive, administrative, professional, computer and other capacities as defined by the Fair Labor Standards Act (FLSA) are exempt. Exempt positions are not required to be provided overtime compensation or compensatory time for hours worked over 40 in a workweek.

Non-exempt employees -- are entitled to overtime payment or compensatory time within the mandates of the Fair Labor Standards Act (FLSA) for hours worked over 40 in a work-week. Non-exempt employees – one who receives overtime or compensatory time (at a rate of time and a half for any hours worked in excess of 40 in a work week.

Vacation and sick leave are not counted toward hours worked in a work week. Hours worked may include off site locations as approved by a department head or Board of County Commissioners in advance, for example if traveling to meetings, or if reporting to work site directly from home such as a road project or work. Normal commuting to the work site or office is not counted as hours worked. Work performed away from work premises or job sites, must be approved in advance by department head or Board of County Commissioners.

Compensatory time – the Board of County Commission may choose to allow non-exempt employees to accumulate compensatory time at a rate of one and a half their normal hours or be paid for overtime. If compensatory time is allowed, it is up to the employee to choose compensatory time or overtime payments. Compensatory time shall be accrued for a maximum of 100 hours and shall be used within 120 days of earning the compensatory time. These maximums apply to all departments.

RECRUITMENT

Recruitment shall be the policy of the Board to provide equal opportunity to all qualified persons on the basis of demonstrated merit and fitness without regard to race, color, creed, religion, sex, national origin or ancestry, age, disability, veteran status, genetic identification or any other category protected by state or federal law.

Recruitment means that an elected official or department head may advertise any County employment opening for two consecutive weeks in the official County paper or online or by other well-known local media and shall take applications for said position in the County Clerk or

Designated Human Resource Officer's office. The County Clerk or Designated Human Resource Officer's office shall forward a copy of the completed applications to the department head for review.

There will be no need for recruitment if an employee's position is modified from a part-time to full-time position, or if an employee is promoted or transferred.

Recruitment shall apply to all positions.

TRAINING PERIOD

Upon employment, each employee in a full time position shall undergo a training period of three (3) months. At the end of the third month of employment, an evaluation of the employee by the elected official or department head shall be completed to determine whether employment of the employee will continue. A copy of this evaluation of the employee will be given to the employee, a copy may remain with the department head or elected official in a secure location, and the evaluation itself will be kept on file in the County Clerk or Designated Human Resource Officer's office with personnel records in a secure location.

Upon completion of this training period, employees become eligible for personal leave pay, sick leave, funeral leave pay and other benefits, including raise in pay.

Employees who are promoted, demoted, or transferred to another position may be placed in a training period for up to three (3) months.

RIGHT TO WORK

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

CONFIDENTIALITY

Confidentiality of business and personal matters shall be maintained. Employees should not disclose confidential matters to family, friends or other persons. Failure to maintain confidentiality may result in discipline up to and including termination.

HOURS OF WORK, ILLNESS, AND TARDINESS NOTIFICATION

HOURS OF WORK

Full-time employees work 40 hours in a workweek.

Employees are responsible for notifying their department head or immediate supervisor (or department head designee) in case of illness or if they will be delayed in reporting to work. Such

notification shall be before 8:00 am or 15 minutes prior to the start of a shift of normal start time.

Sheriff sworn employees, dispatch employees, and EMS employees work shifts as determined by the Sheriff, Dispatch Supervisor, or EMS Director respectively.

WORK WEEK and HOURS

The work-week is to begin at midnight Sunday morning and end at midnight the following Saturday night for all employees.

The Courthouse shall normally be open from 8:00 am until 5:00 pm Monday through Friday excluding holidays as designated. Emergency Preparedness, Grant Administration, and Ambulance Services shall be available from 8:00 am until 5:00 pm Monday through Friday excluding holidays as designated due to the nature of emergency services. When an office is closed for lunch is at the discretion of the Department head as long as staffing levels are met to provide appropriate customer service to the County. Beginning and ending times may vary by each department and are subject to approval by the Board of County Commissioners. Road & Bridge Department: Normal work hours are from 7:30am to 5:00pm, with ½-hour lunch. The work-week is 45 hours per week, five days a week, however, this does not guarantee an employee will receive overtime or compensatory time.

WORK BREAKS

To provide for rest and relaxation from work activity during each work-day, a fifteen (15) minute work break will be allowed near the middle of the first and second half of the workday. Work breaks for office employees are to be scheduled at a time when the break will not interrupt service to customers. Work breaks are not required and may be forgone if deemed necessary by the department head. Public works and off site employees are to schedule breaks when they will not cause disruption to traffic on County roads. Employees shall take their break at their work site and may not use County equipment to travel to another location for a work break.

MEAL BREAKS

Law enforcement personnel are allowed a one-hour unpaid meal break, which may be taken anytime during the scheduled work shift. Overtime for meal breaks will only be paid if an actual call-out occurs. All other employees are allowed a minimum of a 30 minute unpaid meal break at the department head or elected official's discretion. During the meal break, the employee is relieved of his/her duty. If an employee is called out during their meal break, the time worked and not relieved of duty becomes "hours worked". Designated personnel remain on-call during meal breaks and will maintain radio, telephone contact, pager other contact as designated by department procedures.

PERSONAL BUSINESS

Employees are expected to use their breaks and meal time to attend to personal business and matters such as making personal phone calls, attending to family matters. Personal business should not interfere with County business.

ATTENDANCE

All employees should be at their work location in accordance with the hours assigned to them. Prompt appearance for work during the specified time is required of all employees. An employee who knows that he/she will be late for work shall call his supervisor at least 15 minutes before the scheduled starting work time unless there is an emergency; in this case, the employee shall call as soon as practical. This enables the supervisor to make the necessary arrangements.

ON CALL

This policy addresses the situation where managers may request employees to return to work sites during their off-duty hours to come back to work to perform emergency or needed tasks.

Procedures

The department director of each designated department will decide specifically which employee(s) in each job title will be assigned to take call and receive the additional compensation. These decisions should be made fairly and equitably using work- and skill-related factors. An employee is considered on call if designated as such by his or her Department Head and if (1) the employee is not allowed to leave county premises or (2) the employee is allowed to leave county premises but is restricted from using such time for personal pursuits. Employees on vacation, personal days, sick leave, funeral leave, leave of absence, or unable to perform the essential functions of the on-call job will be ineligible for call.

During emergencies, any County employee may be called back, however, they have to be “fit” for duty and able to perform the essential functions of the job.

Each job title that is classified as exempt (under the Fair Labor Standards Act) will not be eligible to receive call back pay.

On-call status begins after the completion of the workday and continues until resuming work the following workday, unless a defined length of time is determined prior to the time the call commences.

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

An employee’s compensation for being called back while on call will be for each whole hour that the employee makes himself or herself available during off-duty hours and will be paid a minimum of two hours pay. An employee who is on call must meet the following criteria to receive the pay and be considered working – when notified by phone call to confirm within five minutes, arrive at work scene within 30 minutes or less after receiving the call (unless there are

extreme weather conditions), arrive in a condition “fit” for duty. Thus, employees should not be impaired by alcohol, prescription drugs or other drugs.

