

**GRANT COUNTY  
PERSONNEL POLICIES  
AND  
PROCEDURES**

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## 1. General Provisions

### 1.1 Statement of Intent

It is Grant County's intent to establish employment policies and procedures that will:

- A. Provide a system of personnel administration throughout Grant County.
- B. Ensure that recruitment, selection, placement, promotion, retention, and separation of Grant County employees are in compliance with federal and state laws.
- C. Assist supervisors in the development of management practices and procedures.

### 1.2 Purpose

It is the purpose of this document to describe the employment policies of Grant County and benefits provided. All employees are expected to abide by these policies.

### 1.3 Scope

Except for wages, benefits and conditions of employment, these Personnel Policies and Procedures shall apply to all Grant County employees except elected officials and independent contractors. In the event of conflict between these rules and any Grant County resolution or state or federal law, the terms and conditions of that resolution or law shall prevail. In all other cases, these policies and procedures shall apply.

### 1.4 Amendments

In the event of the amendment of any resolution, rule or law incorporated in this document or upon which these provisions rely, these rules shall be deemed amended in conformance with those changes.

Grant County specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice.

### 1.5 Representations

None of these provisions shall be deemed to create a vested contractual right in any employee or to limit the power of the Grant County Board of Commissioners to repeal or modify these rules. The policies are not to be interpreted as promises of employment or of specific treatment.

### 1.6 Employment-At-Will

Employment by Grant County is "at will", not for a definite term, and may be terminated by the County or the employee at any time, for any reason.

### 1.7 Responsibility of Supervisory Employees

It is the responsibility of Grant County supervisory employees to read and be familiar with the contents of this Policy and Procedures Manual. The information contained herein applies to all employees of Grant County, except elected officials. It is presented

as a matter of information only and its contents should not be interpreted as a contract between the county and any of its employees. This manual is not intended to and does not constitute any sort of contract of employment, either express or implied.

### 1.8 Employment Policy

It is the policy of Grant County that no elected official or department head shall permit or cause to be placed or have under his or her direct supervision in his or her office or department any member of his or her immediate family. Immediate family is defined as mother, father, daughter, son, sister, brother, stepmother, stepfather, stepdaughter, stepson, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, husband, or wife. Any employee who comes into violation of this policy after his or her initial employment shall have ninety (90) days to come into compliance with this policy.

## **2. Equal Employment Opportunity**

All decisions regarding these activities will be made without discrimination on grounds of race, color, religion, sex, age, national origin, disability, political affiliation or other factors which cannot lawfully be used as the basis of employment.

It is the policy of Grant County to provide equal opportunity to all employees and applicants for employment in such areas as recruitment, hiring, placement, transfers, promotions, terminations, working conditions, disciplinary measures, compensation and benefits.

All county job openings must be advertised in the county's newspaper of record a minimum of one time unless the job opening occurs within six (6) months of the initial opening.

### **2.1 Statement of Purpose**

It is the purpose of this document to define the employment and fringe benefit policies of Grant County. All employees are expected to abide by these policies. Failure to do so may result in disciplinary action by the employee's immediate supervisor. The policies in this document supersede and replace all previous Grant County policies, whether written or oral.

### **2.2 Statement of Intent**

It is Grant County's intent to establish employment policies that will:

- A. Provide fair and equal opportunity to all employees in all occupations on the basis of demonstrated merit and fitness for the job determined by fair and practical methods of selection.
- B. Develop a program of recruitment and advancement, which will make service to Grant County attractive as a career.
- C. Establish and maintain a plan of evaluation.
- D. Provide compensation based on the relative duties and responsibilities of positions.

### **2.3 Program Responsibility**

Each Department Head/Supervisor shall carry out the Equal Employment Opportunity Policy and Program.

### 3. Grant County Employment Orientation and Status

#### 3.1 Orientation of New Employees.

- A. All new County employees shall subscribe to a loyalty oath in accordance with K.S.A. 75-4308. This oath shall be administered in the County Clerk's office.
- B. Department heads shall provide to the County Clerk's office a completed Notice of Employment form prior to or at the time a new employee is being processed for payroll and benefits.
- C. Orientation and in processing of a new employee concerning payroll matters, group insurance benefits, etc., shall be conducted by the County Clerk's office on the employee's first day of work. During the orientation, new employees will be provided a copy of this handbook.
- D. The new employee's department head or supervisor shall provide departmental orientation to include an introduction to the department's mission, organization, facilities, and to the employee's coworkers.

#### 3.2 Definition of Employment Status

- A. **Full-time Employee.** A full-time employee is one who is scheduled to work 35 to 40 hours per week. It is the responsibility of department heads to make sure employees work the required number of hours per week. The payroll department will make no adjustment if an employee falls short of their normal workweek hours. All full-time employees will be eligible for all benefits and subject to all provisions as delineated in these policies unless otherwise agreed to in writing.
- B. **Part-time Employee.** A part-time employee is one who works up to 20 hours per week, but not more than 40 hours per week. A part-time employee is subject to all provisions as delineated in these policies. Part-time employees will be eligible for fringe benefits only as delineated in these policies unless otherwise agreed to in writing.
- C. **Fill-in Employee.** A fill-in employee is one who is used on a temporary basis to supplement our work force or to fill a vacant position for up to six months. Fill-in employees are not eligible for any fringe benefits.
- D. **Miscellaneous Service Provider.** In special circumstances the county may contract for the services of a consultant or other professional person. A person who works for the County in this capacity is not considered a county employee and is not entitled to any county benefits. These persons will receive compensation on a contract basis and will not be included in the county payroll.

