

**Jefferson County Jefferson County Employee
Handbook**

Issue Date: 12/3/2008

Welcome to the Employee Handbook

Policy Handbook

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Policy	
<p>Employee Welcome Message</p> <p>Welcome new employee!</p> <p>On behalf of your colleagues, we welcome you to Jefferson County and wish you every success here.</p> <p>We believe that each employee contributes directly to Jefferson County's growth and success, and we hope you will take pride in being a member of our team.</p> <p>This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Jefferson County.</p> <p>We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!</p> <p>Sincerely,</p> <p>The Jefferson County Board of County Commissioners</p>	<p>Policy Handbook</p>
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<p>Introductory Statement</p> <p>INTRODUCTORY STATEMENT</p> <p>The purpose of the Jefferson County Employees Handbook is to establish and maintain equitable and uniform policies throughout all County Departments, thus reducing the need for personal decisions on matters of County-wide policy.</p> <p>Insure that all employees are properly compensated and that such compensation bears a direct relationship to the job position occupied.</p> <p>Provide regular evaluations of employee performances in order that meritorious performance may be rewarded and unacceptable or substandard performance be remedied.</p> <p>Provide uniform and adequate medical and retirement plans.</p> <p>The ultimate goal of the Jefferson County Employee Handbook is to attract and retain qualified, dedicated employees for the mutual benefit of the employees and the public they serve.</p> <p>If any regulations or law of the United States government or Kansas conflicts with the guidelines stated herein, these guidelines shall be automatically amended to conform to said regulations or laws for the employees so affected.</p> <p>It is understood that nothing in the statement of these policies is intended to express or imply a contract of employment, which limits the right of the County to deal with county employees as employees at will.</p> <p>All personnel policies are a function of the County Commission with the Department Heads possessing the right to establish procedure.</p>	<p>Policy Handbook</p>
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<p>Equal Employment Opportunity</p> <p>Jefferson County is an Equal Employment Opportunity Employer and does not discriminate against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of race, color, national origin, age, sex, physical handicaps, communicable disease, political or religious affiliation.</p> <p>An employee who feels that they have been discriminated against have the right to file complaints in accordance with the complaint procedure. The procedure, however, is not meant to deny an employee the right to file complaints with the State Human Relations Commission, the Equal Employment Commission, the courts of the State of Kansas or the Federal Courts.</p> <p>The Jefferson County Commissioners in following K.S.A. 73-201 and 73-203 mandates preference to veterans, their widows and orphans in employment and work force decisions.</p> <p>Policy No. 103 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	<p>Policy Handbook</p>
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<p>Hiring of Relatives</p> <p>Without specific approval by the County Commissioners, no person shall be appointed, promoted, transferred, or otherwise employed in, any position when, he or she would supervise or receive supervision from, a member of his or her immediate family.</p> <p>In the event the supervisor and subordinate employee marry- it is the duty of the couple to determine which one of the couple will transfer. If that cannot be accomplished, a policy waiver by the County Commissioners or the transfer of both spouses is needed.</p> <p>Policy No. 105 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	Policy Handbook
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<p>Job Posting</p> <p>When recruiting new employees, Department Managers shall advertise open positions in the County newspapers, and shall post notice of the position at the Courthouse and other County Buildings as well as on the County website. Advertisements may also be placed in other publications as needed. The application process shall be open at least five (5) days following the date of the publication of the first advertisement. Department Heads may use applications and resumes on hand and employment agencies to recruit new employees.</p> <p>Transfer positions within a department or to another County department may be filled without advertising. Transfer positions may be posted internally within the department or office first. If no applicant is found, the position shall be posted for application by County employees from other Departments or Offices on the county bulletin board, intranet and may be sent by email. Employees applying for transfer positions must complete a job application for the new position.</p> <p>*see Commissioner's minutes of May 29, 2007 and January 28, 2008</p> <p>Policy No. 116 Effective Date 9/11/1994 Revision Date 1/28/2008</p>	<p>Policy Handbook</p>
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<p>Reporting Fraud, Theft and Misuse</p> <p>It is the duty of each employee who knows of any fraud, theft or misuse of County assets, including cash, supplies, equipment, services, etc., to report the same to the appropriate County officials. The report may be made orally or in writing. The "appropriate County official" may include any of the following:</p> <ol style="list-style-type: none"> 1.The employee's immediate supervisor; 2.The employee's department head; 3.The County Counselor 4.The County Commissioners <p>No person filing a report under this policy shall be subject to retribution or retaliation of any kind for doing so.</p> <p>(See Commisioner's minutes of September 5, 2006)</p> <p>Policy No. 180 Effective Date 9/5/2006 Revision Date 9/5/2006</p>	<p>Policy Handbook</p>
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Fair Labor Standards Act The County is subject to the provisions of the Fair Labor Standards Act, or orders issued under the Act, when an employee performs work for the County. The employer/employee relationship exists regardless of the place where the employee works, how many hours a week the employee works or is paid. Minimum wage for employees may not be less than the minimum wage provided in the Act, or in the orders relating to the Act. Policy No. 184 Effective Date 9/11/1994 Revision Date 9/11/1994	
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<p>Employment Categories</p> <p>The employee status of each employee shall be determined by the department head and by the type of appointment. The types of appointments are as follows:</p> <p>A. FULL-TIME EMPLOYEE is one who works a normal work week on a regular and continuing basis. The work week consists of seven consecutive 24 hour days, Sunday through Saturday.</p> <p>B. REGULAR PART-TIME EMPLOYEE is one hired who works less than a normal work week on a regular and continuing basis, but works a minimum of 1040 hours per year.</p> <p>C. SEASONAL EMPLOYEE is one hired who works on a regular and/or recurring basis during a specific "season" or portion of the year.</p> <p>D. TEMPORARY PART-TIME EMPLOYEE is one who works "on call" or works less than 1040 hours per year.</p> <p>Policy No. 201 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	<p>Policy Handbook</p>
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Access to Personnel Files

Complete records of the employment history of every current and former County employee shall be maintained in an employee personnel file. The employee, designee of the employee, Department Head/Supervisor or their designee, and the County Commissioners shall have access to the personnel files. Access may be granted as legally required or otherwise advisable to courts, representatives of investigatory agencies or third-party payer, etc. The confidentiality of employee records shall be maintained to the extent permitted above. Employees may see information in their personnel files. If an employee disagrees with the information he/she may submit written comments which will be attached to the information and/or follow the County Grievance Procedure.

The following documents are to be included in each employee's personnel file:

Application and/or resume, licenses, degrees, etc.

Acknowledgements of Receipt of Personnel Policies, Personnel Form and changes in policies

Performance evaluations

Signed Orientation form and Inventory Sheet if applicable to duties

Physical forms, immunization records and signed forms

Favorable documents, counseling forms, education/training certificates

Substance Abuse and Holiday Policy signed forms

Job Description

Other i.e., resignation, termination notification with date, grievances with action taken and date, etc.

Amendment to Policy:

Date: 2-10-2003

As per the decision of the Board of County Commissioners, recorded in the minutes of February 10, 2003, due to security concerns the Sheriff's department is exempted from the requirement to file employee performance evaluations in the employee's personnel file maintained in the County Clerk's office.

Policy No. 202 Effective Date 9/11/1994 Revision Date 2/10/2003

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<p>Introductory Period</p> <p>The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Jefferson County uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Jefferson County may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.</p> <p>Department Heads and Elected Officials are vested with the authority to set the introductory period to allow sufficient time to thoroughly evaluate the employee's performance within their respective departments.</p> <p>During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other Jefferson County-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.</p> <p>Policy No. 205 Effective Date 3/8/2010 Revision Date 3/8/2010</p>	
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<p>Performance Evaluation</p> <p>Performance evaluations shall be scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's date of hire in the department. Performance evaluations may also be done as needed during the 12 month period. Employees who take a position in another department or another position within the same departments will be evaluated based on the date they begin in the new department or position. (Such employees shall have a final evaluation upon leaving the position or department.)</p> <p>New employees will have an evaluation after six months, to ascertain whether their performance meets the requirements and duties set out in the position description.</p> <p>An evaluation must occur every 12 months and such evaluation shall be filed with the County Clerk regardless of the outcome of the evaluation as a record of the employee's performance. The evaluation shall be done within 10 days of the anniversary of the employee's date of hire in the department and shall be submitted to the County Clerk within 10 days of conducting the evaluation. The evaluation will be placed in the individual's personnel file after it is signed by the employee, the evaluator, and the Department Head. Evaluations shall be filed with employee's official personnel file in the County Clerk's office unless specific exemption is granted by the Board of County Commissioners. The security and production of any records kept in an office other than the County Clerk's will be the responsibility of that department head or County official.</p> <p>The county adopted software shall be used for a uniform evaluation program for Jefferson County with employees evaluated on the basic elements of: Attendance and Punctuality, Cooperation, Dependability, Job Knowledge, Quality, Initiative and Problem Solving.</p> <p>Policy No. 209 Effective Date 9/11/1994 Revision Date 11/26/2007</p>	<p>Policy Handbook</p> <p>Table of Contents</p> <p>Policies Index</p>

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<p>Merit Increases</p> <p>Merit-based pay adjustments may be awarded by Jefferson County in an effort to recognize employee performance. The decision to award such an adjustment is dependent upon numerous factors including the information documented by a formal performance evaluation process. Such awards will take effect at the beginning of the next pay period following the anniversary of the employee's date of hire in their current position or department. The County Clerk's office will provide the correct date of hire for merit pay purposes.</p> <p>For those employees who take a position in another department:</p> <p>In order for an employee to receive a merit-based pay adjustment, the employee must complete a twelve-month work period in his/her department. If the employee does not complete the twelve month period and transfers to a new department, the employee shall forfeit the merit-based pay adjustment for that period.</p> <p>[For example: Presuming an employee's work performance provides for a merit-based pay adjustment each and every year of this example. An employee is hired on with the county in February of 2000. He/she receives a merit-based pay adjustment in February of 2001 & 2002. This employee then transfers to a new department in October of 2002. Due to the fact that the employee did not complete a twelve-month period in their existing position, the employee will not receive a merit adjustment in February as they have forfeited that increase. The new hire date for the purposes of evaluation and merit-based pay adjustment is now October.]</p> <p>The Jefferson County Commissioners shall determine at the adoption of the County's annual budget the maximum merit increase departments may disperse for the coming year to employees. The maximum increase will be based on completed employee evaluation and budgetary constraints.</p> <p>Policy No. 282 Effective Date 9/11/1994 Revision Date 11/5/2007</p>	<p>Policy Handbook</p>
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<p>Orientation of New Employees</p> <p>Orientation of new employees concerning payroll matters, group insurance and other benefits, etc. shall be conducted by the County Clerk's payroll clerk.</p> <p>The new employee's Department Head shall provide departmental orientation to include an introduction to the department's facilities and operations, and to the employee's co-workers. During this session the employee(s) shall be provided a copy of the personnel handbook. A statement signed by the employee that he/she received the handbook shall be filed in the County Clerk's employee file.</p> <p>Policy No. 286 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	
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<p>Employee Record Release of Information</p> <p>References and verifications of employment of past or present employee may be released only by the County if written authorization from the employee is contained in the personnel file.</p> <p>Documents pertaining to the employee's work history will be maintained with safety and integrity in the official employee file in a locked file within the appropriate department. Inquiries for credit or employment information, received by the County about current or former employees, will be referred to the Department Head.</p> <p>The following reference information concerning an employee may be authorized for release:</p> <ul style="list-style-type: none"> Date of hire Position with the county Social Security number Termination date Salary <p>Policy No. 289 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	<p>Policy Handbook</p>
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Contract Employment When personal services are desired, such as those of appraisers, inspectors, engineers, attorneys, or others especially qualified in certain areas, or when a temporary substitute is needed, such services may be procured under formal or informal contracts or letters, or oral agreements, from time to time, with approval of the County Commission. Such employment shall not be entitled to the fringe benefits made available to regular employees, but the required tax deductions shall be made. Policy No. 291 Effective Date 9/11/1994 Revision Date 9/11/1994	
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Employee Benefits

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

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible.

The following benefit programs are available to eligible employees:

- * Auto Mileage (The mileage rate will be the same as the State rate. Any rate change will take effect January 1 of the next year.)
- * Benefit Conversion at Termination (COBRA)
- * Bereavement Leave
- * Cafeteria Plan
- * Deferred Compensation Plan
- * Dental Insurance
- * Drug or Alcohol Rehabilitation Program
- * Employee Assistance Program
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Legal Counseling
- * Long-Term Disability
- * Meal Allowances
- * Family Medical Leave
- * Military Leave
- * Pharmacy
- * Retirement Plan (KPERs, Deferred Compensation Programs)
- * Short-Term Disability
- * Sick Leave Benefits
- * Supplemental Life Insurance
- * Supplemental Medical Coverage
- * Uniform and Uniform Maintenance
- * Vacation Benefits

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* Vision Care Insurance

* Witness Duty Leave

Some benefit programs require contributions from employees. The benefit package for regular full-time employees represents an additional cost to Jefferson County of approximately 32 percent of wages.

Policy No. 301 Effective Date 9/11/1994 Revision Date 9/11/1994

Policy

Vacation Benefits

Annual leave shall be earned by all full-time and regular part-time employees from the date of their initial employment. Leave will be accrued as follows:

Months Employed	All Other Employees	Ambulance 24-Hr Shift Employees
0-11	3.08 hrs bi-weekly	4.31 hrs bi-weekly
12-23	3.38 hrs bi-weekly	4.73 hrs bi-weekly
24-35	3.69 hrs bi-weekly	5.15 hrs bi-weekly
36-47	4.00 hrs bi-weekly	5.58 hrs bi-weekly
48-59	4.31 hrs bi-weekly	6.04 hrs bi-weekly
60 & over	4.62 hrs bi-weekly	6.46 hrs bi-weekly

Accrual will begin on the first day of the first full pay period following the date of the employee's initial employment. (For example, if an employee starts on Thursday the 16th in the middle of a pay period (The pay period running from the 5th to the 18th, their leave will not be accruing until the beginning of the next pay period on the 19th of the month.)