If an employee does not meet the criteria as defined above, he or she will forfeit the call back pay from the time of the first attempt to contact him or her to the end of the call period.

When an employee is called back to the work site, this work time will be paid at time and a half.

The County reserves the right to validate the availability of an employee receiving call pay. Two attempts will be made to contact the call employee.

Each employee will be responsible for entering their time and attendance either by paper or electronic means and designating the appropriate type of hours and forwarding promptly to the supervisor for each call out instance.

HOLIDAYS

Paid holidays shall be set by the Board at the first Commissioner Meeting of the year.

From time-to-time, and for certain special occasions, the Board may by motion designate other days as special holidays.

Holiday pay is contingent upon the following: The employee is not on layoff or unpaid leave. Full time employees will be paid 8 hours of holiday pay. If an employee works on a holiday, they will be paid at time and a half at their regular rate for holiday paid.

LEAVE REQUESTS

All employees who request leave for vacation, leave of absence, sick leave, personal leave, jury leave, voting leave, disability leave, military leave, funeral leave, family medical leave, other leave (meeting/seminars and education) shall use the forms or method prescribed by the County Clerk’s office for payroll purposes. All leave except for emergencies shall be requested 5 days in advance and will be granted based on seniority if there is a conflict within the department.

VACATION

All full time employees are eligible for vacation time off with pay for rest, relaxation, and personal pursuits.

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

- Employees are allowed 12 vacation days per calendar year. For new hires: employees may accrue vacation leave at a prorated basis of 1 day per month; vacation is accrued during the training period, but cannot be taken until 90 days has passed.
- After 10 years of eligible service the employee is entitled to 18 vacation days per calendar.

Paid vacation time can be used in minimum increments of one-half hour. To take vacation leave, employees shall make a timely request to his/her Department Head. 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 current rate of pay.

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 fiscal year, **employees will forfeit the unused time.**

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

LEAVES OF ABSENCE

Request for Leave. Except as otherwise provided, and as to Family Leave, all leave must be authorized in writing by the department head prior to leave-time being taken. A copy of each leave record, including records of sick leave taken, signed by the employee and the department head, shall be maintained in the employee's personnel file, maintained in the County Clerk or Designated Human Resource Officer's office. If requested leave will be for a period longer than three (3) successive days, it should be requested at least ten (10) days in advance if a planned event, unless the leave is necessitated by a medical emergency of the employee, or their immediate family, or an unexpected death of an immediate family member.

Absence without Leave. An employee absent from duty, including absence for a single day or part of a day without specific prior authorization under these policies shall be deemed to be absent without leave and may be subject to disciplinary action up to and including termination.

Exceeding personal leave time. After an employee exceeds personal leave time, department supervisors may grant a leave of absence, on an unpaid basis at their discretion.

SICK LEAVE

All full time employees are eligible for sick leave time off with pay granted for personal illness of the employee, or immediate family (defined as children, spouse and employee's parents), or to attend medical or dental appointments for themselves, children, spouse or parent. A doctor's certification of illness may be requested by the department head and will be required for Family Medical Leave.

The amount of sick leave time employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon hire the employee is eligible for .5 sick leave days monthly up to 6 sick leave days for each year of service. Sick leave is accrued monthly at the rate of .5 days per month. For employees hired in the middle of the month, the 4 hours or .5 day is prorated. For new hires sick leave is accrued during the training period, but cannot be taken until 90 days has passed.

- After 10 years of eligible service the employee is entitled to 12 sick days each year, beginning on their 10 year anniversary date, time is accrued monthly at the rate of 1 day.
- Employees may accrue up to 360 hours (45 days) of sick leave to be carried over from year to year.

If an employee gets sick during their vacation time, they may not substitute sick leave for vacation leave.

Sick leave with pay may be granted only for absence from duty.

Sick leave cannot be accumulated during any unpaid leaves of absence (except if on unpaid Family Medical Leave).

When leaving the employment of the County for any reason, no accumulated sick leave shall be paid.

Sick leave may be taken in any increment, as small as ¼-hour, as needed.

Any employee may donate any portion of their accumulated sick leave to another employee, as approved on a case-by-case basis by the Cheyenne County Board of Commissioners.

PERSONAL LEAVE

All full-time employees are granted four paid personal days annually. Personal time may be taken in any increment, as small as ¼-hour, as needed. Leave may be used for any reason.

Any unused personal leave days shall revert back to sick leave at the end of the year.

New employees are ineligible to take paid personal leave days during his or her training period. New employees personal leave days are prorated by quarter of the year. For example, if an employee starts employment between January and March, they will receive 4 personal days for that year. If the employee starts employment between April and June, they will receive 3 personal days for that year. If the employee starts employment between July and September, they will receive 2 personal days for that year. If the employee starts employment between October and December they will receive 1 personal day for that year. Similarly, employees will accrue personal leave on a quarterly basis and may not use it until accrued.

UNPAID LEAVE

Employees that do not have paid leave available, may request unpaid leave from their department head.

SNOW DAYS

All employees should be at their work site in accordance with the hours assigned to them. Prompt appearance for work during the specified time is required of all employees. An employee who knows that he/she will be late for work shall call his supervisor at least 15

minutes before the scheduled starting work time unless there is an emergency; in this case, the employee shall call as soon as practical. This enables the supervisor to make the necessary arrangements. If weather causes the employee to be unable to appear for work, the employee's time off for weather shall be charged to vacation or personal leave.

JURY LEAVE

Any employee subpoenaed to appear in court as a witness in a County case or selected for jury duty shall receive a paid leave of absence for the time spent in such endeavor. Jury fees will be retained by the employee. This will not apply to any employee who is voluntarily serving as an expert witness and is being paid for that service by a third party (in those cases, the employee would need to use paid time off in order to be compensated by the County for those hours).

VOTING TIME OFF

On official federal, state and local election days, employees may exercise their rights to vote in the elections. Those employees who choose to vote should do so before work or after work, or they may take advantage of the early voting opportunities. Cheyenne County will grant time off to vote either at the beginning of the day or the end of the work day so that employees may exercise their right to vote, in accordance with Kansas Statutes.

DISABILITY LEAVE

Any employee who, after completion of the training period becomes temporarily disabled, may be eligible for a disability leave of absence of up to six months without pay or for Family Medical Leave after one year of employment if appropriate. Unused sick leave, personal days, vacation leave shall be utilized by an employee prior to being placed on disability leave. As soon as possible after the start of the disability, the employee shall submit to the County Commissioners, the following.

- I. A medical statement signed by a doctor stating the nature and projected duration of the disability; and
- II. A signed statement indicating the employee's intention to return to work.

The employee shall be expected to return to work from a disability leave at the earliest date the attending physician certifies that the employee is capable of performing the essential functions of his/her job. The employee will return to his/her former position or to a comparable position, subject to the availability of a vacant position for which the employee is qualified. A doctor will evaluate whether the employee can perform the essential functions of the job with or without reasonable accommodations.