### 3.3 Pre-employment Drug Screening

Employment by Grant County is contingent upon a confirmed negative drug-screening test. **Drug screening will be required of all new county employees, including fill-in. However, individuals hired for short-term periods of less than one month (e.g. election and fair workers, etc.) may be excluded from this requirement.**

### 3.4 Pre-employment Physical

Employment by Grant County is contingent upon certification by a County Health Department Nurse or a licensed physician that the applicant is able to perform the essential functions of the position. **A pre-employment physical will be required of all new county employees, including fill-in. However, individuals hired for short-term periods of less than one month (e.g. election and fair workers, etc.) may be excluded from this requirement.**

### 3.5 Training Period

- A. Upon employment, each employee may undergo a training period of six (6) months. At the end of the sixth month of employment, an evaluation of the employee shall be completed. A copy of this evaluation of the employee will be given to the employee. The evaluation itself will be kept on file. The department head may extend the training period for up to an additional six (6) months.
- B. Employees who are promoted or transferred to another position may be placed in a training period for up to six (6) months.

### 3.6 Citizenship Verification

All employees initially hired after November 6, 1986, for any position shall complete an employment eligibility verification statement in compliance with the Federal Immigration Reform and Control Act of 1986 (I-9). Employees must also complete all Social Security W-4 Forms on or prior to the first day of employment.

### 3.7 Confidentiality

Confidentiality of business and personal matters should not be compromised. Employees should not disclose confidential matters to family, friends or other persons.

### 3.8 Hours of Work/Illness and Tardiness Notification

- A. **Hours worked.** The normal work week for general employees, which includes all employees other than police officers, shall not exceed 40 hours, consisting of five eight hour days. Department heads may, in their discretion, direct fewer hours to be worked each day and/or week. Lunch hour is not considered an hour worked. (FLSA guidelines will be followed regarding meal breaks.) No specific time is allotted for other breaks.
- B. **Police Officers.** The normal pay period for full-time police officers is 86 hours in a two-week period.

- C. **Overtime Hours.** No employee shall be permitted to work in excess of their normal workweek except when so directed by the employee's department head.
- D. **Notification.** Employees are responsible for notifying their department head in case of illness or if they will be delayed in reporting to work. Such notification shall be done prior to the workday or as soon as possible thereafter.

### 3.9 Holidays

- A. The County Commissioners shall by motion, at budget time each year, designate for the county employees which days shall be paid holidays for the next year.
- B. To be eligible to receive pay for a county holiday, an employee must not have been absent without leave either on the workday before or the workday after the holiday.
- C. Full-time employees receive a full day's pay for holidays. Year round part-time employees receive holiday pay for the scheduled hours they are to normally work. Fill-in employees do not receive holiday pay.
- D. Holidays, which occur during vacation or sick leave, shall not be charged against vacation or sick leave.

### 3.10 Overtime

Employees may be required to work overtime hours during the course of employment.

- A. Employees considered non-exempt from certain categories of the Fair Labor Standards Act (FLSA) shall receive overtime compensation for hours worked in excess of 40 hours per week. All hours worked over 40 hours during the week worked, shall have prior approval by the employee's immediate supervisor. The necessity for overtime hours will be left to the discretion of the department head.
- B. Employees considered exempt from the Fair Labor Standards Act (FLSA) will not be entitled to additional time off for hours worked in excess of forty (40) hours per week.
- C. Law Enforcement Officers will receive overtime for all hours worked in excess of 86 hours in a two-week pay period.

### 3.11 Vacation Leave

- A. **General.** Vacations are for the purpose of rejuvenating both the mind and the body and all employees are urged to utilize this opportunity. No employee shall receive pay in lieu of vacation except upon retirement or separation from service.
- B. **Eligibility.** All full-time employees in the service of the county shall be entitled to earn and accrue vacation leave. Employees must have worked for the county for one year before they are eligible to utilize accrued vacation leave.
- C. **Rate of Leave Accrual.** Vacation leave is accrued according to years of service with the county accumulated at the rate of ten (10) working days per year. An employee continuously employed by the county for five (5) years or more is entitled to fifteen (15) working days per year. An employee continuously employed by the county for fifteen (15) years or more is entitled to twenty (20) working days per year.

- D. **Vacation Leave Accumulation.** Vacation time is earned from the beginning of service; however, no vacation leave will be allowed until the employee has worked one full year. Vacation leave must be taken by the end of the calendar year. (An exception to this may occur if an employee's year of service ends after August 31. Special permission may be granted by the Commissioners to carry part of the vacation time to the next calendar year.)
- E. **Paid Hours of Vacation.** Vacation leave is based upon the regular week worked.
- F. **Request for Leave.** Vacation leave with pay, must be approved by the department head at least one (1) week in advance of the planned vacation unless family illness or another unexpected occurrence prevents prior notification. The dates for the taking of vacation leave shall be scheduled on consultation with the employee's supervisor and department head. In cases where the requested vacation schedules of one or more employees would adversely affect the efficient operation of that department, vacation leave shall be granted on the basis of seniority of county employment.
- G. **Using Vacation Leave.** Employees are encouraged to take one week of their vacation leave all at once. Accrued vacation leave must be taken in one (1) day increments as before.
- H. **Termination.** Upon termination, an employee shall be compensated for all earned, but unused vacation leave at their final rate or pay.
- I. **Holiday During Vacation.** County holidays that occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.

### 3.12 Sick Leave

- A. **General.** Sick leave shall be allowed to an eligible employee for the following reasons:
  - 1. In case of actual sickness or disability of the employee or for medical, dental, or eye examinations for which arrangements cannot be made outside working hours.
  - 2. When the employee is required to care for a sick or injured spouse, child, or other relative.

An employee shall report all instances of illness requiring absence from work, prior to the scheduled work time, or as promptly as possible thereafter.
- B. **Eligibility.** Employees shall be entitled to utilize sick leave following the completion of six months of service with the county.
- C. **Sick Leave Rate of Pay.** The rate of pay for sick leave is based on a regular workweek.
- D. **Rate of Leave Accrual.** Upon the completion of six (6) months of service with the county, the employee is credited with six (6) days of sick leave. Thereafter, the employee accrues sick leave at the rate of one (1) day per month of continued employment.