Leave for regular part time employees shall be accrued proportionately to the percentage of time worked. (See Policy #201 for a definition of "regular part-time employees.)

There will be no benefit of leave for seasonal or temporary part-time employees.

Annual leave may be accrued up to a maximum of **200** hours, (This provision suspended from December 21, 2008 through December 19, 2009 (2009 payroll year) to allow for implementation of the new accrual.)

Note-see Commissioner's minutes of May 2, 2006 and April 22, 1996 for ambulance vacation accrual.

Policy No. 303 **Effective Date** 9/11/1994 **Revision Date** 2/23/2009

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Holidays

Legal Holidays, as set out below will be observed as paid holidays for all regular full-time employees and regular part-time employees only. Regular part-time employees shall be paid for observed holidays which fall on days which they would otherwise be scheduled for work according to the number of hours for which they would have worked on that day.

New Year's Day

Martin Luther King's Birthday

President's Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Day

The day after Thanksgiving; and

Christmas Day

Holidays are observed on the actual date of the holiday except whenever a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on Sunday, the following Monday shall be observed. The County will observe an additional fixed holiday the date of December 24 whenever that date occurs on a Monday, and the date of December 26 whenever that date occurs on a Friday.

Holiday Pay will not be paid to an employee who does not work on his/her regular scheduled workday before or after the observed holiday due to an unauthorized absence. An unauthorized absence is one in which the employee did not follow the department/office leave request procedures.

If an employee is scheduled to work on an observed holiday and is sick, Holiday Pay will be paid.

Other leave may only be used in conjunction with Holiday Pay to fill the hours of a normal shift, (i.e. if an employee is normally scheduled to work 10 hours days and receives holiday pay for the 8 hour holiday, they may use leave for 2 hours to fill the hours they are normally scheduled to work.)

Department Heads may establish flex time for an employee, whether regular full-time or regular part-time, when the employee is scheduled to work on a holiday. This procedure would be used in place of the policy when approved in advance by the employee. Flex time must be used in the same work week of the County observed holiday.

Temporary part-time and seasonal employees shall not receive Holiday Pay.

An employee may not start or terminate employment on a holiday and be paid for the holiday unless the employee actually works on the holiday, or unless otherwise approved by the Department Head or Elected Official.

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Employees on leave of absence without pay will not be compensated for observed holidays.

Policy No. 305 Effective Date 1/3/2010 Revision Date 12/28/2009

Policy

Workers' Compensation Insurance

The County maintains Workers Compensation Insurance covering all employees as required by law. Coverage is for injuries which occur on the job.

The County will select the physician or medical facility in cases where an employee may submit a claim for injuries while on the job. This is a State of Kansas requirement in order to contain costs and coordinate treatment. As of 5/4/2009 the designated clinic is: Prompt Care, 3511 Clinton Parkway Place, Lawrence, KS 66044.

Also, any medications, physical therapy, etc. will be fully covered, as long as it relates to the work injury. If the pharmacy will not bill worker's compensation directly, the employee should pay for the medication and submit a claim for reimbursement from worker's compensation claims administration.

If you see any other physician except physicians at this clinic for a work-related injury, it will be considered unauthorized unless referred by authorized workers' compensation physicians. Under the workers' compensation statute there is \$500.00 available for unauthorized medical care. The balance of any bills over that amount will be your responsibility. It will be your responsibility to advise the doctor that his treatment will be considered unauthorized.

When an employee believes an injury may result in a claim, the accident should be reported to the Department Head within twenty four (24) hours.

Before being treated at this designated clinic for a work-related injury, you will first need to report your injuries and obtain an authorization form to present to the clinic at the time of your treatment. If an emergency, seek treatment immediately at the nearest staffed emergency facility. The employees of the Road and Bridge Department may pick their authorization form up in the Road and Bridge Office and all other employees may pick their authorization form up in the County Clerk's office.

Policy No. 306 Effective Date 9/11/1994 Revision Date 5/4/2009

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Policy	
<p>Sick Leave Benefits</p> <p>Sick leave will accumulate at four (4) hours per pay period, for full-time employees, with no accrual limit. Accrual will begin on the first day of the first full payperiod following the date of initial employment. (For example, if an employee starts on Thursday the 16th in the middle of a pay period (pay period running from the 5th to the 18th) their leave will not begin accruing until the beginning of the next pay period on the 19th of the month.</p> <p>An employee who is unable to return to work at the end of their sick leave may be given a leave of absence without pay. No benefits will accumulate while a person is on leave without pay.</p> <p>Sick leave for regular part-time employees shall be accrued proportionately to the percentage of time worked with no accrual limit. (See Policy #201 for a definition of "regular part-time employees".)</p> <p>No accrued sick leave will be paid upon resignation, dismissal, or termination of employment.</p> <p>Sick leave may be authorized for illness of an employee's immediate family when the illness reasonably requires the employee to be absent from work.</p> <p>A doctor's statement of disability/illness may be required by a Department Head to be submitted, prior to returning to work, with any request for sick leave for a period longer than three working days.</p> <p>Sick leave is for the employee and is not to be considered as extra vacation time. Any employee found using sick leave for other than illness may be subject to dismissal.</p> <p>Policy No. 307 Effective Date 9/11/1994 Revision Date 12/15/2008</p>	<p>Policy Handbook</p>
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Policy	
<p>Bereavement Leave</p> <p>A Department Head may grant up to three (3) paid working days to a full time employee for funeral leave for immediate family members or relative living in the household. If more than three (3) days are needed, Department Heads may grant vacation or sick leave. This leave does not accrue from year to year.</p> <p>Regular part-time employees may be granted up to three (3) paid working days when the requested days fall on days which they would otherwise be scheduled for work according to the number of hours for which they would have worked on that day.</p> <p>The employees relationship to the deceased and necessary travel time shall be among the factors considered in determining the amount of leave to be granted. The Department Head may grant one paid working day for all other relatives.</p> <p>Jefferson County defines "immediate family" as "Spouse, Child, Mother, Father, Mother-in-Law, Father-In-Law, Brother, Sister, Grandparent, Grandchild, Step-Parent, Step-Child or member of the family living in the same household."</p> <p>Policy No. 309 Effective Date 9/11/1994 Revision Date 3/5/2007</p>	<p>Policy Handbook</p>
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Policy	
<p>Jury Duty</p> <p>A full-time employee shall be granted leave of absence with pay by the Department Head for mandatory jury duty, or for such employee's required appearance before and at the direction of, the Kansas Commission of Civil Rights, the United States equal employment opportunity commission, or a court; in a case in which the County or a governmental agency is charged with discrimination in employment.</p> <p>Regular part-time employees shall be granted leave of absence with pay when the requested days fall on days which they would otherwise be scheduled for work according to the number of hours for which they would have worked on that day.</p> <p>The employee may retain any fees or pay received for this duty or appearance.</p> <p>Time off for court appearances as a party to any civil or criminal litigation shall not be compensated by the County. The employee must arrange for time off with their supervisor.</p> <p>Policy No. 311 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	<p>Policy Handbook</p>
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Policy	
<p>Health Insurance</p> <p>Only full time employees are offered health and dental insurance coverage paid by the County. It is at the discretion of the Commissioners on the option to offer county employees single and/or family insurance coverage. Regular part-time employees have the option to purchase health and dental insurance. The County follows the Pregnancy Discrimination Act of 1972 and rules and regulations as specified by Blue Cross/Blue Shield.</p> <p>Sign up for health and dental insurance is at the time of hiring or annually during the county's authorized enrollment time.</p> <p>Policy No. 316 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	
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Policy	
<p>Discretionary Leave</p> <p>Eight hours of discretionary leave may be granted to each Regular full-time employee and each regular part-time employee, with pay. This discretionary leave may be granted on a yearly basis and must be used between the first day of the first payroll period of the year and the last day of the last payroll period of the year, effective January 1, 2008. If an employee starts after July 1, he/she may not accumulate until after January of the following year. There shall be no accumulation or carry-over of the discretionary leave. The scheduling of a discretionary leave must be approved by the supervisor.</p> <p>Policy No. 383 Effective Date 9/11/1994 Revision Date 11/5/2007</p>	
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Policy	
<p>Discretionary Leave-Additional</p> <p>384 Discretionary Leave-Additional</p> <p>Effective Date: 9/11/1994</p> <p>Revision Date: 11/5/2007</p> <p>An additional eight hours of leave may be granted as an incentive to a Regular full-time employee or regular part-time employee, with pay at the discretion of the Board of County Commissioners upon the employee providing the county with a means to save the County money or time. The suggestion must be in written form. The savings should be demonstrated with documentation and the Discretionary This additional leave may be granted on a yearly basis and must be used within one (1) year of the grant. There shall be no accumulation or carry-over of the additional discretionary leave. The scheduling of a additional discretionary leave must be approved by the supervisor.</p> <p>Policy No. 384 Effective Date 11/5/2007 Revision Date 11/5/2007</p>	<p>Policy Handbook</p>
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Volunteer Firemen or First Responders On January 13, 1997 the County Commissioners decided by motion to pay the County employees their regular daily pay when they are called away from their jobs to serve as volunteer firemen or first responders, (only in case of emergency). Employees should return to work as soon as possible after the emergency. (See Commissioner's minutes of March 5, 2007) Policy No. 385 Effective Date 3/5/2007 Revision Date 12/31/2009	
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Policy

Holiday time

Applies To: Shift Employees of the Ambulance Department

Definitions:

Shift Employees: Non-exempt employees (hourly employees) that work a shift schedule for the ambulance department, (aka EMS) (the ambulance department being a 24 hour, 7 days a week, 365 days a year service). These employees are expected to and/or required to work on the County Observed Holidays as part of the normal performance of their job duties.

Holiday Time: Leave compensation given and accrued in observance of any County observed holiday. Holiday Time is classified and accrued in a separate category from Vacation, Sick and Comp Time and be listed as Holiday Time .

Shift Employees: There are two classes of shift employee. These employees will be compensated for time on the observed holiday as follows:

Part-Time Shift employees:

1. Part-time employees are compensated at 1.5 times the hourly salary for a holiday worked .
 - a. If a part-time employee works a shift on the observed holiday, they will be paid for the holiday at time-and-a-half.
 - b. This is incentive to fill an opening shift on a holiday.
2. Part-time employees do NOT receive Holiday Time. They are only compensated for Holiday worked at the above rate.

Full-time Shift employees:

- 1.Each shift employee will receive Holiday Time for every declared Holiday equal to half of their scheduled number of shift hours for that day. For example,

24 hour shift = 12 hours Holiday Time
- 2.Holiday Time is given regardless of Holiday worked. Every shift employee receives Holiday Time with the passage of each declared Holiday and the time will be recorded on the employee s pay stub and in the Clerk s Office.
- 3.Shift employees that work the Holiday are compensated as though it were any other scheduled day . No extra compensation will be attached because it is a holiday . Instead of monetary compensation, Holiday Time will be given to the employee.
 - a.EMS employees have knowledge of their scheduled holidays to work a year in advance.
- 4.If leave is requested and granted for a Holiday on which the employee was scheduled to work, the employee is required to use the requested leave. The employee will only be compensated in accordance with the Leave policy for that day.
 - a.An EMS employee scheduled to work Christmas Day may request leave for that day. If he/she does and is approved, they are required to use the requested leave.

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5. Holiday Time may be used by the employee as scheduled leave, just as Vacation Time and Comp Time are used, but will be maintained as a separate leave type.

Policy No. 387 Effective Date 1/3/2010 Revision Date 12/28/2009

Policy	
Bonding BONDING The Jefferson County Commissioners maintain bonding insurance on those employees who, in the performance of their job, require such bonding. Policy No. 391 Effective Date 9/11/1994 Revision Date 9/11/1994	
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Policy	
<p>Retirement Benefits-KPERS</p> <p>The County participates in the Kansas Public Employees Retirement System (KPERS). K.S.A. 74-4901 mandates that all eligible employees must become members. Beginning July 1, 2009, any regular full-time or regular part-time employee starting employment for the county begins KPERS membership immediately. Elected officials have the choice to participate in KPERS. Both eligible employees and Jefferson County contribute to KPERS. An active KPERS member has life insurance and disability benefits provided at no additional cost. Jefferson County does not observe any mandatory retirement age.</p> <p>Policy No. 392 Effective Date 9/11/1994 Revision Date 12/28/2009</p>	Policy Handbook
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Policy	
<p>Longevity Pay</p> <p>An employee longevity plan shall be implemented to provide an annual bonus compensation plan for all full time employees of Jefferson County, Kansas.</p> <p>Full Time employees and elected officials become eligible for longevity pay upon completion of five (5) years of full time continuous service. Service must be continuous, not merely cumulative. Employees must also have received a satisfactory or higher rating on their latest performance evaluation in order to be eligible.</p> <p>Regular part-time, seasonal or temporary part-time employees shall not be eligible for longevity pay.</p> <p>Longevity pay will be paid on the last payroll check in November. To qualify for the longevity pay you must be a full time employee of the County as of the date the payroll check is issued. If an employee leaves the County during the year, all longevity pay is forfeited. A separate check will be generated for longevity pay.</p> <p>Years of Service will be calculated as of the date of the check and will be verified by the Payroll Clerk and Department Head before the check is issued.</p> <p>Completed</p> <p>Yrs of Service Longevity Pay</p> <p>5-10 \$150.00</p> <p>11-15 \$225.00</p> <p>16 and up \$300.00</p> <p>Amendment #3 to Jefferson County Employee Handbook to become effective January 1, 2002.</p> <p>Adopted by the Board of County Commissioners on July 23, 2001.</p> <p>Policy No. 393 Effective Date 1/1/2002 Revision Date 12/29/2008</p>	<p>Policy Handbook</p> <p>Table of Contents</p> <p>Policies Index</p>