Any employee who is absent from work for any reason for six consecutive months and is unable to perform the essential functions of the job may be terminated.

An employee who is on disability leave who has certified his/her intention to return to work following disability leave will continue to receive employee benefit coverage for up to six months. Any employee on Family Medical leave will also receive employee benefits coverage while on leave. Failure to return to work upon being certified able to return to work and

perform the essential functions of the job by a doctor constitutes a voluntary termination, a waiver of continuing benefits.

MILITARY LEAVE

Military Training. Any employee ordered to report for active duty as a member of a reserve component of the Armed Forces or National Guard will be granted leave in accordance with K.S.A. 48-222.

Military Duty. Military duty consists of training and service performed by an inductee or enlistee in the Armed Forces of the United States, including time spent in reporting for and returning from such training in service. It also includes active duty training in the Reserves of the Armed Forces of the United States or as a member of the National Guard.

BEREAVEMENT LEAVE

If a full-time employee is required to miss work in order to arrange for, travel to, and attend the funeral of a member of their immediate family, they may receive maximum of twenty four hours pay for a maximum of three work days. The department head will be responsible to see that the intent of this policy is not abused.

Funeral leave will not be granted if the employee is on leave of absence, layoff, paid holiday or vacation.

Immediate family is defined as parents, brother, sister, step brother, step sister, child, spouse, stepchild, step-parent, grandparents, grandchild, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law of the employee.

Offices may be closed for the funeral service of an employee or immediate family member of an employee for one-half day.

For all other funeral leave the employee shall use personal leave time, compensatory time, or vacation leave.

FAMILY MEDICAL LEAVE ACT (also referred to in parts of this document as Family Medical Leave) Cheyenne County posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in Kansas.

Some employees may be eligible for up to 12 weeks of paid or unpaid leave under the Family Medical Leave Act, or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness. To be eligible an employee must have worked for the County for at least 12 months or 52 weeks (not continuously provided the break is not longer than seven years unless the employee is in the reserve military or National Guard); have worked

at least 1250 hours (excluding vacations, holidays, sick leave and leaves of absence) during the immediately preceding 12 month period. FMLA leave is available for:

- i. the birth of a child (to care for the child);
- ii. for the placement of a child with an employee by adoption or foster care (to care for the child);
- iii. to care for a spouse, child, or parent with a serious health condition;
- iv. when an employee is unable to work because of the employee's own serious health condition,
- v. or qualifying exigency leave (short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities that arise out of active duty).

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year or as directed by doctor.

Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides.

Leave time may not exceed 12 weeks of paid or unpaid leave in any 12-month period, commencing with the first day on which any family medical care leave is taken, and for FMLA leave taken for the birth or placement of a child, the leave must be completed within 12 months of the birth or placement of the child.

An employee who takes FMLA leave is required to use any accrued vacation, personal or sick leave to cover some or all of the FMLA leave taken. If an employee takes leave because of the employee's own serious health condition, the employee must substitute for such leave any sick leave time that the employee may have accrued before using the unpaid leave under the FMLA.

Where both spouses are employees of the County, and when FMLA leave is taken to care for a newborn child or to care for a child placed with an employee by adoption or for foster care, or to care for an employee's parent with a serious health condition, no more than a combined total of 12 weeks of FMLA leave will be granted in a 12-month period. If a husband and wife both work for the County and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

If medically necessary, leave to care for a seriously ill family member or the employee's own serious health condition, an employee may be granted FMLA leave on an intermittent basis. If the employee is eligible for intermittent leave, the County may temporarily transfer the employee to another position that better accommodates recurring periods of leave, provided that the employee is qualified for the other position and the employee continues to receive equivalent pay and benefits.

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the County Clerk or Designated Human Resource Officer. Within five business days after the employee has provided this notice, the County Clerk or Designated Human Resource Officer will complete and provide the employee with the DOL Notice of Eligibility and Rights. No leave will be granted to any employee unless he or she submits a written request for FMLA leave stating the beginning date and anticipated length of such leave and sufficient information to establish the employee's need or reasons for the leave. If the employee's need for family or medical care leave is foreseeable, the employee must provide the County with 30 days advance notice of the need for the leave. Written updates may be required from time to time thereafter. Failure to comply with these requirements is grounds for denial of family or medical care leave. If an employee is unable to advise the County in advance that he or she was absent for FMLA purposes and the employee seeks to have the time counted as FMLA leave, the employee must notify the County Clerk or Designated Human Resource Officer of the request and the reasons within two days of the employee's return to work.

When the leave is requested to enable the employee to care for a seriously ill child, spouse, or parent, or because of the employee's own serious health condition, the employee must furnish a doctor's written certification, on a form provided by the County, including the date that the serious health condition commenced, and an estimate of the amount of time that the doctor believes the employee needs to care for a family member, and a statement that the serious health condition warrants participation of a family member to provide care during a period of treatment or supervision. For leave because of the employee's own serious health condition, a written certification must also indicate if the employee is unable to perform work of any kind or is unable to perform the employee's job. Prior to granting a leave because of an employee's

own serious health condition, the County may request a second medical opinion be rendered by a doctor of its choice. If the opinions of the employee's and the County's doctors differ, the County may require a final and binding opinion from a third doctor, jointly approved by the County and the employee.

If the leave is required due to a planned medical treatment, the employee must make a reasonable effort to schedule the treatment to avoid disruption of the County's operations.

The County will, however, continue to pay that portion of the premium that the County would have paid prior to the employee's leave. The employee will be responsible for paying the portion of the health insurance premium not covered by Cheyenne County. Such payment will be due at the same time as if it had been made by payroll deduction. The County's payment of premiums will not exceed a maximum of 12 weeks in any 12-month period. If an employee fails to return to work at the conclusion of FMLA leave, the employee shall be obligated to reimburse the County any premium payments made by the County on employee's behalf during the leave.

Cheyenne County will provide 15 days' notification prior to the employee's loss of health care coverage.

If the employee contributes to a life insurance or disability plan, the County will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the County may discontinue coverage during the leave. If the County maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member, or a circumstance beyond the employee's control, the company will require the employee to reimburse the County the amount it paid for the employee's health insurance premium during the leave period.

Where family and medical leave has been taken by an employee on account of the employee's own serious health condition, before the employee returns to work the employee must provide the County with a doctor's certification that the employee is able to resume work. The County reserves the right to require a physical examination by a doctor of its choice to determine if the employee is able to perform the essential functions of the employee's job. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition.

Upon an employee's return from a FMLA leave, the County will use its best efforts to return the employee to the same or equivalent position to that previously held. Certain "key" employees may not qualify for job reinstatement, but such employees will be notified of their status as "key" employees and be afforded a reasonable opportunity to return to work after receiving the notice.

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

MEDICAL CERTIFICATION REQUIREMENTS

Certification: Employees must provide certification explaining their own serious health condition or that of a family member. It should detail the date on which the condition began; the probable duration of the condition; appropriate medical facts regarding the condition; a statement that the employee is needed to care for a spouse, parent or child; a statement that the employee's own health condition makes it impossible for him or her to work.