- E. **Certification by Physician.** For verification of an absence, a doctor's signed statement may be required.
- F. **Maximum Allowable Accumulation.** Sick leave may not be accumulated in excess of ninety (90) days.
- G. **Pay for Unused Sick Leave Upon Termination.** Any employee who voluntarily terminates employment in good standing and has accumulated sixty (60) days of sick leave at that time shall receive payment for twenty (20) of the unused sick leave days.
- H. **When Earned Sick Leave is Exhausted.** If any employee exhausts earned sick leave, the employee may use accrued, unused vacation leave.
- I. **Using Sick Leave.** Sick leave for full-time employees may be used in one (1) hour increments. For pay purposes, a partial hour of sick leave will be rounded off to the next higher hour.

### 3.13 Family and Medical Leave Act

Family and Medical Leave: All eligible employees are entitled to a total of 12 weeks of leave during any rolling 12 month period for one or more of the following: (1) birth of a child, (2) placement of a child for adoption or foster care, (3) caring for a spouse, child or parent with a serious health condition, or (4) the serious health condition of the employee that renders him or her unable to perform the functions of the position. A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical or osteopathy or other health care provider as defined by the Act and regulations. In order for employees to be eligible for this benefit, they must have worked for Grant County at least 12 months and a minimum of 1250 hours in the last 12 months. Certification issued by a health care provider is required to support an employee's request for leave due to a serious health condition that makes the employee unable to perform the functions of the position, or to support an employee's request for leave in order to care for the spouse, son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition. Certification should include: (1) the date the condition began; (2) its probable duration; (3) appropriate medical facts; (4) an assertion that the employee is unable to perform the essential functions of the employee's position, or that the employee is needed to care for a sick family member for a specified time; and (5) if leave must be taken intermittently or on a reduced schedule, a statement of the medical necessity for such leave is necessary to care for the child, parent or spouse who has a serious health condition or will assist in the family member's recovery, and the expected duration and schedule of the intermittent or reduced leave schedule. If Grant County questions the validity of the certification, Grant County may require, at its own expense, a second opinion.

An employee can take the 12 weeks of leave intermittently for a serious health condition (i.e., take a day periodically when needed or use the leave to reduce the work week or work day) resulting in a reduced work schedule. The employee and his/her supervisor may agree on such reduced work schedule if it is taken for the birth, adoption, or foster care of a child.

If employees have accumulated paid leave for less than 12 weeks, the remainder of the 12 weeks may be taken as unpaid leave. Grant County may require the employee to use all paid vacation or other paid leave before taking unpaid leave. However, employees will not be required to use sick leave, if any, for time off because of a birth, adoption, or foster placement.

When an employee plans to take leave under the Act, the employee is required to give his/her supervisor thirty (30) day's notice, except for bona fide emergencies and unplanned medical treatment, which will be accommodated as soon after notice as practicable.

Grant County will continue the employee's health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. Employees will be responsible for their contribution to such health care coverage, if any, as if actively at work. If the employee chooses not to return for reasons other than the

continuation, recurrence, or onset of a serious health condition, which would entitle the employee to leave under the Act or other circumstances defined in the regulations, Grant County reserves the right to recover from the employee the premiums paid by Grant County for the employee's health coverage.

Employees should complete and submit for supervisory approval a written family leave request, which shall be forwarded to the County Clerk. At the time the request is submitted, arrangements for time off, whether paid or unpaid, and payment of the employee's share of the employee benefit plan will be reviewed by the employee, supervisor, and county clerk.

### 3.14 Paid Personal Leave Days

All full-time employees are granted two (2) paid personal leave days per year after one full year of employment. Personal leave days may be taken in half-day increments. The department head must approve personal leave unless scheduling is prevented due to an emergency.

**Termination.** Upon termination, an employee shall be compensated for all earned, but unused personal leave at their final rate of pay.

### 3.15 Jury Leave

Any employee subpoenaed to appear in court as a witness or selected for jury duty shall receive a paid leave of absence for the time spent in such endeavor. The employee will retain jury fees.

### 3.16 Funeral Leave

In the event of a death in the family of an employee, up to three (3) working days with pay may be allowed for personal matters relating to death. Additional time off with pay may be arranged through the department head. (Note: Family as applied here includes members of the immediate family of the employee and their spouse. These are, parents, grandparents, brothers, sisters, children, and spouse.) Proof of death may be required.

### 3.17 Disability Leave

Any employee who after completing six (6) months employment with Grant County, becomes temporarily disabled may be eligible for a disability leave of absence of up to six months without pay. An employee must take unused sick leave before being placed on disability leave. In no circumstances shall disability leave exceed six (6) months or one hundred eighty (180) days, inclusive of other leaves including, but not limited to, sick leave, vacation leave, personal leave, and leave under the Family and Medical Leave Act. An employee may not 'stack' or combine the various leaves to extend leave more than six (6) months or one hundred and eighty (180) days without the express written consent of the board of County Commissioners. As soon as possible after the start of the disability, the employee shall submit:

- A. A medical statement by a doctor stating the nature and projected duration of a disability;
- B. A signed statement indicating the employee's intention to return to work; and
- C. The County may require a second opinion from a doctor of the County's choice regarding the disability.

The employee will be expected to return to work from a disability leave at the earliest date the attending physician certifies that the employee is capable of assuming normal work duties. The employee will return to his/her former position or to a position substantially equivalent in responsibility, pay and benefits, subject to the availability of a vacant position for which the employee is qualified.

An employee on disability leave who has certified his/her intention to return to work following the disability may continue to receive employee benefit coverage for up to six months. Failure to return to work upon being certified and able to return to work by the attending physician constitutes a voluntary termination and waiver of benefits. Granting of disability leave and employee benefit coverage requires the approval of the Grant County Board of Commissioners.

