

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

POLICY#	CURRENT POLICY	PROPOSED POLICY – 7/1/2020
HR-002B	Employment Types: Probation does not apply to regular Part-Time employees	Regular Part-Time Employees shall serve a probationary period of 6 months
HR-002F	Probationary Period: An employee is not eligible to post for vacancies until the completion of their probationary period.	An employee’s eligibility to post for vacancies during their probationary period is at the discretion of the Director.
HR-002J	Separation: To resign in good standing, an employee must: Work the full two weeks of the notice period. (Must have a physician’s certificate for payment of any Sick Leave taken during the notice period.)	To resign in good standing, an employee must: Work the full two weeks of the notice period or unless written Director approval is received. (Must have a physician’s certificate for payment of any Sick taken during the notice period.)
HR-003B	<p>Changes in Position/ Additional Responsibilities, etc.:</p> <p>Acting Pay: If an employee meets the position requirements and is temporarily placed into Acting Pay status, in a higher pay grade classification, the employee is paid at the new pay rate beginning after ten (10) consecutive working days.</p> <p>Demotion A demotion may be approved by the County Executive (or designee) upon the recommendation of the Department Head, and shall be limited to those employees within the rank structure within that employee’s division. Involuntary demotion may be imposed at any time as a means of discipline (in lieu of dismissal) or as a result of a less than satisfactory follow-up performance appraisal. Under demotion (voluntary or involuntary), the employee’s pay is reduced by a minimum of 10% and placed at the appropriate step in the lower grade. Some positions are not eligible for demotion.</p> <p>Regular Part-Time To Full-Time Employment If a regular part-time employee is hired full-time in the same <i>position</i>, they keep their current step and original date of hire and will serve a new probationary period.</p>	<p>Acting Pay: If an employee meets the position requirements and is temporarily placed into Acting Pay status, in a higher pay grade classification, the employee is paid at the new pay rate effective at the discretion of the Director.</p> <p>Demotion A demotion may be approved by the County Executive (or designee) upon the recommendation of the Director, and shall be limited to those employees within the rank structure within that employee’s division. Involuntary demotion may be imposed at any time as a means of discipline (in lieu of dismissal) or as a result of a less than satisfactory follow-up performance appraisal. The employee’s pay will be adjusted to the step closest to, but not greater than rate prior to promotion.</p> <p>If a regular part-time employee is hired full-time in the same position, they keep their current step and original date of hire and will serve a new probationary period. Accrued Paid Time Off (PTO) not used will be converted to Personal accruals and must be used prior to the end of the calendar year.</p>

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

HR-004C	<p>Regular O/T Compensation (all other Departments) Time & ½ paid for hours worked in excess of forty (40) hours in a single workweek; hours not worked due to holiday and personal are counted as hours worked</p> <p>Emergency Work N/A</p>	<p>Regular O/T Comp (all other Departments) Time & ½ paid for hours worked in excess of forty (40) hours in a single workweek; hours not worked due to holiday, vacation, and personal are counted as hours worked.</p> <p>Emergency Work Time & ½ paid for hours worked in excess of forty (40) hours in a single workweek; hours not worked due to holiday, vacation, and personal are counted as hours worked. Director has ability to declare an emergency to have sick counted as hours worked.</p>
HR-004F	Formerly Section HR-004G (Call Out)	Renamed to: Unscheduled Response
HR-004I	On Call section (added from 7/7/19 Amendment)	At times, employees are required to remain "on-call", meaning they must be available to report to work at a moment's notice. Employees on-call will be paid a flat rate of \$125/ weekly. Employees receiving On Call pay are ineligible for Unscheduled Response pay.
HR-005D	<p>Performance Improvement Plan: Employees that show improvement during the Performance Improvement Plan, will receive a revised Annual Performance Appraisal ninety (90) days after the start of their Performance Improvement Plan and may be eligible for a step increase, if budgeted. A second sixty (60)-day Performance Improvement Plan may be required to ensure the employee sustains an acceptable level of performance. Any employee that fails to show significant and sustained improvement in the interim sixty (60) day follow up Performance Improvement Plan and/or the next annual performance appraisal period shall be subject to dismissal.</p>	<p>Employees that show satisfactory improvement during the Performance Improvement Plan, after a minimum 30 days from the start of their Performance Improvement Plan may be eligible for a step increase, if budgeted. Any employee that fails to show significant and sustained improvement during the Performance Improvement Plan shall be subject to termination.</p>
HR-006B	<p>Bereavement: Bereavement leave shall be provided only for the death of an employee's spouse, child (including stepchild and legally adopted child), parent or parent in-law (if employee married to child), grandparent or grandchild, sibling, or death of anyone living in the employee's household. Bereavement leave must be taken within two (2) weeks from the date of death, unless Department Head authorizes alternate usage. Vacation leave may be</p>	<p>Bereavement shall be provided only for the death of an employee's spouse, child (including stepchild and legally adopted child), parent or parent in-law (if employee married to child), grandparent or grandchild, sibling or sibling in-law, or death of anyone living in the employee's household. Bereavement must be taken within two (2) weeks from the date of death, unless Director authorizes alternate usage. Vacation or personal may be requested if the employee requires additional time off to attend to matters associated with the event.</p>

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

	requested if the employee requires additional time off to attend to matters associated with the event.	
HR-006H	Leave Without Pay (new)	If all available paid leave is exhausted, Leave Without Pay may be requested for personal emergency reasons. Regular full time and regular part time employees must request Leave Without Pay through the supervisor. Once the employee's cumulative Leave Without Pay requests through the supervisor exceeds two (2) weeks during a rolling calendar year, a written request must be submitted to the Department of Human Resources and Appointing Authority for review and approval before using Leave Without Pay.
HR-006N	<p>Severe Weather Conditions & Unforeseen Designated Emergencies (updated)</p> <p>The County provides essential services to the public; therefore, it is critical that departments and agencies are open for business as scheduled. However, in the interest of the welfare and safety of its employees, the County may curtail some, or all, routine operations due to severe weather. During severe weather events, employees have a continuing obligation to report for work as normally scheduled or as required by the supervisor.</p> <p>The County also realizes that adverse travel conditions resulting from a severe storm may compromise employee safety. There are four levels of weather related emergencies:</p> <p><input type="checkbox"/> Open</p> <ul style="list-style-type: none"> ▪ All personnel are required to report as scheduled; ▪ Employees failing to report to work shall be charged Vacation Leave, Personal Leave or Leave Without Pay for the entire day without prior approval from the supervisor. However, this requires the concurrence of their supervisor; and ▪ Employees who report to work late shall be charged Vacation Leave, Personal Leave or Leave Without Pay for the hours not worked. <p><input type="checkbox"/> Partial Closure</p> <ul style="list-style-type: none"> ○ The <i>County Executive</i> may authorize <i>liberal leave</i> and the partial closure of County offices. 	<p><u>HR-006N: Severe Weather Conditions</u></p> <p>The County provides vital services to the public; therefore, it is critical that Departments are open for business as scheduled. However, in the interest of the welfare and safety of its employees, the County may curtail some, or all, routine operations due to severe weather. During severe weather events, employees have a continuing obligation to report for work as normally scheduled or as required by the supervisor. Television, radio stations and/or supervisor's notification will be used to disseminate weather-related announcements as well as the County's website, www.ccgov.org. Note: Severe weather events impacting operations beyond 5 days will be considered a Designated Emergency, and if County work sites are closed to the public and to employees, employee compensation as described in HR-006O will apply.</p> <p>Open/ Liberal Leave</p> <ul style="list-style-type: none"> • All personnel are expected to report as scheduled; however, the County Executive may authorize Liberal Leave. Liberal Leave allows non-essential employees to use Personal or Vacation leave if severe weather conditions prevent them from reporting to work on time, or not at all. However, employees must report their tardiness or absence to the supervisor. Essential employees must report to work. <ul style="list-style-type: none"> ▪ Employees who opt not to report to work shall be charged Vacation, Personal or Leave Without Pay for the entire day; and ▪ Employees who report to work late shall be charged Vacation, Personal or Leave Without Pay for the hours not worked. <p>Partial Day Closure The County Executive may authorize the partial closure of County offices during the</p>

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

<ul style="list-style-type: none"> ○ <i>Non-essential</i> employees shall be paid for the hours not worked during the partial closure at their regular rate of pay without charging leave time. ○ <i>Non-essential</i> employees already at work when the County closes shall be paid for the remainder of the assigned workday at the regular rate of pay without charging leave time. ○ <i>Non-essential</i> employees who choose to leave before a closure announcement is made will be charged Vacation or Personal Leave, or leave without pay for the remainder of the day. ○ <i>Essential employees</i> will receive an additional \$1.00 per hour and additional personal leave accruals for hours worked during a partial closure. If an <i>essential employee</i> does not work during a partial closure, he/she shall be charged Vacation or Personal Leave or Leave Without Pay for hours not worked and may be subject to <i>disciplinary action</i> for failing to report to work. <p>□ Liberal Leave <i>Liberal leave</i> allows <i>non-essential</i> employees to use Personal or Vacation Leave if severe weather conditions and/or unforeseen designated emergencies prevent them from reporting to work on time, or not at all. However, employees must report their tardiness or <i>absence</i> to the supervisor.</p> <p>□ Offices Closed The <i>County Executive</i> closes County offices due to severe weather or other designated emergency, normally based on the declaration of a state of emergency by the Governor.</p> <ul style="list-style-type: none"> ▪ <i>Non-essential</i> employees are not required to report to work and will be paid for the full day the County offices are is closed. If the employee was previously scheduled for Vacation, Personal, or Sick Leave for the day, the day will be charged to the pre-approved leave. ▪ <i>Essential employees</i> who are required to report to work, or at work when the County closes, will receive an 	<p>business day:</p> <ul style="list-style-type: none"> ▪ Non-essential shall be paid Administrative Leave for the hours not worked during the partial day closure at their regular rate of pay without charging leave time; ▪ Non-essential employees already at work when the County closes shall be paid Administrative Leave for the remainder of the assigned workday at the regular rate of pay without charging leave time; ▪ Non-essential employees who choose to leave before a closure announcement is made will be charged Vacation or Personal, or Leave Without Pay for the remainder of the day; ▪ Non-exempt, essential employees will receive an additional \$1.00 per hour and additional Compensatory leave accruals for up to eight (8) hours worked during a partial closure. Exempt essential employees will receive up to eight (8) hours of Compensatory leave accruals only. ▪ Essential employees who do not report for work shall be charged Vacation or Personal, or Leave Without Pay, for the time not worked and may be subject to disciplinary action for failing to report to work. Essential employees who call in sick will be required to provide a physician’s certification. <p>Full Day Closure The County Executive closes County offices due to severe weather, normally based on the declaration of a State of Emergency by the Governor and/ or the County Executive:</p> <ul style="list-style-type: none"> • Non-essential employees are not required to report to work and will be paid Administrative Leave for the full day the County offices are closed. If the employee was previously scheduled for Vacation, Personal, or Sick for the day, hours will be charged to the pre-approved leave. • Non-exempt, essential employees will receive an additional \$1.00 per hour and additional Compensatory leave accruals for up to eight (8) hours worked during a full closure. Exempt essential employees will receive up to eight (8) hours of Compensatory leave accruals only. ▪ Essential employees who do not report for work shall be charged Vacation or Personal, or Leave Without Pay, for the time not worked and may be subject to disciplinary action for failing to report to work.
--	---

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

<p>additional \$1.00 per hour and up to eight (8) hours additional personal leave accruals for hours worked during closure.</p> <ul style="list-style-type: none">▪ <i>Essential employees</i> who do not report for work shall be charged Vacation or Personal Leave, or Leave Without Pay for the time not worked and may be subject to <i>disciplinary action</i> for failing to report to work. <i>Essential employees</i> who call in sick will be required to provide a physician's certification.▪ When the building an employee works in is closed due to a designated emergency (electrical, heating, water, etc.), only <i>non-essential</i> employees assigned to that building will be paid for hours not worked. <i>Essential employees</i> assigned to that building will receive an additional \$1.00 per hour and up to eight (8) hours additional Personal Leave accruals for hours worked during closure.▪ County employees (essential or non-essential) are eligible to receive a maximum of 16 consecutive hours during any closure and no more than five (5) paid days per fiscal year for closures. <p>Some full-time <i>non-exempt, non-essential</i> employees who, are not generally required to respond to emergencies may be designated as <i>Temporary Essential Employees</i> for a period of time by their Department Head and required to respond. When a <i>non-essential</i> employee is temporarily assigned as essential during a closure, they will receive an additional \$1.00 per hour and up to 8 hours additional personal leave accruals for hours worked during the closure (but no more than five (5) paid days per fiscal year for closures).</p> <p>Television, radio stations and/or supervisor's notification will be used to disseminate weather-related announcements as well as the County's website, www.ccgov.org.</p>	<p>Essential employees who call in sick will be required to provide a physician's certification.</p> <p>Building Closures</p> <ul style="list-style-type: none">• When a County building is closed due to a physical plant issue (electrical, heating, water, etc.), only non-essential employees assigned to that building will be paid Administrative Leave for hours not worked. Non-exempt, essential employees will receive an additional \$1.00 per hour and additional Compensatory leave accruals for up to eight (8) hours worked during a partial closure. Exempt essential employees will receive up to eight (8) hours of Compensatory leave accruals only. <p>Compensatory Time Accrual Limits</p> <ul style="list-style-type: none">• Essential employees are limited to earning 40 hours of Compensatory leave accruals during a Severe Weather event. <p>NOTE: Full-time, non-exempt, non-essential employees who are not generally required to respond to emergencies, may be designated as <i>Temporary Essential Employees</i> for a period of time by the Department Head and required to respond. When a non-essential employee is temporarily assigned as essential during a closure, they will receive an additional \$1.00 per hour and up to 8 hours additional Compensatory leave accruals for hours worked during the closure.</p>
--	---

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

HR-0060	Designated Emergencies/ Extended Public Health Event Closures (new)	<p>HR-0060 Designated Emergencies/ Extended Public Health Event Closures (new)</p> <p>Depending upon the severity of an emergency event, the County Executive may authorize the full closure of any or all County offices that <u>mandates no public or routine employee access</u>, and institute temporary emergency operations policies during designated emergencies, including Extended Public Health events. In these circumstances, special compensation policies are put in place. This is normally based on the declaration of a State of Emergency, or Stay-At-Home Order, by the federal government, the Governor, and/ or an Executive Order by the County Executive. The following describes how employees are compensated during a mandatory closure of any or all work sites:</p> <p>Non-Essential Employees & Essential Employees/ Telework-Eligible Non-essential employees are not required to report to the work site and will be paid their base pay via Administrative Leave for the full day County offices are closed. Essential employees who are telework-eligible conduct daily duties as normal and receive base pay. Non-essential and telework-eligible employees do not receive special compensation during mandatory closures.</p> <p>Mandatory Employees Mandatory employees are those essential employees whose duties preclude them from teleworking, and whose presence at the work site during full closures is mandatory to perform essential functions of the job description. Mandatory employees are determined to fit one of the following categories, and will receive additional compensation, Special Duties Compensation, as described below:</p> <p>Tier I: First Responders/ Public-Facing First responders and public-facing employees include, but are not limited to, Sheriff's Office (Law Enforcement, Corrections) Emergency Services (Dispatch, Paramedics), Department of Public Works (Roads, Solid Waste, Waste Water), Department of Community Services (Help Center, Domestic Violence, Animal Services, Transit, Home-Delivered Meals), Parks & Recreation, and Facilities Management.</p> <ul style="list-style-type: none">• <u>Tier I Compensation:</u><ul style="list-style-type: none">○ Non-exempt employees will receive additional cash compensation of a flat amount for each pay period worked during the declared emergency. The amount will be
---------	---	---

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

		<p>determined by the County Executive based on the County's existing budgetary constraints at the time of the emergency. In addition, they will receive up to 16 hours maximum of Compensatory leave accruals per pay period for hours worked.</p> <ul style="list-style-type: none">○ Exempt employees will receive up to 16 hours maximum of Compensatory leave accruals per pay period for hours worked. <p>Tier II: Mission-Critical Mission-critical employees include those performing functions vital to the County's non-public facing business operations (including, but not limited to Finance, Information Technology, Land Use & Development, and who must report to their work location to execute these duties. Mission-critical employees are designated by Department Heads. Eligibility will be determined on a case-by-case basis, and will include consideration of criteria such as whether an employee is mission-critical, whether the employee is still reporting to their work location, whether an employee has been directed to act outside their typical scope of responsibilities, etc.</p> <ul style="list-style-type: none">● <u>Tier II Compensation:</u><ul style="list-style-type: none">○ Non-exempt employees will receive additional cash compensation of a flat amount for each pay period during the declared emergency. The flat amount will be one-half (1/2) of the amount to be paid to Tier I employees during the emergency as determined by the County Executive. In addition, they will receive up to 8 hours maximum of Compensatory leave accruals per pay period for hours worked.○ Exempt employees will receive up to 8 hours maximum of Compensatory leave accruals per pay period for hours worked. <p>Special duty compensation will be provided only for hours actually worked. For example, employees who are working a modified weekly rotating schedule will</p>
--	--	---

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

		<p>receive Special Duties Compensation only for the hours worked. Department Heads, Deputy Directors, and certain other executive management staff members will not be eligible for Special Duties Compensation.</p> <p>Compensatory Time Accrual Limits</p> <ul style="list-style-type: none"> • First Responders/ Public-Facing employees are limited to earning 20 days (160 hours) of Compensatory leave accruals during a Designated Emergency/ Extended Public Health Events. • Mission Critical employees are limited to earning 10 days (80 hours) of Compensatory leave accruals during a Designated Emergency/ Extended Public Health Events. <p>If County Executive authorizes <u>restricted public access (appointments only) and limited staffing levels</u> for some or all County offices, during designated emergencies, including extended Public Health events, <u>the County is considered to be open</u>, and employees do not receive special compensation.</p>																						
HR-006Q	<p>Vacation: Eligibility</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Service</td> <td style="width: 50%;">Leave Accrual</td> </tr> <tr> <td>Less than 5 years</td> <td>8 hours/month worked</td> </tr> <tr> <td>6 – 10 years</td> <td>10 hours /month worked</td> </tr> <tr> <td>11 - 15 years</td> <td>12 hours/month worked</td> </tr> <tr> <td>16 - 20 years</td> <td>14 hours/month worked</td> </tr> <tr> <td>20+ years</td> <td>16 hours/month worked</td> </tr> </table> <p>Vacation: Scheduling</p> <p>Vacation is generally granted at the convenience of the employee.</p> <p>Vacation: Carry Over</p> <p>Vacation may be accrued to a maximum carryover of two-hundred eighty (280) hours from one fiscal year to the next. Accrued, unused Vacation in excess of two-hundred eighty (280) hours at the start of a new fiscal year will be forfeited. In certain circumstances Vacation (above 280 hours) may be carried over</p>	Service	Leave Accrual	Less than 5 years	8 hours/month worked	6 – 10 years	10 hours /month worked	11 - 15 years	12 hours/month worked	16 - 20 years	14 hours/month worked	20+ years	16 hours/month worked	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 50%; text-align: center;">Less than 5 years</td> <td style="width: 50%; text-align: center;">8 hours/month worked</td> </tr> <tr> <td style="text-align: center;">6 – 10 years</td> <td style="text-align: center;">12 hours /month worked</td> </tr> <tr> <td style="text-align: center;">11 - 15 years</td> <td style="text-align: center;">14 hours/month worked</td> </tr> <tr> <td style="text-align: center;">16 - 19 years</td> <td style="text-align: center;">16 hours/month worked</td> </tr> <tr> <td style="text-align: center;">20+ years</td> <td style="text-align: center;">18 hours/month worked</td> </tr> </table> <p>HR-006Q</p> <p>Vacation: Scheduling</p> <p>Vacation is generally granted at the convenience of the employee; however, the supervisor may deny requested leave if the employee’s absence from work creates coverage gaps that negatively impacts the Department’s daily business operations.</p> <p>Vacation may be accrued to a maximum carryover of three hundred twenty (320) hours from one fiscal year to the next. Accrued, unused Vacation in excess of three hundred twenty (320) hours at the start of a new fiscal year will be forfeited. In certain circumstances Vacation (above three hundred twenty (320) hours) may be</p>	Less than 5 years	8 hours/month worked	6 – 10 years	12 hours /month worked	11 - 15 years	14 hours/month worked	16 - 19 years	16 hours/month worked	20+ years	18 hours/month worked
Service	Leave Accrual																							
Less than 5 years	8 hours/month worked																							
6 – 10 years	10 hours /month worked																							
11 - 15 years	12 hours/month worked																							
16 - 20 years	14 hours/month worked																							
20+ years	16 hours/month worked																							
Less than 5 years	8 hours/month worked																							
6 – 10 years	12 hours /month worked																							
11 - 15 years	14 hours/month worked																							
16 - 19 years	16 hours/month worked																							
20+ years	18 hours/month worked																							

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

	into the new fiscal year based on recommendation from the Director and final approval of the County Executive.	carried over into the new fiscal year based on recommendation from the Director and final approval of the County Executive.
HR-006R	Volunteer Leave – New	<p><u>HR-006R Volunteer Hours</u> The County supports volunteer activities that enhance and serve the communities in which we live and work. The intention of this policy is to permit employees to give back and support the community. At the same time, the County recognizes that participating in these types of activities enriches the lives of its employees.</p> <p><u>Eligible Charitable Organizations</u> Currently, the County works with many agencies and organizations to meet our county’s needs. Their partners include agencies and organizations working with homelessness, hunger, poverty, elderly, literacy, youth, justice, environmental, community development, and emergency services. To be eligible for this program, employees must participate in one of the above areas, or an area approved by their supervisor.</p> <p><u>Amount of Time</u> All full-time regular employees may volunteer eight (8) hours each fiscal year. These Volunteer Hours are considered paid time and must be in no less than four (4) hour increments. The pay rate is the employee’s current base pay on the day(s) time is taken. The Volunteer Hours are submitted as Administrative leave and the charitable organization must be listed in time entry. With approval from the employee’s supervisor, vacation may be used if a longer time span is needed.</p>
HR006S	<p>Workers’ Compensation: Updates/ Addition</p> <p>Return from Leave The County will make every effort to assist the employee in rehabilitation and ultimate return to work. All employees are required to obtain a statement of physical capabilities and/or work status from their physician, physician assistant or certified nurse practitioner. These physical capabilities and/or work status form must be turned into the Department of Human Resources no later than one (1) day from the medical visit. The County will make every effort to accommodate an employee’s restrictions provided that they are provided by a licensed medical provider. Since work functions as a form of occupational therapy,</p>	<p>Return from Leave All employees are required to obtain an Employee Work Status form from their physician, physician assistant or certified nurse practitioner. The Employee Work Status form must be turned into the Department of Human Resources no later than one (1) day from the medical visit. The County will make every effort to accommodate an employee’s restrictions provided that they are provided-by a licensed medical provider. Since work functions as a form of occupational therapy, employees are encouraged to return to work as soon as possible. If an employee refuses an offer by the County of modified duty, then the County will notify the third party Workers’ Compensation administrator to terminate the employee’s</p>

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

<p>employees are encouraged to return to work as soon as possible. If an employee refuses an offer by the County of modified duty, then the County will notify the Third Party Administrator to terminate the employee's temporary total disability benefits, and the employee will not be reimbursed for any personal or unpaid leave that the employee has used.</p> <p>If the employee returns to modified duty and the employee's net pay is less than the temporary total disability benefit, then the employee may be eligible to receive temporary partial disability benefits. The current law defines this benefit as 50% of the difference between the average weekly wage of the employee and the wage earning capacity of the covered employee in the same or other employment while temporarily partially disabled. The County may place another individual in a <i>position</i> that is vacant during an employee's extended recuperation from a <i>work place</i> injury or illness. Upon the employee's return to work, the County is committed to place the returning employee in a similar comparable <i>position</i>, as one becomes available, at no decrease in salary.</p> <p>If an employee is not expected to return or refuses an offer of modified duty which accommodates the employee's medical restrictions, and/or has exhausted all leaves for which he or she is eligible, including FMLA, the County or the appropriate <i>Appointing Authority</i> may terminate the employee or recommend that the employee apply for permanent disability status under the retirement/pension system, as appropriate.</p>	<p>temporary total disability benefits, and the employee will not be reimbursed for any personal or unpaid leave that the employee has used.</p> <p>An employee requiring professional medical treatment for a work-related injury or illness may not return to work until approved by the treating physician and the employee's supervisor. Employees may return to work on regular full duty status; regular part-time duty status; or limited/light duty status, or may be terminated based upon the physician's instructions and availability of positions and available leave. Employees are required to provide an Employee Work Status form from the treating physician allowing the return to work.</p> <ul style="list-style-type: none">• <u>Regular Full Duty</u><ul style="list-style-type: none">▪ Employees are required to return to work on the return date specified by the treating physician, or on an alternate date as scheduled by the employee's supervisor or Department Head.▪ Upon return from Worker's Compensation Leave, employees shall be returned to their original position if available; however, if that position is not available, the employee is assigned:<ul style="list-style-type: none">• To work in a position as closely related in duties, hours, and pay to the previous position as possible; or• If there are no appropriate positions available, employment is terminated.• <u>Regular Part-Time Duty</u><ul style="list-style-type: none">▪ Employees are required to return to work on the return date specified by the treating physician or on an alternate date as scheduled by the employee's supervisor or Department Head.▪ Employees who return to work on a part time duty status shall be paid for hours that are actually worked.▪ Maximum Period: Employees may be retained in a part-time duty status for a period not to exceed six (6) months. After that time, the employee shall be returned to full duty; placed in another position, if available; or employment is terminated.
---	---

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

		<ul style="list-style-type: none">• <u>Light Duty Status</u><ul style="list-style-type: none">▪ Acceptance: Employees are required to accept light duty assignments whenever the assignment meets the criteria outlined by the physician's instructions on the Employee Work Status form.▪ Department's Action: Employees should be placed on light duty assignments, if available, immediately upon receipt of the Employee Work Status form. If no light duty is available in the employee's department, the supervisor notifies DHR to determine if the employee can be placed in another position that meets the employee's abilities and medical restrictions.▪ Refusal: Employees who refuse to accept available light duty may be subject to disciplinary action, up to and including termination. ▪ Maximum Period: Employees may be retained on light duty status for a period not to exceed six (6) months. After that time, the employee shall be returned to full duty; placed in another position, if available; or employment is terminated.▪ Part-Time or Light Duty Status Not Available: If part-time or light duty status is not available within the employee's medical restrictions, Worker's Compensation may continue.<ul style="list-style-type: none">• Extensions may be granted by the Director of DHR on a case-by-case basis. • <u>100-Hour Rule</u><ul style="list-style-type: none">• Employees will be provided 100 hours per rolling calendar year of County-paid Worker's Compensation Leave upon returning to work. Allowable uses:<ul style="list-style-type: none">▪ Part-time duty status - to make up the difference between regular full duty hours and any restricted hours the physician approves the employee may work.▪ Medical appointments – to cover time missed at work due to attending medical appointments related to the Workers Compensation injury/ illness:<ul style="list-style-type: none">○ Employees are encouraged to schedule these appointments after hours, during lunch, or
--	--	--

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

		<p style="text-align: right;">immediately before or after their regular shift, if possible. Hours are authorized hours based on distance from work/ home to medical provider.</p> <ul style="list-style-type: none"> • Once the 100 hours is exhausted, the employee is paid only for actual hours worked, or may elect to use other available accrued leave. • The Department of Human Resources is responsible for advising the employee of electronic time entry requirements related to each type of return-to-work status, and notifies Finance to activate Worker's Compensation Leave for affected employees.
HR-008H	Group Offenses: Added "zero tolerance" notations to certain Group III Offenses and some additional offense types	<p>Group I: Minor moving traffic violation or speeding ticket while using County owned/leased vehicle.</p> <p>Group III: Sleeping or inappropriate actions (i.e. sexual activity) during assigned County work schedule.</p>
HR-008M	<p>Secondary Employment: Outside employment will be permitted only if such employment does not represent a conflict of interest or adversely affect performance. Employees must notify the Department Head of the intent to engage in Secondary Employment. If the Department Head has a concern of a potential conflict of interest, the Ethics Commission will review the request and determine if acceptable. Employees approved for any type of continuous Leave of Absence, FMLA, medical or personal, from County employment, are prohibited from working another job while on leave unless and until the outside job duties are approved by the Director of Human Resources. (see HR-002E)</p>	<p>Secondary/Self-Employment Outside employment will be permitted only if such employment does not represent a conflict of interest or adversely affect performance. Employees must complete a Request for Secondary/Self Employment and submit to their supervisor for review. The supervisor will forward a recommendation to the Director. The Director will review and note any concerns of a potential conflict of interest, and issue a recommendation to the Department of Human Resources for review. If the Department of Human Resources assessed a potential conflict, the request is forwarded to the Ethics Commission for consideration. Final determination is at the discretion of the Ethics Commission.</p> <p>Employees approved for any type of continuous Leave of Absence or FMLA from County employment, are prohibited from working secondary/self-employment while on leave until the outside job duties are approved by the Director of Human Resources.</p>
HR-009C	<p>Grievance Procedures: First Step - Discussion of Problem, Attempt to Resolve The Grievance Procedure process requires an employee to try to resolve the problem or issue with the supervisor as the first step. This step should be initiated within ten (10) working days of the action giving rise to the grievance.</p>	<p>First Step - Discussion of Problem, Attempt to Resolve Requires an employee to try to resolve the problem or issue with the supervisor. This step should be initiated within five (5) working days of the action giving rise to the grievance. If the problem or issue cannot be settled through this oral discussion:</p>

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

<p>a. If a problem or issue cannot be settled informally through oral discussion, within ten (10) calendar days after the event that caused the problem or issue, the employee may file a written grievance with the supervisor and Department of Human Resources.</p> <p>b. Subsequently, the supervisor will meet, discuss, and attempt to resolve the grievance with the employee within three (3) working days after receipt of the written grievance. Three (3) working days following the meeting the supervisor will submit a written response to the employee.</p> <p>Any grievance filed not in compliance with the above timeline shall be time-barred.</p> <p>HR-009D: Second Step - Written Grievance to Department Head/Director of Administration</p> <p>If an employee is dissatisfied with the supervisor’s decision regarding the submitted grievance, the employee may submit a written grievance within five (5) working days to the Department Head. (Time barred if request not filed within five (5) working days.) After receipt of the written grievance, the Department Head will investigate the written grievance via an interview with the employee and any others believed to have knowledge of the issue. Relevant documentation is also reviewed. Following the investigation, the Department Head meets with the employee within twenty (20) working days from the receipt of the written grievance.</p> <p>If the employee remains dissatisfied with the resolution of the grievance after pursuing an appeal to the Department Head, the employee may submit a written request for review by the County Executive (or designee). This request must be submitted to the Director of Human Resources within five (5) working days of receipt of the Department Head’s response. The written request must present:</p> <p><input type="checkbox"/> The employee’s version of the facts giving rise to the grievance;</p>	<p>i. Within five (5) working days after the event that caused the problem or issue, employee files written grievance with supervisor and/or Department of Human Resources.</p> <p>i. Within five (5) working days after receipt of the written grievance, the supervisor and/or Department of Human Resources will meet, discuss, and attempt to resolve the grievance with the employee.</p> <p>i. Within five (5) working days following the meeting, the supervisor and/or Department of Human Resources will submit a written response to the employee.</p> <p>Any grievance filed not in compliance with the above timeline shall be time-barred. Any grievance filed not in compliance with the above timeline shall be time-barred. If the grievance involves the employee’s supervisor, the grievance will move directly to the Second Step.</p> <p>HR-009D: Second Step - Written Grievance to Director</p> <p>If the employee is dissatisfied with the supervisor’s decision regarding the submitted grievance:</p> <ul style="list-style-type: none"> ▪ Within five (5) working days following completion of the First Step, the employee may submit a written grievance to the Director and/or Department of Human Resources. • After receipt of the written grievance, the Director will investigate the written grievance via an interview with the employee and any others believed to have knowledge of the issue. Relevant documentation is also reviewed. ▪ Within twenty (20) working days from the receipt of the written grievance, the Director meets with the employee regarding the investigation results. <p>Any written grievance not filed in compliance with the above timeline shall be time-barred.</p> <p>HR-009E: Third Step - Written Grievance to County Executive (or designee)</p> <p>If the employee remains dissatisfied with resolution of the grievance after pursuing Director appeal:</p> <ul style="list-style-type: none"> ▪ Within five (5) working days following completion of the Second Step, the employee may submit a written request to the Director of Human Resources for a review by the County Executive (or designee). <p>i. The written request must present:</p> <ul style="list-style-type: none"> • The employee’s version of the facts giving rise to the grievance; • Any provisions of the County Policies and Procedures Manual alleged to have been violated by the action; and
---	--

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

	<p>☒ Any provisions of the County Policies and Procedures Manual alleged to have been violated by the action; and</p> <p>☒ The employee’s proposed action to resolve the grievance. The County Executive (or designee) will review the facts provided by the employee and those obtained through the grievance process and provide a written response to the employee within seven (7) working days from receiving the written request. A written request for hearing submitted more than five (5) working days following receipt of the Department Head response is time barred.</p> <p>HR-009E: Third Step - Review of Personnel Board, Hearing/Findings The County Personnel Board is an independent body with broad representation that reviews the written record of the grievance, the employee’s position regarding the grievance, relevant data and supervisor, Department Head, and County Executive (or designee) analysis and recommendations. The Director of Human Resources presents all available written information and data to the Board in advance of the scheduled hearing. The Board reviews the written record of the case and may issue an administrative decision if there is adequate information. A letter of finding is issued to notify all parties of the Personnel Board’s decision.</p>	<ul style="list-style-type: none"> • The employee’s proposed action to resolve the grievance. ▪ Within twenty (20) working days from receipt of the employee’s written request, the County Executive (or designee) will review the facts provided by the employee and those obtained through the grievance process and provide a written response to the employee. <p>Any written grievance not filed in compliance with the above timeline shall be time-barred.</p> <p>HR-009F: Fourth Step - Personnel Board Hearing/Findings If the employee remains dissatisfied with the resolution of the grievance after pursuing above steps:</p> <ul style="list-style-type: none"> ▪ Within five (5) working days following receipt of County Executive’s (or designee) response, the employee may submit a written request for Personnel Board hearing.
HR-011	<p>Computing: Reference change due to elimination of Miscellaneous Section; Now Computing</p> <p>Email Use The County's internal email system allows a user to send and receive messages both internally and externally. All messages composed, sent, or received on the email system are and remain the property of the County. Sending and receiving email is limited to County related matters. The County reserves the right to review, audit, monitor, access, and disclose all messages created, sent, or received through the email system. The user shall not create offensive or disruptive messages. The user shall not attempt to send messages anonymously or through sites that render them anonymous and intercede, read, or delete another</p>	<p>Email Use The County's internal email system allows a user to send and receive messages both internally and externally. All messages composed, sent, or received on the email system are and remain the property of the County. The County email must be used for all business related items. Any received email on the County address may not be forwarded to a non-County email address for personal use. The County reserves the right to review, audit, monitor, access, and disclose all messages created, sent, or received through the email system. The user shall not create offensive or disruptive messages. The user shall not attempt to send messages anonymously or through sites that render them anonymous and intercede, read, or delete another user’s message.</p>

Resolution No. 33-2020 Amendment-Personnel Policies and Procedures Manual
Exhibit B

	<p>user's message. The confidentiality of any message should not be assumed by the user. The user must be aware that even if email messages are deleted they can be restored from the email archive server. Management may request access to employee's email account with due cause. The assignment of a County email address is a privilege that is not to be abused.</p>	<p>The confidentiality of any message should not be assumed by the user. The user must be aware that even if email messages are deleted they can be restored from the email archive server. Management may request access to employee's email account with due cause via written approval from the Department of Human Resources. The assignment of a County email address is a privilege that is not to be abused.</p>
HR-011L	<p>HR-012L: Telephone Use Policies regarding the use of personal smart telephones are established by Department Heads and/ or supervisors. However, use of these devices should not interfere with conducting County business or providing professional customer service.</p>	<p>Policies regarding the use of personal smart telephones are established by Directors and/ or supervisors. However, use of these devices should not interfere with conducting County business or providing professional customer service and must comply with all Federal and state laws regarding phone recording.</p>