Certification for Return to Work: All employees returning from medical leave caused by their own illness will be required to obtain medical certification from a health care provider that the employee is able to resume work.

Reporting Requirements: Employees on leave will be required to report their status on a weekly basis. The employee's estimated date of return to work will be communicated to the Cheyenne County Commissioners or department head as far in advance as practical so that scheduling can be facilitated. Supervisors will communicate with employees during the leave to determine the employee's intention to return to work, and they should be informed immediately if the medical condition changes or the employee states that he or she will not be returning to work.

Reduced or Intermittent Leave: The employee and Cheyenne County may work out an agreement by which leave may be taken intermittently or on a reduced leave schedule. While this would not reduce the employee's twelve-week entitlement for the full-year period, it would enable him or her to spread the leave over a longer period of time. Employees who take intermittent leave may be transferred to another position that would better accommodate a part-time schedule. They would receive equivalent pay and benefits during the temporary transfer.

Reduction in Force: Employees who are on a family or medical leave during a layoff will be treated in exactly the same way as they would have been treated if they were not on leave. They will not be given preferential treatment because of the leave, nor will it be held against them in the layoff selection. They will be recalled to work in the same order as they would have been under normal circumstances.

LACTATING MOTHERS TIME OFF

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

OTHER LEAVE

Conferences, Conventions, and Seminars: Any employee may be granted time away from the office or worksite to attend conferences, conventions, and seminars related to the employee's work for Cheyenne County when such attendance is authorized by the Board. Attendance and participation at meetings and seminars is counted as hours worked.

Educational Leave: An employee, upon written request, may be granted leave without pay for period up to three months to further his or her education or seek specialized training, upon recommendation of the employee's supervisor and approval by the County Commissioners and department head.

ALL LEAVE

For all employees, except department heads, any leave except routine vacation, personal, and sick leave shall be reviewed by the Department Heads. All Department head leave shall be reviewed/approved by the Board of County Commissioners.

COMPENSATION

PAY PLAN

All employees shall be paid at the rates prescribed by the County Commissioners with input by department head or elected officials. Employees working on a temporary or regular part-time basis shall receive that portion of the hourly wages assigned to their position by the Board of County Commissioners.

INTRODUCTORY EMPLOYEES

Introductory employees normally will enter employment at the minimum rate for their position. If the position is seasonal or temporary a rate of minimum wage per hour for the position is established, or as stated in the federal or state minimum wage rates. The ambulance service

employee introductory rate depends on the employee's certification. See the County Clerk or Designated Human Resource Officer for certification levels and rates.

Exception to this policy must be approved by the Board of County Commissioners in cases where qualified individuals for the position cannot be employed at the stated rate as follows:

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

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

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

PROMOTION

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

DEMOTION

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

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

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

LATERAL TRANSFER

When an employee transfers to another position in the same pay grade, his performance since the last performance evaluation will be evaluated. If warranted by the evaluation, a pro-rated performance increase will be granted based upon the level of performance and the time served in the previous position during that evaluation period. This increase will be based upon the employee's pay rate immediately prior to the transfer.

Thereafter, the performance evaluation date will change to correspond with the date of the lateral transfer.

RECLASSIFICATION

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

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

REGRADE

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

TEMPORARY INCREASE

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

PERFORMANCE EVALUATION

Performance evaluation provides a means for discussing, planning and reviewing the performance of each employee. Evaluations will be conducted twice a year with a method and format outlined by approved by the Board of County Commissioners. Performance evaluations help employees clearly define and understand their responsibilities, provide criteria by which employees' performance will be evaluated, suggest ways in which employees can improve performance, help managers and the organization achieve departmental goals and objectives, and provide a fair basis for awarding compensation based on merit.

Evaluations influence salaries, promotions and transfers. All full- and part-time regular employees are eligible for an annual performance review and consideration for a merit pay increase. Performance evaluations are conducted twice a year January 1, and July 1.

Merit budget will be tied to the performance evaluation

Managers are responsible for the timely and equitable assessment of the performance and contribution of subordinate employees within 30 days after each review period. A performance review does not always result in an automatic salary increase. Forms will be approved by the Board of County Commission and each completed evaluation will be retained in the employee's personnel file maintained by the County Clerk or Designated Human Resources Officer.

The performance evaluation will be discussed and signed by both the employee and the manager to ensure that all strengths, areas for improvement and job goals for the next review period are clearly communicated.

The cycle of any salary adjustments corresponding to performance evaluations will be set by the Board of County Commissioners. The Board of County Commissioners has the right to change, modify or approve exceptions to this policy at any time with or without notice.

PAY ADJUSTMENT EFFECTIVE DATE

All pay adjustments will become effective on the first day of the following payroll period.

PAYROLL

New employees are required to inform the County Clerk of their current status with KPERs (Kansas Public Employer's Retirement System). All paychecks will be issued by electronic funds transfers (EFT's).

TRAINING PERIOD EMPLOYEE

Training period employees shall be evaluated by their direct supervisor, department head, or elected official at the completion of three months, and thereafter annually on their hire anniversary date. At the time of each evaluation, the employee may be eligible for a pay increase subject to the discretion of the direct supervisor and subject to the departmental budget. The amount of the increase shall be set by the Board of County Commissioners annually and is not automatic.

PAY PERIOD

All employees shall be required to submit a time and attendance on a daily basis as prescribed either electronic or by paper to the County elected official or appointed official who is his direct supervisor. Elected officials or appointed officials responsible for supervision of employees will lock down hours seven days prior to the 15th and the last business day of the month at midnight signifying their approval for payroll to be completed seven days later on the 15th or the last business day of the month. The pay period will begin at 12:01 a.m. on the 1st of each pay period and end at 12:00 midnight on the last day of each pay period.

Payroll will be semi-monthly with payday being on the Board of County Commission meeting days. All time sheets will be signed and turned into the County Clerk no later than two business days after the pay period ends. For example, if the pay period ends on Wednesday the signed timesheet has to be turned into the County Clerk by 5:00 P.M. Friday. If the time sheet for an employee is not turned in and signed the employee will not be paid until the next pay day. If there is a reason it cannot be signed in that time frame, the County Clerk has at their discretion to allow or deny it being paid.

At the end of December, the clerk will make the pay periods available to the department heads for the next year.

St. Francis & Bird City EMS will be paid monthly on the last business day of the month. Payroll sheets will be signed and turned in two days after the pay period ends.

St. Francis & Bird City Fire will be paid twice a year once in June and once in December. Payroll sheets will be signed and turned in two days after the pay period ends.

After the Board of County Commission has reviewed the payroll from the County Clerk and is satisfied, the County Clerk's office will issue employee paychecks by electronic fund transfer on the 15th of each month and the last business day of the month. If the 15th or the last business day of the month is on a weekend or holiday, funds will be electronically transferred from the County to the employee on the day that Board of County Commission meets to review the payroll the following business day.

