

CAMDEN COUNTY



EMPLOYEE HANDBOOK

Revised: 2019

CAMDEN COUNTY MISSOURI

Camden County Employee Handbook

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Section 1.0: Introduction

1.1: Introductory Letter from Elected Officials

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 the public (our customers) comes first which is our way of ensuring that we maintain public confidence, trust and continued support.

To our customers and others in the community 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 customer and community relations.

This handbook has been prepared to guide you in better understanding our policies, procedures and practices concerning employment matters. The handbook will be posted on the Camden County Website, along with any changes as they are made. A paper copy will be maintained in each Department Office and the Human Resources 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 its contents, 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.

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

Sincerely,

Your Camden County Elected Officials

1.2: Camden County Elected Officials

OFFICE	ELECTED OFFICIAL	MAIN #: 573-346-4440
Presiding Commissioner	Greg Hasty	Call main number
1st District Commissioner	Beverly Thomas	Call main number
2nd District Commissioner	Don Williams	Call main number
County Clerk	Rowland Todd	Ext. 1221
County Treasurer	Elaine Gilley	Ext. 1331
County Collector	Teresa Murray	Ext. 1201
County Recorder	Donnie Snelling	Ext. 1301
Public Administrator	Nancy Douglas	Ext. 3101
County Auditor	Jimmy Laughlin	Ext. 1341
County Assessor	Marty McGuire	Ext. 1261
Circuit Clerk	Jo McElwee	Ext. 3131
Prosecuting Attorney	Heather Miller	Ext. 3111
County Sheriff	Tony Helms	346-2243 Ext. 240
Presiding Circuit Judge	Hon. Peggy Richardson	Ext. 3200
Circuit Judge	Hon. Matthew Hamner	Ext. 3200
Circuit Judge	Hon. Kenneth Hayden	Ext. 3200
Associate Circuit Judge	Hon. Michael Gilley	Ext. 3200
Associate Circuit Judge	Hon. Aaron Koeppen	Ext. 3200

1.3: Code of Ethics and Values

CAMDEN COUNTY

PREAMBLE

The proper operation of a democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. Camden County has adopted this Code of Ethics and Values to promote and maintain the highest standards of personal and professional conduct in the County's government. All Elected and Appointed Officials, County employees, volunteers, and others who participate in the County's government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its eight core values in their work. Because we seek public confidence in the County's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this code.

As a Representative of Camden County, I will be *ethical*.

In practice, this value looks like:

- a) I am trustworthy, acting with the utmost integrity and moral courage.
- b) I am truthful, do what I say I will do, and am dependable.
- c) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or action.
- d) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- e) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions.
- f) I show respect for persons, confidences and information designated as "confidential".
- g) I use my title(s) only when conducting official County business, for information purposes, or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.

As a Representative of Camden County, I will be *professional*.

In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b) I approach my job and work-related relationships with a positive attitude.
- c) I keep my professional knowledge and skills current and growing.

As a Representative of Camden County, I will be *service-oriented*.

In practice, this value looks like:

- a) I provide friendly, receptive, courteous service to everyone.

- b) I am attuned to, and care about, the needs and issues of citizens, public officials, and County workers.
- c) In my interactions with constituents, I am interested, engaged, and responsive.

As a Representative of Camden County, I will be *fiscally responsible*.

In practice, this looks like:

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term needs of the County, especially its financial stability.
- b) I demonstrate concern for the proper use of County assets (e.g., personnel, time, property, equipment, and funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for County residents.

As a Representative of Camden County, I will be *organized*.

In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long-term goals.
- b) I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- c) I am respectful of established County processes and guidelines.

As a Representative of Camden County, I will be *communicative*.

In practice, this value looks like:

- a) I convey the County's care for and commitment to its citizens.
- b) I communicate in various ways, that I am approachable, open-minded and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response that adds value to conversations.

As a Representative of Camden County, I will be *collaborative*.

In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and statewide implications of the County's decisions and issues.

As a Representative of Camden County, I will be *progressive*.

In practice, this looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the County's business.

- b) I display a style that maintains consistent standards, but is also sensitive to the need for compromise, “thinking outside the box”, and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation to forward the County’s policy agenda and County services.

1.4: History

If there were one word that describes Camden County, it would have to be “change.” Originally, this area was the winter home of the Osage Indians. Then came the pioneers. Lewis and Clark passed through during their exploration of the west, and Daniel Boone spent a couple of winters here trapping beaver. The area’s early settlers were mostly from Kentucky and Virginia. Some of the County’s present residents are descendants of those first settlers.

Early industries, in addition to farming, included both mining and logging. The Osage River was a key transport vessel for these industries. When the railroads were extended into the west, railroad tie production was another large industry. Millions of railroad ties were floated down the river to the town of Bagnell, and then loaded onto railroad cars.

When Missouri became a State on March 20, 1825, only six counties were designated. Benton County, one of the originating counties, contained a portion of what is now Camden County. It was not until 1841 that the Legislature formed what would eventually become Camden County and named it Kinderhook. On February 23, 1843, Laclede County was formed, and a portion of this area was allocated to Laclede. Along with these boundary changes, the name Kinderhook was changed to Camden County. The Camden came from the Earl of Camden who, as a statesman and Member of Parliament, sympathized with the American Colonies prior to the revolution. The current county bounds have remained unchanged since 1843.

The original County seat was the town of Oregon, which was located on what is now about the 30-mile marker on the lake, but the name of that town quickly changed to Erie. The first Courthouse was built in Erie in 1946 at the cost of \$4,046. It was eventually decided that a better location for the county seat would be Linn Creek, so a second Courthouse was built in Linn Creek at a cost of \$4,975. Then in 1931 when Bagnell Dam was built, Linn Creek was buried under 40 feet of the newly formed Lake of the Ozarks, and another move had to be made. The town of Camdenton was created from scratch to become the County Seat of Camden County. Then in 1932, a Courthouse was built at a cost of \$60,000 with funds supplied by Union Electric. In 1999, the current Courthouse was remodeled, and the Government and Justice Centers were constructed at a cost of more than \$12 million.

With the construction of Bagnell Dam, the county’s character changed completely. The Lake of the Ozarks, with over 1,300 miles of shoreline, is one of the largest lakes in the country. Since

its formation, the county has moved from a rural farming area to a combination of tourism and retirement area attracting people from all over the United States.

Camden County became a First-Class County in 1997 after the assessed valuation of property had been maintained at a level of at least \$450 million for five years. The present valuation is estimated to be over \$1.3 billion.

Currently, in 2017, Camden County has a full-time population of above 44,000. However, on holiday weekends, like the 4th of July for example, the County welcomes over a half-million people. As one of the fastest growing counties in the State, Camden County looks forward to a very bright future.

Section 2.0: General Provisions

2.1: 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 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 do 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.

2.2 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 the existing policies, will be made by Human Resources and must be approved and adopted by the County Commissioners.**

2.3: 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 and Associate Court Judges
Circuit Clerk
Clerk
Collector
Commissioners
Public Administrator
Recorder Prosecuting Attorney
Sheriff
Treasurer

2.4: Responsibility for the Rules

a) Elected Officials

Each Elected Official, or their appointed Department Administrators, 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 or Department Administrator 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.

b) 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 concerning this employee handbook should be directed to the employee’s supervisor, Elected Official, or the Human Resources Department.

2.5: Continuity of Government

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

2.6 Definition of Terms per MAC

The following words and phrases shall have the meanings indicated throughout these rules except where the context clearly indicates otherwise.

Anniversary date shall mean the date of appointment or promotion to a position in the County service or date of transfer to a different class in the County service for the current period of continuous service.

Appointing authority shall mean the County Commission or a designee of the County Commission, or any person having the power by state law or other lawfully delegated authority to make appointment to positions in the County service.

Appointment shall mean the designation to a position in the County service of a person who has qualified for the appointment through an appropriate selection process.

Certification shall mean the act of supplying an appointing authority with an appropriate number of names of applicants who are eligible, in accordance with legal provisions and these rules, for appointment to a position.

County Commission shall mean the duly elected County Commission of the County or a designee when appropriate.

Class shall mean one or more positions sufficiently similar in respect to assigned work duties and responsibilities that the same class title may be reasonably and fairly used to designate each position allocated to the class, that the same minimum education and work experience qualifications may be required, and that the same salary range may apply with equity.

Classification shall mean the original assignment of a position to an appropriate class on the basis of the nature, difficulty, and responsibility of work to be performed, work experience and minimum education.

Class series shall mean the arrangement in sequence of classes that are alike in kind of work and responsibility, but not at the level of assigned work and responsibility.

Covered employees shall mean employees who are covered by the provisions of the Fair Labor Standards Act (FLSA), particularly as related to overtime.

Date of employment shall mean the date an employee starts work as a new hire or rehire.

Date of termination shall mean the date an employee separates from employment.

Demotion shall mean the movement of an employee from a position in one class to a position in another class having a lower maximum salary rate.

Department shall mean any of the departments under the jurisdiction of the County Commission, now or as hereafter established.

Department head shall mean the Chief Operating Manager of any department.

Eligible shall mean a person whose name is on a current eligible list and who may under these rules be certified for appointment to a position in the County service.

Emergency shall mean a sudden and unforeseen occurrence that requires the unscheduled services of an employee to protect the health, welfare, and safety of the community.

Exempt employees shall mean employees who are exempted from the provisions of the Fair Labor Standards Act (FLSA) or who are not covered by the Act, particularly as it relates to overtime.

Full-time employee shall mean an employee occupying a position included in the adopted annual budget that is neither specified part-time nor temporary employment, nor limited for a period of less than the budget year. Also, any employee occupying such a position established during a given budget year unless the appointing authority certifies that such position will not be continued in the succeeding year's budget. The hours of work are approximately 1820 per year.

Grievance shall mean a complaint relating to the terms and conditions of employment, the application of personnel rules and regulations, working conditions, or relationships between an employee and a supervisor.

Immediate family shall mean husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren, or a member of the employee's immediate household.

Introductory employee shall mean a full-time or part-time employee serving an introductory 90 day working test period.

Introductory period shall mean a working test period during which a newly appointed full-time or part-time employee is required to demonstrate fitness by actual performance of the duties of the position to which the employee is appointed.

Job description shall mean a written statement of the characteristic duties, responsibilities, and qualification requirements that distinguish a specific class from other classes.

Layoff shall mean employment separation made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of an employee.

Original employment date shall mean the first date of official appointment to a position in the County service after appropriate certification and for any period of continuous service.

Part-time employee shall mean a part-time employee with benefits or a part-time employee without benefits.

Part-time employee with limited benefits shall mean an employee in a position scheduled to work less than full time (1820 hours), but at least (1,000) hours in any continuous twelve (12) month period. These employees are eligible for Personal time, Holiday pay, CERF, and depending on hours worked, may be eligible for Family Medical Leave. They are not eligible for birthday leave, vacation and sick time benefits, LAGERS, and all other fringe benefits including health and life insurance.

Part-time employee without benefits shall mean an employee hired into a position scheduled for less than 1,000 hours in any continuous twelve (12) month period.

Position shall mean a group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time, part-time, or temporary employment of one person.

Promotion shall mean the movement of any employee from a position of one class to a position of another class having a higher maximum salary rate.

Promotional list shall mean the names of persons currently in the County service who have applied and are qualified for appointment to a position in a class having a higher maximum salary rate.

Qualifying Period shall mean the working test period served by promotional appointees and employees transferred to a class dissimilar to the one previously held.

Reclassification shall mean the official determination that a position be assigned to a class different from the one to which it was previously classified based on a gradual change able to include duties clearly outside of the current class or an immediate change in a position brought about by a division or department reorganization or redistribution of duties. Whether an employee shall be retained in a position after reclassification of the job shall be determined by the employee's qualifications for the position as reclassified.

Repositioning shall mean the official determination that a class of positions be assigned to a different pay range based on "internal equity" (relationship with other County classes) or "external competitiveness" (relationship with wage and salaries paid in the comparable selected labor markets).

Resident shall mean a person whose principal place of domicile is within the corporate boundaries of the County.

Temporary/seasonal employee shall mean a position comprising duties which occur, terminate, and recur seasonally, intermittently or according to the needs of the department. Such position shall not

require more than six (6) consecutive months duration. They are ineligible for all County benefit programs.

Transfer shall mean the movement of an employee from one department, division, or unit of the County to another, from one position to another position of the same class, or to another class having the same maximum salary rate involving the performance of similar or dissimilar duties and requiring essentially the same basic qualifications.

Vacancy shall mean a duly created position which is not occupied and for which funds have been appropriated.

Year shall mean a calendar year unless otherwise specified in a section.