Policy	
Timekeeping All timesheets must be turned in to the County Clerk's office by noon on Monday following the completion of the designated two-week pay period. If unusual circumstances occur, an extension will be granted until noon on Tuesday. Any timesheets received after noon on Tuesday will be processed at time allows but could result in a two-week delay in payment. Policy No. 401 Effective Date 9/11/1994 Revision Date 12/12/2005	
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Policy	
Safety Recognizing that the health and safety of the employees are essential to the well-being of the County, the person in charge of each office is responsible for ensuring that its physical facilities create a safe work place and that equipment operations do not encourage mishaps. The County will comply with all required Federal Rules and Regulations for the Employee Work place. Policy No. 501 Effective Date 9/11/1994 Revision Date 9/11/1994	Policy Handbook
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Policy	
<p>Work Schedules</p> <p>Generally work hours for full-time employment will be forty (40) hours per week, starting midnight Sunday. Work hours shall be those necessary for the efficient transaction of county business and may vary among departments according to operational requirements as established by Department Heads. A work week begins at scheduled duty time and continues until same time the following week. All time worked during any one week must be put on the same payroll sheet.</p> <p>Policy No. 502 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	
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Policy	
Smoking In keeping with Jefferson County's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In situations where the preferences of smokers and nonsmokers are in direct conflict, the preferences of nonsmokers will prevail. This policy applies equally to all employees, customers, and visitors. See Resolution 2009-28. Policy No. 505 Effective Date 9/28/2009 Revision Date 9/28/2009	Policy Handbook
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Policy	
<p>Rest and Meal Periods</p> <p>Each workday, full-time nonexempt employees are provided with 2 fifteen-minute rest periods. If the employee fails to take the rest period, it is lost. Employees who chose to remain at work during rest breaks are not entitled to arrive later than the scheduled starting time or leave before the normal quitting time and will not receive extra pay for the time worked. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.</p> <p>All full-time employees are required to take one thirty-minute meal period away from their workstation each workday unless approved by the Department Head or his/her designee. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.</p> <p>There are certain exemptions that apply pursuant to the Fair Labor Standards Act. (see Tab 440-Break Periods.) .</p> <p>(see Commissioner's minutes of April 23, 2007.)</p> <p>Policy No. 506 Effective Date 4/23/2007 Revision Date 4/23/2007</p>	<p>Policy Handbook</p>
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Policy

Overtime and Working on a Holiday

If you work more than 40 hours in a workweek you will be paid for those extra hours at the overtime rate or you may receive compensatory time (comp time) at the same rate. Working more than 40 hours must be pre-approved by your supervisor. Commissioned sheriff's deputies must work 86 hours in a two week period before they are eligible for overtime or comp time as stated in Fair Labor Standards Act law.

Those hours actually worked, vacation leave and holiday pay will be used for computing overtime. Sick leave, discretionary leave, compensatory time, jury duty, funeral leave and holiday time will not be used in computing overtime.

In order to be eligible to receive comp time you must sign an agreement. You can use your comp time as work schedules allow and upon supervisor approval or you can allow it to accumulate. Your compensatory time balance cannot exceed 40 hours. Overtime must be paid for hours worked in excess of the 40 hour cap. If you quit, compensatory time remaining will be paid out to you in your final check. You must show any overtime or comp time on your payroll sheet.

Working on a holiday-

Employees who are required to work on an observed holiday will be paid at their regular rate for an 8-hour holiday plus pay at a rate of one time their regular rate for those hours actually worked, (the equivalent of double time for the eight-hour holiday). Any hours in excess of their schedule will be paid at the overtime rate. For example, if the employee works 12 hours on the holiday, they will be paid 8 hours at the equivalent of double time and 4 hours at time and a half.) Non-exempt shift employees of the ambulance department who are normally scheduled to work 24-hr shifts will receive Holiday Time (see Policy #387). Ambulance shift employees that work on the holiday will be compensated as though it were any other scheduled day. No extra compensation will be attached because it is a holiday, other than Holiday Time.

If a holiday falls on an employee's regular day off, he/she will receive Holiday Pay for that day, or they may flex their holiday, (see Policy #305.)

Definitions:

HOLIDAY PAY Holiday pay is the pay for observed holidays as determined by the County Commissioners, (see Policy #305). The term holiday pay refers to the pay that all regular full-time and regular part-time employees receive when they do not actually work on a holiday. Those who work receive their holiday pay as part of their compensation of double time for working on the holiday, (for example, an employee who works an 8 hour shift gets 8 hours of holiday pay at their regular rate and another 8 hours at their regular rate for working on the holiday.)

HOLIDAY TIME-Leave compensation given and accrued in observance of any observed holidays as determined by the County Commissioners, (see Policy #305) for those full-time non-exempt employees who work a shift schedule for a 24/7/365 department and are expected and/or required to work observed holidays as a part of their normal performance of their job duties. (Note-as of 12/28/2009 this leave type only applies to the full time non exempt shift employees of the ambulance department.)

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<p>Emergency Closings</p> <p>The County Courthouse and other county buildings shall strive to remain open on regular schedule during days of severe weather. The County Commissioners will make the decision to close the county facilities other than the essential public safety and emergency response personnel as defined by the Department Head. However, if the courthouse and other county buildings are closed, employees will be notified prior to the beginning of the work day through radio broadcast or by your department head or supervisor. Employees will be paid for those days at their regular rate of pay for the hours they would normally work. The essential public safety and emergency response personnel who work on those days shall be paid at the overtime rate of 1.5 times their regular rate of pay.</p> <p>Employees who are unable to report to work on a day of inclement weather when the buildings remain open, will have the option of using vacation leave; if no vacation is available it will be leave without pay. The employees shall attempt to notify his/her Supervisor or Department Head during the first half hour of the work period of the absence and will indicate which option will be used for pay purposes.</p> <p>(See Commissioner's minutes of February 20, 2007.)</p> <p>Policy No. 510 Effective Date 9/11/1994 Revision Date 3/8/2010</p>	<p>Policy Handbook</p>
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Business Travel Expenses

Meal Expense Reimbursement

The Board will establish the policy whereby the employee will be reimbursed for meal expenses while away from the office or department on County business. If the meals are not included in the registration cost of the seminar, training, etc. the County will reimburse the employee \$7.50 for breakfast, \$8.50 for lunch and \$16.00 for dinner. The policy is subject to change by the Commissioners. Where overnight travel occurs, the County will reimburse the employee \$32.00 per day for meal expense. Any amounts over \$32.00 must be pre-approved by the Department Head who will approve the amount with the Commissioners. No liquor or tips will be paid. Meal reimbursements for meals where no overnight travel occurs are taxable income to the employee as per IRC (Internal Revenue Code) Section 119, (whether they are paid with cash or the County purchase card). Reimbursement for these meals will be made through payroll.

Procedure:

Present a receipt(s) to the Department Head, to be forwarded to the Clerk's office for reimbursement to the employee. No reimbursement will be made without a receipt.

*Amended by the Board of County Commissioners on 1/05/2003

*Amended by the Board of County Commissioners on 1/26/2004

Mileage Reimbursement

The Commissioners are responsible for determining the reimbursement rate for travel that is county related provided the employee is not using a county issued vehicle for such purpose. Such rate will be tied to the State's mileage reimbursement rate that is published each July. Any rate change will take effect January 1 of the next year.

Employees shall use County vehicles whenever possible. Mileage reimbursement starts when work begins. To be reimbursed, the employee must submit to their Department Head a voucher showing the destination and reason for the trip so that it may be approved and forwarded to the County Clerk for payment.

Travel Time Pay

1) Home to Work, ordinary situations

Generally, commuting from home to work is not considered working time and is not paid.

(29 CFR 785.35)

2) Home to Work-Emergency Situations

During emergency situations, travel from home to work is work time and will be paid. (29 CFR 785.36).

3) Home to Work, special assignment

A non-exempt employee will be paid for time spent traveling to a seminar, training session, or work assignment that lasts for a day. Plus, they will be paid for all time spent at the seminar or training session, or while working on the assignment.

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However, the employee's normal commute time to work and any meal periods not spent performing work or in the seminar will be deducted. (29 CFR 785.37)

4) Travel as part of the day's work.

All travel of non-exempt employees except for law enforcement personnel beyond a radius of 150 miles shall be approved by the Department Head with the consent of the Commissioners. Time an employee spends traveling as part of their principal activity, such as travel from job site to job site during the workday, will also be counted as hours worked and paid as such. In addition, if an employee must report at a meeting place to receive instructions, perform other work, or pick up certain items for work, the travel from the meeting place to the work site is part of the day's work and counts as hours worked.

5) Overnight travel.

Department Heads shall approve non-exempt employee overnight travel. Department Heads shall advise the Commissioners of overnight travel. All overnight travel by Department Heads shall be approved by the Commissioners. All out of state travel shall be approved by the Commissioners. If a non-exempt employee travels to a seminar, training session, or work assignment and leaves the day before the seminar or work begins, they will be paid for travel time. Travel time on non-working days is also considered work time. Again, meal periods will be deducted from travel time as long as the employee doesn't perform work during the meal period. (29 CFR 785.39)

Note-Item 5 reflects County policy and is more than is required by 29 CFR 785.39).

Policy No. 512 Effective Date 9/11/1994 Revision Date 12/28/2009

Policy

Computer and Email Usage

The purpose of this policy is to ensure the proper use of Jefferson County's (the County) email system (this includes any email transmission through the County network, which includes other email hosts, such as Hotmail, Yahoo, Google, etc.) and make users aware of what the County deems as acceptable and unacceptable use of its email system. The County reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

All messages distributed via the County's email system, even personal emails, are the County's property. You must have no expectation of privacy to anything that you create, store, send or receive on the County's email system. Your emails can be monitored without prior notification if the County deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the County reserves the right to take disciplinary action, including termination of employment and/or legal action. This email policy is a minimum county standard. Individual departments may have special circumstances that could call for stricter policies. If you have any questions or comments about this Email Policy, please contact your supervisor.

LEGAL RISKS

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:

If you send emails with any libelous, defamatory, offensive, racist or obscene remarks, you or the County might be held liable.

If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you or the County might be held liable.

If you unlawfully forward confidential information, you or the County might be held liable.

If you unlawfully forward or copy messages without permission, you or the County might be held liable for copyright infringement.

If you send an attachment that contains a virus, you or the County might be held liable.

If email is used for commercial purposes, you or the County might be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set out in this Email Policy, the user will be considered as acting outside the scope of and not within the course of the user's employment. Users violating these rules will be considered solely liable for the consequences of their actions.

LEGAL REQUIREMENTS

The following rules are required by law and are to be strictly adhered to. It is prohibited to:

Send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an email of this nature, you must promptly notify your supervisor or the IT department.

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Send unsolicited email messages.

Forge or attempt to forge email messages.

Disguise or attempt to disguise your identity when sending mail.

Send email messages using another person's email account.

Copy a message or attachment belonging to another user without permission of the originator.

BEST PRACTICES

The County considers email as an important means of communication and recognizes the importance of proper email content. Users should take the same care in drafting an email as they would for any other communication. Therefore, the following guidelines should be considered when drafting emails:

Writing emails:

The subject field in emails should always be filled. The subject heading should be short and descriptive so that when scanning through a large list of emails it can be helpful in quickly determining content.

The use of Internet abbreviations and characters such as smileys is not encouraged.

Signatures should (strongly recommend) include your name, job title and county department name. A disclaimer will be added underneath your signature (see Disclaimer)

Users should spell check all mails prior to transmission.

Consider compressing attachments larger than 500K before sending them.

Be judicious in the use of cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.

Only mark emails as important if they really are important.

Care should be taken in forwarding emails. Email containing confidential or sensitive information should not be forwarded without permission from the originator.

Newsgroups and Blogs:

Users need to request permission from their supervisor before subscribing to a newsletter or news group or Blog. The supervisor then must inform the IT department if permission is granted. The IT department in conjunction with the County Commissioners reserves the right to deny the request.

Maintenance:

Delete any email messages that you do not need to have a copy of.

PERSONAL USE

Although the County's email system is meant for business use, the County allows personal usage if it is reasonable and does not interfere with work. However, the sending of chain letters and junk mail is prohibited. All messages distributed via the County's email system are the County's property.

CONFIDENTIAL INFORMATION

Caution should be used in sending confidential information. Any email sent is subject to possible interception by an unauthorized third party. Consideration should be given to encrypting confidential emails. If you are in doubt as to

whether to send certain information via email, check this with your supervisor first.

PASSWORDS

If requested, all passwords must be made known to the County. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

ENCRYPTION

Users may not encrypt any emails without obtaining written permission from their supervisor and the IT department. If approved, the encryption key(s) must be made known to the County.

EMAIL ACCOUNTS

All email accounts maintained on our email systems are property of the County. Passwords should not be given to other people and should be changed periodically (3 to 6 months).

SYSTEM MONITORING

Users expressly waive any right of privacy in anything they create, store, send or receive on the County's computer system. The County can, but is not obliged to, monitor emails without prior notification. If there is evidence that you are not adhering to the guidelines set out in this policy, the County reserves the right to take disciplinary action, including termination and/or legal action.

DISCIPLINARY ACTION

First offense

Verbal consultation with employee by Department Head or designee.

Documentation within the department, offense placed in permanent personnel file.

Loss of email and internet privileges for 2 weeks (10 working days).

Notification of County Commissioners.

The Department Head may monitor email traffic for 30 days starting from the point at which email privileges are restored.

Second offense

Verbal consultation with employee Department Head or designee.

Documentation of offense in permanent personnel file.

Notification of County Commissioners.

Discretion is given to the Department Head and commissioners, depending on the seriousness of this and the previous infraction as to whether up to 30 days suspension without pay or termination is warranted.

