

Price County

Employee Handbook

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1. EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

It is the policy of Price County to provide equal opportunity in employment to all qualified employees and applicants for employment. This applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination. The County expects all employees to act in accordance with our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination, harassment, and retaliation.

Price County provides reasonable accommodation to qualified persons with disabilities who are employees or applicants for employment. Please see the County's disability accommodation policy for additional information.

2. PURPOSE OF HANDBOOK

This handbook is intended to provide all employees with information regarding policies, procedures, ethics, expectations, and standards of the County; however, this handbook should not be considered all inclusive.

This Handbook is not a contract of employment; the Handbook supersedes and replaces provisions previously found in collective bargaining agreements that have expired and/or found in personnel policies and procedures. The Handbook applies to non-represented employees as well as general municipal employees. For employees who remain covered under a collective bargaining agreement, the terms of the bargaining agreement supersede the terms of the Handbook except where the contract is silent.

Employment with the County is at-will, unless otherwise specified in a written employment agreement, Collective Bargaining Agreement, or otherwise provided by law. This means employment with the County is not for any specified period and may be terminated by the employee or the County any time, for any reason or no reason, and/or with or without cause or advance notice, unless prohibited by law

This Handbook is a starting point in addressing core operating policies and procedures and, as such, it is subject to change and modification with or without notice.

3. THE ROLE OF DEPARTMENT HEADS

POLICY: The County has several departments, and each department is assigned a Department Head. This Policy summarizes Department Head's general responsibilities, which may be amended by the County from time to time. Department Heads must work with the Office of Administration as required.

General Guidelines: The role of Department Heads may include, but is not limited to, the following responsibilities:

- A. Manage and direct the employees' work, duties, and manage employee performance
- B. Schedule, transfer and assign duties to employees

- C. Assist in or recommend layoff and recall employees
- D. Recommend discharge employees or take disciplinary action
- E. Reduce hours or schedule overtime as required
- F. Develop job descriptions with Administration
- G. Assign work duties
- H. Introduce new or improved methods or facilities or change existing methods or facilities
- I. Contract out for goods and services
- J. Discontinue certain operations
- K. Direct all department operations of Price County, its properties and facilities
- L. Establish work rules and schedules of work as consistent with and permitted by County policy
- M. Determine methods, means and personnel by which County operations are to be conducted
- N. Take whatever action is necessary to carry out County functions
- O. Ensure compliance with local, state, and/or relevant federal laws
- P. Any other duties as assigned by the County.

4. HOURS OF WORK/WORK SCHEDULES/POSITION CLASSIFICATIONS & CATEGORIES

POLICY: To provide employees with regular work hours and work schedules while ensuring staffing coverage necessary for effective operations.

Hours of Operations: Price County hours of operations are generally 8:00 a.m. to 4:30 p.m. Monday through Friday.

Office Hours – Open to the Public: Per amended County Board Resolution 66-15, effective July 11, 2022, any department within Price County Government that deals with the public will have standard office hours that they are open to the public Monday through Thursday 8:00 a.m. to 4:30 p.m. and Friday 8:00 a.m. to 12:00 p.m.

There may be times when an office chooses to be open extended hours on Friday to accommodate the citizens of Price County (example: Treasurer’s Office the last week of July for property tax collections, Court System for a jury trial). These hours should be covered by adjusting the employee schedules to provide coverage for the altered hours open to the public.

There is an understanding that at times there may be a need to have the doors closed during a lunch break due to staffing (vacation, sick, conferences, etc.). In a situation where staffing is limited an office may close for no more than 30 minutes. It is the responsibility of the Department Head to schedule employees to provide for coverage during regular work hours. If an office must be closed, a sign is to be placed on the door indicating the time when the office will re-open. Failure to follow the policy can result in discipline up to and including termination.

If an office has an extenuating circumstance that will cause deviation from the policy, the office must request approval from the County Administrator.

Offices that are excluded from the resolution are: Airport Office, Building and Grounds, Circuit Court Judge, Emergency Management, Information Technology, Register of Probate, Economic Support, District Attorney office.

Flexible/Alternative Work Schedules: Guidelines for establishing a flexible work schedule:

- Employee is scheduled to work Monday through Friday, but may start earlier than 8:00 a.m. or work later than 4:30 p.m.
- Such schedule can include start time between 7:00 a.m. and 10:00 a.m. and end time between the hours of 3:30 p.m. and 6:30 p.m.
- Start and end times must be on the hour, half-hour or 15-minute increments.
- The flexible daily work schedule will be a consistent, approved daily schedule for an individual employee with established starting and ending times that remain consistent.

Eligibility/Criteria for Flexible/Alternative Schedule: Guidelines for establishing a flexible work schedule:

- Working an alternative work schedule is a privilege, not an employee right.
- Alternative work schedules are not appropriate for all positions, all Departments, or all situations.
- Alternative work schedules, to the extent such are appropriate, should be uniformly available to all positions in a department.
- The Department Head is responsible for ensuring the fair and equitable administration of this policy to all employees.
- Alternative work schedules will not result in a change in the County's or Department's regular hours of operation.
- Each Department Head is responsible for ensuring that all services of the Department are available to internal and external clients during regular business hours and that the efficiency and effectiveness of the Department's operations will not be interrupted or negatively impacted.

Lunch Periods: All full-time employees may have an unpaid designated lunch period, unless specifically noted in the position job description. Part-time employees may have an unpaid lunch period depending on their work schedule and number of hours worked in a day. Lunch periods shall be established by each department for each employee to best meet the needs of the department for efficient operations and to remain open during public office hours.

Rest Breaks: Scheduled breaks will be permitted only in those departments which have manual labor operations for those employees performing the manual labor. The department shall determine the appropriate break length and schedule. Exception: If a Department Head believes that a work production process in their Department necessitates scheduled breaks, the Department Head may seek approval from the Office of Administration to allow scheduled breaks for those employees impacted by that work process.

Attendance: All County employees are expected to be punctual in reporting and leaving work and have regular attendance. Unsatisfactory attendance, including reporting late or leaving early, may be cause for disciplinary action, up to and including discharge. An employee who will be late or absent from work is required to call their supervisor, or, in case their direct supervisor is out of the office, the designated person no later than 1/2 hour before starting time so that adjustments can be made in work assignments, unless physically unable to do so. Any employee who is absent for 3 consecutive workdays without notifying their supervisor may be considered to have resigned. Exception: Some departments may require greater notice from their employees. Employees should check with their immediate supervisor to be sure of their department's notice requirements.

No guarantee: Price County does not guarantee any minimum hours or schedule of work.

Telecommuting Policy

Telecommuting is a cooperative arrangement based on the needs of the job and Price County. The following are the telecommuting guidelines and approval procedures for employees.

Office workers may be allowed to work from home if their work can be accounted for and a clear record of time worked established. This is subject to the approval of their immediate supervisor and their department head. Telecommuting arrangements should be monitored on a continuous basis.

The opportunity to telecommute is limited by the County's Information Technology (IT) capacity, so department heads must coordinate these efforts with the IT Director.

A. Terms and Conditions of Telecommuting

Employees are required to adhere to the following terms and conditions for continued employment and to remain in good standing. All telecommuting employees shall abide by the following telecommuting rules:

- Employees shall use Price County-issued laptops/equipment exclusively for all County-related work.
- Employees shall use their home or personal internet/Wi-Fi
- **Employees shall not use personal cell phones for County-related emails or texting.**
- **Employees may use personal cell phones for County-related phone calls if the employee does not have a County-issued cell phone.** If an employee has a County-issued cell phone, the employee may not use a personal cell phone for any County-related business.

- Agree not to allow any individual residing with or visiting employee's home to access Price County-owned equipment, or any files, folders, email, and other confidential or sensitive data on any personally owned equipment.
- Notify a supervisor and IT in the event of equipment malfunction or theft, as soon as possible. If the malfunction or theft precludes employee from working on assignments, the employee should work with their supervisor and IT to identify an interim solution, as possible, which may include working from a different location or device.
- Consider their remote workspace an extension of their Price County workspace and all work-related injuries and illnesses must be reported to employee's supervisor immediately.

Demonstrate flexibility with the work schedule and tasks requested that may be outside of the norm. The public relies on County services to meet their health and financial needs and, as public servants, every effort must be made to keep services running. This means employees may have to use their home or personal internet/Wi-Fi, space in their house or apartment, and other accommodations that would not be asked of employees during non-emergency times. The public also has a right to expect continued accountability of taxpayer funds.

- If an employee is a full-time employee, 40 hours of time needs to be accounted for.
- If an employee has situations that affect their availability to work remotely, they need to inform their supervisor, and flex time or use applicable benefit time. If an employee finds they do not have enough work for all expected hours of work, they need to inform their supervisor.
- Prior approval for overtime must continue to be obtained, unless not reasonable to obtain, then notify the supervisor the next working day.

Failure to abide by these terms and conditions may subject employee to disciplinary action, up to and including termination.

B. Equipment Care

Telecommuting employees must abide by Price County's policies covering information security and data privacy. Maintenance on Price County-owned equipment will be performed only by a Price County authorized technician.

C. IT Right to Monitoring, Employee No Expectation of Privacy and Information Security

Price County reserves the right to monitor any and all equipment on the Price County network, and the right to remove or disable the network connection should the equipment show the behavior of infection, indicators of compromise, or use in violation of the Price County Acceptable Use Policy.

D. Non-Reimbursable Non-Payable Expenses

Costs related to remodeling and/or furnishing the telecommuting workspace shall be non-reimbursable/non-payable by Price County. Normal household expenses such as heat and electricity shall be non-reimbursable/non-payable by Price County. Price County will not reimburse employee for any home or personal Wi-Fi/internet connectivity expenses. Maintenance/repair of all personally owned equipment shall be non-reimbursable/non-payable by Price County.

The Telecommunication Request form is available from the Office of Administration.

Position Classifications and Categories: All County positions shall have a position classification and category. These classifications and categories shall determine if an employee is eligible for County benefits, as outlined later in this Handbook. The classifications and categories are as follows:

Classifications

Regular Employees: Employees whom the County considers continuously employed until the County, at its discretion, changes the status of the employee. Such classification shall not create an employment contract with the County.

Full-Time, Regular: A regular, full-time position shall work either 37.5 or 40 hours a week, as defined by the position job description. These positions are generally eligible for all County benefits.

Part-Time, Regular: A regular, part-time position shall work the annual number of hours designated by the position's designated FTE (Full-Time Equivalency) percentage, as defined by the position job description. These employees may be eligible for additional County benefits, as determined by each benefit program eligibility requirements.

Casual/Limited Term Employee (LTE): A limited term, on-call, seasonal, project and/or summer hire position regardless of the number of hours worked annually. These positions are not eligible for additional County benefits.

Categories

Salaried: These positions are considered exempt under the FLSA (Fair Labor Standards Act) and are not eligible for overtime pay.

Hourly: These positions are considered Non-exempt by the FLSA and are eligible for overtime pay.

Employees who have questions as to what their position classification and category is or whether they are eligible for benefits should contact the Office of Administration.

5. PAYROLL & DEDUCTIONS FROM PAYROLL

POLICY: Standardization of payroll and payroll procedures in accordance with applicable State and Federal guidelines.

Pay Periods: The payroll period is based on a biweekly cycle. The work week is defined as Sunday 12:00 a.m. through the following Saturday 11:59 p.m. Paychecks are normally deposited, by direct deposit, on the Thursday following the end of the payroll period. However, there may be times when, due to a scheduled holiday, it will be necessary to change the pay date to either Wednesday or Friday depending on the timing of the holiday.

Employees with a County email address will have their direct deposit remittance form emailed to that address. They can then print out a copy at no cost to them. The employee may request to

have their direct deposit remittance sent to their personal email address instead of the County email address.

Please note that for Correction Officer/Dispatchers, the work week is defined as Sunday 6:00 a.m. through the following Sunday 5:59 a.m.

Employees covered by a Collective Bargaining Agreement should defer to the applicable CBA.

Timesheets:

Non-Exempt: The County complies with applicable laws that require records to be maintained of the hours worked by our non-exempt employees. To ensure that accurate records are kept of the hours worked (including overtime where applicable), and to ensure that non-exempt employees are paid in a timely manner, all non-exempt employees are required to accurately record their time worked and their absences on the County's official employee timesheet. The timesheet format may be a hard copy or recorded online, depending on the department. Nonexempt employees must record their hours on this form each workday. On a bi-weekly basis, employees must then sign or approve their completed timesheet form and submit it to their supervisor.

Exempt: When using paid time off, exempt employees are required to fill out timesheets, sign, and submit to the employee's supervisor or the Office of Administration on a bi-weekly basis. Exempt employees need only record paid leave time, not their actual hours worked, unless otherwise required by the Department.

After reviewing the form and resolving any discrepancies, the employee's supervisor will sign the form and forward it to the Office of Administration for processing no later than 4:30 p.m. on the last Friday of the pay period. Timesheet for employees with scheduled weekend hours and anticipated overtime are due in the Office of Administration by noon on the Monday following the end of the pay period. If corrections or modifications are made to the employee timesheet, both the employee and the supervisor must verify the accuracy of the changes by initialing the form.

If any changes need to be made to a previously turned in timesheet, notification must be made to the Office of Administration immediately.

The County prohibits all non-exempt employees from performing any work without recording their time for payroll purposes (i.e., "working off the clock"). No one at the County is authorized to work off the clock and no one at the County has the authority to require any employee to perform off-the-clock work. Nonexempt employees are prohibited from reviewing or sending work-related emails off-the-clock.

Altering, falsifying, or tampering with time records or recording time on another employee's timesheet is a breach of County policy and is grounds for disciplinary action, up to and including termination.

Data Changes: Employees must notify the Office of Administration within 30 days of any changes that occur in their name, home address, telephone number(s), marital status, name or number of dependents, number of tax exemptions, insurance classification, beneficiary changes, or individuals to be contacted in case of emergency. This information is necessary as it may

affect an employee's compensation, dependents' eligibility for medical insurance, and other important matters.

Deductions: Paychecks include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal or state withholding tax, and other withholdings. Elected deductions are deductions authorized by the employee, and may include, for example, contributions to benefit plans. Notify a supervisor or the Office of Administration if your paycheck appears to be inaccurate.

Safe Harbor Policy: The County will pay exempt employees their full salary for any week in which they perform any work, except for the following circumstances:

- Absences for personal reasons other than sickness or disability of a day or more
- Absences of a day or more due to sickness or disability, if the deduction is made in accordance with a bona fide policy, plan, or program of providing compensation for salary lost to sickness or disability
- Offsets for any amounts received as jury fees, witness fees, or military pay
- Penalties imposed for infractions of safety rules of major significance
- Disciplinary suspensions for infractions of workplace conduct rules
- First or last week of employment
- Absences for leave under the Family and Medical Leave Act

Any exempt employee who believes that the County has made an improper deduction should inform the Office of Administration.

The County will investigate the employee's complaint. The County will reimburse the employee's salary, if the employee's complaint is valid. The County will not retaliate against any employee for making a complaint concerning salary deductions or for cooperating in the County's investigation of such complaints.

6. WAGES & OTHER FORMS OF COMPENSATION

POLICY: It is the policy of Price County to ensure, considering the totality of the circumstances, fair and equitable wages for their employees consistent with County resources and needs. The Administration Committee, through the County Administrator, shall establish wage schedules for all County employment positions.

County Wage Schedules

All County positions shall be placed on an appropriate wage schedule.

Beeper Pay: Social Workers working in the Children and Youth Unit and Behavioral Health Unit and Adult Protective Services Unit of the Department of Health and Human Services shall be required to carry the on-call cell phone and respond to after-hours calls on a rotation scheduled by the unit supervisor. The Social Worker shall be paid a per diem corresponding to the following schedule:

- Weekdays (M-F) \$35
- Weekends \$50
- Holiday \$50

Call-in Pay: Employees, excluding those on on-call status, who are called in to work outside of their regular schedule of work hours with less than 12 hours' notice, shall be paid a minimum of 2 hours of pay at their regular hourly rate.

Weekend Call-in Pay: Regular, full-time Highway Crew Employees responding to a call-in on Saturday, Sunday or a Holiday shall be paid a flat rate of \$25.00 in addition to their hourly rate for those days. Employees who are offered or have a take home vehicle are excluded.

Winter Hours: Regular, full-time Highway Crew and Supervisor Employees shall receive a wage adjustment of an additional \$1.50 per hour beginning in the 24th pay period of the year and continuing through the 7th pay period of the following year (subject to adjustment to encompass approximately November 1 through March 31). (Resolution # 8-22).

On-call Pay: Regular, Hourly Highway and Dams Crew Employees required to be on-call to monitor water levels, or for dispatching crews for road emergencies shall be paid a flat rate of \$20.00 per 12-hours Monday through Friday. In the event the on-call employee is required to work during the on-call period, they will be paid their normal hourly rate of pay for all hours actually worked. If on-call employee has to call in crew, then the on-call employee and other employees called into work outside their regular shift, will receive premium pay at a rate of 1.5 times their hourly wages, unless the employee is eligible for overtime. Snow and ice control operations shall not be considered emergency operations.

Weekend, Holiday, On-call Pay: Regular, Hourly Highway and Dams Crew Employees required to be on-call to monitor water levels, or for dispatching crews for road emergencies or the emergency repair of winter maintenance equipment, shall be paid a flat rate of \$20.00 per 12 hours Saturday and Sunday (12:00 a.m. – 11:59 p.m.). In the event the on-call employee is required to work during the on-call period, they will be paid premium pay, unless the employee is eligible for overtime.

Shift Differential: Regular, full-time Correction Officer/Dispatchers will be paid shift premium rate of \$1.00 per hour for actual hours worked between the hours of 6:00 p.m. to 6:00 a.m. Designated Highway Night Staff Person will be paid shift premium rate of \$1.00 per hour while working an overnight shift.

7K Cycle Policy: For the purpose of complying with the Fair Labor Standards Act and state law, the work period for Correction Officer/Dispatchers shall be 14 days. Overtime is calculated only for hours worked in excess of 80 hours in the 14-day work period.

Field Training Officer (FTO) Pay: Designated Correction Officer/Dispatchers shall be paid premium rate of an additional \$2 per hour for every hour they are engaged in FTO duties.

Flex Hours: Employees whose departments allow flex hours must schedule hours during one continuous work week, not the pay period.

Daylight Savings: Correction Officer/Dispatchers and other non-exempt Price County employees whose regularly scheduled shifts occur during daylight savings' time changes will be paid for all hours actually worked during their shift when daylight savings changes occur. Such employees will be paid any overtime as required by law.

Wage Adjustment: Social Workers within the Children and Youth Unit shall receive a wage adjustment of an additional \$2.50 per hour (Resolution # 27-21).