Departments depending on their needs may request employees also record information regarding the type of projects worked on along with their hours for tracking of other information separate from payroll processing. Copies of all employees' time and attendance shall be maintained in the County Clerk or Designated Human Resource Officer's office.

Employees desiring to change the number of dependents claimed for withholding tax need to file a new Form W-4 with the County Clerk's office five days prior to the 15th or the last business day of the month for the withholding to be effective for that paycheck. Employees are responsible for submitting address, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, and other changes such change in family status, change in the number of dependents in the payroll system promptly.

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PAY DEDUCTIONS AND SETOFFS

The law requires that Cheyenne County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Cheyenne County also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Cheyenne County matches the amount of Social Security taxes paid by each employee.

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

WAGE GARNISHMENTS

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

employee to stop a payroll deduction for wage garnishments, a release of the wage garnishment must be presented to the County Clerk.

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

PAY ON TERMINATION

A terminated employee will receive his final paycheck on the first regularly scheduled payday following his termination, only vacation shall be paid out.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the County Clerk can assist in having your questions answered.

ACCESS TO PERSONNEL FILES

Cheyenne County maintains a personnel file on each employee in the County Clerk or Designated Human Resource Officer's office. The personnel file includes such information as the employee's job application, resume, record of training, documentation of performance evaluation, salary increases, and other employment records.

Personnel files are the property of Cheyenne County, and access to the information they contain is restricted. Generally, only Department Heads, Elected Officials, and the County Attorney who have a legitimate reason to review information in a file are allowed to do so. The County Clerk or Designated Human Resource Officer is the custodian of the employee records.

Employees who wish to review their own file should contact the County Clerk or Designated Human Resource Officer. With reasonable advance notice, employees may review their own personnel files in Cheyenne County's offices and in the presence of an individual appointed by Cheyenne County to maintain the files.

Medical records are separated from all other records and are locked in a secure area. Records for I-9's, Workers Compensation, Family Medical Leave requests, Drug testing, social security numbers, are considered sensitive and separately locked and stored away from normal personnel records.

REFERENCES

Cheyenne County provides references on current and former County employees in accordance with K.S.A. 44-119a to provide the following information: dates of employment, pay level, job description and duties; and wage history. Cheyenne County may respond in writing to a written request from a prospective new employer by providing the following information about a current or former employee -- written employee evaluations conducted before the employee's separation from the employer (employee must be given a copy of the evaluation on request); and information regarding whether the employee was voluntarily or involuntarily released from service and the reasons for the separation.

CLASSIFICATION OF EMPLOYMENT

For changes in individual classification in employment from either part-time to full-time, the allocation of benefits will be determined on the basis as if the change in status had become effective on the first day of the pay period following the date the change in employment status occurred. Benefits included are vacation earnings, sick leave, health insurance, life insurance, longevity pay, retirement benefits. Employees that transfer between jobs at the County maintain the same level of benefits with no break. If an employee is terminated in one department without an immediate start in another department, there will be a break in accrual for benefits and the employee's service starts like a new employee, unless they are on Family Medical Leave.

EMPLOYEE BENEFITS

RETIREMENT - OASDI BENEFITS

All eligible employees of Cheyenne County are under the federal OASDI social security system, and receive the benefits thereof in accordance with federal laws and guidelines. The cost of this benefit is paid equally by Cheyenne County and the employee, with the employee contribution subject to payroll deduction.

RETIREMENT - KPERS BENEFITS

All eligible employees of Cheyenne County are members of the Kansas Public Employees Retirement System (KPERS) and receive the benefits thereof in accordance with state laws and guidelines. Under current law, KPERS members contribute a percent of salary by payroll deduction. The employer's share is determined by KPERS, and varies annually.

All full time employees are eligible for KPERS.

RETIREMENT DATE

The Age Discrimination in Employment Act shall be the policy for Cheyenne County retirement.

All insurance benefits provided to the employee shall terminate on the date employment terminates, unless COBRA applies.

If the retiring employee requests to continue employment with Cheyenne County after the establishment of a retirement date, a break in employment may be required by either Social Security or KPERS. If so, all wages and benefits must be renegotiated. Said retiring employee shall be treated as a new employee.

WORKER'S COMPENSATION BENEFITS

All employees of Cheyenne County receive the benefits of the Kansas Workers' Compensation Act., in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.

All accidents on the job, no matter how insignificant, must be reported to a supervisor, department head, or elected official within twenty-four hours of the occurrence.

The department head, or elected official is required to notify the Cheyenne County Clerk or Designated Human Resource Officer, so that the proper people can be notified.

If a worker's compensation claim is to be made, it is the responsibility of the employer to initiate the claim with the agent of the workers' compensation insurance carrier.

Determination of benefits to be paid shall be made by the workers' compensation carrier.

KPERS - DEATH AND DISABILITY BENEFITS

All employees who are contributing members of KPERS are eligible for the insured death and disability benefits provided by KPERS, which is supplemental to the regular KPERS benefits. The cost of this benefit is paid by Cheyenne County.

UNEMPLOYMENT COMPENSATION

All employees, except elected officials, receive the benefits of the Kansas Employment Security (Unemployment Compensation) Act, in accordance with such law and guidelines. The cost of this benefit is paid entirely by Cheyenne County.

INSURANCE

Cheyenne County will offer health, life and dental insurance to all full-time employees, starting the first day of the month after 90 days of employment.

The amount of premium paid by the employer will be determined by the Board each year.

Each employee is responsible for submitting his/her claims.

Employees leaving the employment of Cheyenne County must be offered the health insurance in accordance with COBRA regulations. Eligibility for continued health insurance coverage is subject to COBRA regulations.

If the employee chooses not to receive the insurance, no compensation will be paid to the employee and the amount of the premium will still be considered a fringe benefit.

The deductible and co-insurance will be paid by the employee.

COBRA

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

CAFETERIA PLAN

Employees are eligible for the Cafeteria Plan within one (1) month of employment.

DISCIPLINE

AUTHORITY TO DISCIPLINE

The County Commissioners/department head/elected officials are responsible for the effective performance of all employees and shall have the authority and responsibility to discipline employees for violations of Cheyenne County personnel policies.

GENERAL POLICY

The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees, and to provide the customers with the highest possible level of courteous and professional public service.

Discipline in this organization is for the most part "self" discipline. It is the duty of employees to make a conscientious effort to work and behave in accordance with the values, policies and guidelines of Cheyenne County.

Each employee is expected to be self-disciplined and to work hard at being the best at what he/she does, and in helping Cheyenne County provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of his/her job, it may be necessary for his/her supervisor to take disciplinary actions to correct the problem.

DISMISSAL

When terminated by the employer, a regular, full-time employee shall receive two weeks severance pay and any unused vacation time. Payment shall be on the regular County payday.

If an employee is deemed guilty of or admits malfeasance, misfeasance or gross misconduct, the employee shall not be eligible for termination benefits.