If suspension is determined to be the outcome, the department head may monitor email traffic for 90 days from the time the employee returns to work.

Third offense

Discretion is given to the Department Head and County Commissioners, however at this point termination is recommended unless mitigating circumstances exist.

Time frames

Implementation of disciplinary action will be based on a rolling time frame of two years. As an example consider the situation of an employee with two offenses, one on April 1 of 2007 and a second on February 1 of 2008. After April 1 of 2009 passes (2 years) if another offense were to occur before February 1 of 2010 the employee offense should be treated as a second offense. Thus offenses older than two years will be removed from consideration in determining the level of disciplinary action.

Regardless of the two year rolling time frame any documentation in the employee's permanent personnel file will not be removed.

Escalation of Disciplinary Action

If at any point email violations are determined by the Department Head or the County Commissioners to be significantly egregious then the action taken may require an escalation of disciplinary action. For example the severity of content of an email may require a Department Head to impose a second offense level disciplinary action for a first time violation.

DISCLAIMER

The following disclaimer will be added to each outgoing email:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the County. Finally, the recipient should check this email and any attachments for the presence of viruses. The County accepts no liability for any damage caused by any virus transmitted by this email.

Policy No. 516 Effective Date 8/28/2006 Revision Date 8/28/2006

Policy

Internet Network and Electronic System Use

PURPOSE

To establish a policy for use of the Internet, network and electronic communication systems for County Departments, authorized agencies and their employees.

DEFINITIONS

Computer Network: Two or more computers that can share information, typically connected by cable, data line, wireless, or satellite link.

Electronic Communication Systems: System used as a means of sending and receiving messages electronically through connected computer systems or the Internet, such as e-mail or voice mail.

Internet: An international network of independent computer systems. The World Wide Web is one of the most recognized means of using the Internet.

Users: All employees of Jefferson County and authorized agencies or individuals who use the County's Internet, network and/or electronic communication systems.

NOTE: Departments or agencies which give consultants, contract personnel or other non-employees such as volunteers or interns access to the County's Internet, network or electronic communication systems shall require such individuals to abide by this policy.

GENERAL PROVISIONS FOR USE OF INTERNET AND ELECTRONIC COMMUNICATION SYSTEMS

This policy establishes minimum standards. Departments may supplement this policy as they need or desire, as long as such supplement is consistent with this policy. Business Use County-provided computer systems that allow access to the Internet, County network and electronic communication systems are the property of Jefferson County and are provided to facilitate the effective and efficient conduct of County business. County business is defined as The pursuit of a goal, obligation, function, or duty imposed upon or performed by a employee required by employment with Jefferson County. Users are permitted access to the Internet, network and electronic communication systems to assist in the performance of their jobs. Each department or institution of the County may adopt its own policy setting forth with specificity the work-related purpose for which such equipment and access are provided.

Personal Use

Personal use means use that is not job-related. In general, incidental and occasional personal use of the County's Internet, network access or electronic communication systems is permitted; however, personal use is prohibited if it:

- interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;

- adversely affects the efficient operation of the computer system;

- violates any provision of this policy, any supplemental policy adopted by the department supplying the Internet, network or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or

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Federal law.

NOTE: Users employing the County's Internet, network or electronic communication systems for personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the department or the County.

No Expectation of Privacy

No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of the County's equipment, network and/or access. Departments have a right to monitor any and all aspects of their computer systems including, but not limited to, sites, instant messaging systems, chat groups, or news groups visited by county users, material downloaded or uploaded by county or authorized users, and e-mail sent or received by county or authorized users. Such monitoring may occur at any time, without notice, and without the user's permission.

In addition, electronic records may be subject to the Freedom of Information Act (FOIA) and, therefore, available for public distribution.

Prohibited Activities Certain activities are prohibited when using the Internet, network or electronic communications. These include, but are not limited to:

- accessing, downloading, printing or storing information with sexually explicit content as prohibited by law;

- downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or other-wise unlawful messages or images;

- installing, removing or downloading computer software, programs, or executable files contrary to policy or without the approval of the Information Technology Department;

- uploading or downloading copyrighted materials or proprietary department information contrary to policy;

- * Unauthorized attempts to circumvent data protection schemes or uncover security flaws. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.

- sending communications using another's identity, an assumed name, or anonymously;

- permitting a non-user to use for purposes of communicating the message of some third party individual or organization;

- * permitting a non-authorized user access to County computers, pda's, cell phones, etc. or the County computer network;

- accessing or permitting access to the county network by connecting a non-authorized device, which can take the form of but not limited to a computer, laptop, USB device, PDA, modem, wireless card;

- Violating any local, state, or federal statute;

- Using other employees passwords without the permission of the IT department;

- Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;

- * Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

Gaining unauthorized access to information resources or computing entities;

* Use of a computer account that was not assigned to you by Information Technology, unless multiple access has been authorized for the account and the owner of the account has explicitly given you access.

Using the network or computers for commercial, political, collective bargaining or lobbying activities;

Fundraising activities, unless they are government approved or sponsored;

Any other activities designated as prohibited by the department or county policy.

Security

The distribution of electronic communications is difficult to control and routing mistakes can easily occur. Copies of electronic communications can be forwarded without the sender's knowledge or permission to unintended recipients. Therefore, electronic communications should be drafted and sent with at least the same level of care, professional judgment and discretion as paper memoranda or documents.

User Responsibilities

The conduct of computer users who access the Internet, network or send e-mail containing the County's domain address (i.e., ___@jfcountyks.com) may be perceived as reflecting on the character and professionalism of the County. When engaging in such conduct, whether for personal or official purposes, employees are expected to do so in a responsible and professional manner.

All users are responsible for exercising appropriate care to protect the County's computer systems against the introduction of viruses. When using the County's Internet or network access or electronic communications, equipment and capability, individuals must:

use the Internet or electronic communication systems only in accordance with County and Department policy;

maintain the conditions of security (including safeguarding of passwords) under which they are granted access to such systems;

check with the appropriate department staff prior to downloading or accessing a file or document if the source of the file or other circumstances raises doubts about its safety.

COUNTY RESPONSIBILITIES

Departments may develop a written policy, consistent with this policy which supplements or clarifies specific issues for the department. With regard to use of the Internet, network and electronic communications, departments are responsible for:

communicating this policy and the department policy, if appropriate, to current users and to new users before granting them access to agencies' Internet, network or electronic communications systems;

retaining electronic records in accordance with the retention requirements of the County;

requiring and retaining acknowledgement statements, signed by each user, acknowledging receipt of a copy of this policy and department policy, if appropriate.

NOTE: Departments also may develop procedures by which a user must actively acknowledge reading the policy before access to the system will be granted.

VIOLATIONS

Violations of this policy are subject to the following disciplinary actions.

DISCIPLINARY ACTION

* First offense

Verbal consultation with employee by department head or designee.

Documentation within the department, but not in the employee's permanent personnel file.

* Second offense

Verbal consultation with employee department head or designee.

Documentation of second offense, both first and second offenses placed in permanent personnel file.

Loss of computer privileges for 2 weeks (10 working days).

Notification of County Commissioners

The department head may monitor computer usage for 30 days starting from the point at which computer privileges are restored.

*Third offense

Verbal consultation with employee department head or designee.

Documentation of offense in permanent personnel file.

Notification of County Commissioners.

Discretion is given to the department head and commissioners, depending on the seriousness of this and the previous infractions as to whether one month suspension without pay or termination is warranted.

If suspension is determined to be the outcome, the department head may monitor computer usage for 90 days from the time the employee returns to work.

* Fourth offense

Discretion is given to the department head and County Commissioners, however at this point termination is recommended unless mitigating circumstances exist.

Time frames

Implementation of disciplinary action will be based on a rolling time frame of two years. As an example consider the situation of an employee with two offenses, one on April 1 of 2007 and a second on February 1 of 2008. After April 1 of 2009 passes (2 years) if another offense were to occur before February 1 of 2010 the employee offense should be treated as a second offense. Thus offenses older than two years will be removed from consideration in determining the level of disciplinary action.

Regardless of the two year rolling time frame any documentation in the employee's permanent personnel file will not be removed.

* Escalation of Disciplinary Action

If at any point computer usage violations are determined by the department head or the County Commissioners to be significantly egregious then the action taken may require an escalation of disciplinary action. For example the severity of

content of an email may require a department head to jump to a second offense level and place the documentation directly into the employee's permanent personnel file.

1

Policy No. 517 Effective Date 12/29/2008 Revision Date 12/29/2008

Policy

Use of County Vehicles

COUNTY VEHICLES

The following is the Jefferson County policy concerning use of county owned vehicles. This policy shall apply to all vehicles purchased with public funds allocated by the Board of County Commissioners.

USE OF COUNTY VEHICLES

- 1.County owned vehicles shall be used only for official county business.
- 2.All county vehicles shall display the proper markings as outlined in K.S.A. 8-305.
- 3.Only county employees will be allowed to operate county vehicles. Reserve deputies, volunteers, or other individuals may be authorized by the Department Head or Elected Official.

PROOF OF INSURANCE

State law requires that any person operating a vehicle have proof of insurance. Certificates of insurance are provided for all county owned vehicles. Employees who operate these vehicles are responsible for having this proof of insurance in their possession while operating the vehicle. They would pay any fine incurred for not having proof of insurance.

VEHICLE DAMAGE

Whenever a county vehicle is damaged or involved in an accident, the Department Head or Elected Official must be notified immediately.

LEASE VALUE RULE

- 1.A personal use vehicle is a county vehicle assigned to an employee to commute to and from work, unless the vehicle qualifies as a non-personal-use vehicle, as defined in IRS Publication 15B. (Not applicable for Elected Officials.)

An allocation of a personal use vehicle is considered a benefit and requires that the benefit be added to the wages of the employee using a vehicle to drive from home to work and from work to home (also, work to lunch and lunch to work). Employees must maintain a vehicle log detailing miles driven for business and personal use. The log is to be turned into the County Clerk's office November 1 of each year. The personal use of the vehicle will be calculated and the taxable value of the benefit calculated using the lease value rule contained in IRS Publication 15B. The benefit will then be added to the employee's wages for the year as a non-cash benefit. Use of county vehicles for personal use other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between a business delivery and the employee's home) is prohibited. Personal use of a vehicle is all use that is not for your trade or business. (IRS Publication 15B)

- 2.A non-personal use vehicles as defined in IRS 15B includes the following:

Clearly marked police and fire vehicles.

Unmarked vehicles used by law enforcement officers if the use is officially authorized.

An ambulance or hearse used for its specific purpose.

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Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.

Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.

A passenger bus with a capacity of at least 20 passengers used for its specific purpose.

School buses.

Tractors and other special purpose farm vehicles.

3. A pickup truck with a loaded gross vehicle weight of 14,000 pounds or less is a qualified non-personal use vehicle if it has been specially modified so that it is not likely to be used more than minimally for personal purposes. For example, a pickup truck qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and meets either of the following requirements.

A. It is equipped with at least one of the following items:

a) A hydraulic lift gate.

b) Permanent tanks or drums.

c) Permanent side boards or panels that materially raise the level of the sides of the truck bed.

d) Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles).

B. It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, processing, farming, mineral drilling, timbering, or other similar operation for which it was specifically designed or significantly modified.

ENFORCEMENT

Enforcement of this policy shall be the responsibility of the Department Heads or Elected Officials. Violation of any part of this policy could result in the loss of the privilege.

*Approved by the County Counselor 1/30/2004. Adopted by BOC 2/16/2004

2/10/2004

Policy No. 584 Effective Date 2/16/2004 Revision Date 2/11/2004

Policy	
<p>Seat Belt Usage Policy</p> <p>Jefferson County recognizes that safety belts are an important and effective item of personal protective equipment and that the County intends to provide a safe and healthy work environment for employees and reducing unnecessary injuries strengthens the County's effectiveness.</p> <p>The County's official safety belt policy usage is as follows:</p> <ol style="list-style-type: none"> 1) Whenever a County worker is on County business and drives any motor vehicle that is equipped with a safety belt, that worker is required to wear the safety belt. 2) Whenever a person rides as a passenger in any County vehicle or any other vehicle utilized for County business, that person is required to wear a safety belt. 3) The purpose of this policy statement is to establish mandatory safety belt usage as a County policy of the highest value, and to designated responsibility and enforcement. 4) The driver of the vehicle is responsible for enforcing safety belt use by all occupants. The ranking occupant, if other than the driver, shares this responsibility. <p>Penalties for violation of this policy:</p> <ol style="list-style-type: none"> 1) The penalty for first-time noncompliance; the employee shall receive a reminder and warning of the possibility of disciplinary measures. 2) The penalty for the second-time noncompliance within twelve (12) calendar months; the employee may be suspended without pay for one (1) day. 3) The penalty for third-time noncompliance within twelve (12) calendar months; the employee may be subject to demotion of position or termination of employment. <p>Seat belt usage is required by Kansas Law and it is the County's intent to obey this law.</p> <p>Policy No. 585 Effective Date 10/18/2005 Revision Date 10/18/2005</p>	<p>Policy Handbook</p>
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Policy

Administrative Leave

Unusual or extenuating situations may arise that warrant the granting of a period of paid leave which does not fall under any of the other leave policies. The decision to grant administrative leave as defined in this policy will be made only by the Board of County Commissioners. This type of leave allows an employee to receive compensation for the hours that the employee would normally have worked with no loss of leave.

Administrative leave may be granted in the following situations:

Offices administratively closed (such as during Emergency Closings, see Policy #510)

Volunteer firefighter called to duty during work hours (see Policy #385)

Pending an investigation of charges made against an employee upon which disciplinary action could be taken, or

For any other purpose that has been designated by the Board of County Commissioners.

Points of clarification:

The term applies to all full time and regular part time employees as defined by this handbook.

Administrative leave will be granted at what is commonly known as "straight time". (For example-If the county buildings are closed at 2:00 p.m. and you worked from 8:00 a.m. - 2:00 p.m. you would receive 8 hours of pay for the day, (6 hours worked and 2 hours of administrative leave at your regular hourly rate).

