

**PERSONNEL RULES
AND REGULATIONS**

STEVENS COUNTY

KANSAS

May 23, 2022

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Stevens County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Stevens County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Stevens County continues to grow, the need may arise and Stevens County reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

It is also acknowledged that this handbook is neither a contract of employment nor a legal document.

TABLE OF CONTENTS

ARTICLE A. GENERAL

A-1.	Rules Established -----	4
A-2.	Application of Rules-----	4
A-3.	Departmental Regulations -----	4
A-4.	Personnel Record -----	4
A-5.	Amendment of Rules-----	5
A-6.	Dress Code -----	5

ARTICLE B. POSITION CLASSIFICATION

B-1.	Objectives and Purpose -----	5
B-2.	Job Descriptions-----	5
B-3.	Pay Range Plans -----	5
B-4.	Maintenance of Classification Plan -----	5

ARTICLE C. RECRUITMENT AND PROMOTION

C-1.	Definitions -----	6
C-2.	Recruitment-----	6
C-3.	Qualifications of Employment -----	7
C-4.	Orientation -----	7
C-5.	Promotion -----	7
C-6.	Nepotism-----	7
C-7.	Citizenship Verification-----	8

ARTICLE D. COMPENSATION

D-1.	Pay Plan -----	8
D-2.	Pay Increases -----	8
D-3.	Performance Evaluations -----	9
D-4.	Pay on Termination-----	9
D-5.	Overtime Work-----	10
D-6.	Pay Periods; Paydays-----	11

ARTICLE E. ATTENDANCE AND LEAVE

E-1.	Hours of Work -----	11
E-2.	Rest Breaks -----	13
E-3.	Holidays -----	13
E-4.	Vacation Leave-----	14
E-5.	Medical/Bereavement/Emergency Leave ----	15
E-6.	MBE Leave Donations -----	17
E-7.	Military Leave-----	18
E-8.	Civil Leave-----	18
E-9.	Other Leave-----	18

E-10.	Request for Leave-----	19
E-11.	Credit for Paid Leave-----	19
E-12.	Family and Medical Leave -----	19
E-13.	Time Recording -----	21

ARTICLE F. OTHER EMPLOYEE BENEFITS

F-1.	Retirement - OASDI Benefits-----	22
F-2.	Retirement - KPERS Benefits-----	22
F-3.	Retirement Date -----	22
F-4.	Workers Compensation Benefits -----	22
F-5.	KPERS Death and Disability Benefits-----	23
F-6.	Unemployment Compensation-----	23
F-7.	Life Insurance -----	23
F-8.	Deferred Compensation-----	23
F-9.	Additional Health and Life Policies-----	23
F-10.	Health Care Program -----	23
F-11	Cell Phones -----	24

ARTICLE G. DISCIPLINE

G-1.	Authority to Discipline-----	25
G-2.	General Policy-----	25
G-3.	Disciplinary Actions-----	25
G-4.	Procedure for Disciplinary Action -----	26
G-5.	Misconduct Subject to Disciplinary Action--	27
G-6.	Causes for Termination -----	28
G-7	Lay-offs -----	29

ARTICLE H. GRIEVANCES AND HEARINGS

H-1.	General Policy-----	29
H-2.	Hearing Procedure -----	30

ARTICLE I. VOLUNTARY SEPARATION

I-1.	Resignation -----	31
I-2.	Reinstatement -----	31

ARTICLE J. SEXUAL HARASSMENT

J-1.	General -----	31
J-2.	Definition -----	31
J-3.	Complaint Procedure -----	31
J-4.	Complaint Response-----	32

ARTICLE K. OUTSIDE EMPLOYMENT

K-1. Outside Employment----- 32

ARTICLE L. CONTAGIOUS DISEASE

L-1. Contagious Disease----- 32

ARTICLE M. USE OF COUNTY EQUIPMENT

M-1. General Policy----- 32

M-2. County Vehicles----- 32

M-3 Information Technology Acceptable Use ---- 33

ARTICLE N. STATE STATUTES AND MANDATES

N-1. Smoking Policy ----- 35

ARTICLE O. SUBSTANCE ABUSE

O-1. General Purpose----- 35

O-2. Scope ----- 35

O-3. Definitions ----- 35

O-4. Rules and Regulations----- 39

O-5. Exemption for Prescribed Medical Treatment41

O-6. Screening Process----- 41

O-7. Appeal Process ----- 42

O-8. Implementation----- 42

NOTICE OF PRIVACY PRACTICES – HIPAA---- 43

PERSONNEL RULES AND REGULATIONS

FOR STEVENS COUNTY

ARTICLE A. GENERAL

- A-1. **Rules Established.** The following rules, regulations, and other provisions for personnel administration in the County of Stevens are established to:
- (a) Promote and increase the efficiency and effectiveness of county government.
 - (b) Develop a program of recruitment, advancement and tenure which will make county service attractive as a career.
 - (c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.
 - (d) Establish and promote high morale among county employees by providing good working relationships, uniform personnel policies, and an opportunity for advancement without regard to race, color, sex, religion, age, national origin, ancestry, or disability.
 - (e) Establish county employment and personnel policies. These rules and regulations do not create contractual employment rights.
- A-2. **Application of Rules.** These rules and regulations shall apply to all employees in the service of Stevens County except for elected officials.
- A-3. **Department Regulations.** The head of any county department may formulate in writing reasonable regulations for the conduct of the operations of his or her department, such as those relating to safety or operational procedures, which shall be approved by the Board of County Commissioners and be available to all departmental employees. Such department regulations shall not be in violation of, or in conflict with, any personnel regulations adopted by the Board of County Commissioners.
- A-4. **Personnel Records.** The County Clerk shall keep adequate records of all persons employed, their pay, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, overtime, performance evaluations, and all other records directed to be made and maintained under these rules and regulations or under applicable state or federal law. An employee's personnel file may be available during regular office hours in the County Clerk's office for inspection by that employee or his or her supervisor. The County reserves the right to withhold from an employee's access any records in his or her file that the County, in its sole

discretion, deems to invade, impair, impinge, or affect legitimate expectations of privacy or confidentiality. County employee records must not be removed or alteration or copying allowed without advance written approval from the appropriate department head.

- A-5. **Amendment of Rules.** These rules may be amended from time-to-time in the same manner they were adopted.
- A-6. **Dress Code.** Courthouse office staff must wear business casual attire (no T-shirts or jeans with holes) M-Th. Friday is reserved for casual attire (no jeans with holes). (Added: 9/13/2021)

ARTICLE B. POSITION CLASSIFICATION

- B-1. **Objectives and Purpose.** Position classification is a system of identifying and describing various kinds of work in the County and grouping them under common job titles in order to permit equal treatment in employment practices and compensation. Each non-elected full-time position shall, on the basis of the duties, responsibilities, skills, experience, education, and training required, be allocated to an appropriate class.

Although an employee will normally perform work associated with his specialty or assignment, he or she will in all cases be expected to perform work which he or she is capable of doing connected with the operation of the County, no matter what his work classification may be.

- B-2. **Job Descriptions.** Each non-elected full-time position shall have a concise descriptive title, a description of the duties and responsibilities and a statement of the qualifications for filling such positions. Such descriptions shall be approved by the Board of County Commissioners and shall be kept on file in the office of the County Clerk and shall be open to the inspection by and interested party during the regular office hours.

The above provision does not apply to appointive officers and employees who serve definite terms at the discretion of the Board of County Commissioners. Such employees or officers may be discharged or non-renewed at any time without cause or explanation.

- B-3. **Pay Range Plan.** The Board of County Commissioners shall adopt a pay plan, with minimum and maximum amount of pay for each class of positions. The pay ranges assigned to each class of positions shall be periodically reviewed and revised by the Board of County Commissioners. NO LONGER IN EFFECT, as this is not being utilized. (Abolished: 5/23/2022)
- B-4. **Maintenance of the Classification Plan.** It shall be the duty of each department head to report to the Board of County Commissioners all organization changes which will significantly alter or affect changes in existing positions or proposed positions. The Board of County Commissioners shall approve all new or revised class descriptions and pay for such positions.

ARTICLE C. RECRUITMENT AND PROMOTION

EMPLOYMENT AT WILL

It is the policy of Stevens County that all employees who do not have a separate, individual employment contract with Stevens County for a specific, fixed term of employment, are employed at the will of Stevens County for an indefinite period. Employees may resign or be terminated from employment with Stevens County at any time, for any reason, with or without notice. No representative of Stevens County is authorized to modify employment-at-will provisions for any employee or enter into any form of agreement to the contrary. Individual employment contracts may be executed and entered into only by approval of the Board of County Commissioners. These provisions shall not be modified by any statements made by any elected official or employee of Stevens County, in this Personnel Policy or any other written or electronic material provided to employees or prospective employees.

RESIDENCY

In considering applications for employment with Stevens County, preference shall be given to individuals who reside in Stevens County. This preference shall be applied when two or more finalists for a position have equivalent qualifications for the subject position. In such situations, the position shall be offered first to the resident of Stevens County.

C-1. **Definitions.**

- (a) Full-time employee is one employed to work a normal work week of at least thirty-five (35) hours on a regular and continuing basis. The work week is any consecutive seven (7) day period, except as otherwise provided in Section E-1.
- (b) Part-time Employee is one employed to work less than a normal work week on a regular and continuing basis.
- (c) Seasonal Employee is one employed to work on a regular and/or recurring basis during a specific season or portion of the year.
- (d) Volunteer is a non-paid individual in the position he or she holds. When acting as a volunteer an individual is not an employee regardless of other county employment.

C-2. **Recruitment.** It shall be the policy of the County to provide fair and equal opportunity to all qualified persons to enter county employment on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin, or ancestry. Stevens County is an equal opportunity employer, and no county official or employee shall violate any state or federal law regarding discrimination in the employment of persons. Public notice of all non-elected job openings shall be made by publication of notice in the official county newspaper unless an adequate application pool already exists. *The job opening will also be made available verbally to interested parties

from the County Clerk's office during normal business hours, as needed.

**EXCEPTIONS: Positions which are filled from within the department need not be advertised in the county newspaper, provided that notice of the open position is posted at the main office of the department.*

- C-3. **Qualifications of employment.** All new applicants for each position within the County shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. After employment is offered and prior to beginning work, the applicant shall, as required by position, take a medical examination and drug screen to determine that the applicant does meet the physical requirements of the job. Pre-employment physical forms are adopted by the Board of County Commissioners. The cost of the medical exam is paid for by the County.

The use of pre-employment tests is optional to the department head. If tests are given, the test must relate directly to the job they are applying for, and all applicants shall receive the same type of test.

The Board of County Commissioners reserves the right to hire any such person as they shall deem fit except in the cases where hiring or termination is the responsibility of an elected official. Stevens County is an Equal Opportunity Employer and will abide by all Federal Employment Rules and Regulations.

C-4. **Orientation**

- (a) Each employee, following initial employment, is expected to satisfactorily complete a three (3) month orientation period. Any employee terminated during the orientation period shall be considered a termination for cause.
- (b) Each employee promoted to a classification with higher pay shall satisfactorily complete a three (3) month position orientation period. Any Employee who fails to satisfactorily complete such orientation period shall be returned to the pay and position he or she held immediately prior to the promotion, placed in a position with equal pay and responsibility, or terminated at will.

- C-5. **Promotion.** It is the policy of the County to fill vacancies for supervisory, skilled, and upper-level positions from within the ranks of present employees whenever possible. All employees seeking promotion shall be expected to meet the minimum qualifications for the class to which they seek promotion, including a medical examination when deemed necessary by the department head.