7. OVERTIME

POLICY: To provide a consistent system for distributing overtime in compliance with the overtime pay provisions of the Fair Labor Standards Act and applicable state law.

Exempt/Non-Exempt Employees:

Non-exempt employees are paid on an hourly basis and are entitled to overtime pay for actual hours worked in excess of 40 hours per workweek. Employees in exempt positions are not eligible for overtime pay. Employees should contact their supervisor if they are unsure of their position's designation.

Accrual: Only hours actually worked, excluding any paid leave time, shall be counted as hours worked for overtime purposes.

Approval: All overtime must be approved in advance by management. Overtime shall be project oriented and cannot be created to accrue comp time for future use. Employees who work overtime without obtaining prior approval may be subject to discipline up to and including termination.

Overtime

Premium Rate: Overtime Premium Rate will be paid at one and one-half times regular rate of pay.

Miscellaneous: For purposes of this section, "premium rate" means 1.5 times the employees' regular hourly rate of pay.

1. **Holidays:** For hourly employees in departments that have 24/7 staffing needs (Sheriff, Jail, Buildings and Grounds, DHHS, Airport, and Highway), any time worked on holidays will be paid at either overtime rate (if employee has worked 40 hours), or a premium rate (if employee has not reached 40 hours worked).

2. **Storm Related/Emergency Response:** Time worked by Regular, Hourly Highway Crew, Dams or Buildings and Grounds employees called into work outside the normal scheduled hours of operation for the following limited emergency situations shall be paid at either overtime rate (if employee has worked 40 hours), or a premium rate (if employee has not reached 40 hours worked): accidents, sign knockdowns, storm damage, or as otherwise defined by the Department head. Snow removal is not considered an emergency.
3. **Beeper Time:** Actual time worked by Children and Youth and Behavioral Health Social Workers when responding to after-hours calls shall be paid at premium rate.
4. **Comp Time:** Compensatory time off may be granted in lieu of cash payments for overtime worked for Social Worker positions within the Children and Youth unit, and the Behavioral Health unit only, unless otherwise provided in employee's collective bargaining agreement. However, all compensatory time used must be authorized in advance by the employee's immediate supervisor. The Unit Supervisor/Department Head will have final approval as to when comp time can be taken to ensure that use of comp time does not unduly disrupt department operations. Social Workers may accumulate up to sixteen (16) hours of compensatory time at any given time, per the individual Department Policy. Accrued unused compensatory time shall be paid out on the second check in December of each year at the employees' current hourly rate of pay.
5. **Highway Premium Pay 10 Hour Day:** Regular Highway Crew will receive premium pay at a rate of 1.5 times their hourly wages for any hours worked over 10 in a single day unless the employee is eligible for overtime or already receiving premium pay. During a holiday week, daily hours worked greater than 10 that are flexed, are excluded from premium pay (does not apply to emergencies or winter storms).

Public Safety employees covered by a collective bargaining agreement should refer to their specific contract regarding work schedules, overtime pay and compensatory time.

8. HOLIDAYS

POLICY: To identify employee holidays and to establish a consistent procedure for scheduling and payment.

Price County regular full-time and regular part-time employees, except as otherwise herein provided, shall be granted 11 paid holidays per year at an employee's regular rate of pay as follows:

1. New Year's Day
2. Presidents' Day**
3. Friday before Easter
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Friday after Thanksgiving Day

9. Christmas Eve
10. Christmas Day
11. New Year's Eve

*Highway, Airport and Dams will receive the Day after Independence Day in place of New Year's Eve.

** Highway, Airport and Dams will receive the Day before Independence Day in place of Presidents' Day.

Observance: When a holiday falls on a Saturday or Sunday, the holiday will be rescheduled on the Friday immediately preceding, the Monday immediately succeeding, or as determined by the employer.

Eligibility: All regular, full-time and regular part-time employees working at least an annual average of 20 hours per week are eligible to receive compensation for holidays. To be eligible to receive holiday pay, employees must be in pay status (includes paid leave) the day before and the day after each holiday with the exception of normal days off. No employee shall be compensated more than once for each holiday.

Working on a Holiday: Any employee who works on any of the above-mentioned holidays shall be scheduled for a different day off in lieu of the holiday. For departments that are required to schedule employees on holidays, see Overtime Policy – Miscellaneous.

Holiday Pay Rate: Holiday pay shall be based on the employee's annual FTE (full-time equivalency) percentage for hours worked, for a maximum of 8 hours and the pay rate shall be computed at the employee's regularly classified rate.

Public Safety employees covered by a collective bargaining agreement should refer to their specific contract regarding holidays.

9. LEAVES – VACATION

POLICY: To provide eligible employees with paid vacation time while meeting the operational needs of the Price County.

Eligibility: All regular, full-time and part-time, employees working at least an annual average of 20 hours per week are eligible to earn vacation days. Casual/Limited Term Employee (LTE) position employees are not eligible.

Accrual: Vacation days shall accrue based on the employee's annual FTE (full-time equivalency) percentage for hours (maximum of 8 hours per day) worked based on the following schedule*:

- 10 days after 90 days of service
- 12 days after 2 years of service
- 15 days after 5 years of service
- 18 days after 9 years of service

20 days after 12 years of service
22 days after 15 years of service
24 days after 20 years of service

*Employees hired prior to November 15, 2011 (December 31, 2012 for former Professional Union Employees) shall receive vacation day accrual based on the schedule they were in on November 15, 2011 (December 31, 2012 for Professional Union Employees) minus the top level unless employee is already at top level. Exception to the loss of the top level: Correction Officer/Dispatchers hired prior to November 15, 2011. Employees must be in pay status or protected under a state and/or federal leave program, for at least 50 percent of their FTE percentage for monthly hours worked to accrue vacation time for that month.

Requesting and Using Vacation: Employees must request vacation pursuant to Department procedures. Employees may not use any vacation hours if they have performed 40 or more hours of work in a workweek. Vacation shall not be used to extend an employee's last day of work.

Accumulation: Vacation time may not accumulate above the annual earned amount and will be forfeited if not taken during the 1-year period following anniversary date, unless the department needs prevent the employee from taking vacation within the specified time. Permission to use remaining vacation days after the anniversary date may be given by the Department Head but must be used within 90 calendar days thereafter. Written notification of this delayed use of vacation time must be submitted to the Office of Administration.

Approval: Vacation with pay cannot be granted until earned. Use of vacation time requires the prior approval of the employee's supervisor at least 2 weeks in advance. Employees shall use vacation in 15-minute increments.

Limitations on Payment at Separation: Upon separation from County employment, for those hourly (non-exempt) employees (1) who are in good standing, (2) provide at least 30 days written notice of resignation, and (3) who have completed at least one year of service, will be paid at their regular base rate of pay for all earned unused and pro-rated vacation days accrued as of the last anniversary date, to be paid in a lump sum on the first pay period following the last day worked. Salaried (exempt) employees must provide at least 60 days' written notice of resignation along with number (1) and (3) above to be eligible for payout. Vacation is not paid out upon separation under any other circumstances.

Voluntary Leave Donation Program: The Voluntary Leave Donation Program allows County Employees to voluntarily donate earned vacation or sick leave to a Shared Leave Bank for use by another County Employee otherwise eligible for vacation with a qualifying Family Medical Leave crisis for themselves or a family member. All regular, benefit-eligible full-time and part-time employees are eligible under this program. Non-benefit eligible regular employees and casual employees are excluded from this program.

*Changes in this policy are effective on January 1, 2021. Prior to January 1, 2021, please see prior handbook, revision date June 20, 2017

10. PAYROLL AND ACCOUNTS PAYABLE EMPLOYEE ONE-WEEK MANDATORY VACATION

Mandatory Annual One-Week Vacation for Payroll and Accounts Payable Employees: All full-time employees working directly on the Payroll and Accounts Payable are required to take a full one-week vacation annually. This policy is designed to ensure that covered employees receive sufficient rest and recovery from work, that there is appropriate cross-training to cover Payroll and Accounts Payable responsibilities, and to reduce risk of fraud, embezzlement, and errors within these critical financial functions.

- **Eligibility:** All full-time employees directly involved in payroll processing and accounts payable tasks are subject to this policy.
- **Scheduling:** Employees must schedule their annual vacation in advance, coordinating with their supervisors and ensuring minimal disruption to departmental operations. The one-week vacation cannot include a County holiday.
- **Duration:** The annual vacation, which must be taken during each calendar year, must be at least one full working week, consisting of five consecutive business days.
- **Compensation:** Employees are required to use their paid time off to take this vacation; however, covered employees will be allotted an additional 16 hours of personal time than is otherwise available under existing County policies to use towards this one-week vacation. Any unused personal time is not paid out upon termination.
- **No Software Access:** Absent extenuating circumstances, during the employee's vacation, they will have no access to the software systems used for payroll and accounts payable tasks. This restriction includes remote access, login credentials, and any other means of interacting with the software.
- **Backup Employee:** During the employee's vacation, a designated backup employee shall assume the responsibilities of payroll or accounts payable duties. The backup employee should be adequately trained and prepared to perform these tasks.
- **Documentation and Preparation:**
 - Employees shall not complete their payroll or accounts payable duties prior to their vacation.
 - Employees must prepare comprehensive documentation of their ongoing work, including step-by-step procedures and important contacts.
 - Handover meetings should be conducted with a designated colleague or team to ensure a smooth transition during the employee's absence.
 - Ensure that all financial records are up-to-date and reconciled before vacation begins.
- **Supervisory Review:** During the employee's absence, supervisors or designated personnel should review financial records and transactions to identify any anomalies or irregularities. This review should be documented.
- **Post-Vacation Review:** Upon the employee's return, a post-vacation review should be conducted to ensure that no errors or fraudulent or inappropriate activities occurred during their absence. Any discrepancies or issues discovered during this review should be reported and addressed promptly.

- **Consequences of Non-Compliance:** Failure to comply with this policy may result in disciplinary actions, up to and including termination.

11. LEAVES – SICK LEAVE

POLICY: To provide employees with paid time to address their own personal health care needs or the health care needs of an immediate family member.

Eligibility: All regular, full-time and regular part-time employees in all categories working at least an annual average of 20 hours per week are eligible to earn sick leave. Casual/Limited Term Employee (LTE) position employees are not eligible.

Definition: For purposes of this provision, “immediate family” means children and spouse. Child is defined as natural, adopted, foster child, stepchild, or legal ward (less than 19 years of age or developmentally disabled) who is sick and requires care by the employee.

Accrual: Eligible full-time employees shall accrue sick leave based on hours worked to a maximum of 8 hours for each calendar month of service. Eligible part-time employees shall accrue sick leave prorated based on position FTE percentage.

Employee sick leave allowance shall be accumulated in the employee’s sick leave account, accumulating from year to year, up to 80 days, based on FTE percentage.

FMLA: Under Federal FMLA, employees shall be required to use all accrued paid leave time before receiving leave without pay. Under State FMLA, employees may substitute accrued paid leave time or choose to take unpaid leave. See Section 9 for information regarding the Voluntary Leave Donation Program for employees requiring FMLA Leave.

Usage: Leave cannot be used until it has accrued. Sick leave shall be used in 15-minute increments. Employees may not use sick leave hours in any week where employee performs 40 or more hours of work.

Notification: A request for sick leave must be submitted to the appropriate supervisor as soon as reasonably practical and no later than 30 minutes before the start of assigned work hours or as required by their department’s policy on notice.

Verification: The employer may require verification of illness.

Limited Payout Upon Termination: Unused sick time is forfeited upon termination of employment with the following limited exceptions:

1. Employees in Salaried positions with at least 1 year of service will be paid out 50 percent of their sick leave bank at time of termination in good standing and provided 60 days’ notice is given.
2. Employees in Hourly category positions with at least 15 years of service or at time of WRS retirement will be paid out 50 percent of their sick leave at time of termination in good standing and provided 30 days’ notice is given.

Treatment of Accumulated Sick Leave: In January of each year, employees are to be paid at the previous year's rate of pay for one-half of employee sick leave hours accrued in the previous year over and above 80 days, based on FTE percentage.

12. MATERNITY-PATERNITY LEAVE:

Price County will provide four (4) weeks of paid leave to mothers and fathers for the birth or adoption of their child. This policy shall apply to full-time and regular part-time employees who have successfully completed six (6) months of employment. The leave may be taken in one (1) four (4) week block or may be used intermittently throughout the first twelve (12) weeks following the birth or adoption. If intermittent leave is requested, paid maternity-paternity leave must be exhausted before unpaid leave will be granted. No more than four (4) weeks of maternity-paternity leave shall be granted to an employee in any calendar year. In the event that the employee is having or adopting multiple children, the provided paid leave of four (4) weeks is not extended. This policy is not in addition to the leave provided under FMLA, but supplements pay throughout a portion of the FMLA leave.

Lactation Break Policy: All employees are entitled to paid lactation breaks. Lactation needs will be treated with privacy and confidentiality.

Lactation breaks can be taken to express breast milk. Lactation breaks will be granted during regular working hours. The duration of each lactation break will be reasonable and will be determined in consultation with the employee's supervisor.

Price County will provide designated lactation rooms or private spaces. The lactation rooms will be clean, comfortable, and equipped with a chair, table, and electrical outlet.

Supervisors will work with employees to schedule lactation breaks in a way that minimizes disruption to work tasks. Telecommuting and flexible work arrangements may be considered, if feasible.

13. LEAVES – GENERAL LEAVES OF ABSENCE

POLICY: To allow unpaid time off for non-emergency reasons not covered by other policies or when FMLA is not available.

Procedure: Department Heads may grant up to 2 weeks unpaid leave to an employee needing time off that does not qualify under other leave policies. If additional time is needed, the employee may request approval by the County Administrator.

An employee wishing to take a leave of absence (LOA) shall submit a written request including the duration of the absence, the purpose, and other information explaining the reason for the leave, to the Department Head. The request should be submitted with at least 30 days' notice or as soon as the need for the leave is identified. The Department Head must then approve or deny in writing the Request for Leave of Absence. A copy of the Request and decision of Department

Head must be forwarded to the Office of Administration for placement into the Employee's personnel file.

For LOA requests greater than 2 weeks, the Department Head will submit the request, along with their recommendation to the County Administrator for final approval.

Employees are required to use all accumulated vacation and sick leave, as applicable, while out on an approved LOA.

Ramification to benefit accrual: For every 5 days of unpaid leave in a rolling 12-month period pursuant to this policy and as permitted by applicable law, the employee shall have their vacation and sick leave accruals reduced by 1 month.

14. LEAVES – FAMILY, MEDICAL, DONOR LEAVE & MILITARY

POLICY: To grant family, medical and military leaves to qualified employees in accordance with the Wisconsin Family and Medical Leave Law and the federal Family and Medical Leave Act. In addition, to provide bone marrow or organ donation leave consistent with applicable law.

It is the policy of Price County to comply with the requirements of the federal and Wisconsin Family and Medical Leave Acts (FMLA) and Wisconsin Donor Leave. Federal and Wisconsin FMLA leave will run concurrently to the extent provided by law.

Eligibility

To be eligible for federal FMLA leave, the employee must (1) have been employed by the County for at least 12 months; (2) have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the requested leave; and (3) be employed at a work site where 50 or more employees are employed by the County within a 75-mile radius. For purposes of determining whether the employee has been employed by the County for at least 12 months, periods of employment preceding a 7-year break in service do not count toward the 12 months of employment unless the break in service was due to service covered by the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), or where otherwise provided under written agreement.

To be eligible for Wisconsin FMLA and Donor Leave, the employee must have been employed by the County for more than 52 consecutive weeks and compensated for 1,000 hours during the 52-week period immediately preceding the commencement of the leave.

The County will inform employees requesting leave whether they meet the basic eligibility requirements for state and federal FMLA leave. At the same time, the County will inform the employee of any additional information required to verify that the need for leave is for an FMLA qualifying reason and employee's rights and responsibilities while taking FMLA leave.

Types of Leave and Amount of Leave Available: Generally, federal law allows eligible employees to take up to 12 weeks of unpaid leave in a calendar year for one or any combination of the following reasons:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care. Such leave must generally be completed within 12 months of the birth or placement;
2. Family leave to care for a child, spouse, or parent suffering from a serious health condition;¹
3. Medical leave for an employee to care for their own serious health condition; and
4. To address a qualifying exigency arising out of an employee's spouse's, child's, or parent's covered active duty or call to covered active duty. However, the federal FMLA does not provide for a full 12 weeks of leave for all types of qualifying exigencies.²

Further, employees are entitled to take up to 26 weeks unpaid leave to care for the employee's spouse, child, parent or next of kin³ who is a covered service-member that incurs, or aggravates, a serious illness or injury while in the line of duty on active duty service with the Uniformed Services.⁴ This leave is available only during a single 12-month period and is available on a per-covered service-member, per-injury basis. In certain instances, this leave may be combined with all other FMLA leaves, limiting the employee's FMLA leave entitlement for all purposes to no

¹ A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 full consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

² Qualifying exigencies may include attending certain military events, arranging for alternative childcare, arranging for parental care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

³ "Next of kin" means the nearest blood relative other than the covered service-member's spouse, parent, or child, in the following order of priority: blood relatives who have been granted legal custody of the covered service-member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service-member has specifically designated in writing another blood relative as their nearest blood relative for purposes of military caregiver leave under the FMLA.

⁴ A "covered service-member" is a service-member (regular Armed Forces, National Guard, or Reserves) who incurs, or aggravates an illness or injury in the line of duty on active duty that renders the service-member medically unfit to perform the duties of their office, grade, rank, or rating. A covered service-member must also be: (1) undergoing medical treatment, recuperation, or therapy; (2) otherwise in outpatient status; (3) otherwise on the temporary disability list for such illness or injury.

In addition, a "covered service-member" includes a veteran service member who was discharged or released under conditions other than dishonorable at any time during the five-year period preceding the first date on which the eligible employee takes FLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious illness or injury.

more than a total of 26 weeks of leave during the single 12-month period. Note: the FMLA definition of a serious illness or injury is distinct from the FMLA definition of a serious health condition.

Wisconsin law allows employees to take the following leaves in a calendar year:

1. Up to 6 weeks of family leave for the birth or adoption of a child⁵
2. Up to 2 weeks family leave to care for a child, spouse, domestic partner,⁶ parent or parent-in-law (including a domestic partner's parent) suffering from a serious health condition;
3. Up to 2 weeks medical leave for an employee to care for their own serious health condition; and
4. Up to 6 weeks to donate bone marrow and organs (Wisconsin Donor Leave). Bone marrow and organ donation leave may only be taken, however, for the period necessary for the employee to undergo the donation procedure and to recover from that procedure.

Whenever employees are eligible for federal and Wisconsin FMLA leave, employees will be provided with the most beneficial provision. Employees will be required to use both leave entitlements simultaneously to the extent permitted by law.