If you are required to work when an office is closed under this policy and it is not due to the Emergency Closing (Policy #510) you will be paid for the hours granted as Administrative Leave at the overtime rate of 1.5 times your hourly rate. (For example, if you are required to work when the county buildings are closed at as shown in the above example, you would be paid for 6 hours at straight time and 2 hrs at time and a half.)

Administrative leave will not be charged against an employee's vacation or sick leave.

Administrative leave will not count toward the calculation of overtime.

An employee not normally scheduled to work on a day when administrative leave is granted will not receive administrative leave.

An employee who had requested leave such as vacation or sick leave for these dates will be granted administrative leave and their leave request will be voided or adjusted accordingly provided they do not have an internal leave policy that prohibits such adjustment.

Policy No. 587 Effective Date 3/8/2010 Revision Date 3/8/2010

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Military Leave Full time employees who have military or national guard duty will be granted leave without pay, annual leave, or compensatory leave for any official call to emergency duty or for annual training for up to fifteen days per calendar year. Policy No. 605 Effective Date 9/11/1994 Revision Date 9/11/1994	Policy Handbook
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<p>Leave Without Pay</p> <p>Leave without pay may be taken under certain circumstances outlined in these policies, or otherwise determined by the County Commissioners. The leave may be extended by request to the Department Head and approval by the Board. (See Family and Medical Leave for leave due to illness.)</p> <p>While an employee is on leave without pay, (for periods of one (1) consecutive week or more), no vacation, sick leave, or other fringe benefits will accrue. An employee may retain health insurance by paying the full cost while on leave without pay if not on Family or Medical leave. The employee must make arrangements with the Clerk's office to agree upon a date by which premiums must be paid. Employees who fail to pay the premium by the agreed-upon date will no longer be covered.</p> <p>Employees on approved leave without pay will maintain their tenure and position with the County as of the date of leave. There may, however, be situations where positions cannot remain vacant for an extended period of time, and must be filled. In that case, the employee will be offered another similar position upon his/her return, if such a position is available.</p> <p>The County will not have ongoing obligations to any employee who is terminated/dismissed while on leave without pay status.</p> <p>All leave without pay must be arranged with the Department Head or designee in writing at least thirty days in advance, except under extenuating circumstances.</p> <p>Notwithstanding the above, an employee on leave without pay who fails to return to work will be dismissed effective his or her last day of work or paid leave, whichever is later.</p> <p>(See Commissioner's minutes of January 23, 2006 for clarification.)</p> <p>Policy No. 680 Effective Date 9/11/1994 Revision Date 1/23/2006</p>	<p>Policy Handbook</p>
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Policy

Shared Leave

THE INTENT OF THIS POLICY IS TO BENEFIT ELIGIBLE EMPLOYEES WHO HAVE EXHAUSTED ALL PAID LEAVE.

ELIGIBLE EMPLOYEES WHO HAVE BEEN EMPLOYED BY JEFFERSON COUNTY FOR AT LEAST SIX (6) MONTHS, AND WORKED AT LEAST 1,250 HOURS DURING THE PRECEDING 6-MONTH PERIOD, AND WHO HAVE EXHAUSTED ALL PAID LEAVE MAY APPLY FOR SHARED LEAVE FOR AN EMPLOYEE'S OWN QUALIFIED HEALTH CONDITION, OR FOR AN IMMEDIATE FAMILY MEMBER'S QUALIFIED HEALTH CONDITION. AN EMPLOYEE RECEIVING WORKER'S COMPENSATION FOR THE SAME INJURY/ILLNESS IS NOT ELIGIBLE FOR SHARED LEAVE.

Procedure:

Subject to the discretion of the Board of County Commissioners and the Department Heads for the requesting and donating employees, each employee in a full time or regular part-time position may be eligible to receive or donate shared leave as provided in this policy.

Shared leave may be granted to an employee if the employee or an immediate family member, as defined in this handbook, meets the following criteria.

The employee or immediate family member is experiencing a serious, extreme or life-threatening illness, injury, impairment, or physical or mental condition that has caused, or is likely to cause, the employee to take leave without pay or terminate employment.

or

The illness, injury, impairment, or condition keeps the employee from performing regular work duties.

and

An employee shall be eligible to receive shared leave if both of the following conditions are met:

The employee has exhausted all paid leave available for use, including vacation leave, sick leave, discretionary day and compensatory time.

The employee has been employed for at least six (6) months and worked at least 1,250 hours during the preceding 6 month period preceding the request for shared leave.

An employee shall be eligible to donate sick leave to another employee if the following conditions are met:

The donation of sick leave does not cause the accumulated sick leave balance of the donating employee to be less than 240 hours.

Donating employee-A maximum of 40 hours may be donated per shared leave request.

An employee who has given notice of termination of employment will not be eligible to donate shared leave.

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When requesting shared leave, or at any time during the use of shared leave, an employee may be required by the department head to provide a physician's statement or other medical evidence necessary to establish that the illness, injury, impairment, or physical or mental condition of the employee or immediate family member is serious, extreme, or life-threatening and keeps the employee from performing regular work duties. If the employee fails to provide the required evidence, the use of shared leave may be denied or terminated by the department head.

The department head shall determine whether or not the employee meets the initial eligibility requirements, and, if applicable, whether or not the employee would be caring for an individual who meets the definition of an immediate family member.

In addition to denial for the reasons detailed above, shared leave may be denied for the following reasons:

- If it is determined that the requesting employee has a history of leave abuse.
- An employee who is receiving worker's compensation shall not be eligible to receive shared leave.

The County Commissioners, Receiving Department Head and Donating Department Head may grant all or a portion of the time requested. The decision to approve or deny the request shall be final and not subject to the grievance procedure.

Employees shall not be notified of the need for shared leave until the request for shared leave has been approved by both the donating and receiving employees' department heads and the Board of County Commissioners. No employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of the shared leave program.

Shared leave may be used only for the duration of the serious, extreme, or life-threatening illness, injury, impairment, or physical or mental condition for which it was collected.

If an employee is granted shared leave due to the employee's illness or injury, the maximum duration of the shared leave shall be six months from the date the employee began using the shared leave. After six months, if the employee does not meet the conditions for long-term disability payments, shared leave may be extended for up to an additional six months.

If the shared leave is granted due to the illness or injury of a immediate family member, the maximum duration of the shared leave shall be 12 months from the date employee began using the shared leave.

Shared leave shall not be transferable to any employee other than the employee for which it was requested and donated.

Shared leave shall be paid according to the receiving employee's regular rate of pay by the receiving employee's department. The rate of pay of the donating employee shall not be used in figuring the amount of shared leave the requesting employee receives.

The receiving employee will continue to accrue seniority, vacation and sick leave benefits during the time they are using shared leave.

Shared leave shall be donated in full-hour increments.

Forms to request shared leave are available from the County Clerk's office and the department head.

Effective (12-26-00)

Amendment #2 to Jefferson County Employee Handbook effective September 11,

1994.

Amendment #3 effective September 28, 2009.

Policy No. 681 Effective Date 12/26/2000 Revision Date 9/28/2009

Policy

Family and Medical Leave Policy

1. PURPOSE

To define Jefferson County’s policy and procedure with regard to family and medical leave.

2. GENERAL

a. Employees who have been employed by Jefferson County for at least one (1) year, and worked at least 1,250 hours during the preceding 12-month period, and work at a location where at least 50 employees are employed by Jefferson County within 75 miles are eligible for family and medical leave.

b. For employees who are not eligible for family and medical leave, Jefferson County will review business considerations and the individual circumstances involved.

3. BASIC LEAVE ENTITLEMENTS

a. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

1. for incapacity due to pregnancy, prenatal medical care, or child birth
2. to care for the employee’s child after birth, or placement for adoption or foster care;
3. to care for a spouse, son or daughter, or parent who has a serious health condition; or
4. for a serious health condition that makes the employee unable to perform the employee’s job.
5. A qualifying exigency which occurs while the employee’s spouse, child, or parent is a member of a Reserve component or a retired member of the Regular Armed Forces or Reserves and is on active duty or on a Federal call to active duty.

b. The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement. If two employees are married, they are entitled to a collective total of 12 weeks of leave for the birth or placement of a child, rather than 12 weeks each.

4. MILITARY CAREGIVER LEAVE

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Qualifying exigencies to manage the servicemember’s affairs are described on the DOL form Certification of Qualifying Exigency for Military Family Leave.

An eligible employee who is the spouse, son or daughter, parent, or next of kin of a covered servicemember are permitted to that up to 26 weeks of unpaid, job-protected leave to care for a covered servicemember. A covered servicemember is

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a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty, as determined by the U.S. Department of Defense, that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status, or is on the temporary disability retired list. The 26 weeks may only be taken during the single 12-month period following the beginning of leave. An employee is not entitled to any more than 26 weeks of FMLA leave during any 12-month period, including leave taken for any reason.

5. DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continued treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

6. USE OF LEAVE

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Jefferson County's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

7. SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

Jefferson County requires employees to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with Jefferson County's normal paid leave policies. The paid leave will run concurrently with the FMLA leave. Once all accrued paid leave has been used, any remaining FMLA leave will be unpaid. The entire leave period (both paid and unpaid) will be counted towards the employee's FMLA entitlement.

8. APPLICATION FOR LEAVE

a. To request leave for the birth or placement of a child, to care for a family member with a serious health condition, or for the employee's own serious health condition, an employee must complete the attached Application for Family and Medical Leave and return it to the County Clerk's Office. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

b. To request leave for a qualifying exigency, an employee must complete the form Certification of Qualifying Exigency for Military Family Leave and return it to the County Clerk's Office.

c. To request leave to care for a covered servicemember, an employee must provide Jefferson County Clerks Office with a completed DOL Form Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave.

d. In all instances when certification is requested, it is the employee's responsibility to provide Jefferson County with complete and sufficient certification. Failure to do so may result in delay or denial of FMLA leave.

9. NOTICE OF LEAVE

a. Employees must provide 30 days advance notice of the need for FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Jefferson County's normal call-in procedures.

b. An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to his or her immediate supervisor and to the County Clerk's Office as soon as the necessity for the leave arises.

c. Employees must provide sufficient information for Jefferson County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform Jefferson County if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

10. EMPLOYER RESPONSIBILITIES

Jefferson County must inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice must specify any additional information requirements as well as the employee's rights and responsibilities. If they are not eligible, Jefferson County must provide a reason for the ineligibility.

Jefferson County must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Jefferson County determines that the leave is not FMLA-protected, Jefferson County must notify the employee.

11. BENEFITS COVERAGE DURING LEAVE

a. During a period of family or medical leave, an employee will be retained on Jefferson County health plan on the same terms as if the employee had continued to work. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

b. If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse Jefferson County for payment of health insurance premiums during the family leave, unless the reason the employee fails to return to work is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to FMLA leave; the continuation, recurrence, or onset of a covered servicemember's serious injury or illness that would entitle the employee to FMLA leave; or other circumstances beyond the employee's control.

c. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. However, an employee is not entitled to the accrual of any additional seniority or employment benefits during the period of time the employee is on unpaid leave.

12. RESTORATION TO EMPLOYMENT

a. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

b. However, if an employee would not otherwise have been employed at the time

reinstatement is requested, such as because of a layoff, the Company is not obligated to reinstate the employee.

c. Jefferson County may deny job restoration to a key employee if necessary to prevent substantial and grievous economic injury to Jefferson County's operations.

13. RETURN FROM LEAVE

An employee must complete a Notice of Intention to Return From Family or Medical Leave before he or she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the County Clerk's Office at least five (5) working days prior to the employee's planned return.

14. FAILURE TO RETURN FROM LEAVE

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

15. Unlawful Acts and Enforcement

The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Policy	
<p>Drug and Alcohol Use</p> <p>Employees of Jefferson County are the most valuable resource and, therefore, their health and safety is a serious concern.</p> <p>This policy has been developed to provide a clear set of rules and procedures to provide a drug-free work place for county employees. This policy is consistent with the provisions of the drug-free work place Act of 1988, which was signed into law in November, 1988. The intent of the policy is to promote a work environment free from the effects of drugs and alcohol by:</p> <ol style="list-style-type: none"> 1. Screening applications for public safety and other at-risk County positions. 2. Promoting drug and alcohol treatment and counseling when employees or members of their families are in need of such services. 3. Providing for a screening of substances when a supervisor has reasonable suspicion that an employee is impaired by drugs or alcohol. 4. Requiring appropriate discipline for employees who violate Jefferson County policies on the use and/or the distribution of controlled substances at the work site. <p>As a condition of employment, all employees are required to notify their department director of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction.</p> <p>The term "controlled substances", as used in this policy, means those substances included in Schedules I through V, as defined by Section 812 of Title 21 of the United States Code and as further defined by Regulation 21 CFR 1300.11 through 1300.15 (a list is available in the County Clerk's office). The term does not include the use of a controlled substance pursuant to a valid prescription or other uses authorized by law.</p> <p>For purposes of this policy, "Convictions" means a finding of guilt (including a plea of nolo contendere), diversion or imposition of sentence or any combination of these, by any judicial body charged with the responsibility to determine violations of the Federal of State criminal drug statutes.</p> <p>For the purposes of this policy, "Reasonable Suspicion" means a belief based on objective facts sufficient to lead a reasonable prudent person to suspect that an employee is impaired due to the use of chemical substances or consumption of alcohol.</p> <p>Policy No. 702 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	<p>Policy Handbook</p>
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Policy

Sexual and Other Unlawful Harassment

The County is opposed to and prohibits any employee from harassing another employee on the basis of age, color, race, religion, handicap, disability, citizenship, national origin or ancestry. Prohibited harassment includes, but is not limited to, ethnic or racial slurs or the types of behavior that substantially interfere with an employee's work performance or create an intimidating, hostile or offensive work environment.