- C-6. **Nepotism.** No elected official, department head, supervisor, foreman or other similarly situated county employee, who has the authority or practical power to supervise, appoint, remove or discipline the other shall permit or cause to be placed or have under his or her employment, in said office, or department any member of his or her immediate family. For the purpose of this paragraph immediate family is defined as spouse, mother, father, daughter, son, sister, brother, all steps, and in-laws of the aforementioned.
Any employee who becomes an immediate family member due to marriage after his or

her initial date of employment shall be terminated within ninety (90) days after said marriage. The provisions of this paragraph shall not apply to any employee of Stevens County as of the date of adoption of this Personnel Policy. (Revised: 3/29/2017)

- C-7. **Citizenship Verification.** All employees initially hired after February 14, 1994, for any position with the County, shall complete an employment eligibility verification statement in compliance with the Federal Immigration Reform and control Act of 1986. All forms and statements related to citizenship verification shall be kept in a master file separate from individual personnel files.

ARTICLE D. COMPENSATION

D-1. **Pay Plan.**

- (a) The wage of each employee of the County shall be set by the appropriate department head. Elected official and department head salaries shall be set by The Board of County Commissioners. Board of County Commissioners shall approve all wage increases. (Revised: 5/23/2022)
- (b) Time records of all full-time non-elected employees whether they are exempt or non-exempt, and part-time hourly employees shall be signed by supervisors and submitted to the payroll clerk on the Monday of the following week after pay period ends. (Revised: 1/30/2018)

*Starting May 24, 2004, everyone will be receiving their checks on Fridays instead of Mondays. To be able to accommodate everyone in this matter, the County Clerk's office will have to do the following:

***Road and Bridge** – will not change – one (1) week behind already

***Landfill and Weed** – will be paid an extra week to bring them one (1) week behind

***Sheriff's Office** – Officers will be paid an extra week to bring them one (1) week behind. Dispatchers, office personnel and jailers – these are paid to date. On May 24 pay checks will be for one (1) week and each pay period thereafter will be paid for two (2) weeks

***Wellness Center** – will not change – one (1) week behind (Revised: 4/26/2004)

D-2. **Pay Increases.**

- (a) Pay increases shall not be routine or automatic. Any salary adjustments are subject to the approval of the department head and the Board of County Commissioners and shall be reflected by line item in the department budget.
- (b) Annual cost-of-living pay increases may be given as approved by the Board of County Commissioners.
- (c) All step increases must be submitted in writing to the Board of County Commissioners and filed with the County Clerk's office.

- (d) Longevity of any kind will no longer be awarded. (Abolished: 12/18/2017)

D-3. Performance Evaluations.

- (a) Employee performance evaluations are optional. The Board of County Commissioners encourage department heads to do an annual evaluation, but not required.
(Revised: 5/23/2022)
- (b) Evaluation forms approved by the Board of County Commissioners are available in the County Clerk's office.
A copy of all employee evaluations shall be filed in the employee's personnel file in the County Clerk's office. (Revised: 5/23/2022)

D-4. Pay on Termination.

- (a) Upon termination, an employee shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination.
- (b) Employees who voluntarily terminate without giving a minimum of two (2) weeks notice, shall NOT be eligible to receive pay for any accrued benefits, except those required by law. See Section E-4 (c).
- (c) An employee discharged for cause shall forfeit all rights to notice and any accrued benefits as allowed by law.
- (d) Employees who have completed their orientation period and are released due to lack of work or for cause not the fault of the employee, shall be entitled to two (2) weeks advance notice in writing, or if no advance notice is given, shall receive two (2) weeks pay in lieu of notice.
- (e) Upon giving a two (2) week written or oral notice of termination, employees shall be paid for unused vacation leave not to exceed thirty-six (36) days.
- (f) No personal time will be paid at termination of employment.
- (g) No accumulated sick leave shall be paid at termination of employment, other than under the conditions stated below.

Upon retirement, because of age, disability, becoming eligible to retire under KPERs, or employees becoming elected officials shall receive payment at their current regular salary for fifty percent (50%) of their accrued sick leave, subject to a maximum of ninety (90) days sick leave.

*RESOLUTION NO. 04-05

If a Stevens County employee qualifies hereunder and is physically and mentally fit to remain employed for Stevens County in addition to the current policy the following shall be adopted:

For twenty (20), fifteen (15) and ten (10) years of continued employment with Stevens County, an employee shall be entitled to payment of sick leave if they have accrued a minimum of ninety (90) days and under the M/B/E current policy, as follows:

twenty (20) years	forty-five (45) days
fifteen (15) years	thirty (30) days
ten (10) years	twenty (20) days

There shall be no prorating of payment for someone who works 11, 12, 13, 14, 16, 17, 18 or 19 years. The above graph is the total compensation for someone who is not the age of retirement and does not become an elected official. However, has been a long time Stevens County employee. If the Stevens County employee has no accrued ninety (90) days sick leave, then the amount they shall be entitled will be calculated based on the total days of sick leave they have accrued less than ninety (90) days and they will be entitled to payment of the M/B/E they have accrued time for the following percentages:

twenty plus (20+) years	fifty percent (50%)
fifteen plus (15+) years	thirty-three percent (33%)
ten plus (10+) years	eighteen percent (18%)

Should they return to employment with Stevens County at a later date, no restatement of sick leave accrued during a prior work period will be recognized.

D-5. Overtime Work.

- (a) Overtime work may be needed from time to time as the needs of the department may require. The Board of County Commissioners shall be advised of anticipated overtime needs and whenever practical obtain the Board's prior approval.
- (b) Overtime will be allowed when authorized by the department head. The department head shall maintain records for any overtime worked.
- (c) Compensation for authorized overtime work shall be paid at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay.
- (d) No person employed as an elected official, administrative, executive, or professional position, as defined by the Federal Fair Labor Standards Act, shall be eligible for overtime compensation.
- (e) Employees shall be eligible to receive overtime compensation according to federal wage and hour law.

D-6. Pay Periods; Paydays.

(a) All full-time non-elected personnel whether they are exempt or non-exempt and part-time hourly personnel are required to keep an account of their physical hours worked as well as accrued time used and submit this record for each pay period to the payroll clerk. The County Clerk’s office will keep track of the number of accrued days each employee started with, used, has left for each month, and yearly carry over. (Revised 3/29/2017)

(b) The County shall pay all employees as follows:

- Elected Officials----- Bi-weekly
- Courthouse----- Bi-weekly
- Emergency Medical Services----- Bi-weekly and/or Quarterly
- Wellness Center----- Bi-weekly
- Noxious Weed----- Bi-weekly
- Road & Bridge----- Bi-weekly
- Solid Waste----- Bi-weekly
- Community Health----- Bi-weekly
- Airport----- Bi-weekly
- Sheriff----- Bi-weekly
- Economic Development----- Bi-weekly *No longer a county entity
(Abolished: 1/1/2015)

(c) The Board of County Commissioners shall approve all wages submitted and sign payroll warrants.

ARTICLE E. ATTENDANCE AND LEAVE

E-1. Hours of Work.

(a) The normal work week for employees is as follows:

- Courthouse----- - 35 Hours
- Courthouse Custodian/Maintenance----- - 40 Hours
- Emergency Medical Services----- - 40 Hours
- Sheriff, Officers, Dispatchers & Jailers----- 40-43 Hours
- Secretary / Clerk----- - 40 Hours
- Noxious Weed----- - 40 Hours
- Road & Bridge----- - 40 Hours
- Solid Waste----- 40 Hours
- Wellness Center----- - 40 Hours
- Community Health----- - 40 Hours
- Economic Development----- 35 Hours *No longer a county entity (Abolished: 1/1/2015)

(b) The regular hours of work varies by department and are generally as follows:

See department heads for specific details.

Courthouse 9:00 A.M. to 5:00 P.M. M-F with one (1) hour for lunch.

Emergency Medical Services 7:00 A.M. to 4:30 P.M. M-TH, 7:30 A.M. to 4:30 P.M. every other Friday and closed the other Fridays. Lunch is on duty.

Sheriff hours for Patrol are scheduled shifts of eight (8) hours approved by the department head. Lunch is on duty.

Jailers and Dispatch personnel are scheduled shifts of eight (8) hours approved by the department head. Lunch is on duty.

Relief Dispatch personnel is scheduled as needed by the department head.

Secretarial / Clerk 8:00 A.M. to 5:00 P.M. M-F with one (1) hour for lunch.

Noxious Weed 8:30 A.M. to 5:30 P.M. M-F with one (1) hour for lunch.

Solid Waste 8:30 A.M. to 5:30 P.M. M-SAT. with one (1) hour for lunch.
(Subject to change). (Revised: 03/29/2017)

Road & Bridge 7:30 A.M. to 4:00 P.M. M-F with one-half (1/2) hour for lunch during the months of October through April. 7:30 A.M. to 6:00 P.M. M-TH with one-half (1/2) hour for lunch during the months of May through September. (Revised: 3/29/2017)

Community Health 8:00 A.M. to 4:30 P.M. M-TH and 8:00 A.M. to 12:00 P.M. FRI.
(to the public) with one-half (1/2) hour for lunch.

- (c) Normal Hours of Work: No employee shall be permitted to work in excess of their normal work week except when so directed by the employee's department head or person designated to act as interim department head if the department head is absent.

*All employees who use a time clock **need to** clock in and out on the time clock.
Time should not be written in unless absolutely necessary.

if the electricity is out.....

enter the correct time that shows on the clock when you punch out

if the time on the clock is wrong.....

punch the clock, draw one (1) line thru the time and write the correct time above and have the supervisor initial it

if the employee forgets to clock in or out – which should be rarely.....

write the actual time their workday started or ended

*This change does not affect the initial policy that an employee is the only one who can clock themselves in or out on their timecard. (Revised: 12/22/2005)

**Effective 10/14/2018 New computerized time system implemented so revisions regarding the above will be made by dept. head through the Time/Edit feature. (Revised: 10/14/2018)

(d) Severe Weather. In the case of severe weather conditions when travel is not advised for employees or the general public, department heads whose department may be needed for services regarding the inclement weather shall determine their employees' work schedules and requirements based on county need. All other county departments' full-time employees shall receive their "normal days pay" for their regular scheduled hours of work if the decision is made to officially close. Part-time employees will receive no compensation or other recognition in the event of closure due to severe weather.

(e) Compensatory Time. Comp time is acquired by working more than the required number of work hrs in one (1) week. It is accumulated at regular time up to forty (40) hrs in one week, and then it is accumulated at time and a half. No comp time will be acquired without the department head's prior authorization. If comp time is not used within one month, it will be paid out to employee.

E-2. **Rest Breaks.** Employees who have set hours between specific times of the day for their workday (e.g., 8 am – 5 pm) are entitled to a rest break of fifteen (15) minutes during each one-half (1/2) day work period. The time of the rest break shall be determined by the employee's immediate supervisor. Rest breaks may be used as the employee desires but must adhere to the time allotted (15 minutes). If a time clock is required to reflect worked time and an employee leaves the assigned work area during a rest break, the employee shall clock out when leaving and clock in upon returning. (Revised: 9/2/2003)

E-3. **Holidays.**

(a) The Board of County Commissioners have adopted the following holidays:
(Revised: 8/17/2009)

- New Year's Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Friday following Thanksgiving Day
- Christmas (Christmas Eve depending on day it falls)

(b) All full-time employees shall receive the above listed holidays paid at their regular hourly rate for their regular hours per workday.

(c) Part-time, seasonal, and temporary employees do not receive paid holidays.

(d) To be eligible to receive pay for a county holiday, an employee must not have been absent **without leave** (with no accrued time left to take) either on the workday before or the workday after the holiday.

- (e) From time-to-time and for special occasions, the Board of County Commissioners may by motion designate other days as special holidays on a one-time basis.

E-4. **Vacation Leave.** Vacation leave shall be accrued beginning with the date of employment under the conditions herein stated. An employee who works fewer than ninety-six (96) hours in any month (eighty-four (84) hours for 7-hour day employees) shall not accrue vacation credit for such month of service: provided that this restriction shall not apply where the employee has worked fewer than ninety-six (96) hours (eighty-four (84) hours for 7-hour day employees) due to authorized sick leave or vacation leave. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.