Section 3.0: General Employment Policies & Procedures

3.1: 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 or Department Administrator 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.

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.

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 and adopted by the County Commissioners.

3.2: Open Door

Camden County Elected Officials are committed to open and direct two-way communications which permit 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 are discussed with others on a “need to know” basis only.

An employee should discuss the situation with his or her supervisor first. In most cases, this discussion will result in an acceptable resolution. If a resolution cannot be reached, the employee is encouraged to discuss the situation with the next level of Management or with Human Resources. Employees who face more serious problems, including but not limited to harassment or discrimination, or who are uncomfortable talking with their manager, should consult their Human Resources department immediately and report his/her concern.

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.

3.3: Equal Employment Opportunity/Affirmative Action Plan

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.

All job postings will be posted internally to allow current employees the opportunity to apply for any positions for which they are qualified.

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 must report the suspected violation to the immediate Supervisor, Elected Official or Department Administrator or Human Resources representative. Employees will not be retaliated against as a result of reporting a suspected violation of this policy.

3.4: Nondiscrimination on the Basis of Disability

Camden County complies with the Americans with Disabilities Act (ADA) and does not discriminate against qualified individuals with disabilities in regard to job application procedures, hiring or discharge of employees, employee compensation advancement, job training, and other terms, conditions, and privileges of employment. No qualified individual

with a disability will, by reason of such disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in County programs or activities.

a) Reasonable Accommodation

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 immediate supervisor, Elected Official or Department Administrator or Human Resources representative.

b) Designation of Individual to Coordinate Compliance

Section 35.107 of the ADA regulations requires public entities to designate an individual to coordinate its compliance efforts and investigate ADA-related discrimination complaints. ADA Coordination will be handled by the Human Resources Department.

c) American Disability Act Grievance Procedure

An internal grievance procedure has been adopted to provide for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice. Complaints should be filed with the Human Resources Department.

1. A complaint should be filed in writing within thirty (30) calendar days after the complainant becomes aware of the alleged violation. This complaint should contain the name and address of the person filing it and a brief description of the alleged violation. (Processing of allegations of discrimination that occurred before this grievance procedure was implemented will be considered on a case-by-case basis.)
2. An investigation, as may be appropriate, will follow a filing of a complaint and will be conducted by a Human Resources representative. These rules contemplate informal but thorough investigations, affording all interested persons and the representatives, if any, an opportunity to submit evidence relevant to a complaint.
3. A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by the Human Resources representative and a copy forwarded to the complainant no later than fifteen (15) working days after its filing.
4. The Human Resources representative will maintain the files and records of Camden County relating to the ADA complaints filed.
5. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the

filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

6. These rules will be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Camden County complies with the ADA and implementing regulations.

3.5: Anti-Harassment

Camden County is committed to providing a work environment free from all forms of unlawful employment discrimination, including sexual harassment and other harassment based on race, color, religion, sex, or sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, medical condition, veteran status or other characteristics protected by law.

Camden County will not tolerate any form of discrimination including harassment of Camden County employees by anyone, including officials, managers, supervisors, co-workers, suppliers, consultants, contractors, visitors, applicants, or other public contacts. This policy applies to all harassment arising out of the work environment, whether on the premises, at offsite work assignments, at County sponsored social functions, or elsewhere. It extends to all interactions among and between the County's potential and current personnel at all levels, as well as interactions among and between these associates. It governs all activity and forms of communications, including the use of telecommunications and computer devices and systems.

As a public service organization, Camden County holds its employees accountable to the same standard of "no tolerance" for discrimination, including harassment, when interacting with the public, including visitors, suppliers, consultants, contractors, and applicants.

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:

- (1) Submission to the conduct is made explicitly or implicitly a term or condition of employment
- (2) Submission to or rejection of this conduct is the basis for any employment action
- (3) 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 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

- (1) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or unreasonable interfering with an individual's work performance;
- (2) 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.

Procedure:

Camden County cannot stop harassment unless it knows 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 first be reported to their immediate supervisor, Department Administrators, Elected Official or 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, as appropriate under all circumstances. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation. The outcome will be communicated to the reporting person(s) and person(s) about whom allegations were made.

Disciplinary Action/Retaliation:

Individuals found to have violated this policy will be disciplined. Discipline may include, but is not limited to: termination, temporary suspension without pay or withholding of a promotion or reassignment. Of course, while this policy sets forth Camden County's goals of promoting an environment free of discrimination and harassment, it is neither designed nor intended to limit

the County's authority to take disciplinary or remedial action for conduct it deems unacceptable, regardless of whether it satisfies the legal definition of discrimination/harassment.

Human Resources will promptly investigate the facts and circumstances of any claim of harassment and will take appropriate remedial action, where warranted. To the extent possible, Human Resources will endeavor to keep the reporting employee's concerns confidential.

Retaliation:

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 responsible for immediately reporting 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 complains or evidence of harassment are investigated promptly. With that said any complains that have been received with regards to harassment much be immediately reported to 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.

3.6: 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 Human Resources representative 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.

3.7: Drug Free Workplace

Camden County Elected Officials are dedicated to providing safe and efficient service to the citizens of the County. Therefore, it is the policy of Camden County to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The provisions of this policy shall apply to all County employees and to all applicants for County positions.

a) Statement of Policy

While on County premises and while conducting business-related activities off the County premises, the unlawful manufacture, distribution, dispensation, possession, sale or use of a controlled substance or alcohol is strictly prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. It is the employee's responsibility to notify their manager if they are being put on a drug that may impair their abilities to perform their job or endanger other individuals.

b) Consequences of Violation of this Policy

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

c) Notification of Employees

In accordance with the provisions of the Drug-Free Workplace Act, every employee who is engaged in the performance of any work connected with a federal grant shall be given access to this policy and shall, as a condition of employment:

- 1.** Abide by the terms of the Substance Abuse policy.
- 2.** Notify Camden County of a criminal conviction of controlled substance-related violation in the workplace, including pleas of nolo contendere (i.e. no contest), within five (5) days of such conviction or plea. Camden County shall notify the federal

agency through which a grant is administered within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

d) Health Insurance Benefits for Chemical Dependency

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take available sick and/or unpaid leave to participate in a rehabilitation or treatment program. The County's health insurance program provides benefits for treatment of chemical dependency, including alcoholism, as part of the overall medical benefits program for eligible full-time employees. (For further information refer to the medical benefits summary plan description.)

e) Alcohol and Controlled Substance Testing

All Camden County employees, including Elected Officials, will be subject to alcohol and controlled substance testing. Employees will be provided with a copy of the alcohol and controlled substance testing policy and will be required to sign an acknowledgement of receipt of the policy.

3.8: 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.

Exterior smoking areas have been designated and 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.

3.9: 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, contractor or visitor that creates a hostile work environment or negatively affects the employee, 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, Department Administrator 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 and persons 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 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 or their Human Resources representative.

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, Department Administrators and a Human Resources representative. 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.

3.10: Confidentiality

No County employee may use or disclose confidential information obtained as a result of performing official County business for personal 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 Elected Official, Department Administrator, Human Resources Department or the Sunshine Law Attorney, depending on 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 Commissions 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.

3.11: 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.

3.12: Employment of Relatives

Elected Officials and Department Administrators will exercise sound judgement in the placement of related employees in accordance with Article VII, Section 6 of the Missouri Constitution and the following guidelines:

- a) A 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.
- b) A conflict of interest occurs if a relative relationship is established after appointment in which there is a supervisor-subordinate relationship. The Elected Official or Department Administrator 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.
- c) 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. The policy applies to all categories of employment, including full-time, part-time, temporary, and voluntary classifications.
- d) 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 and Department Administrators 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.

3.13: Customer/Public Relations

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

When employees interact with customers 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.

Camden County recognizes that its primary purpose is public service. When employees interact with customers 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.

3.14: Solicitation and Distribution

In an effort to assure a productive and harmonious work environment, persons not employed by Camden County may not solicit or distribute literature in the workplace at any time for any purpose, unless approved by the department's Elected Official, Department Administrator or the County Commission. In addition, employees may not distribute literature or printed materials of any kind, solicit financial contributions, or solicit for any other cause during working time without obtaining prior permission from the Elected Official, Department Administrator, or Commission. 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 or distribute literature of any kind to them without approval. Furthermore, employees may not distribute literature or printed material of any kind in working areas at any time without approval.

Section 4.0: Employee Conduct & General Work Rules

4.1: Rules & Standards 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**. (Section 4.4)

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 by the County. 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 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 and 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 time cards, 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, supplier, visitor, customer 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 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 manager.
10. Abusive, threatening, or intimidating language or gestures of any conduct which is disrespectful of the rights of others, including fellow employees, supervisors, suppliers, visitors or customers of the County.
11. Fighting, interfering with, or threatening bodily injury to other employees, supervisors, suppliers, visitors or customers of the County.
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.

4.2: 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. This policy does not modify the status of employees as employee at-will.

Disciplinary action may be initiated to address a variety of circumstances including, but not limited to, violations of County rules and regulations, insubordination and poor job performance. 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 anytime an 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.

Disciplinary action will remain active for one (1) year from the date of issue for purpose of determining step progressions.

4.3: 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 utilize the conflict resolution program.

Camden County has established this process to give individual employees an opportunity to discuss their issues with their supervisors in order to find mutually satisfactory solutions as rapidly as possible.

Employees will not be penalized, criticized or discriminated against in any fashion for making use of this procedure.

Appeals of disciplinary actions shall begin with the second step of the conflict resolution procedure as set forth below, and shall be in the form of a written report.

An employee may be accompanied by another employee of his or her choosing when utilizing the conflict resolution procedure.

Conflict Resolution Procedure:

- 1) **Oral Report:** An employee who has a complaint should first discuss the matter with his or her immediate supervisor. The majority of complaints will usually get settled through a thorough discussion and common understanding at this point. The employee shall present the issue to the immediate supervisor within three (3) working days of the action or incident in question. If the complaint is against the immediate supervisor, the employee may report it to the next level of supervision as outlined in Step 3 below, within five (5) working days of the incident.
- 2) **Written Report:** If the oral discussion from step one fails to settle the issue, the employee may within five (5) working days submit a written report of the action or incident in question to the immediate supervisor. Within three (3) working days after receiving such report, the immediate supervisor shall furnish the employee with a written reply to the issue.
- 3) **Appeal to Department Administrators** (*if applicable*). If the written reply to the issue is not satisfactory, the employee may, within five (5) working days after receiving the reply, submit an appeal in writing to the Department Administrators. The Department Administrators shall meet with the aggrieved employee before rendering a decision. This

decision shall be written and shall be delivered to the aggrieved employee within five (5) working days of the date on which the Department Administrators received the appeal.

- 4) **Appeal to Elected Official:** If the appeal to the Department Administrators (or immediate supervisor, as applicable) fails to resolve the issue, the employee may, within five (5) working days of receipt of the decision on the issue, submit an appeal in writing to the Elected Official or Department Administrator. Within ten (10) working days of the receipt of such an appeal, the Elected Official or Department Administrator shall meet with the employee to discuss matters pertinent to the complaint. The Elected Official or Department Administrator shall provide a written response to the employee within ten (10) working days following the meeting with the employee. **The decision of the Elected Official or Department Administrator shall be final and no further right of appeal shall be provided.**

The Elected Official or Department Administrator shall conduct an investigation in a manner deemed appropriate, including utilizing a Human Resources representative, to satisfactorily review the complaint or appeal, or for any other purpose necessary to make a determination on the issue presented.

The Elected Official, due to extenuating circumstances, may grant an extension of not more than five (5) working days during any portion of the conflict resolution procedure.

If an employee has access to more than one (1) complaint process, he or she must choose which process to pursue from the beginning, and may only utilize one (1) process.

Compensation and Shared Leave Complaints: The pay range established for a given class of work and the Shared Leave Program shall not be subject to the conflict resolution policy.

4.4: Dress Code

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

Employees are allowed to wear casual attire, including jeans and culottes. Field workers are permitted to wear uniform-style shorts. Casual attire does not imply that sloppy or inappropriate dress is allowed. 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
- Message T-shirts, except for special events which may be designated from time to time

- Any clothing that uses profanity or advocates the use of drugs, including alcohol, or displays offensive and/or inappropriate logos, euphemisms or insignias.
- Proper personal hygiene, and grooming standards shall be met.

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 of employment.

4.5: Outside Employment

Employees shall notify their immediate supervisor or Elected Official or Department Administrator in writing of any outside employment. An employee or Elected Official or Department Administrator 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 or Elected Official or Department Administrator 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) (Section 11), Shared Leave (Section 9.7), or a Personal Leave of Absence (Section 10.6). Please refer to these specific policies for more information.