### 3.18 Military Leave

**Military Training.** Any employee ordered to report for active duty as a member of reserve component of the armed forces or National Guard will be granted leave in accordance with K.S.A. 48-222.

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

**Using Military Leave.** An employee who is absent due to military duty for Reserve or National Guard weekend and annual training will be treated as active work time up to 15 days per year. During such leave, an employee receives normal pay, accrues vacation and sick leave, and is entitled to all benefits accruing under this system.

### 3.19 Inclement Weather

The Grant County Courthouse and other County Departments will remain open on regular schedule during days of severe weather.

Employees who are not able to report for work will have the option of using sick leave, vacation leave, personal leave, or unpaid leave.

### 3.20 Leave Without Pay

The department head must approve time off without pay. (The commissioners must approve a long-term leave of absence.) All available accumulated hours (sick leave, vacation leave, and personal leave) must be exhausted before leave without pay will be approved.

An agreement between the department head and the employee allows an employee during the first year of full-time employment to take leave without pay and then be reimbursed with accumulated vacation time after their initial year of employment is up.

### 3.21 Job Responsibility

Each employee of Grant County is assigned to work in a specific area of responsibility. Additionally, the employee's immediate supervisor may assign additional tasks as required to fulfill the goals and objectives of Grant County. Employees shall perform their assigned duties promptly, competently, efficiently, and honestly. They shall carry out any reasonable, just, and legitimate instruction or order of supervisors or department heads.

### 3.22 Changes in Wages, Benefits and Policies

Grant County periodically reviews employee wages and the benefits, rules and policies set forth in this manual, and these may be changed by Grant County from time to time, with or without notice.

### 3.23 Travel Leave

Employees of Grant County will be allowed travel leave upon approval by the appropriate elected official or department head. Such leave is with pay. FLSA

guidelines will be followed regarding travel time. (See FLSA guidelines: Addendum A)  
The employee will be reimbursed by the County for travel expenses incurred through job related meetings and training. Such expenses to include meals, motel, transportation and other related expenses. Such expenses must be validated by receipts and attached to an expense voucher upon return for the employee to be reimbursed for such expenses. All expenses must be within a reasonable amount.

If travel does not require overnight status, meals will be reimbursed through payroll and will be subject to payroll taxes.

## **4. Employee Performance Evaluation**

### **4.1 Objective**

The purpose of the employee performance evaluation shall be primarily to inform the employee of work performance to include areas of outstanding performance and areas of work performance needing improvement. The performance evaluation will also be used in determining salary advancement, as a factor in determining order of layoff, as a basis for training, promotion, demotion, transfer or dismissal and for other purposes as set forth in these policies.

### **4.2 Period and Method of Evaluation**

The appropriate supervisor shall utilize the standard county evaluation form for evaluating the work performance of all employees within the respective area of responsibility. Each employee shall be evaluated at the conclusion of six months employment with the county, and on an annual basis thereafter. If a new employee does not successfully complete the six-month probation period, the job position may be filled without advertising again. Annual evaluations will be done by July 1, and submitted to the County Commissioners by July 1.

### **4.3 Review with Employees**

The appropriate supervisor shall discuss each performance evaluation with the employee being evaluated. The evaluation shall be signed and dated by the supervisor, the department head (if not the supervisor), and the employee being evaluated. The employee's signature signifies that the evaluation was discussed with the employee and does not signify agreement on the part of the employee.

If the employee disagrees with any statement in an evaluation, the employee may submit, within ten (10) working days following the conference with the supervisor, a written, signed statement describing the disagreement. Such statement shall be attached to the employee's evaluation form.

### **4.4 Performance Evaluations Confidential**

Performance evaluations shall be confidential and shall be made available to: (1) the employee evaluated; (2) the employee's supervisor; and (3) the appropriate elected official or department head.

### **4.5 Changes in Evaluation**

If, for any reason, the appropriate elected official or department head desires to alter the employee's performance evaluation form after it has been officially filed in the employee's personnel file, such alteration shall be in writing and will include reasons for the alteration. The alteration shall be attached to the employee's personnel file and the employee will be notified of the change.

## 5. Compensation

### 5.1 Pay Plan

Grant County has adopted a pay plan, with minimum and maximum amounts of pay for each class of positions. The pay ranges assigned to each class of positions shall be periodically reviewed and revised by the County Commissioners. It shall be the duty of each department head to report to the Commissioners any and all organizational changes in which will significantly alter or affect changes in existing positions or proposed positions. The Pay Plan Committee, consisting of department heads, will meet at least annually to review ranking of positions and make recommendations to the commissioners. The commissioners shall approve all new or revised class descriptions and pay ranges for such positions.

### 5.2 New Employees

Wages for new employees will be established using the following schedule:

0-3 years experience/skills/training wages begin at 85% of the median rate of pay for the position and may be raised to 90% of the median after 6 months if he/she is meeting the expectations of the job. An employee who started working for the county with no prior experience may be evaluated after three years of continuous employment and may be eligible for an increase to 95% of the median rate of pay for their position.

3+ years experience/skills/training/ begin at 90% of the median rate of pay for the position and may be raised to 95% of the median after 6 months if he/she is meeting the expectations of the job.

### 5.3 Pay Schedule

Paychecks are issued every two weeks.

## 6. Separations

### 6.1 Separation of Service.

An employee may be separated from the service of the County by any of the following methods:

**Resignation.** An employee who resigns from County employment shall be separated in good standing if the employee gives reasonable notice of fourteen (14) days, excluding vacation days, to the appropriate department head of the intention to resign and if other circumstances of the separation are such as to justify good standing. If an employee gives a two-week notice to end employment, the department head may tell that person to go home and he/she will be paid for the two weeks.