****Sheriff employees have a different policy and need to refer to Sheriff for details.****

- (a) Full-Time Employees. Full-time employees are entitled to the following schedule provided; no paid vacation leave time may be taken during the first six (6) months of employment.

Days accrued Each Month:

1 through 10 years of employment-----one (1) day at eight (8) hrs or seven (7) hrs

11 or more years of employment-----one and one-half (1 1/2) days

Maximum Carry-over-----one hundred forty four (144) hours for eight (8) hr / day or forty (40) hr / week employees OR one hundred twenty six (126) hours for seven (7) hr / day employees.

- (b) Part-Time Employees. Part-time, seasonal, or temporary employees do not accrue vacation credit.
- (c) New employees terminated, voluntarily or involuntarily prior to completing six (6) months of service shall not be paid for any accrued vacation leave.
- (d) Scheduling. The dates for the taking of vacation leave shall be scheduled in consultation with the employee's immediate supervisor and department head.
- (e) Holiday During Vacation. County holidays which occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.
- (f) Minimum Time. Employees may use vacation leave in units of not less than one-half (1/2) day. Sheriff Department employees must take a minimum of five (5) days vacation leave once each calendar year.
- (g) Termination. Upon termination, an employee shall be compensated for all accrued and unused vacation leave at their final rate of pay, except as noted in E-4c.
- (h) Except for the first six (6) months of employment, employees may take up to forty (40) hours of unearned vacation leave (subject to department head approval), but if the employee terminates or is terminated prior to accumulating vacation leave, used unearned vacation leave will be deducted from their final paycheck.

- (i) All accrued vacation leave must be used prior to taking family and medical leave. See E-12 (f). (Revised: 03/29/2017)
- (j) Usage of Carry-Over Vacation Days. When using carry-over time in conjunction with current year vacation time, employees may not use more than six (6) days carry-over. When using carry-over time only, time may be used in accordance with E-4 (f) Minimum Time, in units of not less than one half (1/2) day. Carry-over time may be carried indefinitely.
- (k) Maximum Time. In no case will an employee be allowed to take more than eighteen (18) consecutive workdays of vacation, even if more days are accumulated, without special written permission granted by the employee's department head and the Board of County Commissioners.

E-5. **Medical/Bereavement/Emergency Leaves (M/B/E) (Sick Time).** M/B/E leave will accumulate on the employee's monthly anniversary date at the rate of one (1) day for each month of paid full-time employment.

- (a) The maximum amount of M/B/E leave that can be accumulated is ninety (90) days. After ninety (90) days have accumulated and if an employee does not use any M/B/E leave for six (6) months following the accumulation, he/she will be granted one (1) personal day off to be used within six (6) months. Commissioners moved to omit this policy. (Abolished: 2/10/2020)
- (b) If an employee is unable to return to work after having used accumulated M/B/E leave and accrued vacation, salary will be terminated until return to work.

*RESOLUTION NO. 04-06

- (c) Any Supervisor within Stevens County, has the authority to require a doctor or hospital note on any day or days an employee is absent from work.
- (d) If M/B/E leave is taken, an employee must report the type of absence to the elected official/department head on the first day of the absence, as early in the day as possible, keeping the elected official/department head informed of the expected date of return.
- (e) M/B/E leave is not a substitute for vacation and is to be taken in the following circumstances and in any circumstance covered under F.M.L.A. No accumulated medical leave shall be paid at termination of employment, other than under the conditions stated below. Upon retirement, because of age, disability, becoming eligible to retire under KPERS or employees becoming elected officials, they will receive payment at their current regular salary for fifty percent (50%) of their accrued sick leave, subject to a maximum of ninety (90) days of medical leave. (Example: An employee that retires under the above circumstances with ninety (90) days of medical leave accrued will receive payment for forty-five (45) of those days.)

*RESOLUTION NO. 04-05

If a Stevens County employee qualifies hereunder and is physically and mentally fit to remain employed for Stevens County in addition to the current policy the following shall be adopted:

For twenty (20), fifteen (15) and ten (10) years of continued employment with Stevens County, an employee shall be entitled to payment of sick leave if they have accrued a minimum of ninety (90) days and under the M/B/E current policy, as follows:

twenty (20) years	forty-five (45) days
fifteen (15) years	thirty (30) days
ten (10) years	twenty (20) days

There shall be no prorating of payment for someone who works 11, 12, 13, 14, 16, 17, 18 or 19 years. The above graph is the total compensation for someone who is not the age of retirement and does not become an elected official. However, has been a long time Stevens County employee. If the Stevens County employee has no accrued ninety (90) days sick leave, then the amount they shall be entitled will be calculated based on the total days of sick leave they have accrued less than ninety (90) days and they will be entitled to payment of the M/B/E they have accrued time for the following percentages:

twenty plus (20+) years	fifty percent (50%)
fifteen plus (15+) years	thirty-three percent (33%)
ten plus (10+) years	eighteen percent (18%)

This new policy will affect all employees of the County regardless of when said employee began working for the County. This policy will be in effect for all employees.

1. Medical: A non-work-related injury, illness or medical appointment of an employee or a member of the employee's immediate family/household which requires the employee's absence.

The elected official/department head may require documentation from the employee's medical provider in support of any absence. In the event that M/B/E leave is taken at the front end or back end of a vacation, documentation shall be required by said elected official or department head for proof that the leave was proper.

2. Bereavement: The death of an immediate family/household member or loved one which, in the mutual opinion of the employee and the elected official/department head, requires the employee's absence.

3. Emergency: An unexpected situation that affects the health or well-being of the

employee or an immediate family/household member which, in the mutual opinion of the employee and the elected official/department head, requires the employee's absence.

For any of the above leaves, documentation may be required and will be submitted to the department head/elected official/County Clerk.

Definitions:

IMMEDIATE FAMILY HOUSEHOLD: The employee's spouse, children, step or foster children, parents or spouse's parents or a person residing with or dependent upon the employee.

LOVED ONE: The employee's spouse, children, step or foster children, parents or spouse's parents or other individual with whom the employee may have an immediate relationship.

E-6. **M/B/E Leave Donations.** (Revised: 10/28/2024) Any regular full-time employee of the County may request donations of M/B/E leave from other county employees on an as needed basis.

The purpose of M/B/E leave donations is to allow an employee to continue to receive compensation during an extended absence from work due to an unexpected circumstance (eg accident, health issue).

The receiving employee must still meet the same policy requirements as stated above in M/B/E leave when using donated leave. An M/B/E leave request and donation is based on the following provisions:

1. An employee may donate up to twenty-five (25%) of his/her M/B/E leave to another employee.
2. The amount of M/B/E leave donated will not exceed the amount that is needed by an employee. Any excess time donated will be returned.
3. All paid leaves must be exhausted before donations can be requested.
4. Any employee will not be allowed to receive more than one hundred sixty (160) hours of donated M/B/E leave.
5. Special Cases: In the event an employee has used all M/B/E leave as laid out herein, upon presentation to the commissioners, the commissioners may allow additional donations of leave to be made to the employee upon the findings that the employee has unusually critical circumstances or is in a unique situation. This decision shall be at the discretion of the commissioners.

E-7. **Military Leave.** Military duty means training and service performed by an inductee or enlistee in the armed forces of the United States, including time spent in reporting for and returning from such training and service. It also includes active-duty training as a reservist in the armed forces or as a member of the National Guard.

(a) **Eligibility.** Any employee who terminates county service for military duty shall be placed on military leave without pay. Such leave shall extend through thirty (30) days after his or her release from county service, if called to active duty by draft or recall. If not accepted for military duty, the employee shall be reinstated to his or her present position without loss of status or reduction in pay. (KSA 73-213 et.seq.)

(b) **Restoration.** An employee returning from military leave shall be entitled to restoration of his or her former position or a position of like pay and responsibility, provided he or she make application for reinstatement within thirty (30) days after release from military duty. In addition, the former employee must be physically and mentally capable of performing the duties of the position involved.

(c) **Military Training.** Any employee who is a member of any reserve component of the United States armed forces or the National Guard shall be granted military leave without pay, for a short tour of active duty or field training encampment. Vacation leave with pay may be taken jointly with such military training leave. (KSA 48-222)

E-8. **Civil Leave.**

(a) **Civil Leave with Pay.** An employee shall be given the necessary time off with pay (1) when performing jury duty, (2) when appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the County, (3) when performing emergency civilian duty in connection with national defense, or (4) for the purpose of voting when the polls are not open at least two (2) hours before or after the employee's scheduled hours of work.

(b) **Civil Leave Without Pay.** If an employee is involved in a personal lawsuit either as a plaintiff or as a defendant in an action not related to his or her duties with the County, the employee may take leave without pay unless he or she elects to utilize any accumulated vacation leave.

E-9. **Other Leave.**

(a) **Meetings, Seminars.** Any employee may be granted leave with pay to attend meetings, seminars and conventions related to the employee's work for the County when such attendance is authorized by the employee's department head. All out of county travel shall have the prior approval of the department head. The employee shall submit receipts for expenses to be reimbursed. Reimbursement for mileage & meals also require a reimbursement form to

accompany receipts. The mileage reimbursement for the use of a personal vehicle is the State of Kansas approved standard rate. Meals are reimbursed up to a certain amount determined by the commissioners and company credit cards are not to be used to purchase meals. Reimbursement for meals within the County will not be allowed, unless approved by the department head in advance. (Revised: 7/17/2017)

- (b) **Personal Leave.** Any full-time employee is entitled to take three (3) days per year for personal leave. This leave must be authorized by the department head and shall not be accumulated. Personal leave shall be charged in increments of not less than one (1) hour.
- (c) **Unpaid Leave.** Employees may take leave without pay. All leave without pay will be with written permission from the employee's department head. All accrued vacation and sick leave must be used prior to using unpaid leave. Unpaid Leave is limited to five (5) workdays and must be taken in increments of one (1) full day. More than five (5) days of unpaid leave may be taken with written approval of the employee's department head and the Board of County Commissioners. No credits for sick leave or vacation leave will be accrued while on unpaid leave in excess of five (5) days, and the employee will be responsible for payment of his or her health insurance benefits for days of unpaid leave in excess of five (5) days. No more than five (5) days unpaid leave may be taken per year without written permission of both the department head and the Board of County Commissioners.

E-10. **Request for Leave.** Except as provided in Section E-5 as to sick leave, all leave must be authorized in writing by the employee's department head prior to leave time being taken. A copy of each leave record, including records of sick leave taken, signed by the employee and department head, shall be maintained by the County Clerk in the employee's personnel file. *After implementation of computerized time system, employee signature is optional due to employees having ID/Log in capabilities which record requests for leave. (Revised 10/24/2018)

E-11. **Credits for Paid Leave.** An employee while on paid sick leave, vacation leave or other leave with pay shall continue to earn credit for sick leave and vacation leave.

E-12. **Family and Medical Leave.**

- (a) **General - Stevens County** as an employer has a work force of fifty (50) or more employees and therefore complies with the Federal Family and Medical Leave Act (FMLA) which went into effect on August 5, 1993.
- (b) **Eligibility -** An employee who has worked for Stevens County for at least one (1) year for a minimum of 1,250 hours during the previous twelve (12) month period will qualify to take family and medical leave.
- (c) **Leave Defined -** Upon request, an employee will be granted up to twelve (12) weeks of unpaid family and medical leave during any twelve (12) month period, beginning with their employment date. However, where spouses are both employed by Stevens County, the combined total number of weeks leave to which both are entitled will be limited to twelve (12) weeks during any twelve (12) month period. This limitation does not apply to leave taken by an employee's own serious health condition. Such leave is available as the result of birth, adoption,

or placement of a child for foster care, to care for a spouse, child, or parent with a serious health condition or due to the disabling illness of the employee.