Employees are cautioned to consider carefully 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 or different 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. (See Section 4.2)

4.6: Participation in Political Activities

Public Law 89-554 (80 Stat. 403USC) defines political activity and places certain restrictions upon state and local government employees in relation to such activity. Employees are prohibited from bringing their political affiliations to bear on their official duties. The following activities are prohibited for Camden County employees.

An employee may not:

1. Use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
2. Prepare or circulate an initiative or referendum petition with respect to his or her own conditions of employment.
3. Be a candidate for public office in a partisan election (*if they work in connection with programs that are financed by a federal program or grant*). The provisions of this section do not apply to individuals already holding an elective office. For further information on this section, contact a Human Resources representative or the U.S. Office of Special Counsel – Hatch Act Unit at 800-854-2824.
4. Directly or indirectly coerce, attempt to coerce, command or advise an employee to pay, lend, or contribute anything of value to a party committee, organization, agency or person for political purposes.
5. Wear or display political badges, buttons or stickers while performing work duties on behalf of the County or while on County premises, with the exception of personal vehicles.

6. Display political paraphernalia on County owned vehicles.
7. Directly or indirectly coerce, attempt to coerce, command or advise an employee to wear or display political badges buttons or stickers.
8. Perform political activities at the direction of a supervisor department head or other County official.
9. Use official working time or other County resources for political activity.

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.

4.7: Personal Relationships

Camden County recognized that occasionally people who meet in the workplace may become romantically involved. It is the County's policy not to regulate employees' dating relationships except as it impacts the work environment. This policy has been established to maintain a safe working environment that is free from harassment.

An employee seeking to develop a romantic relationship with another employee must understand and follow the following rules for behavior:

- Any involvement between employees must be voluntary and desired by both parties.
- Employees that are invited to go out with a co-worker, who do not want to accept this invitation should respond with a clear and definite answer.
- It is not appropriate to make any additional attempts to initiate a dating relationship after a definite negative response has been received. **Repeated requests for a dating relationship constitutes sexual harassment and will be considered a direct violation**

of company policies which will result in disciplinary action up to and including termination of employment.

Any active dating relationships must not interfere with normal work operations. Employees who are involved in such relationships must comply with the following guidelines:

- No dating activities are permitted on County time or County property.
- All behaviors, interactions and activities between employees while on County premises, duty or time, shall be conducted in a manner considered appropriate for a professional working environment. Holding hands, kissing, hugging, sexual comments and other similar behavior generally associated with a dating relationship are prohibited while on the County premises.

Elected Officials and Department Administrators are required to exercise sound judgment 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.

Employees are encouraged to report any concerns regarding actual or perceived violations of this policy to their supervisor or the Human Resources Department. For more information regarding the County's harassment and complaint procedures, refer to the policies on Harassment (Section 3.5) and Sexual Harassment (Section 3.5).

4.8: Supplier Relations

- a) Employees involved in supplier 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 (Section 3.11) for further information
- b) Employees may not borrow from or lend anything of value to any customer or supplier that does business with the County or that wishes to do business with the County.
- c) Employees may not accept cash or any gifts, other than gifts of nominal value, from any supplier. Any items of value that are received must be either returned or taken to the Human Resources Office where they will be maintained for use in employee drawings or recognition awards. The definition of "nominal Value" includes promotional items that are of \$20 or less in value and occasional food or entertainment items. In no instance should presentation of such gifts be construed as necessary to gain entry/access to conduct business with the County.

4.9: County & 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 turned into the Human Resources Department so that we can attempt to return it to the rightful owner.

4.10: 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 if there is reasonable suspicion of such activities.

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 an officeholder, Department Administrators or Human Resources representative at any time, with or without notice, when the County has reason to believe an employee violating any policy regarding contraband, controlled substances or other rules.

Customers, suppliers 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.

4.11: 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 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 matter 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 materials to unauthorized personnel or to third parties.
- Publishing, transmitting, downloading or posting defamatory information 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.

4.12: 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 Elected Official or Department Administrator and a representative of the Computer Processing department.

Each Elected Official or Department Administrator 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.

4.13: 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.’*

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.

4.14: 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. Employees may have personal parcels delivered to the courthouse address.

4.15: Facility Security & Employee Identification

Employees entering the building in the morning 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.

Elected Officials and their key 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 your Elected Official or Department Administrator immediately.

Employees in certain departments have been issued employee identification badges. These should be worn when and where appropriate.

4.16: Employee Parking

Due to limited number of parking spaces immediately adjacent to the Street, these spaces should be reserved for the public (our customers) to park while conducting their personal business at the courthouse. *Employees are encouraged to use the parking lots provided.*

4.17: Safety

Camden County recognizes that safety is every County employees concern and responsibility. Employee cooperation and safety awareness helps in contributing to the County's efficiency and successful operation. It is beyond the scope of this handbook to address every safety concern. For those situations not addressed, common sense is usually the key. (Road and Bridge have specific Safety procedures each employee must follow.) (Sheriff's department has a manual you must abide by.)

SUPERVISORS AND DEPARTMENT ADMINISTRATORS

Supervisors and Department Administrators are responsible for the enforcement of all safety rules as outlined in this policy, as well as promotion of safe work practices for employees at all times, and shall:

- Set a safe example for employees.
- Instill safety awareness in each employee through personal contacts and by addressing safety topics during regular meetings.
- Ensure that work areas are hazard free or as close to hazard free as possible.
- See that all injuries are immediately and properly treated and reported to Human Resources.
- See that all essential safety devices and protective equipment are provided and used appropriately. Provide annual safety training for appropriate employees.
- Ensure that all tools and equipment are properly maintained. Any dangerous equipment must be removed until repaired or replaced.
- Investigate all incidents to determine what can be done to prevent a similar occurrence. Fill out the appropriate incident report forms. Forms are in the Human Resources Office and must be filled out and returned to Human Resources within 24 hours, but no later than three (3) days of an incident.

- Enforce all safety policies and help implement and revise policies as need occur.
- Participate in County sponsored safety programs.
- Inspect all facilities frequently and equipment regularly. When applicable, work sites should be inspected on a regular basis.

EMPLOYEE RESPONSIBILITY

- It is extremely important that employees **immediately report** to their supervisor any hazardous conditions, unsafe practices or improperly functioning equipment that could present a threat to them, fellow workers or the public. All employees share this obligation. You are expected to look out for your own safety as well as that of your fellow workers. You should know and follow safe work procedures and be aware of any hazard pertaining to your job. Use the proper safety equipment provided at all times, and:
 - ***Report all incidents, no matter how minor, to your supervisor as soon as possible. Even near-miss occurrences should be reported.***
- Know and follow all safety rules and procedures. This includes procedures for emergencies and fires. Avoid unsafe acts and apply common sense when in doubt or consult your supervisor.
- Copies of tornado and fire evacuation procedures are available through your supervisor.
- Report all hazards or potential hazards.
- Always use the proper personal protective equipment and other safety equipment necessary for the job at hand.
- Actively participate in and support the County's safety program.
- Participate in good housekeeping practices and good safety habits.

4.18: Emergency Conditions

Camden County recognizes the importance of being prepared for emergency situations. At least once a year, the County conducts a fire drill and a tornado drill to ensure employees are aware of proper evacuation procedures. Copies of the County's tornado and fire evacuation procedures are available in each office or from the County Commission.

Section 5: Employment

5.1: Job Postings

Notice of employment opportunities should be posted, via County email, to give current employees an opportunity to apply for positions that they are interested in and qualified for. However, Elected Officials or Department Administrators may fill job vacancies without posting notices. Whether considering an outside applicant for a new position or a present employee for a change in position, hiring decisions will be based on the person's qualifications for the job. Vacancies below the management level will normally be posted through County email, County website and designated bulletin boards. Postings generally include the salary range, minimum hiring specifications, the essential functions of the job, and closing date for filling applications. Positions are normally posted for at least five (5) workdays. If a previous employee of Camden County wishes to apply for a position, they must have left their former County position in good standing; terminated employees are not eligible for rehire.

Employees are responsible for monitoring job vacancy notices, and for completing and filing out 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; and must typically be in his/her present position for a minimum of twelve (12) months.

Employees are not required to notify their supervisor when submitting an application for a posted position. However, if an employee is a finalist for a position, their supervisor shall be notified prior to the completion of the application process for a recommendation. The relinquishing supervisor, Elected Official or Department Administrator may delay the appointment until the beginning of a pay period, but not for a period more than two (2) weeks unless agreement is reached with the hiring authority. Internal job posting may result in a lateral transfer, a promotion or a demotion. Refer to rate of pay after a job transfer (section 7.5) for information regarding changes in compensation resulting from the job posting process.

5.2: 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 Human Resources prior to the beginning of the first day of work to assure payroll check's 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

- 1) be made on forms prescribed by the Human Resources representative,
 - 2) be completed on the premises or filled out and returned
 - 3) be submitted on or prior to the closing date if one is specified in an announcement.
- Applications will remain on file with the county for a minimum of one (1) year.

5.3: Offers of Employment

Effective December 30, 2019 and going forward, all newly hired employees' will only start work on the Monday of a new payroll week. Offer letters, when necessary, will be used by the County to clearly communicate pertinent information to candidates selected for employment within the County. Information provided usually includes the following:

Position title

Name of the supervisor

Compensation (hourly rate for non-exempt employees, and weekly salary for exempt employees)

Date of hire

Hours of employment

Benefits eligibility dates

Additionally, offer letters refer to the Employee Handbook and provide and provide information regarding the County's policies on:

Immigration Law Compliance

Drug Testing

Provisional Period

Employment At-Will

Reference and Background Checks

5.4: Reference Checks

Inquiries from the other Employers:

A Human Resources representative 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 this information. No subjective information of any kind will be disseminated by any other employees.

5.5: Criminal Record Checks

Criminal records 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 the public.

5.6: 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 (for example, audiometric testing), or may offer preventive vaccinations (for example, hepatitis, or rabies). 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.

5.7: Disqualification

An Elected Official or Department Administrator may refuse to interview an applicant, or may remove an applicant or employee already hired if the applicant or employee:

- a) Does not meet the preliminary requirements of the position.
- b) Has a physical or mental disability such that the person is unable to perform the essential functions of the job, with or without reasonable accommodation.
- c) Test “positive” to drug or alcohol test.
- d) Has made false statements on an application.
- e) Has failed to submit the application correctly or within the prescribed time limits.
- f) Has previously been dismissed from a County position or has resigned while charges for dismissal were pending.
- g) Has otherwise willfully violated the provisions of these policies.
- h) Has established an unsatisfactory employment or personnel record as evidence by a reference check of such nature as to demonstrate unsuitability for employment.
- i) Has a criminal history that may expose other employees or the public to a risk of harm or loss.

5.8: Appointments

The Elected Official or Department Administrator 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 or Department Administrator and Auditor have signed all appointment and pre-employment forms.

5.9: Seniority

Camden County recognizes an employee's date of hire, or bridged date of hire, as the seniority date for purpose of making benefits determinations.

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

When conducting performance appraisals, the employees' length of service in their current position will be used as the basis for assessing job knowledge.

5.10: Orientation

a) 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. 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.

b) Personnel Policies and Benefits Orientation Session

A Human Resources representative will initially conduct an additional 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 and health, vision, and life insurance programs.

Section 6.0: Employment Status & Record Keeping

6.1: Employment Classifications

The County classifies positions as exempt or non-exempt based on criteria set forth by the Fair Labor Standards Act (FLSA).

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 more than thirty-five (35) or forty (40) hours per workweek, **or Comp time**. 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. Refer to the County Overtime and Compensatory Time policy **(Section 7.2)** for specific details.

Employees will be informed of their initial employment classifications via the offer of employment and 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 new supervisor or a Human Resources representative will inform them of any change in their employment category or exemption status.

6.2: 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.

a) Provisional Employees

All new and rehired employees will work on a provisional basis for the first ninety (90) days after their date of hire. This introductory period is intended to give new employees the

opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Supervisors use this period to evaluate employee capabilities, work habits, and overall performance. Provisional employees may be eligible to participate in County-sponsored benefit plans and programs as described in the Other Fringe and Legal Benefits section.

Provisional employees are not entitled to the benefit of the County's step discipline procedure, nor are they entitled to utilize the County's conflict resolution procedures.