**Compulsory Resignation.** All employees of the County shall be on duty at the times indicated by the department's policies and under the condition of their employment. An employee who is absent without leave and who fails to return to duty within four (4) days after the department head has notified or attempted to notify the employee via registered mail notification to do so shall be deemed to have resigned the position. Such resignation is not in good standing and the employee shall not be eligible for re-employment.

**Involuntary Resignation.** Involuntary resignation is a discharge or separation made by the county.

**Death.** When a full-time employee dies while in the service of the County, that employee's estate shall be eligible to receive payment for all payments due including the unclaimed paycheck(s) and unused vacation leave.

**Retirement.** All County employees who work over twenty (20) hours a week or one thousand (1,000) hours per year shall automatically become a member of the Kansas Public Employees Retirement System at the conclusion of one (1) full year of County employment and shall be subject to all the laws and supplemental regulations governing such membership.

### **Retirement is Voluntary.**

**Loss of Job Requirements.** Any employee who is unable to perform the assigned duties adequately, because of loss of a necessary license or other requirement, shall be terminated. At such time as the necessary license or other requirement is obtained, the employee may become eligible for re-employment.

### 6.2 Layoff and Reduction in Work Force

In the event that a position is no longer required in County service, the appropriate department head shall provide the employee in such a position with a two (2) week written notification of the layoff. The appropriate department head may relieve the employee of all responsibilities at the time the two (2) week notification is presented to the employee. The employee is entitled to two (2) weeks pay at the regular rate of pay subsequent to their final work date.

### 6.3 County Owned Equipment and Employee Termination

Any person employed by the County of Grant whose employment is terminated by any of the above described methods and who has County equipment in his/her possession, shall return the equipment to the appropriate department before receiving the final paycheck. Such return of equipment shall be in accordance with these policies and with departmental policies.

### 6.4 Employee Status Reports

The department head shall notify the County Clerk's office of all separations and terminations and other changes in employee status immediately. This has to be done for the purpose of adjusting and/or eliminating salary and/or benefits.

### 6.5 Exit Interview

Upon termination, all terminating employees will be requested to have an exit interview with the department head and another department head, commissioner or another county employee. The main reason for this interview is to be certain that the reasons for the employee's termination are not founded on a misunderstanding or erroneous information that might be corrected by either Grant County or the employee. Additionally, terminating employees may have certain rights under the fringe benefits program that may require explanation.

## 7. Employee Rules and Discipline Policy

### 7.1 Purpose

Grant County expects employees to meet the standards set for high quality work performance and conduct. Corrective action, however, may be necessary from time to time for the purpose of maintaining the effective operation of Grant County.

### 7.2 Disciplinary Actions.

The following types of disciplinary actions are officially recognized by Grant County.

**Verbal Warning.** A verbal warning is an oral reprimand given to an employee by his/her supervisor or department head. A record of the warning shall be recorded in the employee's file.

**Reprimand.** A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employee's file.

**Performance Improvement Period.** The performance improvement period is a trial of a specific length of time during which an employee is required to fulfill a set of conditions, or to improve work performance, or to improve on the job behavior. Failure to meet the requirements may result in additional disciplinary actions.

**Salary Reduction.** A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.

**Demotion.** A demotion is the placement of an employee into a position of a lower pay range.

**Suspension.** A suspension is the removal of an employee from service, with or without pay, for a specific period of time.

**Termination.** Termination is the removal of an employee from Grant County employment.

The foregoing list is not exclusive and other types of disciplinary action may be approved by Grant County.

### 7.3 Employee Rules and Discipline

Whenever people work together, some rules and guidelines for conduct are necessary. Grant County will discipline, up to and including discharge, for violations of Grant County rules or policies. This list is intended to be representative of the types or activities, which may result in disciplinary actions. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and Grant County.

Violations to Grant County rules, policies, or procedures include but are not limited to the following:

## **General Conduct**

- A. Insubordination or failure to carry out Grant County instructions, rules and other policies of Grant County as set forth in this Policy Manual or otherwise made known to employees.
- B. Dishonesty, inefficiency, incompetence, and negligence of duties. Carelessness, which endangers the physical welfare of oneself or others, and/or subjects, or damages Grant County or causes costly litigation.
- C. Repeated tardiness or unexcused absences. Absent without being on leave, failure to notify in a timely manner and provide valid excuse to supervisory personnel of absence.
- D. Falsifying information contained in employment applications, reports, written statements or time cards.
- E. Unauthorized possession, theft, damage, distribution, sale or removal of property, goods or services owned by Grant County or its employees.
- F. Rudeness or unprofessional conduct while on duty. Abusive or discourteous language, threats, fighting or injury to the person or property of Grant County, personnel or others doing business with or seeking to do business with Grant County.
- G. Actual physical violence toward another.
- H. Possession, transfer, use or sale of all forms of narcotics, depressants, stimulants, hallucinogens or other drugs whose possession or use, transfer or sale is prohibited by law.
- I. Criminal acts or vandalism.
- J. Unauthorized use of Grant County's long distance telephone service for personal toll calls.
- K. Unauthorized disclosure of confidential business or personal information.
- L. Sexual harassment, including but not limited to unwelcome advances, verbal and physical conduct, where such harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.
- M. Discrimination with regard to race, color, sex, national origin, ancestry, age, religion, creed, marital status, disability, or status as a disabled veteran.

**Safety**

- A. Failure to report accidents to supervisory personnel.
- B. Failure to follow safe working practices.
- C. Contributing to unsafe, unsanitary or unhealthy conditions.
- D. Possession of firearms, explosives, or concealed weapons on Grant County property unless job related.

**7.4 Contractual Rights**

These guidelines are not contractual and do not provide any contract rights for an employee, nor does the existence of a discipline policy or use of progressive discipline alter the employment-at-will relationship between any employee and the County. Grant County is not liable for any deviation or failure to observe these procedures.

## 8. Sexual Harassment

It is the policy of Grant County to maintain a work environment free of intimidation, insult, and harassment based upon race, religion, sex, age, national origin, ancestry, or disability. To insure that this policy is strictly adhered to, Grant County will not tolerate sexual harassment of any of its' employees, and will take immediate disciplinary action if such behavior occurs.

### 8.1 Definition

Sexual Harassment is defined as:

- A. The threat or insinuation by one employee or group of employees, either explicitly or implicitly, that the refusal to submit to sexual advances will adversely affect employment, evaluation, wage, advancement, assigned duties, shifts or any other condition of employment or career development.
- B. The subjection of an employee, by another employee to unsolicited and unwelcome sexual overtures or conducting either verbal or physical acts, so as to create an intimidating, hostile, or offensive working environment.

### 8.2 Policy

No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes but is not limited to:

- A. Unwelcome touching, propositions, advances.
- B. Abusive and/or vulgar language of a sexual nature.
- C. Suggestive jokes or comments about an employee's body or clothing.
- D. Displaying of sexually graphic or suggestive pictures, photographs, cartoons, etc.

Any employee who believes that he/she is the victim of unwelcome behavior that would constitute sexual harassment shall immediately report all incidents to any Department Head or to a Commissioner.

All complaints involving claims of sexual harassment shall be investigated.

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

### 8.3 Complaint Procedure

Any employee who feels he/she is being subjected to sexual harassment should immediately contact one of the persons listed below with whom the employee feels the most comfortable. Complaints should be made in writing to:

- A. Employee's immediate supervisor.
- B. A commissioner.
- C. Other county department head or elected official.

## 9. Workplace Violence Prevention Policy

Grant County is dedicated to providing safe, dependable working conditions and services to its citizens and employees. In order to achieve this goal, it is our policy to provide a workplace free from violence and violent acts. Consistent with this policy, Grant County has adopted a “zero tolerance” for workplace violence. In other words, acts or threats of physical violence, including intimidation, harassment and/or coercion between employees in the workplace or job related contacts with citizens or persons outside Grant County will not be tolerated.

### 9.1 Applicability

This Workplace Violence Prevention Policy applies to all employees of Grant County, including contractual employees, except where specifically noted otherwise.

### 9.2 Dissemination of the Policy

All employees will be given a copy of this policy. All new employees will be given a copy of this policy as part of their orientation.

### 9.3 Definitions.

**Workplace Violence.** Includes, but is not limited to, intimidation, threats, physical attack or property damage.

**Threat.** The expression of intent to cause physical or mental harm.

**Physical Attack.** The unwanted or hostile physical contact such as, but not limited to, hitting, fighting, pushing, shoving or throwing objects.

**Intimidation.** Includes but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress

**Property Damage.** The intentional damage to property owned by the County, employees, visitors or vendors.

**Zero Tolerance.** Violations will not be tolerated and will result in severe disciplinary action up to and including termination of employment.

### 9.4 Policy Parameters

Any threats or acts of violence:

- Occurring on your organization’s property during normal business hours and involving organization employees.
- Occurring on organization property during normal work hours and involving employees, vendors, visitors or contractual employees.
- Occurring away from organizational property during normal work hours involving employees.

### 9.5 Prohibited Behavior

- Hitting or shoving an individual.
- Threatening to harm an individual, their family, friends, associates or property.

- Intentional destruction or threat of destruction of property owned, operated or controlled by the organization.
- Making harassing or threatening calls, letters or other forms of written or electronic communications.
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the organization.
- Harassing surveillance (stalking), which is the intentional and malicious following of another person, and may include making a credible threat with the intent to place the other person in reasonable for their safety.
- Making a suggestion or otherwise implying intent to injure persons or damage property is “inappropriate”, without regard to the location where such suggestions occur.
- Unauthorized possession or inappropriate use of firearms, weapons or any other dangerous devices on organization property.

#### 9.6 Disciplinary Action Against Employees

Employees violating this policy will be subject to disciplinary action up to and including termination of their employment. Additionally, criminal charges can be filed.

#### 9.7 Actions Against Persons Not Subject to Organization Policy

Persons committing any threat or acts of violence, who are not organization employees, will be handled through the criminal justice system.

#### 9.8 Employee Obligation

- Each employee of the organization and every person on organization property are encouraged to report incidents of threats or acts of violence of which they are aware.
- Where the reporting party is not an organization employee, the report should be made to local law enforcement.
- Where the reporting party is an employee, the report should be made to that party’s supervisor, or to local law enforcement. In all cases, the report should be made as soon as possible.
- Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subjected to harassment.
- All employees are encouraged to be alert to the possibility of violence.
- Any report will be handled in a confidential manner, with information released only on a need to know basis, or as required by local law.

#### 9.9 Employee Assistance

- Organization policy is to provide assistance to employees for certain emotional/personal problems that may adversely affect job performance.
- Employees are encouraged to voluntarily seek assistance in dealing with emotional, physical or mental health problems.
- Confidential professional assistance, treatment planning and rehabilitation services are available under the employee assistance plan.
- In an instance where managerial referral is made, confidentiality means that only the appropriate supervisory personnel will be aware of the circumstances of the referral.

## **10. Smoking Policy**

Smoking shall be prohibited within Grant County's buildings. Employees may be allowed to smoke outside the buildings with the permission of their immediate supervisor.

(Exception: The second floor of the courthouse, which houses the court system, is under the jurisdiction of the Administrative Judge who regulates smoking on that floor.)

## **11. Records Policy**

All county employees shall be expected to comply with the Kansas Open Records Act.

## **12. Employee Welfare**

### **12.1 Retirement**

All full-time county employees are covered by Kansas Public Employees Retirement System (KPERs) after the completion of one (1) year of County service. KPERs is a mandatory deduction for all qualifying employees with the exception of elected officials. This is optional for elected officials.