- (d) Serious Health Condition is defined as an illness, injury, impairment, of physical or mental condition involving inpatient or other qualified care for continuing treatment or supervision by a health care provider.
- (e) Notification - Employees are expected to provide at least thirty (30) days notice of the need for leave for birth, adoption, or a planned medical treatment. No notice is required for unforeseen events such as premature birth or sudden changes in patient's conditions that require change in scheduled medical treatment. Stevens County also recognizes that parents who are waiting to adopt a child are often given short notice. Notice is waived for employees who face emergency medical conditions or unforeseen changes.
- (f) Limits and Conditions - It is the policy of Stevens County to require the employee to use paid leave (sick and/or vacation leave) before taking unpaid family and medical leave.

Employees on family leave will not accrue any seniority, vacation, or sick leave benefits.

- (g) Health Insurance Coverage - Stevens County will continue to provide health care coverage under the same provisions as outlined in F-10 as prior to leave. Where the employee fails to return to work following family leave, Stevens County will recover the premiums that have been paid on behalf of the employee to maintain health care coverage. If failure to return to work is due to the continuation, recurrence, or onset of a serious health condition beyond the employee's control, the employee will not be liable for health care premiums paid while on family leave. In such cases, a certification issued by a health care provider will be required.
- (h) Medical Certification Requirements - Employees must provide certification explaining their own serious health condition or that of a family member. It must detail the date the condition began; the probable duration of the condition; a statement that the employee is needed to care for a spouse, parent, or child; a statement that the employee's own health condition makes it impossible for him or her to work. (See Exhibit G)
- (i) Return to Work - Upon returning to work following family leave an employee will be entitled to return to the same position or to a position with equivalent benefits, pay and other terms and conditions of employment. Stevens County is not obligated under the FMLA to reinstate an employee who has exhausted FMLA leave and is still unable to return to work.
- (j) Reporting Requirements - Employees on family leave status will be required to report to their department head their status on a weekly basis. The employee's estimated date of return to work will be communicated to the department head as far in advance as practical so scheduling can be facilitated.
- (k) Reduced or Intermittent Leave - The employee and Stevens County may work out an agreement by which leave may be taken intermittently or a reduced leave schedule. While this would not reduce the employee's twelve (12) weeks un-paid entitlement for the full year period, it would enable him or her to spread the leave over a longer period.

- (1) Reduction in Force - Employees who are on a family or medical leave during a layoff will be treated in the same manner as they would have been treated if they were not on leave. They will not be given preferential treatment because of their leave, nor will it be held against them in the layoff selection.

E-13. **Time Recording** – County Employees

The following guidelines have been established to assist county employees with the recording of time.

- (a) All full-time non-elected county employees (exempt or non-exempt) and part-time hourly employees are required to keep an account of physical hours worked. (Revised: 1/30/2018)
- (b) Breaks. The fifteen (15) minute breaks will be taken at the appropriate times and pursuant to federal law shall not be saved up and used to be able to leave early at the end of the day.
- (c) Courthouse Lunch Hour. The lunch hour, which shall consist of 60 continuous minutes, shall not be used to leave early at the end of the day (shall not clock out at 4 pm and consider lunch 4 – 5 pm). Using the lunch hour in combination with accrued time is allowable (e.g., accrued hour used from 9 – 10 am, clock in at 11 am, with lunch hour being considered 10 – 11 am ... clock out at 2 pm, with lunch hour being considered 2 – 3 pm and accrued hours used from 3 – 5 pm). (Revised: 5/23/2022)
- (d) If any employee fails to clock IN or OUT, their respective department head, hereby has the authority to initial the time sheet so long as this occurs on an infrequent basis. It is the commissioners' belief that everyone, as a general rule, should be able to clock IN and OUT in real time, however, sometimes things do come up and you must leave on an emergency, or you may have other things on your mind and forget to clock IN or OUT. Therefore, when this happens, so long as your department head initials off on the time which you forgot to clock IN or OUT, you will be paid for that time. Frequent abuse will be reviewed by the Stevens County Commissioners. **With computerized time system, initials are no longer possible so dept. head will use Time/Edit feature to add, delete or correct times. (Revised: 10/14/2018)
- (e) Appraiser's Office. Since the Appraiser's Office does not have a supervisor or department head in the building, the commissioners shall designate a person within the Appraiser's Office the authority to sign off or not sign off on timecards, which have not been clocked IN or OUT.
- (f) Commissioners have directed the Stevens County Payroll Clerk to calculate the Courthouse Maintenance Department time on an eight (8) hour day, rather than a forty (40) hour week schedule. This no longer applies, as maintenance and custodial positions were merged in to one in April 2018 and calculations are based again on forty (40) hour week schedule. (Revised: 4/1/2018)
- (g) Authorization. Each individual person is to clock IN or OUT for themselves. No one is allowed to designate or authorize any other persons to clock IN or OUT for them.

- (h) Computers. The commissioners further discussed the possibility and likelihood of putting in a firewall on all computers. Possibly installing a program to verify work that is being done, to also verify that said work is being done for the County and not for personal use. Everyone should realize that all computer equipment is owned by the County and at anytime the County may hire or designate a professional to review the history and data files of computers to ascertain what the computer is actually being used for.
- (i) Comp Time. As previously decided, the commissioners have directed no comp time will be acquired for hourly employees without each department head authorizing said comp time. As a general rule, the County pays overtime and does not deal with comp time unless the department head wishes to do so at their discretion. If an occasional, unforeseen circumstance requires a department head to work outside normal business hours (e.g., weekend), or hours in excess of their minimum required number of weekly hours (if the department does not have set business hours), they may use those hours as comp time by taking off the same number of hours during another work week within one (1) month. This policy is not to be overused. (Revised: 6/9/2025)
- (j) Break. If you take your fifteen (15) minute break and leave the work area, you should clock IN and OUT reflecting the appropriate amount of time.

The above are policies that have been adopted by the commissioners in reference to the time clock. Anyone who has questions, please feel free to call or set up an appointment at the next Commissioners' meeting to discuss.

ARTICLE F. OTHER EMPLOYEE BENEFITS

- F-1. **Retirement--OASDI Benefits.** All eligible employees of the County are under the federal OASDI social security system and receive the benefits thereof in accordance with federal laws and regulations. The cost of this benefit is paid equally by the County and the employee, with the employee contribution subject to payroll deduction. (Referred to as FICA or Social Security)
- F-2. **Retirement--KPERS Benefits.** KPERS requires anyone who works twenty (20) consecutive hours or more per week to be in a covered KPERS position. That employee will become a member of the Kansas Public Employees Retirement System (KPERS) and receive the benefits thereof in accordance with state laws and regulations. Under current law, KPERS members contribute six percent (6%) of their salary, by payroll deduction. Seasonal and temporary employees may not participate in KPERS. Elected Officials may enter KPERS at any time during their tenure. (Revised: 3/29/2017)
- F-3. **Retirement Date.** The Federal Age Discrimination in Employment Act shall be the policy of the County for retirement. Full retirement benefits under KPERS and OASDI accrue depending on what tier employee is qualified under.
 - (1) Tier 1 – Full retirement benefits begin at age sixty-two (62) or eighty-five (85) points with ten (10) years of service, or age sixty-five (65) with at least one (1) year of service.
 - (2) Tier 2-3 – Full retirement benefits begin at the age of sixty (60) years with thirty (30) years of service, or the age of sixty-five (65) years with five (5) years of service.
- F-4. **Workers' Compensation Benefits.** All employees of the County will receive the benefits of the

Kansas Workers' Compensation Act, in accordance with such law and regulations. Use of this leave is not charged to an employee's sick, vacation, or personal leave. An employee will receive Workman's Compensation pay only for a claim arising out of the course of employment. Sick leave, vacation leave, and personal leave may *not* be used *in lieu* of time off due to a Workers' Compensation injury. Employees receiving workers' compensation for job-related injuries or illness *may* use accrued sick, vacation and/or personal leave to supplement workers' compensation payments up to, but not to exceed, their regular rate of pay in combined total. This may include the use of accrued sick, vacation and/or personal leave; sufficiently paid to cover an employee's regular payroll benefit withholdings and/or regular base compensation, on request, as long as the combined total of Workers' Compensation & accrued leave earnings *does not* exceed the employee's normal base salary. (Revised: 7/17/2017)

- F-5. **KPERS Death and Disability Benefits.** All employees who are contributing members of KPERS are eligible for the insured death and disability benefits provided by KPERS, which is supplemental to the regular KPERS benefits. The cost of this benefit is paid entirely by the employer and begins on the first day of employment.
- F-6. **Unemployment Compensation.** All non-elected employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such laws and regulations. The cost of this benefit is paid entirely by the employer.
- F-7. **Life Insurance.** In addition to the death benefits provided under OASDI and KPERS, KPERS provides life insurance in the amount of one hundred fifty percent (150%) of the employee's yearly salary as an employee benefit.
- F-8. **Deferred Compensation.** All full-time employees may participate in the deferred compensation plan. This plan under the Internal Revenue Code Section 457, is a tax deferred supplemental retirement program that allows public employees to contribute a portion of their salary before federal and state taxed to a retirement account or an after-tax Roth account. The amount to be contributed is determined by the employee.
- F-9. **Additional Health & Life Policies.** The County makes available to each full-time employee the option to purchase additional insurance as a payroll deduction. The companies offer single or family coverages.
- F-10. **Health Care Program.**
 - (a) All elected and non-elected employees who work an average of thirty (30) hours a week shall be eligible for the County's group health care insurance program. Unless otherwise noted, it will be effective the first day of the month following completion of thirty (30) continuous days of employment, which commences the initial date of employment. A part-time employee shall be eligible for group health care insurance as of the date of change to full-time employment status. In accordance with the ACA, part-time employees who work variable hours will go through a twelve (12) month measurement period each year to determine full-time equivalency and if found to meet the FTE requirements, will be offered group health care insurance for the following calendar year. (Revised: 1/30/2018)

- (b) Employees and officers other than those described in (a) above, may not participate in the County's group health care insurance program unless the employee's department head has recommended such participation and the Board of County Commissioners has approved of his or her participation.
- (c) The County's paid participation in the group health care insurance plan shall be the amount necessary to pay the cost of the employee's benefits, including the cost of family benefits. The County pays the full cost of the health care insurance premium for single, employee plus spouse, employee plus child(ren) and employee plus family plans. An employee must work a minimum of twelve (12) days or ninety-six (96) hours in the month to receive this benefit. For this purpose, paid vacation and sick leave hours are counted toward the twelve (12) days worked. The only exception to minimum hours worked is leave taken under section E-12, Family and Medical Leave.
- (d) All cost for health insurance premiums shall be paid by the employer (Stevens County) during any period the employee is on leave in compliance with the Federal Family and Medical Leave Act. All cost for health insurance premiums shall be paid by the employee during any period the employee; is on leave without pay in excess of five (5) days; is on suspension without pay; or is on unauthorized leave.
- (e) Effective January 1, 2000, retirees who are under age sixty-five (65) and have worked for the County for a consecutive twenty (20) years or more who started May 4, 2009 or prior, are eligible to purchase a plan through the County health insurance program (single, employee plus spouse, employee plus child(ren) or employee plus family), for \$250.00 per month. Retirees age sixty-five plus (65+) who meet the above criteria, may be reimbursed the combined total of their Medicare **supplemental** medical, dental and prescription insurance premium(s) less \$250. If total premium(s) is under \$250, no reimbursement will be given. (Revised: 1/1/2018)
- (f) Health care insurance coverage shall be extended to an employee who is temporarily disabled and drawing workers' compensation while serving as a county employee.
- (g) No employee shall be entitled to a cash payment in lieu of health care insurance coverage.
- (h) Retired or disabled employees will be given, at their own expense, the opportunity to continue in the County's group health care program for so long as the carrier will allow such person to remain within the County's group. (Revised: 3/29/2017)
- (i) In addition, the County complies with those provisions of the Federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of group health care plan coverage upon termination of county employees.