SEXUAL HARASSMENT

It is the County's policy that there be no discrimination against any employee or applicant for employment on the basis of sex. In keeping with that policy, the County will not tolerate sexual harassment by any of its employees, supervisors, directors or any other persons who interact in the work place with our employees. Sexual harassment is the violation of County rules of conduct and is strictly prohibited. Persons engaging in such acts are subject to sanctions and disciplinary measures, up to and possibly including discharge. In order to educate all employees and others who are associated with the County and to comply with the law, the County is issuing this policy together with an internal complaint procedure for investigating allegations of harassment. The County takes the matter of sexual harassment very seriously.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

Submission to the conduct is made either explicitly or implicitly a condition of employment;

Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee;

Such conduct has the purpose or effect of substantially interfering with the employee's work performance or creates an intimidating, hostile or offensive work environment.

Prohibiting acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity to physical assault. Sexual harassment can be of a male to female nature, female to male nature, male to male nature, or female to female nature.

It is not possible to identify in this policy each and every act that may constitute sexual harassment. However, examples of some kinds of conduct that constitute sexual harassment are:

Threat or suggestion of sexual relations or sexual conduct that is not freely or mutually agreeable to both parties;

Continual or repeated verbal abuse of a sexual nature including graphic commentaries regarding the person's body, and/or the body of another person, comments regarding sexual behavior, unwelcome request for sexual behavior, lewd comments, sexual innuendoes and other vocal activity such as cat call, wolf whistles, etc.

Sexually suggestive objectives or pictures placed in the work area that may embarrass or offend the person;

Sexually degrading words to describe the person, sexually suggestive gestures, or propositions of a sexual nature, touching, rubbing, patting or other physical

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contact with a person which is unwanted;

Repeated requests for social engagements or interactions, where prior social invitations have been refused or when the employee has otherwise indicated such invitations are unwelcome; and

Threats or insinuations that the person's employment, wages, promotional opportunities, job or shift assignments or other conditions of employment may be adversely affected by not submitting to sexual advances.

In order to establish a work environment that is not conducive to sexual harassment, the County prohibits the following conduct in the work place:

Rough housing and other physical contact, except to the extent that it is necessary and incidental to an employee's job.

Sexual advances, sexual flirtations, requests, threats or intimidation for sexual behaviors, lewd comments, graphic verbal commentaries about an individual's body, comments regarding sexual behavior, innuendoes and other vocal activity, such as cat calls, wolf whistles, etc.

Sexually suggestive gestures.

Display of photographs, cartoons, articles or other written materials or objects of a sexual nature in the work place.

All acts of sexual harassment in the work place, whether specifically included in the above lists or not, are strictly prohibited by the County. Any employee or applicant for employment who feels he or she has been sexually harassed must immediately report such incidents to any of the County Department Heads without fear or reprisal. Any Grievance is to be followed according to County Policy. Any employee or applicant for employment who feels that retaliatory action has been taken at any time because he or she complained of sexual harassment should also immediately report that action according to County's Grievance Policy.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. The County has the responsibility for investigating complaints of sexual harassment. Confidentiality regarding both the complaint and the investigation will be maintained to every extent possible.

Policy No. 703 Effective Date 9/11/1994 Revision Date 9/11/1994

Policy	
<p>Drug Testing</p> <p>The County will provide pre-employment drug screening to applicants for those positions deemed necessary in the best interests of the County to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs creates a potential for impaired or unsafe job performance. Current screening will be conducted by urinalysis, but may be conducted by blood testing, saliva testing or other reliable methods which might evolve in the future. The Jefferson County Health Department will be responsible for testing methods and procedures.</p> <p>Policy No. 714 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	Policy Handbook
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Policy	
<p>Work Place Standards</p> <p>Employees should limit personal calls during the office hours, both in time and number. No soliciting, canvassing, or distribution of handbills or literature of any sort is allowed in any of the offices without express authorization of the Department Head.</p> <p>Personal use of the telephone is allowed for local calls. The number and frequency of such calls should be held to a minimum. If excessive use of this privilege by an employee is determined to be occurring, the Department Head may restrict or terminate personal use of the phone. Long distance personal phone calls shall be limited in nature and charged to the employee's home phone, placed collect, or logged for reimbursement if previously approved by the Department Head.</p> <p>No personal use or recreational use of county owned/leased equipment or facilities is permitted without department head approval. It is important that proper care be taken of all equipment. When equipment needs servicing, it should be reported at once to a supervisor. It is expected that all offices will be left in good order at the close of business each day and doors locked as directed.</p> <p>Disorderly conduct in the way of drunkenness, use of unlawful drugs or narcotics, engaging in brawling or fighting, the playing of loud music, personal exposure by removing clothing on any county property, use of vile, offensive, obscene, or abusive language or gestures, or engaging in noisy conduct that might cause alarm or anger to other patrons or employees is prohibited.</p> <p>The Board of County Commissioners of Jefferson County Kansas, hereby prohibits the carrying of any concealed firearm by any employee in any building owned by Jefferson County Kansas or in any vehicle owned by Jefferson County other than those individuals identified in under the exclusions set forth in subsections (b) or (c) of K.S.A. 21-4201 regarding the criminal use of weapons, as said provisions now apply or may hereafter be amended.</p> <p>Policy No. 787 Effective Date 9/11/1994 Revision Date 11/13/2007</p>	<p>Policy Handbook</p> <p>Table of Contents</p> <p>Policies Index</p>

Policy	
<p>Prohibition Against Drugs and Alcohol</p> <p>The County prohibits:</p> <p>a.Possession, use or sale of alcohol, drugs or controlled substances on County premises or in County vehicles;</p> <p>b.Being under the influence of alcohol, drugs or controlled substances during working hours or on County premises;</p> <p>c.Working without notice to supervisor of use of prescription drug which may impair alertness, judgement or coordination.</p> <p>"Under the influence" is a condition which affects ability to work in a safe and productive manner or creates a safety risk to employee, co-workers, the public or property or is manifest by having a detectable level of drug or alcohol in the body.</p> <p>Policy No. 788 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	<p>Policy Handbook</p> <p>Table of Contents</p> <p>Policies Index</p>

Policy	
<p>Discontinuance of Severance Pay Policy</p> <p>Effective immediately upon approval by the Board of County Commissioners of Jefferson County, Kansas, any policy, procedure or practice, either expressed or implied whereby Jefferson County employees are paid money benefits in the form of severance pay upon terminating employment with, and after the final date of employment with Jefferson County, Kansas is hereby abolished. This policy change is effective as to all employees regardless of whether employment commenced before or after the implementation of this discontinuance. Any claim which has not heretofore been made, liquidated or unliquidated, is hereafter barred.</p> <p>Policy No. 791 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	
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Policy	
<p>Physical Examination to Determine Job Perform</p> <p>The Department Head may at any time require an employee to be examined by the County designated physician for the purpose of determining the employees' ability to perform the duties of his/her position. In situations in which a department head had determined there is reasonable suspicion to believe an employee has used a controlled substance or has consumed alcoholic beverages in violation of county policy, the employee will be taken to the doctor or hospital where an appropriate test(s) will be taken to determine the extent of impairment. Should the employee refuse to submit to the "reasonable suspicion" testing, he/she shall be considered as being in insubordination and subject to disciplinary action and possible termination. If the results of the initial drug screening test are inconclusive, a second more specific test shall be performed on the sample. Should the results of the second test be positive, the employee shall be required to participate in the Employee Assistance Program, and may be subject to disciplinary action. All costs for the physical examination and any testing shall be borne by the County.</p> <p>792.01 Occupational Performance Testing</p> <p>AMENDMENT TO JEFFERSON COUNTY EMPLOYEE HANDBOOK (Dec. 12, 2005)</p> <p>In addition to other conditions of employment imposed elsewhere in this Handbook, from the effective date of this provision, all new-hires by Jefferson County shall be conditioned upon the following: The physical ability to perform the duties of his/her position as verified by occupational performance testing. Jefferson County shall:</p> <p>(1) Determine the party which shall perform the testing and the dates/times of the testing; and (2) be financially responsible for the testing costs. This provision, adopted by the Board of County Commissioners on December 5, 2005, shall become effective upon delivery to the various departments of Jefferson County.</p> <p>Policy No. 792 Effective Date 12/12/2005 Revision Date 12/12/2005</p>	<p>Policy Handbook</p> <p>Table of Contents</p> <p>Policies Index</p>

Policy	
<p>Political Activity</p> <p>Every employee has the right to register and vote on all political issues. Employees, however, are not permitted to use their position with the County to influence the vote or political activity of any person. Employees shall not solicit, sell, or handle political contributions, nor shall they wear or display political badges, buttons or signs during working hours.</p> <p>Jefferson County respects and encourages employee participation in political activities, but not on behalf of, or as a representative of the county or on county time.</p> <p>Policy No. 793 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	
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Policy	
<p>Disciplinary Actions Related to Substance Abuse</p> <p>Disciplinary action shall at all times be appropriate to the infraction committed and generally progressive in nature. However, some conduct may be serious enough to warrant more serious discipline without progression. Actions which may be considered to warrant disciplinary action are illegal use of drugs or being under the influence of illegal drugs while on duty or at the work station.</p> <p>Any County employee who is arrested for a violation of law may be suspended without pay at the discretion of the Board of County Commissioners until such time as judgement is rendered by the Court. The following actions shall be taken following the Court's decision:</p> <ol style="list-style-type: none"> 1.Conviction of a Felony: The employee shall be terminated. 2.Charges with a Felony and a diversion program is approved: Reinstatement is at the discretion of the Board of County Commissioners. No back pay, accumulated leave, retirement contributions or other privileges shall be given upon reinstatement for a period of suspension. 3.Conviction of a Misdemeanor: Reinstatement is at the discretion of the Board of County Commissioners. No back pay, accumulated leave, retirement contributions or other privileges shall be given upon reinstatement. 4.Found Not Guilty and Released by the Court: The employee will be reinstated with back pay and privileges, if suspended. Back pay will be for regular wages only and accumulated sick and vacation leave will be credited. 5.Charges Dropped: The employee will be reinstated with back pay and privileges, if he/she had been suspended. Back pay shall be on regular wages only and accumulated sick and vacation leave will be credited. <p>Policy No. 794 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	<p>Policy Handbook</p> <p>Table of Contents</p> <p>Policies Index</p>

Policy	
<p>Rehabilitation Program Related to Substance Abuse</p> <p>Employees determined to have a recurring and/or habitual substance abuse problem will be required to participate in a rehabilitation program as a condition of continued employment. The County and the employee will work together for the rehabilitation of the employee utilizing available resources and allowing the employee's use of sick leave and vacation accruals toward time off for approved rehabilitation treatment. An employee who does not complete the prescribed rehabilitation program or who refuses to participate in the rehabilitation program will be subject to appropriate disciplinary action should he/she continue to have a substance abuse problem.</p> <p>Policy No. 795 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	
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Policy

Corrective Counseling and Performance Improvement

Corrective counseling may be initiated when a County Department Head believes that an employee's performance problem can and will be resolved through adequate counseling. Corrective counseling is completely at the discretion of County Department Head/Supervisor. The County desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the County's best interest. The County expressly reserves the right to discharge "at will". Even if corrective counseling is implemented, employees may be dismissed at the discretion of the Department Head. The County Commissioners and Designated Department Heads may either warn, reassign, suspend or discharge any employee "at will", whichever it chooses and at any time.

Procedure:

It is essential that all disciplinary action be adequately and appropriately supported by written documentation to protect both the rights of Jefferson County and the rights of the employee.

The Supervisor, with assistance of the Department Head, will determine the course of action best suited to the circumstances. The steps in corrective counseling and performance improvement are as follows, although the Supervisor may skip one or more of these steps under appropriate circumstances with concurrence of the Department Head. The Department Head shall be in communication with the Jefferson County Commission when deemed necessary at any point during the correction process.

1. Verbal Counseling:

As the first step in correcting unacceptable performance or behavior, the Supervisor/Department Head should review pertinent job requirements with the employee to ensure his or her understanding of them. The Supervisor/Department Head should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. The Supervisor/Department Head should define the problem in specific terms and work with the employee to identify the requirements for performance improvement or change of conduct that would serve as a solution to the problem. The seriousness of the performance or misconduct should be indicated by stating that a written warning, probation or possible dismissal could result if the problem is not resolved. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. Immediately after verbal counseling, the Supervisor/Department Head should document the verbal counseling for future reference.

2. Written Counseling:

If the unacceptable performance or behavior continues, the next step should be a written warning. Also, circumstances such as violation of a policy or safety requirement may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or dismissal or both, may result if improvement is not observed. Written counseling becomes part of the employee's personnel file, although the Supervisor/Department Head may direct that the written warning be removed after a period of time, under appropriate circumstances.

3. Probation:

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If the problem has not been resolved through written counseling, and/or the circumstances warrant it, the individual should be placed on probation. Probation is a serious action in which the employee is advised that dismissal will occur if improvement in performance or conduct is not achieved within the probationary period.

The Department Head and the employee's Supervisor, after review of the employee's corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the Supervisor. The letter should include a statement of the following:

- a. The specific unsatisfactory situation
- b. A review of oral and written warnings
- c. The length of probation
- d. The specific behavior modification or acceptable level of performance
- e. Suggestions for improvement
- f. A scheduled counseling session or sessions during the probationary period
- g. A statement that further action, including dismissal, may result if defined improvement or behavior modification does not result during probation. "Further action" may include, but is not limited to, reassignment, reduction in pay, grade or demotion.

The Supervisor should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the Supervisor will sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee's personnel file subject to a later decision by the Department Head to remove it.

On the defined probation counseling date or dates, the employee and Supervisor will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee and the Department Head.