### **12.2 Health Insurance**

Grant County has a group health insurance policy for County employees and their families. Health Insurance coverage will begin on the 1<sup>st</sup> day of the month following 30 days of full-time employment with the county unless the employee waives the coverage.

### **12.3 Life Insurance**

Grant County has a term life insurance policy for employees and their dependents. Employees are provided this coverage upon completion of six (6) months of full-time employment.

### **12.4 Payroll Deductions for Life Insurance and Care Insurance**

Grant County permits payroll deductions for commissioner approved life insurance policies and for commissioner approved care insurance policies.

### **12.5 Payroll Deduction for Deferred Compensation**

Grant County participates in the ING and AIG/VALIC, 457K deferred compensation plans. Employees may invest up to the maximum amount established by the IRS.

### **12.6 Payroll Deductions for Cafeteria Pop Plan**

Grant County participates in a Cafeteria Pop Plan. The plan currently consists of Cancer, Recovery Plus, Hospital Intensive Care, Accident Expense, and Short-term Disability. The County Commissioners may change programs included in the cafeteria plan. Employees are eligible to join these plans on the first day of the month following 30 days of full-time employment with the County. Deductions for these programs may be pre-taxed.

### **12.7 Payroll Deductions for Dental & Vision**

Grant County permits payroll deductions for dental and vision insurance for employees and their dependents. Employees are eligible to join this plan on the first day of the month following 30 days of full-time employment with the County. This plan is under the Cafeteria Pop Plan to allow for the pre-taxed option if desired.

### **12.8 Employee Assistance Program (EAP)**

Grant County provides an Employee Assistance Program for all county employees. See Addendum C.

## 12.9 Workers Compensation

All county employees are insured against accidents on the job through Workers Compensation. Should an employee be injured on the job or contract an occupational disease while employed with the County, the employee may be eligible to receive benefits, the amount depending upon the seriousness of the injury or illness. Any injury should be reported immediately to the appropriate elected official and/or department head to insure utilization of these benefits from Workers Compensation (An incident form may be obtained from a supervisor or see Addendum D). If an employee is injured on the job, the employee will receive full salary until the employee is able to return to work or until Workers Compensation insurance becomes effective. A signed certification from a licensed physician will be required by the appropriate elected official or department head regarding the employee's ability to work and the extent of the injury or disability. Such certification shall be attached to the employee's personnel file. The appropriate elected official or department head may allow the employee to utilize accumulated unused vacation leave and sick leave to make up the difference between Workers Compensation insurance, after it becomes effective, at the employee's regular rate of pay.

## 12.10 County Provided Uniforms and Clothing

Employees may be provided with uniforms or clothing as determined by the needs of their department. Additional clothing personalized with county insignia and/or logo may be provided for all employees at the discretion of the County Commissioners to promote pride in employment with the county.

**Sheriff Department.** As required by law, uniforms are provided for the Sheriff, Undersheriff, Investigator, full-time Deputies, Jailers, and Civil Process Server. Uniforms are also provided for Dispatchers and part-time Reserve Officers. Full-time employees are provided with three (3) summer uniforms, three (3) winter uniforms and other accessories determined by the Sheriff's Department rules and regulations. Replacement of uniforms and accessories will be at the recommendation of the Sheriff. Up to \$75.00 will be paid towards replacement of boots after boots have been worn for a year.

Sheriff Department uniforms will be cleaned at county expense within a reasonable amount.

**Road Department.** Mechanics at the Road Department are provided with five uniforms per year. Oil Distributor Operators are provided with two (2) pair of coveralls per year and one pair of replacement shoes. Disposable coveralls are available at the county shop at all times for employee use. Road employees are provided with two (2) caps per year.

**Civic Center.** Full-time employees are provided with five (5) summer and five (5) winter shirts plus two (2) caps per year. Seasonal employees are provided with three (3) shirts per summer.

**Transfer Station.** Full-time employees are provided two (2) caps per year.

**Noxious Weed.** Full-time employees are provided two (2) caps per year.

**Fire Department.** After completing a probationary period, fire department employees are issued one (1) dress shirt, one (1) pair of dress pants, a tee shirt and a jacket. The shirt, pants, and jacket are replaced when they wear out. A new tee shirt is issued annually.

**Ambulance Department.** Full-time personnel are provided with four (4) uniform shirts, four (4) uniform pants, a polo shirt and a coat. Part-time personnel are provided with two (2) uniform shirts, two (2) pair of uniform pants, a polo shirt and a coat. Identification accessories are also provided.

#### 12.11 Safety Glasses

Safety glasses or goggles will be provided for those positions, which are required by OSHA Standards.

#### 12.12 Release of County Information To The News Media

No county employee is to make any type of "news" release to any form of news media concerning county operations, business matters, etc. Only the appropriate elected official, department head, or their designees will make news releases.

## 13. Employee Transportation and Safety

### 13.1 Use of County Owned Equipment and Vehicles

A county owned vehicle and other equipment are to be used for official business only. Before employees of Grant County will be permitted to drive a county vehicle, the employee must have a valid Kansas driver's license. The type of equipment or vehicle operated will determine the type of license required. All county vehicles shall display the proper markings as outlined in K.S.A. 8-305. Current mileage shall be recorded on all fuel purchases. Only county employees will be allowed to operate county vehicles. Reserve deputies, volunteers, or other individuals may be authorized by the Department Head or Elected Official.

#### **Proof of Insurance**

State law requires that any person operating a vehicle have proof of insurance. Certificates of insurance are provided for all county owned vehicles. Employees who operate these vehicles are responsible for having this proof of insurance in their possession while operating the vehicle. The employee will pay any fine incurred for not having proof of insurance.

#### **Commuting Rule**

1. A personal use vehicle is a county vehicle assigned to an employee to commute to and from work, unless the vehicle qualifies as a non-personal-use vehicle, as defined in IRS Publication 15B. (Not applicable for Elected Officials.)