F-11. Cell Phones.

Stevens County provides cellular telephones to some employees as a business tool. They are provided to assist employees in communicating with management and other employees, associates, and others with whom they may conduct county business. Cell phone use is intended

for county-related calls only and personal calls are not permitted. Cell phone invoices may be regularly monitored.

Employees may have access to a county or personal cell phone while in county vehicles and should remember that their primary responsibility is driving safely and obeying the rules of the road. Employees are prohibited, except when using hands-free installed units, from using cell phones to conduct business while driving and should safely pull off the road and come to a complete stop before dialing or talking on the phone.

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

Due to position safety requirements the use of personal cellular equipment by any Road and Bridge, Noxious Weed and Landfill department personnel is not permitted during working hours.

ARTICLE G. DISCIPLINE

- G-1. **Authority to Discipline.** Department heads are responsible for the conduct and effective performance of all employees under their authority and shall have the authority and the responsibility to discipline employees for violations of the County's personnel rules and any departmental regulations.
- G-2. **General Policy.** The purpose of discipline is to ensure high standards of performance and efficiency, to maintain good working relationships among employees and to provide the citizens of Stevens County with the highest possible level of courteous and professional public service. Discipline in the County organization is for the most part "self" discipline. It is the duty of the employee to make conscientious efforts to work and behave in accordance with the values, service standards rules and regulations of the County and their department. Each employee is expected to be self-disciplined and to work hard at being the best at what he or she does and in helping the County provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of their job, it may become necessary for his or her department head or supervisor to consider disciplinary actions to correct the problem.

An employee is subject to disciplinary action if:

- (a) The employee violates these personnel rules and regulations, or any other written regulations of procedures applicable to the department in which the employee works.
- (b) The employee's conduct relates discredit to the County or hinders the effectiveness or efficiency of county operations.
- (c) The employee has performed an act of misconduct or has failed to perform an act which results in misconduct.

G-3. **Disciplinary Actions.** This progressive disciplinary system is designed to notify an employee of specific performance deficiencies or other job-related problems, sets goals, and occasionally timetables for improvement and imposes progressively greater disciplinary measures when an employee's performance continues to be sub-standard. It is important to note that this policy also

recognizes that certain infractions or acts of misconduct may be sufficiently serious, in the employer's opinion, to warrant *immediate* discharge, without notice or progressive action.

The Board of County Commissioners officially recognize the following types of disciplinary actions.

- (a) Verbal Warning. A verbal warning is an oral warning to an employee by his or her supervisor or department head. A record of such warning shall be recorded in the employee's personnel file.
- (b) Reprimand. A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employees personnel file.
- (c) Probation. Probation is a trial period of a department head's determined number of days during which an employee is required to fulfill a set of conditions, or to improve on-the-job behavior. Failure to meet the probationary requirement may result in additional disciplinary actions or termination of employment.
- (d) Salary Reduction. A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.
- (e) Demotion. A demotion is the placement of an employee into a position of a lower pay range.
- (f) Suspension. A suspension is the removal of an employee from service without pay for a five (5) day period. Upon incurring three (3) suspensions, the employee may be subject to termination.
- (g) Termination. Termination is the removal of an employee from county employment.

G-4. **Procedure for Disciplinary Action.** Whenever the misconduct of an employee occurs that in the judgment of the employee's supervisor or department head justifies the application of disciplinary actions other than a verbal warning, the supervisor or department head shall:

- (a) Document the misconduct in writing including date, time, and witnesses if available. The department head and the employee will then sign this report.
- (b) Determine the appropriate disciplinary action to correct the problem.
- (c) Meet with the employee to review the problem and the proposed disciplinary action. The meeting should be private and include only the employee, supervisor, department head or other persons requested to be present by the department head.
- (d) Give the employee an opportunity to refute the facts or argue against the proposed disciplinary

action. The employee may submit comments in writing to be attached to the record of the disciplinary action.

- (e) Make a final decision as to the disciplinary action.
- (f) Notify the employee of the action in writing, except for verbal warnings. A copy of the documentation of misconduct and a note as to the form of disciplinary action taken shall be provided to the County Clerk for insertion in the employee's personnel file.
- (g) At the time a disciplinary action commences, the employee's supervisor or department head shall notify the employee in writing of his or her right to file a grievance under the County's grievance procedure as set out in Article H.

G-5. Misconduct Subject to Disciplinary Action. The following is a list of misconduct which may subject an employee to disciplinary action. The list is not exclusive, it is only representative of the types of misconduct which subject an employee to disciplinary action.

- (a) Conviction of a violation of any state or federal criminal law.
- (b) Conviction of a violation of any county law.
- (c) Failure to follow prescribed safety procedures including failure to notify his or her supervision of unsafe working conditions.
- (d) Violation of personnel rules and regulations or departmental rules and regulations.
- (e) Inattention to duty, carelessness, breakage or loss of public property or funds.
- (f) Incompetence or inefficiency in the performance of the duties of his or her position.
 - (1) No personal business to be done on county time.
 - (2) No writing personal letters, reading newspapers, playing computer games or cards, etc. on county time.
- (g) Insubordination or other breach of discipline.
- (h) Discourteous or disruptive conduct or other offensive behavior in public, to the public or to employees and officers of the County.
- (i) Abuse of leave, excessive absenteeism, or tardiness.
- (j) Temporarily leaving the workplace without the approval of his or her supervisor.
- (k) Failure to give proper notice of absence.
 - (1) Sleeping on the job.
- (m) Use of alcohol or drugs, off the job, to the extent that the employee's job performance or

effectiveness as a county employee is impaired.

- (n) Unauthorized possession of firearms or other weapons on the job.

In the case of violence or other flagrant misconduct, serious safety violations, or criminal offense, any employee may be suspended immediately pending an investigation and review of the matter.

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

- G-6. **Causes for Termination.** Examples of serious misconduct for which an employee may be terminated. The following list is not exclusive. It is only representative of the types of misconduct which may subject an employee to termination.

- (a) Conviction of a felony or conviction of driving under the influence of alcohol or other drugs while operating a county vehicle.
- (b) Willful or continued violation of county or departmental safety rules and procedures or willful or negligent creation of unsafe conditions in the workplace.
- (c) Willful or continued violation of personnel rules and regulations or departmental regulations.
- (d) Negligent or willful damage to public property or waste of public supplies or equipment.
- (e) Taking or using any funds or property of the County for personal use or for sale or gift to others or the making of any false claim against the County.
- (f) Gross Incompetence, neglect of duty or willful or continued failure to render satisfactory service.
- (g) Refusal to abide by any lawful official regulation or order, failure to obey any proper direction made by a supervisor or department head or knowingly making a false statement to any employee or officer of the County.
- (h) Claiming leave time under false pretenses or falsifying attendance records for oneself or another employee.
- (i) Absence without leave.
- (j) Possession or use of alcohol or drugs, except where prescribed by a physician, while on duty or county property.
- (k) Sexual or other harassment.
- (l) Disclosing confidential records or information unless directed to do so by his or her department head or supervisor.

- (m) Revocation or suspension of a certification or license, including a driver's license, when such is required as a condition of county employment.
- (n) Material falsification of application for county employment or making a false statement or report regarding any test, certification or appointment or any attempt to commit any fraud that violated the merit principles of personnel administration.
- (o) Giving or attempting to give any monetary consideration or the delivery or undeserved service to or from any person or organization for, or in connection with, any test or appointment.
- (p) Taking, or offering to take, from any person for the employee's use, any fee, gift or other thing or service of value, in the course of his or her work or in connection with it, when such gift or other valuable thing or service is given in the hope or expectation of receiving a favor or better treatment than accorded any other person; accepting a bribe, gift, money or other thing of service or value intended to perform or refrain from performing any official act; engaging in any act of extortion or other means of obtaining money or other thing or service of value through his or her position in the service of the County.
- (q) Discharge of duties in a manner which results in discrimination to any person based on race, creed, color, sex, age, physical or mental disability or national origin.

G-7 **Lay-offs.** Department Heads may lay-off an employee when it is deemed necessary because of shortage of funds, shortage of work, the elimination of a position, or other material changes in duties or organization. The employee shall be notified fourteen (14) days prior to the effective date of the lay-off. Employees shall be selected for lay-off in the following order.

1. Temporary, part-time, and newly hired employees shall be laid-off first.
2. Employees still working in the orientation phase of employment shall be laid-off next.
3. Full-time employees shall be selected for lay-off based on their job performance, critical aspects of their job and duties, required training, and length of service, provided that the employees who are retained have the demonstrated ability and fitness to perform the available work.

Employees who are laid-off will be placed on a recall list for (6) months following lay-off. It is the responsibility of the laid-off employee to maintain a current home address on file with Stevens County. Employees will be recalled according to need, classification, and the ability to perform available work. Unless an employee responds to a recall notice within seven (7) days following the day on which a certified letter is sent, the employee's name will be removed from the recall list and employment with Stevens County will be terminated.

ARTICLE H. GRIEVANCES AND HEARINGS

H-1. **General Policy.** Any employee has the right to present a complaint or grievance concerning his or her job, working conditions, salary, relationship between employees and co-workers, supervisor, or department head, the application of equal employment opportunity policies, or as an appeal of any disciplinary action taken pursuant to these rules. Each employee and supervisor

should make a sincere attempt to resolve any grievance before it becomes necessary to resort to the grievance procedure.

- (a) Any complaint or grievance shall initially be filed by the employee with his or her supervisor. An answer to the grievance shall be provided by the supervisor to the employee in writing within seven (7) days. If the employee disagrees with the decision of the supervisor, the employee may forward the complaint or grievance in writing to his or her department head, who shall provide an answer to the employee within seven (7) days.
- (b) If the complaint or grievance cannot be satisfied by the department head, the employee may forward his or her complaint or grievance to an impartial board selected by the Board of County Commissioners, specifying the nature of the complaint or grievance, provided he or she has informed the department head of his or her intentions to do so, and request a hearing thereon. This appointed board will include no less than one county commissioner, and two others selected by the County Commission. Board members may be selected from other county departments or boards; to be found from those impartial to the grievance. All such requests, having exhausted all other means, should be made directly to the clerk of the board.

H-2. **Hearing Procedure.** The Board of County Commissioners shall direct hearings in accordance with the following procedures:

- (a) The hearing shall be held within thirty (30) calendar days from the receipt of the employee's request for such a hearing.
- (b) At the hearing, all concerned parties shall be given an opportunity to present their respective side of the grievance together with any pertinent evidence or witnesses as deemed relevant by the Board. All parties shall have the right to cross examine adverse witnesses and evidence.
- (c) All parties shall be allowed the right to legal counsel.
- (d) The board may call for additional evidence as it deems proper.
- (e) The board shall not be bound by any legal rules of evidence.
- (f) No county employee, serving as a witness, shall be subject to any restraint, interference, discrimination, or reprisal for any of his or her testimony in such hearing.
- (g) The board and elected official shall render a decision in writing within five business days of the hearing's conclusion and such decision shall be supported by the evidence. A copy of the finding shall be provided to the employee and the department head and filed in the employee's personnel file.

- (h) The hearing shall not be open to the public unless the employee and the County both agree in writing to a public hearing.

ARTICLE I. VOLUNTARY SEPARATION

- I-1. **Resignation.** An employee who terminates his or her employment voluntarily shall be terminated in good standing, providing the employee gives a minimum of two (2) weeks written notice to his or her immediate supervisor or department head. Under appropriate circumstances, a shorter period of notice may be approved by the employee’s department head.
- I-2. **Reinstatement.** An employee who was terminated in good standing and who is re-employed within a period of one hundred twenty (120) calendar days following separation may be reinstated at not more than the salary he or she was receiving at the time of his or her termination.

ARTICLE J. SEXUAL AND OTHER HARASSMENT

- J-1. **General.** Stevens County will not tolerate sexual harassment in any form. No supervisor shall threaten or imply that an employee’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, pay, promotion, job assignment, or any other aspect or condition of employment.

An employee who believes the actions or comments of another employee constitute unwelcome harassment shall report the situation to any level of supervision. (See J-3) All complaints shall be promptly and confidentially investigated. The complaining employee will be advised of the result of the investigation.

An employee, supervisory or non-supervisory, found engaged in harassment of another employee will be disciplined, up to and including discharge.

- J-2. **Definition.** No employee, whether supervisory or non-supervisory, may sexually or otherwise harass another employee. Sexual harassment includes:

1. Touching, propositions, advances;
2. Abusive, vulgar language of a sexual nature;
3. Suggestive jokes or comments about an employee’s body or wearing apparel;
4. Display of sexually suggestive cartoons, pictures, or photographs.

Harassment also includes slurs, graffiti and jokes related to race, religion, sex, age, national origin, or disability. Written or posted graphic material showing hostility or lacking respect. Any such definition may also include individual comment made using county owned electronic transmission systems and tools.

- J-3. **Complaint Procedure.** When an allegation of sexual harassment is made, it shall be given verbally to any level of supervision as follows:

1. Immediate Supervisor
2. Department Head or Elected Official
3. Board of County Commissioners

The party receiving the verbal complaint shall document the allegation being made.

- J-4. **Complaint Response.** Immediately following receipt of a complaint or charge of sexual harassment, the employer shall interview the complaining party, the accused harasser, and all appropriate witnesses.

If the investigation establishes that the claim is true, the County will take appropriate disciplinary actions under Article G. and report such findings and evidence to the County Attorney.

ARTICLE K. OUTSIDE EMPLOYMENT

- K-1. **Outside Employment.** Outside employment constitutes a county employee holding a second job with another employer. Outside employment by a full-time employee is permitted only when such outside employment: (1) is considered secondary to service with the County, (2) does not interfere with the performance of duties for the County and (3) no legal, financial, or ethical conflict of interest results from such dual employment. An employee must obtain approval in writing from his or her department head prior to accepting outside employment or any change in such outside unemployment.

Employees including elected officials are not permitted to use county premises, property, or employees to conduct any business other than official county business.

ARTICLE L. CONTAGIOUS DISEASE

- L-1. **Contagious Disease.** For the safety of the general public and other employees, any employee who has contracted or has possibly been exposed to a contagious disease shall notify his or her supervisor or department head in a timely manner. Notice of a contagious disease shall be handled confidentially by the department head and the Board of County Commissioners. Such notice shall not be used in any fashion against the employee and shall not be cause for termination.

ARTICLE M. USE OF COUNTY PROPERTY

Stevens County Property. All areas in which Stevens County operates including actual premises, parking lots, owned or leased equipment, lockers, desks, work areas and buildings, storage facilities, etc.

- M-1. **General Policy.** All county property belongs to the taxpayers of Stevens County and shall be respected by all employees. The personal use of county property by employees is not permitted.

- M-2. **County Vehicles.** The Sheriffs Officers, Road Supervisor, Noxious Weed Director, Community Health Director, and the Emergency Medical Services Director are allowed to drive a county vehicle to their homes. However, these vehicles are for official use only and no personal use is

permitted. Furthermore, any person operating a county vehicle or equipment or non-county vehicle (while on county business), which has a seatbelt is required to use the seatbelt. All passengers of any such vehicle would also be required to wear seatbelts on county time and/or county vehicles.

M-3. **Information Technology Acceptable Use Policy**

I. PURPOSE

Stevens County encourages all employees using information technology to become adept in its use. Information technology includes Internet access, electronic and voice message systems, facsimile devices, or other electronic systems used by Stevens County. It is the County's goal to:

- Improve efficiency and effectiveness
- Develop e-workers better able to provide e-government services
- Improve productivity allowing a shift from labor-intensive tasks to higher-value results
- Improve service delivery to customers and citizens

Scope. This policy applies to all divisions, departments, contracted entities and other individuals or groups that use county equipment. Any of these arms of Stevens County Government may develop more specific information technology policies for application within the department or division, but none may write more lenient policies.

II. POLICY STATEMENT

Subject Matter. The subject matter of messages should demonstrate good judgment and reflect the professionalism of Stevens County. Content should pass the test of being able to appear in the newspaper without being embarrassing or offensive to anyone. Avoid whatever could be construed as improper or embarrassing to the County. Specifically prohibited are political activity and campaigning, religious messages or slogans, illegal activity and use for a personal business enterprise.

Use care not to divulge confidential or sensitive information.

County Business. Information technology should be used only for official county business. Care should be taken to limit the number of persons outside the organization who know your county e-mail address. By doing this, you will limit the number of unsolicited, personal, and offensive messages received. Server space is limited and should be reserved for county use. Announcements intended for all county employees shall be sent to the Communications Office for approval, editing and sending.

Personal Use. Brief and occasional messages of a personal nature may be sent and received. Sending chain letters is prohibited. Personal messages shall not impede county business. Employees should exercise great care and self-control not to send multiple recipients messages with non-county business content - for example, jokes, anecdotes, or gossip. Mass mailings and large attachments overload the county server thereby hindering legitimate county communications. Only incidental amounts of employee time (time periods comparable to reasonable breaks during the day or during meal periods) may be used to attend to personal messages. Employees should, upon receiving a personal message, read

or listen to the message and delete it in a timely manner.

County printers and paper are not for personal use.

Unknown Sources. Take extra caution when receiving a message from an unknown source, especially from an address external to the county's email system. The potential to spread viruses is significant and opening such a message could have devastating results to the entire county system. This also applies to attachments. When in doubt, do not open such messages.

Network Security. Everyone has an obligation to protect county computer systems and information by adhering to good security practices that limit the threat of unauthorized use, disclosure, modification, destruction, or abuse. The Division of Information & Operations (DIO) will provide a system of user identification (user-ids), passwords and other network security standards. CURRENT NETWORK SECURITY: NEX-TECH (As of: October, 1999).

Everyone is responsible for activity performed with their personal user-id and is prohibited from performing unauthorized activity with other user-ids. All internal and external connections to the Stevens County network shall be approved by NEX-TECH. Inbound dial-up access will be given only in cases of bona fide need and when no other more secure method is available. No one shall attempt to gain access to systems without proper authorization or use hardware or software tools on the network that could be used to evaluate or compromise security.

All software and files obtained from non-Stevens County sources, via the Internet or any other network, must be screened with virus-detection software prior to being used. Use caution in downloading software. Adhere to copyright laws and be aware that screen savers, backgrounds and other such files often contain viruses that will infect computers and networks. File downloads should only occur for county business purposes. All, suspected information security incidents must be reported to the Customer Support Center (helpdesk) upon discovery.

III. PROCEDURES

Audits. Law enforcement officials may examine any relevant electronic transactions in the course of an ongoing investigation of criminal activity. Unauthorized viewing or retrieval of another person's electronic or voice mail and other forms of electronic snooping are prohibited. The County will not routinely monitor the contents of electronic or voice mail but does reserve the right to randomly or in the case of a specific suspicion audit its use.

Privacy. No one should expect a right to privacy in the use of county equipment or its systems. Without his/her knowledge, access to an individual's (1) electronic or voice messages, (2) addresses accessed on the Internet, or (3) data on county equipment that has been used by an employee may be obtained by the responsible elected/appointed official or division director, or designee, for needs arising in the normal course of business. No staff or contractors of NEX-TECH shall provide access to such information unless specifically authorized by the Chief Information Officer, or designee.

Enforcement. The management of each organization using Stevens County information technology is responsible for communicating and enforcing this policy. No one shall receive access to the Internet or electronic or voice mail until he/she has agreed in writing to comply with this policy. Such

documentation shall be retained in the County Clerk's office. NEX-TECH shall administer and enforce this policy and shall provide any procedures or forms when needed.

Violation of the rules and requirements of this policy may result in removal from its access and/or appropriate disciplinary action up to and including immediate dismissal.

ARTICLE N. STATE STATUTES AND MANDATES

- N-1. **Smoking Policy.** Stevens County follows Kansas Statute K.S.A. 21-4010. This State Statute prohibits smoking in public places. Therefore, no smoking allowed in any county building in which the public enters to visit or conduct business.

ARTICLE O. SUBSTANCE ABUSE

- O-1. **General Purpose.** Stevens County, Kansas has a public trust to provide a variety of services to the County. An efficient and productive work force is vital to carry out that trust. The public has a reasonable right to expect persons employed by the County to perform their duties free-from the effects of drugs, including alcohol.

The County has an obligation to ensure public safety through the actions of its employees. Furthermore, employees of the County have a reasonable right to work in a safe environment free from the effects of drug use. The County has a reasonable right to expect employees to report for work fit for duty, free from the effects of drug and alcohol use.

The County recognizes that an employee's physical condition affects job performance, and that drug abuse ranks as one of the major health problems in our society. It is the intent of this policy to express the County's viewpoint on drug usage exhibited by behavioral/medical disorders, to encourage an enlightened viewpoint toward these disorders, and to provide guidelines for consistent handling of situations arising from such disorders.

- O-2. **Scope.** This policy applies to all applicants for employment and current employees of Stevens County.
- O-3. **Definitions.**

ACCIDENT - An incident reportable under 49 CFR Part 382 and 391

AIR BLANK - A reading by an EBT of ambient air containing no alcohol. (In EBT's using gas chromatography technology, a reading of the device's internal standard.)

ALCOHOL - The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

ALCOHOL CONCENTRATION - Means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

ALCOHOL USE - The consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

APPLICANT - An individual offered employment in, or being promoted or transferred to a safety sensitive position.

AUTHORIZED SUBSTANCES - Include only lawful over-the-counter drugs (excluding alcohol) in amounts as specifically directed by the manufacturer.

BREATH ALCOHOL TECHNICIAN (BAT) - An individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

COLLECTION SITE AGENCY - A facility designated by the Consortium as the collection site for drug screening samples (urine) and breath alcohol testing. For purposes of this policy, the collection site is not the testing laboratory.

DRUG - Any chemical substance that, when consumed, tends to produce a physical, mental, or emotional change.

DRUG SCREENING - Procedure to eliminate negative urine specimens from further considerations.

DRUG TESTING - An analytical procedure which identifies the presence of a specific drug or metabolite, and which uses a different chemical principle from that of the initial test to insure reliability and accuracy. Currently gas chromatography/mass spectrometry (GC/MS) is the accepted standard confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.

EVIDENTIAL BREATH TESTING DEVICE (EBT) - An EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL).

EMPLOYEE ASSISTANCE PROGRAM (EAP) - A program to help employees, and often their families, recognize and overcome personal problems that are interfering with the employee's work performance. This is an extension of the performance appraisal process and is designed to reach performance problems that cannot be remedied by training, education, or other employer-controlled factors. Among the many personal problems, an Employee Assistance Program may deal with, are alcohol and drug abuse.

EMPLOYEE ASSISTANCE PROGRAM CONTRACTOR – We currently do not have an EAP Contractor. (Revised: 5/23/2022)

ILLEGAL DRUGS – Urine samples from applicants and employees will be screened in all cases to identify the following classes of substances:

THRESHOLD FOR POSITIVE VERIFICATION

IMMUNOASSAY SCREEN

Marijuana/Metabolite	50 NG/ML
Cocaine Metabolite	300 NG/ML
Opiates	300 NG/ML
Phencyclidine (PCP)	25 NG/ML
Amphetamines/Methamphetamines	1000 NG/ML

When the initial screen is positive (has exceeded the established screening threshold) a second confirmation test gas chromatography/mass spectrometry (GC/MS) will be completed. The thresholds for positive confirmation for GC/MS are as follows:

Marijuana/Metabolite	15 NG/ML
Cocaine Metabolite	150 NG/MIL
Opiates	300 NG/ML
Phencyclidine	25 NG/ML
Amphetamine/Methamphetamine	500 NG/ML

IMPAIRED - Under the influence of an illegal or legal drug whereby the employee's senses (i.e., sight, hearing, balance, reaction, reflex) or judgment are affected.

LEGAL/PRESCRIBED (MEDICATION) DRUGS - Drugs an individual may be taking under the direction of a licensed physician to address a specific physical, emotional, or mental condition.

MEDICAL REVIEW OFFICER (MRO) - A licensed physician who reviews and interprets positive results of confirmatory tests and evaluates those results together with medical history or any other relevant biomedical information to confirm positive results. This person has knowledge of substance abuse and appropriate medical or forensic training.

(CONFIRMED) NEGATIVE RESULT - No detection of an illegal substance in the pure form of its metabolites at or above the threshold level by a drug screening test.

(CONFIRMED) POSITIVE RESULT - The detection of an illicit substance in the pure form of its metabolites at or above the specified threshold by two consecutive drug screening tests which employ different test methods, and which was not determined by the appropriate medical, scientific, professional testing or forensic authority to have been caused by alternate medical explanations or scientifically insufficient data. All positive results are intensively reviewed by a Medical Review Officer (MRO).

REASONABLE SUSPICION - Involves a judgment made regarding the employee's behavior, appearance, speech or body odor, or evidence found or reported and may be based on, among other circumstances, one of the following:

1. Direct observation of specific, contemporaneous, particular behavior exhibited by the employee which may impair the employee's ability to perform his/her job, or such may pose a threat to

safety or health.

2. Physical on-the-job observation of drug and/or alcohol use by the employee.
3. Documented deterioration in the employee's job performance that is likely to be attributed to drug or alcohol use by the employee.
4. An on-the-job incident or occurrence where there is evidence to indicate the incident or occurrence was in whole or in part the result of the employee's actions or inactions and/ or the employee exhibited behavior indicating illegal drug or alcohol use.

SAFETY SENSITIVE - The Board of County Commissioners of Stevens County has established the following factors in designating specific positions as safety sensitive. The number of safety sensitive positions may be increased as further criteria are established by the Board of County Commissioners of Stevens County.

1. Drivers of commercial vehicles:
 - a. with a gross vehicle weight rating of 26,001 pounds or more or combination vehicles (weighing at least 26,001 pounds) or
 - b. designated to transport 16 or more passengers including the driver, or
 - c. transporting hazardous materials in amounts requiring placarding.
2. All full or part-time Road & Bridge Department employees
3. All full or part-time Weed Department employees
4. All full or part-time Solid Waste Department employees
5. All full or part-time Sheriff's Department employees (except janitorial)
6. All Emergency Medical Services employees
7. All Fire Department employees
8. All Courthouse Maintenance and Janitorial employees (Added: 03/29/2017). It was determined these employee(s) **should NOT be on this list**, as they do not operate vehicles or equipment for the County that requires a CDL. (Revised: 5/23/2022)

SUBSTANCE ABUSE PROFESSIONAL (SAP) - A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of a clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

TESTING LABORATORY - A laboratory certified by the Department of Health and Human Services (DHHS) and the Substance Abuse and Mental Health Services Administration (SAMHSA) to perform drug testing of urine specimens obtained at the collection site.

- O-4. **Rules and Regulations.** Stevens County is concerned with those situations where use of alcohol, intoxicating substances, or other drugs is detrimental to the public trust or to the safety of employees or citizens. The County is committed to the rehabilitation of employees who use/abuse drugs and alcohol by referral to a treatment of rehabilitation program.

Early recognition and treatment of chemical dependency problems is important for successful rehabilitation to improve job performance and/or reduce personal, family, and social disruption. Employees who participate in a program for the purpose of treating alcoholism or drug addiction may do so without jeopardizing their employment with the County, provided they stop all involvement with alcohol or drugs. Participation in such programs may not prevent disciplinary action for incidents that have already occurred. Should a rehabilitation program be necessary, leave of absence may be used. (Revised: 5/23/2022)

To implement this policy, the following rules are established as conditions of employment with Stevens County:

- (a) The County will not hire an applicant who tests positive on a detection test for illegal drugs or alcohol. Those individuals will be prohibited from employment with the County for two (2) years unless they provide certified documentation of successful completion of a substance abuse rehabilitation program. Applicants who have completed a rehabilitation program will be subject to drug screening prior to being considered for employment.
- (b) Any county employee who is involved in a reportable accident (see definition) that results in injury to persons or property shall be subject to investigation. Employees will be directed to undergo a drug or alcohol detection test to aid in determining fitness for duty if there is reasonable suspicion (see definition) that the employee was under the influence of drugs or alcohol at the time of the accident.
- (c) An employee who refuses to participate in a required drug or alcohol detection test will be subject to disciplinary action, up to and including termination.

An employee who receives a confirmed positive drug screen result or the equivalent shall be terminated if in addition to their position requirements and as allowed by law:

1. The employee was involved in an accident or incident caused in part or in total by drug/alcohol use and injury to person/persons or property was involved, or;
2. the employees personnel file reflects previous disciplinary material which, when combined with positive drug/alcohol testing screen results, in the opinion of the employer justifies termination.

An employee who receives a confirmed positive alcohol test shall be referred to a Substance Abuse Professional for appropriate assessment, education, and treatment. The employer retains

the same right to terminate as outlined above.

A second positive test, whether alcohol or drug will result in immediate termination of employment.

- (d) If enrollment in a drug or alcohol rehabilitation program is required, the governing body will make treatment or rehabilitation program requirements. An employee's fitness to continue in his/her current position while enrolled in such a rehabilitation program will be determined on a case-by-case basis. If an employee is enrolled in a professional rehabilitation program, the employee may take leave. (Revised: 5/23/2022)

Employees who have completed a rehabilitation program will be subject to periodic drug testing. Any future positive drug test will result in immediate discharge.

- (e) Any county employee at any level who reports for work on county premises or work sites may be directed to undergo a drug or alcohol detection test to aid in determining fitness for duty if there is reasonable suspicion that the employee is under the influence of drugs or alcohol. An employee who refuses to participate in such testing will be subject to disciplinary action, up to and including termination.
- (f) All illegal substances (as defined by criminal statutes) discovered during the investigation will be given to the appropriate law enforcement agency and may result in criminal prosecution. Drug or alcohol test results will be used for administrative purposes only and will be kept confidential, unless subpoenaed because of legal action.
- (g) The verified sale, possession, or distribution of a narcotic, intoxicating substance of any illegal drug or alcohol while at work will subject an employee to immediate termination.
- (h) Supervisors shall take appropriate action to protect county personnel and county property by removing from the work premises or site any individual not in condition to perform assigned work in a normal and safe manner. An employee who appears to be under the influence of drugs or alcohol shall be taken to an authorized facility for drug/alcohol testing. Employees shall not be allowed to drive any vehicle if it appears that they are under the influence of drugs or alcohol.
- (i) If more than one employee has reasonable suspicion that a supervisor is under the influence of drugs or alcohol, their observations should be reported, when possible, to the supervisor's immediate supervisor. If employees feel that reporting these observations in this manner would adversely affect their working conditions, the report may be made to the Board of County Commissioners. Employees must identify themselves to the Chairman of the Board or to members of the Board, who will keep their names confidential; however, employees' names may be released later if the supervisor is disciplined and a grievance or litigation results.
- (j) "Reasonable suspicion" referred to in this section will be determined in accordance with item (e) of the Screening Process that follows.
- (k) Stevens County may require any employee in safety sensitive positive positions to submit to periodic and unannounced drug tests.

- O-5. **Exemption for Prescribed Medical Treatment.** The use of legally controlled substances as part of a prescribed medical treatment by a licensed physician will not subject an employee to disciplinary action or denial of employment if that treatment will not/does not adversely affect job performance. Prescribed use must be substantiated by a physician's report or statement (see Exhibit H). If the use of prescribed drugs adversely affects an employee's job performance and/or is detrimental to the public trust or safety of other employees or citizens, it is in the best interest of the employee and the County for the employee to be placed on a leave of absence. The employee may use accrued sick leave for this time away from work.
- O-6. **Screening Process.** In keeping with the County's goal to establish and maintain a work environment free from the effects of drugs and intoxicating substances, and to ensure the safety of citizens, the workplace and the work force, the following procedures are established:
- (a) Applicants who have received an offer of employment must successfully complete a drug and/or alcohol detection test in addition to successful completion of any other physical examination requirements. A positive finding of alcohol or illegal drugs will result in denial of employment with the County.
 - (b) Applicants who do not submit to screening at the appointed time will be denied employment.
 - (c) Department directors shall initiate drug or alcohol screening of employees involved in reportable accidents that result in injury that result in injury to persons or property if there is reasonable suspicion of substance abuse.
 - (d) Department directors may initiate drug or alcohol testing of employees when there is a reasonable suspicion that substance abuse is occurring. Concurrence of one of the commissioners should be obtained if possible. Incidents occurring on 2nd and 3rd shifts shall be reported to the department director the following day.
 - (e) For purposes of drug or alcohol testing under paragraphs 3 and 4 above, a determination of reasonable suspicion that a person is under the influence of drugs or alcohol includes, but is not limited to, any of the following criteria which must be documented as per Exhibit F:

An employee seems disoriented; confirmed reports from police, citizens, or other employees of drug or alcohol use or abnormal or potentially dangerous behavior; medical or physical information such as track marks; absenteeism or tardiness; particularly facts which lead supervisors or division or department directors to believe an employee is in possession of drugs or alcohol, or is under the influence of drugs or alcohol or the accumulation of facts that indicate an employee, because of alcohol or drug abuse, is unfit for duty. (The areas of observation listed in Exhibit F hereto will be used as a guide for such determination).
 - (f) Drug or alcohol screening of applicants or employees will include a urinalysis and may also include a breath analysis and/or blood sample testing. The consent form to be used for each such

test is attached as Exhibit I. Any positive readings following urine testing will be confirmed by an alternate testing method before any management action is taken.

The tests are designed to detect the following most commonly abused drugs:

Alcohol	Phencyclidine (PCP)
Marijuana	Amphetamines
Cocaine	Methamphetamine
Opiates	

These drug groups are selected based on the ability of each to adversely affect physical/mental performance. As new or existing drugs develop into abuse problems, they shall be included in the screening when technically and financially feasible. All positive urine or blood samples will be retained by the laboratory for one (1) year, or longer if an appeal or court action is in process.

- O-7. **Appeal Process.** Upon report of a positive test, the employee or applicant will be notified of the test results. As part of that notification, he/she will be provided an opportunity to explain any positive results. An employee or applicant whose test results were positive may, at the employee's or applicant's own expense, have a retest conducted of the original sample to a laboratory or the employee's choice that has been pre-approved by the County. Stevens County will reimburse the employee for the expense of the retest if the results of the retest are negative. An employee or applicant shall request such retest within seventy-two (72) hours of the employee/applicant having been notified of the positive result. The laboratory used for the retest shall have chain of custody procedures to ensure proper identification, labeling and handling of test samples and properly exchange with and return of the samples to the original medical group or laboratory. Following review of the appeal process, the appropriate authority will make a final determination. Employees who have disciplinary action taken against them as a result of a positive drug test may file a grievance under the applicable grievance procedure.
- O-8. **Implementation.** Substance abuse screening will be conducted by certified operator of breath alcohol breathalyzers or by the medical group or groups responsible for administering pre-employment physical examinations. The integrity of the urine or blood sample being tested and/or the breath test record card will be insured by explicit chain of custody procedures developed by the medical group and/or laboratory. Any testing, testing related documents, and test results will be kept confidential and will only be released to the employee or applicant, a department director, or a counselor at the treatment or rehabilitation program. Further disclosure of such information is prohibited unless written authorization is obtained from the employee or applicant. Any breach of confidentiality will subject the employee responsible to disciplinary action up to and including termination.