DISCIPLINARY ACTIONS

The following types of disciplinary actions are officially recognized by the Cheyenne County Commissioners:

- (1) Verbal Warning. A verbal warning is an oral reprimand given to an employee by his/her supervisor or department head/elected official. A record of the warning shall be recorded in the employee's file.
- (2) Reprimand. A reprimand is a written censure to an employee by his/her supervisor, department head, elected official a copy of which shall be recorded in the employee's file.
- (3) Salary Reduction. A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.
- (4) Suspension. A suspension is the removal of an employee from service, with or without pay, for a specific period of time.
- (5) Termination. Termination is the removal of an employee from Cheyenne County employment.

The above list is not exclusive, and other types of disciplinary action may be approved by the Board.

CONDUCT SUBJECT TO DISCIPLINARY ACTION

Use of alcohol or illegal drugs on the job constitutes grounds for automatic termination.

The following is a list of misconduct that may subject an employee to disciplinary action, up to and including termination. The list is not exclusive.

- The employee violates these personnel policies, or any other written guidelines or procedures applicable to the employee;
- The employee's conduct reflects discredit to Cheyenne County or hinders the effectiveness or efficiency of Cheyenne County operations;
- The employee has performed an act of misconduct, or has failed to perform an act which results in misconduct;
- Conviction of a violation of any state or federal criminal law, except for speeding where a license has not been revoked;

- Failure to follow prescribed safety procedures including failure to notify his/her supervisor of unsafe working conditions;
- Incompetence or inefficiency in the performance of the duties of his/her position;
- Insubordination or other breach of discipline;
- Discourteous or disruptive conduct or other offensive behavior in public, to the public or to employees and/or officials of Cheyenne County;
- Abuse of leave, excessive absenteeism or tardiness;
- Temporarily leaving the workplace without the approval of his/her supervisor;
- Failure to give proper notice of absence;
- Use of alcohol or drugs, off the job, to the extent that the employee's job performance or effectiveness as a Cheyenne County employee is impaired;
- Conviction of a felony or conviction of driving under the influence while operating a Cheyenne County vehicle or while in the course and scope of employment with Cheyenne County;
- Willful or continued violation of Cheyenne County safety policies and procedures, or willful or negligent creation of unsafe conditions in the workplace;
- Refusal to abide by any lawful official regulation or order, failure to obey any proper direction made by a supervisor/department head/elected official or knowingly making a false statement to any employee or official of Cheyenne County;
- Claiming leave time under false pretenses or falsifying attendance records for oneself or another employee;
- Falsifying records;
- Sexual harassment or other harassment;
- Revocation or suspension of a certification or license, including a driver's license, when such is required as a condition of Cheyenne County employee; or
- Taking or offering to take from any person for the employee's personal use, any fee, gift or other thing or service of value, in the course of his/her work or in connection with it, when such gift or other valuable thing or service is given in the hope or expectation of

receiving a favor or better treatment than that accorded any other person; accepting a bribe, gift, money or other thing of service or value intended to perform or refrain from performing any official act (items \$25 and under are not considered by be of value); engaging in any act of extortion, other means of obtaining money or other things or service of value through his/her position in the service of Cheyenne County.

- Falsifying a voucher or expense reimbursement.
- Disclosing confidential information.

In the case of acts of violence or other flagrant misconduct, serious safety violations or criminal offense, any employee may be suspended immediately, without pay, pending an investigation and review of the matter.

An employee may be suspended with pay when he/she has been arrested for a crime and is awaiting legal adjudication. An employee may be suspended with pay when he or she has been charged with misconduct while on the job and an internal investigation is being conducted.

GRIEVANCE PROCEDURE

A grievance is an expression of dissatisfaction relating to wages, hours of work, the administration of personnel policies, perceived unfair or inequitable treatment or discipline, or other conditions of employment.

It is the policy of Cheyenne County to ensure that employees receive fair and equitable treatment. Cheyenne County hopes to provide employees with an easily accessible procedure for expressing concerns. The County hopes to foster sound employee/employer relations through communication and ultimate reconciliation of work-related problems. Employees are encouraged to use the grievance procedures outlined herein without fear of criticism or action being taken against them affecting their job security, wages, or promotion opportunity.

Reasonable effort should be made by supervisors and employees to resolve any questions, problems and misunderstandings that have arisen. To accommodate this process the following procedure is to be followed: If an employee's problem has not been resolved after presenting it to his/her supervisor, a grievance may be initiated with the Board of County Commissioners. To be accepted for consideration, a grievance must be initiated within ten days following the date when the employee first had knowledge of the incident that gave rise to the grievance. The Board of County Commissioners will arrange a meeting with the employee to discuss the complaint, develop all available facts and information relative to the grievance, and issue a written decision within thirty days after receiving the grievance.

SEPARATION

DATE OF SEPARATION

Full time employees who retire or resign shall specify in writing a date when employment shall terminate. All unused vacation (not more than eighteen days) shall be taken in-kind by the date employment is to terminate.

Full-time employees shall give two weeks notice prior to the effective date of resignation. If not given the employer shall not pay unused vacation pay.

All insurance benefits provided to the employee shall terminate on the date employment terminates, except as otherwise provided under COBRA.

SEXUAL HARASSMENT or ANY HARASSMENT

It is the policy of Cheyenne County to maintain a work environment free of intimidation, insult, and harassment based upon race, color, creed, religion, sex, national origin or ancestry, age, disability, veteran status, genetic identification, victim of domestic violence or sexual assault or any other protected category by state or federal law. To insure that this policy is strictly adhered to, Cheyenne County will not tolerate sexual harassment of any of its employees, and will take immediate disciplinary action if such behavior occurs.

DEFINITION

Sexual harassment is defined as:

- The threat or insinuation by one employee or group of employees, either explicitly or implicitly, that the refusal to submit to sexual advances will adversely affect employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; and
- The subjecting of an employee, by another employee, to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, so as to create an intimidating, hostile, or offensive working environment.

Intimidation, insult, harassment by threatening or insulting another employee or group of employees based on race, color, creed, religion, sex, national origin or ancestry, age, disability, veteran status, genetic identification, victim of domestic violence or sexual assault or any other category protected by state or federal law is prohibited.

POLICY

No employee, whether supervisory or non-supervisory, may sexually harass or harass another employee. Sexual harassment includes, but is not limited to, the following:

- Unwelcome touching, propositions, advances;
- Abusive and/or vulgar language of a sexual or harassing nature;

- Suggestive jokes or comments about an employee's body or clothing; and/or
- Displaying of sexually graphic or otherwise harassing pictures, photographs, cartoons, etc.
- Physical contact such as patting, pinching or purposely rubbing against another person's body.

Any employee who believes that he/she is the victim of unwelcome behavior that would constitute sexual harassment or harassment otherwise shall immediately report all incidents to any supervisor or the Cheyenne County Commissioners.

Any such incident should be promptly reported to your supervisor, or the Cheyenne County Commissioners for investigation and resolution. If those parties are not appropriate, the County Attorney should be consulted by the employee regarding the incident.

SEXUAL HARASSMENT OR HARASSMENT COMPLAINTS

Who to Contact. If you believe you are being sexually harassed or harassed by another employee or customer, you should immediately contact one of the persons below with whom you feel the most comfortable. This can be your immediate supervisor, the County Clerk or Designated Human Resource Officer, County Commissioners, or the County Attorney.