An allocation of a personal use vehicle is considered a benefit and requires payment of a \$1.50 to the employee through payroll for each one-way commute from home to work and from work to home. (Also, work to lunch and lunch to work). Use of county vehicles for personal use other than for commuting or de minimis personal use (such as a stop for a personal errand on the way between a business delivery and the employee's home) is prohibited. Personal use of a vehicle is all use that is not for your trade or business. (IRS Publication 15B) A commuting log is to be submitted with payroll.

2. A non-personal use vehicle as defined in IRS 15B includes the following:
  - Clearly marked police and fire vehicles.
  - Unmarked vehicles used by law enforcement officers if the use is officially authorized.
  - An ambulance or hearse used for its specific purpose.
  - Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
  - Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.
  - A passenger bus with a capacity of at least 20 passengers used for its specific purpose.
  - School buses.
  - Tractors and other special purpose farm vehicles.

3. A pickup truck with a loaded gross weight of 14,000 pounds or less is a qualified non-personal use vehicle if it has been specially modified so that it is not likely to be used more than minimally for personal purposes. For example, a pickup truck qualifies if it is clearly marked with permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and meets either of the following requirements:
  - A. It is equipped with at least one of the following items:
    - a) A hydraulic lift gate.
    - b) Permanent tanks or drums.
    - c) Permanent sideboards or panels that materially raise the level of the sides of the truck bed.
    - d) Other heavy equipment (such as an electric generator, welder, boom, or crane used to tow automobiles and other vehicles.)
  - B. It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, or other similar operation for which it was specifically designed or significantly modified.

### **Enforcement**

Enforcement of this policy shall be the responsibility of the Department Heads or Elected Officials. Violation of any part of this policy could result in the loss of the privilege.

### 13.2 Responsibility of Drivers

An employee of the County is expected to correctly operate and practice all safety precautions when operating a County vehicle. An employee operating a County owned vehicle or equipment is responsible for informing the appropriate elected official and/or department head that the vehicle is being used, and has the responsibility of checking oil, water, brakes, gas, lights, etc. If repair or maintenance is necessary, the employee is responsible for reporting it to the appropriate elected official and/or department head.

Employees operating County vehicles are expected to fully observe all traffic laws and the dictates of common sense. County employees who demonstrate careless disregard for traffic regulations damage the image of Grant County and can jeopardize their jobs.

### 13.3 Use of Personal Vehicles

If an employee is required to use a personal vehicle in the performance of official county business, the employee will be reimbursed for actual miles documented on the county's mileage reimbursement form. The County Commissioners will set the mileage reimbursement rate.

### 13.4 Accidents Involving County Vehicles

- A. If, while operating a County owned vehicle, an employee is involved in an accident that results in personal injury or property damage, the employee is required to:
- B. Notify the appropriate law enforcement agency immediately.
- C. Insist that all parties and property involved in the accident remain at the scene until law enforcement officers can investigate.
- D. Discuss the accident with no one except the investigating officer until the investigation has been completed.
- E. Report the accident, no matter how minor, to the appropriate elected official and/or department head.
- F. County employees involved in accidents while driving county vehicles may be required to have alcohol/drug testing done within two hours of the accident.

**Accidents involving Sheriff's Department vehicles shall be reported and investigated according to Sheriff's Department rules and regulations.**

## **14. Political Activity**

Every employee has the right and duty to register and vote on all political issues. Employees, however, are not permitted to use their position with the county to influence the vote or political activity of any person. Employees shall not solicit, sell, or handle political contributions, nor shall they wear or display political badges, buttons, or signs during on-duty hours.

## **15. Drug-Free Workplace (See Addendum B Drug Policy)**

### 15.1 Prohibition

It is a specific condition of your employment for the County that you agree to abide by the terms of the Drug-Free Workplace Act, which prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the County workplace and at any site at which the County may conduct activities.

### 15.2 Required Notice To County

In addition, you agree to notify the County Clerk of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after you have been convicted.

### 15.3 Sanctions

If the County Commissioners determine that you have violated the prohibition in paragraph one, they have absolute discretion to decide which of the following action(s) to take against you.

Adverse personnel action which may include termination;

A requirement to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other agency.

### 15.4 Definitions

“Controlled Substance” means a controlled substance in schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

“Conviction” means a finding of guilty (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal statutes.

“Criminal Drug Statute” means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

“Drug-Free Workplace” means a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

Grant County  
Drug Policy Receipt

I certify that I have read and understand the Drug-Free Workplace policy. I agree to abide by the terms of this policy and understand that I may be terminated for violating this policy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Grant County  
EAP Policy Receipt

As an employee I affirm that I have received a copy of Grant County EAP Policy (Chapter 10 of the Personnel Policy) and I have attended an employee awareness briefing on the implementation of this program. I am aware that I may be referred to an education and treatment program based on deterioration in my job performance. I agree to abide by all provisions of the EAP policy as a condition of my continued employment with Grant County.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant County Representative

\_\_\_\_\_  
Date

Grant County  
Personnel Policy Receipt

I acknowledge that I have received a copy of Grant County's Personnel Handbook. I agree to read the Handbook, and to be bound by the policies, practices and rules contained in the Handbook as they are amended from time to time.

I understand that:

- (1) The handbook is prepared for informational purposes only and does not constitute a contract between Grant County and its employees, and should not be construed as such;
- (2) The policies and information contained in the Handbook may be changed or amended at any time by Grant County, with or without notice;
- (3) Employment by Grant County is "at will", not for a definite term, and may be terminated by the County or the employee at any time, for any reason; and
- (4) No supervisor of Grant County or any other person except the County Commission has any authority to enter into any agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with this Handbook.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grant County Representative

\_\_\_\_\_  
Date