This policy is intended to be a general expression of the policies, procedures, and guidelines concerning substance abuse and the County's personnel program. It is not intended to create any contractual rights of employment, either express or implied, between the County and its employees. Stevens County reserves the right to change the provisions of the personnel program and this policy at any time. All employees shall be employees at will notwithstanding the procedures identified herein. Furthermore, reporting for work while under the influence of drugs

or alcohol as defined herein shall constitute a material violation of the terms and conditions of employment with Stevens County.

**NOTICE OF PRIVACY PRACTICES
HIPAA**

STEVENS COUNTY KANSAS

NOTICE OF PRIVACY PRACTICES

Effective Date: August 5, 2003

OUR PLEDGE REGARDING YOUR HEALTH INFORMATION.

Each time you visit a hospital, physician, other healthcare provider or the Stevens County EMS, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, a plan for your future care or treatment, and billing-related information. Such records are necessary for the healthcare provider to provide you with quality care and to comply with certain legal requirements.

We are committed to protecting the confidentiality of our records containing information about you. This notice applies to all records of your care created or received by Stevens County under the Federal HIPAA Regulations, which includes the Stevens County EMS. Other healthcare providers from whom you obtain care and treatment may have different policies or notices regarding the use and disclosure of your health information created or received by that provider. Also, health plans in which you participate may have different policies or notices concerning information they receive about you.

This notice will tell you about the ways in which we may use and disclose health information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of health information.

We are required by law to maintain the privacy of your health information; give you this notice of our legal duties and privacy practices and make a good faith effort to obtain your acknowledgement of receipt of this notice; and follow the terms of the notice that is currently in effect.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION.

Right To Inspect and Copy. You have the right to inspect and copy health information that may be used to make decisions about your care. Usually, this includes medical and billing records, but does not include psychotherapy notes.

To inspect and copy your health information, you must complete a specific form providing information we need to process your request. To obtain this form or to obtain more information concerning this process, please contact the County Clerk. You will be asked to complete a written authorization form.

We may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to health information, you may request that the denial be reviewed. Another licensed health care professional chosen by Stevens County will review your request and the denial. The person conducting

the review will not be the person who denied your request. We will comply with the outcome of the review.

Right To Request Amendment. If you believe our records contain information about you that is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for Stevens County.

To request an amendment, you must complete a specific form providing information we need to process your request, including the reason that supports your request. To obtain this form or to obtain more information concerning this process, please contact the County Clerk.

We may deny your request for an amendment if you fail to complete the required form in its entirety. In addition, we may deny your request if you ask us to amend information that:

- Was not created by us, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the health information kept by or for Stevens County;
- Is not part of the information that you would be permitted to inspect and copy; or
- Is accurate and complete.

If your request is denied, you will be informed of the reason for the denial and will have an opportunity to submit a statement of disagreement to be maintained with your records.

Right to an Accounting of Disclosures. You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of health information about you, with certain exceptions specifically defined by law.

To request this list or accounting of disclosures, you must complete a specific form providing information we need to process your request. To obtain this form or to obtain more information concerning this process, please contact the County Clerk.

Your request must state a time period which may not be longer than six (6) years and may not include dates before August 5, 2003. Your request should indicate in what form you want the list (for example, on paper, electronically). The first list you request within a twelve (12) month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions. You have the right to request a restriction or limitation on the health information we use or disclose about you for treatment, payment, or health care operations. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not use or disclose information about a surgery you had.

We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you must complete a specific form providing information we need to process your request. To obtain this form or to obtain more information concerning this process, please contact the County Clerk.

Right to Request Alternative Methods of Communications. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

To request an alternative method of communications, you must complete a specific form providing information we need to process your request. To obtain this form or to obtain more information concerning this process, please contact the County Clerk. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice.

To obtain a paper copy of this notice, contact the County Clerk.

COMPLAINTS.

If you believe your rights with respect to health information about you have been violated by Stevens County, you may file a complaint with Stevens County or with the Secretary of the Department of Health and Human Services. To file a complaint with Stevens County, contact the County Clerk. All complaints must be submitted in writing.

You will not be penalized for filing a complaint.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU WITHOUT YOUR SPECIFIC AUTHORIZATION.

The following categories describe different ways that we are permitted to use and disclose health information without a specific authorization from you. If you desire to restrict our use of your health information for any of these purposes, you need to submit a request for restrictions in the manner described above.

For Treatment. We may use information about you to provide you with medical treatment or services. We may disclose health information about you to nurses, technicians, or other personnel who are involved in taking care of you at Stevens County. Different departments of Stevens County also may share health information about you in order to coordinate the different things you need, such as prescriptions, lab work, and x-rays.

We also may disclose health information about you to people outside Stevens County who may be involved in your medical care after you leave Stevens County, such as family members, friends, or others we use to provide services that are part of your care. We will give you an opportunity, however, to restrict such communications.

We may disclose health information about you to other health care providers who request such information for purposes of providing medical treatment to you.

For Payment. We may use and disclose health information about you so that the treatment and services you receive at Stevens County may be billed to and payment may be collected from you, an insurance company, or other third party. For example, we may need to give your health plan information about treatment you received so your health plan will pay us or reimburse you for the treatment. We may also tell your health plan about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

We also may provide information about you to other health care providers to assist them in obtaining payment for treatment and service provided to you by that provider. We may also provide information to a health plan for purposes of arranging payment for treatment and services provided to you.

For Health Care Operations. We may use and disclose health information about you for our internal operations. These uses and disclosures are necessary to run Stevens County and make sure that all our patients receive quality care. For example, we may use health information to review our treatment and services and to evaluate the performance of our staff in caring for you. We may also combine health information about many patients to decide what additional services we should offer, what services are not needed, and whether certain new treatments are effective. We may also disclose information to doctors, nurses, technicians, medical students, and other personnel for review and learning purposes. We may also combine the health information we have with health information from other health care providers to compare how we are doing and see where we can make improvements in the care and services we offer. We may remove information that identifies you from this set of health information so others may use it to study health care and health care delivery without learning who the specific patients are.

We may disclose health information about you to another health care provider or health plan with which you also have had a relationship for purposes of that provider's or plan's internal operations.

Appointment Reminders. We may use and disclose health information to contact you as a reminder that you have an appointment for treatment or medical care at Stevens County. Unless you direct us to do otherwise, we may leave messages on your telephone answering machine identifying Stevens County and asking for you to return our call. Unless we are specifically instructed by you otherwise in a particular circumstance, we will not disclose any health information to any person other than you who answers your phone except to leave a message for you to return the call.

Surveys. We may use and disclose health information to contact you to assess your satisfaction with our services.

Treatment Alternatives. We may use and disclose health information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

Health-Related Benefits and Services. We may use and disclose health information to tell you about health-related benefits or services that may be of interest to you, or to provide you with promotional gifts of nominal value.

Business Associates. There are some services provided in our organization through contracts or arrangements with business associates. For example, we may contract with a copy service to make copies of your health record. When these services are contracted, we may disclose your health information to our business associate so they can perform the job we have asked them to do. To protect

your health information, however, we require our business associates to appropriately safeguard your information.

Individuals Involved in Your Care or Payment for Your Care. We may release health information about you to a friend or family member who is involved in your medical care. We may also give information to someone who helps pay for your care. In addition, we may disclose health information about you to an organization assisting in a disaster relief effort so that your family can be notified about your condition, status, and location.

Research. Under certain circumstances, we may use and disclose health information about you for research purposes. For example, a research project may involve comparing the health and recovery of all patients who received one medication to those who received another, for the same condition. All research projects, however, are subject to a special approval process. This process evaluates a proposed research project and its use of health information, trying to balance the research needs with patients' need for privacy of their health information. Before we use or disclose health information for research, the project will have been approved through this research approval process, but we may, however, disclose health information about you to people preparing to conduct a research project, for example, to help them look for patients with specific medical needs, so long as the health information they review does not leave Stevens County. We will almost always ask for your specific permission if the researcher will have access to your name, address, or other information that reveals who you are, or will be involved in your care at Stevens County.

As Required by Law. We will disclose health information about you when required to do so by federal, state, or local law.

To Avert a Serious Threat to Health or Safety. We may use and disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat.

Organ and Tissue Donation. If you are an organ donor, we may use or disclose health information to organizations that handle organ procurement or organ, eye, or tissue transplantation or to an organ donation bank, as necessary to facilitate organ or tissue donation and transplantation.

Military and Veterans. If you are a member of the armed forces, we may release health information about you as required by military command authorities. We may also release health information about foreign military personnel to the appropriate foreign military authority.

Employers. We may release health information about you to your employer if we provide health care services to you at the request of your employer, and the health care services are provided either to conduct an evaluation relating to medical surveillance of the workplace or to evaluate whether you have a work-related illness or injury. In such circumstances, we will give you written notice of such release of information to your employer. Any other disclosures to your employer will be made only if you execute a specific authorization for the release of that information to your employer.

Workers' Compensation. We may release health information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks. We may disclose health information about you for public health activities. These activities generally include the following:

- • to prevent or control disease, injury or disability;
- • to report births and deaths;
- • to report child abuse or neglect;
- • to report reactions to medications or problems with products;
- • to notify people of recalls of products they may be using;
- • to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
- • to notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

Health Oversight Activities. We may disclose health information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Law Enforcement. We may release health information if asked to do so by a law enforcement official:

- • In response to a court order, subpoena, warrant, summons or similar process;
- • To identify or locate a suspect, fugitive, material witness, or missing person;
- • About the victim of a crime if, under certain limited circumstances, we are unable to obtain the person's agreement;
- • About a death we believe may be the result of criminal conduct;
- • About criminal conduct at Stevens County; and
- • In emergency circumstances to report a crime; the location of the crime or victims; or the identity, description or location of the person who committed the crime.

Coroners, Medical Examiners and Funeral Directors. We may release health information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We may also release health information about patients of Stevens County to funeral directors as necessary for them to carry out their duties.

National Security and Intelligence Activities. We may release health information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Protective Services for the President and Others. We may disclose health information about you to authorized federal officials so they may provide protection to the President, other authorized persons, or foreign heads of state, or to conduct special investigations.

Inmates/Persons in Custody. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release health information about you to the correctional institution or law enforcement official. This release would be necessary (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) for the safety and security of the correctional institution.

OTHER USES OF HEALTH INFORMATION.

Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written authorization. If you provide us authorization to use or disclose health information about you, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will no longer use or disclose health information about you for the reasons covered by your written authorization. Of course, we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care that we provided to you.

CHANGES TO THIS NOTICE.

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for health information we already have about you as well as any information we receive in the future. We will post a copy of the current notice at courthouse. The notice will contain on the first page the effective date.

ACKNOWLEDGEMENT.

You will be asked to provide a written acknowledgement of your receipt of this Notice. We are required by law to make a good faith effort to provide you with our Notice and obtain such acknowledgement from you. However, your receipt of care and treatment from Stevens County is not conditioned upon your providing the written acknowledgement.

Policy Disclaimer

State and local laws are subject to change and variation. It is the responsibility of the employer to ensure that final policies comply with all current laws that apply to the employer's operations. This document, while written to the best of ability and with specific direction from county leadership, is not a substitute for legal advice nor to provide legal guidance of any kind.

Before adopting any final personnel policies, the County should have them reviewed by experienced legal council to assure compliance with all applicable laws.