See the Office of Administration to determine whether a request for leave qualifies under one of the above categories.

Leave Available for Spouses Employed by the County

Under federal FMLA, the County may require spouses who both work for the County to share total leave time for birth, adoption, foster care, or to care for a parent with a serious health condition. However, such employees are entitled to minimum leave periods as provided by Wisconsin FMLA law.

Concurrent Use of Leave

Whenever employees are eligible for federal and state FMLA leave, employees will be provided with the most beneficial provision. Federal and Wisconsin FMLA leave will run concurrently to the extent permissible by law. Family and medical leave granted under the statutes shall also be considered to run concurrently with any disability leave, major medical leave, personal or sick leave granted for that purpose.

⁵ An employee may request family leave that commences no earlier than 16 weeks before the estimated birth or placement for adoption or foster care and no later than 16 weeks after the actual birth or placement.

⁶ Domestic partner is defined in Wis. Stat. § 103.10.

Notifying the County of the Need for Family or Medical Leave:

A. Requesting Leave

In all instances, the County will require an eligible employee to submit a completed Request for Family and Medical Leave Form to Office of Administration. Forms are available from the Office of Administration.

When asking for FMLA leave, employees do not have to share a medical diagnosis, but an employee must provide enough information for the County to determine if the absence may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that, because of a serious health condition, the employee is unable to perform job functions, a family member is unable to perform daily activities, or the employee or family member require hospitalization or continuing treatment. Sufficient information may also include circumstances supporting the need for military family leave. The County may then collect other information from the employee to properly determine whether the absence will be treated as FMLA leave. If the employee is seeking leave for an FMLA qualifying reason for which the County has previously provided FMLA protected leave, the employee must specifically refer to the qualifying reason for leave or the need for FMLA leave which has been previously taken or certified. Failure to do so may result in the delay or denial of FMLA approved leave. Once the County becomes aware an employee's need for leave is a reason that may qualify for FMLA, the County will notify the employee if they are eligible for FMLA and, if so, provide a notice of rights and responsibilities of FMLA.

Employees requesting leave under Wisconsin Donor Leave must provide written notification that indicates they will be serving as a bone marrow or organ donor. Employees must make a reasonable effort to schedule the procedure so that it does not unduly disrupt the County's operations (subject to the approval of the health care provider of the donor recipient) and give advance notice in a reasonable and practicable manner. The County may require medical certification issued by the health care provider of either the recipient or the donor to verify that the bone marrow or organ recipient has a serious health condition that necessitates the transplant; that the employee is eligible and agrees to the donation; and the amount of time expected to recover.

B. Timing of Request for Leave

Generally, if the need for FMLA is foreseeable, an employee's request for FMLA leave should be submitted as far in advance as possible, and no later than 30 days before the leave is expected to commence. If the approximate timing of the need for leave is not foreseeable, employees should give notice of the need for leave as far in advance as practicable. Notice of leave for a qualifying exigency must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

If the employee can comply with the County's normal call-in and reporting procedures or arranging for the County to receive timely notice of the employee's absence, and fails to do so, the County may deny or delay the FMLA leave.

Certification of the FMLA Qualifying Need for Leave:

The County requires employees to submit a completed Certification Form verifying the need for FMLA leave. The specific form required will depend upon the reason for the leave request; however, it will be one of the following, all of which are available from the Office of Administration.

- Certification of Health Care Provider for Employee's Serious Health Condition Form
- Certification of Health Care Provider for Family Member's Serious Health Condition Form
- Certification for Serious Injury or Illness of Covered Service-member for Military Family Leave Form
- Certification for Serious Injury or Illness of Covered Veteran for Military Family Leave Form
- Certification of Qualifying Exigency for Military Family Leave Form

The applicable Certification Form must be completed by the appropriate individual (the treating health care provider for a serious health condition; an authorized health care provider in the case of a serious illness or injury of a service-member; the employee for a qualifying exigency).

Employees must return the Certification Form to the Office of Administration within 15 calendar days after the date of the County's request. If an employee cannot comply with this deadline, the employee must contact the Office of Administration and request an extension prior to the date the form is due. The County has complete discretion on whether an extension will, in fact, be granted. Failure to timely return the form and/or request an extension may result in the denial of the employee's FMLA leave request.

Additional Certifications of Serious Health Conditions:

If the County has a reason to question the validity of a medical certification of a serious health condition completed by a health care provider of the employee or the employee's family member, an employee may be required to provide a second certification from a healthcare provider selected and paid for by the County. If the second opinion differs from the first, a third opinion may be required. The healthcare provider for the third opinion must be mutually chosen by the employee and the County and paid for by the County. The third opinion, by law, is binding on all parties. This provision shall also apply to certifications of a serious illness or injury for a covered service member where permitted by law.

Periodic recertification and annual certifications to verify that an employee's or employee's family member's serious health condition is ongoing may be required as provided by the law. Failure to provide this certification within 15 days of a request will result in the delay or denial of the leave.

Designation of FMLA Leave:

After an employee requests FMLA leave, or the County becomes aware of an employee's need for leave is one that may qualify under the FMLA, the County will provide employees a Designation Notice informing employees whether the leave will be designated as FMLA protected and, if so, the amount of leave counted against the employee's leave entitlement. If the County determines that leave is not FMLA-protected, it will notify the employee of that determination.

Use of Paid and Unpaid Leave:

An employee may elect to substitute (use) accrued vacation, sick, or any other County-provided paid leave during periods of unpaid FMLA leave. The County may require that the employee substitute accrued paid leave during federal FMLA. However, the County will not require substitution when an employee is taking leave under Wisconsin's FMLA.

The County may prohibit the substitution of any accrued paid leave where the employee does not otherwise meet the conditions for use of such leave. Please consult the County's applicable policies for more information on the requirements for conditions of use.

When paid benefits are substituted for the otherwise unpaid time, the employee is using the benefits concurrently with FMLA leave and those benefits will not be available to the employee later. Similarly, substitution or use of paid leave does not extend the amount of FMLA leave available to an employee, it provides for pay.

As appropriate, employees on medical leave (for the employee's own serious health condition) may simultaneously be eligible for and receive disability or workers' compensation income replacement benefits. In such cases, such benefits will run concurrently with this FMLA leave.

Intermittent and Reduced Schedule Leave:

Intermittent leave or reduced schedule leave will be permitted when it is medically necessary and in the case of qualified exigencies. If an employee wants to take family leave for the birth or placement of a child for adoption or foster care on an intermittent basis (as opposed to taking leave on a continuous basis), the employee should discuss this with the Office of Administration. Such a request may not be granted in all instances.

Intermittent leave and reduced schedule leave for planned medical treatment should be scheduled with minimal disruption to the employer's operations. As practicable, medical appointments and treatment related to a serious health condition or a covered service-member's serious illness or injury must be scheduled outside of working hours or at such times as allow for a minimal amount of time away from work.

If leave is taken on an intermittent or reduced schedule basis, the employee may, in some cases, be temporarily transferred to another job with no reduction in pay and benefits if the new position would better accommodate recurring periods of leave than the employee's regular position.

Wisconsin law may provide for different intermittent and reduced schedule leave rights. To the extent an employee's leave is subject to Wisconsin law, please contact the Office of Administration.

The County reserves the right to allow an employee taking Wisconsin Donor Leave who, during the period of recovery, would like to work in an alternative employment position that meets their qualifications. Any period of time during this alternative employment will not reduce the employee's leave entitlement.

Benefit Continuation During Leave:

Employees may elect to continue group health insurance coverage while on leave in the same manner as if the employee continued working ("group health insurance coverage" means the entire health insurance package offered by the County including medical and dental insurance.). Employees are required to continue to pay their same portion of the premium as if they continued working. Other employment benefits, such as group life insurance, etc., will also be continued during the leave, so long as the employee continues to pay any required contribution. Employees must notify the County of the intent to continue health insurance coverage, and other coverage, while on leave by submitting to the Office of Administration a Benefit Election Form. These forms are available in the Office of Administration. If applicable, in addition to paying their portion of health insurance premiums, employees shall be required to pay the full cost of continuing their voluntary deductions during leave. If an employee fails to return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or other reason beyond the employee's control, the employee will be required to reimburse the employer for the employee's cost of these benefits while the employee was on unpaid leave.

If an employee has pay substituted for otherwise unpaid FMLA leave or has appropriate pay available, the employee contribution toward the insurance premium will be deducted as part of a normal payroll deduction to the extent permitted by law. To the extent a payroll deduction is not available to fully cover the employee contribution; the employee must make the appropriate premium payment no later than the pay day to which coverage relates. If an employee does not make the appropriate employee contribution to the cost of group health plan coverage within 30 days of the payment's due date, the employee's group term health benefits will cease.

Use of FMLA leave will not result in the loss of any employment benefit that accrued to an employee prior to the start of an employee's FMLA leave.

Inconsistent Leave Activity:

An employee on FMLA may not engage in any activities inconsistent with the basis or medical circumstances upon which leave was granted.

Rights upon Return from Leave:

An employee who takes leave under this policy will be reinstated to the same position or, if the position is filled, to one nearly identical with equivalent pay, benefits, and other employment terms and conditions upon completion of the leave. However, the law provides that an employee

has no greater rights upon a return from leave than the individual would have had if they had continued to work. Therefore, an employee may be affected by a layoff or other job change if the action would have occurred had the employee remained actively at work.

Fitness for Duty:

If leave has been taken due to the employee's own serious health condition, the employee must provide a Fitness for Duty Certificate to the Office of Administration before the employee returns to work. Failure to provide a Fitness for Duty Certificate may result in the delay or denial of job restoration. Fitness for Duty Certificates are available from the Office of Administration.

Periodic Reports and Intent to Return to Work:

While on leave, employees are requested to report periodically to the County regarding their status and their intent to return to work. Any changes in status that would affect the employee's estimated return to work date need to be reported immediately to the Office of Administration.

Extensions of Leave:

An employee is expected to return to work upon expiration of an approved leave. An employee needing an extension of an approved leave must notify the Office of Administration of the need for the leave extension promptly after learning of the need for the extension. Extensions may be granted under other County policies and/or other laws. If an employee fails to report to work promptly upon expiration of approved FMLA leave any additional absences will be considered unexcused and treated in accordance with the County's applicable workplace policies.

A request for an extension must be in writing and accompanied by any required forms prior to the expiration of the original leave. The County does not guarantee an extension will be granted, and the continuation of benefits, substitution of other paid leave, and job availability may change if an extension is granted.

Failure to Meet Policy Requirements:

If the employee fails to meet the requirements of this policy for FMLA, the employee's request for leave may be denied or delayed until the requirements are met.

Miscellaneous:

The Wage and Hour Division of the US Department of Labor is the federal agency that regulates the federal FMLA. Federal law makes it unlawful for an employer to interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA. Nothing in the FMLA affects any federal or state law prohibiting discrimination or supersedes any state or local law or collective bargaining agreement which provides greater family and medical leave rights. Employees have the right to file a complaint with the US Department of Labor ("DOL") or bring a private lawsuit if they feel the County has violated their rights under the FMLA. For more information, you may contact the DOL at 866-

487-9243 or www.wagehour.dol.gov. That being said, it is the preference of the County that its employees first bring any concerns to the attention of the Office of the Administration.

Questions:

This policy introduces the rights provision of the Family and Medical Leave laws. Questions employees may have about this law should be directed to the Office of Administration.

Employees who are not eligible for FMLA, but who would like to request a family and/or medical leave, should contact the Office of Administration.

15. LEAVES – USERRA

POLICY: Price County complies with all requirements of the federal USERRA (The Uniformed Services Employment and Re-Employment Rights Act) law. This policy generally outlines the procedures and benefits.

Eligibility: USERRA applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed services,” which include the Army, Navy, Marine Corps, Air Force, Coast Guard, as well as the reserve components of each of these services, and Public Health Service commissioned corps. The National Guard, including the Army National Guard and Air National Guard when the employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty. In addition, under the Public Health Security and Bioterrorism Response Act of 2002, certain disaster response work (and authorized training for such work) is considered "service in the uniformed services."

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, full-time National Guard duty and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for an examination to determine fitness to perform any such duty; duty performed by intermittent disaster response personnel for the Public Health Service and approved training to prepare for this service; as well as under certain circumstances when service is for an intermittent disaster response and appointed by the National Disaster medical System.

USERRA prohibits employment discrimination against a person based on past military service, current military obligations, or intent to serve. The County will not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to a person based on a past, present, or future service obligation. In addition, the County will not retaliate against a person because of an action taken to enforce or exercise any USERRA right or for assisting in an USERRA investigation.

The County will reemploy service members returning from a period of service in the uniformed services if those service members meet five criteria:

- The person must have been absent from a civilian job on account of service in the uniformed services;

- The person must have given advance notice to the employer that they are leaving the job for service in the uniformed services, unless such notice was precluded by military necessity or otherwise impossible or unreasonable;
- The cumulative period of military service with that employer must not have exceeded five years;
- The person must not have been released from service under dishonorable or other punitive conditions; and
- The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment, unless timely reporting back or application was impossible or unreasonable.

USERRA establishes a five-year cumulative total of military service with a single employer, with certain exceptions allowed for situations such as call-ups during emergencies, reserve drills, and annually scheduled active duty for training. USERRA also allows an employee to complete an initial period of active duty that exceeds five years. The five-year limit is measured from the date of commencement of the individual's employment relationship with the County.

Employee Rights: USERRA generally provides that returning service members are to be reemployed in a position based on the length of service which may include the job that they would have attained had they not been absent for military service, (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority. USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning service members to qualify for reemployment. If the service member cannot qualify for the "escalator" position, they must be reemployed, if qualified, in any other position that is the nearest approximation to the escalator position and then to the pre-service position. USERRA also provides that while an individual is performing military service, they are deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other similarly situated individuals on non-military leaves of absence. Any employees who would like to return to work must either report to work or submit an application for reemployment, including their military discharge documentation, if available, as follows:

- **Less than 31 days service:** Employees must report to work on the first regularly scheduled workday that is at least eight-hours after they return home from military service. If this is impossible or unreasonable, then as soon as possible.
- **31 to 180 days:** The employee must apply for reemployment no later than 14 days after completion of military service. If this is impossible or unreasonable through no fault of the employee, then as soon as possible.
- **181 days or more:** The employee must apply for reemployment no later than 90 days after completion of military service.
- **Service-connected injury or illness:** Reporting or application deadlines are extended for up to two years for persons who suffered a service-connected injury or illness and were hospitalized or convalescing.

As appropriate, the County may require documentation to confirm timely application, the length of the leave (not more than 5 years) and that the separation from military service is not disqualifying.

Health and pension plan coverage for service members is also addressed by USERRA. An employee who notifies the County that they will be away from work performing service is entitled to elect continued health insurance coverage during the military-related absence from work. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA pension protections apply to defined benefit plans and defined contribution plans as well as plans provided under federal or state laws governing pension benefits for government employees. For purposes of pension plan participation, vesting, and accrual of benefits, USERRA treats military service as continuous service with the employer. The employee cost must be paid by the returning employee.

The County will provide the continuing coverage until one of the following occurs (1) the employee returns to work after service; (2) the employee allows the deadline for an application for reemployment to pass without having made such an application; or (3) 18 months have passed since the employee left their civilian job for service. Note the employees do not have to opt for continuing coverage to have their coverage reinstated after returning from service.

Procedure: Employees who have received notification for call up to service duty should notify the Office of Administration within one business day of having received said notice, or if this is impossible or unreasonable through no fault of the employee, then as soon as possible. The County prefers that the notice be in writing, but oral notice is sufficient. The employee should provide the Office of Administration with a copy of their orders and complete details of their need for Military Leave of Absence including when leave will start, length of time Employee will be gone and, if applicable, whether they wish to continue Health Insurance coverage through COBRA.

If the Employee receives their call up notice with at least 48 hours before they must deploy, the employee must also notify their Unit Supervisor/Department Head of their need for Military Leave of Absence and the dates and length of service. If less than 48 hours' notice is given to the Employee, the Office of Administration will be responsible for informing the Unit Supervisor/Department Head.

Once military service is completed, the employee must report back to work within the timelines established by the law, as outlined above. Failure to do so will result in loss of re-employment rights.

Employees who wish to request USERRA time off must contact the Office of Administration. This policy generally describes rights and benefits. However, the terms of the applicable state or federal law shall govern in all instances.

16. LEAVES – BEREAVEMENT

POLICY: To allow paid leave for purposes of making funeral arrangements and/or attendance at a funeral.

Eligibility: All regular, full-time and regular part-time employees working at least an annual average of 20 hours per week are eligible for bereavement leave. Casual/Limited Term Employee (LTE) position employees are not eligible.

Procedure: In the event of the death of a member of an employee’s immediate family, the employee shall be granted a leave of absence with pay up to 3 work days (based on current work schedule) for attending, preparing for, and immediate return from the funeral. Immediate family shall be defined as spouse, child, brother, sister and parent of the employee or employee’s spouse.

Employees may receive up to 3 days of bereavement leave with pay for the death of a stepparent, stepchild, step siblings and step in-laws.

In the event of a death of one of the following members of the family, the employee will be granted 1 day (based on current work schedule) leave of absence with pay for attending, preparing for, and immediate return from the funeral: grandparent, grandparent-in-law, grandchild, or any other relative living in the same household as employee.

Employees may receive up to 1 day of bereavement leave with pay for the death of a step grandparent or step grandchild.

Under this policy, “step” and “in-law” family members do not include those relationships in which the individual is divorced from your family member. For instance, a stepparent does not include someone who is divorced from your actual parent.

The Employer recognizes that the above-noted family members may not recognize other people whom we care deeply about. In these instances, other forms of paid or unpaid leave may be available for use. Please see your supervisor to discuss any requests.

17. LEAVES – JURY DUTY

POLICY: Employees who receive a summons to serve on jury duty will be granted jury duty leave and shall be paid the difference between their regular rate of pay and the pay received for jury duty as specified below.

Eligibility: All regular, full-time and regular part-time, employees working at least an annual average of 20 hours per week are eligible to receive jury leave with pay (subject to limitations below); casual/LTE position employees are not eligible for leave with pay.

General Guidelines: Employees must give their supervisor reasonable advance notice of their intended absence for jury duty. Employees may be required to defer jury service to another time should workloads necessitate their presence at work. Employees are to indicate jury duty hours

on their timecards or timesheets as necessary and turn in proof of their jury duty service. The employee will receive their regular paycheck and shall submit any received payment from the Court for jury duty pay, minus any payment for mileage and expenses, to the Office of Administration. Any pay for jury duty performed on the employee's own time need not be returned to the County.