The provisional period may be extended up to a maximum of ninety (90) additional days if requested by the employee's supervisor and if approved by the appropriate Elected Official or Department Administrator. Upon satisfactory completion of the provisional period, an employee enters the full-time or part-time employment category. A provisional employee, who does not successfully complete the provisional period and/or an extension thereof, may be dismissed from employment with the County at any time. **Completion of this provisional period does not entitle you to remain employed by the County for any definite period of time. Both you and the County are free, at any time, with or without notice and with or without cause, to end the employment relationship. After completion of the provisional period, eligible employees will receive the benefits described in this handbook.**

b) Sheriff Office Employees Evaluation Period

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

c) Full-Time Employees

Full-time employees are those who are not in a provisional or temporary status and who are regularly scheduled to work at least thirty-five (35) or more hours per week, or approximately one thousand eight hundred and twenty (1,820) hours per year or forty (40) or more hours per week, or approximately two thousand and eighty (2080). Such employees may be exempt or nonexempt from overtime requirements. Full-time employees are eligible for the County's benefit package and fringe benefits.

d) Part-Time Employees

Part-time employees are those who are not assigned to a provisional or temporary status and who are regularly scheduled to work less than the full-time work schedule of the thirty-five (35) or forty (40) hours per week. Part-time employees retain their designated part-time status unless notified by their supervisor or Human Resources representative of change in their status.

e) Part-Time Employees with Limited Benefits

Part-time employees with limited benefits are those who are not in a provisional or a temporary status and who are assigned to a budgeted position that is scheduled to work less than one thousand eight hundred and twenty (1,820) hours, but at least one thousand (1,000) hours (including hours of work and other paid leave) in a continuous twelve (12) month period.

Such employees may be exempt or nonexempt from overtime requirements. Employees in this category are eligible for Personal Time (section 10) and Holiday Pay (section 8), County Employee's Retirement Fund (CERF) (section 14. 5) and depending on the number of hours worked or scheduled to work in a year, may be eligible for Family Medical Leave (section 13). Refer to specific policies for benefits levels.

Part-time employees with limited benefits are ineligible for birthday leave, vacation and sick time benefits, LAGERS retirement benefits, and all other fringe benefits including health, and life insurance.

f) Part-Time Employees without Benefits

Part-time employees without benefits are those who are not in a provisional or a temporary status and who are assigned to a budgeted position that is scheduled to work less than one thousand (1,000) hours in a continuous twelve (12) month period. Such employees may be exempt or nonexempt from overtime requirements. Employees in this category are eligible to receive all legally mandated benefits (such as workers compensation insurance and Social Security), but they are ineligible for all other County benefit programs.

g) Temporary/Seasonal Employees

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 nonexempt 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 supervisor or a Human Resources representative. While temporary seasonal employees receive all legally mandated benefits (i.e. worker's compensation insurance and Social Security), they are ineligible for all other County benefit programs.

h) Temporary Contract Employees

Temporary contract employees are those who are assigned to work at the county through temporary employment agencies to 1) work full-time or part-time as interim replacements, 2) temporarily supplements the work force, or 3) assist in the completion of a specific project. Temporary contract employees receive all benefits, including legally mandated benefits and other applicable benefits through their employer, the temporary employment agency. They are ineligible for all County benefit programs.

i) Internships

Interns are students who are 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. worker's compensation insurance and Social Security), they are ineligible for all other County benefit programs.

j) Volunteers

Volunteers for the County donate their time in service, and are ineligible for all County benefit programs.

6.3: Rehires and Bridging of Service

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 applicant's previous work record, qualifications for the position, and other relevant factors.

When a former employee is rehired after a break in service of two (2) years or less, the length of their previous service may be bridged. "Bridging" occurs immediately upon rehire, and means that the employee's previous period of employment is counted for the purpose of determining benefit levels. However, the employee will be subject to the standard provisional period as described in the Employment Status Categories policy, and subject to the waiting period for re-enrollment in benefits programs listed in the Summary Plan Descriptions. **The completion of the provisional period should not be construed as creating a contract or as guaranteeing employment for any specific duration or as establishing a just cause termination standard.** Employees rehired after having been out of the County's employ for a period longer than two (2) years or longer than their original period of employment are not eligible for bridging of service.

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

6.4: Personnel Files

Camden County maintains a confidential personnel file on each County employee. The Human Resources Department shall maintain personnel files of employees in departments under the direction of the County Commission. 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 or Department Administrators who have a legitimate reason to review the full personnel file are allowed to do so.

a) Inspection by the Employee:

Employees may inspect their own personnel records. Such an inspection 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 this representative. Employees are free to make hand-written notes of their file. Only where required by state law (see the following section below) will photocopies be made available. Employees may not remove documents from their personnel file.

b) Inspection by the Public:

Payroll records obtainable by the public, unless specified otherwise by federal or state law, 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 the legitimate business reasons) if a written request is received from the individual requesting the information and it is approved by the **Commissions 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's and Human Resources 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, cafeteria plan elections and beneficiary designations; and credit card numbers, personal identification numbers, and social security numbers. **County Employees may not make photocopies of the above information contained in their file.**

6.5: 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 these changes. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. **Effective December 30, 2019 and going forward, any changes to banking accounts must be completed by Monday of a new payroll week only.**

6.6: 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 appropriate supervisor 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 include the following information:

- a) Position title, department name, pay grade, FLSA status, and title of the position's supervisor.
- b) Purpose of the position.
- c) Essential and non-essential duties and responsibilities of the positions.
- d) Minimum training and experience required to perform the essential job functions of the position.
- e) Physical and mental abilities required to perform the essential job functions of the position.

6.7: Job Requisition Process

To ensure the Job Posting, Job Description and Classification processes function smoothly, the County has developed a Job Requisition Process.

Elected Officials and Department Administrators shall notify other involved Courthouse personnel, **Auditor and the Human Resources Department**, of their intent to replace or add employees within their department by completing the Personnel Requisition Form. This form may initiate Job posting and applicant screening.

A new or updated job description will accompany all Personnel Requisition Forms for newly created positions or for positions in which responsibilities or requirements have changed since the last job description was done.

Section 7.0: Compensation

7.1: 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 by the department's Elected Official.

Law enforcement personnel should refer to the Sheriff Office Handbook Supplement for information regarding the FLSA standards and workweek definitions for their job classification.

Overtime & Compensatory Time

It is responsibility of each supervisor 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 office holder or Department Administrators 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 or compensatory time (comp time) will apply for all hours worked over forty (40) in a workweek for hourly non-exempt employees. Personal time, sick time, and other paid time off 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.

At the determination of the Elected Official or Department Administrator and approved by the County Commission, time and one-half (1.5) wages may be paid in certain emergency situations that would not otherwise qualify for overtime. The Elected Official or Department Administrators of the affected department(s) will be required to submit a written request for the payment of the premium wage to the County Commission. Each event will be determined on its own merit an on a case-by-case basis.

Maximum Accumulation and scheduling of FLSA Comp Time

Camden County hourly non-exempt employees may accrue up to a total of fifty (50) 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 period that it was earned. Employees wanting to schedule comp time off that was earned in a prior period shall submit in advance a Paid Time off Benefit Request Form to their supervisor 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, Department Administrators, or supervisor to ensure that the employee is given the opportunity to utilize earned, accrued FLSA comp time. *Employees are encouraged to utilize all comp time prior to the utilization of vacation time.*

Record Keeping & FMLA

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

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 not count against the employee's twelve (12) week FMLA leave entitlement.

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.

Final Check

Upon termination of employment, any employee who has accumulated comp time shall be paid for unused time at their final regular rate of pay.

Overtime and Compensatory Time for Law Enforcement Personnel

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

7.2: 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.

7.3: Compensation Practice

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.

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 Department Administrators so that a correction may be coordinated with payroll as quickly as possible.

Direct Deposit:

ALL County employees receive their payroll through direct deposit. Each payday employees will receive a hard-copy remittance documenting all earnings and deduction activity.

7.4: 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.

7.5: Promotion/Lateral Position Changes

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

a) **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 at least a five (5) percent increase to their salary or the minimum of the new range, whichever is greater. In no instance will an employee receive an increase of more than the maximum of the assigned pay grade. An employee may receive less than a five (5) percent 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.

b) **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.

c) **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.

7.6: Temporary Assignment to a Higher-Level Position

Department Administrators or officeholders may request approval from the County Commission to temporarily increase the pay of an employee who is temporarily assigned all the duties of a position in a higher pay grade due to an extended leave of absence or as an interim replacement for an employee in a higher pay grade. Temporary salary increases, when approved, will normally be five percent (5%) per pay grade. To be eligible, the temporary assignment must be expected to last thirty (30) days or more. When the temporary assignment is completed, the employee's rate of pay will return to the prior rate.

7.7: Emergency Alert Duty Status

Elected Officials and Department Administrators may declare an emergency alert duty status whereby employees shall be available by telephone or other acceptable means of communication should they be required to report for duty. This duty status shall normally be limited to off-duty hours between regularly scheduled shifts or weekends. Employees shall not receive compensation for this duty status unless they are required to report for duty, in which case they shall receive at least the minimum call-back pay as described in the Call-Back Pay policy.

7.8: 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 one (1) hour of pay at the regular rate of pay or the time worked, whichever is longer. When employees qualify for call-back pay, they will be reimbursed for mileage on their personal automobile. Call-back pay and mileage reimbursement will not apply if the employee works into their regular shift or if called back due to their own negligence. Only the actual hours worked in a call-back situation will be applied toward overtime accumulation.

7.9: Show-Up Pay

Employees who show-up for work as part of their regular schedule will be paid a minimum of one (1) hour, even if the schedule changes and they work for less than one (1) hour. Show-up pay does not apply to inclement weather closings if the County followed the proper notification process as indicated in the Weather-Related Closings policy. Only the actual hours worked in a show-up pay situation will be applied towards overtime accumulation.

7.10: Compensation Plan

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 according to the compensation plan and within the minimum and maximum rates established by the plan.

The compensation plan for the County includes:

- Current job descriptions for every position title

- A list of titles indicating the pay grade for each title

- A schedule of pay grades which includes minimum and maximum pay rates for each grade, and divides the pay grades into quintiles

7.11: 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.

Section 8.0: Work Schedules & Attendance

8.1: Work Schedules

Elected Officials and Department Administrators will determine the work schedule for employees in their departments. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Each supervisor will advise employees of the times their schedules will normally begin and end.

The Courthouse's standard hours of business are Monday-Friday, from 8:30 a.m.-4:30 p.m.; certain departments may work a different schedule. Full-time employees are generally assigned to work either a thirty-five (35) or a forty (40) hour workweek and will be informed of their specific work schedule, and their department's operating schedule, by their Elected Officials or Department Administrators.

8.2: Sheriff Office Work Schedules and Staffing Requirements

Sheriff Office employees should consult the Sheriff Office Handbook Supplement for details regarding employee scheduling and minimum staffing requirements applicable to their department.

8.3: Recording Work Hours

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Camden County to keep an accurate record of time worked to calculate employee pay and benefits.

It is the employees' responsibility to input their hours worked into the Novatime Payroll System. The supervisor will review and then approve the time record before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and supervisor must verify the accuracy. Falsifying a time record is a violation of

County policy and is grounds for disciplinary action, up to and including termination of employment.

8.4: Attendance and Punctuality

Regular attendance and punctuality is expected of all County employees. Absenteeism and tardiness place a burden on other employees and may delay citizens in the transaction of business with the County.

When it is unavoidable that the employee will be late or is unable to work as scheduled, he or she should notify their supervisor, **via phone**, as soon as possible in advance of the anticipated tardiness or absence, but no later than one (1) hour after the schedule start of their shift. The notice should include a reason for the absence and an indication of when the employee can be expected to report for work. If, at that time, the duration of the absence is unknown, **the employee shall be required to call the supervisor daily to report the status of the absence.**

Employees who have excessive absenteeism and/or tardiness, or who fail to report to work without proper supervisor notification, may be subject to disciplinary action, up to and including termination of employment.

Employees who are absent from work for three (3) consecutive days without giving proper notice to the Company will be considered as having voluntarily quit.

Health Care Provider's Statement

If an employee is absent for more than five (5) consecutive days 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,** and shall include estimated dates as to when the employee may return to work.

Before returning to work from a sick time absence exceeding five (5) 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 or Department Administrator may also require a health care provider's verification at any time from an employee whose frequent use of sick time negatively affects their job performance and/or the operation of the department. The verification may be required as a condition to receiving sick time 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 personnel records. 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.

8.5: Rest Periods

Employees will be provided two (2) rest periods of fifteen (15) minutes in length for a seven (7) or eight (8) hour workday. Employees will receive one (1) fifteen (15) minute rest period for a workday of less than seven (7) hours. Rest periods are provided as the work requirements of the department permits and at the discretion of the Elected Official or Department Administrator. Rest periods are not cumulative; missed breaks are not made up on another day. Rest periods are paid break periods, and employees must not be absent from their workstations for more than the allotted rest period time.