Complaints should include --

- your name, department and title;
- the name of the person or persons committing the sexual harassment or harassment;
- the specific nature of the sexual harassment or harassment, how long it has gone on, and any perceived employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against you as a result of the harassment, or any other threats made against you as a result of the harassment;
- witness(es) to the harassment, if any; and
- whether such harassment has been previously reported and, if so, when.

REPORTING AND INVESTIGATING COMPLAINTS

The County Clerk or Designated Human Resource Officer is the person designated by Cheyenne County to investigate and receive complaints. He/she is to be the investigator of complaints of sexual harassment or any harassment. He/she may request the investigation be handled by the County Attorney at his/her discretion. The County Attorney may at their discretion request an outside party to handle the investigation.

The County Clerk or Designated Human Resource Officer or designee will immediately prepare a report of the complaint according to the preceding section and submit it to the County Attorney. The report will consist of a written record of the investigation, including notes of

verbal responses made by the person complaining of sexual harassment or harassment, witnesses interviewed during the investigation, the person against whom the complaint of sexual harassment or harassment was made, and any other person contacted in connection with the investigation. The notes will be made at the time the verbal interview is in progress.

Based upon the report, the County Attorney will determine whether the conduct of the person against whom a complaint of sexual harassment or harassment has been made constitutes sexual harassment or harassment. In making that determination, the County Attorney will look at the record as a whole and at the totality of the circumstances, including the nature of the conduct in question and the context in which the conduct, if any, occurred. The determination of whether sexual harassment or harassment occurred will be made on a case-by-case basis.

If County Attorney determines that the complaint of sexual harassment or harassment is founded, he/she will recommend immediate and appropriate disciplinary action to the Board of County Commissioners against the employee guilty of sexual harassment or harassment.

The disciplinary action will be consistent with the nature and severity of the offense. Consideration may be given to whether a supervisory relationship exists, the effect of the offense on employee morale, public perception of the offense, and the light in which it casts Cheyenne County and any other factors the County Attorney believes relate to fair and efficient administration of Cheyenne County. The disciplinary action may include demotion, suspension, dismissal, warning or reprimand. A determination of the level of disciplinary action will also be made on a case-by-case basis.

Cheyenne County will not tolerate retaliatory behavior against a complainant by any employee. Disciplinary action will be taken against any employee who takes retaliatory action against a complainant.

APPEAL OF THE DECISION

Any employee who feels he or she has not been treated fairly in keeping with these policies may utilize the grievance process.

OBLIGATION OF EMPLOYEES

Employees are obligated to report instances of sexual harassment or harassment. Sexual harassment or harassment exposes Cheyenne County to liability and negatively impacts the work environment.

Employees are obligated to cooperate in every investigation of sexual harassment, including coming forward with evidence, both favorable and unfavorable, to a person accused of sexual harassment or harassment, fully and truthfully making a written report or verbally answering questions when required to do so by an investigator during the course of an investigation of sexual harassment or harassment.

DRUG AND ALCOHOL TESTING/USE

It is Cheyenne County's desire to provide a drug-free, healthy, 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 Cheyenne County premises and while conducting business-related activities off Cheyenne 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.

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.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take paid time (if available) or unpaid time off to participate in a rehabilitation or treatment program through Cheyenne County's health insurance benefit coverage.

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

All newly hired employees are subject to a drug test upon hire. All employees are subject to drug and alcohol testing when there is an incident or accident, or the employee appears to be under the influence of drugs or alcohol. All safety sensitive County employees in the Sheriff and EMS department, Commercial Driver's License employees, are subject to a drug/alcohol testing randomly. Each of these department will have specific Drug and Alcohol Testing procedures for all employees that are tested within said Department.

A supervisor/department head/elected official may also request testing for drugs or alcohol upon reasonable suspicion where there is a pattern of abnormal or erratic behavior, work accident, direct observation of drug or alcohol use, possession, or drug related paraphernalia, presence of physical symptoms including glassy or bloodshot eyes, alcohol odor, odor of drugs on the employee's body or clothing, slurred speech, poor coordination and/reflexes. Results of drug/alcohol tests are confidential and conducting at the County's expense.

SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Cheyenne County has established a workplace safety program. This program is a top

priority for Cheyenne County. Each department has responsibility for implementing, administering, monitoring and evaluating the safety program and reporting any needs to the Board of Commission to evaluate during budget considerations. Its success depends on the alertness and personal commitment of all.

Each employee, whether the operator or the passenger, is expected to use a seatbelt in County-owned vehicles and equipment in which a seatbelt is provided. The County also expects employees to use a seatbelt in non-County-owned vehicles engaged in County business.

Cheyenne County has implemented a requirement for employees exposed to environmental hazards to wear reinforced toed shoes, hard hats, ear protection, eye protection, orange or other brightly colored clothing, and other safety protection when appropriate.

Cheyenne 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.

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 Supervisor or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits procedures.

TECHNOLOGY

COMPUTER USAGE

Computers, computer files, the email system, and software furnished to employees are Cheyenne County property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Cheyenne 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 or other 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.

Cheyenne County purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Cheyenne County does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Cheyenne County prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the County 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.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is provided by Cheyenne County to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Cheyenne County and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, color, creed, religion, sex, national origin or ancestry, age, disability, veteran status, genetic identification, victim of domestic violence or sexual assault, political beliefs or any other category protected by state or federal law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by Cheyenne County in violation of law or Cheyenne County policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting disciplinary, harassing, or threatening messages or images;
- Using the organization's time and resources for personal gain;
- Stealing, using, or disclosing someone else's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets or proprietary information outside of the organization;
- Violating copyright law;
- Failing to observe licensing agreements;
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Sending or posting messages or material that could damage the organization's image or reputation;
- Participating or posting messages or material that could damage the organization's image or reputation;
- Participating in the viewing or exchange of pornography or obscene material;
- Sending or posting messages that disparage another organization's products or services;
- Passing off personal views as representing those of the organization;
- Sending anonymous e-mail messages;
- Engaging in any other illegal activities.

SOCIAL MEDIA

At Cheyenne County, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all employees.

Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with County, as well as any other form of electronic communication (meaning Facebook, snapchat, twitter, etc).

Know and follow the rules

Only departments posting official county items may use the County's equipment during County time to make such postings. Ensure your postings are consistent with these policies. This policy is not meant to constrain employees from posting information during their own time. However, inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of County. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, color, creed, religion, sex, national origin or ancestry, age, disability, veteran status, genetic identification, victim of domestic violence or sexual assault or any other category protected by state or federal law or company policy.

Never post any information or rumors that you know to be false about Cheyenne County, fellow employees, members, customers, suppliers, and people working on behalf of Cheyenne County or competitors.