If an employee is dismissed from jury duty on any given day with at least two (2) hours remaining before the end of their regularly scheduled working hours, they shall report to work for the balance of the working day.

Jury Duty Outside Price County: If an employee reports to court outside of Price County and is not selected they will be paid a maximum of 3 hours (travel time there and back and court time) and must report back to work. If selected and the case ends with two or more hours remaining in their normal scheduled workday, they will receive one additional hour for drive time to return to work.

18. LEAVES – EMT/FIREFIGHTERS

POLICY: Price County recognizes that many of the emergency services that operate in Price County do so through community members volunteering their time and skills. Price County wishes to support those employees who act as volunteers to the area fire departments and ambulance/EMT services.

Procedure: Price County has a responsibility to the taxpayers of Price County to ensure that County resources, whether the resources are monetary or time, are used appropriately and efficiently. Employees shall be granted unpaid time off from their work schedule for EMT/firefighter services provided:

1. Their department has an established policy for allowing employees to participate during their regular scheduled workday. The Department Head has final authority in determining whether that department shall allow employees time off.
2. Employees may respond to first call for firefighting and may respond to second call for ambulance/EMT.
3. Before the employee responds to a call, the employee must have their Unit Supervisor or Department Head's approval before leaving their County duties.
4. Non-exempt employees must clock out. The employee may use comp time, vacation time or flex time to cover their pay. If the time is left as unpaid, hourly employees need to make note of the unpaid hours as EMT/firefighter Call on their timesheet.

Injuries sustained while engaged as an EMT/firefighter are not compensable under the County Workers Compensation or County sick leave benefits.

19. LEAVES – EMERGENCY CONDITIONS

POLICY: To promptly notify employees of any emergency conditions that may require the closing of a work site, the reassignment of staff to alternative work sites or other emergency measures.

Inclement Weather: Weather conditions affecting only the ability to commute will generally not be considered a reason for closing a facility. Employees who do not report to work will generally be given a choice between use of unpaid leave or use of accrued (paid) leave to cover the absence.

Other Emergency Conditions: In conjunction with local health and/or public safety authorities, Price County may decide to close a work site or take other emergency measures to safeguard the health and welfare of employees and the public and/or because a situation exists affecting the ability of employees to perform their job. Examples of emergency conditions might include power outages, a natural disaster, or a quarantine imposed by health officials. Under such circumstances, Price County may authorize paid leave status for employees.

20. BENEFITS – HEALTH INSURANCE & COBRA

POLICY: To provide health insurance to those employees who qualify for coverage. While this policy generally describes the benefits, the specific policy, plan and/or contract shall control the benefits offered in every instance. To the extent there is any conflict between this policy, and the terms of the plan, the plan document controls.

Coverage: Levels of benefits provided, and employee participation is determined by Price County and applicable state and federal regulations.

Eligibility: All regular, full-time and part-time, employees working at least an annual average of 25 hours per week are eligible for Health Insurance Coverage through Price County. Casual employees are not eligible.

Eligibility for coverage begins the first of the month following 30 days of employment. Coverage ends at the end of the month following the employee's last day worked (Note: if your last day worked is the last day of the month your coverage ends that day). Employees may also elect or terminate coverage during annual enrollment time or whenever they experience a "qualifying event", as defined by COBRA, provided notice is given to the Office of Administration within 30 days of that event. Please contact the Office of Administration if you have a question as to what constitutes a "qualifying event".

Employee Contribution: For participants in the State Plan, effective January 1, 2012 employers are prohibited from paying more than 88 percent of the average premium cost of plans offered in any tier with the lowest premium cost (employee pays at least twelve (12) percent of premium cost). For participants in plans other than the State Plan, employee contributions are established by the employer.

Public Safety Employees: Public Safety employees who are in a union should refer to their union contract for questions on eligibility and contribution rates.

For additional details regarding coverage and premium contributions, contact the Office of Administration.

Employee Benefits Programs:

The County reserves the right to amend or terminate any of these programs or to require or increase employee premium contributions toward any benefits with or without advance notice at its discretion, as consistent with applicable law. This reserved right may be exercised in the absence of financial necessity.

21. BENEFITS – RETIREMENT

POLICY: To provide retirement contributions to eligible employees in accordance with State law.

Employee Contribution: Once eligible for coverage under Wisconsin Retirement System (WRS), coverage is mandatory, and an employee may not “opt out” of WRS. Employers and General/Elected Class employees are required to pay “one-half of the actuarially required contributions.” Public Safety employees, based on date and circumstances of hire, may be required to contribute the same percentage as general class employees. Employee contributions are pre-tax for state and federal income tax purposes.

Any employee with questions regarding their required contribution rate or eligibility for the program should contact the Office of Administration.

22. BENEFITS – MISCELLANEOUS

Licenses: Price County will reimburse employees the cost of required professional licenses for Social Workers, Corporation Council, Public Health Nurses, Dental Hygienists, and Dieticians. Price County will reimburse employees the difference in cost between a regular driver’s license and a Commercial Driver’s License (CDL) for those employees required to hold a CDL for their position. This does not include labor, mileage, physical, drug screen, etc. needed to obtain the license. Reimbursement will be made through payroll processing on the employee’s next paycheck upon successful completion and submission of proof of licensure and associated approved costs.

Social Worker Certification: If Price County requires a social worker certification for a position, Price County may choose to assist in the cost for an employee to obtain a social worker certification. Employee must work with Department Head and the Office of Administration and get prior approval for reimbursement. Proof of passing grade for each course is required prior to reimbursement.

CDL: If Price County requires an employee to have a CDL for a position, Price County may choose to assist in the cost for an employee to obtain a CDL. Employees must work with Department Head and the Office of Administration and get prior approval for reimbursement.

Employee Lifestyle and Enjoyment Enhancement Perk: Upon reaching six (6) months of employment, an employee may receive a reimbursement up to the scheduled amount below per quarter for approved social, cultural, outdoor, entertainment, and other activities, for relief of friction in your life. Employee must submit the reimbursement request form to the Office of Administration for approval. Payments will be made through the payroll process. Payments will be prorated based on FTE percentage. Part-time employees will be based on a rolling twelve (12) months of hours worked. Proof of purchase (itemized receipt) will be required for reimbursement. Unspent allocation does not roll over to the next quarter. Purchases made in Price County will be reimbursed at 100% and 50% outside of Price County (see request form for list of approved categories).

- 6 months: \$125 per quarter
- 2 years \$150 per quarter
- 5 years: \$175 per quarter
- 9 years: \$200 per quarter
- 12 years: \$225 per quarter
- 15 years: \$250 per quarter
- 18 years: \$275 per quarter
- 20 years: \$300 per quarter

Following the initial six months, employees will be reimbursed at the increased amount for the entire quarter in which their anniversary falls.

Personal Protective Equipment (PPE) and Clothing Allowance: Price County shall make available for employee use of PPE as required by the Wisconsin Department of Safety and Professional Services at no cost to the employee. In addition, Price County shall reimburse employees in identified Departments for clothing, equipment and safety equipment necessary for their position per the following schedule:

- Sheriff's Department Management Staff: Beginning in 2021, Sheriff's Department Management Staff are reimbursed up to \$650 per calendar year.
- Full-Time, Regular Correction Officer/Dispatchers: Beginning in 2021, Full-time, Regular Correction Officer/Dispatchers are reimbursed up to \$500 per calendar year. New Full-Time Correction Officer/Dispatchers (hired on or after August 8, 2023) are reimbursed up to \$750 in their first calendar year of employment.
- Part-time Sheriff's Deputy and Correction Officer/Dispatchers (On-Call): will receive up to \$250 reimbursement per calendar year.
- Highway Management staff, Road Staff and Shop Staff are reimbursed up to \$600 per calendar year for clothing, safety toed work boots and prescription safety glasses.
- Full-time Highway office staff are reimbursed for safety toe boots and prescriptive safety glasses every three years.

- Forestry & Parks and Building & Grounds Staff (Management and Tech Position) are reimbursed up to \$600 per calendar year for clothing, work boots and prescription safety glasses.

Tool Allowances: Price County shall reimburse Mechanics in the Highway Department up to \$300 per calendar year for purchase of qualified tools required for their position, or tool insurance.

Procedure for PPE, Clothes, and Tool Reimbursement: Employees who have purchased a reimbursable item must complete a County Expense Reimbursement Form, attach applicable original receipts and submit to their Manager for approval. Once the Manager approves the Expense Reimbursement Form, it will be submitted to the Office of Administration for processing with the next pay period after approval is received. Employees may purchase eligible items through a cooperative order done by the county. Employee reimbursement accounts will be debited directly for cooperative purchases.

Items must be purchased in the calendar year for which reimbursement is being requested. Requests must be submitted by December 15 for the current calendar year. Receipts dated after resignation notice is submitted are not reimbursable as consistent with applicable law.

If an employee needs to return or exchange an item that they have already received reimbursement for, they are to notify their Manager of the return or exchange. The employee must reimburse the County the full credit for a return and/or the difference between the original item and the exchanged item if a credit is received. If the exchanged item costs more than the original the employee may submit a request for reimbursement for difference, up to the calendar year dollar limit.

Training and Travel Opportunities: Price County may provide travel and training opportunities that are deemed job related for eligible employees. Costs for mandatory training required for a position shall be paid for by Price County and travel and training time will be reimbursable and compensable per the Expense Reimbursement and Compensable Hours for Travel, Trainings and Meeting Policy. Non-Mandatory training may be reimbursable and compensable if prior approved by the employee's Department Head. The employee must complete the Request for Training/Travel Form for all requested travel and training activities. All travel and training, regardless if mandatory or not, must be prior approved by the employee's Department Head.

Exception: Travel activities that are a direct result of the employee fulfilling their position duties do not require completion of the Request for Training/Travel Form.

Expense Reimbursements and Compensable Hours for Travel, Trainings and Meetings: Price County shall reimburse employees for necessary expenses actually incurred in the performance of their respective duties and compensate hourly employees for time spent in County sponsored travel, trainings and meetings; subject to the conditions and limitations set forth in this policy. All requests for travel and training must be pre-approved by the Department Head. Expense reimbursement requests must be submitted within 15 days of return from travel or date expense was incurred, whichever is later.

1. **Meal expenses** (for up to three meals per day) incurred by an employee while on official County business shall be reimbursed up to the following rates per meal during the specified time:

Meal 1	5:00 a.m. – 11:00 a.m.	\$15.00
Meal 2	11:00 a.m. – 4:00 p.m.	\$20.00
Meal 3	4:00 p.m. – 5:00 a.m.	\$35.00

Employees may only be reimbursed for one meal per each meal period (e.g., employees will not be reimbursed for two meals during the Meal 1 period).

An employee who is traveling for more than (3) consecutive days may get prior approval from the Office of Administration to purchase groceries in lieu of meal reimbursement.

The meal amounts include tax and gratuity. Amount of tip is reimbursed up to 20 percent of purchase or up to meal limit, whichever is less. Breakfast will not be reimbursable unless it is for the morning after an overnight trip and the hotel does not offer a continental breakfast, or if the employee leaves prior to 7:00 a.m. Dinner is not reimbursable unless it is during an overnight trip or the length of travel time combined with the time the event ends prevents the employee from returning home prior to 7:00 p.m. If any meal is provided free of charge through the hotel, conference or meeting and the employee chooses to purchase a separate meal, that meal will not be reimbursable.

2. **Mileage** shall be reimbursed at the Internal Revenue Service set rate for the shortest distance/time, depending on the employee’s point of origin, to the location of the training or meeting and back again. This distance may be verified by the Department Head and/or Office of Administration. Exceptions to the shortest distance/time rule may be allowed by the Department Head for County business related reasons. Any exceptions to this policy shall be noted as such on the approved Request for Training/Travel Form submitted by the employee prior to submission for reimbursement.

If travel time ends up taking more than the prior approved time, the employee shall provide an explanation for the additional time and their Department Head will make a determination of whether or not to allow the additional time as compensable as required by applicable law.

If more than one County employee is traveling to the same destination and have the same training/meeting schedule, ridesharing is encouraged. Employees should use County owned vehicles whenever possible.

3. All **lodging expenses** outside of Price County or as approved by the County Board or applicable committee shall be reimbursed in full when incurred in the performance of County duties. Employees should ask for the Government/State rate and tax exemption when making lodging reservations. A tax exemption certification is available from the County Clerk’s Office.

4. **Registration fees** for conferences, conventions and seminars are reimbursable provided receipts are obtained and submitted with the Expense Reimbursement Form.
5. **Reasonable Transportation** expenses when traveling by common carrier, parking fees or registration fees, etc., shall be reimbursed within reasonable limitations as may be set by each Department Head under any given circumstances, except that air travel shall not be at first class rates and should be at the lowest available fare as determined by the Department Head.
6. **Taxes:** Except on meal expenses, sales tax, room tax and/or other taxes are not reimbursable. The employee is to present at time of purchase or check-in either their County ID badge or a County tax exempt certificate to the cashier to ensure they will not be charged any applicable tax. The only exception to this rule is when an out-of-state entity will not grant tax exemption for the goods and/or services provided.
7. **Compensable hours:** Hourly employees shall be paid for actual hours spent in travel, based on the time spent traveling and for actual training or meeting time. If the training/meeting schedule contains a registration period, employees will only be paid for 15 minutes prior to the actual start time. Therefore, employees should schedule their arrival time accordingly. Generally, social, breakfast and lunch periods are not compensable time because employees are entirely relieved from duty. **Exception:** Breakfast and lunch periods that are incorporated into the training schedule and are part of the training curriculum may be considered compensable, depending upon content and prior approval by the Department Head. Time spent by the employee during travel to stop and eat, engage in personal business or take a significant break from driving (30 minutes or greater) will not be considered compensable time.

Please Note: training/travel time should not generate overtime hours. Managers should work with the employee to flex the employee's schedule the week that training /travel occurs whenever possible to keep the employee at their standard number of weekly hours.

8. **Alcohol:** Alcohol is a non-reimbursable item and will therefore be excluded from the calculation of the total amount of tip allowed.

Reminder to Employees: It is a violation of Price County work rules to consume alcohol while on compensable time. Employees who consume alcohol while on compensable time shall be subject to disciplinary action, up to and including termination of employment. In addition, even when not on compensable time, employees should remember that when attending County sponsored training events they are representing Price County and, as such, should not engage in any behavior as to cause a detrimental effect on the reputation of Price County and its employees. Such behavior could be subject to disciplinary action up to and including termination.

9. In situations not covered by this policy, or questions regarding the application of this policy, after discussion with the Department Head, the Office of Administration shall make a determination regarding whether or not an expenditure is reimbursable. Should

there be any question as to this determination; the Administration Committee shall consider the issue at its next regularly scheduled committee meeting.

Any employee who seeks reimbursement for expenses not actually incurred, time not actually worked, makes claims with inflated expenses and/or time or otherwise fraudulently applies for reimbursement of expenses and time may be subject to disciplinary action, up to and including termination.

Requesting Reimbursements:

Employees seeking reimbursement(s) for travel or training expenses pursuant to this policy must complete a request for reimbursement, attach necessary documentation, and submit it to their Department Head for approval. The Department Head will review the request; approve the necessary travel/training time and the employee's work schedule for the week in which the travel/training will occur. Approval must occur prior to the travel/training taking place.

Reimbursements for other expenses must be requested on an Expense Reimbursement Form and submitted no later than 15 days from purchase. Employees must prepare, sign and submit an Expense Reimbursement Form and all required supporting documents/receipts to their immediate supervisor.

Mileage reimbursement requests submitted through the payroll time keeping software must include itemized notes detailing the origin and destination locations and the purpose of the travel (e.g., Phillips to Wisconsin Dells WCA Conference).

Employees must use the regular Price County Timesheet for claiming compensable hours related to travel, trainings and meetings.

Original Itemized Receipts are required in order for any claimed expense to be reimbursed. If the receipt is handwritten it must contain the following information:

- a. Name and address of business
- b. Contact name and phone number
- c. Date of service
- d. Dollar amount of expense
- e. Itemized list of what product/service was purchased

Please note: No reimbursement for any claimed expense shall be made without the necessary qualifying itemized receipts.

Department Head signature is required before the Expense Reimbursement Form can be submitted to the Office of Administration for payment of expenses. If the Expense Reimbursement Form is for the Department Head, the County Administrator signature is required prior to submission to the Office of Administration. In the event that the Department Head is unavailable for signature in time to meet payroll processing deadlines, the County Administrator may approve the payment of the Employee Expense Reimbursement Form. If the

expenses are for a Department Head and the County Administrator is unavailable, the Payroll/AP Employee may choose to prepay it without signature.

County Credit Card Use: Credit cards issued to Price County may be used for official County purchases and acquisitions when authorized by the Department Head, County Administrator or the Executive Committee or Committee of Jurisdiction (subject to restrictions noted below). Employees should check with their immediate supervisor to determine whether or not their department has a credit card available to them. If the department does not have a credit card the employee may request to sign one out from the County Clerk's Office. Employees should contact the County Clerk's Office for the Credit Card Use Policy.

Credit cards are not to be used for meal expenses while traveling for training or meeting purposes. Credit cards may be used (as approved) for hotel expenses.

The Department will be responsible for auditing the itemized receipts to ensure purchases are eligible expenses. If any purchase is found to be non-eligible expense, the employee will reimburse the County through payroll deduction using a standardized form provided by Office of Administration. Credit cards are not to be used for cash advances of any kind.

Employees who make unauthorized or fraudulent purchases using the County credit card may be subject to discipline up to and including termination.

23. BENEFITS VOLUNTARY PROGRAMS

POLICY: Price County provides several voluntary benefit programs to eligible employees. However, these programs are not guaranteed and may be discontinued based on factors including but not limited to: cost of premiums, cost of administration, and participation levels. While this policy generally describes the benefits, the specific policy, plan and/or contract shall control the benefits offered in every instance.

Dental and Vision Programs: Price County currently provides for a voluntary dental and vision program. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of 25 hours per week are eligible to participate. Casual position employees are not eligible.

Eligibility for dental or vision coverage begins the first of the month following 30 days of employment. Coverage ends at the end of the month following the employee's last day worked. The employee may also elect or terminate coverage during annual enrollment time or whenever they experience a "qualifying event", as defined by COBRA, provided notice is given to the Office of Administration within 30 days of that event. Please contact the Office of Administration if you have questions as to what constitutes a "qualifying event".

Section 125 – Flexible Spending Accounts: Price County has established a Section 125 Plan to provide employees the opportunity to have their health/dental premium contributions taken from their paycheck on a pre-tax basis. The Plan also allows eligible employees to participate in Limited Purpose Dental/Vision and Dependent Care accounts. All regular, full-time and part-time, employees working at least an annual average of 20 hours per week are eligible to participate. Casual position employees are not eligible.