8.6: Meal Periods

Employees working five (5) or more hours per day may be provided one (1) meal period during the workday. Lengths of meal periods are determined by the office holder or Department Administrator, and generally are either thirty (30) minutes or one (1) hour in duration. To the extent possible, meal periods will be provided in the middle of work periods, but supervisors have the authority to schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

8.7: Weather-Related Emergency Closings

At times weather-related emergencies may require the closing of County offices. The members of the County Commission will make the decision about weathered-related closings. When the decision is made to close County offices early, the Commission will notify the rest of the Elected Officials. In the event that such an emergency occurs during non-working hours and administrative offices are closed, local radio stations (KRMS 1150 am and KJEL 103.7 FM) will be asked to broadcast notification of the closing. A recorded message shall also be available at 346-4440 that will give the open/closed status of County offices.

When County offices are officially closed, time missed from scheduled work will be paid. Employees who missed scheduled work time when County offices are officially open, will be

compensated by using accrued comp time or other paid time off benefits vacation, personal, or sick time.

If County offices are open and employees find difficulty in getting to work safely due to inclement weather, they should call the supervisor to inform him or her when they will be able to come to the office, or if they will not be coming to the office that day. During working hours, if employees feel there may be difficulty in going home, they may leave after advising the supervisor. Employees are responsible for their own safety, and they should use their own discretion. You will be compensated by using your accrued comp time or other paid time off benefits vacation, personal, or sick time.

Building Maintenance, Emergency Management, and other employees in essential operations may be required to report to work unless otherwise notified by their supervisor.

Sheriff, Juvenile Justice and Road and Bridge employees, due to the operating requirements of their departments, will be required to work their regular schedule and, if necessary, overtime during inclement weather.

Section 9.0: Fringe & Legal Benefits

9.1: 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 program has 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 this 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.

9.2: Holidays

Eligibility:

Full-time employees and part-time employees with limited benefits (see Employment Status Categories- section 6.2) will receive compensation for Observed Holidays. Part-time employees without benefits, temporary/seasonal, contract employees, unpaid interns and volunteer employees 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.

The specific list of holidays is released each year, and will be made available within each Elected Official's office.

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.

The Road and Bridge department may consider adjusting the weekly schedule during a holiday week to provide thirty-two (32) scheduled work hours. See the department administrator for more information.

Sheriff Office employees will be limited to maximum benefit of one hundred (100) holiday hours in a calendar year during which twelve (12) holidays are recognized, or one hundred eight and one-half (108.5) hours during a year in which thirteen (13) or more are holidays are observed. Please consult the Sheriff Office Handbook Supplement for further information.

Eligible part-time employees with limited benefits will receive holiday pay in the amount of their regularly scheduled hours for that day, or an amount determined at the discretion of their supervisor.

General Conditions

- a) An employee will not receive Holiday pay for any Holiday that occurs within an unpaid leave of absence. Shared Leave recipients are not eligible for holiday pay, as Shared Leave payments are donated time and are not wages earned. See the Shared Leave policy (section 9.7) for more information.
- b) If an employee uses sick time 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.
- c) If a Holiday falls during an employee's vacation period of multiple days off, he or she will be paid for the Holiday, and not receive vacation time for that day. This includes time during an FMLA leave when an employee is using vacation time.
- d) 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.
- e) Holiday pay will 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 the scheduling of Holidays applicable to their department.

9.3: Vacation

Eligibility:

The County believes strongly in the benefits associated with a period of rest and relaxation away from the demands of the workplace and makes full-time employees eligible to receive vacation time benefits.

Waiting Period

New and rehired employees are not eligible to use vacation time during their first year of employment. After that time, eligible employees may request use of vacation time, including time that accrued during the waiting period.

Vacation Earning Schedule:

One of the ways that Camden County recognizes the service commitment of long term employees is by establishing a vacation schedule that increases the amount of vacation full-time employees receives at specific anniversary dates.

Vacation time will be accrued during each pay period. New and rehired employees begin accruing vacation benefit during the first full pay period worked. Vacation time off is paid at the employee's base rate pay at the time of vacation.

When moving to the next vacation accrual level, employees will begin accruing the higher vacation rate during the pay period of their service anniversary.

Full-time employees with less than ten (10) years of service that were hired before November 1, 2003, will continue to receive the same vacation accrual they had before this policy change. They will be subject to the same rules and accrual limits as employees with ten (10) - fourteen (14) full years of service. When their service time "catches up" to their vacation benefit level (i.e. on their 15th anniversary), they will be eligible to advance to the fifteen (15) days per year accrual.

Eligible employees will accrue vacation time according to the schedules below:

VACATION ACCRUAL SCHEDULE FOR 35 HOUR WEEK

Time with County	Days per Year	Hours per Year	Accrual per Pay period (hours)	Accrual Limit (hours)
Hire Date-2 full years (0-24.9 months)	5	35	1.35	53
3 rd Anniversary - 9 full years (25-119.9 months)	10	70	2.69	105
10 th Anniversary - 14 full years (120-179.9 months)	12	84	3.23	126
15 th Anniversary - 19 full years (180-239.0 months)	15	105	4.04	157.50
20 th Anniversary (240 months and beyond)	20	140	5.38	210

VACATION ACCRUAL SCHEDULE FOR 40 HOUR WEEK

Time with County	Days per Year	Hours per Year	Accrual per Pay period (hours)	Accrual Limit (hours)
Hire date – 2 full years (0-24.9 months)	5	40	1.54	60
3 rd Anniversary – 9 full years (25-119.9 months)	10	80	3.08	120
10 th Anniversary – 14 full years (120-179.9 months)	12	96	3.69	144
15 th Anniversary – 19 full years (180-239.9 months)	15	120	4.62	180
20 th Anniversary (240 months and beyond)	20	160	6.15	240

VACATION ACCRUAL

a) Limits:

In the event that the total amount of unused vacation time reaches a “cap” (accrual limit) equal to one and one-half (1.5) times the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the accrual limit, vacation accrual will begin again.

b) Rehired employees:

If an employee separates from County services and is rehired any time within two (2) years, he or she may be eligible to have their past employment service count towards their current vacation benefit accrual. Refer to the Rehires and Bridging of Service policy (section 6.3) for

further eligibility rules. Rehires will be subject to the one (1) year waiting period restriction from using accrued vacation benefits.

c) Pay in Lieu of Vacation:

Employees are required to take their earned vacation. No payments will be made for accrued hours in lieu of taking vacation, except for accrued, unused vacation at time of transfer to a new department or termination.

Transfer to other County Departments

Employees transferring to other departments within the County will continue to accrue vacation time credit according to the vacation-earning schedule commensurate with total years of County service. However, the carryover of accrued vacation time to the new department may be limited due to budget or operating constraints at the discretion of the Elected Official or Department Administrator. If the carryover is limited, the employee will be compensated for any unused accrued time from the previous department's budget.

Vacation Scheduling

All full-time employees, both salaried exempt and hourly non-exempt are required to obtain Supervisory approval at least five (5) days in advance of the requested vacation time, and are required to complete a Paid Time off Benefit Request Form. Vacation requests are reviewed based on a number of factors, including but not limited to departmental needs and staffing requirements.

No vacation time may be taken in advance of being earned. Employees using vacation time on a Friday are automatically excused from any scheduled Saturday work (*that is not part of their regular work schedule.*)

Employees may not use vacation time in increments smaller than one hour. Requests for more than ten (10) consecutive days will be considered for approval, but are discouraged due to the County's commitment to servicing our customers. Vacation 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.

Vacation time will be treated as time worked for purposes of calculating overtime for non-exempt employees.

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

Payment Upon Employment Separation

Upon separation of employment, employees with ninety (90) days or more of continuous service will be paid for unused, accrued vacation time. Employees who have given notice of resignation may not be allowed to use vacation time during their notice period. At the time of separation, vacation accrual will not occur during the final pay period unless the entire pay period is worked.

If an employee voluntarily terminated his or her employment in a manner that does not comply with the Notice of Resignation policy (Section 13.1), he or she will not receive compensation for unused vacation benefit accruals. Refer to the specific policy for information on payout eligibility.

In the event of separation due to death of employee, payment of unused, accrued vacation time will be made to the employee's beneficiary.

Vacation and Other Time Off

Employees requesting time off from work shall be required to use the appropriate paid time off benefit to accommodate their need. However, when an Elected Official or Department Administrator or a supervisor schedules employees 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 vacation time 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. Shared leave benefits are not an earned benefit, and therefore will not count as paid time for purpose of determining whether vacation benefits may be accrued in each pay period.

b) Sick Time

Vacation time will not be substituted for sick time except when all sick time is utilized. Employees who are out of sick time and personal time, and are absent from work shall be required to use vacation time.

c) Holidays

If an official holiday falls during a vacation period, eligible employees will be paid holiday pay and not charged for vacation time.

d) Family and Medical Leave Act (FMLA)

If the reason for time off qualifies as Family and Medical Leave, the employee will be required to use their sick, personal and vacation time benefits (in that order) during the Family Medical Leave.

e) Shared Leave Time

Employees may donate vacation time to the Shared Leave Program. See the Shared Leave policy (section 9.7) for more information. Vacation time will not accrue during pay periods in which employees receive shared leave time.

f) Worker's Compensation

Employees may use sick, personal or vacation time benefits to supplement their income while drawing Worker's Compensation temporary total disability payments (TTD). This use of paid time off benefits are limited so that the sum total of TTD payments and paid time off benefits will not exceed 100% of the employee's regular wages.

Employees may choose to use accrued sick, personal or vacation time benefits during the three (3) day Worker's Compensation waiting period.

9.4: Personal Time

Camden County has established a Personal Time program that annually provides employees two (2) days of paid time off to take care of personal matters that cannot be scheduled outside normal working hours.

Employees will be credited either seven (7) or eight (8) hours personal time per day based upon working either a thirty-five (35) hour or a forty (40) hour workweek, respectively.

Eligibility

Full-time employees and part-time employees with limited benefits (see Employment Status Categories-section 6.2) will receive Personal Time benefits. Part-time employees without benefits, temporary/seasonal, contract employees, unpaid interns and volunteer employees are ineligible for Personal Time.

Waiting Period

New and rehired employees are not eligible to use personal time during the ninety-(90) day provisional period. After that time, eligible employees may request use of personal time.

Personal Time Accrual

Personal time is credited on January 1st of each year and must be used by the end of the calendar year. There will be no carryover of personal time from year to year, and there will be

no payment for unused personal days at the end of any calendar year or in the event of termination.

It is the responsibility of the employee to request their personal days during the calendar year. An employee who waits until the last quarter of the calendar year to request their personal time may be denied unused personal time for that year if the request would place a burden on the operation of the department.

New employees hired before June 1st will receive one (1) personal day during the first calendar year of employment. Employees hired between June 1st and September 30th will receive one-half (1/2) personal day during the first calendar year of employment. Employees hired October 1st or later will not receive any personal time during the calendar year in which they are hired.

Personal Time Scheduling

All full-time employees, both salaried exempt and hourly non-exempt are required to obtain supervisory approval at least five (5) days in advance of the requested personal time, and are required to complete a Paid Time off Benefit Request Form. Personal time requests are reviewed based on a number of factors, including but not limited to departmental needs and staffing requirements.

No personal time may be taken in advance of being earned. Employees using personal time on a Friday are automatically excused from any scheduled Saturday work (*that is not part of their regular work schedule*).

Employees may use personal time in increments of not less than one (1) full hour.

Personal time is not treated as time worked for purpose of calculating overtime for non-exempt employees.

Personal Time and Other Time Off

a) Paid and un-paid leaves

Employees on a paid leave on January 1st will accrue the annual allotment of personal time in accordance with the regular schedule. An employee will not accrue personal time on January 1st if he or she is on an unpaid leave, except for time missed due to a work-related injury. Personal time for the year will accrue when the employee returns to active status for a full pay period.

b) Family and Medical Leave

If the reason for time off qualifies as Family and Medical Leave, the employee will be required to use their sick, personal and vacation time benefits (in that order) during the Family Medical Leave.

c) Shared Leave Time

Employees may donate personal time to the Shared Leave Program. See the Shared Leave Policy (section 9.7) for more information. Personal time will not accrue during pay periods in which employees receive shared leave time.

Sheriff Office employees should also consult the Sheriff Office Handbook Supplement for more details regarding Personal Time.

