



**ADAMS COUNTY GOVERNMENT**

**PERSONNEL POLICIES AND PROCEDURES**

**EFFECTIVE: FEBRUARY 19, 2022**

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# **Article 1: INTRODUCTION AND ADMINISTRATION**

## **SECTION 1:1 INTRODUCTION**

The Adams County Board of Commissioners have approved the following standard personnel policies to provide guidance to Elected Officials, Department Heads, and Supervisors; and to inform employees of expectations, policies and procedures for fair and consistent treatment. It should not be assumed that every work rule, policy and procedure is listed in this handbook. Elected Officials and Department Heads may, at their discretion, establish supplemental rules, policies and procedures for their respective offices/departments which are not in conflict with this document and employees are expected to adhere to those policies as well.

This manual shall become effective on February 19, 2022, and supersedes and repeals all existing procedures and policies of the County and its representative departments. The Board of Commissioners reserves the right to revise these policies at any time.

## **SECTION 1:2 ORGANIZATION AND RESPONSIBILITY**

Adams County is governed by a Board of Commissioners consisting of three (3) elected persons from separate districts but by vote of the residents of Adams County as a whole. The Board of Commissioners are responsible for the general administration of county business. This includes but is not limited to: the hiring of County employees, their duties, benefits, working environment, discipline and other regulation regarding County employment.

The financial authority of Adams County is placed in the County Council, which is responsible for appropriating the funds used by the County and its' Departments and Offices. While the Board of Commissioners has the right to determine the number of persons employed by the County, the County Council will determine their compensation.

The County is organized into various Departments or Offices to ensure adequate expertise, specialization, and efficient functioning. These Departments or Offices function under the administrative guidance and control of elected or appointed County Administrative Officials hereinafter referred to as "Department Heads" who are responsible for the day-to-day management and operation of such Departments or Offices.

Supervisors are appointed by Department Heads, as needed, within each of these County Departments or Offices, to provide proper control and supervision of certain internal and Departmental functions.

Each employee's particular duties, obligations, and areas of responsibility are defined in his or her job description and/or by assignment or directive of any Department Head or Supervisor. Employees are primarily responsible to their immediate Supervisor, if applicable, for completion of specific work assignments and the quality, quantity, and timeliness of the work performed.

The rights, authorities, powers, and responsibilities of County employees at all levels, with respect to the policies in this Manual, are more clearly delineated in the specific subject areas. However, in general, the County Commissioners are charged with the development, promulgation, and adoption of the provisions of this Manual. The various appointed and elected Department Heads are charged with applying, enforcing, and generally ensuring compliance with the provisions of this Manual. It is the obligation, requirement, and condition of employment for each individual person employed by Adams County to comply in every respect with the provisions of this Manual. As such, all County employees are

expected to become knowledgeable about this Manual's contents and abide by the policies set forth herein. Any questions, concerns, or lack of understanding about a particular provision of this Manual should be promptly discussed with your Immediate Supervisor.

### **SECTION 1:3 EQUAL EMPLOYMENT OPPORTUNITY**

Adams County does not discriminate on the basis of race, creed, color, religion, age, sex, national origin, ancestry, disability, sexual orientation, military status, or any other legally protected characteristic in the admission or access to, or operation of, or employment in its programs or activities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, lay off, recall, transfer, leaves of absence, benefits, retirement, compensation and training. Applications for employment are available in the Human Resources Department office.

### **SECTION 1:4 EMPLOYMENT AT WILL**

The policies and procedures established and set forth in this Manual provide guidelines for the County Commissioners, Elected Officials and Appointed Officials (Department Heads), Supervisors, and employees during the course of their employment with Adams County. However, nothing herein is intended to, nor shall it be construed or interpreted, so as to create a contract for employment. Employment with Adams County is at will. Employment may be terminated by Adams County or the employee at any time, with or without notice or cause.

### **SECTION 1:5 INDIVIDUALS WITH DISABILITIES**

Adams County Government complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. Adams County also provides reasonable accommodation for such individuals with disabilities.

An employee or applicant seeking an accommodation in connection with employment should first contact the Human Resources Department for assistance. It is the responsibility of the employee to provide the Human Resources Coordinator with adequate notice of the disability, the need for an accommodation, and to provide any necessary medical verification of a disability-related need for the accommodation. It is also helpful for employees to request a particular accommodation. On receipt of an accommodation request, the Commissioners will meet with the requesting individual and other relevant Adams County personnel to determine the individual's needs and the availability of reasonable accommodations.

## Article 2: EMPLOYMENT RELATIONSHIP

### SECTION 2:1 DEFINITIONS

A. “*Adams County Full-Time Employee*” means a person who is employed by the County of Adams, State of Indiana, and who is expected to work a certain number of hours and is further defined as:

1. “*Full Benefits Employee (“FBE”)*” means a person employed by Adams County who is scheduled to work a regular workweek of 40 hours. Such individuals are eligible for the following benefits: (i) Paid Time Off, (ii) Paid Holidays, (iii) Paid Bereavement Leave, (iv) Paid Jury Duty Leave, (v) Workers Compensation Coverage, (vi) Paid Leave of Absence, (vii) Health Benefits Eligibility; (viii) Disability Benefits Eligibility and (ix) Public Employee Retirement Benefits (PERF).

2. “*Limited Benefits Employee (“LBE”)*” means a person employed by Adams County who is scheduled to work a minimum of 30 hours pursuant to the ACA, 42 U.S.C. § 18001, *et seq.*, but less than 40 hours per week and who is not a part-time, seasonal or temporary employee. Such employees are eligible to participate in the County Health Benefit plan.

B. “*Adams County Part-Time Employees*” means a person who is employed by the County of Adams, State of Indiana, on a year-round basis and is scheduled to work twenty-eight (28) hours or less on a weekly basis. Adams County Part-Time Employees are not eligible to receive benefits.

C. “*Adams County Seasonal/Temporary Employees*” means a person who is employed by the County of Adams, State of Indiana, for a period not the exceed three (3) months in any calendar year. Temporary Employees are not eligible to receive benefits.

D. “*Elected Official*” means a person who is duly qualified and has been chosen by the electorate of Adams County to serve as a public official. These individuals are eligible to participate in the Indiana Public Employee Retirement Plan (PERF).

E. “*Appointed Official*” means an individual who has been appointed to serve as a director or supervisor of a County department or to serve the County in some official capacity. These individuals do not receive overtime pay however they may be eligible for compensatory time off as outlined in Section 2:11 of this manual. Eligibility for other County benefits may be governed by contract or the terms of appointment.

F. “*Department Head*” – An elected or appointed official or a supervisor in a county department or office with a budget that is reviewed and approved by the Adams County Council. The Department Head is expected to work the regular hours of the Department.

G. “*Employed Professional*” - An individual employed by the County in a professional capacity who must maintain a certain level of education, licensing and/or training. This category includes the Public Defenders and certain IT professionals employed by the County.

H. “*Exempt Employees*” - Elected Officials, Appointed Officials and employed professionals are considered administrative, executive or professional and are not eligible for overtime benefits under the provisions of the Fair Labor Standards Act (FLSA).

I. “*Non-exempt Employees*” All other employees are considered “Non-exempt” and are eligible for overtime pay or compensatory time off under the provisions of the Fair Labor Standards Act (FLSA).

**SECTION 2:2 PREREQUISITES FOR EMPLOYMENT**

After receiving an offer of employment but prior to actually beginning employment, a newly hired employee may be required to undergo a medical examination, including drug testing, at the County’s expense in order to insure that he or she is capable of performing the duties and responsibilities of the position to be assumed. However, reasonable accommodations shall be made for qualified applicants and employees with disabilities as required by law.

A prospective employee may be required to demonstrate his or her knowledge or perform certain tests of skill in order to further ascertain the prospective employee’s fitness for the position. In the event that a position requires an educational degree, license or other certification, the applicant must furnish certified copies of such document(s) to the Human Resources Coordinator. Such license or certification must be appropriately maintained in good standing if the applicant is subsequently hired and is a condition of continued employment.

Continued employment by the County is conditioned upon the employee maintaining the physical, mental, and emotional ability to perform the essential functions of his or her job, with or without reasonable accommodation, and a satisfactory record of performance and discipline.

In the event that the minimum requirements and qualifications of a classification are changed, it shall be the sole responsibility of the employee to meet such new requirements and maintain such qualifications. Employees failing to maintain the minimum requirements and qualifications of their classification may be subject to reduction in position, provided a vacancy exists in a classification for which the employee is qualified or termination if no such vacancy exists. The County has no obligation to create a vacancy for an employee failing to maintain the qualifications of his or her job.

Members of the immediate family of current employees are eligible for permanent, full-time and part-time employment with any County Department. Immediate family for this policy includes:

- Spouse      Mother      Brother
- Child      Father      Sister

Immediate family will not be allowed to work together on the same shift or in the same section or under the direct supervision of an immediate family member. Exceptions will be a spouse of the Sheriff or as thereafter allowed by the County Commissioners.

Members of immediate family of County employees are eligible for seasonal and temporary employment on the same shift or in the same section under the direct supervision of an immediate family member.

**SECTION 2:3 MINIMUM QUALIFICATIONS**

It is the responsibility of employees to maintain the minimum qualifications of their job classification as established by the County Commissioners or Department Head and/or mandated by State or Federal law. This includes all technical or professional licensing, physical fitness or other qualifications necessary to perform the essential functions of the job.

Employees failing to maintain the minimum qualifications of their job classification or who do not comply with State or Federal requirements may be subject to either termination of employment or a reduction of position. If a vacancy exists in a classification for which the employee is qualified, the employee may be offered that position at the discretion of the Department Head. An employee who is terminated pursuant to this Section may reapply for employment upon meeting the minimum requirements of the classification. An employee who is reduced in position shall receive the rate of pay of the new classification and may apply for his former position when a vacancy becomes available and the requirements of the position have been met. All employees are expected to make reasonable and diligent efforts to maintain the qualification of their current classification.

#### **SECTION 2:4 INTRODUCTORY PERIOD**

Newly hired employees of the County shall be required to successfully complete a One Hundred and Eighty (180) calendar-day, introductory period. The probationary period allows the County to closely observe and evaluate their fitness and suitability for the positions to which they have been appointed.

When an individual is working through a temporary service agency or is employed by the County on a part time basis and is hired to full time status without any break in their service with the County, this prior time worked shall be considered a part of the 180-day probationary period.

Only those employees who demonstrate an acceptable standard of conduct and performance during this period shall be retained in their positions.

If the service of a newly hired probationary employee is unsatisfactory, he/she may be removed or reduced at any time during the introductory period. Time spent on inactive pay status or non-paid leave of absence shall not be counted toward the completion of the introductory period.

#### **SECTION 2:5 PERSONNEL RECORDS**

Personnel records shall be maintained on all employees by the Human Resources Department. The original records and files shall be sent to and maintained by the Adams County Human Resources Coordinator. Such records may include information such as applications for employment; letters of reference; medical reports; performance evaluations; disciplinary actions or letters of commendation; and miscellaneous personnel forms and records. Only if legally required shall a Department maintain copies of such records.

Any employee may examine his/her personnel file by giving at least twenty-four (24) hours advance notice to the Human Resources Coordinator or his/her designated representative. The examination shall be made on non-work time or at some other mutually agreeable time. The disclosure of information contained in personnel files shall be made in accordance with Indiana Code 5-14-3-4 and other relevant provisions of law.

Employees must notify the Human Resources Coordinator or his/her designated representative as soon as practicable of any change in name, address, home telephone number, marital status, citizenship, tax exemptions, affiliation with any branch of the armed forces, or loss of licenser or insurability that in any way relates to the position with Adams County.

An employee's record may be requested from an outside source. To the extent permitted by law, Adams County will limit employment information given to outside sources to the employee's present or past status as an employee of Adams County, dates of employment, job titles and job duties. If an Employee desires more information to be released to an outside source other than the limited information



as described herein, he/she must submit a signed authorization to the Human Resources Coordinator specifying the information that he/she would like disclosed and to whom.

## **SECTION 2:6 SENIORITY**

Seniority is defined for purposes of this Manual as the uninterrupted length of continuous services in the employ of Adams County measured in days, weeks, months and years.

An authorized Leave of Absence does not constitute a break in service and seniority time continues to accumulate during the term of the leave provided that the employee returns to service following such authorized leave.

If an employee's employment ends for any reason, a break in service and seniority occurs. If the employee is "reinstated" within one (1) year of his termination, however, the Adams County Board of Commissioners may deem continuous service to have not been broken and seniority credit is given for such prior service. Seniority may continue to accrue with the employee's first day of actual employment upon being reinstated.

Each Department Head may utilize their own Departmental seniority lists for purposes of work assignments, shift assignments, filling vacancies and other internal procedures.

## **SECTION 2:7 WORK ASSIGNMENTS**

Employees shall be expected to fully, dutifully and conscientiously perform those tasks as assigned to them by their Department Heads and/or Supervisors.

Department Heads and/or Supervisors shall have exclusive control of assigning and allocating work assignments, work crews, vehicles and equipment. No employee can refuse a job assignment unless it would place him in an imminent life-threatening situation or result in requiring the commission of an illegal act. An employee who refuses to perform a job as directed by a Department Head or Supervisor that does not place the employee in an imminent life-threatening situation or require the commission of an illegal act shall be deemed to have committed insubordination and subject to disciplinary action including termination and discharge from employment with Adams County.

## **SECTION 2:8 HOURS OF WORK**

The normal business hours for County Offices located in the Adams County Courthouse and the Adams County Service Complex shall be 8:00 a.m. to 4:00 p.m. Monday through Friday. The workweek runs from midnight on Saturday to 11:59 pm on Friday night. Within each Department, Department Heads shall set employee hours and shifts for proper coverage for those Departments operating outside of the County Office hours.

Non-exempt employees are prohibited from working either before or after their regularly scheduled work hours without the prior approval of their Elected Official or Department Head.

Operational needs and/or emergencies may necessitate the establishment of other work hours, days or weeks on temporary or permanent basis.

If overtime is deemed necessary and approved by the Department Head, it is mandatory and is a condition of continuing employment.

- a) All overtime must be approved in advance by the Department Head. Working overtime without approval may subject the employee to discipline or dismissal.

All Full Benefits Employees working a regularly scheduled day shall be afforded a lunch period. Lunch periods are one-half (1/2) hour. Lunch periods are PAID. The time of day in which lunch periods are taken shall be scheduled by the Department Head and shall be dependent upon the Department's and employee's responsibilities and day-to-day assignments.

All Part Time Employees routinely scheduled to work twenty-eight (28) hours or less on a weekly basis shall be afforded break and lunch periods dependent upon the duration of their shift. A shift that is five (5) hours or less in length is not eligible for a break or lunch period. A shift that is five (5) hours or more in length shall be afforded a minimum of a one-half (1/2) hour unpaid lunch period. A shift that is eight (8) hours or more in length shall be afforded a minimum of a one-half (1/2) hour unpaid lunch period, and a maximum of a one (1) hour unpaid lunch period. Part Time Employees are not required to utilize their unpaid lunch period if they do not wish, unless the employee is a minor. However, if a Part Time Employee does wish to utilize their lunch period, the minimum lunch period required is one-half (1/2) hour.

Law enforcement personnel will follow guidelines in Section 207K of the Fair Labor Standards Act (FLSA).

If a non-exempt employee is called into work by their Department Head or travels to work during non-scheduled times, he or she will be paid for all time worked. The employee will be paid at least one (1) hour of work if County transportation is provided. If County transportation is not provided, he or she will be paid a minimum of two (2) hours. For employees that are utilizing County owned vehicles for personal use, and responding to situations while off duty and operating the vehicles for personal usage, they shall be paid the actual time worked per occurrence.

In the event of the death of an employee, an employee's spouse, parent or child, a Department Head shall have the discretion to close the Department Office to the general public during a period reasonably necessary to allow Department employees to attend the funeral of such a deceased individual. Closing of an Office shall occur only if the Department Head cannot adequately staff the Department Office during the funeral. Any Department employee who chooses not to attend the funeral shall remain in the Office and continue to perform his or her other job responsibilities to the extent possible, whether or not the Office is open or closed to the public during the funeral.

## **SECTION 2:9 COMPENSATION**

Wages and salaries of Adams County Employees shall be established in a manner compatible with the philosophy, goals, objectives, and financial resources of the County.

It is the desire of the County Commissioners to provide a total compensation package that is reasonably competitive with similarly situated governmental agencies but, more important, is internally equitable based upon the relative duties and responsibilities of positions within the County. A County wage scale will be developed, adopted and maintained by the Adams County Council.

## **SECTION 2:10 PAY SYSTEM**

The pay period will be controlled by the County Commissioners.

Documentation of hours worked: Records shall be maintained by each Department Head in accordance with the Adams County Timekeeping Policy (Exhibit 2A) showing the hours worked by each employee who are not exempt from the Fair Labor Standards Act (FLSA).

The following provisions do not apply to law enforcement and public safety personnel which are governed by Section 207K of the Fair Labor Standards Act (FLSA) and addressed in the public safety addendum to this manual.

Pay days are bi-weekly and will be made to the payees by direct deposit.

## **SECTION 2:11 OVERTIME/COMPTIME**

Employees of the County who are not exempt from the provisions of the Fair Labor Standards Act (FLSA) and are not employed in fire protection or law enforcement shall receive overtime pay or compensatory time off in lieu of overtime payment for all hours worked in excess of forty (40) hours in any work.

Overtime shall be comprised of the hours worked in excess of forty (40) hours in a work week for all Non-Exempt employees. Overtime shall be paid at a rate of 1-1/2 times the employee's hourly rate for all hours worked in excess of forty (40) hours in a week. For purposes of calculating overtime or compensatory time, paid time off, holidays, funeral leave, jury duty and compensatory time shall be included as time worked. Hours worked on a holiday are included as hours worked for the purpose of calculating overtime or compensatory time.

Compensatory time off (comp time) may be awarded in lieu of cash overtime payments at the discretion of the Elected Official/Department Head. Compensatory time accrues at a rate of one and one-half (1 1/2) hours for each hour worked in excess of forty (40) hours in a workweek. Employees are required to schedule and use accrued comp time in compliance with the department policy established by the Elected Official/Department Head.

Department Heads shall attempt to distribute overtime as equally as practicable among qualified employees within those classifications in which overtime is required.

Overtime is mandatory and is a condition of continuing employment. Refusal to work overtime may result in disciplinary action. Overtime must be approved in advance by the Department Head.

Department Heads shall schedule employees in their Offices or departments in such a manner so as to minimize incurring obligations for the payment of overtime and/or compensatory time. The Adams County Auditor will report compensatory time balances for all departments on a quarterly basis to the Adams County Board of Commissioners and the Adams County Council using a report from the applicable timekeeping software.

In the event that a non-exempt employee is awarded an exempt position, appointed position or elected position, all compensatory time earned will be paid at the most recent rate at which the employee is compensated. Compensatory time will not transfer from a non-exempt position to an exempt position.

Regular employees of the County not engaged in Public Safety or emergency response activities may accrue up to eighty hours (80) hours of compensatory time off. Seasonal employees and those who perform public safety or emergency response activities may also accrue up to eighty (80) hours of compensatory time off. Department Heads may adjust employees' schedules and hours worked to reduce the impact of compensatory time earned. Once earned, compensatory time may be used in no less than fifteen (15) minute increments. Approved but unused comp time may be paid to the employee as overtime

only as approved by the Adams County Council. Employees must use all accumulated comp-time before being placed on leave of absence or no-pay status.

Exempt personnel are expected to work hours required to meet responsibilities in their job description. Compensatory time may be accrued for hours worked over twelve (12) hours per day or fifty (50) hours per week.

County employees who are not exempt from the FLSA and are engaged in fire protection, law enforcement or related activities shall receive overtime pay or compensatory time off in lieu of overtime payment in accordance with the following schedule for all hours authorized and actually worked. Such overtime shall be earned at the rate of one and one-half (1½) times the employee's hourly base rate of pay. For purposes of calculating overtime or compensatory time, paid time off, holidays, funeral leave and compensatory time shall be included as time worked.

<b>Work period</b>	<b>Maximum hours</b>
<b><u>Days</u></b>	<b><u>Law Enforcement</u></b>
<b>14</b>	<b>80</b>

### **SECTION 2:12 TIMEKEEPING (EXHIBIT 2A)**

All employees except elected officials are required to maintain an accurate record of all time worked through the approved time keeping method for the County. Unless otherwise noted, employees are required to record their hours of work for the County through the use of a timekeeping system.

Such timekeeping records shall require the employee's name, pay period during which the time is records, hours worked, lunch breaks and electronic approval of both the employee and their Department Head. Under no circumstances should any employee, other than that employee's Elected Official or Department Head, or timekeeping Administrator make changes to the record of another employee. Clocking in or out of the timekeeping system for another employee will result in discipline up to and including termination. Any inaccuracy, dishonesty, or fraud in the recording of time will result in discipline up to and including termination, and may also result in civil prosecution.

To read the complete Adams County Timekeeping Policy, please see Exhibit 2A.

### **SECTION 2:13 ATTENDANCE**

Employees of Adams County are expected to be punctual and have regular attendance. Unexcused tardiness and absences are defined as follows:

- A. Unless the employee's Department Head has given prior approval, any employee reporting for work after their scheduled starting time shall be charged with an unexcused tardiness. If the employee is thirty (30) or more minutes late, the employee will be charged with an unexcused absence.
- B. Any employee who will be tardy or absent from work should give his/her Department Head, or other designed Supervisor, at least two hours' notice prior to the employee's scheduled reporting time, if at all possible.
- C. Any absence without prior notice to the Department Head will be treated as an unexcused absence.

- D. The County has the right to require proof of any illness or injury, transportation problem, or personal emergency resulting in an absence or tardiness, including need to leave prior to the end of the scheduled workday. Failure to provide such required proof will result in the absence or tardiness being treated as unexcused.
- E. Excessive excused absence or tardiness may result in disciplinary action, up to and including discharge, depending upon the circumstances of each case.
- F. Department Heads shall control employee attendance and absenteeism.
- G. Any employee who fails to report or to call in for three (3) consecutive scheduled working days will be deemed to have voluntarily terminated their employment with Adams County without further notice, review or hearing.

#### **SECTION 2:14 PERFORMANCE EVALUATION**

The County Commissioners and Department Heads may evaluate the performance of employees within their jurisdiction at regular intervals or when determined necessary. Employees will be evaluated annually by their Department Head with such evaluations to be maintained in the Employee's file held in the Human Resources Department. Performance evaluations may be used by Department Heads in making employee pay recommendations to the Adams County Council for budget purposes. Performance evaluations may also be used to determine whether or not an employee is maintaining an acceptable level of performance and as an instrument to correct employee deficiencies in performance. Although it is not the specific intent of this Article to use performance evaluations for disciplining employees, it may be used as a basis for disciplinary action or termination if the employee repeatedly fails to maintain an acceptable level of performance.

#### **SECTION 2:15 OUTSIDE EMPLOYMENT**

No full-time employee shall have other outside employment or activities which conflicts in any manner (including overtime requirements) with such employee's ability to properly and efficiently perform his or her duties and responsibilities in accordance with the policies and operational objectives of the County Department or Office in which the employee works. Full time employees who perform work for another employer or for self-employment during regular business hours of the County may be subject to suspension or termination from employment.

All full-time employees of the County are required to consider such employment to be their "primary" occupation which shall take precedence over any other outside employment which such employees may have.

## **Article 3. WORKPLACE SAFETY**

### **SECTION 3:1 HEALTH AND SAFETY**

The County Commissioners and Department Heads shall attempt to provide safe and healthy working conditions for all employees and will comply with any applicable State and Federal laws and regulations pertaining to occupational health and safety. In order to assist the County Commissioners in this goal, it is necessary for all employees to follow appropriate and accepted Departmental safety practices and work rules and to be observant as to potential hazards in their work environment.

In the event that an employee feels that an unsafe and/or hazardous condition exists within the workplace, he or she shall be expected to report such condition in writing, if possible to the Supervisor, Department Head, County Commissioners, Human Resource Coordinator or other designated person immediately after its discovery. Likewise, any employee injured during the course of his or her employment should report the injury in accordance with Section 3:4.

### **SECTION 3:2 ALCOHOLISM AND DRUG ABUSE**

It is the policy of the Adams County to maintain a drug-free and alcohol free workplace for their employees. The manufacturing, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited in the workplace, or during the employee's working hours (inclusive of meal and break time). Employees are specifically prohibited from reporting for work under the influence of alcohol or a controlled substance, unless said controlled substance has been prescribed by a physician for a specific medical condition. In those instances, the employee must immediately report the use of such medication to the Supervisor along with a statement from the physician. Employees who feel they may have a substance dependency should contact the Human Resources Coordinator for referral to an appropriate treatment facility.

#### **Conditions of Employment:**

- A. Adams County reserves the right to offer an employee participation in drug abuse assistance or rehabilitative programs which are approved by federal, state, or health law enforcement programs, as an alternative to discipline.
- B. Participation in such program(s) shall be at the sole expense of the employee.
- C. Failure to satisfactorily complete such a program or to make available proof of satisfactory completion to the employer may result in immediate termination.
- D. An employee may be required to submit to a urine and/or blood test or any other accepted medical testing procedure if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance at work or during work hours.
- E. Upon conviction for a violation of any drug statute, occurring in the workplace or during working hours, the employee is required to notify the Human Resources Coordinator and/or Department Head within five (5) days of said conviction. Failure of proper notification shall result in immediate termination. (Includes pleas of guilty and nolo contendere).

### **SECTION 3:3 TOBACCO AND SMOKING POLICY**

Use of tobacco, nicotine-based or smokeless products by an employee shall be prohibited in all buildings, facilities and vehicles of the County. All county buildings are hereby designated as non-smoking areas. Also, there shall be no smoking allowed in areas at least 8 feet in front of county buildings.

### **SECTION 3:4 EMPLOYEE ACCIDENTS**

In the event that an employee is injured and/or involved in any accident while performing job-related duties and responsibilities, he or she, if physically able, shall immediately report such injury and/or accident to an appropriate Department Head or Supervisor and then execute a written statement as to the facts and circumstances surrounding the accident and/or injury when physically capable of doing so. This report of injury and written statement shall immediately be reported to the Human Resources Coordinator as soon as practicably possible. An employee may seek medical treatment at a facility designated by the County. If an employee seeks medical treatment, an authorization of services at the designated facility must be completed and accompany the employee, except for in emergent situations.

Further absence may require the employee to apply for benefits pursuant to Workers' Compensation. Failure to report any work related accident or injury within twenty-four (24) hours may result in employee discipline or the denial of Workers' Compensation benefits or other employee benefits. An employee may be required to return to light duty work when cleared by a physician if such work is available in their department.

### **SECTION 3:5 WORKER'S COMPENSATION**

Adams County provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses shall inform their Supervisor or Department Head immediately. All work-related accidents and/or injuries will result in a drug-screen urinalysis at a provider authorized by the County, at the cost to the County. If the results of the screening are in violation of the County drug and alcohol policy, the employee will face disciplinary action up to and including termination.

### **SECTION 3:6 EMERGENCY CLOSINGS**

Adams County Offices will remain open at all times during normal business hours unless closed by determination of the Adams County Board of Commissioners for severe weather or other emergency conditions. Full time employees who were scheduled to work during a period of closure will be eligible to use an accrued benefit leave or take the time unpaid. In the event of a county-wide closure, the Adams County Board of Commissioners reserve the right to compensate full-time employees at the normal rate of pay for hours regularly scheduled.

## **Article 4. POLICIES AND PROCEDURES**

### **SECTION 4:1 WORK RULES**

Each Department Head shall have the right and authority to promulgate and enforce any reasonable work rules and operational policies and procedures necessary to carry out the mission, goals, objectives, and functions of their Department.

Department Heads shall further have the right to promulgate and enforce any rules, regulations, and procedures necessary to implement and effectuate the personnel policies contained in this Manual.

Such rules, regulations and procedures shall not conflict in any manner with the policies of this Manual and are only applicable to that particular County Department or Office. Law enforcement personnel will follow guidelines in Section 207K of the Fair Labor Standards Act (FLSA) which are contained in the public safety addendum to this manual.

### **SECTION 4:2 DEPARTMENT WORK RULES OR POLICIES**

It should not be assumed that every work rule or cause for discipline is listed in this Manual. Each Department or Office may have additional work rules or policies and Department employees are expected to become familiar with and adhere to those policies as well. For a copy of your departmental rules, check with your Elected Official/Department Head or Supervisor. For Offices and Departments that are subject to this Manual, those additional rules and policies shall not be inconsistent with this Manual.

### **SECTION 4:3 OPEN DOOR POLICY**

It is inevitable that misunderstandings and differences will arise when employees of the County are working together on a day-to-day basis. Employees are welcome to discuss these matters with their Department Head. Department Heads may conduct investigations as they see fit.

If for any reason an employee is uncomfortable discussing these matters with their Department Head or the resolution reached with the Department Head is unsatisfactory, they may reach out to the Human Resources Coordinator who may conduct an investigation as they see fit. As necessary, the Human Resources Coordinator will involve the Adams County Board of Commissioners regarding findings of the investigation.

### **SECTION 4:4 DISCIPLINARY PROCEDURE/TERMINATION**

To ensure orderly operations and provide the best possible work environment, Adams County expects employees to follow rules of conduct that will protect the interest and safety of all employees and the County and its residents.

It is also important that the County maintain a stable workforce and continuity of employee service as appointed and elected Officials and their deputies will change. If required by law, Adams County may afford a due process hearing, in most instances, to any employee covered by the terms of this manual prior to a final termination of employment or suspension without pay in excess of five (5) business days. However, there are some situations where the County is not required to afford employees a due process hearing. Immediate termination by a Department Head or the Commissioners may occur if the severity and circumstances of the employee's conduct warrants such action. All other disciplinary



action shall be determined and carried out by the Department Heads but not before discussing the matter with the Human Resources Coordinator.

Disciplinary action may include, but is not limited to, the following:

- a. Verbal warnings
- b. Written warnings
- c. Change in work assignments
- d. Suspension with pay requiring use of paid time off or comp time
- e. Suspension without pay for 5 days or less
- f. Such other disciplinary action which may be appropriate for the Department

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following conduct may result in disciplinary action or termination of employment:

- a. Theft or inappropriate removal or possession of property
- b. Falsification of time keeping records
- c. Working under the influence of alcohol or illegal drugs
- d. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- e. Fighting or threatening violence in the workplace
- f. Sexual or other forms of harassment
- g. Boisterous or disruptive activity in the workplace
- h. Negligence or improper conduct leading to damage of employer-owned or resident-owned property
- i. Insubordination or other disrespectful conduct towards Supervisors, Department Heads or Elected Officials or the public
- j. Violation of safety or health rules
- k. Using or smoking tobacco, nicotine-based or smokeless products in prohibited areas
- l. Excessive absenteeism or any absence without notice
- m. Unauthorized absence from work station during the workday
- n. Unauthorized use of telephones, internet, mail system, or other employer-owned equipment
- o. Unauthorized disclosure of confidential information
- p. Violation of personnel policies
- q. Unsatisfactory job performance or conduct
- r. Violation of other Department work rules of policies

#### **SECTION 4:5 HARASSMENT POLICY**

Adams County is firmly committed to maintaining a work place free from any form of harassment, including sexual, ethnic or racial harassment or intimidation. Such conduct does not further the purposes of the County. Consequently, any employee who engages in harassment may be subject to discipline up to and including discharge.

Harassment includes verbal or physical conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- B. Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting such employee.
- C. Such conduct has the purpose or effect of unreasonably interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact that creates for another employee an offensive work environment or interferes with his/her ability to perform the job. Such behavior is a violation of the sexual harassment policy and will not be tolerated under any circumstances. Examples include unwelcome sexual advances or flirtations, requests for sexual favors, unnecessary touching, displaying lewd or degrading pictures or sexual objects, jokes of a sexual nature and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- B. Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting such employee.
- C. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.
  - a. If you have been subject to such harassment or have knowledge of harassment, it is your responsibility to immediately report this information. You should do any or all of the following:
  - b. If possible, tell the person who is engaging in the offensive conduct to stop. You must then report the conduct to your Supervisor. If the Supervisor is engaging in the conduct, or if other circumstances exist which cause you to believe discussion with the Supervisor would be inappropriate, you should instead report the conduct to the Human Resources Coordinator or to the Adams County Board of Commissioners.
  - c. A confidential and thorough investigation of all complaints will be undertaken and appropriate action will follow. Details and identities, however, may need to be revealed in order to properly investigate complaints. The employee who reports the incident will be advised of the findings and action taken.
  - d. Employees who file complaints in good faith and witnesses who participate in an investigation in good faith may do so without fear of retaliation or adverse employment action and with confidence that the complaint will be thoroughly investigated. Because allegations of harassment are serious charges, any willfully false statements or allegations will be dealt with accordingly, and may result in disciplinary action up to and including discharge. Misrepresentations contained in a complaint alleging harassment shall be considered an abuse of the harassment policy and shall result in an investigation into the misrepresenting

person and the statements made in their complaint.

- e. To assure that all employees of Adams County are aware of this policy and our commitment to a working environment free from harassment of any kind, copies of this policy are generally available from the Human Resources Coordinator.

#### **SECTION 4:6 CONDUCT AND APPEARANCE**

The primary purpose of the various County agencies and Departments is to serve the public in meeting its needs. In this regard, employees of the County will be expected to be prompt, efficient, and courteous in dealings with the public, whether directly or indirectly.

The various County Department Heads shall have the right to prescribe standards for dress and grooming appropriate to the work of their Department and require that an employee's overall appearance be appropriate and put forth a favorable image on behalf of the County, such as wearing of a shirt and long pants during working hours. The wearing of any type of clothing that bears objectionable, obscene, and/or profane pictures, caricatures, writings, or other forms of communications is strictly prohibited.

The determination of what constitutes objectionable, obscene, and/or profane is at the sole discretion of the Department Heads.

#### **SECTION 4:7 TRAVEL AND EXPENSE REIMBURSEMENT (EXHIBIT 4A)**

An employee may be reimbursed for mileage at the established applicable rate per mile for the use of privately owned automobiles or at a lesser established rate per mile for the use of privately owned motorcycles for official business as determined by the County Commissioners. However, such reimbursement may be made only if the employee carries motor vehicle liability insurance as required by law.

An employee must file an itemized expense report showing the origin and destination of each trip in sufficient detail to account for the mileage claimed. No reimbursements are payable for travel between home and office. Travel expense reports which include travel expenses incurred more than sixty (60) days prior to the voucher date must be accompanied by a letter of explanation detailing the reason. Mileage is payable to only one of two or more employees traveling on the same trip and in the same vehicle. The names of each such person must be listed on the travel voucher. Charges for parking are reimbursable on any day when an employee is entitled to claim reimbursement for mileage.

Employees who travel on County-related business on overnight trips will be paid for all hours worked, including time spent as the driver of a car. In addition, employees will be paid for all travel time, including as a passenger, during their regularly scheduled shift, regardless of the day of the week. Employees who travel on County-related business on single-day trips, where they leave and return for the business on the same day, will be paid for all hours worked, including driving time, regardless of whether the employee is the driver of the vehicle or a passenger.

The County will not reimburse additional expenses related to a spouse or guest who is not performing business on behalf of the County. Lodging expenses shall be reimbursed only if the destination is a distance of seventy five (75) miles or more, one way, from the Adams County Circuit Courthouse.

A certificate of attendance will be issued by the appropriate authority and shall be attached to the Adams County Employee's claim for reimbursement. If available, an agenda to any event, presentation,

conference, etc, must accompany a travel expense reimbursement claim. If a meal is provided at any event, an employee is not eligible for meal reimbursement.

Receipts must be attached to the expense report including parking fees in excess of one dollar (\$1.00).

Personal expenses incurred in traveling are not reimbursable including but not limited to: personal telephone calls, laundry, entertainment, and alcoholic beverages.

#### **SECTION 4:8 PURCHASING POLICY**

Employees are not authorized to make any purchase on behalf of the County unless: (i) the employee has been specifically and expressly authorized by their Department Head and (ii) the purchase is within their respective department's budget. Adams County Elected Officials and Department Heads are authorized limited purchasing agents and have authority to purchase supplies, materials, equipment and services on behalf of Adams County, subject to final approval and allowance of the claim by the Adams County Board of Commissioners, ONLY TO THE EXTENT THAT:

- A. The purchase amount does not exceed the amount budgeted for that particular item or class of items as contained in a department budget approved and appropriated by the Adams County Council and;
- B. The purchase does not exceed \$2,500.00

Purchases that do not fall within the department budget or exceed \$2,500.00 shall be approved in advance by the Adams County Board of Commissioners. Purchases made or contracted for prior to such approval are made at the risk of the limited purchasing agent being individually liable for the expense associated with such purchase.

If the purchase is made by the use of a County credit card, the purchase must be made in strict accord with the County credit card purchase policy.

#### **SECTION 4:9 USE OF VEHICLES**

Any employee of a County Office or Department who is required to operate a County vehicle in the course of his or her employment shall do so for only County Employee purposes (not for personal use and not to be used by anyone other than the Employee), unless otherwise authorized by the Sheriff's Department, and shall be subject to the following conditions and restrictions.

##### **General Conditions:**

- A. Periodic record checks at the Bureau of Motor Vehicles at least annually;
- B. Use of seat belts by all drivers and passengers;
- C. Reassignment or other appropriate disciplinary action in the event of license revocation, suspension or traffic offense conviction such as DUI/DWI;
- D. Employees who are required to operate County vehicles during the course of their employment must immediately report any condition that adversely affects their

ability to safely operate such vehicle(s) and/or equipment;

- E. Must be able to meet insurability standards requirements of the County liability insurance provider;
- F. Employees are responsible for any taxable portion of vehicle use to and from work as determined by IRS regulations; and
- G. Use of tobacco products, nicotine-based products, or smokeless products is prohibited in all County-owned vehicles.

**Use and Maintenance:**

- A. Employees must use assigned County vehicles only for the purpose(s) authorized and must not permit unauthorized passengers in the County vehicles. Reimbursement for necessary emergency road service and repairs, parking and highway-related tolls require appropriate receipts for reimbursement.
- B. With the exception of the Sheriff's Department, employees who are responsible for County-owned vehicles shall follow the below guidelines:
  - a. Have the vehicle inspected annually at the Adams County Highway department
  - b. Regularly check the engine oil. At least quarterly, or every six thousand (6,000) miles, whichever comes first, the employee shall have the oil changed and the vehicle tires rotated at the Adams County Highway Department
  - c. All scheduled service should be reported to the Adams County Board of Commissioners on a quarterly basis

**Vehicle Accidents:**

In the event of an accident, employees must do the following:

- A. Provide any assistance possible to any injured party, call the County Sheriff or appropriate police Department, and call for an ambulance, if necessary;
- B. Do not move any vehicles unless instructed to do so by proper police authority;
- C. Write down all pertinent facts such as the other driver's name, address, and telephone number, driver's license number, social security number, and name of insurance company and policy number; name, address, and telephone number of any injured party or witness;
- D. Do not admit any fault or make any oral or written statements but give your name, address, telephone number, etc., as required; and
- E. Notify your Department Head or Supervisor, as the case may be, and submit a written report as soon as possible.

An employee's misuse of a county vehicle may result in disciplinary action up to and including termination of employment.

#### **SECTION 4:10 CELL PHONE/ELECTRONIC DEVICE USAGE**

##### **Definitions:**

- A. Cell Phone (aka, mobile phone, smart phone, handheld cell or handset) a mobile electronic device that engages in telecommunications including voice calls, text messaging/short email service (SMS) and/or email. Cell Phones may also include features like complete Internet access, games, multimedia messaging service (MMS), instant messaging service (IM) digital audio (MP3) players, cameras, radio and global positioning systems (GPS). Any device that engages in these functions is included in this policy.
- B. Electronic Device – in this policy, electronic device means any portable apparatus that involves user interaction. This includes but is not limited to, laptops, GPS Systems, MP3 players, cameras, pagers and personal digital assistants (PDAs)
- C. Handset (also known as hands free)- an extension of the cell phone either connected to the handset via cord or wirelessly through technology that allows the user to engage in voice communication without holding onto the cell phone itself.

##### **County Usage Policy:**

- A. Use of cell phones while driving is strictly prohibited – this includes all functions of the cell phone including but not limited to, phone calls, text messaging, email, Internet usage, camera usage etc.
- B. Use of electronic devices – including laptops, PDAs, cameras and pagers - while driving is strictly prohibited unless specifically outlined below.
- C. Voicemail must be engaged to handle all calls while driving, and calls may only be returned when employee is stopped or pulled off the road.
- D. Passengers making or taking calls for the driver is permissible provided the interaction does not affect the drivers' performance.
- E. Regular callers must be informed that employee will not be available while driving and should be notified of the best times to call based on driving schedule.
- F. Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.
- G. Handset/Hands free Use: The usage of headsets or hands free devices is permissible IF: a) The device is pre-approved for usage; b) Use of the device does not cause distraction; c) Any dialing of the handset is performed while stopped or pulled to the side of the road; d) Conversations do not interfere with the driver's ability to drive safely; and e) Road Conditions are generally good and do not threaten employee safety.

**Emergency Calls:**

The only exception to the cell phone usage policy is calls placed to 911 in case of emergency. If placing or accepting an emergency call, keep it short and use a hands free option if available. Pull over and stop if practicable.

**Laptops, etc:**

Adams County will not limit an employees' ability to perform their duties while operating a motor vehicle although for the safety of the public it is necessary for employees to follow these guidelines:

- A. The input of information or queries that only requires a single button to activate from the system or systems that are being used is allowed.
- B. The input of information that requires multiple key strokes must be made while the vehicle is not in motion.
- C. This exception is valid with only county owned laptops. All personal laptops must follow the rules stated in the General Procedures.

**GPS Systems:**

While using any GPS system for navigation employees must adhere to the following:

- A. Mounted GPS units must not block or obstruct the driver's view in any way.
- B. GPS systems must be voice narrated and must not require the driver look away from the road to follow instructions.
- C. Programming or otherwise engaging with the GPS Screen may only occur while stopped or while pulled off the road.

**MP3 and Other Audio Devices:**

Adams County does not want to limit an employees' ability to enjoy music or news while behind the wheel yet in the concern for the safety of our employees the following guidelines are in place.

- A. Employees may not take their eyes off the road to adjust music settings
- B. Programming music settings must occur while stopped pulled off the road or prior to departing.
- C. Employees under no circumstances may utilize the usage of headphones in any electronic devise while behind the wheel.

**SECTION 4:11 COUNTY PROPERTY**

Employees are prohibited from using and loaning County vehicles, materials, tools, equipment, and labor for personal or private use regardless of whether it is during work or non-work time.

Employees may not expend labor during scheduled work hours for work not related to County business. This prohibits any employee from performing private work for himself, another employee, or a non-employee.

#### **SECTION 4:12 INTERNET AND EMAIL USE POLICY**

Adams County makes the Internet available to support and promote the mission of county government which includes quicker public response and information sharing. It is expected that anyone obtaining information through the Internet will abide by all applicable policies and all laws governing the use of the Internet. The term "Internet" for this policy includes the following items: email, news groups, chat, web surfing, telnet, and ftp.

- A. County employees must not engage in hacking or any other illegal activities while using the internet.
- B. Adams County has filtering to help block unsuitable content, but not all unsuitable content gets blocked. It is the responsibility of the Department Head to see that employees are not accessing material which is unrelated to the employees' work and/or is inappropriate for the workplace.
- C. Downloading and/or playing games is prohibited.
- D. Downloading copyrighted material including video, music, and programs is prohibited.
- E. Employees shall not allow non-county employees to use the Internet.
- F. Employees understand that all sites visited can be associated to the computer that they were visited from.
- G. All information sent and received is property of the official county office and subject to viewing by the Department Head, Supervisor or Commissioners.
- H. No encryption is allowed unless authorized by the system administrator or Commissioners.
- I. Tampering with Internet protection software or compromising the security of the county network is prohibited.
- J. Viewing or downloading any material that is pornographic, derogative, racist, or in any ways offensive is prohibited.

Employees are allowed reasonable personal use of the Internet and email during the employee's lunch or break time as long as the personal use is otherwise consistent with this policy. Internet and email use privileges may be modified, suspended or revoked by the Department Head or the Commissioners if any of these rules are violated or if the employees' use of the internet and/or email is interfering with job performance. Violation of this internet and email use policy may be grounds for employee discipline, suspension or termination. By use of the internet or email through the County network, employees shall have no expectation of privacy in the content of the materials viewed, received or transmitted.



**Computer Viruses:**

Employees are to be extremely cautious about allowing computer viruses in to the Adams County computers and equipment. Under no circumstance are Employees authorized to download or install any software on any computer owned or leased by Adams County without prior approval of the Department Head. Electronic mail or attachments thereto are not to be opened unless the Employee is certain of the origin, source and content.

**SECTION 4:13 NO PERSONAL RIGHT TO PRIVACY**

Adams County is sensitive to an Employee's privacy concerns. Adams County will make every effort to access electronic information systems in a respectful and responsible manner. However, employees must be aware that employees have no right of privacy as to any information or file maintained in or on Adams County's property or transmitted or stored through Adams County's electronic information systems or other technical resources.

When an Employee uses Adams County's information systems, the Employee is creating Adams County documents and these documents are not private and may be read by others at work and by others outside the work place. Even if a message is deleted from the system, a record of it may remain either on the daily backups of all data or in other ways. It is possible to re-create a "deleted" message.

Adams County reserves the right to access any information stored in its electronic information systems. It is impossible to list all circumstances under which access may occur.

## **Article 5. BENEFITS AND SERVICES**

### **SECTION 5:1 COUNTY MEDICAL AND LIFE INSURANCE COVERAGE**

Adams County offers insurance benefits to Full-Time Benefits Employees, Limited Benefits Employees and certain employed professionals as determined by the Adams County Council. Part-Time Employees and Seasonal/Temporary Employees are not eligible for health benefits. Eligibility is further defined and governed by the terms of the Adams County Health Benefit Plan.

Eligible employees are required to share in a portion of the health plan expenses on a monthly basis as determined by the Adams County Board of Commissioners. Premiums for spouses and dependents will be the responsibility of the Employee. Payment for eligible and participating Employee's contributions will be withheld from the Employee's paycheck.

Adams County complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA) in offering continuation of coverage to employees and/or dependents who would otherwise lose their coverage.

### **SECTION 5:2 MEDICAL INSURANCE FOR EARLY RETIREES**

A Retirement Health Plan will be available to Full-Time Benefits Employees, for early retirement, from the age of 62 to the age of 65 (or age first eligible for Social Security Retirement) for any Full-Time Benefits Employee of Adams County Government that has completed 10 years of active service. Retired employees may be required to pay up to 100% of the cost of such coverage.

If the employee chooses the Retirement Health Plan they would be required to sign a waiver opting out of COBRA insurance coverage. COBRA coverage would not be offered again until the Retiree Plan has been exhausted at the age of 65 (or age first eligible for Social Security Retirement) unless a COBRA qualifying event has been experienced by a dependent. At the age of 65 (or the qualifying age for each employee under Social Security) the retiree would then be eligible for Medicare and the Adams Retirement Health Plan would stop. Such insurance plans, coverage, eligibility requirements, continuation benefits, and costs shall be determined by the County Commissioners and County Council and are subject to change in the sole discretion of the Administrative and/or Fiscal body(s) of Adams County.

## **ARTICLE 6. TIME OFF AND LEAVE OF ABSENCES**

### **SECTION 6:1 PAID TIME OFF (PTO)**

Paid Time Off (PTO) is intended to provide greater flexibility for scheduled time away from work and to provide each employee an incentive to maintain an excellent work history.

The PTO Policy provides eligible employees with an opportunity to use paid time off for vacations, illness, family emergencies, unavoidable absences, etc. This does not replace or affect the paid holiday or funeral leave benefits. This policy applies to Full Benefits Employees. For purposes of this policy, the year begins on January 1.

Eligible employees accrue PTO based upon their length of service. New employees begin accruing PTO on their first day of employment, but are not eligible to take PTO for anything other than absences related to illness sick leave until they have been employed for six (6) months. PTO earned within the first 6 months of employment will be forfeited in the event that the employee voluntarily or involuntarily terminates employment within six (6) months of hire.

Accrual of PTO shall not exceed 480 hours in total. Hours excluded from the calculation of an employee's accrual of PTO include: overtime, mandatory down-staffing, and on-call hours. Unused PTO carries over to the following year and continues to carry over until the maximum of 480 hours has been met. Once an employee accrues 480 hours of PTO, the employee will no longer continue to accrue PTO until the balance falls below 480 hours. It is the employee's responsibility to manage their PTO hours and plan accordingly to maximize their benefit.

Employees will accrue PTO according to the below table:

<b>Years of Service</b>	<b>Earned Hours per Hours Worked</b>	<b>Estimated Hours Per Year</b>
0 – 2 years	0.046153	96 hours
3 – 5 years	0.069230	144 hours
6 – 9 years	0.092307	192 hours
10 – 14 years	0.123076	256 hours
15+ years	0.134615	280 hours

Employees not timely reporting to work for ANY reason shall be required to use PTO for time missed. Reasons for using PTO include vacations, illness, personal time, family emergencies and unavoidable absences. PTO must be used in no less than fifteen (15) minute increments. The maximum increment to use PTO will not be more than two (2) weeks in a thirty (30) day period, unless otherwise pre-approved by the Department Head. Requests may not be made more than twelve (12) months in advance. Employees using PTO are not immune from discipline (i.e., a tardy employee shall use PTO for the missed time but may still be subject to discipline for tardiness). PTO is paid at the employee's base rate of pay at the time of accrual, not to include shift differentials or other premiums. