



CAMDEN COUNTY, MO

Employee Handbook

Revised January 1, 2022

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Welcome to Camden County

To Our Valued Employees:

We appreciate the service of those of you who have been with us for some time, and we welcome our new fellow employees. At Camden County, we know that our primary purpose is public service. Service to our public comes first which is our way of ensuring that we maintain public confidence, trust and continued support.

To our citizens and the public with whom you will have contact as a County employee, YOU are the county. The extent to which our County Courthouse is considered friendly, knowledgeable, efficient, reliable, and trustworthy will be measured by how others see these qualities in you. We hope that you will use your talents in a way that positively stimulates Camden County residents, the general public and community relations.

This handbook has been prepared to guide you toward a better understanding of our policies, procedures and practices concerning employment matters. The handbook will be posted on the Camden County Website, along with amendments or changes. A paper copy will be maintained in each Department Office and the Human Resource Department. Missouri is an employment “at will” state and nothing in this handbook changes that relationship. The “at will” reference means that your employment can be terminated at any time with or without cause. You should familiarize yourself with this handbook and refer to it as a periodic reference source. If you have any questions about our policies and practices your Supervisor, Elected Official, or Human Resources Representative will be happy to answer them for you.

For the purposes of this handbook, Elected Official shall mean the Elected Official holding direct responsibility for your department or any person, designated by them, acting on their behalf.

Again, we welcome you to Camden County. We offer our best wishes for your productive and satisfying employment in public service.

Sincerely,

Your Camden County Elected Officials

1. General Provisions

1.1: Purpose of Rules

The purpose of this manual is to provide the framework for the consistent application of personnel policies and procedures. They are intended to establish an efficient, equitable and functional system of personnel administration which governs the appointment, promotion, transfer, layoff, dismissal, discipline, and other related conditions of employment. These policies and procedures were approved by the Handbook Committee and adopted by the County Commissioners. These policies are not intended to be a contract between the County, or any Elected Officials thereof, and its employees and does not create contractual rights for employees. The County reserves the right to change any policy, procedure or guideline in the employee handbook at any time.

In the absence of a written policy within an individual department or by a specific elected official, this handbook shall control. Should a conflict arise, the policy of the elected official or individual department shall govern.

1.2: Right to Amend

No policy manual can anticipate every circumstance or questions about policies. As the County continues to grow, the need may arise to change the policies described in this employee handbook. Therefore, Camden County reserves the right to revise, supplement, or rescind any policies or any portion of the handbook from time to time as it deems appropriate, including during emergency situations. Any revisions to or repealing of the existing policies will be establish by the Handbook Committee. This committee will consist of Elected Officials and Human Resources. All final revisions will be presented to and approved by the County Commission.

1.3: Positions Covered by the Rules

For purposes of this employee handbook, “Camden County” includes the Elected Officials listed below. The provisions of this handbook cover County employees who are employed in a department governed by one of these Elected Officials:

- Assessor Auditor
- Circuit & Associate Court Judges
- Circuit Clerk
- County Clerk
- Collector
- Commissioners
- Public Administrator
- Recorder
- Prosecuting Attorney
- Sheriff
- Treasurer

1.4: Responsibility for the Rules

Elected Officials

Each Elected Official will be responsible for the proper administration of these policies and will retain the authority for making employment decisions affecting employees in their office or department (hereafter “office”), including hiring, promotion, transfer, demotion, discipline and termination. This handbook will not be construed as limiting in any way the power and authority of any Elected Official to make operating office rules and regulations governing the conduct and performance of employees. However, office rules and regulations must not conflict with the provisions of this employee handbook.

When applicable, additional office rules shall be approved and published by the Elected Official, with a copy provided to the employees within their office, and the Human Resources Department. These office rules, when approved, published and distributed as previously stated, shall have the full force and effect of rules of that office, and disciplinary action may be based upon failure to comply with any such rules and regulations.

Employees

This handbook will be placed on the Camden County Website, and employees will be responsible for understanding and complying with the provisions of this manual. A paper copy will be kept in each Department and the Human Resource Department. Questions or comments concerning this employee handbook should be directed to the Elected Official or their designee, and/or the Human Resources Department.

1.5: Continuity of Government

In the event that a majority of the County Commission is not able to hold a regular meeting due to an emergency, illness, absence from the County, or any other preventing cause, the Presiding Judge of the Circuit Court shall hold the term of the Commission.

1.6: Open Door

Camden County Elected Officials are committed to open and direct two-way communication which permits fair and prompt resolution of employee work related issues in an atmosphere based upon mutual trust and understanding. Therefore, employees are encouraged to resolve work-related issues through their management chain. To the extent possible, discussions will be treated in a confidential manner. Situations may be discussed with others at the sole discretion of the investigator and in connection with the investigation or discussion of the issues raised.

An employee should discuss the situation with his or her Supervisor first, unless the issue raised concerns the treatment or conduct of the Supervisor, in which case the employee should feel free to raise the issue or concern with the Elected Official. In most cases, this discussion will result in an acceptable resolution.

Employees who face more serious issues, including but not limited to harassment or discrimination, or who are uncomfortable talking with their Supervisor or Elected Official should consult the Director of Human Resources immediately and report his/her concern.

It is the duty of each employee to raise issues and concerns, particularly with respect to harassment or discrimination, with the Director of Human Resources to provide Camden County with the opportunity to remedy any potentially inappropriate or unlawful conduct.

It is the intent of Camden County to work with employees to reach fair and prompt resolution of their problems or complaints. In response, it is requested that employees give Camden County the opportunity to resolve the issue within a reasonable period.

1.7: Conflict Resolution

Camden County makes a consistent and conscientious effort to see that employees are treated with consideration and fairness. The County also recognizes that, from time to time, problems or difficulties may arise. If employees should ever encounter a problem and want help they are encouraged to contact their Supervisor, Elected Official or the Director of Human Resources.

1.8: No Covert Recording Policy

It is expected that employees and management will respect the privacy of other individuals in the workplace. Consequently, the secret recording (audio or video) of meetings or other conversations, including telephone calls, is prohibited, as not compatible with the law or the promotion of an open exchange of ideas.

Recordings may serve many workplace purposes however; Camden County does not condone the recording of any County or employee activities or conversations unless it is announced or posted those recordings are being made. In order to promote an environment of trust and open communication, recordings may be made only with prior recorded notification to the parties involved.

Covert/secret recording of any in-person or telephone conversation or meeting occurring at the workplace or conversations or meetings offsite that deal with workplace or employee/employment matters is prohibited.

All employees are also prohibited from arranging for others to record conversations, telephone calls or other work or workplace activities, unless specifically announced to the participants. It is also a violation of this policy to download recorded conversations to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants and/or recorded notification that the conversation, telephone call, or other work or workplace activity is being recorded.

Video recordings shall not be publicly shared, such as on the internet or in public viewings, without the written consent of those being recorded.

Surveillance cameras/equipment and software may be placed on or at any County facility or on any county property by authorized County personnel to prevent or deter crimes and protect public safety and to facilitate official County investigations into criminal activities or violations of County policy.

Such recordings will only be accessible to and viewed by the Security Officer, the Elected Officials or the Director of Human Resources for valid security reasons and all requests for views must be made in writing. All written requests should be forwarded to the Security Officer or the Sheriff's department for processing. Each Elected Official will have final approval over any audio or video recording devices in any offices under their jurisdiction.

This policy is in no way intended to restrict your rights under Section 7 of the National Labor Relations Act. For additional information regarding the NLRB Section 7 please visit the NLRB website.

Violation of the policy by an employee may lead to disciplinary action up to and including termination.

Sheriff Office employees should consult the Sheriff Office Handbook Supplement for details regarding covert recordings applicable to their department.

Employee Conduct & General Work Rules

1.9: Dress Code

In addition to the following general guidelines, Elected Officials may set additional dress standards at their discretion. Employees should consult their Elected Official or designee if they have any questions as to what constitutes appropriate attire.

Employees are allowed to wear clean and neat casual attire including jeans. Casual attire does not imply sloppy or inappropriate dress is allowed. Proper personal hygiene, and grooming standards shall be met.

Some examples of clothing that may not be worn include:

- Pants, jeans, or shirts that are frayed, ripped, torn, or have holes
- Sweats or workout clothing
- Rubber thongs or shower-type shoes
- Any combination of clothing that leaves the employee's midriff exposed
- Sleeveless T-shirts or T-shirts where the sleeves have been removed.
- Inappropriate message T-shirts, inappropriate to be determined by the Elected Official
- Any clothing that uses profanity or advocates the use of drugs, including alcohol, or displays offensive and/or inappropriate logos, euphemisms, or insignias.

Any employee who does not meet the standards of this policy will be required to take immediate corrective action, which may include leaving the premises. Employees will not be compensated for any work-time missed because of a failure to comply with this policy.

Violations of this policy shall result in disciplinary action, up to and including immediate termination.

1.10: Smoke Free Workplace

To provide a safe and healthy environment for all employees and visitors to County facilities, smoking or the use of any tobacco products (cigarettes, pipes, and cigars) are not permitted inside the Camden County Courthouse. This ban also includes vaping or any vaping products and all other tobacco products.

Exterior smoking areas have been designated and employees are prohibited from smoking, vaping or the use of any tobacco type product within eight (8) feet of any entrance door.

Employees are responsible for ensuring that tobacco waste is disposed of in appropriate receptacles which have been provided in each location. Employees should limit the number of tobacco breaks taken so as not to interfere with their job productivity.

1.11: Workplace Health and Safety

We are committed to a healthy and safe work environment for our employees. We believe when all of us are safe and healthy, we serve our citizens at a higher level and with greater consistency. In support of this, we follow applicable state, and federal guidelines related to maintaining a healthy and safe workplace.

Recent events have caused us to become even more focused on contagious and communicable diseases, including pandemic circumstances. We stay current on applicable local, state, and federal guidelines regarding contagious and communicable diseases. We are and will continue to enforce current guidelines as they apply to our workplace including the use of personal protective equipment, workplace configuration, and application of quarantine restrictions based on travel and other conditions.

1.12: Remote Work

Periods of pandemic or catastrophic events could require employees to be housed offsite, either at their own residences or other locations determined by the County. All remote working arrangements are made on a case by case basis and must be approved in advance by your Elected Official, approvals will be based on the needs of the County. All requests and approvals must be reported to the Director of Human Resources.

Consideration will be given to operational requirements, the job duties of the employee, the employee's work performance and attendance, and other logistical information. Individuals requesting remote working arrangements must have acceptable work performance to be eligible. Any remote working arrangement made will be on a trial basis and may be discontinued at any time at the request of either the remote worker or the Elected Official .

Employees are expected to follow all procedures and work rules as if they were in the office, including but not limited to clocking in and out, working their normal schedule, and maintaining productivity.

The County will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting; nor for repairs or modifications to the home office space. Nor will they be responsible for providing supplies.

1.13: Outside Employment

Employees shall notify their immediate Supervisor or Elected Official in writing of any outside employment. An employee must not engage in outside employment or other activities that are not compatible with the full and proper discharge of the employee's County responsibilities or that tend to impair the individual's capacity to perform his or her county duties. Any outside employment that tends to create a conflict of interest for an employee is prohibited. An employee should not accept outside employment that:

- a) Involves using County working time, facilities, equipment or supplies, a badge, uniform, or the duties and responsibilities for the County for personal gain or advantage;
- b) Involves the receipt or acceptance of any money or other consideration from anyone for the performance of an act that the employee would be required or expected to perform in the regular course of County employment;
- c) Involves the performance of an act that may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the employee;
- d) Involves the use of Camden County information for private benefit;
- e) Involves an activity that would routinely place the employee in an adversarial relationship with his or her department;
- f) Involves time demands that would render the performance of the employee's duties less efficient.

Outside employment is prohibited when employees are using Family Medical Leave (FMLA) (See Section 7.12) refer to these specific policies for more information.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime, different or changing hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued. If necessary, normal disciplinary procedures will be followed to deal with the specific problems.

Sheriff Office employees should also consult the Sheriff Office Handbook Supplement for more details regarding Outside Employment applicable to their department.

1.14: Violence Free Workplace

Camden County is committed to working with employees to maintain a workplace free from intimidation, retaliation, violence, or other types of aggressive or disruptive behavior and will not tolerate these types of behaviors.

For purposes of this policy workplace violence is defined as any act against an employee, vendor, contractor or visitor that creates a hostile work environment or negatively affects the employee, vendor, contractor or visitor either physically or psychologically. These acts include all types of physical or verbal assaults, threats, coercion, intimidation and retaliation.

The Sheriff will be notified of any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on County property. Such person(s) may be removed from the premises as quickly as safety permits and may be required to remain off County property pending the outcome of an investigation. Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on County property will be prosecuted to the maximum extent of the law.

Maintaining a safe workplace is a responsibility shared by all employees and Elected Officials. All employees who observe or experience violent or threatening behavior by anyone on Company premises, at work related environments, or at County sponsored events, or who have information that someone else has witnessed or experienced such behavior, should report the incident immediately to their Elected Official, Supervisor or Human Resources representative. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior. Individuals who receive reports of violent, aggressive, or threatening behavior are responsible for notifying the Director of Human Resources immediately.

Employees who are exposed to violent or threatening behavior are urged to avoid physical confrontation with the offending person(s) and are encouraged to immediately contact their Elected Official, Department Administrator, Supervisor or the Director of Human Resources. Employees who apply for or obtain a protective or restraining order which lists County property as being a protected area, must inform their Elected Official and the Director of Human Resources.

The County understands the sensitivity of the information requested and recognizes and respects the privacy of the reporting employee. Employee reports made pursuant to this policy will be held in confidence to the maximum extent possible.

No existing County policy, practice or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life-threatening situation from developing.

1.15: Political Activity

Nothing in this section is intended to prohibit any county government employee from privately expressing his/her political views or from casting his/her vote in all elections. Camden County employees, while on duty, in uniform, or on Camden County property, are prohibited from participating in the following political activities:

- Directly or indirectly solicit, receive, collect, handle, disburse or account for assessments, contributions, or other funds for a candidate for Camden County office.
- Organize, sell tickets to, promote, or actively participate in a fund-raising activity of a candidate for Camden County office.
- Take an active part in managing the political campaign for a candidate for Camden County office.
- Solicit votes in support of or in opposition to a candidate for Camden County office.
- Act as a recorder, watcher, challenger, or similar officer at the polls on behalf of a candidate for Camden County office.
- Drive voters to the polls on behalf of a candidate for Camden County office.
- Endorse or oppose a candidate for Camden County office in a political advertisement, broadcast, campaign literature, or similar material.
- Address a rally or similar gathering of the supporters or opponents of a candidate for Camden County office.
- Initiate or circulate a nominating petition for a candidate for Camden County office.
- Wear campaign buttons, pins, hats, or other similar attachment, or distribute campaign literature in support or opposition to a candidate for Camden County office.
- Engage in county, state, or federal political activities or elections during his/her on-duty Camden County working hours.

Nothing in this policy shall be construed to prevent employees and Elected Officials from:

- 1) Becoming or continuing to be members of or contributing money to any political party, club or organization
- 2) Attending political meetings.
- 3) Expressing their views on partisan political matters outside of working hours and off County premises.
- 4) Circulating petitions on a public question except where it violates any of the prohibited activities listed above.
- 5) Voting with complete freedom in any election.

2. Orientation

2.1: Employment At-Will

Employment with Camden County is voluntarily entered, and employees are free to resign at-will at any time, for any reason, with or without cause or notice. Similarly, Camden County or any Elected Official thereof, may terminate the employment relationship of an employee under his or her supervision at-will at any time, for any reason, with or without cause or notice.

Nothing in this handbook or the County's policies and procedures create a property interest in continued employment.

2.2: General Employment Procedures

The employment at-will relationship described above cannot be modified in anyway except by a written individual employment contract signed by the employee and the County Commission, and when applicable, the Elected Official authorized in writing by the County Commission.

Policies set forth in this employee handbook are not intended to create a contract, expressed or implied, guaranteeing employment for a specific duration, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Camden County and any of its Elected Officials and any of their employees. The provisions of this employee handbook have been approved by the Handbook Committee and adopted by the County Commissioners.

2.3: Immigration Law Compliance

Camden County employs only United States citizens and aliens who are authorized to work in the United States. Camden County does not unlawfully discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9, and present documentation establishing identity and employment eligibility to the Director of Human Resources prior to or within three days of their first day of employment. Former employees who are rehired must also complete the form if they have not completed an I-9 with Camden County within the past (3) years, or if their previous I-9 is no longer retained or valid.

2.4: Departmental Orientation Program

During the first few days of employment, all new employees may participate in an orientation program conducted by the various members of the employee's department, including their Supervisor or Elected Official. During this program, new employees will receive important information regarding the performance requirements of their position, basic departmental policies, safety, compensation and other information necessary to acquaint them with their job in the County.

2.5: Personnel Policies and Benefits Orientation Session

The Director of Human Resources will initially conduct a benefits and personnel policy orientation for all newly hired full-time and part-time employees. The purpose of this orientation session is to familiarize new employees with the benefit programs offered by the County, including retirement, health, vision, and life insurance programs.

Sheriff Office employees should also consult the Sheriff Office Handbook Supplement for more details regarding Orientation and Training applicable to their department.

2.6: Personnel Files

Camden County maintains a confidential personnel file on each County employee. The Human Resources Department shall maintain personnel files of employees. Elected Officials may choose to have the Human Resources Department maintain the preliminary job applications or may opt to maintain that file only in their office's personnel files in a central and secure location.

An employee's personnel file includes such information as the employee's job application, resume, emergency contacts, records of training and educational accomplishments, performance evaluations, letters of commendation, records of disciplinary actions, salary information, and other employment records.

Personnel files are the property of the County and will be maintained for a minimum of three (3) years after termination of each employee. Medical information will be kept confidential in a separate location from the personnel file.

In accordance with the Missouri Sunshine Law and due to the confidential nature of information contained within an employee's personnel file, specific contents of the file are not open to public inspection (RSMo 610.021). Only personnel authorized by the Elected Official who have a legitimate reason to review the full personnel file are allowed to do so.

Inspection by the Employee:

Employees may inspect their own personnel records. Such inspections must be requested in advance and at a mutually convenient time scheduled by the Human Resources Department. Employees must review their own personnel files in the presence of the Director of Human Resources or their Elected Official. Employees are free to make hand-written notes of their file. Only where required by state law will photocopies be made available. Employees may not remove documents from their personnel file.

Inspection by the Public:

Records obtainable by the public, unless specified otherwise by federal or state law, may contain information such as employees' names, positions, salaries, and length of service.

In accordance with RSMo 610.023, this sensitive payroll information will only be released or communicated to the public and other County employees (except for legitimate business reasons) if a written request is received from the individual requesting the information and it is approved by the County Sunshine Request Attorney.

A reasonable fee, not to exceed the actual cost of the document search and duplication, may be assessed. Request for Records forms are available in the County Clerk and Human Resource offices.

Other records maintained by the Human Resource Department that are closed to the public include: personal information used to make hiring, firing, disciplining or promoting decisions; benefit records including insurance elections, and beneficiary designations; banking information, personal identification numbers, and social security numbers. County employees may not make photocopies of the above information contained in their file.

2.7: Changes in Personal Information

It is the responsibility of each employee to notify their Supervisor of any changes in personal data as soon as possible after the change occurs. The Supervisor or employee will be responsible for notifying the Human Resources Office of changes in any of the following categories.

- Name Changes
- Personal mailing addresses, telephone numbers or contact information
- Number and names of dependents
- Individual(s) to be contacted in the event of an emergency
- Educational accomplishment
- Changes to banking accounts must be completed by the last Friday of the pay period
- Beneficiary Information

3. Anti-Discrimination Policies

3.1: Equal Employment Opportunity

Camden County is committed to the principle of equal opportunity in employment for all employees including, but not limited to, regular employees, temporary employees, contract workers, consultants, independent contractors and vendors.

Camden County will provide equal opportunity in all terms, conditions and privileges of employment including recruitment, hiring, training, benefits, compensation, transfer, promotion, disciplinary action, down-sizing, rehiring and discharge, for all employees and employment applicants, without regard to race, color, creed, religion, gender, gender identity or expression, sex or sexual orientation, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, medical condition, veteran status or other characteristics protected by federal, state or local law.

Camden County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or financial burden. Qualified individuals with disabilities may make requests for reasonable accommodation to their Elected Official or the Director of Human Resources.

Camden County will also protect all employees from any form of retaliation against individuals who have exercised their right to complain about employment discrimination or harassment. It is the County's policy to assure individual employees of the right to exercise their rights with respect to freedom from discrimination and harassment in the terms and conditions of employment.

Camden County will strive to maintain a working environment free from harassment based on the classifications set forth above and will comply with applicable federal, state, and local laws governing discrimination or harassment of employees or employment applicants in the workplace and provide appropriate training to employees to educate them about these laws.

Each employee is expected to support and carry out this policy fully in all their relations with present and prospective employees, and in any dealings they have with the public as a representative of Camden County.

In fulfilling our commitment, Camden County will not tolerate discrimination of any kind. If an employee believes that this policy is being, or has been violated, he or she is encouraged to report the suspected violation to their immediate Supervisor, Elected Official or the Director of Human Resources. Employees will not be retaliated against as a result of reporting a suspected violation of this policy.

3.2: Anti-Harassment

Camden County is committed to providing a work environment free from sexual harassment and other harassment based on race, color, creed, religion, gender, gender identity or expression, sex or sexual orientation, national origin, ancestry, citizenship status, age, marital status, physical or mental disability, medical condition, veteran status or other characteristics protected by federal, state or local law.

Definitions:

Sexual Harassment:

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual or sex-based nature when:

- Submission to the conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of this conduct is the basis for any employment action
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment

Some examples of what may constitute sexual harassment are: threatening or taking adverse employment actions when sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome flirtations, propositions, or advances; unwelcome physical contact; whistling, leering, improper gestures or offensive remarks, including unwelcome comments about appearance, sexual jokes or other inappropriate use of sexually explicit or offensive language; the display in the workplace of sexually suggestive objects or pictures; using any telecommunications or computer system to send, store, view and receive or exhibit sexually suggestive displays, etc. This list is not intended to be all inclusive.

Other Harassment:

For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex or sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, veteran status, or any other characteristic protected by law, or that of his/her relatives, friends, or associates, and that;

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or unreasonable interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities. Some examples of such harassment are; using epithets, slurs, or negative stereotypes; threatening, intimidating or hostile acts that relate to a protected characteristic including gestures, comments, posters, cartoons, drawings, jokes, pranks, etc.

This list is not intended to be all inclusive.

3.3: Reporting Procedure

Camden County cannot stop harassment unless we know that it is occurring. Everyone working at or for Camden County is thus responsible for helping to enforce this policy. Anyone who feels that he/she has been the victim of prohibited harassment or who has witnessed such harassment or any other violation this policy must report it immediately so that the situation can be promptly investigated and remedied. Complaints of harassment should be reported to your Supervisor, Department Administrator, Elected Official or the Director of Human Resources.

When a report of harassment or other violation of this policy has been made, Human Resources will conduct a prompt and thorough investigation. Confidentiality will be maintained to the extent possible without jeopardizing a full and complete investigation. The outcome will be communicated to the reporting person(s) and person(s) about whom allegations were made.

Camden County forbids retaliation against anyone who has, in good faith, reported sexual or other harassment or cooperated in an investigation thereof. Every employee has an obligation to report actions he/she believes may be retaliatory. Any person found to have retaliated against an individual for reporting or cooperating in the investigation of a report of harassment will be subject to disciplinary action, up to and including immediate termination.

Responsibilities

Employees

The employee is encouraged to immediately report any work-related incident of harassment, including work-related harassment by any Camden County personnel or any other person, to his/her direct Supervisor, Department Administrators, Elected Official or Human Resources.

Supervisor/Administrator/Elected Official

Supervisors, Department Administrators or Elected Officials are responsible for understanding this policy. He/she must maintain a work environment that is free from harassment, including sexual harassment. While all persons will be held accountable for any conduct constituting harassment, the above mentioned have the additional responsibility of ensuring that complaints or evidence of harassment are investigated promptly. With that said any complaints that have been received with regards to harassment must be immediately reported to the Director of Human Resources.

Persons found to have committed or encouraged harassment will be subject to disciplinary action, up to and including termination.

Human Resources

Human Resources will conduct an immediate investigation into the reported policy violations, will ensure consistent application of the disciplinary process and will ensure compliance with all applicable state and federal laws.

4. Hiring, Termination and Retirement

4.1: Job Postings

Employees are responsible for monitoring job vacancy notices, and for completing internal job application forms, during the posting period for a specific opening. To be eligible to apply for a posted position, the employee;

- must meet the minimum hiring specifications for the position;
- can perform the essential functions of the job, with or without a reasonable accommodation;
- be an employee in good standing in terms of overall work record;

Employees are not required to notify their Elected Official when submitting an application for a posted position. However, if an employee is a finalist for a position, their Elected Official shall be notified prior to the completion of the selection process for a recommendation. The relinquishing Elected Official will delay the appointment until the beginning of a pay period.

Internal job posting may result in a lateral transfer, a promotion or a demotion. Refer to rate of pay after a job transfer (See Section 6.12) for information regarding changes in compensation resulting from the job posting process. However, an Elected Official may bypass the posting of an open position at his or her total discretion.

4.2: Employment Applications

Camden County relies upon the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. All applications shall be signed, and the truth of the statements contained therein certified by the signature. Application forms, with accompanying documentation, must be completed and delivered to the Director of Human Resources five (5) days prior to the date of hire to assure payroll being issued on time.

Confirmation of education, experience and other claims as may be appropriate will be required. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment.

All applications will:

- be made on forms provided by the Human Resources Department,
- be submitted on or prior to the closing date if one is specified in an announcement.

If a previous employee of Camden County wishes to apply for a position, they must have left their former County position in good standing. Discharged employees are not eligible for rehire.

Applications will remain on file with the county for a minimum of one (1) year.

4.3: Reference Checks

The Director of Human Resources will respond to all reference check inquiries from the other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and positions(s) held unless a signed release form is received authorizing the County to provide additional information. No subjective information of any kind will be disseminated by any other employees.

4.4: Criminal Record Checks

Criminal record checks must be conducted prior to the conditional offer of employment for applicants. Employees and applicants may have their applications rejected or be subject to dismissal if a background check reveals a criminal conviction that has a bearing on the work to be performed for the County, or if they pose a risk of harm or loss to others.

4.5: Medical Exams & Testing

All potential employees must pass a Drug Screen prior to their first day of work. Certain County offices may require medical examinations or baseline testing (i.e., audiometric testing). These medical procedures are put in place to help ensure the safety and wellbeing of County employees as well as the public. Please refer to the specific policies of your department for details regarding these medical programs.

4.6: Appointments

The Elected Official will be the appointing authority for their office or department, unless provided otherwise by Missouri law. Appointments to fill vacancies will be based on the person's qualifications for the position. No duly appointed employee may be placed on the payroll until the Elected Official, the Governor, and the Director of Human Resources have signed all appointment and pre-employment forms.

Federal and state laws require the County to report basic information about new employees, including your name, address, and Social Security number, to the Missouri Department of Revenue. They, in turn, will forward that information to a national child support database for new hires, as required by federal law.

The state collects this information to enforce child support orders. If the state or federal agencies determine that you owe child support, they will send us an order requiring us to withhold money from your paycheck to pay your child support obligations.

Please note we are legally required to comply with any order of child support.

4.7: Classifications

The County classifies positions as exempt or non-exempt based on criteria set forth by the Fair Labor Standards Act (FLSA) and with approval of the Director of Human Resources.

Exempt: Employees who perform work in a position deemed to be exempt from the FLSA. Exempt employees are compensated on a salaried basis and are not compensated for overtime hours. Exempt employees do not record hours worked for purposes of determining compensation.

Non-exempt: Employees who perform work in a position deemed to be non-exempt from the FLSA. Non-exempt employees are compensated on an hourly basis, recorded by means of a time recording process. Non-exempt employees will receive overtime compensation for time worked in excess of forty (40) hours per workweek, or full time non-exempt employees may receive comp time for hours worked over their scheduled weekly hours.

Law Enforcement Personnel within the Sheriff's Department will receive overtime compensation for time worked in accordance with current state and federal laws regarding partial overtime exemptions.

Sheriff Office employees should also consult the Sheriff Office Handbook Supplement for more details regarding employment classifications applicable to their department.

Refer to the County Overtime and Compensatory Time policy (See Section 6.7) for specific details.

Employees will be informed of their initial employment classifications during the orientation session. Exempt or nonexempt status is also included in the job description and classification specification. If employees change positions during employment because of a promotion, transfer or demotion, their Elected Official will inform them of any change in their employment category or exemption status.

4.8: Employment Status Categories

The purpose of this section is to clarify the definitions of employment categories, so the County employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Camden County.

Full-Time Employees

Full-time employees are those who are not in a temporary status and who are regularly scheduled to work at least thirty-five (35) or more hours per week. Such employees may be exempt or nonexempt from overtime requirements. Full-time employees are eligible for the County's benefit package and fringe benefits.

Part-Time Employees

Part-time employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule of the thirty-five (35) hours per week. Part-time employees retain their designated part-time status unless notified by their Elected Official or the Director of Human Resources of a change in their status.

Employees in this category are eligible to receive all legally mandated benefits (i.e., workers' compensation insurance and Social Security), but they are ineligible for all other County benefit programs.

Temporary/Seasonal

Temporary/seasonal employees are those who are hired on the County's payroll to work on a full-time or part-time basis as interim replacements either to temporarily supplement the work force or to assist in the completion of a specific project. These employees may be exempt or non-exempt from overtime requirements. Employment assignments in this category are of a limited duration, normally not to exceed six (6) consecutive months.

Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary/seasonal employees retain their status unless notified of a change by their Elected Official or the Director of Human Resources. While temporary seasonal employees receive all legally mandated benefits (i.e., workers' compensation insurance and Social Security), they are ineligible for all other County benefit programs.

Internships

Interns are students who are temporarily employed by the County through a high school, college or university internship or cooperative education program, sometimes for course credit. Internships may be paid or non-paid. While paid interns receive all legally mandated benefits (i.e., workers' compensation insurance and Social Security), they are ineligible for all other County benefit programs. All intern positions must be approved by the Elected Official.

Volunteers

Volunteers are individuals who provide Camden County with temporary unpaid volunteer hours. Volunteer hours must be approved in advance by your Elected Official. No volunteer positions or project will be scheduled for over 20 hours per week and must be of short duration. Short duration is defined as less than three (3) consecutive weeks.

4.9: Rehires

Camden County will give employment consideration to former employees who have performed satisfactorily and who have terminated their employment under favorable circumstances. Each application for employment will be considered on its own merits after a review of the applicants' previous work record, qualifications for the position, and other relevant factors.

The rehired employee will be subject to the standard waiting period for re-enrollment in the benefit programs.

Refer to retirement plan benefit documents for further information regarding eligibility to bridge service for purpose of calculating retirement benefits.

If a previous employee of Camden County wishes to apply for a position, they must have left their former County position in good standing; discharged employees are not eligible for rehire.

4.10: Job Descriptions & Classification Specifications

Written position descriptions or classification specifications are required for all full-time County positions. All descriptions will be approved by the Elected Official and acknowledged by the employee who is occupying the position by signing the document at the time of appointment to any new position. These signed documents will become a part of the employee's personnel file. Job descriptions shall be written for all newly created positions and are a part of the employment requisition process.

Position descriptions and classification specifications will generally include the following information:

- Position title, department name, pay grade, FLSA status, and the position's Elected Official.
- Purpose of the position.
- Essential and non-essential duties and responsibilities of the positions.
- Minimum training and experience required to perform the essential job functions of the position.
- Physical requirements necessary to perform the essential job functions of the position.

A new or updated job description must be provided to the Director of Human Resources for positions in which responsibilities or requirements have changed since the last job description was done.

4.11: Employee Loans/Pay Advances

Camden County encourages fiscal responsibility for all employees, both in their personal and professional interactions. The County cannot use public funds for personal assistance and does not offer employee loans or payroll advances.

4.12: Notice of Resignation

When resigning from employment, County employees are encouraged to provide at least two (2) weeks written notice of their intended date of departure. The signed resignation letter should be submitted to their Elected Official and the Human Resources Department.

Employees resigning employment may not use PTO time during the notice period. An employee's last day worked is considered his or her termination date.

The County reserves the right to immediately release any employee who has given notice of resignation.

4.13: PTO Payout on Resignation

Employees who resign in good faith and provide the appropriate notice will be paid the balance of their accrued but unused PTO based on the service levels below. Years of service levels are calculated based on the last full year completed. Employees who resign without giving two (2) weeks' notice will not be eligible for a PTO payout and will not be considered for re-hire.

Full Year of Service (end of year)	PTO Payout (accrued but unused)
0 – 4	0% (no PTO payout)
5 – 10	30%
11 – 15	50%
16 – 19	75%
20+	100%

4.14: Retirement

Employees who choose to retire should give their Elected Official written notice as far in advance as possible. Employees should contact the Director of Human Resources to file their application for retirement at least 30 (thirty) days, but no more than 90 (ninety) days, from their retirement date.

4.15: Reduction in Force/Layoff

An Elected Official may be required to terminate an employee because of lack of funds, lack of work or the elimination of a department or position. Elected Official may appoint an employee scheduled for layoff to an existing vacancy in a job classification for which the employee is qualified. Many factors, including an employee's qualifications, abilities and demonstrated individual performance will be considered when determining who will be laid off.

4.16: Return of County Property

Upon termination from the County, employees must immediately (or within two (2) business days) return all County property including, but not limited to:

- Badges
- Keys and/or key fobs
- County provided cell phones
- Commissions for law enforcement personnel
- Identification cards
- County records
- Passwords
- Tools or equipment
- County vehicles
- Shirts/tops or uniforms
- Office equipment
- Tablets, laptops and monitors
- Computer and telecommunications hardware and software

Failure to return all such items will result in an appropriate deduction from the employee's final paycheck. Benefits otherwise due to the employee may also be withheld. In addition, the County may take legal actions to recover its property.

5. Ethics, Confidentiality and Anti-Nepotism Policies

5.1: Confidentiality

No County employee may use or disclose confidential information obtained as a result of performing official County business for personal gain, financial gain or profit.

Confidential records, including personnel files, medical records and other records protected by law are required to be kept confidential. County employees who have access to or knowledge about this information must use discretion in keeping this information confidential. All documents, records, computer files, etc. which are not open to public inspection are the property of the County and the information contained in these records must not be disseminated to anyone without approval of the Director of Human Resources or the Sunshine Law Attorney, depending on information and circumstances.

While County employee names, positions, addresses, salaries and length of service are open to the public, County employees who have access to or knowledge of this information shall not release or communicate this information to other County employees unless it is for legitimate business reasons. A County employee may only release this type of information to the public if a written request is received from the individual requesting the information and it is approved by the Sunshine Law Attorney in accordance with RSMo 610.023.

All documents that contain sensitive or personal information either of a County employee or a resident of Camden County should be shredded rather than thrown away, especially those that contain any types of personal identification numbers, such as social security, driver's license, account number etc.

All records that contain sensitive or personal information must be secure at all times. This includes paper files as well as electronic data. Violation of this policy may result in disciplinary action up to and including termination of employment.

5.2: Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual, potential or perceived conflicts of interest. An actual, potential or perceived conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of the County's business dealings.

All employees will be subject to the conflict of interest provisions of RSMo 105.452 and 105.454. Employees are expected to know and be familiar with the provisions of these statutes.

5.3: Employment of Relatives

Elected and Appointed Officials are prohibited by Article VII, Section 6 of the Missouri Constitution from hiring or making employment decisions with respect to certain relatives of such Officials. The penalty for violation of this provision of the Constitution is the removal of the decision-making Official from office.

This does not mean that the County is prohibited from employing relatives of Elected or Appointed Officials; rather, employment decisions must be made without the participation or influence of the prohibited decision-maker in the process. Employment involving relatives of Elected or Appointed Officials or relatives of other relatives of current employees may be made under the following guidelines.

- County employee may not appoint or promote any person over whom the employee exercises jurisdiction or control who is a member of the immediate family of the employee. That is, no employee is permitted to work within the “chain of command” of a relative such that one relative’s work responsibilities, salary or career progress could be influenced by the other relative.
- A conflict of interest occurs if a relative relationship is established after appointment in which there is a supervisor-subordinate relationship. The Elected Official shall seek to transfer one of the employees. If transfer of position is not available, one of the employees shall be required to resign their employment.
- For purposes of this policy, “family member or relative” is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or “step” relation, and individuals who are not legally related but who reside with another employee, and employees in romantic or dating relationships. The policy applies to all categories of employment, including full-time, part-time, temporary, and voluntary classifications.
- Employees and their close friends or significant others who do not reside together may be reassigned to positions that create a coworker or Supervisor-subordinate relationship. However, Elected Officials shall, in their discretion, exercise sound judgement with respect to the placement of these employees in these situations to 1) avoid the creation of a conflict or the appearance of a conflict of interest, 2) avoid favoritism or the appearance of favoritism, and 3) decrease the likelihood of sexual harassment in the workplace.

5.4: Fraternalization

Improper fraternization is discouraged throughout Camden County facilities. Improper fraternization includes dating, romantic, sexual relationships, or other forms of intimate personal interactions or relationships which may result in creating conflicts of interest, the appearance of favoritism, or the risk that confidential County information may be compromised. Consequently, the Camden County’s Elected and Appointed Officials, Supervisors, and Managers at all levels must refrain from fraternizing with subordinates. This restriction applies not only in direct reporting relationships, but also to working relationships where the Official or Supervisor is able to influence the terms or conditions of the subordinate’s job.

When improper fraternization under this policy comes to the attention of management, management shall determine whether any action is required. If the determination is made that the improper fraternization requires some action, the individuals involved may be reassigned, or if reassignment is not feasible, one of the involved individuals may be terminated. When selecting the individual who will be terminated, due consideration will be given to the relative value of the individuals involved to the organization.

Where it is not possible to determine the individual most important to the County's ongoing operations, the individuals involved will be given the opportunity to decide who will be terminated and, failing agreement, the longevity of the employees will determine the issue with preference given to the most-tenured employee.

5.5: Public Relations

Camden County recognizes that its primary purpose is public service. Service to the public comes first which is our way of ensuring that we maintain public confidence, trust and continued support.

When employees interact with the public and others in the community, perceptions about the entire County are formed. Camden County requires all interactions with the public to be handled in such a way as to be considered friendly, knowledgeable, efficient, reliable, and trustworthy by the public we serve.

5.6: Sunshine Requests

From time to time members of the public may request information from you under the "Sunshine Law". All Sunshine Law requests should be made in writing, and if presented to any employee, must be immediately forwarded to your Elected Official and the Camden County Clerks office.

5.7: Solicitation and Distribution

Persons not employed by Camden County may not solicit or distribute literature, materials or products in the workplace at any time for any purpose. In addition, employees may not distribute literature, printed materials or products of any kind, solicit financial contributions, or solicit for any other cause during working time. Working time does not include lunch periods, work breaks, or any periods in which employees are not on duty. Employees who are not on working time may not solicit employees who are on working time for any cause. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time without approval.

5.8: Vendor Relations

Employees involved in vendor relationships have an obligation to conduct business within guidelines that prohibit actual, potential or perceived conflicts of interest. An actual, potential or perceived conflict of interest occurs when an employee is able to influence a decision that may result in personal gain for that employee or for a relative as a result of the County's business dealings. Refer to the Conflict of Interest policy (See Section 5.2) for further information

Employees may not borrow from or lend anything of value to any employee, citizen, or vendor that does business with the County or that wishes to do business with the County.

Employees may not accept cash or any gifts, other than gifts of nominal value, from any vendor. Any items of value that are received must be either returned or reported to your Elected Official.

6. Compensation Procedures

6.1: Compensation

Camden County shall establish minimum and maximum pay ranges for all positions in the service of the County. The Elected Officials shall set the rate of pay for each employee under his or her jurisdiction.

6.2: Work Week Defined

The Fair Labor Standard Act (FLSA) establishes overtime requirements for employees who are covered by the Act (i.e., non-exempt employees). The FLSA requires that employers set a workweek that will cover a fixed period of seven (7) consecutive days. The workweek used to calculate FLSA overtime for Camden County employees run from Sunday (12:00 a.m.) through Saturday (11:59 p.m.) unless otherwise specified in writing to employee(s) by the department's Elected Official.

Sheriff's Office employees should refer to the Sheriff Office Handbook Supplement for information regarding the FLSA standards and workweek definitions for their job classification.

6.3: Payroll Periods and Pay Dates

The County pays employees on a bi-weekly payroll (every two (2) weeks), via Direct Deposit, with payday being every other Friday. In the event a regularly scheduled payday falls on a banking holiday, employees will usually receive their paycheck on the last day of work before the regularly scheduled holiday. The Human Resources Department produces an annual schedule of pay dates which is available to employees upon request.

Each paycheck will include earnings for all work performed through the end of the previous payroll period. Paychecks will not be released in advance of payday. All County employees receive their payroll through direct deposit. Each payday employees will receive remittance documentation showing all earnings and deduction activity.

6.4: Deductions

The law requires that certain deductions be taken from every employee's compensation. Among these are applicable federal and state income taxes. In addition to pay deductions required by law, eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in authorized benefit programs. It is the responsibility of each employee to ensure the accuracy of all deductions.

6.5: Administrative Pay Corrections

Employees should review their paychecks for errors. In the unlikely event that there is an error in the amount of pay or deduction, they should promptly bring the discrepancy to the attention of the Elected Official or the Payroll Director so that a correction may be coordinated with payroll as quickly as possible.

6.6: Total Remuneration

Any wage rate established for an employee shall be the total remuneration for the employee, not including reimbursement for official travel or other authorized allowances such as for overtime. Except as otherwise provided, no employee shall receive pay from the County in addition to the salary authorized under the schedules provided in the pay plan for services rendered, either in the discharge of ordinary duties or any additional duties which may be assigned, or which the employee may undertake or volunteer to perform.

6.7: Overtime & Compensatory Time

It is the responsibility of each Elected Official or their designee to develop methods and procedures to maximize productivity and reduce or avoid the need for overtime. It is the responsibility of each employee to work as efficiently as possible to accomplish his or her job duties during regularly scheduled work hours. All overtime must be approved by the Elected Official or their designee in advance. A determining factor in the approval of overtime work shall be whether the work could be accomplished through rescheduling of employee work hours and allowance of time off in the same workweek.

Overtime will apply for all hours worked over 40 hours in a workweek for hourly non-exempt employees. Compensatory time (comp time) will apply for all hours worked over 40 hours for 40 hour employees and for all hours worked over 35 for 35 hour employees. Paid Time Off or Holiday benefits are not considered hours worked for purpose of calculating overtime.

The Fair Labor Standards Act (FLSA) allows government employers to provide FLSA comp time off in lieu of monetary overtime compensation. Employees' use of comp time shall be approved and/or required by Elected Officials

Sheriff Office employees should consult the Sheriff Office Handbook Supplement for details regarding overtime and FLSA comp time applicable to their department.

6.8: Maximum Accumulation and scheduling of FLSA Comp Time

Camden County hourly non-exempt employees may accrue up to a total of 160 hours for (FLSA) comp time. Employees who work overtime that have reached the maximum allowable accumulation will be paid overtime wages through the standard payroll process and not receive the option of accruing further FLSA comp time.

To prevent scheduling difficulty, it is recommended that comp time be used within the same month that it was earned. Employees wanting to schedule comp time off that was earned in a prior period shall submit, in advance, a written time off request to their Elected Official for approval. Bi-weekly timesheets must also be completed to communicate comp time accrual or usage to payroll.

It is the responsibility of the Elected Official to ensure that the employee is given the opportunity to utilized earned, accrued FLSA comp time. Employees are encouraged to utilize all comp time prior to the utilization of PTO time.

It is not required that non-exempt employees use FLSA comp time during a leave that would qualify for Family and Medical leave. If an employee requests to use accrued comp time for reasons that would qualify for FMLA leave, the time off which is paid from the employee's comp time "account" shall run concurrently with the employee's twelve (12) week FMLA leave entitlement.

All FLSA comp time must be recorded on the bi-weekly time sheet and shall be maintained by the payroll clerk.

6.9: Paid Leave

Any paid or unpaid leave which exceeds or is anticipated to exceed five (5) working days for a personal medical condition, care of a family member, the birth and care of a child or the placement of a child for adoption or foster care must be approved by the employee's Elected Official who will determine, with the assistance of Human Resources, if the reason for the leave qualifies as a serious health condition under the FMLA.

If it is determined that the reason for any paid or unpaid leave time qualifies under FMLA, the employee will be required to use available PTO leave as part of their permitted FMLA leave. PTO shall run concurrently with FMLA leave.

Exception: If an employee has purchased supplemental Disability (STD, LTD) insurance, he or she will not be required to use PTO once disability payments begin.

6.10: Call-Back Pay

In the event an hourly, non-exempt employee is called into work at any time other than the regularly scheduled working hours, the employee shall be compensated for a minimum of two (2) hours of pay at the regular rate of pay or the time worked, whichever is longer. Call-back pay will not apply if the employee works into their regular shift or if called back due to their own negligence. In an employee negligence situation, the employee will only be paid for the actual hours worked. Only the actual hours worked in a call-back situation will be applied toward overtime accumulation.

6.11: Promotion/Lateral Changes

The following guidelines apply to County employees who change positions or classifications, whether for transfer, promotion, job posting or demotion:

- **Rate Of Pay When Moving to a Position in a Higher Pay Grade.** When an employee is promoted to a position or classification in a higher pay grade, the promoted employee will normally receive the minimum of the new range. In no instance will an employee receive an increase of more than the maximum of the assigned pay grade. An employee may receive no increase if the promotion is due to re-evaluation of the position and the employee's new pay rate would exceed the mid-point of the position.
- **Rate Of Pay for a Lateral Transfer.** When an employee is transferred to a position or classification within the same pay grade, the salary rate of the transferring employee will remain unchanged.

- **Rate of Pay for a Demotion.** When an employee is demoted to a position or classification in a lower pay grade for disciplinary or non-disciplinary reasons (elimination of position, re-evaluation, or for voluntary reasons) the demoted employee will normally receive a lower salary rate not to exceed the maximum of the lower pay grade.

6.12: Transfer to Other County Departments

Employees transferring to other departments within the County will be compensated for any unused accumulated comp time at their previous rate of pay from the previous department's budget.

6.13: Final Paycheck

Final checks are due and payable on the payday following the end of the pay period in which an employee resigns, retires or is discharged. Unused FLSA compensatory time will be paid on the final check.

If proper notice is given and worked, the balance of any accrued but unused PTO (See Section 7.3) available to an employee at the time of their termination of employment will be paid in their final paycheck. Refer to the specific policies for information on payout eligibility.

Monies owed to the County due to property not returned or other reasons shall be deducted from the final paycheck.

Some benefits may be continued at the employee's expense. The employee will be notified in writing of the benefits that may be continued and the terms, conditions, and limitations of such continuance.

6.14: Weather-Related Emergency Closings

The Camden County Commission by Missouri Statutes is in charge of the buildings and grounds for all County properties. Nothing in this policy will limit or diminish the Camden County Commission's authority to make exceptions to this policy for exceptionally dangerous conditions.

Under ordinary conditions of inclement weather, the County Administration building will remain open according to regularly posted hours. A standing committee consisting of Commissioner(s), the Sheriff, the Presiding Judge and The Road and Bridge Department Administrator, has been established which may, at its sole discretion, choose to close the building, or issue a delayed start or early out. All attempts will be made to provide this decision and notification by 6:00 a.m. however, if you have any question regarding a potential weather related closure or delay start prior to being notified contact your Elected Official.

In the event of a delayed start employees are encouraged to arrive prior to the opening of the office and will be paid those delayed hours. Employees arriving after the delayed opening time will be paid only for actual hours worked.

If there is significant snow or ice that is difficult for our grounds crew to keep clear, the commission may direct that only the handicap side entrance be opened. If that is the case, a sign will be placed at the front entrance to that effect.

During inclement weather conditions, no employee may be compensated for hours not worked. Each elected official may, at their sole discretion, allow their employees to use comp time or PTO, if they are not able to safely get to work or if the County buildings are closed. Such time will be deducted to cover the full hours missed. No delayed start time hours will be awarded for employees who are not able to report to work.

Sheriff, Emergency Management, Building Maintenance, Road and Bridge, and the Justice Center employees, due to the operating requirements of their departments, will be expected to work their regular schedule and, if necessary, overtime during inclement weather unless otherwise notified by their Supervisor.

Employees should never expose himself or herself to personal danger in seeking to arrive at work.

7. Benefits

7.1: General Policy Statement

Camden County has established a variety of fringe benefit programs designed to attract and retain well qualified employees. Additionally, the County benefit programs have been established to assist eligible employees and their dependents in meeting the financial burdens that can result from illness and death, and to help employees plan for retirement. This section of the employee handbook is intended to give a general overview of those benefit programs.

Camden County reserves the right to amend or terminate any of its benefit programs or to increase employee premium contributions toward any benefits with or without notice at its discretion. Whenever an amendment is made to any of the County's benefit programs, all eligible employees and plan participants will be notified in accordance with the requirements of applicable state and federal law.

7.2: Holidays

Eligibility

Full-time employees will receive compensation for Observed Holidays. Part-time employees, temporary/seasonal, contract employees, interns and volunteers are ineligible for holiday pay.

Designation of Holidays

Camden County generally observes the same holiday schedule as the State of Missouri, as set forth by the Governor each year.

Payment of Holiday

Full-time employees will receive holiday pay in the amount of their regularly scheduled hours for that day, up to a maximum of eight (8) hours per day.

- New Years Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Truman's Birthday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Friday following Thanksgiving
- Christmas Eve
- Christmas Day

General Conditions

- If an employee uses unscheduled PTO either before or after the Holiday, he or she will risk losing the Holiday benefit. Holiday payment in this situation will be made at the discretion of the Elected Official.
- If a Holiday falls during an employee's PTO period of multiple days off, he or she will be paid for the Holiday, and PTO will not be charged for that day.
- If a Holiday occurs during other forms of paid leave, the employee will receive Holiday pay in lieu of, not in addition to, the paid leave benefit for that day. Examples include bereavement leave, jury duty, and annual National Guard or Reserve Training duty.
- Holiday pay will not be counted as hours worked for the purpose of determining overtime.

Sheriff Office employees should consult the Sheriff Office Handbook Supplement for more details regarding Holiday time and the scheduling of Holiday time applicable to their department.

7.3: Paid Time Off (PTO)

Camden County recognizes that employees have diverse needs for time off , and as such, Camden County has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick, birthday and personal leave.

Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work.

Eligibility

PTO accrual will begin upon employee hire, anniversary date, or transfer into a benefits-eligible position. Eligible full-time employees must be scheduled to work at least 35 hours per week on a regular basis. Employees working part-time, on-call and temporary employees are not eligible to accrue PTO.

PTO Accrual

While the annual allocation of PTO is available on January 1st, for employees who have completed 90 days of service, actual PTO accruals are based on scheduled hours worked and excludes all overtime. Length of service determines the rate at which the employee will accrue PTO. Employees become eligible for the higher accrual rate on the first day of the quarter following the employee's anniversary date.

PTO Accrual Levels Based on 35 hours per week

Years of Service	Quarterly Accrual	Total Annual Accrual
Date of hire - the end of year 2 (Months 0 – 24.9)	31.5	126
Starting year 3 - the end of year 9 (Months 25 – 119.9)	40.25	161
Starting year 10 - the end of year 14 (Months 120 – 179.9)	43.75	175
Starting year 15 - the end of year 19 (Months 180 – 239.9)	49	196
Starting year 20 (Months Over 240)	57.75	231

PTO Accrual Levels Based on 40 hours per week

Years of Service	Quarterly Accrual	Total Annual Accrual
Date of hire - the end of year 2 (Months 0 – 24.9)	36	144
Starting year 3 - the end of year 9 (Months 25 – 119.9)	46	184
Starting year 10 - the end of year 14 (Months 120 – 179.9)	50	200
Starting year 15 - the end of year 19 (Months 180 – 239.9)	56	224
Starting year 20 (Months Over 240)	66	264

For employees with less than one (1) year of service PTO will be accrued on a prorated basis to their date of service and available quarterly after the completion of ninety (90) days of service.

Annual PTO allowances will be made on January 1st for the entire year. Employees are cautioned that this allocation is the total PTO available for that year and should be managed accordingly.

PTO Based on 35 hours per week

Years of Service	Annual PTO Hours	Carry Over Hours Allowed	Maximum Available Hours *
Date of hire - the end of year 2 (Months 0 – 24.9)	126	70	196
Starting year 3 - the end of year 9 (Months 25 – 119.9)	161	105	266
Starting year 10 - the end of year 14 (Months 120 – 179.9)	175	119	294
Starting year 15 - the end of year 19 (Months 180 – 239.9)	196	140	336
Starting year 20 (Months Over 240)	231	175	406

PTO Based on 40 hours per week

Years of Service	Annual PTO Hours	Carry Over Hours Allowed	Maximum Available Hours *
Date of hire - the end of year 2 (Months 0 – 24.9)	144	80	224
Starting year 3 - the end of year 9 (Months 25 – 119.9)	184	120	304
Starting year 10 - the end of year 14 (Months 120 – 179.9)	200	136	336
Starting year 15 - the end of year 19 (Months 180 – 239.9)	224	160	384
Starting year 20 (Months 240)	264	200	464

*No PTO hours will accrue beyond the maximum accrual amounts listed.

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one hour.

Whenever possible, PTO must be scheduled at least five (5) days in advance. PTO is subject to Elected Official approval, department staffing needs and established departmental procedures. PTO requests of ten (10) or more days are difficult to approve, and we suggest at least thirty (30) days' notice to facilitate the approval process.

Employees who have unscheduled absences or are unable to report to work due to illness or injury must contact their direct Supervisor or their Elected Official before the scheduled start of their workday or as soon thereafter as possible.

Failure by the employee to contact their management may be grounds for disciplinary action. For each subsequent day of absence, the employee must also call management unless approved in advanced by their Elected Official.

Unscheduled absences will be monitored and may result in disciplinary action up to and including termination. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The Elected Official may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

PTO taken in excess of the PTO accrued can result in disciplinary action up to and including employment termination. This time off will be unpaid. Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.

Under the company's Family and Medical Leave Act (FMLA) policy, all accrued PTO time must be taken concurrently with the start of any FMLA leave.

An employee is required to use PTO hours according to his or her regularly scheduled workday. For example, if an employee works an eight-hour day, he or she would request eight hours of PTO when taking that day off. PTO is paid at the employee's straight time rate.

PTO will not be treated as time worked for purposes of calculating overtime.

Health Care Provider's Statement

If an employee is absent for more than three (3) consecutive working days due to illness or injury, a licensed health care provider's statement will be required to verify that the employee is unable to work, the nature of their illness and shall include estimated dates as to when the employee may return to work. Before returning to work from an unscheduled PTO absence exceeding three (3) working days, an employee will be required to provide a health care provider's certification that they may safely return to work.

An Elected Official may also require a health care provider’s verification at any time from an employee whose frequent use of unscheduled PTO time negatively affects their job performance and/or the operation of the department. The verification may be required as a condition to receiving unscheduled PTO benefits.

The information obtained from health care provider’s statements and other medical inquiries is considered confidential medical information and shall be kept confidential and separate from other personal records in the Human Resources Department. In addition, its use shall be job-related and consistent with business necessity. The County will not use the information obtained to unlawfully discriminate against any employee in any employment practice.

Transfer to other County Departments

Employees transferring to other departments within the County will continue to accrue PTO according to the earning schedule commensurate with total years of County service.

Payment upon Termination

Employees will be paid upon resignation, separation or retirement for all PTO hours accrued but not used according to the PTO payout schedule below. The PTO accrued will be prorated to the current quarter based on date of termination and paid upon return of all County property. Years of service levels are calculated based on the last full year completed. (See page 32 for quarterly accrual rates).

PTO Payout

If PTO time available is more than the allowable “carry-over” hours, employees will receive a payment for the portion of their PTO hours in excess and unable to be carried over. This payout will be prorated based on years of service and will be made in December of each year. All payments will be subject to state and federal withholdings.

Full Year of Service (end of year)	PTO Payout (accrued but unused)
0 – 4	0% (no PTO payout)
5 – 10	30%
11 – 15	50%
16 – 19	75%
20+	100%

All PTO payouts are based on actual PTO accruals NOT annual allocations.

Sheriff Office employees should also consult the Sheriff’s Office Handbook Supplement for more details regarding the PTO scheduling applicable to their department.

Additional PTO Information

Employees requesting time off shall be required to use the appropriate Paid Time Off benefit to accommodate their need. However, when a Department Administrator or Elected Official schedules an employee off before the end of their regular shift, employees may choose whether or not they want to use accrued time off in order to be paid for their regular day.

- a) Non-paid time: Employees will not accrue PTO during a pay period in which they experience more than five (5) days of non-paid time, except for time missed due to a work-related injury.
- b) Holidays: If an official holiday falls during a PTO period, eligible employees will be paid holiday pay and not charged the PTO time.
- c) If the reason for time off qualifies as Family and Medical Leave (FMLA), the employee will be required to use their PTO benefits concurrent with the start of FMLA .
- d) Worker’s Compensation. Employees may use PTO benefits to supplement their income while drawing Worker’s Compensation temporary total disability payments (TTD). This use of PTO benefits is limited so that the sum total of TTD payments and PTO benefits will not exceed 100% of the employee’s regular wages.
- e) Employees may choose to use accrued PTO benefits during the three (3) day Worker’s Compensation waiting period.

7.4: Health Insurance

The County offers group medical benefits for all full-time employees. Eligible employees may begin participating in the group medical plan on the first of the month following thirty (30) days of employment. Employees seeking coverage at a date later than their initial eligibility period may be subject to proof of insurability requirements and pre-existing condition rules.

Once enrolled, employees must wait for the annual open enrollment (NOVEMBER) or experience a qualifying family event to change their health insurance coverage. The County shares in the cost of providing this benefit program for employees and annually reviews the program’s premiums to establish what the County contribution levels shall be.

County employees who retire with fifteen (15) or more years of full-time employment are eligible to continue their health insurance until Medicare. Individuals who elect this option are responsible for paying the full COBRA premium using the designated COBRA provider .

Group medical insurance is more fully described in the plan’s benefit booklet. Please refer to the plan booklet for more information or speak with the Human Resources Department.

Health Insurance Continuation (COBRA)

Under the Public Health Service Act (referred to as Public Employees’ COBRA), employees may elect to continue group health coverage for themselves and/or their dependents if their coverage would otherwise end due to termination of employment or a reduction in work hours.

Covered dependents may elect to continue their continuation coverage if they lose eligibility due to any of the following reasons:

- The dependent no longer qualifies for dependent coverage under these plans
- The dependent becomes divorced or legally separated from the covered employee
- The covered employee becomes eligible for Medicare
- The covered employee dies

Details of this coverage are provided at the time of termination of employment, and at any other time a qualifying event occurs. In the event of an employee's divorce, or a dependent ceasing to be eligible for dependent coverage, the Human Resources Department must be notified within sixty (60) days.

The charge for continuation of coverage will be the same as what the employee is being charged at the time coverage is terminated, plus the portion of the premium paid by the County. Under COBRA, the employee or beneficiary pays the full cost of coverage at the County's group rates plus a 2% administrative fee. If additional information regarding COBRA is desired, contact the Human Resources Department.

7.5: Life and AD&D Insurance

The County provides Group Term Life and Accidental Death & Dismemberment benefits for all full-time employees. Eligible employees are covered under the group life program on the first of the month following thirty (30) days of employment.

7.6: Supplemental Insurance Plans

Camden County has contracted with outside agencies to provide reduced rate insurance such as supplemental life, dental, vision, Short Term Disability (STD), Long Term Disability (LTD), accident, heart and cancer insurance coverage.

One hundred percent (100%) of the cost of these programs is paid by the employee. Some benefits may be converted to individual policies upon the employee's termination of employment with the County.

Group term life and AD&D insurance is more fully described in the plan's benefit booklet. Please refer to the plan booklet for more information or speak with the Human Resources Department.

7.7: Social Security Insurance

Employees are required by federal law to contribute to the Social Security Fund under the Federal Insurance Contribution Act (FICA). The County matches each employee's payroll contribution for Social Security dollar-for-dollar. The total amount is paid to the Federal Government to fund Social Security benefit programs such as retirement income, survivor benefits for eligible family members, Medicare at age sixty-five (65), and permanent disability and death benefits.

7.8: Jury Duty

Camden County considers jury duty an important aspect of our responsibilities as citizens. All employees are encouraged to serve when called. Leave from work is provided consistent with applicable laws.

You may receive nominal compensation from the court for your jury or witness service and you will also receive your regular pay. Your receipt of a notice to report for jury duty must be submitted immediately to your Elected Official.

7.9: Witness Duty

If you get a subpoena to testify in court Camden County will approve time off to be a witness. If you are summoned to be a witness for Camden County, or if we ask you to testify, the time will be paid.

If you are requested to appear in court as a witness for someone other than Camden County, the time will be excused and unpaid. You may use any paid PTO benefits available to you to be paid for any unpaid time. If you need time off to be a witness, please submit your subpoena or appropriate documentation as soon as it is received. We expect you to report for work whenever you are not needed in court.

7.10: Unemployment Insurance

Camden County pays the entire amount of unemployment insurance premiums as required by state law. Employees may be eligible for unemployment benefits upon termination. The amount and duration of benefits will be determined by the local state agency.

7.11: Bereavement Leave

The first of the month after thirty (30) days of employment, full-time employees will be granted up to three (3) days paid time to attend a funeral or deal with matters related to the death of an immediate family member. For purposes of this policy, immediate family member is defined as the employee's spouse, sibling, parent, grandparent, child, grandchild, and equivalent in-law and step relations, or a member of the employee's immediate household. One (1) day of paid leave will be granted to attend the funeral of the employee's aunt, uncle, or first cousin. Verifying information regarding the death may be required.

7.12: Family and Medical Leave Act (FMLA)

Camden County is a covered FMLA employer under Public Law 103-3, titled Family and Medical Leave Act of 1993 and Section 585(a) of the National Defense Authorization Act of 2008. For more specific information, contact Human Resources.

7.13: Military Service Leave

Camden County is committed to protecting the job rights of employees absent on military leave. In accordance with R.S.Mo. §105.270 and the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), it is Camden County's policy that no employee or prospective employee will be subjected to any form of discrimination based on that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment based on such membership.

Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy.

Reinstatement following Military Service

Employees who leave Camden County for performing military service or undergoing military training for a branch of the Armed Forces of the United States are eligible for full employment restoration provided they make proper application for re-employment and meet other eligibility criteria as established by state and federal statutes. Veterans and reservists who are eligible for full employment restoration shall be considered as having been on military leave of absence during their period of service for purposes of employment rights and privileges and shall be eligible to have their employment with Camden County restored.

However, Camden County is not required to re-employ the employee if such re-employment is impossible or unreasonable, such as where a reduction in force occurred that would have included the employee or where the employer would have to create a useless job in order to re-employ the employee. However, an employee's position is not unavailable simply because it is occupied by another employee.

The employer is also relieved of re-employment responsibilities where the employee has become disabled during leave and re-employment would cause the employer undue hardship. Finally, the employer is not required to re-employ an employee who had been employed in a temporary position.

Procedure for Reinstatement:

1. **The Employee must notify Camden County of the intent to serve:** An employee who has received written or verbal military orders should notify their Elected Official immediately. Copies of the orders (if available) should be given to the Human Resources Department. If the military leave of absence is to extend beyond 30 days, Camden County will require copies of the military orders to establish the employee's basic eligibility for protection under USERRA and Missouri Law.
2. **Eligibility for Employment Restoration:** A veteran or reservist shall be required to meet the following criteria to be eligible for full employment restoration with Camden County:
 - a) The employee must have left his or her position with Camden County for the purpose of performing military service, undergoing training or to be examined for such service or training.
 - b) There is a 5-year cumulative service limit on the amount of voluntary/involuntary military leave an employee can use and still retain re-employment rights. This 5-year total does not include: inactive duty training (drills); annual training; involuntary recalls to or retention on active duty; voluntary or involuntary active duty in support of war, national emergency, or certain operational missions; or additional training requirements determined and certified in writing by the Service Secretary and considered to be necessary for professional development or for completion of skill training or retraining.
 - c) The employee must have satisfactorily completed active duty service and their release/discharge was "honorable", "general" or "under honorable conditions".
 - d) The employee must contact Camden County and request re-employment as soon as possible. Time limits for returning to work depend on the duration of the orders.

The time-limits for such a request are as follows:

Service of 1 to 30 days: the beginning of the next regular scheduled work period on the first full day following completion of service and expiration of an eight-hour rest period following safe transportation home.

Service of 31 to 180 days: application for reinstatement must be submitted not later than 14 days after completion of military duty. Service of 181 or more days: application for reinstatement must be submitted no later than 90 days after completion of military duty. (Extension for up to two years may be applicable to employees who are convalescing due to a disability incurred or aggravated during military service.).

3. Benefits:

- a) Medical and Dental Coverage: For absences of less than 30 days, medical and dental benefits continue as if the employee has not been absent. For absences of 31 days or more, coverage stops unless the employee elects to pay for COBRA coverage. Health insurance will be reinstated on the day the employee is reinstated to work with no waiting period.
- b) PTO: No PTO will accrue while the employee is on military leave. Any accrued PTO leave on record will be paid out to the employee if leave is extended beyond 30 days.
- c) Retirement Benefits: The period of military service or military training shall be counted in the years of service requirements for the Missouri Local Government Employees Retirement System (“LAGERS”).
- d) Employees who are members of the National Guard or any of the reserve components of the armed forces of the United States are entitled to leaves of absence from their respective duties without loss of pay or leave, impairment of performance appraisal, or loss of any rights or benefits to which otherwise entitled, for all periods of military service during which they are engaged in the performance of duty under competent orders for a period not to exceed 120 work hours in any federal fiscal year.

4. Reinstatement:

Upon termination of the military leave, the employee is generally entitled to reemployment in the position he or she would have been in (or attained) had no military leave been taken. The specific reemployment rights under USERRA are as follows:

- a) If the employee was absent from employment for less than 90 days, the employer must return the employee to:
 - 1) The position the employee would have attained if he or she had continued in employment and had not been absent for military service, if he or she can perform the job duties; or
 - 2) If the employee is not qualified to perform the duties in the position in 1(A) above after the employer has made reasonable efforts to qualify the employee, the employer must reinstate the employee to the position the employee was employed in on the date he or she began military service, if he or she can perform the job duties of that position.

- b) If the employee was absent from employment for more than 90 days, the employer must return the employee to:
 - 1) The position the employee would have been employed in if his or her employment had not been interrupted by military leave service, or in a position of like seniority, status and pay, if he or she can perform those job duties; or
 - 2) If the employee is not qualified to perform the duties in the position in 4(a) above after the employer has made reasonable efforts to qualify the employee, the employer must reinstate the employee to the position the employee was employed in on the date he or she began military service, or in a position of like seniority, status and pay, if he or she can perform the job duties of that position.

- c) If the employee suffers from a disability caused or aggravated by military service, and is not qualified to perform his or her job duties of the position described 4(a) above, the employer must return the employee to:
 - 1) A position of equivalent seniority, status and pay to a position described in 4 (a) above; or
 - 2) If the position in 4 (a) is not possible, a position that is the nearest approximation to that in 4(a).

8. County Vehicles, Systems and Property

Due to the nature of some positions, Elected Officials may adopt more stringent policies than outlined in this section. Under those circumstances the more stringent policy shall prevail.

8.1: Operation of County Vehicles

The County Commission may provide vehicles to County employees for the purpose of conducting official County business. All employees who drive County vehicles or personal vehicles on County business, are expected to exercise due diligence in driving safely and following the rules of conduct in this policy. Also, the security of all vehicles and the contents of vehicles should be maintained to the greatest extent possible including, but not limited to, the removal of keys from parked vehicles. Employees are also responsible for any driving infractions or fines as a result of their driving. The following policy outlines guidelines for the usage of Camden County vehicles and personal vehicles while on County business.

Seat belts are required to be worn at all times in all Camden County motor vehicles and personal vehicles when used for County business. In certain law enforcement situations, exceptions may be made.

Individuals who are required to drive a vehicle as a condition of employment must be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered an incidental function of the position.

Eligibility Requirements. Employees driving vehicles for County business must have the prior approval of their Elected Official. Before approving a driver, each Elected Official must verify the existence of a valid driver's license and check the employee's motor vehicle driving record (MVR) through the Department of Motor Vehicles.

An employee's driving record will be deemed acceptable under this policy if the following criteria are met:

1. No convictions for driving while intoxicated or under the influence of drugs within five (5) years.
2. No driving-related felony convictions.
3. No more than two (2) moving violations within two (2) years.
4. No more than one (1) at-fault accident within two (2) years.

Employees approved to drive on County business are required to inform their Supervisor and their Elected Official of any changes that may affect either their legal or physical ability to operate a motor vehicle or their continued insurability.

Any approved County driver must report, in writing, any new driving infraction, whether in a County or personal vehicle to your elected official within three (3) days of violation. This written report should include the date, location of the infraction, as well as, the nature of the event.

An employee's authorization to drive a County vehicle will be rescinded if any of the following occur:

1. Failure to meet criteria for an acceptable driving record (as defined above) during periodic checks of the employee's Motor Vehicle Records (MVR) by the County Auditor's Office.
2. Operating a County vehicle while under the influence of alcohol or any type of controlled substance.
3. Revocation or suspension of the employee's driving privileges by any state agency.
4. Failure to report an accident to the County and to the authorities per state requirements or to provide factual information when reporting a vehicle accident when driving a County vehicle.
5. Leaving the scene of an accident involving a County vehicle.
6. Permitting anyone other than another authorized County employee to drive a County vehicle or allowing an unauthorized passenger in a County vehicle.
7. Improper maintenance or abuse of the County vehicle.
8. Tobacco use in vehicles designated as "tobacco free".
9. Failure to report any driving violations and/or license suspensions to both the Human Resources and an Elected Official.

Elected Official shall notify the County Clerk when new drivers authorized to operate County-owned vehicles are hired and approved so that their names may be added to the list of authorized drivers. In addition, the Auditor's office shall periodically request Elected Official to provide an updated list of individuals authorized to operate County-owned vehicles. The Auditor's office will coordinate annually with the Sheriff and the Human Resources Department to check authorized drivers' MVR's to verify that drivers continue to meet established eligibility requirements.

8.2: Use of County Vehicles

County employees shall not use County vehicles for personal use, including driving to and from their place of residence, without prior written authorization from the Elected Official. Employees must immediately report any accident, theft or damage involving a County vehicle to their Elected Official or the Department Administrator, regardless of the extent of damage or lack of injuries. Refer to the Vehicle Accident Reporting Procedure (See Section 8.6). Failure to do so may result in termination. If the employee sustains injuries because of an accident, he or she must also immediately report the nature of the injuries, regardless how small they may seem, to his/her Elected Official with notification to the Human Resources Department.

The Commission has authorized the following offices to drive County vehicles home within the County:

- | | |
|-----------------------------|----------------------------------|
| ➤ Assigned Sheriff Officers | ➤ Road and Bridge Administrators |
| ➤ Prosecuting Attorney(s) | ➤ North Shed Supervisor |
| ➤ Investigators | ➤ South Shed Supervisor |

IRS rules will apply.

No County vehicle may be taken outside the County without written approval of the Elected Official.

At no time shall a non-employee operate county vehicles.

8.3: Personal Vehicle Usage

With the prior written approval of their Elected Official, County employees may use their own vehicles for business purposes. All applicable provisions of this policy, including employee responsibility for safety and conduct, apply to employees using their personal vehicles on County business.

Employees who use their personal vehicles for approved business purposes will receive a mileage allowance for such usage to compensate for the cost of vehicle operation (i.e., gasoline, oil, depreciation, insurance, etc.). The mileage allowance is set by the Commission in accordance with the IRS allowance guidelines. Refer to the policy on Travel Expenses (See Section 8.9).

Employees who drive a personal vehicle on County business must, in addition to meeting the eligibility requirements previously mentioned in this policy, carry liability insurance and ensure that their personal vehicles meet all state and legal standards for maintenance and drivability. Employees shall provide proof of insurance upon request .

All departments are encouraged to promote the use of County vehicles whenever possible in lieu of using personal vehicles for County travel purposes.

8.4: Personal Travel Combined with Official Travel

Generally, employees are permitted to combine personal travel with County travel as long as the additional PTO time is pre-approved and any additional travel expense and other personal expenses are paid by the employee. **Employees combining personal travel with official travel are required to use their personal vehicle, not a County vehicle, for transportation.**

8.5: Maintenance of County Vehicles

The maintenance of all Camden County vehicles will be the responsibility of the County Road and Bridge department with the exception of the Sheriff's Department.

The Sheriff may outsource repairs on the Sheriff's Department vehicles. The Sheriff will be required to perform a Request for Quote (RFQ), when necessary, pursuant to Missouri State Statute.

Any maintenance difficulty and general management problems associated with the County vehicle fleet should be coordinated through the Road and Bridge department for proper control and supervision. All maintenance problems should be documented, and the vehicle shall be delivered to the Highway Department for immediate inspection and repair. Written work orders will be required by the Road and Bridge Department and a permanent file will be maintained for all vehicles.

Employees must notify the Road and Bridge department if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

If a vehicle is disabled for any reason, the Road and Bridge department must be notified. The Road and Bridge department will then determine if a towing agency will be required.

Employee Responsibility

The improper, careless, negligent, destructive or unsafe use or operation of County-owned vehicles, as well as failure to adhere to this policy, can result in disciplinary action up to and including termination of employment. Camden County expects employees who drive County vehicles or personal vehicles on official County business to observe all listed safety standards and rules of conduct.

Seat belts are required to be worn in ALL Camden County motor vehicles and personal vehicles when used for County business. In certain law enforcement situations, exceptions may be made. Employees are responsible for any driving infractions or fines as a result of their driving.

Vehicle Passengers

Employees and other individuals directly involved in the conduct of Camden County business are authorized to ride in a County owned vehicle. Employees must obtain prior approval from the Elected Official to carry any passengers who are not directly involved in County business.

Under no circumstances may anyone other than an authorized County employee be allowed to operate a County-owned vehicle.

8.6: Vehicle Accident Reporting

The following procedure has been adopted when an accident occurs involving the use of County vehicles or employees driving their own vehicles while on authorized County business.

1. The proper law enforcement agency must be contacted when a vehicle accident occurs involving a Camden County vehicle or County employee(s). Accidents occurring within the state of Missouri shall be reported to the Missouri Highway Patrol. Accidents outside of Missouri shall be reported to the local jurisdiction.
2. The involved parties must complete an accident report. The procedures outlined in the Worker's Compensation policy should be followed in injury accidents.
3. The employee(s) at the scene of the accident should obtain as much information as possible from other persons involved in the accident and witnesses, including names, addresses, phone numbers, insurance carrier, driver's license number, and vehicle plate number.
4. When a vehicle accident occurs the employee(s) must notify their immediate Supervisor, their Elected Official and the Director of Human Resources as soon as possible.

Failure to report an accident as soon as possible, or if an accident is determined to be the employee's fault, may result in disciplinary action, up to and including termination. Any County liability coverage may be withdrawn for failure to cooperate with the County's insurance carrier or County officials.

8.7: Commercial Drivers' License

The Road and Bridge department and all other County employees who operate "commercial vehicles," including certain County vehicles, will be required as a condition of employment to maintain at their own expense the necessary class of Commercial Drivers' License (CDL) for the size and type of vehicle that they are required to drive. Employees who are required to have and maintain a Class A or B CDL will also be subject to the Alcohol and Controlled Substances testing policy applicable to Department of Transportation Positions.

8.8: Drivers' License Revocation and Suspension

Employees are not permitted, under any circumstances, to operate a Camden County vehicle or a personal vehicle for County business without possessing a valid motor vehicle operator's license. An employee must inform their Supervisor any time their licensed is suspended or revoked.

If driving a County vehicle is a requirement of the position, and an employee's license is revoked or suspended, the following policy will apply:

Revocation of License

If the employee's license is revoked, whether indefinitely or for a specific period of time, the employee may be terminated from employment with Camden County.

Temporary Suspension of License

If a temporary suspension is imposed by the judiciary system, until such time the Courts render a formal decision, the individual may be demoted or transferred to a position that does not require driving responsibilities, if available. At the end of a temporary suspension period, the Elected Official will review the current status of the suspension to determine the correct course of action:

1. If the legal system removes all driving restrictions and restores the employee's license while he or she is working in a non-driving position, the employee may be reinstated to their previous position. Written proof from the Courts and the approval of the Elected Official shall be required. Reinstatement is not guaranteed.
2. If more than one temporary stay has been offered by the legal system, the Elected Official, at their discretion, may offer a temporary extension to the employee. If offered, a new expiration date shall be set.
3. If at any time during the temporary suspension period, the employee's license is revoked, whether indefinitely or for a specific period of time, the employee may be terminated from employment with Camden County.

8.9: Travel Expenses

Camden County will reimburse employees for travel and related expenses incurred while carrying out official duties or attending professional conferences and training courses that will benefit both the employee and the County.

The Elected Official must approve all official travel in advance. When approved, the cost of travel, meals and tips, lodging, and other expenses directly related to accomplishing official travel objectives will be reimbursed by the County. Please refer to the Camden County Accounting Policy for further information. All applicable IRS rules will apply.

Requirements for Reimbursement

Within thirty (30) days after travel is completed, employees must complete and submit the appropriate reimbursement form. Forms may be obtained from the Auditing Department. Reimbursement forms must be accompanied by receipts for all individual expenses, with the exception of meal receipts for days when overnight travel is required.

Reimbursable Expenses

All efforts will be made to keep travel expenses to a minimum and employees are expected to limit expenses to a reasonable amount. The following expenses for approved travel will be reimbursed according to the established allowances or actual cost when accompanied by receipts or other documentation as required or appropriate:

1. Direct travel including air, bus, taxi and train fares.
2. Parking fees and tolls.
3. Direct travel by personal vehicle at the established rate per mile.
4. Overnight lodging requires advance approval from the Elected Official.
5. Meals and tips (up to the maximum allowable).
6. Other reasonable and related expenses.

Non-Reimbursable Expenses

The following travel expenses will not be reimbursable:

Cost incurred by a spouse or other relative accompanying an employee. Personal expenditures such as personal phones calls, movie rentals, valet service, laundry and cleaning, alcoholic beverages, entertainment, or side trips. County credit cards are never to be used for personal or non-reimbursable expenses.

Any non-reimbursable or unauthorized expense inadvertently charged to the County or to a County credit card must be reimbursed to the Treasurer's office within ten (10) days.

Meal Reimbursement Guidelines

Employees shall be reimbursed up to the amount set for daily meal allowances, which are established annually by the County Commission. Meal allowance rate forms are available from the Auditor.

During days when travel for County business includes an overnight stay, employees are not required to submit individual meal receipts. During these travel days, employees will be reimbursed the maximum daily meal allowance.

During partial day travel, employees are required to submit receipts for meal reimbursement. During these days employees may combine their meal and tip totals for reimbursement the total of which shall not exceed the daily limit established by the County Commission. The following guideline describes how many meals may be included when adding-up receipts for an employee's total meal reimbursement during partial day travel:

- One (1) meal - Travel outside of Camden County for four (4) to six (6) hours;
- Two (2) meals - Travel outside of Camden County for six (6) to eight (8) hours;
- Three (3) meals - Travel outside of Camden County for more than eight (8) hours.

As with all Camden County employee travel expense reimbursements, IRS guidelines will apply.

8.10: Employee Personal Property

Employees are responsibly for safeguarding their personal property for their own protection. The County is not responsible for personal property that is damaged or stolen and will not be responsible for replacing or reimbursing for such items.

Any personal items found on the premises should be given to the Human Resources Department so that we can attempt to return it to the rightful owner.

8.11: Right to Search

To maintain the safety and security of Courthouse employees and its visitors, to safeguard the property of Camden County and its employees, and to help prevent the possession, sale, and use of illegal drugs on the County's premises, the County reserves the right to question employees and all other persons entering and leaving the premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from County-owned property.

Camden County reserves the right to search any employee's office, desk, files, locker, or any other area, as well as the articles found within them, at any time by their Elected Official, with or without notice.

Guests, vendors and visitors are prohibited from possessing firearms or other weapons, in County buildings and at events sponsored by the County, with the exception of law enforcement and other personnel as designated by statute.

Entry on the County premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by an authorized County representative constitutes insubordination and/or a violation of County policy and is subject to disciplinary action up to and including immediate termination of employment.

8.12: Electronic Communication

Camden County provides communications tools to help improve productivity and to enable employees to produce quality work in an efficient manner. Electronic Communications include all aspects of voice, video and data communications such as telephone, voice mail, e-mail, facsimiles, internet access, cell phones and two-way radios. These tools are intended for legitimate business purposes.

Business Use

The County requires that, during work hours, internet access will be used solely for work-related activities. No personal use of the internet (e.g., gaming, shopping, personal research, etc.) may be conducted during work hours. County internet access may never be used to access sexually explicit or pornographic websites.

It is acceptable to use the County's internet connection before and after work hours and during break periods. The privacy and content provisions further outlined in this policy shall govern all personal use of Camden County's electronic communications media.

Personal use of County telephones must be kept short and to an absolute minimum. For public safety and security reasons, all telephone calls made to and from the courthouse or Administration building may be recorded.

Monitoring

All electronic communications remain at all times the property of Camden County. The County reserves the right to monitor, retrieve and read any messages composed, sent, or received. Therefore, privacy of messages cannot be assumed.

The County reserves the right to access, monitor, and disclose communications and information stored in, transmitted from, or received by any part of its communication system, at the County's discretion and without notice.

No Reasonable Expectation of Privacy

Employees must assume that their communications, whether business-related, or personal, are not private. Employees have no right of personal privacy in any information entered, stored in, received or sent over the County's communication systems. All passwords are the County's property. An employee's use of passwords does not confer or imply privacy rights. Employees should be aware that even deleted emails can be retrieved.

Prohibition against Harassing, Discriminatory and Defamatory Use

Employees may not use the County's communication systems in such a way as to be disruptive or offensive to others. Use of these communication systems must comply with the County's policies and applicable laws. The County also prohibits employees from sending, receiving, viewing or storing pornographic, sexually offensive, or other inappropriate or offensive materials of any kind on the County's communication systems. This prohibition also includes, but is not limited to, the transmission of ethnic or racial slurs or anything that may be construed as unlawful harassment or disparagement based on race, color, religion, sex, national origin, age, disability, military discharge status or any other status protected by law.

Other Prohibited Uses of Communication Systems:

- Unauthorized use of another's communication system.
- Sending or forwarding a communication which masks or misrepresents the identity of the sender.
- Sending communications for personal gain.
- Sending confidential material including, but not limited to videos, documents and/or recordings to unauthorized personnel or to third parties.
- Publishing, transmitting, downloading or posting defamatory information, video or audio recordings or remarks.
- Using images, text, or any page content in violation of a copyright notice.
- Entering into unauthorized electronic agreements on behalf of the County.
- Usage for any illegal or criminal purpose.
- Sharing or failing to safeguard passwords.
- Allowing the County's communication systems to be used by individuals who are not employees of the County.

- Automatic forwarding of emails and other communications between business and personal communication systems.
- Usage in violation of any County policy.

This list is not all-inclusive and is intended to be representative of the types of activities that may result in disciplinary action, up to and including termination.

Software Licenses

Camden County licenses the use of computer software from a variety of outside companies. The County does not own the copyright to this software or its related documentation and does not have the right to reproduce it for use by more than one user, except as specified under the license agreement.

Employees are not permitted to install or download their own copies of any software onto the County computer system nor are employees permitted to copy software from the County for use on home or any other computer without prior approval from their Department Administrator and a representative of the Computer Processing department.

Each Elected Official has proprietary control over his or her office's electronic data files. All access, changes, copies and modifications to an officeholder's software and data files must have the Elected Official's prior approval. Any employee, who knowingly makes, acquires or uses unauthorized copies of computer software licensed to the County or who places or uses unauthorized software on County equipment will be subject to disciplinary action, up to and including immediate termination of employment.

Social Media

When using social media as an individual, you are still an employee of the County. As a result, what you say – and how you say it – reflects on the County. All time spent on personal blogs or other social media must be done on personal time and must not interfere with work commitments. Readers may connect your personal life to your professional life, so your use of social media should be consistent with your role as an employee.

Authors of personal blogs must use a disclaimer making it clear that the views expressed are theirs alone and don't necessarily reflect those of the County.

The following disclaimer is recommended for use with all blogs created by employees of the County: **'Everything posted on this blog; site or page is my opinion and does not necessarily reflect the views of my employer.'** Nothing in this policy is intended to prohibit individual communications which are protected by law, including without limitation, the First Amendment of the United States Constitution and the National Labor Relations Act.

When using social media on behalf of the County, you must first receive written authorization from the County Commission and must identify yourself as an employee of the County. All communications should be professional, respectful, and accurate.

Unless otherwise authorized, all questions from the media regarding the County should be directed to the County Commission.

All employees are cautioned that the use of the Internet for any purpose holds certain inherent risks. The Internet is a vast worldwide collection of networks that remain totally unregulated. Though the Internet provides excellent communications and research capabilities, there is always a possibility that information sent out on the Internet can be retrieved and redistributed. The County will provide all available security to protect its users and information, but care should be used whenever accessing the Internet using County resources.

Use of Mail System

The use of the County's letterhead and postage meter are reserved for County business only and must not be used for an employee's personal correspondence. Employees may drop off their stamped personal correspondence at the mail room to be included with out-bound mail.

8.13: Facility Security & Employee Identification

Employees entering the building should be aware of other people in the vicinity. If you are here prior to the doors being unlocked, do not allow non-employees into the building. Report any suspicious activity to your Supervisor immediately.

Employees have key fobs to gain entrance into the building and their office. These fobs need to be kept in a safe place. Should you lose yours, notify both your Department Administrator and the Director of Human Resources immediately.

Employees have been issued employee identification badges. These should be worn when and where appropriate. Should you lose your identification badge, notify both your Department Administrator and the Director of Human Resources immediately.

8.14: Employee Parking

Due to limited number of parking spaces immediately surrounding the courthouse, these spaces should be reserved for the public (our customers) to park while conducting their personal business at the courthouse. Employees are required to use the adjacent parking lots provided. The rear Courthouse door(s) allows for handicapped access. The handicap parking surrounding this door should be left available for our visiting public. Employee handicapped spaces are available in the employee parking area.

8.15: Substance Abuse

Camden County takes seriously the problem of drug and alcohol abuse and is committed to provide a substance abuse free workplace for its employees. This policy applies to all employees without exception, including part time and temporary employees (hereafter known as employees).

No employee may use, possess, or be under the influence of alcohol, drugs or controlled substances which may affect or impair an individual's judgment, alertness or physical abilities to execute job functions while performing any work for Camden County.

Likewise, no employee may use, possess, or be under the influence of alcohol, drugs or controlled substances which may affect or impair an individual's judgment, alertness or physical abilities to perform work while on County property, on the property of any customer/public or while in any County vehicle. The phrase "drugs or controlled substances" includes marijuana, except to the extent lawfully medically used in accordance with state law. Employees governed by federal DOT regulations prohibiting any marijuana use, including use permitted by state laws, are not entitled to this lawful medical use exception.

For purposes of this policy, you will be considered to be "under the influence" of a prohibited substance if you have any detectable level of a prohibited substance in any test performed under this policy.

However, lawful users of medical marijuana under state law will not be considered in violation of this Substance Abuse policy solely by reason of a drug test positive for marijuana metabolites but may be considered to be "under the influence" of marijuana in violation of this Policy if an Elected Official or supervisor has a good-faith reasonable belief based on observable indications of impairment and a drug test confirms the presence of marijuana metabolites. Employees governed by federal DOT regulations prohibiting any marijuana use, including use permitted by state laws, are not entitled to this lawful medical use exception.

If you refuse to submit to a test to determine the presence of drugs, alcohol or controlled substances, you will be deemed to be "under the influence" within the meaning of this policy.

All associates shall report evidence of alcohol or drug abuse to a Supervisor immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

As a part of our policy to ensure a substance abuse free workplace, Camden County employees may be asked to submit to a medical examination and/or be clinically tested for the presence of alcohol and/or drugs. Within the limits of federal and state laws, Camden County reserves the right, at our discretion, to examine and test for drugs and alcohol. Instances when a drug or alcohol test may be required include, but are not to be limited to, the following:

1. All employees who are offered employment as part of a pre-employment screening;
2. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
3. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
4. As a follow up to a rehabilitation program;
5. As necessary for the safety of employees, citizens or the public at large; and,
6. When an employee returns to duty after an absence of more than two weeks.

Under the federal Drug Free Workplace Act, Camden County prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in our workplace. You must, as a condition of your employment, abide by this policy, and your employment is subject to termination if you violate this policy. In addition, you must notify the Elected Official if you are convicted of any criminal drug statute violation occurring in the workplace within five (5) days of that conviction. We may be required by the Drug Free Workplace Act to notify federal contracting authorities of any such conviction.

Sheriff Office employees should consult the Sheriff Office Handbook Supplement for details regarding Substance Abuse applicable to their department.

9. Disciplinary Actions

9.1: Rules of Personal Conduct

A friendly and courteous attitude by County employees toward the public and co-workers is required at all times. Similarly, employees are expected to deliver prompt, thorough, and efficient service to consumers to the best of their ability. All employees are required to maintain a neat and clean personal appearance. Each employee shall be subject to specific department rules and regulations concerning proper clothing, personal hygiene, and grooming. (See Section 1.9)

It is the goal of Camden County to provide a pleasant and safe working environment for our employees and to operate our organization in an efficient manner. In order to achieve these objectives, it is important that each employee become familiar with the rules and regulations set forth in this handbook.

Violations of the policies and procedures contained in this handbook may subject an employee to disciplinary action. While the County anticipates and hopes that discipline of an employee will seldom be necessary, employees have the right to be aware of those infractions which could lead to discipline and/or dismissal from employment. In deciding whether and how much discipline to impose, the County takes into account a wide variety of factors including, but not limited to, the severity of the infraction and the employee's overall record of job performance.

The rules contained in this section are designed for the benefit of all employees and will be implemented by the County in a fair and non-discriminatory manner. Any questions pertaining to the County's disciplinary action taken should be discussed with the immediate Supervisor, Department Administrator or their Elected Official.

The following list of rules and regulations, while neither exhaustive nor inclusive, applies to all employees and provides examples of unacceptable personal conduct that may lead to disciplinary action up to including termination of employment.

1. Dishonesty, including any deliberate falsification or misrepresentation, misleading or incorrect information in connection with the preparation of County records, including an application for employment.
2. Falsifying information on company records and reports, including but not limited to timecards, employment applications, personnel records, medical records and payroll records..
3. Completing a time sheet, clocking in or out for another employee, or allowing another employee to do the same for them.
4. Stealing, sabotage, willful damage, abuse, destruction or unauthorized use of County property, equipment or electronic communications, or the property or equipment of another employee, vendor, visitor, or member of the public or failure to report any of the above.
5. Removal of any County property or the property of others from County premises without proper authorization.

6. Possession, consumption, sale or distribution of intoxicating beverages or illegal drugs on County premises or reporting to work under the influence of intoxicating beverages or illegal drugs or failure to disclose usage of incapacitating medications.
7. Failing to advise Supervisor and Elected Official of need to use medication that might affect work performance or safety.
8. Refusal to submit to drug or alcohol test.
9. Insubordination including, but not limited to, refusal to perform work required by a Supervisor or Elected Official.
10. Abusive, threatening, or intimidating language or gestures of any conduct which is disrespectful of the rights of others, including fellow employees, Supervisors, management, Elected Officials, vendors, visitors of the County or members of the general public.
11. Fighting, interfering with, or threatening bodily injury to other employees, Supervisors, management, Elected Officials, vendors, visitors of the County or members of the general public.
12. Sleeping during assigned work hours, or in work areas.
13. Accepting other employment while on an authorized leave of absence from the County.
14. Carelessness or recklessness in the performance of one's job, concealing mistakes or damaged material or continued unsatisfactory performance of one's job.
15. Excessive absenteeism, tardiness or leaving early.
16. Unauthorized or unreported absences, tardiness, leaving early, or leaving regularly assigned work location without Supervisory approval.
17. Willful, deliberate or repeated violation of County safety rules or any act which might endanger the safety or lives of others or failure to report any of the above.
18. Disruption or socializing which interferes with the performance of work by other employees.
19. Smoking or use of other tobacco products in areas other than those designated as smoking areas.
20. Furnishing non-public information to unauthorized persons regarding courthouse operations or County employees or releasing public information in a manner not consistent with the County's confidentiality policy and RSMo 610.023.
21. Allowing access to secure areas within County buildings to individuals lacking proper authorization or right of access.
22. Excessive personal visitors.
23. Unauthorized or excessive use of telephones for personal and/or long distance calls.
24. With the exception of law enforcement and other personnel as designated by statute, possessing firearms or other weapons on County property.
25. Engaging in any form of harassment
26. Soliciting or distributing in violation of County policies or seeking support of contributions in violation of County policy.
27. Failure to comply with the personal appearance policy.
28. Failure to secure or maintain licenses/certifications needed to perform one's job.
29. Horseplay, running in the facility and other forms of reckless behavior.
30. Not providing notification of outside employment.
31. Not wearing County employee identification.

9.2: Disciplinary Procedures

The county recognized that the conduct and performance of its employees are significant factors affecting the orderly day-to-day operations and long-term viability of the county. It is the responsibility of the Elected Officials or Department Administrators to ensure that a safe, productive and equitable working environment is maintained for the benefit of all employees throughout the County. The principles contained in this policy are intended to provide guidelines for fair, consistent and non-discriminatory application of employee discipline.

Under normal circumstances, the county endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. We do, however, retain the right to administer discipline in any manner deemed appropriate. Not all offences are of equal severity, and an employee may be discharged immediately without going through the disciplinary steps outlined below if, at the sole discretion of the Elected Official, immediate termination is required by the circumstances. In general, the severity of disciplinary action depends on the nature of the offense, the employee's previous work record and past precedence. Four (4) levels of disciplinary action are recognized by the County. These steps are not mandatory prior to termination.

First Step: Verbal counseling session which is documented

Second Step: Written Warning/Copy placed in personnel record

Third Step: Final Written Warning/Suspension as applicable – copy placed in personnel record

Fourth Step: Termination

Additionally, in cases involving potentially serious misconduct, or any time the Elected Official or Department Administrator determines that further investigation is necessary; the County may suspend employees involved with or without pay pending final determination.

Based upon the circumstances surrounding the situation, the County reserves the right to repeat or omit any of the above steps and may pursue progressive discipline steps in any order.

In Closing

Now that you have read this employee handbook, we hope we have answered many of the questions you might have had concerning your job and Camden County. Remember that we fully support open communications, if you have a question or a problem, please feel free to discuss it with your Department Administrator, an Elected Official or the Director of Human Resources. Give us the opportunity to help.

Camden County and its employees must adhere to all applicable federal and state laws. Every effort has been taken to make sure the information in this Handbook is accurate and in compliance with the laws. In the event a conflict exists or develops, the relevant laws will prevail.

Nothing in this Handbook is intended to create, nor is it to be construed to constitute a contract between Camden County and any of its employees. Missouri is an employment “at will” state and nothing in this handbook changes that relationship. The “at will” reference means that your employment can be terminated at any time with or without cause by either party.

Camden County retains the right to make changes to the material contained in this handbook from time to time to meet changing conditions and County needs. When this occurs, revisions will be distributed.

On the following page is an acknowledge form which must be completed and signed to acknowledge your review of this handbook and your understanding of the policies covered. Please complete all forms and return them to the Director of Human resources within five (5) days of starting your position with Camden County.

Camden County Employee Handbook

Receipt and Acknowledgement

PLEASE READ THE EMPLOYEE HANDBOOK, FILL OUT AND RETURN THIS ACKNOWLEDGEMENT FORM TO THE DIRECTOR OF HUMAN RESOURCES WITHIN FIVE (5) DAYS OF EMPLOYMENT.

I acknowledge that I have received a copy of the Camden County Employee Handbook summarizing the County's personnel policies, benefits, work and safety rules and that I have read and fully understood the contents. I agree to comply with the policies and rules of Camden County. I further acknowledge that the policies described in the Handbook are subject to change at the County's sole discretion at any time. I understand that this Handbook supersedes and replaces all other previous handbook and personnel policies for the County.

I recognize and agree that the Handbook is not a contract of employment and that any statements contained within the Handbook are not intended to create any contractual or other legal obligations. I further understand and agree my employment with Camden County is at-will, meaning that either Camden County or I may terminate our employment relationship at any time for any or no reason. I understand that no employee or representative of the County has any authority to enter into an employment contract or to change the at-will employment relationship.

I understand that my signature below indicates that I have read and understand the above statements and the policies contained and outlined in the Camden County Employee Handbook.

I understand that the contents of this Handbook are confidential County information and that copying it in any manner is prohibited.

Name: _____
Employee Printed Name

Signature: _____
Employee Signature

Date _____