9.5: Sick Time

Eligibility:

Camden County provides all full-time employees compensation when work is missed due to personal illness or injury. Sick Time benefits also apply when an employee is absent for work for any event that meets the Family and Medical Leave qualifications. (Refer to Family and Medical Leave, (section 11)

Sick time benefits must be used by employees who miss more than one (1) hour of scheduled work that is not covered by another benefit (vacation time, personal time, bereavement leave, etc.).

Sick time is not counted as hours worked for calculating overtime.

Waiting Period:

New and rehired employees (regardless of bridged seniority) are not eligible to use sick time during the ninety-(90) day provisional period. After that time, eligible employees may request use of earned sick time, including time that accrued during the waiting period.

Sick Time Accrual:

Full time employees will accrue ten (10) sick days per year. During the first year of service, full-time employees will accrue five (5) sick days. Sick time will be accrued during each pay period.

New and rehired employees begin accruing sick time benefits during the first full pay period worked. New and rehired employees with less than one (1) year of completed service credit (including bridged seniority) will accrue five (5) sick days until their service time reaches one (1) year. During this period, the accrual rate per pay period for eligible employees is one point three five (1.35) or one point five four (1.54) hours depending on whether their workweek is thirty-five (35) or forty (40) hours, respectively.

After one (1) year of service has been completed, the accrual rate per pay period for eligible employees scheduled to work thirty-five (35) hours per week shall be two point six nine (2.69) hours. The accrual rate per pay period for eligible employees scheduled to work forty (40) or more hours per week shall be three point zero eight (3.08) hours.

No sick time may be taken in advance of being earned. Sick time is paid at the employee's base pay rate when the sick time is paid.

There is NO LIMIT to the amount of sick time eligible full-time employees are allowed to accumulate.

Employee Responsibilities:

Employees who are unable to report to work due to illness or injury must **CALL** their direct supervisor or their Elected Official or Department Administrator before the scheduled start of their workday or as soon as possible. Failure by the employee to contact their supervisor may be grounds for disciplinary action. For each subsequent day of absence, the employee must also call their supervisor unless approved in advanced by their supervisor. Refer to the Attendance and Punctuality policy (section 8.4) for more information. Hourly non-exempt employees will use their time sheets to record usage of sick time.

Health Care Provider's Statement:

If an employee is absent for more than five (5) 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**, and shall include estimated dates as to when the employee may return to work. **Before returning to work from a sick time absence exceeding five (5) 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 or Department Administrator may also require a health care provider's verification at any time from an employee whose frequent use of sick time negatively affects their job performance and/or the operation of the department. The verification may be required as a condition to receiving sick time 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.

Sick Time and Other Time Off

a) Non-Paid Time

Employees will not accrue sick time 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. Shared leave benefits are not an earned benefit, and therefore will not count as paid time for the purpose of determining whether or not sick time benefits may be accrued in a given pay period.

b) Holidays

If an employee uses sick time 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.

Sheriff office employees should also consult the Sheriff Office Handbook Supplement for more details regarding sick time and holidays applicable to their department.

c) Vacation

Vacation time will not be substituted for sick time except when all sick time is utilized. Employees who are out of sick time and personal time, and are absent from work, shall be required to use vacation time.

d) Family and Medical Leave ACT (FMLA)

If the reason for time off qualifies as Family and Medical Leave, the employee will be required to use their sick, personal and vacation time benefits (in that order) during the Family Medical Leave.

d) Shared Leave Time

Employees may donate sick time to the Shared Leave Program. See the Shared Leave policy (section 9.7) for more information. Sick time will not accrue during pay periods in which employees receive shared leave time.

e) Workers Compensation

Employees may use sick, personal or vacation time benefits to supplement their income while drawing Workers Compensation temporary total disability payments (TTD). This use of paid time off benefits is voluntary and must be requested by the employee. Payments of benefits are limited so that the sum of TTD payments and paid time off benefits will not exceed 100% of the employee's regular wages.

Employees may choose to use accrued sick, personal or vacation time benefits during the three (3) day Workers Compensation waiting period.

Transfer to other County Departments

Employees transferring to other departments within the County will be allowed to carry over any accrued sick time to the new department.

Payment for Unused Sick Time

Paid sick time benefits are intended solely to provide income protection in the event of personal or family illness or injury. Except for the recognition program described below, unused, accrued sick time will not be paid-out to active or terminating employees.

One of the ways that Camden County recognizes long-term employees for their service to the County is by establishing a special payment program for unused, accrued sick time for long-term employees when they leave employment with the County.

Employees with ten (10) or more years of service whose employment terminates will receive payment for one half (1/2) of their accumulated sick time. Upon the death of an eligible employee, one half (1/2) of their accumulated sick time will be paid to their surviving spouse. If there is not a surviving spouse, sick time will be payable to the beneficiary designated under the County-paid life insurance program. Terminating employees with less than ten (10) years of service will not be paid for unused, accumulated sick time.

If an otherwise eligible employee, voluntarily terminates employment, in a manner that does not comply with the Notice of Resignation policy (section 13.1), he or she shall not receive payment for one half (1/2) of their accumulated sick time. Refer to the specific policy for information on payout eligibility.

Employees who have given notice of resignation shall not be allowed to use sick time during their notice period. At the time of separation, sick time accrual will not occur during the final pay period unless the entire pay period is worked.

Sheriff Office employees should also consult the Sheriff Office Handbook Supplement for more details regarding the use of sick time applicable to their department.

9.6 Birthday Leave

Camden County gives special recognition to all full-time employees by providing a day-off with pay on their birthday.

Employees are free to request their day off on a workday that is not their actual birth date if it is more convenient to them or the birthday falls during a weekend or holiday. Employees are encouraged to utilize this day as close to their birthday as possible. Before taking a day off as birthday leave, employees must obtain scheduling approval with their supervisor to ensure no work or schedule conflicts exist.

Full-time employees are eligible for birthday leave after ninety (90) days of employment. Employees on an unpaid leave of absence or receiving shared leave compensation will not be eligible for birthday leave. Unused birthday leave will not be paid out to employees when ending employment with the County.

9.7: Shared Leave Program

Camden County has established a Shared Leave Program as a way for employees to provide additional paid leave to coworkers who have exhausted all of their accrued leave time (including vacation, sick, personal, and compensatory time) due to a personal illness or injury or that of their spouse or child, which is life threatening or catastrophic. Life threatening or catastrophic, for purposes of this policy, is defined as an injury or illness that meets the definition of a “serious health condition” under the Family and Medical Leave Act. See the Family and Medical Leave Policy (section 11) for further information.

An eligible employee or, an Elected Official or Department Administrator on behalf of another qualifying employee, may request shared leave time by notifying the **Human Resources Department**. To be eligible for benefits under this program, an employee must be full-time and have worked for the County for at least one (1) year and meet the following criteria:

1. The employee or the employee’s spouse or child must have experienced a personal injury or illness, which is life threatening or catastrophic, and not job related.
2. The employee must have exhausted all accrued vacation, sick, personal and compensatory time.
3. A shared leave request form and a health-care provider’s verification (that the employee is unable to work due to illness or injury) must be completed and submitted to the Human Resources Department.
4. The employee must not be working for another employer (i.e. have active outside employment).

5. The employee must not be on an unpaid disciplinary status during the period requested for shared leave.
6. The employee must be on unpaid, approved FMLA or Personal Leave of Absence. The employee must not be receiving worker's compensation benefits.
7. An employee who is on leave *due to their own* personal life threatening or *catastrophic* "serious health condition" shall not receive more than a total of twenty-six (26) weeks of paid time in a twelve – (12) month period, which includes a combination of vacation, sick, personal and compensatory and shared leave time.
8. An employee who is on leave due to the life threatening or catastrophic "serious health condition" of their spouse or child, shall not receive more than a total of twelve (12) weeks of paid time in a twelve-(12) month period, which includes a combination of vacation, sick, personal and compensatory and shared leave time.
9. The twelve (12) month period for Shared Leave shall be determined in the same manner as described within the Family Medical Leave policy (i.e. twelve (12) month cycle).

Shared Leave recipients will not accumulate vacation (section 9.3), personal (section 9.4) or sick time (section 9.5), nor be eligible for holiday pay (section 9.2) and birthday leave (section 9.6) as Shared Leave payments are donated time, not wages earned. See the associated policies for more information.

An employee wishing to donate leave must notify their Elected Official or Department Administrator, or Department Supervisor, by using the Paid Time off Benefit Request Form. The Elected Official or Department Administrator will give a copy to payroll with a copy going to the Human Resources Department. The notification must be dated and include the donor's name, the recipient of the donated time (if desired), the number of hours to be donated, and the signature of the donor. Donated time will be kept in a ledger account, and administered by the Payroll Clerk as applicable. Donation requirements and rules are as follows:

1. Employees may designate who will be the recipient of their donated time. Donated time not designated for a specific employee will go into the Shared Leave "bank". If there are unused designated hours after an employee returns to work from leave, the extra hours will go to the Shared Leave "bank". All donated hours are NON-REFUNDABLE.
2. The Shared Leave "bank" will be used only when there are no designated hours for an employee on Shared Leave. If the Shared Leave "bank" is not sufficient to pay all employees qualifying for payment, hours will be divided equally among recipients until the "bank" is emptied or replenished.
3. Employees may donate time from their Vacation, Personal and/or Sick Time accruals. (Donating time that has not been accrued yet is not allowed.)

4. Employees may donate benefit time in one-hour increments.
 5. Employees will be limited to donating a maximum number of hours equal to five (5) benefit days to the Shared Leave program in any calendar year.
 6. Donated time will be deducted from the donor's leave record in lump sum.
- Nothing contained herein will be construed to give any employee a right to shared leave benefits or guarantee reinstatement after the shared leave time expires.

9.8: 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 or experience a qualifying family event to terminate or 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 the age of sixty-five (65). Individuals who elect this option are responsible for paying the full policy premium.

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 Benefits Coordinator in the Human Resources Department.

9.9: Health Insurance Continuation (COBRA)

Under the Consolidated Omnibus Budget Reconciliation Act (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 County coverage if they lose eligibility due to any of the following reasons:

- 1) The dependent no longer qualifies for dependent coverage under these plans

- 2) The dependent becomes divorced or legally separated from the covered employee
- 3) The covered employee becomes eligible for Medicare
- 4) 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.

9.10: Life and AD&D Insurance

The County offers 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.

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.

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 Benefits Coordinator in the Human Resources Department.**

9.11: Retirement Plans

Missouri Local Government Employee's Retirement System (LAGERS)

Full-time employees will be enrolled in the LAGERS plan after six (6) months of employment. After an employee has completed five (5) years of credited service, they will be vested in LAGERS. The County shares in the cost of providing this benefit program for employees and annually reviews program costs to establish what the County contribution levels shall be.

The normal retirement age is the age that an employee can retire and begin receiving an unreduced benefit. Early retirement benefits are available at age **62**, with a permanent reduction to 80 percent of the full benefit amount. Currently, the full benefit age is **66** for people born in 1943-1954, and it will gradually rise to **67** for those born in 1960 or later. For

Sheriff Deputies and other Commissioned Officers, the retirement age is fifty-five (55) with full pension.

The LAGERS plan also offers disability benefits for vested employees who become totally and permanently disabled, from non-work-related causes, to perform the job they were performing for the County. The monthly benefit would be computed in the same manner as a normal retirement, using the final average salary at the time of disability and the credited service they would have had at retirement age.

LAGERS enrolled employees who become totally and permanently disabled from performing their job due to a work-related injury do not have to be vested to qualify for disability benefits. Benefits would be calculated in the same manner as a normal retirement, based upon salary and service to the time of disability with no reduction for age.

Rehired employees may be eligible to bridge their prior service credit with LAGERS in accordance with the LAGERS reinstatement policy. (LAGERS 'policy is different than the County's service bridging policy.)

Please refer to the plan booklet for more information or speak with the **Benefits Coordinator in the Human Resources Department.**

County Employee's Retirement (CERF) Pension Plan Fund

The County Employee's Retirement Fund (CERF) was established by Senate Bill 579 effective August 28, 1994. Full-time employees and authorized part-time employees who are employed in a position normally requiring one thousand (1,000) hours of work each year will be enrolled in the CERF plan upon employment. Certain courthouse employees who are considered employees of the State and/or are covered by another retirement plan besides LAGERS (for example MOSERS) may be eligible for the CERF plan.

After an employee has completed eight (8) years of credited service, they will be vested in CERF. The County shares in the cost of providing this benefit program for employees and annually reviews program costs to establish what the County contribution levels will be.

The normal retirement age according to CERF is sixty-two (62) for eligible employees. All active employees are also covered by a ten thousand-dollar (\$10,000.00) life insurance benefit.