Post only appropriate and respectful content

- Maintain the confidentiality of Cheyenne County confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Respect financial disclosure laws. It is illegal to communicate or provide information to others so that they may buy or sell stocks or securities as they relate to County business.
- Do not create a link from your personal blog, website or other social networking site to a County website.
- Express only your personal opinions. Only certain department heads/elected officials or information officers are designated by the County Commission to speak on behalf of the County. No other parties may represent themselves as a spokesperson for the County. If Cheyenne County is a subject of the content you are creating, be clear and open about the

fact that you are an employee and make it clear that your views do not represent those of Cheyenne County, fellow employees, members, customers, suppliers or people working on behalf of Cheyenne County. If you do publish a blog or post online related to the work you do or subjects associated with Cheyenne County, make it clear that you are not speaking on behalf of Cheyenne County. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Cheyenne County.”

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the County equipment policy. Do not use County email addresses to register on social networks, blogs or other online tools utilized for personal use.

Cheyenne County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees should not speak to the media on County’s behalf without being authorized by the Board of County Commissioners/Department Head/Elected Official. All media inquiries should be directed to your supervisor. Public Information Officers by their designation are authorized to speak to the media.

If you have questions or need further guidance, please contact your supervisor.

MISCELLANEOUS

PROFESSIONAL SOCIETIES

At the discretion of Cheyenne County full-time employees' membership dues to work-oriented professional societies may be paid by Cheyenne County provided such fees are expressly approved by the Board. No fees will be paid for new employees except those that are approved and become due upon or after employment. Any material received in connection with the employee's membership will remain the property of Cheyenne County.

TRAVEL AND MEETINGS

The County will reimburse an employee for actual meal costs up to \$15.00 per meal or as otherwise provided in written policy by the Board at their discretion. Receipts for any reimbursement must be attached to the expense reimbursement form. The cost of the meal will be handled in accordance with Internal Revenue Service Regulations.

Travel time. Time spent traveling to and from meetings is counted as hours worked for non-exempt employees (under FLSA). Non-exempt employees will be paid at their regular hourly

rate for travel time to and from work-related meetings and/or schooling. Time spent at voluntary events during travel is not counted toward hours worked unless the employee is required to attend the event outside of their normal work hours. This does not apply to elected officials or exempt employees under FLSA.

Employee agrees and understands that the Employee personal expenses charged to the Employer shall be paid by the Employee when incurred, and if not paid then the Employer shall deduct the expenses from the paycheck of the Employee. These expenses include but are not limited to phone calls, faxes, and copies.

Employees may direct bill the County or present an expense voucher and bill for reimbursement. The County does not pay for movie rentals.

Meals may be paid for by the County while an employee is attending job-related meetings. Receipts must be presented for payment. If spouse attends, they must pay for their own meals. No alcoholic beverages will be paid for by the County and no alcoholic beverages shall be in any County building or county vehicle.

SMOKE-FREE WORKPLACE POLICY (INCLUDES CHEWING AND VAPING)

Cheyenne County has adopted a smoke-free environmental policy and smoking, chewing, vaping will be strictly prohibited within Cheyenne County owned or leased buildings. Employees will be allowed to smoke outside the building or county equipment on breaks as long as they abide by the Kansas Statute of being at least ten feet from any door, window, or air intake.

NEPOTISM

No members of an immediate family shall be employed in the same department or office. For the purpose of this section, immediate family is defined as spouse, brother, step brother, sister, step sister, child, stepchild, parents, step parents, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.

PURCHASES and CREDIT CARD POLICY

All purchases shall follow the purchasing policy established by the Board of County Commissioners including credit card usage. A current copy of the policy is maintained in the County Clerk's office.

There shall be no personal purchases for employees or friends through County purchasing.

BIDDING

All specification for any purchases that require specifications and bids shall first be submitted to the Board for approval pursuant to the purchasing policy.

PARKING

As a courtesy to taxpayers conducting business in the County offices, all County employees are asked to park away from where customers would park. Employees should set a good physical example by parking away from the front entrances to County facilities.

UTILITIES

Due to the high and increasing costs of utilities and the possibility of fire, employees in each office shall see that electric heaters and air conditioners are turned off each evening in each office.

COUNTY OFFICE CLOSING

The closing of the County Offices for inclement weather or other circumstances shall be the responsibility of the chairman of the Board of Commissioners.

When County Offices are closed for inclement weather and an employee is on leave for any other reason, the requested time off will be taken as time off was requested. Nonexempt employees that work on days when the County Offices are closed for weather or other circumstances earn 4 hours off as personal leave for every 8 hours worked, or prorated.

If the County Offices are open, and you cannot make it to work, you must use personal time, vacation time, or unpaid leave.

SOLICITING

There shall be no soliciting of County employees in County buildings or place of employment, unless for County business during regular office hours of the employee.

PHONES

All personal phone calls, including cell phone calls, must be paid by the employee. Only calls made to your office pertaining to County matters will be paid for when on County business. Employees should refrain from friendly texting while on the job. It is against Kansas law to text while driving a vehicle.

Employees should not use personal cell phones while working for social networking. This includes, but is not limited to, Facebook, Twitter, Instagram, Snapchat, email.

VEHICLE USAGE

A County-owned vehicle is to be used for official business only. Employees required to retain vehicles overnight cannot use such vehicles for private affairs. Before an employee will be permitted to drive a County vehicle, he/she must have a current Kansas Operator's License and maintain such license while operating a County vehicle or equipment. If Kansas regulations require that individual to possess a valid commercial driver's license, the employee operating such a vehicle will be required to obtain and maintain such license and shall be drug testing upon hire and randomly drug-tested thereafter.

Employees operating County vehicles are expected to fully observe all traffic laws and the dictates of common sense. When citizens see County employees violating traffic laws, their opinion of County government can be adversely affected. County employees who demonstrate careless disregard for traffic regulations damage the image of Cheyenne County and jeopardize their jobs. Employees shall promptly report any traffic citations, incident, or accident while in a County-owned vehicle to their supervisor.

Provided an employee has the approval from his supervisor/department head/elected official to use his personal car in the performance of any official duties for the County, he/she will be paid mileage for the use of the car on official County business. Reimbursement shall follow the IRS rates for mileage.

RECYCLING

County Employees are requested to set examples by recycling as much as possible. **Please shred all paper rather than throwing it away.** The County shredder is located in the small room in the Commissioner Room. Please don't shred plastic into that shredder.

Please recycle all soda cans, plastic bottles, cardboard, and chipboard, ink and printer cartridges. There is a recycling container on the main floor of the courthouse. This is located in the small room next to the soda machine. **Please do NOT throw cans or plastic bottles into the regular trashcans.**

DRESS/GROOMING

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Cheyenne County presents to customers and visitors. During business hours or when representing Cheyenne County, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor/department head/elected official is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- * Shoes must provide safe, secure footing, and offer protection against hazards.
- * Professional and appropriate attire is encouraged for all employees and will be enforced at the discretion of Department Heads.
- * Offensive body odor and poor personal hygiene is not professionally acceptable.

* Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.

* Visible offensive tattoos below the elbow, neck, face, chest must be covered during business hours.

Field employees may wear jeans and casual clothing for conducting of field visits while maintaining a professional appearance including tennis shoe wear.