At the completion of the probationary period, the Department Head, or his or her representative, and the Supervisor will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

4. Suspension:

A suspension may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. In addition, and with prior approval of the Department Head, suspension without pay for up to three consecutive working days may be imposed for such proven misconduct as intentional violation of safety rules, fighting, or drinking on the job, should be in line with Substance Abuse Policy. These examples do not limit management's use of suspension with or without pay in other appropriate circumstances, such as the need to investigate a serious incident. In implementing a suspension, a written report should set forth the circumstances justifying the suspension. Such a report may become part of the employee's personnel file. Suspension is a disciplinary action and is not normally reserved for performance deficiencies.

5. Involuntary Dismissal:

The involuntary dismissal notice is prepared by the Supervisor with concurrence of, and review by, the Department Head and Jefferson County Commissioners. The employee is notified of the dismissal/termination by the Supervisor and, if necessary, will be directed to report to the Clerk's office for completion of appropriate documentation. Involuntary dismissal is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated.

Policy No. 796 Effective Date 9/11/1994 Revision Date 9/11/1994

Policy

Terminations

Terminations are to be treated in a confidential, professional manner by all concerned. The Supervisor(s), Department Heads and County Commissioners must assure thorough and consistent termination procedures. This policy and its administration will be implemented in accordance with the County equal opportunity statement.

In as much as an employee can terminate his or her employment with the County at any time and for any reason, a Department Head or Jefferson County Commissioners can terminate an employee at any time and for any reason. The County subscribes to the policy of "employment at will". Continued employment with the County is at the sole and exclusive option of County Commissioners. Permanent employment or employment for a specific term cannot be guaranteed or promised.

No promises or guarantees of permanent or specific term employment will be made to an employee of Jefferson County by anyone, nor will such promises or guarantees, if made, ever be adhered to by the County or enforced by the employee.

Employment with Jefferson County is normally terminated through one of the following actions:

1. Resignation - Voluntary termination by the employee.
2. Dismissal - Involuntary termination by the County for any reason at any time.
3. Lay off Termination - Due to reduction of the work force or elimination of a position.

If an employee feels they have been terminated unfairly, they may appeal as stated in the Jefferson County Employee Handbook Grievance Policy.

Resignation:

An employee desiring to terminate employment, regardless of employee classification, is expected to give as much notice as possible. Two weeks or 10 working days is considered to be a minimum notice for certain classifications of employees. Supervisory employees will be required to give four weeks or 20 working days notice. Resigning employees are entitled to receive all earned pay, including annual leave pay. Unused medical or other leave will be forfeited.

Dismissal:

An employee may be dismissed at any time, for any reason, at the sole and absolute discretion of the County. In the case of dismissal, the County may, in its sole discretion, give some notice of its intent to dismiss an employee, but the County is not required to give any such notice. Dismissed employees are entitled to receive all earned pay and unused annual leave. Unused medical and other leave will be forfeited.

Lay off - Termination:

When a reduction in work force is necessary, or one or more positions are eliminated, the County will, in its sole discretion, identify the employees to be laid off. The County may give two weeks notice to the eliminated employee. Laid off employees are entitled to receive all earned pay including annual leave pay. Unused medical or other leave will be forfeited.

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Procedure: Termination Processing (i.e. resignation, dismissal, lay off)

- 1.The Supervisor must immediately recommend the employee's termination to the Department Head. The Department Head will approve and coordinate the termination procedure.
- 2.On the final day of employment, the Supervisor/Department Head must receive all keys and County property from the employee.
- 3.The Department Head may conduct an exit interview with the employee. (See Exit Interview Policy)
- 4.The employee will pick up his or her final payroll check from the Clerk's office on the next payday or have the check mailed to a designated address. The final check shall include all earned pay and vacation leave, if applicable. Any expenses due the employee will be in the monthly expense check.

Policy No. 797 Effective Date 9/11/1994 Revision Date 9/11/1994

Policy

Grievances

Occasionally an employee may have a complaint or grievance concerning his or her job, working conditions, salary, relationship between employee and co-workers, or supervisor, or the application of equal employment opportunity policies. It is the policy of Jefferson County not to discriminate on the basis of handicap. Jefferson County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 or the Rehabilitation Act of 1973 (29 U.S.C. 794) or the U.S. Department of Health and Human Services regulations, implementation the Act. Section 504 states, in part, that "no otherwise qualified handicapped individual ... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance ... " The Law and Regulations may be examined in the office of the coordinator who has been designated to coordinate the efforts of Jefferson County to comply with Section 504.

All complaints will be treated confidentially. The Agency feels an employee is entitled to express their complaint through a formal grievance procedure as outlined in this policy. This channel of communication is open to an employee at all times. The submission of a written grievance in accordance with this policy will in no way jeopardize an employee's job or be held against them on their work record. The following procedure will be used and followed. No retaliation will be taken against anyone who initiates a complaint or gives evidence or testimony against a complaint. All County employees shall follow the chain of command in turning in their grievances.

Procedure:

STEP ONE:

For grievances regarding terms and conditions of employment, discriminations, reprimands, suspensions and discharges:

Submit the written complaint to the Department Head (if he/she is the immediate supervisor) or supervisor within five (5) working days of the date of the grievance. The employee's Department Head (or Supervisor) will reply within three (3) working days. A sincere attempt should be made by each Department Head (or Supervisor) to resolve any grievance at this initial step. If the employee is not satisfied with the resume from their Department Head (or Supervisor), they should follow the second step.

STEP TWO:

For grievances regarding terms and conditions of employment, discriminations, reprimands, suspensions and discharges: (If submitted grievance to Department Head, go to step three) Submit the grievance in writing to the Department Head within five (5) days. The Department Head will reply in writing within fifteen (15) working days after he/she has received the grievance. Should the Department Head need additional time to prepare a reply, he/she may request an additional five (5) working days. If not satisfied with the written response from the Department Head, the employee should follow the third step.

STEP THREE:

For grievances regarding reprimands, discriminations, suspensions and discharges:

If the grievance is concerned with a disciplinary action, the employee may submit his/her complaint in writing to the Jefferson County Commission within fifteen (15)

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working days of the disciplinary action. The Commission shall appoint a committee to conduct a hearing in accordance with procedures one (1) through six (6). The committee shall consist of three (3) County employees, with at least one member being a Jefferson County employee of a classification level comparable to the grievant.

No member of the grievance committee shall be employed in the department in which the grievance occurred.

1. The committee shall convene within fifteen (15) days from the Commission's receipt of the employee's request for such a hearing.

2. At the hearing, all concerned parties shall be given an opportunity to present their respective side of the grievance together with any pertinent evidence or witnesses as deemed relevant by the Committee. All parties shall have the right to cross examine adverse witnesses and evidence.

3. The Committee may call for additional evidence as it deems proper.

4. The Committee will not be bound by any legal rules of evidence.

5. No witness shall be subject to any restraint, interference, discrimination or reprisal by any of his/her testimony in such hearing.

6. The Committee shall report its finding and decision to the Commission in writing within ten (10) calendar days of the hearing's conclusion and such decision shall be supported by evidence. A copy of the finding shall be provided to the employee and the Department Head.

No disciplinary action shall take effect until the Committee reports its findings to the Commission and the Commission has adopted the findings of the Committee. Employees who have entered into special written contract for employment with the County shall have the grievance procedure referred to herein for the term of the contract. If the contract is not renewed, said grievance procedure shall terminate at the end of the contract.

The availability and use of this grievance procedure does not preclude a person from filing a complaint of discrimination on the basis of a handicap with the U.S. Department of Health and Human Services. Office for Civil Rights, 601 E. 12th Street, Room 248, Kansas City, MO 64106; telephone (816) 426-7278 (Voice) and (816) 426-7065 (TDD).

Jefferson County will make appropriate arrangements to assure that disabled persons can participate in or make use of this grievance process on the same basis as the non-disabled. Such arrangements may include, but are not limited to, the provision of interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the procedures. The Section 504 Coordinator will be responsible for providing such arrangements.

Policy No. 798 Effective Date 9/11/1994 Revision Date 9/11/1994

Policy	
<p>Exit Interviews</p> <p>The County shall have an exit interview program, designed as a uniform procedure to obtain information to reduce employee turn over; to provide better selection of employees; and to improve working conditions. This program will indicate why an employee is resigning his or her position and what the individual work situation was that he or she experienced.</p> <p>Procedure:</p> <p>In conducting an exit interview, the Supervisor and/or Department Head shall obtain, among other information, the following:</p> <ul style="list-style-type: none"> a. Information on terminating employee's impression of his or her job; b. Accurate information on the duties, responsibilities and working conditions of the positions; c. Upon analysis of the interview, identification of conditions or circumstances which contributed to the separation. <p>A written report shall be completed and made a part of each employee's personnel file. A checklist is completed for employees leaving employment to assure compliance with County policies on equipment return.</p> <p>Policy No. 799 Effective Date 9/11/1994 Revision Date 9/11/1994</p>	<p>Policy Handbook</p>
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Policy

AIDS and Related Diseases

Discrimination against person with Acquired Immune Deficiency Syndrome (AIDS), Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV) infection is prohibited whether employees' duties require contact with victims of AIDS, HIV or HBV infection and for employees and applicants who are victims of the AIDS, HIV or HBV (K.S.A. 75-2925 & K.A.R. 1-0-5)

Employees with a suspected or confirmed diagnosis of AIDS, HIV or HBV infections shall be treated like any other employee with an illness; and

a.If able to work, shall be allowed to work. Work reassignment consistent with Federal Center for Disease Control and Kansas Department of Health & Environment guidelines may be appropriate.

b.If unable to work, shall be treated in the same manner and with the same consideration as any other employee with a non-occupational disability.

c. Confidentiality will be maintained by the employer, except where there is a need to know for purposes of treatment, work accommodations or a legal requirement to report.

Pursuant to K.A.R. 1-9-5 (f), employees with a suspected or confirmed diagnosis of AIDS, HIV infection or HBV infection, who cannot perform their job duties, may be required to use sick leave, vacation leave or compensatory time credits and may be required to provide a written release by a physician before being allowed to return to work. Testing for HIV or HBV infections will only be required or completed when deemed appropriate by CDC and KDHE guidelines.

Any employee who is employed in an area in which another person is a victim of AIDS, HIV or HBV infection is expected to carry out their normal work duties. Failure to do so may be grounds for disciplinary action.

The County shall provide employees working with AIDS, HIV and HBV infected person with the necessary equipment to protect themselves from HIV or HBV infection.

Current information from health and medical sources regarding AIDS, HIV or HBV infection shall be available for distribution to employees. Such information and assistance are available from the Kansas Department of Health & Environment and the Center for Disease Control.

Policy No. 881 Effective Date 9/11/1994 Revision Date 9/11/1994

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Policy

Employee Committee

Policy:

It is Jefferson County's policy that an Employee Committee will be formed and maintained for the purpose of assisting the Commission in addressing issues that affect both Jefferson County and its employees. Issues may include; employee benefits, policies, procedures, expenditures, etc. The Employee Committee is an information gathering and recommending body only, with no authority to make decisions on behalf of Jefferson County or to implement policy in any way.

Procedure:

The Employee Committee will consist of one (1) member from each department with twenty (20) employees or less; and two (2) members from each department with twenty-one (21) or more employees.

Employee Committee members will not be Department Heads or Department Supervisors.

Employee Committee member will be elected yearly by members of the department in which they work. Elections will take place in February with the first meeting of new members taking place in March.

Employee Committee members will elect a Chair, Co-chair and Recording Secretary. These three elected positions within the Employee Committee will be chosen during the first meeting in March.

In the event an Employee Committee member is unable to fulfill his/her term, the affected department will elect a replacement to satisfy that member's obligation.

The Commission will advise the Employee Committee of the issues that are to be considered. Should an issue arise that is deemed by the Employee Committee to be important; the Employee Committee shall submit that request to the Commission for authorization to consider.

The Employee Committee may meet one (1) time monthly for no more than two (2) hours. If a situation arises in which the Employee Committee feels it must meet more than once during a specific month, request for authorization to do so must be made in writing to the Commission.

Department Heads and Supervisors shall make every reasonable effort to make sure that their elected member(s) is/are able to attend meetings of the Employee Committee.

Department Heads and Supervisors will not take punitive action against an employee for participation on the Employee Committee.

Employee Committee meetings will be open to every employee of Jefferson County; however attendance can not interfere with normal work responsibilities, i.e. employee must be on days off, vacation, etc. Should the Employee Committee deem it necessary to meet with other employees not on the Employee Committee they must first obtain authorization from the Commission.

Those attending the Employee Committee meetings who are not on the Employee Committee will not be allowed to speak unless placed on the agenda or are recognized by the Chair or Co-chair.

Meetings of the Employee Committee will be construed as time worked. Members

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will be compensated at their normal hourly rate.

The Employee Committee will seek input from Commissioners, Department Heads and outside sources as is necessary.

It is the responsibility of the Employee Committee Recording Secretary to disseminate the minutes of the Employee Committee meetings to all members of the Employee Committee. It will be the responsibility of each member of the Employee Committee to then disseminate the minutes to all remaining Jefferson County employees within their respective departments.

The Employee Committee will report its findings to the Commission in written form and can supplement the report by requesting to be placed on the Commissioner's Agenda.

(See Commissioner's minutes of January 9, 2006)

Policy No. 883 Effective Date 1/23/2006 Revision Date 1/23/2006

Policy

Cell Phone Policy

The purpose of this Policy is to establish guidelines and standards regarding the business and personal use of cellular telephones in the performance of employees' job duties.

Cellular Telephone Usage. Employees of Jefferson County shall refrain from using cellular telephones while driving or operating equipment. In the event that job functions require instant communications, a headset or hands-free telephone should be used.

Cellular telephones capable of taking photos or video shall use such technology only in the furtherance of their job duties (e.g., pictures of crime scenes, pictures depicting property conditions, etc.) No such cellular telephones shall be used to take photos or video of co-workers absent the consent of the subject.