Re-hired employees may be eligible to bridge their prior service credit with CERF in accordance with the CERF reinstatement policy. (CERF's policy is different than the County's service bridging policy.)

For further information about CERF, employees may refer to the plan booklet, or speak with **the Benefits Coordinator in the Human Resources Department.**

9.12: Deferred Compensation

CERF Smart Savings Plan

Employees who are members of the CERF Pension Plan may participate in the deferred compensation plan sponsored by the CERF. The CERF Smart Savings Plan provides employees the opportunity to defer (set-aside) a portion of their income before taxes into a savings plan for retirement. In addition, each year the CERF Board may provide a matching contribution (up to the plan limits) to participant's contributions. After an employee has completed five (5) years of service, he or she will be vested on the matching contribution provided by CERF.

Re-hired employees may be eligible to bridge their prior service credit with CERF in accordance with the CERF reinstatement policy. (CERF's policy is different than the County's service bridging policy.)

9.13: Supplemental Insurance Plans

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

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

9.14: 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.

9.15: Worker's Compensation

All employees are covered, in accordance with state laws, by Workers' Compensation Insurance for injuries and illnesses sustained at work. The County pays the entire amount of the Workers Compensation Insurance premiums through a selected provider. In order to receive benefits as described in this section, the claim for illness or injury must be approved by the insurance provider. **Forms are in the Human Resources Office and must be filled out and returned to Human Resources within 24 hours, but no later than three (3) days of an incident.**

The coverage applies to medical charges and may provide payment for lost wages until the employee is able to return to work. At the onset of illness or injury there is a waiting period of three (3) regularly scheduled workdays before Workers' Compensation Insurance begins wage reimbursements at the rate of sixty-six percent (66%) of the employee's regular wage. Employees may use available paid time off benefits during this waiting period. When an employee is unable to work for more than fourteen (14) calendar days, he or she may receive retroactive payments by the insurance carrier for time missed during the waiting period.

If a work-related injury should occur, the employee must notify his or her supervisor immediately. The supervisor will notify the Human Resources Department to ensure that the employee receives prompt and appropriate medical attention. Proper Worker Compensation forms must also be filed within an allotted time frame. According to Missouri Workers' Compensation Law 287.140, the County has the right to designate the health care provider for work-related injuries or illness. Employees who seek unauthorized medical treatment for work related injury or illness risk not being reimbursed for those medical expenses.

Post-accident drug tests shall be conducted for all work-related injuries requiring treatment that goes beyond basic first aid. Refusal to submit to a drug test shall be considered insubordination and may result in termination of employment.

Other Benefits while on Workers' Compensation

- a) Vacation, Personal and Sick Time accrual during time off due to a work-related illness or injury will be handled in accordance with these policies as stated in their respective locations within this Employee Handbook.
- b) Health insurance benefits will be paid by the County at the regular contribution rate for an employee who sustains a job-related injury or illness and who is receiving a temporary total disability (TTD) check from the workers' compensation carrier for up to twenty-six (26) weeks, if the injury or illness is a qualifying event under the Family and

Medical Leave Act (FMLA) and Personal Leave of Absence policies. The employee will be responsible for making his or her regular contribution towards health insurance.

- c) Employees may use sick, personal or vacation time benefits to supplement their income while drawing workers' compensation temporary total disability payments (TTD). This use of paid time off benefits is voluntary and must be requested by the employee. Payments of benefits are limited so that the sum total of TTD payments and paid time off benefits will not exceed 100% of the employee's regular wages.

Camden County employees with questions about the Workers' Compensation process and benefits should direct their questions to the Human Resources Department.

9.16: Unemployment Insurance

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

9.17: Humanitarian Fund/Committee

The Humanitarian Fund is a special fund that is administered by Jennifer Eblen to help needy families. The fund was established to help County employees with special needs due to some kind of hardship. It may also be used to help families in the community with special needs. Money is raised by donations to the Humanitarian Fund or through special fundraisers throughout the year. Monies are distributed after the administrator acknowledges the need of the family. For more information, contact Jennifer Eblen or the Human Resources Department.

Section 10.0: Special Leaves

Employees are eligible for this benefit the first of the month after thirty (30) days of employment, and must notify their supervisor and the Human Resources Department as early as possible of their intent to use bereavement leave. To be eligible for Bereavement Leave benefits, the County requires employees to provide verification of death.

10.1: Bereavement Leave

Full-time employees will be granted up to three (3) days paid time off 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.

10.2: Jury Duty

Full-time employees who serve as a juror are eligible for payment to make-up the difference between the payment of jury duty and regular wages lost, up to a maximum of two (2) weeks' wages per trial. Should jury duty last more than two (2) weeks, employees may, at their option, request to use vacation time to supplement jury duty payments. In the event employees run out of vacation time, they may, at their option, then request to use sick time to supplement jury duty payments, or take the time off without pay. Employees shall notify their supervisor immediately of their required attendance in court so that work can be completed in their absence with as little disruption as possible.

Upon returning to work, employees must submit proof of jury service and turn over to the County any payment received for the first two weeks of jury service. Any monies paid under this program through payroll will be recovered from employees who do not submit proof of jury duty served.

Certain employees, like law enforcement personnel and Department Administrators, may be required to request to be excused from jury duty by the court. Full time employees are eligible for this benefit after ninety (90) days of employment.

10.3: Military Leave

In accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA), Camden County will grant an unpaid leave of absence to a full-time or part-time regular employee while he or she serves in one of the “uniformed services”, i.e. the U.S. Armed Services, including the following:

- 1) The Coast Guard and the Army and Air National Guard’s (when engaged in active duty for training, inactive duty for training, or full-time National Guard duty)
- 2) The commissioned corps of the Public Health Service
- 3) Such other category of covered service as has been authorized by the President of the United States.

An employee must be honorably discharged to be assured re-employment in accordance with this policy.

An employee must give the Elected Official or Department Administrator and Human Resources notice of his or her need for uniformed service leave. Failure to give such notice could jeopardize the individual’s re-employment rights. An employee may request the right to draw any vacation and sick time that has been accrued before the leave begins.

Vacation and personal time will stop accruing after thirty (30) days on leave under this policy. Employees may retain their medical and dental insurance benefits for up to twenty-four (24) months while on military leave. During the first 12 weeks the County will continue to provide its standard contribution for premiums, and employees must make arrangements to pay their employee portion of insurance premiums. To retain medical and dental insurance while on leave longer than twelve (12) weeks, employees may elect to continue their coverage in accordance with COBRA regulations. Arrangements for payments of all premiums must be made through the Human Resources Department at the time of leave.

Medical, Dental, and Group Life Insurance Plans generally do not cover employees’ claims arising from service during active military duty. Please refer to the Summary Plan Descriptions for further details.

Employees returning from uniformed service in the military or public health service must apply for re-employment within the number of days after discharge from service as specified by the USERRA and as indicated below:

1-30 days of uniformed service: Employee must report to work on the first full regularly scheduled workday, following the completion of service, transport home and eight (8) hour rest period.

31-180 days uniformed service: Employee must apply for re-employment within fourteen (14) days after completion of service.

180 + days of uniformed service: Employee must apply for re-employment within ninety (90) days after completion of service.

Employees who fail to reapply by these deadlines will be considered to have abandoned their jobs on the next day, except in extenuating circumstances. Employees must present evidence of their type of discharge at the time of application for re-employment.

A reinstated employee will be placed in the position he or she left or in a position of similar responsibility, status and pay, depending on the length of the leave and the circumstances of the County at the time of the employee's return. Health and dental coverage will be reinstated without exclusions or waiting periods, except for service-connected illnesses or injuries.

Full-time employees who are called for annual periods of National Guard or Reserve Training Duty (not exceeding one hundred twenty hours (120) hours) will receive the difference between their regular base compensation and their military pay. **EXCEPTION: Sheriff's Department will reimburse their employees for the full 120 hours of Military Leave.** Such duty will not affect the employee's benefits or regular vacation and sick time allowance.

Documentation on such annual training or military leaves of absence should be submitted immediately to the employee's Elected Official or Department Administrator and the Human Resources Department. Upon returning to work, employees must submit proof of military service and payment received to Payroll. Employees who do not submit this proof will not receive payment from the County for military time served.

10.4: Educational Leave

Leaves of absence may be granted, at the discretion of the departments Elected Official, to full-time and part-time employees for educational development through short courses or extended leave for academic work toward a college or advanced degree. Requests for such leave will be made in writing to the Elected Official. The request shall include:

1. The name of the institution or program to be attended,
2. The dates of attendance,
3. How the program will benefit the employee, and
4. The expected value of such training to the County.

Educational leaves may be paid or unpaid, as determined by the Elected Official. An unpaid leave of absence will be granted in accordance with the County's policy on Unpaid Leave.

10.5: Maternity Leave

Camden County will not discriminate against any employee who requests excused absence for a temporary disability associated with a pregnancy. Such leave requests will be treated in the same manner as any other non-work-related temporary disability and handled in accordance with the County's Sick Time and Family Medical Leave policies, and with applicable federal and state laws.

10.6: Personal Leave of Absence

A leave of absence may, at the discretion of the County, be granted for up to three (3) months without pay. This decision will be based on the business needs of the County and those of the specific office or department. Although the County will seek to reinstate the employee to the previous position (or similar) held after a Personal Leave of Absence, the County cannot guarantee a position will be available, and employment may be terminated.

Personal Leaves of Absence do not apply to situations covered elsewhere in this handbook under Worker's Compensation, Family Medical Leave, Military Leave, Educational Leave or Jury Duty. Personal Leaves of Absence may be granted for personal medical situations not covered by Family Medical Leave.

A Personal Leave of Absence may be paid or unpaid, depending on the employee's accrued sick, personal and vacation time balances and eligibility for Shared Leave. Employees on a Personal Leave of Absence are required to use any available Sick, Personal, Vacation, and Compensatory time, in that order.

Holiday and Birthday benefits will not be paid if they occur during an unpaid leave of absence. During a Personal Leave of Absence, insurance coverage for employees with less than one (1) year of service will be canceled on the first of the month following the beginning of the leave. However, employees may continue health insurance by making prior arrangements with the Human Resources Department to pay the full (both employee and County) monthly premium in accordance with COBRA.

If after exhausting FMLA leave, an employee requests and is approved for a Personal Leave of Absence, due to his or her own personal life threatening or catastrophic "serious health

condition” he or she will continue to receive insurance benefits up to a maximum of twenty-six (26) weeks, which includes FMLA and Personal Leave of Absence time. It is the responsibility of the employee to coordinate with the Human Resources Department and to continue to pay the standard employee portion of his or her insurance premium.

Benefits after this time will be canceled on the first of the month following the twenty-six (26) weeks. However, the employee may continue health insurance by making prior arrangements with the Human Resources Department to pay the full (both employee and County) monthly premium in accordance with COBRA.

Any pre-approved extensions or additional leaves resulting in more than three (3) months of Personal Leave used within a twelve (12) month period will result in the loss of seniority used to determine certain benefit levels.

Employees are prohibited from outside employment while on a Personal Leave of Absence. Requests for a Personal Leave of Absence should be submitted in writing to the Elected Official or Department Administrator. Approved requests shall be forwarded to the Human Resources Department.

Section 11.0: Family & Medical Leave

11.1: Purpose

The Department of Labor believes a direct correlation exists between stability in the family and productivity on the workplace. The Family and Medical Leave Act of 1993 (FMLA) benefits employees by allowing a healthier balance between their family and work lives. In accordance with FMLA, Camden County provides unpaid family and/or medical leaves of absences to eligible employees who are temporarily unable to work due to one of the following reasons:

- a) For birth of a child and to care for such child, or placement of a child for adoption or foster care;
- b) For the care of the employee's spouse, child, or parent who has a "serious health condition" as defined by FMLA;
- c) For the employee's own "serious health condition" which prevents the employee from performing their own job as defined by FMLA.

To qualify for FMLA leave, the employee must meet the requirements of the FMLA and accompanying regulations. Any FMLA leave granted will count against an employee's annual FMLA leave entitlement.

11.2: Responsibility

It is the responsibility of the employee to make requests for family and medical leave through their Elected Official or Department Administrators. All requests for FMLA leave will be coordinated with Human Resources Department.

11.3: Policy Statement

It is the policy of Camden County to adhere to the requirement of the Family and Medical Leave Act of 1993 (FMLA) and create a friendly environment between the employee and the County.

11.4: Eligibility Requirements

Employees are eligible for unpaid family medical leave if they have worked for the County for at least one (1) year as defined by FMLA and averaged one thousand two hundred and fifty (1,250) hours or more over the previous year. The Family and Medical Leave available for eligible part-time employees who have averaged one thousand two hundred and fifty (1,250) or more hours will be prorated based on the average number of hours worked over the previous twelve-(12) month period.