Eligibility for the Plan begins the first of the month following 30 days of employment. The employee may also elect coverage during annual enrollment time or whenever they experience a “qualifying event”, as defined by COBRA, provided notice is given to the Office of Administration within 30 days of that event. Please contact the Office of Administration if you have questions as to what constitutes a “qualifying event”.

Other requirements and provisions of the Section 125 Plan are outlined in the Summary Plan Description, which is available from the Office of Administration.

Health Savings Account (HSA): Price County provides the opportunity for employees to save money towards their out of pocket expenses that are not covered under their High-Deductible Health Plan. All regular, full-time and part-time employees working at least an annual average of 25 hours per week are eligible to participate. Casual position employees are not eligible. Financial institution of deposit is under the discretion of Price County.

Accident Insurance: Price County provides the opportunity for employees to purchase Accident Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of 25 hours per week are eligible to participate. Casual position employees are not eligible.

Critical Illness & Cancer Insurance: Price County provides the opportunity for employees to purchase Critical Illness & Cancer Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time employees working at least an annual average of 25 hours per week are eligible to participate. Casual position employees are not eligible.

Disability Insurance: Price County provides the opportunity for employees to purchase Disability Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time employees working at least an annual average of 25 hours per week are eligible to participate. Casual position employees are not eligible.

Life Insurance: Price County provides the opportunity for employees to purchase Life Insurance. The employee pays 100 percent of the plan premium. All regular, full-time and part-time, employees working at least an annual average of 25 hours per week are eligible to participate. Casual position employees are not eligible.

Edvest 529 College Savings Plan: Price County provides the opportunity for employees to contribute to the Edvest 529 College Savings Plan. The employee pays 100 percent of contributions to this plan. All regular, full-time and part-time employees working at least an annual average of 20 hours per week are eligible to participate. Casual position employees are not eligible. Employees can elect to participate at any time beginning the first of the month following 30 days of employment.

Deferred Compensation Plans: Price County provides additional opportunities for employees to save money towards their retirement through the Wisconsin Deferred Compensation Program*. All regular, full-time and part-time employees working at least an annual average of 20 hours per week are eligible to participate. Casual position employees are not eligible. Employees can elect to participate at any time beginning the first of the month following 30 days of employment.

*This program is the only one that current and new hire employees are able to participate in starting January 1, 2012. The two other deferred comp programs Price County has sponsored will be closed to all employees except those currently in the programs.

For additional details and costs regarding these programs, contact the Office of Administration.

24. PUBLIC BULLETIN BOARDS

POLICY: Price County will keep employees informed about County activities and provide a bulletin board for use by employees for posting of communications.

To maintain an effective avenue for communicating with employees, the County maintains bulletin boards. Bulletin boards are located throughout our facilities in areas that employees frequently visit in order to ensure that employees have constant access to posted information.

The County's bulletin boards are used to post legal notices.

Employees may not post, tape, tack, or affix in any way any form of literature, printed or written materials, photographs, or notices of any kind on the County's bulletin boards or if applicable, their glass coverings, or on the walls, or anywhere else on the County property.

The County's bulletin boards may not be used by employees or outside parties for the posting of commercial notes and advertisements, announcements, or sales of personal property. Employees and outside parties are also prohibited from distributing literature and soliciting other employees except as stated in the County's solicitation and distribution of literature policy.

Violation of this policy shall be grounds for disciplinary action, up to and including termination.

Prior Authorization: Authorization for employees to use the bulletin board should first be obtained from the Office of Administration. All persons who post notices, letters, and the like on bulletin boards without first obtaining authorization may be subject to disciplinary action, up to and including termination.

25. CELL PHONE & TELEPHONE USE

POLICY: It is the policy of Price County that telephones shall be available during working hours for effective operation of County business. Personal calls, texting, or e-mails are not allowed on County time, except in emergency situations.

Procedure: There should be no personal phone calls, texts or e-mails during work hours except in the case of emergency or an unexpected issue that cannot wait for the employee's break time. Personal phone communications, incoming and outgoing, are allowed during the employee's lunch break and before and after work hours.

Cell Phone Use: The County may provide cell phones to some employees for work related use. The County prohibits employees from using cell phones for personal or business calls while they

are driving. If an employee is driving and needs to use a cell phone, the employee must pull off the road and stop before talking on the phone or texting. When conducting business on a cell phone, employees must remember to keep the conversations private and quiet. Loss of any cell phone used for County business must be reported immediately to your supervisor and IT Department.

Nonexempt Employees: Unless approved by the Office of Administration, nonexempt employees are prohibited from using County email on their personal cellphones or other personal devices. Employees cannot work off the clock and are required to record all hours worked.

Personal Use of County-Issued Cell Phone: County-issued cell phones are to be used for County business purposes only and for personal use only in an emergency. The County-Issued Cell Phone Policy in the Administration Handbook provides further guidance on use of these devices.

Monitoring of Phone: Employees have no expectation of privacy and use of County electronic systems is subject to monitoring by the County and removal of information. Upon separation of employment, all records relating to County business shall revert to the County. Any County records on any personal device will be deleted from the device.

Cell Phone Records: Use of cell phones to conduct County business is subject to all County policies relating to conduct.

26. COMMUNICATIONS – REQUEST FOR INFORMATION/CONFIDENTIALITY

POLICY: Communication is the joint responsibility shared by Price County and all employees. No information concerning the internal operations of Price County and its Departments, including but not limited to the release of records of Price County, may occur except through, and with the permission of, the County Board Chair, employee's Department Head or the Office of Administration.

Procedure: If requests for information regarding Price County are received by employees, whether on or off duty, from any person, the employee is required to first notify the Office of Administration, and then politely decline to provide such information and to direct that individual to the County Board Chair, employee's Department Head or the Office of Administration for a response to that inquiry, or as otherwise directed by the Office of Administration.

Because of an employee's responsibilities at the County, an employee may have access to confidential information and/or records. This may include information concerning a resident's financial status, the County's business practices including purchasing and negotiating strategies, and employee records. This sensitive information cannot be disclosed to any personnel who do not have a legitimate business need to know such information or to persons outside of the County without the determination of the Office of Administration. All employees are responsible for protecting the confidentiality of this information.

The County's designated custodian of records is responsible for the disclosure of records pursuant to requests for records under Wisconsin's Public Records Law. Unless directed by the County's designated custodian of records, employees shall not act as the County's custodian of records or disseminate information.

Price County acknowledges the right of its employees, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the County, however, the employee's expression must be balanced against the interests of Price County. In situations in which the employee is not engaged in the performance of professional duties, the employee should state clearly that their expression represents personal views and not necessarily those of Price County.

27. COMMUNICATIONS – SPEAKING ENGAGEMENTS & SURVEYS

POLICY: It is the policy of Price County to fulfill its responsibilities to the community and other organizations by allowing its employees to provide specialized and/or technical information related to the employee's position with the County through either direct speaking opportunities and/or opinion surveys.

Procedure: The Employee shall discuss the request with their immediate supervisor and receive prior approval regarding the specific information which will be presented. In the event that the employee is requested to complete an opinion survey in their official capacity with the County, a copy of the finished survey is to be given to the employee's immediate supervisor in advance of submission. When presenting or sharing information while in their official capacity, the employee must represent the official views of the County.

Failure of the employee to follow these Communication Policies may result in disciplinary action up to and including termination.

28. ELECTRONIC MEDIA & SOCIAL MEDIA POLICY

POLICY: Price County understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is often available to the public, presents certain risks, and carries with it certain responsibilities. Therefore, Price County has established the following guidelines for employee participation in social media.

Defining "Social Media"

In the rapidly expanding world of electronic communication, *social media* can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, such as web blogs, logs, journals, and diaries; wikis; forums; web bulletin boards or chatrooms; personal websites; and social networking sites, such as: Twitter,

Facebook, LinkedIn, YouTube, Instagram, Google+, Myspace, WhatsApp, Reddit, Pinterest, and Snapchat, among others.

Employee's Responsibilities

Ultimately, the employee is solely responsible for what is posted online. Online posts should be appropriate and demonstrate respect for the dignity of Price County, its customers, members, vendors, employees, and -affiliated party or competition. Before creating online content, consider some of the risks and rewards that are involved. The Internet archives almost everything; therefore, even deleted postings can be saved and "anonymous postings" can be tracked back to you.

When using social media, do not comment on trade secrets and proprietary County information (business, financial and marketing strategies) without the advance approval of your supervisor or the Office of Administration, and do not use the County's (or any of its affiliated entities) logos, marks or other protected information or property for any business/commercial venture without the Office of Administration's express written authorization.

Price County's electronic communication systems and devices should be used primarily for business-related purposes, and employees shouldn't expect any privacy when using such systems and devices for social media purposes.

Keep in mind that social media use that violates this policy or any other County policy, adversely affects job performance, the performance of fellow employees, or otherwise adversely affects any of the parties listed above may result in disciplinary action up to and including termination. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action, up to and including termination.

Refer to Open Door Policy regarding how to resolve work-related complaints by speaking directly with the affected co-worker(s), the supervisor or by talking to the County Administrator.

Employees must also follow all applicable state and federal regulations and policies when using social media sites on behalf of Price County. Any content that violates these laws, regulations and policies, or contains the release of private personal information is strictly prohibited. Price County reserves the right to remove any information that violates these laws, regulations, and policies.

Employee's Rights

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws to engage in protected concerted activities.

Price County Social Media

Price County has a presence on Facebook, LinkedIn, Instagram, YouTube, and/or other platforms. These platforms play a key role in the objectives of Price County. Price County-

sponsored social media are for business use only, and Price County owns the accounts for Price County -sponsored social media, including all content, communications, and connections created, sent, received, or stored on such accounts. Only employees who are designated and authorized by Price County can prepare content for or delete, edit, or otherwise modify content on Price County-sponsored social media; such employees are specially trained by Price County for use of County-sponsored social media. The full policy for Price County social media accounts is outlined in the Administration Manual.

Personal Social Media

Price County understands that employees may participate in social networking on their own time, using their own facilities. You should not engage in personal social media use during working time. Price County considers social media activities to be personal endeavors and respects employee online social networking and personal internet use. Employees must ensure that social media activity does not interfere with their work or co-worker's work. Do not use the Price County email address to register on social networks, blogs or other online tools utilized for personal use. Do not make knowingly false representations about your credentials or your work in social media.

When using personal social media, express only your own personal opinions: Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the County, colleagues, volunteers, suppliers or people working on behalf of the County. If you do publish a blog or post online related to the work you do or subjects associated with Price County, make it clear that you are not speaking on behalf of the County. It is best to include a disclaimer in a prominent location such as:

The postings on this site are my own and do not necessarily reflect the views of the County, its employees, vendors, customers, members, and any other County-affiliated party or competition.

Employees must keep in mind that if they post information on a social media site that is in violation of County policy and/or federal, state, or local law, the disclaimer will not shield disciplinary action.

If you have questions or need further guidance regarding this policy, please contact the Office of Administration.

29. POLITICAL ACTIVITIES

POLICY: Employees are free to engage in political activity outside of work hours and to the extent that it does not adversely affect the performance of job duties, working relationships or Price County operations. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the Price County. County resources may not be used for promoting a particular candidate or political party or for advocating a

particular position on an issue that has become identified as the viewpoint of a particular candidate or party.

Definition of “Employer Resources”: Employees may not use employer resources for political activities. Employer resources include, but are not limited to, office supplies, electronic or digital telecommunications equipment including e-mail, facsimile and photocopying machines, and bulletin boards, mailing labels or public spaces. (Use of bulletin boards requires authorization of the Office of Administration and is off-limits to public use.)

Definition of “Political” Activities: Partisan “political” activities must be conducted independent of your role as an employee. “Political” as used in this policy shall refer to those activities or materials to advance a candidate for partisan or nonpartisan elected or appointed office, to advance any partisan position, or for any ballot initiative. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the “political” activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

1. Using working hours or employer resources to solicit money or signatures or to make political contributions;
2. Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
3. Posting political materials in areas open to the public (generally, individual workstations that are not available to the public are exempted from this restriction);
4. Using the County’s mailing address as the return address for political solicitations;
5. Providing County mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs).

Activities on County Property: Educational events may be held on County property consistent with the Facility use policy and the procedures set forth in this policy.

1. Only members of the County community (the County or its employees) may sponsor an educational event or engage in approved activity as otherwise specifically provided in this policy.
2. All events are subject to the advance notice to and approval by the Office of Administration as to the time, place, and manner in which the event will occur.
3. Except as specifically provided in this policy, the events or activities are solely for voter education.

4. A statement shall be made at the beginning of each event and on all written materials indicating that the County does not endorse or oppose any of the candidates or any ballot initiatives.
5. County tours and educational forums conducted exclusively for seated legislators are permitted but not during the period after candidates have been certified for the office held by the legislator seeking re-election and before the final election.
6. Educational candidate forums or candidate debates for those seeking election may be held for members of the County community (employees and County elected officials only) and not the general public provided all legally qualified candidates are notified in advance and have an equal opportunity to participate.
7. Partisan political activities by employees may be allowed on County property but outside of County facilities in areas designated by the County Board provided advance approval is given, the activities do not disrupt County activities or employees, and do not block ingress or egress from the property or the facilities. Approval will not be granted for rallies, patrolling or other like activities. In general approval may be granted to employees to set up a table in a designated area provided no individuals are approached and no patrolling occurs. Signage, if any, may not be larger than the top of the table must be affixed to the front of the table approved for use and must clearly list the sponsoring organization or individual.
8. No fundraising may occur on County property for any ballot initiative, candidate for office or political activity.
9. No outside person(s) or entities may sponsor or undertake any political activity on County property.
10. Except as specifically provided in this policy, no political petitions of any kind may be circulated on County property.
11. Except as specifically provided in this policy, no political signs may be posted on County property.
12. Signs to advertise educational activities under this policy must be posted on bulletin boards designated for the purpose.

Nothing in this policy shall prohibit any legislator or candidate for public office from attending any County-sponsored public function as a guest of the County or from being on the premises as a private individual to conduct business with the County.

Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace is prohibited.

30. SOLICITATION (NON-POLITICAL)

POLICY: In order to help maintain a work environment that protects employees from undue interference while performing their jobs, employees may not orally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas while either employee is on working time.

Employees: Employees may solicit other employees or distribute written materials before or after the normal workday, during lunch breaks or any other time when they are not working, and the person being solicited is not working. These solicitations and literature distribution efforts are not permitted in working areas. Literature may be placed in the department's break area, provided there is prior approval by their Department Head.

Non-employees: Non-employees may not solicit or distribute written materials on behalf of any organization, fund, activity or cause. Solicitations for charitable organizations are exempt as long as the organization is sponsored by an employee and prior permission has been secured from the Office of Administration. The same restrictions regarding working time and working areas apply to non-employees.

Outside Sales: Outside salespeople may not enter County departments with the express purpose of selling their goods and services unless those goods and services are directly related to County business. Outside salespeople may place literature/goods in County break rooms provided prior approval is granted by the department management or the Office of Administration.

Employees who are approached by outside salespeople selling goods and services not related to County business must inform them of the County policy prohibiting solicitation of County employees and refrain from making purchases from these salespeople during work time and while on County property.

31. PROFESSIONAL BEHAVIOR

POLICY: Price County employees are expected to show professional behavior with or in front of members of the public, coworkers and elected officials while engaging in their work duties, whether at the work site or off-site while attending meetings, conferences, etc.

Employees are expected to:

Display honesty and integrity by never misrepresenting or falsifying information and/or actions and by not engaging in other unethical behavior.

Show respect for the individual's dignity and rights by establishing rapport with the public, coworkers and elected officials, showing respect for other individuals and maintaining confidentiality of information, when appropriate.

Maintain a professional demeanor even when stressed; not verbally hostile, abusive, dismissive or inappropriately angry. Never expressing anger physically, never misusing

professional position for personal gain or to promoting their own agenda and accepting professionally accepted boundaries for interpersonal interaction. Never display arrogance or insolence.

Respond to supervision by accepting and incorporating constructive feedback in a non-resistant and non-defensive manner and accepting responsibility for professional failure or errors.

Demonstrate dependability and appropriate initiative by completing tasks in a timely fashion, not needing to be reminded about work responsibilities, by being appropriately available for work responsibilities and taking on appropriate tasks and projects for their position in the organization.

Interact with other members of the team by communicating with other coworkers in a timely manner, showing sensitivity and respect for coworkers' work and organizational needs and relating and cooperating with coworkers and elected officials.

See also Section 51 (Discrimination, Harassment and Retaliation-Free Workplace) and Section 52 (Respectful Workplace Policy).

32. CODE OF ETHICS

Each County employee retains an on-going obligation for the stewardship of the public's trust. Employees' obligations are both legal and ethical. Each employee's responsibility is to carry out their duties within the spirit of ethical conduct that is also consistent with provisions of the State of Wisconsin and other local, state, and federal laws.

Definition

For purposes of this policy, "family" is defined as any family member by blood or marriage up to and including the level of first cousin, corresponding "step" relationships or any individual with whom an employee has a close personal relationship such as domestic partner, co-habitant, significant other or any other person residing in an employee's household. See also Section 42 (Nepotism).

Conflicts of Interest and Outside Employment

Employees must avoid any personal activity, investment or association which could appear to interfere with good judgment concerning Price County's best interests. Employees may not exploit their position or relationship with the County for personal or familial gain. Employees should avoid even the appearance of such a conflict. For instance, it is considered a violation of this code of ethics for an employee to:

1. Accept or engage in outside employment during contracted time or otherwise follow a pursuit which does or could interfere or conflict with the proper discharge of their duties to this County. See also Section 43 (Outside Employment).
2. Use or dispense of the County's facilities, equipment, supplies, or reputation for their private gain or that of any family member or business associate.

3. Use their position to secure access to positions or business with the County for themselves or member of the family or business associates that have not followed the open selection process or open bidding process.
4. Enter into a lease of real property with the County for any business in which the employee owns or controls, directly or indirectly, at least 10 percent interest, except that the County Board, upon request, may waive this rule where it is in the best interests of the County.

There are other situations in which a conflict of interest may arise. If you have concerns about any situation contact the Office of Administration.

Acceptance of Gifts, Favors, or Honoraria

1. Employees may not accept anything of value for their private gain or advantage or that of their family or any organization with which they are associated for the performance of an act required as part of their official duties.

“Anything of value” is defined as any money or property, favor, gift, service, payment, advance, forbearance, loan, or promise of future employment, including, without restriction by enumeration, tickets, passes, lodging, travel, recreational expenses, and admission offered and provided by persons doing business, or interested in doing business, with the county.