As a representative of Jefferson County, cell phones users are reminded that the regular business etiquette employed when speaking from office phones or in meetings applies to conversations conducted over a cell phone.

Personal Cellular Telephones. Such telephones shall be used in a manner which does not detract from the employee's job duties. Jefferson County is not be responsible for the loss, damage or misuse of personal cellular telephones brought to the workplace.

An employee whose position requires him or her to carry a cellular phone can receive a stipend from Jefferson County for the use of a personal cell phone, provided the employee signs the Jefferson County Cell Phone Stipend agreement and abides by the policies in such agreement.

Cell Phone Stipend Plan

POLICY SUMMARY

Purpose

Jefferson County has established a monthly Cell phone stipend for employees whose job duties require that they be able to communicate by Cell phone. The employees that participate are required to be accessible by such phones as a condition of employment. The objective of this policy is to provide guidelines on obtaining the stipend and on the responsibility and acceptable use of Cell telephones.

Policy and Procedures

Only employees whose job duties require that they be able to communicate by Cell phone at regular or often re-occurring intervals will be eligible for the monthly stipend. The Department Director shall have authority to assign or deny stipend request as it relates to functional needs. Each director shall submit a Cell phone

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authorization form to the County Clerk identifying each staff member who will receive a stipend. Employees are hereby offered, on a voluntary basis, the option of a stipend Cell phone allowance to compensate them for the use of a personal Cell phone for County use.

Stipend Amount

The stipend amount will be determined annually by the County Commissioners.

The monthly stipend shall be subject to State and Federal income taxes.

Responsibility

In order for an employee to receive a stipend, he/she shall comply with the following conditions. Failure to abide by these conditions may result in the employee being denied the Cell phone stipend or having it cancelled at the sole discretion of the County.

1. Employee agrees to limit personal, non-work related calls during scheduled hours to eliminate work interruptions and disruptions to co-workers.
2. Employee agrees to have work phone charged and ready for use during normal working hours and at times when work communication is anticipated or required.
3. Employee will provide his/her own personal Cell phone and be responsible for the maintenance and upkeep.
4. Employee will be responsible for the purchase and maintenance of their own Cell phone plan and contract.
5. Employee is required to provide their Cell phone number to their Department Head.
6. The County reserves the right to terminate the Cell phone stipend or County issued phone at their discretion and for any reason.
7. The stipend amount will be determined annually by the County Commissioners.

The monthly stipend shall be subject to State and Federal income taxes.

This policy is intended to ensure compliance with the Internal Revenue Code 274(d), 280F (d)(4), 132(d).

Emergencies

In the event of an emergency or special circumstance where the employee is forced to use an unusually large quantity of Cell phone

minutes, the employee may be entitled to an additional one time compensation to offset the additional charges to his/her Cell phone bill. The employee's Department Director and County Clerk's Office shall review these requests on a case-by-case basis to determine if the employee is eligible.

Note-This amended policy replaces Policy #526 and includes its contents here.

Note-The Sheriff as an elected official uses an internal policy that sets out the procedure for taxing personal use of Sheriff's Department issued cellular phones, (see Commissioner's minutes of March 30, 2009.)

Policy No. 884 Effective Date 6/18/2007 Revision Date 6/8/2009

Policy	
<p>Whistleblower Policy</p> <p>No supervisor, elected official or department head of any County department shall prohibit any employee of the County department from discussing the operations of the department, either specifically or generally, with any member of the Board of County Commissioners.</p> <p>No supervisor, elected official or department head of any County department shall:</p> <p>(1) Prohibit any employee of the department from reporting any violation of State, Federal or County laws or rules and regulations to any person, agency or organization; or</p> <p>(2) Require any such employee to give notice to the supervisor, elected official or department head prior to making such report.</p> <p>(C) This section shall not be construed as:</p> <p>(1) Prohibiting a supervisor, elected official or department head from requiring that an employee inform the supervisor, elected official or department head as to requests from the Board for information or the substance of such information to be communicated to the Board by such employee;</p> <p>2) Permitting an employee to leave the employee.s assigned work areas during normal work hours without following applicable rules and regulations and policies pertaining to leaves, unless the employee is requested by a member of the Board to appear before the Board;</p> <p>(3) Authorizing an employee to represent the employee.s personal opinions as the opinion of the County department; or</p> <p>(4) Prohibiting disciplinary action of an employee who discloses information which:</p> <p>(a) The employee knows to be false or which the employee discloses with reckless disregard for its truth and falsity;</p> <p>(b) The employee knows to be exempt from required disclosure under the open records act; or</p> <p>(c) Is confidential under any other provision of law.</p> <p>(D) Any disciplinary action imposed for any of the acts set forth in this section may be appealed by the employee through the applicable grievance procedure for such employee. This may include grievance procedures through the personnel rules and regulations.</p> <p>(E) As used in this section, disciplinary action means any dismissal, demotion, transfer, reassignment, suspension, reprimand, warning of possible dismissal or withholding of work.</p> <p>(F) Each County department shall prominently post a copy of this act in locations where it can reasonably be expected to come to the attention of all employees of the department.</p> <p>Policy No. 885 Effective Date 7/23/2007 Revision Date 7/23/2007</p>	<p>Policy Handbook</p> <p>Table of Contents</p> <p>Policies Index</p>

Policy

Glossary of Terms

ANNIVERSARY DATE-Anniversary date is the annual date after each employee's original employment date.

BOARD-Board of County Commissioners

COUNTY - Jefferson County.

DEPARTMENT HEAD- May consist of an elected or appointed official.

EMPLOYEE AT WILL - Employees who are not hired for a definite term or duration of employment are considered "at will." Employees who work "at the will" of their employer have no legal expectation of continued employment. The employer may lawfully terminate the employment relationship at will, without legal liability, because the employee has no property interest which enjoys constitutional protection.

EXEMPT EMPLOYEE - Exempt employees are those employees who perform work on an administrative or management level, including hiring and dismissal of subordinates, exercises discretionary powers, and is compensated on a salary basis. Those positions in Jefferson County that are exempt are defined by County Resolution.

HOLIDAY PAY Holiday pay is the pay for observed holidays as determined by the County Commissioners, (see Policy #305). The term holiday pay refers to the pay that all regular full-time and regular part-time employees receive when they do not actually work on a holiday. Those who work receive their holiday pay as part of their compensation of double time for working on the holiday, (for example, an employee who works an 8 hour shift gets 8 hours of holiday pay at their regular rate and another 8 hours at their regular rate for working on the holiday.)

HOLIDAY TIME-Leave compensation given and accrued in observance of any observed holidays as determined by the County Commissioners, (see Policy #305) for those regular full-time non-exempt employees who work a shift schedule for a 24/7/365 department and are expected and/or required to work observed holidays as a part of their normal performance of their job duties. (Note-as of 12/28/2009 this leave type only applies to the regular full time non exempt shift employees of the ambulance department.)

IMMEDIATE FAMILY - Immediate family shall be defined as spouse, employee parents, step-parents, children, step-children, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

INSUFFICIENT NOTICE - Insufficient notice will generally be considered less than two (2) normal working weeks. Exception to this would be dismissal of an employee.

KEY EMPLOYEE - An employee whose role plays an important part in the successful day-to-day operation. Extended absence by a key employee can cause significant disruptions and a reduction in over-all department performance.

LEAVE OF ABSENCE - A leave of absence is when an employee takes employer-authorized time off from work, separate from time off granted by other work-leave benefits such as sick or vacation leave.

NON-EXEMPT EMPLOYEE - Non-exempt employees are those employees who spend

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a significant amount of time in activities that do not consist of actual supervision and management.

PERSONNEL OFFICE- The County Clerk's office serves as the Personnel Office.

POLICY - A settled course adopted and followed by the County.

PROCEDURE - Manner or method that outlines a course of action.

SUPERVISOR - An individual who has the authority to direct and inspect the work of other employees.

UNAUTHORIZED ABSENCE An unauthorized absence is one in which the employee did not follow the department/office leave request procedures.

XXX

Policy No. 886 Effective Date 9/11/1994 Revision Date 12/28/2009

Policy

Employee ID Badge Policy

PURPOSE: The purpose of the Identification Badge Policy is:

To enhance the County’s mission of providing high quality public service

To provide a consistent method of identification

To provide additional means of establishing a safe work place for employees

To provide means of establishing a safe work environment during a disaster

An Identification Badge Policy serves the dual purpose of readily identifying County employees and other authorized personnel, while providing measured protection against unauthorized personnel from entering designated secure areas. The system is effective only if there is active cooperation and compliance by all employees at all times.

To make identification as easy as possible will be implemented Countywide.

SCOPE: This policy applies to all County employees.

POLICY STATEMENT: It is the policy of Jefferson County that employees and the public be provided with the highest quality public service in the safest possible environment while conducting business. All persons working or conducting business on County/City property and/or in the community will adhere to the following identification standards.

PROCEDURES:

All County employees are required to display identification provided.

All County employees will display photo ID at all times while at a County facility. Requests for exemption to this requirement shall be made to the Sheriff.

Badges will be provided by the County and will include a photo of the employee, the employee’s name, and the department/division where the employee works.

County employees shall surrender their ID to their supervisor upon termination of employment, or when requested.

County ID’s lost or misplaced are to be immediately reported to the employee’s supervisor. A replacement ID will be issued as necessary and a record of the lost ID noted.

Staff observing persons in confidential areas without an ID will, at their discretion:

Approach the person to determine their status, or

Immediately report the person to a supervisor, or

Initiate a request for emergency services personnel (call 911).

The ID will expire on the birthday of the employee as written on the badge.

PROCESS:

Employee will have picture taken at the County Clerk’s Office

Employee must produce their current driver’s license

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A copy will be made of the driver's license

The Identification Badge will be produced by the Emergency Management Office

Employees may pick up their Identification Badges at the County Clerk's Office

THE CARD:

The Photo Identification Card is a credit card size PVC plastic card with a photo image of the employee and information on the front.

Card Front: Card Back Example:

County Seal or approved dept. logo (when this card is property of

needed to identify a uniqueness) Jefferson County, Kansas. If found, please return to:

Jefferson County Sheriff's Office

Employee Photo
1360 Walnut Street

Oskaloosa KS 66066

Employee Name

Affiliation / Title

Agency / Department:

Issued:

Expires:

Affiliation Strip

OTHER:

The cost of providing Photo ID cards will be determined by the Emergency Management Director.

INSTRUCTIONS FOR USE OF IDENTIFICATION BADGES:

Wear your Photo ID badge while at work in County facilities or on County business, unless exception granted.

Wear your Photo ID badge in plain view, above your waist, so it is observable under normal conditions.

Do not lend your Photo ID badge to any other person for any reason.

Report a lost Photo ID badge to your supervisor immediately.

Return found Photo ID badges to your supervisor immediately.

If you leave County employment, transfer to a different department, or begin an extended leave of absence, return your Photo ID badge to your supervisor or manager.

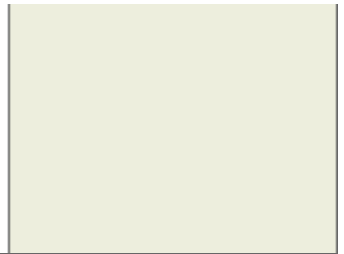
You must surrender your Photo ID badge to your supervisor or manager upon request.

Do not alter the Photo ID badge or apply adornments, except as permitted by this policy. The information and photograph cannot be obstructed.

Do not allow people to follow you into the building without knowing them or checking their ID.

Photo ID badges provide a visible means of identification for County employees and help us know who belongs in a non-public access work area and who does not.

Policy No. 889 Effective Date 12/29/2008 Revision Date 12/29/2008



Policy	
<p>Change of Status and Pay Incr/Decr</p> <p>With the approval of the Board of County Commissioners, the non-elected Department Heads will have the authority to reallocate positions, to reclassify any position within the classification system, and to create new positions where appropriate. All other changes to the classification system must be authorized by motion of the Board of County Commissioners. All departmental reorganization plans involving a pay increase shall be approved by motion of the Board of County Commissioners.</p> <p>Other than merit pay and cost of living increase, all pay increases shall be brought to the Board of County Commissioners for approval.</p> <p>The County Commissioners reserve the right to impose suspensions or approve the suspensions imposed by Department Heads.</p> <p>The County Clerk will be responsible for maintaining and updating the payroll as approved by the Board of County Commissioners.</p> <p>Note-The "classification system" in Jefferson County currently consists of job descriptions, each of which is assigned a range. The ranges have a minimum and maximum amount for positions in that range and are adjusted each year for cost of living and merit increases.</p> <p>Policy No. 891 Effective Date 12/29/2008 Revision Date 12/29/2008</p>	<p>Policy Handbook</p>
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Policy	
<p>Use of Motorcycles When on County Business</p> <p>A resolution concerning the use of privately owned motorcycles while on County business</p> <p>WHEREAS, Kansas Worker’s Risk Cooperative for Counties (KWORCC) has incurred catastrophic losses (fatality and near-fatality) as a result of county employees driving personal and privately owned motorcycles on county business; and</p> <p>WHEREAS, KWORCC has recommended that its membership adopt a policy prohibiting the use of privately owned motorcycles while performing work or service for the county; and,</p> <p>WHEREAS, it is in the best interest of Jefferson County to provide a safe workplace and protect its employees from catastrophic loss;</p> <p>NOW BE IT THEREFORE RESOLVED THAT, it shall be the policy of Jefferson County</p> <p>That no employee of Jefferson County is authorized to drive a privately owned motorcycle on county business, (includes any travel where worker’s compensation insurance would apply if the employee is injured). Furthermore, use by an employee of a privately owned motorcycle on county business shall be subject to disciplinary action up to and including discharge.</p> <p>Adopted this 23rd day of March, 2009.</p> <p>Policy No. 892 Effective Date 3/23/2009 Revision Date 3/23/2009</p>	<p>Policy Handbook</p> <p>Table of Contents</p> <p>Policies Index</p>