11.5: Determination of Twelve – (12) Month Period

Eligible employees may request up to twelve (12) weeks of unpaid family/medical leave within a twelve-(12) month period. The twelve-(12) month period will begin from the date an employee's first FMLA leave begins. For example, beginning November 1, 2017, an employee takes eight (8) weeks of FMLA leave for the birth of a child. This employee would have an additional four (4) weeks available until November 1, 2018. Conversely, if the employee exhausted all twelve (12) weeks of FMLA leave, he or she would not have additional FMLA leave available until after November 1, 2018. Each subsequent twelve-(12) month period will begin the first time FMLA leave is taken after the completion of the previous twelve-(12) month period.

11.6: Use of Paid Leave and Comp Time

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 or Department Administrators 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 paid sick, personal and vacation leave as part of their twelve-(12) week FMLA leave. Shared leave may be applied after all available sick, personal and vacation time has been used.

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

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 not count against the employee's twelve-(12) week FMLA leave entitlement.

11.7: Leave Provisions when Spouses Work for Camden County

In the case in which a husband and wife entitled to Family Medical Leave are both employed, by Camden County, and leave is taken for the birth and care of a healthy child, the placement of a child with the employee for adoption or foster care, or to care for a sick parent, the maximum combined leave for both spouses is twelve (12) weeks during a twelve-(12) month period.

11.8: Advance Notice

As soon as practical after an eligible employee becomes aware of the need for a FMLA leave of absence, they must request and submit a "Request for Family and Medical Leave of Absence" to their supervisor with a copy to Human Resources, with the necessary following information:

- a) Birth of a Son or Daughter.
- b) Adoption of a Son or Daughter-Completed adoption forms necessary to finalize this action.
- c) Foster Care of a Child-State forms necessary to complete this action.
- d) Serious Health Condition of a spouse, child, parent or employee-Medical Certification is required.

Employees ordinarily must provide thirty (30) days' notice when the leave is foreseeable. When employees are requesting leave for their own planned medical treatment or for planned medical treatment of a family member, under FMLA, employees must make a reasonable effort to schedule such leave so as not to unduly disrupt the operation of their department. This is best achieved by advance consultation with the employee's supervisor.

11.9: Medical Certification

Failure to provide the required medical certification from a health care provider, as defined by FMLA and as required in this policy may result in denial of the requested FMLA leave.

- a) Employee Medical Leave:
Employees requesting medical leave for them will be required to provide a medical certification form verifying the seriousness of the health condition. Any major changes in medical status must be promptly reported to their Elected Official or Department Administrator and Human Resources Department. Recertification may be requested every thirty (30) days.
- b) Family Medical Leave:
Employees requesting family leave related to caring for a child, spouse, or parent with a "serious health condition," will be required to provide medical certification verifying the

illness, its beginning and expected ending dates, and the need of the employee to provide care. Such medical certification must be included with the employee's request for leave, except for an unforeseen event, in which case the certification must then be provided within three (3) business days.

c) **Second Option:**

If the submitted medical certification is not sufficient, the Elected Official, Department Administrators, or Human Resources representative may require a second opinion at the County's expense. If the first and second opinions do not agree, the County and the employee will coordinate the selection for a third opinion at the County's expense. The third opinion will be final and binding.

11.10: Intermittent FMLA/Reduced Leave Schedule

Employees may request intermittent leave, or leave on a reduced leave schedule, under FMLA when this type of leave is medically necessary for the employee. Other requests for this type of leave, such as the birth or adoption of a child, are not required by law and will be considered by the appropriate Elected Official or Department Administrator and Human Resources Department on a case by case basis.

If an available alternative position for which the employee is qualified accommodates the recurring periods of leave better than the regular employment position of the employee, an Elected Official or Department Administrator may require an employee to transfer temporarily to the alternate position provided there is equivalent pay and benefits. If an exempt employee takes unpaid leave for partial or full days, their exempt status under the Fair Labor Standard Act will not be impacted.

11.11: Job Benefits and Protection

Health Insurance Benefits

Eligible employees receiving health insurance benefits will continue to receive these benefits during the twelve-(12) week FMLA leave. It is the employees' responsibility to coordinate with the Human Resources Department and to continue to pay the standard employee portion of their insurance premium.

At the end of the twelve-(12) week FMLA leave, employees who do not return to work must request and be approved for a Personal Leave of Absence or their employment and benefit coverage will terminate. COBRA rules will apply. If a Personal Leave is granted, benefits may or may not be continued by the County as described in the Personal Leave Policy.

Employees who do not return from FMLA leave because of the continuation, recurrence, or onset of a “serious health condition” of their own or of a family member, or for other reasons beyond their control as defined by FMLA, will not be required to repay the premium payment made by the County on their behalf during the time that they took the FMLA leave.

Employees who do not return from FMLA leave because of the continuation, recurrence, or onset of a “serious health condition” of their OWN may be eligible for additional benefits, and should refer to the Personal Leave of Absence (section 10.6) and Shared Leave Program (section 9.7) policies.

Vacation, Sick, Personal, Birthday Leave and Holiday Benefit Accrual:

Benefit accruals and holidays will continue for employees on a paid (through use of sick, personal and vacation time benefits) Family and Medical Leave or Personal Leave of Absence. Benefit accruals such as vacation, sick, personal and birthday leave will be suspended during a pay period in which employee’s experience more than five (5) days of non-paid time, except for time missed due to a work-related injury. Shared leave benefits are not an earned benefit, and therefore will not count as paid time for purpose of determining whether or not these benefits may be accrued in a given pay period. Holiday pay will not be paid if a recognized holiday falls within an unpaid leave of absence or when Shared Leave payments are being received.

Outside Employment:

Outside employment is prohibited for employees while they are seeking benefits under the Family Medical Leave policy.

11.12: Return to Work Requirements

Notice of Return to Work

So that employees’ return to work can be properly scheduled, employees on an extended FMLA leave of absence are requested to provide their Elected Official or Department Administrator and Human Resources Department with at least two (2) weeks advance notice of the date the employee intends to return to work. An Elected Official or Department Administrator may also request periodic reports from employees regarding the status of their leave and their intentions to return to work. Copies of these reports will be forwarded on to the Human Resources Department.

Certification of Fitness and Job Protection

If the employee has taken leave because of their own serious health condition, the employee will be required to submit a health care provider's certification on the employee's fitness and ability to return to work. The certificate must be submitted to the Elected Official or Department Administrator and forwarded to a Human Resources representative prior to the return to work date. When the leave ends, an employee will be returned to the same position that they held when the leave began or to an equivalent position with equivalent pay and benefits.

Failure to Report to Work

If an employee fails to report to work promptly at the end of the approved leave period, gives notice of their intent not to return to work, or fails to provide a fitness for duty certification as required above, or fails to request an Unpaid Leave of Absence, Camden County will assume that the employee has resigned and employment with Camden County will be terminated.

Section 12.0: County Vehicles and Travel Expense

12.1: 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 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 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 department head. Before approving a driver, each department head 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 of any changes that may affect either their legal or physical ability to or their continued insurability.

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

1. Failure to meet criteria for a good driving record (as defined above) during periodic checks of the employee's 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 the Elected Official
10. Elected Official or Department Administrator shall notify the Auditors Office 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 Officials and Department Administrators to provide an updated list of individuals authorized to operate County-owned vehicles.
11. The Auditor's office will coordinate annually with the Sheriff to check authorized drivers' MVR's to verify that drivers continue to meet established eligibility requirements.

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 authorization from the Elected Official or Department Administrator. Employees must immediately report any accident, theft or damage involving a County vehicle to their Elected Official or Department Administrator, regardless of the extent of damage or lack of injuries. Refer to the Vehicle Accident Reporting Procedure (Section 12.2). **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 or Department Administrator with notification to the Human Resources Department as well.

Personal Vehicle Usage

With the prior approval of their Elected Official or Department Administrator, 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 help compensate for the cost of gasoline, oil, depreciation and insurance. Refer to the policy on Travel Expenses (Section 12.5).

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 when requested.

Maintenance of County Vehicles

The maintenance of all Camden County vehicles will be the responsibility of the County Road and Bridge department and those County employees assigned to operate said vehicle(s). (ADDED) 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 an 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 written down, 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.** County Elected Officials expect employees who drive County-owned 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.

Use of Alcohol and Controlled Substances

Employees are not permitted, under any circumstances, to operate a County vehicle or a personal vehicle for County business when under the influence of intoxicating beverages, illegal drugs, or prescriptions and over-the-counter medications that may impair driving ability. Prescription medication shall only be taken according to physician requirements; employees shall notify their Elected Official or Department Administrator when using any medication that may impair their ability to safely operate a vehicle. Provisions of this paragraph may not apply to certain law enforcement personnel in the performance of their duty as approved by the Sheriff.

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 or Department Administrator 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.

12.2: Vehicle Accident Reporting Procedure

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 within Camden County shall be reported to the Missouri Highway Patrol. Accidents outside of Camden County 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(s) as soon as practical.

Failure to report an accident as soon as practical, or when an accident is determined to be the employee's fault, **may result in disciplinary action, up to and including discharge.** In addition, any County liability coverage may be withdrawn for failure to cooperate with the County's insurance carrier or County officials.

12.3: 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.

12.4: 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 will be demoted or transferred to a position that does not required driving responsibilities, if available. At the end of a temporary suspension period, the Elected Official or Department Administrator 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 or Department Administrator shall be required. Reinstatement is not guaranteed.

2. If more than one temporary stay has been offered by the legal system, the Elected Official or Department Administrator, 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.

12.5: 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 or Department Administrator must approve all official travel in advance. When approved, the cost of travel, meals and tips (up to the maximum allowable), lodging, and other expenses directly related to accomplishing official travel objectives will be reimbursed by the County.

Requirements for Reimbursement

Within thirty (30) days after travel is completed, employees must complete and submit the appropriate form (obtained from Purchasing). 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:

1. Cost incurred by a spouse or other relative accompanying an employee.
2. Personal expenditures such as personal phones calls, movie rentals, valet service, laundry and cleaning, alcoholic beverages, entertainment, or side trips.

Use of Personal Vehicle for Official Business

Employees that use their personal vehicles for official County business shall be compensated at the rate established annually by the County Commission. All departments are encouraged to promote the use of County vehicles whenever possible in lieu of using personal vehicles for County travel purposes. When extending official County travel with personal vacation time and travel, however, employees are required to use their personal vehicles.

Personal Travel Combined with Official Travel

Generally, employees are permitted to combine personal travel with County travel as long as the additional vacation 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.

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 Elected Officials or the Purchasing Department.

During days when travel for County business includes an overnight stay, employees are not required to submit individual meal receipts. During these travels 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.

Section 13.0: Termination/Resignation

13.1: Notice of Resignation

When resigning from employment, County employees are required to provide at least two (2) weeks written notice of their intended date of departure. The signed resignation letter should be submitted to the Elected Official or Department Administrator, and then forwarded to the Human Resources Department as soon as notice is given.

Employees who resign without giving two (2) weeks' notice **may not be considered for re-hire** and will not be paid for unused, accrued vacation (Section 9.3) or sick time (Section 9.5). See related policies for further eligibility rules regarding payment of accrued time off benefits at termination of employment.

Employees resigning employment may not use vacation, sick, or personal 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. These employees will be issued pay for the amount of notice given up to a maximum of two (2) weeks.

13.2: Retirement

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

13.3: Reduction in Force/Layoff

An Elected Official or Department Administrator 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 or Department Administrator may appoint an employee scheduled for layoff to an existing vacancy in a lower 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.

13.4: Return of County Property

Upon termination from the County, employees must return all County property, including badges, keys and/or key fobs, commissions for law enforcement personnel, employee handbooks, identification cards, County records, passwords, tools or equipment, shirts/tops or office equipment including computer and telecommunications hardware and software. Failure to return 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.

13.5: 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.

The balance of any unused, accrued vacation time (Section 9.3) or sick time (Section 9.5) due 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.

13.6: Exit Interview

When employees Resign or Retire from employment with the County, they may be asked to participate in an exit interview. This will normally be during the final two-week period of employment. The purpose of these interviews is to review the eligibility for benefit continuation and to provide employees with an opportunity to discuss concerns and working conditions at the County. Information gathered during the exit interview will be used for business purposes only and is considered confidential. Feedback will be provided to the Elected Official; any legal concerns will be reviewed with the County attorney.

Employees are reminded that it is their responsibility to maintain their current address with the County for purpose of subsequent mailings (i.e. Form W-2, benefit information, etc.).