“Anything of Value” DOES NOT INCLUDE compensation and expenses paid by the County, political contributions which are reported under Chapter 11, Wis. Stats; occasional meals and beverages, unsolicited advertising or promotional material such as pens, note pads, calendars, and other items of nominal value; or hospitality of nominal value or extended for a purpose unrelated to County business; or business related seminars, trade shows or other training related activities.

2. No employee who is assigned or acts as a representative of the County in the presentation of papers, instruction, talks, demonstrations, expert testimony or makes an appearance shall obtain fees, honoraria or reimbursement for personal gain. Any fees, honoraria or reimbursement shall be paid to the County provided the County is reimbursing the individual for their expenses either directly or through some other source.
3. Fees and honoraria paid to employees for their own time and not directly part of their official duties, may not be a violation of this rule. Employees should notify the County Administrator or their designee and receive advance approval prior to accepting fees and honoraria if it appears that a potential for a conflict of interest exists.
4. Employees attending events, conferences, trainings, or similar professional gatherings shall be eligible to enter prize drawings or receive door prizes or vendor giveaways. Employees may accept individual prizes or gifts related to these events, provided the value of the prizes does not exceed \$250.

Use of Confidential Information

No employee shall use confidential information gained in the course of or by reason of their public position or official duties for any reason other than carrying out official County duties. All non-public information about the County should be considered confidential information.

Any County employee who believes a violation of the Code of Ethics Policy has or is occurring should report the conduct to the Office of Administration.

33. CORRECTIVE ACTION/DISCIPLINE

POLICY: Corrective and/or disciplinary action against employees may be taken for violations of standards of conduct, violations of policies and procedures, performance issues, or conduct issues.

Price County expects all employees to be aware of, and to follow its handbook, guidelines, procedures, and rules, and meet performance expectations. When the County deems it necessary, corrective action/discipline may be imposed by the employee's immediate supervisor through one of the following measures. An employee issued discipline is expected to demonstrate immediate improvement and sustain satisfactory performance thereafter.

Level of Corrective Action/Discipline: The level of corrective action/discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record. When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee corrective action/discipline may be imposed. None of the lesser corrective measures are required to be used before suspension and/or discharge from employment occurs nor are the listed corrective action/disciplinary measures required to be used in any specific order. Price County may skip any steps in this policy, and terminate employment at any time, consistent with the at-will employment relationship. Corrective Action/Discipline may include, but is not limited to the following:

1. **Verbal Corrective Action** to clarify the standards of acceptable conduct or performance, and consequences if the problem is not corrected.
2. **Written Corrective Action** which states the nature of the misconduct or performance deficit, the change(s) required, and the possible consequences if the problem is not corrected.
3. **Suspension (without pay);** length of suspension to be determined in accordance with the offense.
4. **Termination**

To ensure impartial treatment, the management staff involved in the corrective discipline process shall consult, prior to any action being taken, with the Department Head. The Department Head final authority to make these personnel decisions. However, if the discipline being considered is either suspension and/or termination, the final authority will be with the County Administrator, except where specific statutory procedures govern.

Copies of all corrective action/disciplinary measures shall be retained in the supervisor's file

within the department and all originals shall be forwarded to the Office of Administration to be placed in the employee's personnel file.

Employee Recourse

For verbal and written corrective action, if an employee believes that they have been treated unfairly or that the level of corrective action/discipline is greater than the infraction warrants, they may write a rebuttal and ask that it be placed in their personnel file along with the corrective action.

For actions of suspension or termination of employment, employees should refer to **the Price County Grievance Procedure**. Public Safety employees should refer to their specific union contract language.

34. EMPLOYEE CONDUCT

Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and Price County. The following is a non-exhaustive list of examples of behavior which would normally justify corrective and/or disciplinary action, up to and including termination:

1. Falsification or fraud in securing employment
2. Incompetency
3. Inefficiency
4. Unauthorized absences
5. Repeated absence or tardiness or improper use of leave
6. Neglect of duty including loitering, loafing or sleeping during work hours
7. Insubordination or willful misconduct
8. Dishonesty
9. Use of County Vendor Accounts or Tax ID Numbers for personal purchases.
10. Falsifying department time records and/or official timesheets. Official timesheets are those turned into the Office of Administration and used to make payment of earnings to the employee
11. Conviction of a felony or misdemeanor, the circumstances of which are substantially related to the duties performed
12. Negligence or willful damage to property
13. Discourteous treatment of the public or fellow employees
14. Failure to obtain and maintain a current license or certification as required by law or employer

15. Failure to maintain effective working relationships with other employees or the public
16. Workplace violence
17. Violation of any order, directive, policy, work rule or any provision of this Handbook
18. Failure to fully cooperate in any ongoing investigation
19. Encouraging or inducing any other employee to violate County policy
20. Failure to maintain confidentiality of confidential County information or records
21. Engaging in any unauthorized use of the County's equipment or supplies, particularly for personal purposes
22. Unauthorized firearms on County premises or while on County business, excluding personal vehicles
23. Violation of safety or security regulations

The offenses listed above are not intended to be all-inclusive, and corrective action, suspension and/or termination may occur for any other reason depending upon the seriousness of the offense and the particular circumstances involved. See also Section 47: Separation from Employment and Section 49: Vehicle Use/Insurance Requirements/Driver's License.

35. PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the County presents to residents and visitors. During work hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees are expected to dress in business casual unless otherwise required by the Department. Employees working in the field may generally dress more casually, as directed by the Department Head. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees generally will not be compensated for the time away from work.

Consult your supervisor or the Office of Administration if you have questions as to what constitutes appropriate attire. Failure to adhere to this policy can result in discipline, up to and including termination.

36. WORKPLACE SEARCHES

To safeguard the property of our employees, our customers, and the County, and to help prevent the possession, sale, and use of illegal drugs on the County's premises, in keeping with the spirit and intent of the County's Drug And Alcohol Prohibitions Policy, the County reserves the right to search any employee's office, desk, files, locker, vehicles, or any other area or article on our premises. In this connection, it should be noted that all offices, desks, files, lockers, and so forth, are the property of the County, and are issued for the use of employees only during their employment with the County. The County also reserves the right to question employees and all other persons

entering and leaving County premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from the County's property. Inspections may be conducted at any time at the discretion of the County.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy will not be permitted to enter the premises. Employees working on or entering or leaving the premises who refuse to cooperate in an inspections as well as employees who after the inspection and investigation are found to be in possession of stolen property or illegal drugs, may be subject to disciplinary action up to and including termination. See Section 55: Drug & Alcohol Prohibitions.

37. WORKPLACE INVESTIGATIONS

From time to time, it may be necessary for the County to conduct an internal investigation. Each employee must cooperate fully and be completely honest if asked to participate in such an investigation. Failure to do so will result in discipline up to and including termination.

38. OPEN DOOR POLICY

If you have any questions about the information contained in this Handbook or about any aspect of your job, we will welcome your questions. Your opinions, suggestions and questions are important to us.

Generally, if you are having a problem with a specific individual, we encourage you to communicate with that individual to make a genuine effort to resolve the problem. If that does not resolve the problem, or if you are uncomfortable approaching that individual, go to your supervisor next. In some cases, you or your supervisor may decide to refer the problem to the Office of Administration. We encourage you to talk to us before a small conflict grows into a large one.

For personal and non-work-related problems, employees may seek confidential assistance from the Employee Assistance Program or can feel free to contact the Office of Administration.

39. GRIEVANCE PROCEDURE

POLICY: To provide a timely and orderly review of decisions concerning: a) employee discipline b) employee termination and c) workplace safety.

Purpose and Applicability

Price County has established this Grievance Procedure for an employee to utilize for matters concerning discipline, termination, or workplace safety as defined by this policy. This policy and procedure provides an employee with the individual opportunity to address concerns regarding discipline, termination or workplace safety matters as defined in this policy, to have those matters reviewed by an IHO, and to make a final appeal to the Price County Board.

An employee shall use the Grievance Procedure for resolving disputes regarding employee discipline, employee termination or workplace safety issues covered by this Procedure. Price County expects an employee and management to exercise reasonable efforts to resolve any

questions, problems or misunderstandings prior to utilizing the Grievance Procedure. Any employee subject to a contractual grievance procedure or to statutory dispute resolution procedures are not covered by this Grievance Policy and are subject to the provisions of those procedures.

Price County reserves all rights and this procedure does not create a contract of employment. Employees of Price County are employed at-will and may resign with or without reason. The Employer may terminate the employment relationship at any time with or without reason and without violation of applicable law.

Definitions:

“Employee” for Purposes of Discipline and Termination Grievances: For the purposes of the Procedure for Grievances Concerning Employees Discipline and Employee Termination, “Employee” includes all regular, full-time and part-time, employees of Price County. The term “Employee” excludes elected officials; individuals hired on a limited term, temporary, casual or seasonal basis; independent contractors; and regular employees within their first six (6) months of employment.

“Employee” for Purposes of Workplace Safety Grievances: For the purposes of the Procedure for Grievances Concerning Workplace Safety, “employee” shall include all regular full-time and part-time employees, elected officials; and, individuals hired on a limited term, casual, or season basis. The term “employee” excludes independent contractors.

Employee Discipline: Employment action by the employer against the employee that results in disciplinary suspension, with or without pay, disciplinary termination or disciplinary demotion. “Employee Discipline” does not include: oral reprimands or warnings, written reprimands or warnings, performance improvement plans, performance evaluations or reviews, documentation of employee acts or omissions, administrative leave or suspension, with or without pay, non-disciplinary wage, benefit or salary adjustments, changes in assignments or other non-material employment actions.

Terminations: Action taken by the employer against the employee to sever the employment relationship for disciplinary or quality of performance reasons. “Termination” does not include: layoff, furlough or reduction in workforce; job transfer, non-disciplinary demotion, reduction or position elimination; nonrenewal of contract, completion of temporary or seasonal employment or assignment; action taken by the employee to sever the employment relationship including resignation, job abandonment, retirement, death or separation as a result of disability, loss of required licensure or certification, reorganization, or hiring or selection decisions.

Work Place Safety: Conditions of employment related to the physical health and safety of employees, as long as such conditions are not enforceable under state or federal law, and includes safety of the employees’ physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, and accident risk. “Workplace Safety” does not include basic conditions of employment unrelated to physical health and safety matters including, but not limited to, hours, overtime, sick, family or medical leave, work schedules, breaks, terminations, vacations, performance reviews, and-

compensation. This procedure excludes any appeal of a determination by a state or federal agency or regulatory body relating to workplace safety.

This policy applies when a County employee believes they have been subjected to discipline or subject to unsafe working conditions as defined, provided that there is at least a substantial portion of the alleged wrongful behavior that either occurred on County-controlled leased or owned property or otherwise had a significant connection to the employment of the individual and the activities of the County.

Governing Body: The Price County Board is considered the governing body for the purposes of this policy.

Days: A day shall be defined as a calendar day, excluding holidays as defined by the Price County Policy and Procedures Handbook (see Holiday policy).

General Provisions

Role and Appointment of “Impartial Hearing Officer” (IHO): For purposes of this policy, the role of the IHO will be to define the issues, identify areas of agreement between the parties and identify the issues of dispute, and to hear the parties’ respective arguments.

The IHO will have the authority to administer oaths, issue subpoenas at the request of either party, and decide if a transcript is necessary. The IHO shall apply relaxed standards for the administration of evidence and may allow or request oral or written arguments and replies.

The Chairperson of the Board shall choose the IHO from a list of qualified professionals generated and kept current by the Office of Administration. This list shall have two categories: one for disciplinary and termination grievances and one for workplace safety grievances. The County Administrator shall then provide the name of IHO to the Grievant and Management.

Record of Proceedings: The IHO shall conduct the proceedings and make a record of the hearing. The IHO shall have the authority to determine the appropriate method of producing the record of the hearing (i.e.: transcription, audio recording, personal notes, etc.). Following the issuance of the decision, the record shall be provided to the County Administrator for preservation.

Burden of Proof and Production: The Grievant shall bear the burden of production and burden of proof. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence. Not less than 7 days prior to the hearing, the Grievant and Management shall exchange lists of witnesses and documentary evidence that they intend to introduce at the proceedings.

Costs: Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing, presenting or defending a grievance. The fees of the IHO shall be split equally between the parties.

Time Limits: The employer and grievant may mutually agree to extend time limits, in writing. If the last day on which a grievance is to be filed or decision is to be appealed is a Saturday,

Sunday or holiday as defined by the Price County Policy and Procedures Handbook, the time limit is the next day which is not a Saturday, Sunday or holiday.

The failure of the Grievant to follow the timelines and other requirements in this policy shall terminate the Grievance Procedure for the Grievance. The IHO shall have the authority to determine the Grievant met the required time limits for submission of the Grievance. The decision of the IHO may be appealed by either party to the Governing Body. Timelines may be extended by the County for good cause or by mutual agreement

Scheduling: Grievance meetings and hearings will typically be held during the Grievant's off-duty hours. Time spent in Grievance meetings and hearings will not be considered as compensable work time for the Grievant regardless of the time of day the hearing is scheduled. Witnesses who are called to testify shall be compensated at their regular rate of pay if the hearing is held during their regular work hours.

Individual Claim: Any Grievance filed regarding workplace safety must be related to issues personal to the Grievant filing the Grievance and may not relate to, without limitation by enumeration, safety of property or third parties. A Grievance filed regarding workplace safety must be filed by the Grievant claiming they have been personally affected by the alleged workplace safety violation.

Representation: The Grievant shall have the right to representation during the Grievance Procedure at the Grievant's expense. The representative shall not be a material witness to the dispute.

Procedure for Grievances Concerning Employee Discipline and Employee Termination:

Step 1 Appeal to Office of Administration:

1. The employee must file a written Grievance requesting a hearing before an IHO within seven (7) days of the employee discipline or employee termination. The Grievance must be in writing and must be filed with the County Administrator with a copy to the employee's Department Head. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the Grievance in possession of the Grievant and all reasons why the disciplinary or termination action should be overturned and/or the remedy that should be issued.
2. Upon receipt of the complaint, the County Administrator or its designee shall determine whether this policy applies. The following are non-exhaustive reasons why the policy may not apply:
 - a. The complaint does not involve discipline, termination or safety as defined in this policy, even if the Grievant's allegations or issues are true.
 - b. The alleged conduct did not occur on County owned, leased or controlled property or did not otherwise have a significant connection to the employment of the individual Grievant and activities of the County.

- c. The Grievant is not a County employee as defined in this policy.
- d. The Grievant was not the party harmed by the activity or action set forth in the complaint.
- e. The complaint is not timely.

This list is not exclusive. If the determination is made that the policy does not apply, the Grievant may appeal the decision to the IHO within 5 days of receipt of the decision.

If the County Administrator or its designee determines that this policy applies, they shall conduct an investigation of the complaint in any manner they think is appropriate. If the Grievant has not had an informal conversation with their supervisor to resolve the situation, the County Administrator or its designee may request that this meeting may occur prior to any investigation.

- 3. Not later than 15 days after receipt of the written complaint, County Administrator or its designee shall provide the County Administrator and the Grievant with a written summary of their findings.
- 4. If the County Administrator or its designee finds that there was no violation, they will dismiss the complaint.
- 5. At any point in the investigation, the County Administrator or its designee may attempt to conciliate the informal complaint through contact with all parties involved. Any agreement reached shall be in writing and signed by all parties involved. This agreement shall be final and binding on the parties.

Step 2: Appeal to the IHO:

- 1. If not settled at Step 1, the Grievant may appeal the decision to an IHO designated by the County. The Grievant must provide written notice to the County Administrator within 5 days of the decision in Step 1.
- 2. The County Administrator shall notify the County Board Chair of the Grievance and the need to pick an IHO. The Hearing shall be scheduled within 30 days of receipt of the written Grievance by the County Administrator.
- 3. Written Decision: After receiving the evidence, closing the hearing, and reviewing any requested briefs the IHO shall issue a written determination. The IHO shall file a written determination within 14 days of the date of the close of the hearing, unless the IHO requests written arguments and reply briefs. If written arguments and reply briefs are requested the parties shall mutually agree to timelines for when written arguments and reply briefs are due. The IHO shall then file a written determination within 14 days of the deadline for final briefs.

The determination shall contain the findings of fact, analysis and a recommendation. The IHO must answer the following question: Based on the preponderance of the evidence presented, has the Grievant proven the decision of Price County was arbitrary and capricious.

4. Restrictions: Neither the Grievant nor the County shall arbitrarily delay action of the complaint procedure.
5. It is not intended that the outcome of a complaint be determined by a non-substantial procedural violation.
6. All procedures and hearings shall be in closed session unless the matter is related to discipline and the Grievant specifically requests that any hearing before the Board be held in open session.
7. All participants in all proceedings under this policy will observe confidentiality to the extent reasonably possible. However, in the event of a breach of confidentiality, the County Administrator will take appropriate action.
8. The County may also use any information obtained in the proceedings to defend itself against any claims, complaints or allegations brought against it or as may be required by law.
9. The County shall not be restricted in its right to designate the person to handle complaint proceedings at any step in lieu of the individual designated in this policy.
10. No Retaliation: No person shall be subjected to any form of retaliation for having used or assisted others in the use of the complaint process.
11. Powers of the IHO: The IHO shall have the power to sustain or deny the Grievance. If the Grievance is sustained, the IHO shall have no power to issue any remedy but may recommend a remedy. The Administration Committee shall review the recommendation of the IHO and determine the appropriate remedial action. If the Grievant disagrees with the Administration Committee's determination of remedial action, the Grievant may appeal the decision to the Board. The Grievant shall follow the process for Appeal for Review by Governing Body outlined in this policy.

Step 4: Appeal for Review by Governing Body - Final Decision:

1. The non-prevailing party may file a written request for review of the IHO's determination by the Board. The written request for appeal shall contain a copy of the Grievance, the IHO's determination and a statement explaining the reasons why the IHO's determination should be overturned. The written request for appeal shall not include information that was not presented at the Hearing. This written request must be filed with the Chairperson of the Board with a copy to the prevailing party and the County Administrator within 7 days of receipt by the non-prevailing party of the IHO's written determination.

2. Scheduling of Review by Governing Body: The review of the appeal by the Board must take place within 60 days of the receipt of the Appeal by the Chairperson of the Board. The Chairperson of the Board shall make the decision whether or not a special meeting of the Board will be held or if the review of the appeal shall take place at the next regularly scheduled Board meeting.

Review: The Price County Board shall review the IHO's Determination, the Appellant's Statement for why the determination should be overturned and the prevailing party's written response to the appeal. The Board shall give due deference to the determination and recommendation of the IHO. In the event the Board does not sustain the IHO's determination, then the Board, if necessary, shall refer the issue of the Grievance back to the Administration Committee for appropriate remedial action. If the Grievant disagrees with the Administration Committee's determination of remedial action, the Grievant may appeal the decision to the Board. The Grievant shall follow the process for Appeal for Review by Governing Body outlined in this policy.

3. Decision: A decision by the Board will be made at the same meeting as the appeal is reviewed unless the Board extends this timeframe. All decisions of the Board involving the appeal shall be by simple majority vote and in writing and filed with the County Clerk within 7 days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant and County Administrator. The Board's decision is final and is not subject to appeal.

Procedure for Grievances Concerning Workplace Safety:

Step 1: Verbal Grievance and Dispute Resolution:

1. Within 48 hours of actual or reasonable knowledge of the workplace safety issue and prior to filing a written Grievance, the Grievant must discuss the issue with their Department Head. The employee and Department Head must informally attempt to resolve the workplace safety issue. The Department Head shall notify the Office of Administration in writing of this meeting and the results generated.

Step 2: Written Grievance Submission:

1. The employee must file a written Grievance within 7 days of being notified in writing of the Department Head's decision. The Grievance must be in writing and must be filed with the Office of Administration with a copy to the employee's Department Head. The Grievance shall contain a clear and concise statement of the pertinent facts, the dates the incidents occurred, the identities of the persons involved, documentation related to the Grievance in possession of the Grievant, the steps taken to informally resolve issue and the results of those steps and shall also identify the work place rules allegedly violated, if applicable. The Grievant shall also indicate why the decisions of the Department Head should be overturned, if applicable, and the remedy that should be issued.
2. Workplace Safety Committee Review: The County Administrator shall forward the Grievance to the Administration Committee. The Administration Committee shall

review the grievance, the informal decision by the Department Head and conduct an additional investigation, if necessary, and issue a final report on its findings and conclusions within 14 days of the receipt of the written grievance. Copies of the Administration Committee's final report shall be given to the Grievant, the Grievant's Department Head and the Office of Administration. The decision of the Administration Committee shall be final unless the Grievant files for review before an IHO.

Step 3: Request for review before an IHO:

1. The Grievant may appeal the findings and conclusions of the Administration Committee and request a hearing before an IHO. The Request for Review shall contain a copy of the Administration Committee's decision, an explanation as to why the decision should be overturned and what remedy the Grievant believes should be issued.
2. Time Limit: The Grievant must file the Request for Review within 7 days after the receipt of the Administration Committee's final report or the grievance can no longer be addressed in the grievance procedure.
3. Impartial Hearing: The Hearing shall be scheduled within 30 days of receipt by the Office of Administration of the Request for Review. The IHO shall file a written determination within 14 days of the date of the close of the hearing.
4. Written Decision: After receiving the evidence and closing the hearing the IHO shall issue a written determination. The determination shall contain the findings of fact, analysis and, if the decision of the Administration Committee is overturned, a recommendation for alternative remedial action.

Step 4: Appeal for Review by Governing Body:

1. Either the Grievant or the Administration Committee may file a written request for review by the Board of the IHO's determination. The written request for appeal shall contain a copy of the Grievance, the IHO's determination and a statement explaining the reasons why the IHO's determination should be overturned. The written request for appeal shall not include information that was not presented at the Hearing. This written request must be filed with the Chairperson of the Board with a copy to the non-appealing party and the Office of Administration within 7 days of receipt by the Appeal for Review of the IHO's written determination.
2. Scheduling of Review by Governing Body: The review of the appeal by the Board must take place within 60 days of the receipt of the Appeal by the Chairperson of the Board. The Chairperson of the Board shall make the decision whether or not a special meeting of the Board will be held or if the review of the appeal shall take place at the next regularly scheduled Board meeting.
3. Review: The Price County Board shall review the IHO's Determination, the Appellant's Statement for why the determination should be overturned and the non-appealing party's written response to the Request for Review. The role of the Board is to review the

determination of the IHO and any recommended remedial action and answer the following questions:

- a. Was the determination in error?
- b. Was the recommended remedial action the most appropriate solution?
- c. Is the recommended remedial action cost prohibitive?

The Board may refer the recommended remedial action to the Executive Committee for review of cost and funding options. After finishing the review, the Board will uphold, modify or reverse the decision of the IHO.

4. **Decision:** A decision by the Board will be made at the same meeting as the appeal is reviewed unless the Board extends this timeframe. All decisions of the Board involving the appeal shall be by simple majority vote and in writing and filed with the County Clerk within 7 days of the date of the final decision. A copy of the final decision shall be delivered to the Grievant, Office of Administration and Administration Committee. The Board's decision is final and is not subject to appeal.

Limitations of the Scope of the Grievance Procedure

The scope of a Grievance that is subject to the jurisdiction of a governmental body or specific procedure by other Wisconsin Statutes shall be governed by those statutes and not the Grievance Procedure.

The scope of a Grievance that is subject to a grievance procedure in a collective bargaining agreement may not be brought forth under this policy.

The scope of a Grievance that is subject to other Policy or Ordinance for formal or informal investigation or dispute resolution procedures may not be brought forth under this policy.

40. TEMPORARY ASSIGNMENTS

POLICY: To permit temporary job transfers based on operational needs and based on the employee's relative ability, experience and other qualifications as determined by Price County.

Temporary Assignments: Temporary assignments will normally not exceed six (6) months and employees will normally receive their regular rate of pay for the time spent in temporary assignment.

41. LAYOFF & RECALL

POLICY: Price County retains the right to lay off employees, in whole or in part, and to retain those employees who are most qualified to perform the available work, regardless of their previous length of employment.

Procedure: The needs of the Price County shall be the prime consideration used in the County's determination of which employees shall be laid off and whether permanent separation is appropriate. Price County may recall laid off employees to their former position(s), taking into consideration employees' past performance and any other relevant factor.

42. NEPOTISM AND UNACCEPTABLE EMPLOYMENT RELATIONSHIPS

POLICY: It is the policy of Price County to hire the best-qualified individuals available for all positions. However, it is necessary that judgment be used in the hiring and/or placing employees who are closely related. Related parties are often viewed as granting preferences or special benefits to each other and it may be awkward to exercise administrative direction or discipline in closely related employee situations. Whenever possible, these situations should be avoided.

Consensual Relationships Between Employees and Employment Relationships Between Family Members:

Consensual relationships of a romantic or sexual nature between a supervising employee and a subordinate employee have the potential for being exploitive in nature because of the power differential between the two individuals, may adversely affect the working environment, and may present a real or perceived conflict of interest for the individuals involved.

Additionally, employment relationship between family members presents a real or perceived conflict of interest for the individuals involved. For purposes of this policy, "family members" includes immediate family members and other close family relationships from which a potential conflict of interest may exist.

Employees in romantic, sexual, or family relationships cannot work for or supervise that employee or serve in any situation where one employee would be responsible for auditing, controlling or providing oversight of the work of the other employee. Employees shall not participate either formally or informally in any employment decision or actions relating to any individual with whom a romantic, sexual, or familial relationship exists.

It is the responsibility of the individuals involved in such relationships to disclose the nature of the relationship to the County Administrator. A determination about what measures are appropriate will be made on a case-by-case basis. In order to eliminate a conflict of interest, the County may need to terminate someone's employment. The County Administrator or their designee will:

1. Determine whether a conflict of interest exists.
2. For romantic or sexual relationships, determine whether the relationship is consensual.
3. Review all employment decisions made by the supervising employee relating to the subordinate employee before such decisions become final.
4. Explore and implement options for alternative work placement arrangements (if any).

5. Follow up to ensure that appropriate options and/or transfer of responsibility occur.

All questions and issues relating to an employment-of-relatives situation or concern should be addressed to the County Administrator or their designee.

It is the responsibility of the employees involved to conform to the alternative arrangements, to report any issues that arise to the County Administrator or their designee and to follow County policies.

43. OUTSIDE EMPLOYMENT

POLICY: Price County may allow its employees to hold outside employment.

Employees must obtain approval from their Department Head prior to assuming any outside employment.

Any outside employment shall not:

1. Interfere with the employee's availability for or performance of work.
2. Affect the health, safety, or welfare of the employee or the public.
3. Be in violation of any state, county or municipal statutes, ordinances or regulations.
4. Create conflict of interest situations contrary to the best interest of the employee and employer.
5. Use County buildings, supplies and/or equipment for outside employment activities.

If the County determines that an employee's outside work interferes with performance or the ability to meet job requirements, as they may be modified from time to time, the employee may be required to terminate the outside employment if they wish to remain employed with the County.

44. PARKING

POLICY: Price County provides several parking areas available for use by County employees. County employees will use designated County parking lots when reporting to work.

Procedure:

1. Employees are prohibited from parking their vehicles during regular business hours in the lot located behind the Courthouse as this lot is reserved for disabled parking, Sheriff's Department vehicles and the general public, with the exception of the parking spots located next to the sidewalk along Avon Avenue. Employees are required to use the north parking lot across the street from the Courthouse Building or the parking spots located next to the sidewalk facing Avon Avenue.

2. Employees are prohibited from parking their vehicles in the visitor parking spaces along the sidewalk on Eyder Avenue as these spaces are reserved for disabled parking and the general public. They are required to use the parking areas beside and behind the Normal Building.
3. Employees should ask their immediate supervisor or Department Head if unsure where to park.
4. Any Unit Supervisor or Department Head that observes an employee vehicle parked in a location which violates this policy is responsible to notify the employee's immediate supervisor. The immediate supervisor then has the responsibility to inform the employee of the policy violation, remind the employee of the parking policy and take any necessary corrective or disciplinary action as appropriate.

45. PERFORMANCE REVIEWS

POLICY: To provide for periodic review of work performance.

It is the expectation of Price County that all employees perform in a manner that successfully and completely satisfies the job objectives and performance standards established for their position. The County may conduct annual performance reviews as it deems appropriate.

Monitoring of Employee Performance: The development of an employee's performance is the responsibility of Management and the employee, although the employee is solely responsible for their behavior and performance. Performance development is designed to communicate major job objectives and performance expectations, evaluate and record the results of the employee's performance, and to recommend continued employment, other personnel actions or termination. The County may conduct annual performance reviews as it deems appropriate. The County may also, in its sole discretion and as it deems appropriate, place employees on Performance Improvement Plans and implement more regular performance reviews.

New Hires and Internal Promotions: All newly hired employees and current employees who have been promoted into a higher-level position, whether a regular or project position, shall have performance evaluations compiled by their immediate supervisor at three, six, nine, and prior to twelve months.

Internal Lateral Moves: Supervisors shall complete at least one formal performance evaluation of the employee within 60 days of the employee's transfer. An employee that is not performing at least at a satisfactory level shall not be retained in the transferred position.

46. PERSONNEL FILES

POLICY: Reasonable access to personnel records will be authorized in accordance with public records laws and regulations. Any/all personal medical information will be secured in an area separate from the personnel record, with strictly controlled and limited access, in order to protect confidentiality.

Procedure: With the permission of the Office of Administration and consistent with state and/or federal statutes employees, and other authorized viewers of records, shall have the authority to review and receive a copy, but not remove or alter, personnel records. If an employee disagrees with any information in their personnel file, the employee may submit a written statement explaining their position which shall be included in the file.

Any employees or employee authorized viewer wishing to view the employee's personnel file must contact the Office of Administration to arrange an appointment to view said files.

Access to Personnel Files and Data Changes: To ensure that your personnel file is up-to-date at all times, promptly notify your supervisor or the Office of Administration of any changes in your name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, the individuals to notify in case of an emergency, or any other similar information.

Altering, removing or destroying any personnel records pertaining to any employee, former employee or applicant is prohibited unless otherwise directed by the County's record retention or other policies or practices.

47. SEPARATION FROM EMPLOYMENT

POLICY: This procedure will be followed by all County Departments for any employee leaving County employment, except for temporary leave, such as sickness, vacation or granted administrative personal leave.

Notice: In order for a hourly (non-exempt) employee to receive any accrued benefit payouts, as consistent with the County leave policies, the written resignation must be received at least 30 days in advance of the last day worked and the employee must be in good standing. Accrued benefit payout is forfeited under any other circumstances for non-exempt employees. Salaried (exempt) employees must provide 60 day written notice of resignation consistent with the County leave policies to receive any payout of accrued benefits. It is expected that employees will give as much notice as possible in order to facilitate the orientation and implementation of new staff members. The County reserves the right to determine the employee's last day of employment. See Section 9 for more information on leave payout policies.

Contact Information: All employees separating from County employment shall provide the Office of Administration with current mailing address, phone number, etc.

Return of County Property: Employees shall return all County property to their immediate supervisor on their last day of work. The Department Head/Unit Supervisor will complete and sign the Return of County Property form with the employee.

Fringe Benefit Payout: Upon the death of an employee, the County shall pay to the employee's spouse, or to the estate, if there is no surviving spouse any earnings due to the employee at the time of their death.

Final Payment: Employee will receive their final paycheck through direct deposit unless employee requests a paper check.

48. TOBACCO AND SMOKING PRODUCT FREE BUILDINGS AND ENCLOSED WORKSPACES

Price County employees may not use tobacco or smoking products (including e-cigarettes) at any time in the buildings, or vehicles owned, rented or leased by Price County. In addition, employees may not use tobacco or smoking products in private vehicles, while being operated for County business if accompanied by other employees. Failure to comply with this policy may lead to disciplinary action, up to and including termination.

Employees have a responsibility to help the County enforce the tobacco and smoking product free policy.

If the employee does not feel comfortable approaching the individual or the individual refuses to comply with the request to remove the item, the employee must immediately inform the Department Head of the violation of County policy.

49. VEHICLE USE/INSURANCE REQUIREMENTS/DRIVER'S LICENSE

POLICY: The use of County-owned vehicles is limited to what is necessary for the efficient operations of County work duties. Personal use of County-owned vehicles is prohibited with the exception of commuting to and from work for those who are permitted to take a vehicle home due to department demonstrated work efficiencies.

County Vehicle Use

No one other than employees or authorized individuals engaged in County business are allowed to operate a County vehicle and only County employees and those associated with County work are to be transported in a County vehicle except in emergency situations.

Use of tobacco and smoking products and/or the transportation of alcoholic beverages (unless required for County business) are prohibited in County owned, leased, or rented vehicles.

Employees who are approved to use a County vehicle for commuting purposes are required to record the number of miles driven for commuting purposes and to report said mileage on their employee expense report.

Seat Belt Use

All County employees and volunteers are required to comply with state seat belt and child safety restraint laws, regardless of whether they are the driver or passenger of the vehicle, while traveling for County business.

Driver's License/Loss of License

Employees or individuals who have been authorized by a County Department Head who drive either a County vehicle or their own personal vehicle in the performance of their regular duties or authorized County business are required to have a current valid vehicle operator's license appropriate for the vehicle driven (i.e.: regular class D, CDL, etc.).

For those employees required to have a Commercial Drivers Licenses (CDL), a drug and alcohol

test is required prior to employment and each applicant will provide any drug and alcohol testing information as required by the Department of Transportation mandated regulations. Anyone with a Commercial Driver's License is subject to random drug and alcohol testing. Employees who are required to have a Commercial Driver's License and test positive for drugs will be terminated. See Section 55: Drug and Alcohol Prohibitions.

If an employee who is required to have a regular Class D driver's license and/or CDL for their position loses said license or necessary endorsements for an OWI related offense, including any administrative suspension, the employee will be terminated. For offenses that are not OWI related and result in a loss of their license for less than 90 days, due to events while on personal time and/or in their personal vehicle the employee will be placed on unpaid administrative leave until they have regained their license. Any employee who loses said license a second time will be terminated immediately. Employees are required to immediately report to their immediate supervisor the loss or potential loss of license as soon as they are aware of the loss or potential loss. See Section 47: Separation from Employment and Section 34: Employee Conduct.

Evidence of Insurance Coverage

When employees operate their personal vehicles on County business, they must furnish and maintain Certificates of Insurance Coverage to be kept on file in their departments. Employees should provide proof of their insurance coverage to their Department head at least once per year. The coverage limits are as follows:

\$100,000 per person \$300,000 per accident Bodily Injury
\$100,000 per accident Property Damage, or \$300,000 combined single limit
\$100,000 per accident Uninsured Motorist, or \$300,000 combined

In the event of an accident the employee is responsible for the deductible for their personal vehicle.

Failure to comply with any part of this policy may result in disciplinary action up to and including termination.

50. WORKPLACE SAFETY PROTECTIONS

POLICY: The safety and security of our employees is of vital importance. Therefore, acts or threats of physical violence, including intimidation, harassment and/or coercion which involve or affect the County, or which occur on County property are considered misconduct and will not be tolerated.

Price County also has a responsibility to ensure their employees are working in a safe environment free from hazards that could cause harm to the employee. The County has a legal responsibility to cover all employees under their worker's compensation insurance.

Definition of Workplace Safety Hazard: Any unsafe practice or condition affecting persons, property or equipment.

Duty to Report Workplace Safety Hazards: Employees have a responsibility to report any known workplace safety hazard immediately to the employee's immediate supervisor. Should a

hazardous situation exist, safety concerns always take precedence over continuing operations. Any employee who identifies new ways to increase workplace safety should make these recommendations known to their Department Head or the Office of Administration.

The prohibition against threats and acts of violence as described above applies to all persons involved in the operation of the County, including (but not limited to) our own personnel, contract and temporary workers and non-employees on County property. Any act or threat will be grounds for disciplinary action, up to and including termination of employment even on the first offense.

Any employee who has been a recipient of a threat of violence or a victim of an act of violence is strongly encouraged to make a report to their immediate supervisor. The immediate supervisor is to notify their Department Head and the Office of Administration as soon as possible and no later than 24 hours of receiving the notice from the employee, absent extenuating circumstances. Alternatively, if the employer's immediate supervisor is the threatening or actual actor, the employee should report the act directly to their Department Head or the Office of Administration. Such reports will be kept confidential to the maximum extent possible and may be used in the County's investigation. Because the threat may come from a source external to the County, we will assess the need for special safeguards and cooperate with local authorities. Employees who think they are in immediate danger should call 911.

External Threats and/or Actions Concerning Employee Safety: It is possible that any County employee may receive a threatening phone call, receive a threatening letter, hear a verbal threat in person, receive a suspicious package in the mail, or discover a suspicious object/package on the premises. It is Price County's policy that no employee shall be required to compromise the personal safety of themselves or the general public in any dangerous situation. All threats are to be taken seriously and must be reported immediately.

Operational Safety Incidents/Injuries: Employees have a responsibility to follow all safety requirements and to notify their immediate supervisor if they become aware of any operational situation that could be a safety hazard.

Reporting of Work-Related Injury or Illness: In the event of a safety-related incident and/or injury while on the job, employees must make notification to their immediate supervisor as soon as reasonably possible and no later than 24 hours after the incident, unless impracticable, and complete the Safety Incident Report Form. Employees can obtain the Safety Incident Report Form from their immediate supervisor or the Office of Administration.

Once the form is received by the Office of Administration, the Office of Administration staff shall file a report of injury with the Worker's Compensation carrier. The Office of Administration shall review the report to determine whether or not there is a continued risk of injury to other employees. If such a risk is determined the Office of Administration shall forward the issue to the Workplace Safety Committee for investigation and possible further action.

Failure to make proper notifications may result in disciplinary action up to and including termination.

No Retaliation: Price County does not retaliate against employees who raise good faith concerns regarding workplace safety. If an employee believes they have been retaliated against for raising such concerns, please report your concern to your supervisor or the Office of Administration.

51. DISCRIMINATION, HARASSMENT & RETALIATION-FREE WORKPLACE

POLICY: It is the policy of Price County to maintain a safe workplace environment that is free from discrimination, harassment and retaliation, afford employees opportunities to report their concerns, and to remedy any violations of this Policy.

Every employee has a personal responsibility to help maintain a safe workplace environment. Under federal and state fair employment laws, members of protected classes are shielded from unlawful discrimination in employment. Workplace harassment and discrimination whether engaged in by employees, supervisors or members of the public, will not be tolerated and will subject offenders to disciplinary action or discharge from employment. Retaliatory acts taken against employees for reporting workplace safety issues, harassment or discrimination will also not be tolerated and will subject the offender to disciplinary action or discharge from employment.

Conduct Prohibited

The County prohibits discrimination and harassment based on any protected class including, but not limited to, age, race, color, creed, disability, religion, sex, national origin, ancestry, arrest record, conviction record, marital status, sexual orientation, genetic testing, membership in the national guard, state defense force or any other reserve component of the military forces, or any other class protected by local, state, or federal law.

With respect to sexual harassment, the County prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment (i.e., performance appraisals, compensation, advancement, or any other term or condition of employment or career development); or
3. Such conduct has the purpose or effect of creating an intimidating, or hostile, or offensive working environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Unwanted or offensive comments, slurs, jokes, letters, poems, or e-mail or voice-mail messages regarding race, color, religion, sex, national origin, age, disability, or any other legally protected status.
- Foul or obscene language.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct,

gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.

- Questions about one's sex life or experiences.
- Repeated unwelcome sexual flirtations or repeated unwelcome requests for dates.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons.
- Inappropriate touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, brushing against another's body, grabbing, groping, kissing, or fondling.
- Leering, staring, stalking.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault.

Responsibility to Report: It is the responsibility of each and every employee to immediately report to Management any and all discriminatory, harassing or retaliatory conduct which may relate to the work environment whether it occurs on or off the job. Such conduct includes conduct by employees toward other employees, by employees toward members of the public and by members of the public toward employees which relates to their work.

Management's Responsibilities: Each manager and supervisor is responsible for ensuring that this policy is enforced. This responsibility includes making each employee aware of the County policies on discrimination and harassment and maintaining a work area free from conduct that causes, or reasonably could be considered to cause, an intimidating or offensive work environment.

Complaint Procedure:

1. An employee who has a harassment, discrimination or retaliation complaint, or how believes they have observed such prohibited conduct, should immediately report it to their immediate supervisor, manager or the Office of Administration. The report may be made verbally or in writing. The allegations should provide sufficient information so that a thorough investigation of the complaint can be made. If the immediate supervisor is the object of the complaint or if the employee is not comfortable raising their concern to the supervisor, then the employee may report directly to the Office of Administration.
2. The County takes all claims of harassment, discrimination, and retaliation very seriously. All complaints and information disclosed in the course of the investigation will be treated as confidentially as possible.
3. All complaints will be subject to investigation by Management and the Office of Administration as soon as reasonably possible.
4. The County strictly prohibits any form of retaliation against any employee for filing a bona fide, good faith complaint concerning prohibited harassment or discrimination or for assisting in a complaint investigation. Any employee who believes that they have been

subjected to retaliation in violation of this policy should immediately report the retaliation pursuant to this complaint procedure.

5. Any employee who is found, after appropriate investigation, to have violated this policy will be subject to appropriate action, up to and including termination.

If further information, interpretation or advice is needed regarding prohibited harassment or discrimination or the complaint process, an employee should contact the Office of Administration.

52. RESPECTFUL WORKPLACE POLICY

Respectful Communication with Co-Workers:

Employees are encouraged to communicate with co-workers in a respectful and professional manner. Differences of opinion should be discussed constructively, and disagreements should be addressed in a way that promotes understanding and resolution.

Collaborative Team Environment:

Price County encourages a collaborative team environment where employees work together to achieve common goals. Disparaging remarks, negative attitudes, or any behavior that undermines the effectiveness of the team is inconsistent with our goals.

Reporting Procedures:

Employees who believe they have experienced or witnessed behavior that violates this policy are encouraged to report the incident to their supervisor, manager, or the Human Resources Department. Price County is committed to thoroughly and promptly investigating all reports of inappropriate behavior.

Confidentiality:

Price County is committed to protecting the privacy of individuals involved in any complaint or investigation, including those related to co-worker interactions. Information related to complaints will be kept confidential to the extent permitted by law.

Consequences for Violation:

Violation of this policy may result in disciplinary action, up to and including termination of employment. Price County will take appropriate corrective measures to address any violation promptly.

Retaliation:

Price County strictly prohibits retaliation against any individual who, in good faith, reports a violation of this policy or participates in an investigation. Retaliation is a violation of this policy and may result in disciplinary action.

53. DISABILITY ACCOMMODATION POLICY,

Commitment to Equal Employment Opportunities

The County is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Price County will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Requesting a Reasonable Accommodation

Employees who believe they need an accommodation because of a disability, are responsible for requesting a reasonable accommodation from the Office of Administration. With their request, provide relevant information to the County, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving a request, Price County will engage in an interactive dialogue with the employee to determine the precise limitations of their disability and explore potential reasonable accommodations that could overcome those limitations. Price County encourages employees, with the help of their healthcare provider, to suggest specific reasonable accommodations that may allow the employee to perform their job. However, Price County is not required to make the specific accommodation requested and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the County.

Medical Information

Price County may for supporting documents showing an individual is qualified disability within the meaning of the law, and that the disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the County may require the employee to see a health care professional of Price County's choosing, and at the County's expense. In those cases, if the employee fails to provide the requested information or see the designated health care professional, the request for a reasonable accommodation may be denied.

Price County will keep confidential any medical information that it obtains in connection with requests for a reasonable accommodation.

Determinations

Price County makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. Price

County expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith. See Section 51: Discrimination, Harassment & Retaliation-Free Workplace.

If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the Office of Administration.

54. ARTIFICIAL INTELLIGENCE POLICY (AI)

POLICY: AI may be used by County workforce. The use of AI does not alleviate the requirement for records retention.

DEFINITIONS:

AI – Artificial Intelligence. Any free or paid for website, software or tool that uses expert systems, heuristics, or other technology to create content, answer questions and solve problems via machine "learning".

Product – is the OUTPUT of any AI. This may be any of the following: initial draft of a letter, policy, guide, plan and/or provide summary information. Analytical data, graphics, and any other output of an AI.

PROCEDURE:

Any product using AI must be reviewed and if necessary corrected by a County employee.

All AI products must be retained and preserved as normal County records.

No confidential, Personal Protected Information (PPI), HIPAA, controlled or similarly regulated information may be shared with an AI. If information must be shared it must be de-identified or otherwise rendered non-confidential.

Intelligent tools that record/interact via voice, shall not be used in areas where confidential information is regularly verbally shared.

Use of AI in any significant decision-making capacity requires written approval from the County Administrator. A written summary of the AI rules must be included for any approval.

AI may be used to improve the efficiency and effectiveness of county government operations. However, any records generated or received by AI must be managed in compliance with the Public Records Law.

If you are unsure about compliance when using AI contact your supervisor.

55. DRUG & ALCOHOL PROHIBITIONS

POLICY: No employee shall report to work or be under the influence of alcohol, illegal drugs or prescription drugs that could impair the employee's ability to do their job. This policy includes any paid or unpaid lunch periods as well as training sessions and the working hours of conferences. The sale, possession, transfer or purchase of illegal drugs while in the course and scope of employment is also prohibited.

Price County will conduct testing for employees in testing-designated positions (such as CDL) as required by applicable law and consistent with established procedures.

Price County is committed to being a drug-free, healthful, and safe workplace. Therefore, in an effort to maintain the high standards of health and safety to which Price County is committed, we must define Price County policy in this sensitive area and identify rules of acceptable conduct. In compliance with state and federal regulations, we have established the following policy and work rules, in order to protect the health and safety of our employees and the public. See Section 49 (Vehicle Use/Insurance Requirements/Driver's License).

In order to achieve the goals of this policy, and to maintain a safe, healthy and productive work environment, Price County reserves the right at all times to test employees, as well as inspect their surroundings and possessions, for substances or materials in violation of this policy. This right extends to workplace search or inspection of clothing, desks, lockers, bags, briefcases, containers, packages, boxes, tools and toolboxes, lunch boxes and employer-owned or leased vehicles and any vehicles on Price County property where prohibited items may be concealed. See Section 36 (Workplace Searches) and Section 37 (Workplace Investigations).

Employees who are convicted of drug-related offenses that are related to one's position or for such an offense that occurred on County property, must report the conviction to the Office of Administration no later than the next business day following the conviction.

General Prohibitions:

A. Controlled Substances

The use, sale or possession of narcotics, drugs, or other controlled substances, including, but not limited to, marijuana, cocaine, opiates, opioids, phencyclidine, and amphetamines, by Price County employees while on Price County premises or Price County time is prohibited except when such use is by, and in accordance with, a lawful prescription. (Price County premises include all land, property, buildings, structures, installations, parking lots, means of transportation owned by or leased to Price County or otherwise being utilized for Price County business and private vehicles parked on Price County premises.) Employees are also prohibited from reporting to or being at work while having any drug in their systems in excess of the established threshold level, except when in accordance with a lawful prescription.

B. Marijuana

Though some states have enacted laws for medicinal and/or recreational use of marijuana, marijuana remains a Controlled Substance (i.e., an illegal drug) under the federal law.

Therefore, employees are prohibited from being under the influence of, possessing, using, selling, or distributing marijuana, on Price County premises and during working time. Also, applicants may not report for pre-employment testing and employees may not report to work with any detectable amount of marijuana (that would trigger a positive drug test) in their system.

C. Alcohol

Employees are prohibited from working under the influence of alcohol and from using alcohol, or any product containing alcohol on the job. To avoid arriving at work under the influence of alcohol, employees should refrain from using alcohol within four hours of their scheduled work time.

D. Prescribed Medicine

You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others. Misuse of prescriptions narcotics is becoming more prevalent in society, and employees should be aware that use of such drugs without a prescription, overuse that is not in accordance with a prescription, use of drugs prescribed to a person other than the employee, or use at a time when the prescription is no longer applicable, is also prohibited.

It is your duty to discuss such issues with your health care provider, read the instructions and warning on the medication and advise the Office of Administration if you are taking an authorized medication that may affect behavior, performance, or fitness to work.

Individuals Subject to Testing

Drug and/or alcohol tests may be performed in the following situations to the extent allowed by applicable state and federal law. Employees may be tested for alcohol or drugs, including, but not limited to the following: marijuana, cocaine, opiates, opioids, phencyclidine, and amphetamines. Price County reserves the right to test for other substances without further notice, unless otherwise prohibited.

A. Prospective Employees

Each prospective employee, having been conditionally offered a job with Price County, may be required to undergo and pass a pre-employment drug test. An alcohol test may also be required to the extent allowed by law. Any individual who refuses to take the test, or interferes or tampers with the test, fails to appear for their scheduled test, or tests positive will be disqualified from employment consideration.

B. Current Employees—For Cause

Employees cannot work while under the influence or while having alcohol or other prohibited drugs in their systems. An employee must submit to a drug and/or alcohol test whenever Price County has reason to believe the employee has or may have used drugs or alcohol in violation of Price County's policy. Reasonable cause may be based on, but not limited to, a change in an employee's temperament, speech, physical condition, appearance, body odor, lowered job

efficiency, mistakes, poor judgment, dilated or constricted pupils, bloodshot eyes, puncture marks, confusion, balance problems, and possession of drug paraphernalia.

Whenever an employee is notified that there is reasonable cause to be tested, the employee will be expected to submit to a reasonable suspicion test immediately.

C. Current Employees—Post Injury or Accident Testing

Unless prohibited by federal, state or local law, when the employee is involved in a work-related accident, or near miss that could have led to a work-related accident, the employee may be required to submit to a drug and alcohol test immediately following the incident. For purposes of this section, a work-related accident is an accident that occurs while the employee is on Price County premises, or off-site while engaged in activities for or on behalf of Price County, or while the employee is operating any vehicle, including the employee's own vehicle, for or on behalf of Price County, and the accident results in one or more of the following: (1) fatality, lost time or restricted duty; (2) bodily injury to any individual who, as a result of the accident, requires medical treatment away from the scene of the accident, (3) property damage to Price County property or to the property of a third party; or (4) in the case of a vehicle accident, one or more vehicles involved in the accident incurs disabling damage as a result of the accident, requiring the vehicle(s) to be transported away from the scene by another vehicle. Such testing will include individuals who are involved in the above work-related accident, regardless of whether the individual is injured or reports an injury.

Employees are prohibited from consuming alcohol within an eight-hour period immediately following a work-related accident or until the employee has submitted to post injury or accident testing or a "for-cause" suspicion test, whichever comes first.

Specimen Collection and Testing Procedures – Current Employees

A Price County agent will escort employees who are required to submit to a reasonable suspicion or post-accident test to an appropriate specimen collection site. Drug and alcohol testing will consist of appropriate tests conducted by a laboratory that has experience in performing such tests and which uses procedures that are designed to produce results that are accurate, valid and can be substantiated. The laboratory will obtain the employee's individual consent prior to testing. Employees have the right to refuse to be tested; however, employees who refuse to test will be subject to discipline, up to and including termination. The laboratory will test samples anonymously and will test only for the presence of alcohol or controlled substances. The laboratory will observe policies to protect sample integrity, chain of custody, and employee confidentiality.

Only qualified laboratory personnel will administer confirmatory drug and alcohol tests. Price County will pay for all costs of drug and alcohol testing. Except for any repeat tests requested by the employee, which will be paid for by the employee. A Medical Review Officer (MRO), who will be a licensed physician with knowledge of substance abuse and related disorders, will interpret positive test results from a laboratory. To the extent required by law, test results and conclusions will remain confidential and will be disseminated on a need-to-know basis only, consistent with law.

You should be aware that some over-the-counter medications or prescribed drugs may result in a positive test result. Employees may confidentially report any use of prescription or

nonprescription medications before, during and after testing. This can be reported to the collection site or the MRO.

In the circumstances of for-cause testing and certain post-accident testing, Price County will attempt to contact a member of the employee's family or other person designated by the employee in order to arrange for transporting the employee to their home after the test is completed. If no such person can be reached, Price County will arrange to transport the employee home, pending the test results. If an employee rejects Price County's efforts in this regard and insists on driving their personal vehicle, Price County reserves right to take whatever means are appropriate to prevent this, including contacting law enforcement officials and imposing disciplinary action, up to and including termination. Where an employee has been injured and a post-accident test is required, the employee will consent to submit to a test at the treatment facility, or to the release of drug/alcohol test results administered in conjunction with the treatment.

Post-Sample Collection Procedures

All positive confirmatory drug test results will be reported by the laboratory to the County's MRO prior to Price County's making any decision regarding an employee's qualification for continued employment in light of the results of a drug/alcohol test. The MRO will review and interpret positive test results received from the laboratory and may also request quantification of the test results from the laboratory. In order to protect an employee from the possibility of a false positive test result, the MRO will attempt to conduct a medical interview with the individual, whether in person or over the telephone, and give the individual the opportunity to explain or discuss the positive test results. The MRO may also review the individual's medical history and any other relevant biomedical factors, and the employee will be required to provide such information or consent to provision by others. Employees who fail to cooperate with the MRO, or its designee, or make contact as soon as possible will be subject to discipline. Upon the employee's request, they may obtain a written copy of the test results.

In the event of an unfavorable pre-employment test result, Price County will make a reasonable effort to contact the applicant and inform the applicant that they must contact MRO immediately. If the applicant or employee fails to contact the MRO, the test will be confirmed as positive and the individual will be withdrawn from consideration for employment.

All test results and any information related to drug testing or investigations will be kept in separate medical files. Results will be released on a need-to-know basis only and only to the extent permitted by law, which may include: (a) to the employee who has been tested; (b) to persons they designate in writing; (c) to the Office of Administration/Human Resources; (d) to those management personnel who will make employment and discipline decisions in light of positive test results; (e) to the MRO; (f) as required or permitted by law; and (g) as may be necessary in the event of a challenge to any test result or to this policy.

Discipline

Violations of this policy will lead to disciplinary action, up to and including immediate termination of your employment. There may also be legal consequences to violating this policy under state and/or federal law.

An employee who is tested as part of post-accident or for cause testing may be suspended from work without pay until the results have been supplied to Price County. If a negative result is returned, the employee may be given retroactive pay for the hours of work missed while awaiting the test results. If the result is positive, the employee will not be paid for the time missed pending the results and will be terminated. If the result is a diluted sample, the employee will not be paid for the time missed pending the results and will be required to submit to a second exam. Two dilute samples shall be treated as a positive result. Negative test results will indicate that the employee is not in violation of the policy. However, this does not preclude the employee from being subject to disciplinary action for violation of other Price County policies or unacceptable work behavior and/or performance.

Once an alcohol concentration of over .04% has been confirmed or a positive drug test is confirmed and the employee has not given a legitimate explanation to justify the results of the positive tests to the County, an employee will be terminated, unless prohibited by law. A positive drug test is considered misconduct. An employee's refusal to consent to a drug or alcohol test, refusal to cooperate in Price County's testing or investigation involving drugs or alcohol, or deliberate delay in submitting to any drug or alcohol test, or tampering with a test, is grounds for immediate termination of employment.

Get Help for Substance Abuse:

If you have questions or concerns about substance dependency or abuse, you are encouraged to discuss these matters with Human Resources to get help and referrals to community or Price County resources. We will make reasonable efforts, while an employee undergoes a reasonable period of treatment, to protect their employment status so long as the employee promptly undertakes treatment, does not prematurely terminate such treatment, and continues to observe Price County policy regarding alcohol and other drugs. Price County reserves the right to issue discipline or terminate an employee who violates this policy, even if the employee seeks treatment after doing so. Employees who undergo treatment or rehabilitation following a violation of this policy if allowed to return to work, may be subject to additional drug and/or alcohol tests to ensure compliance with this policy.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with the Office of Administration without fear of reprisal.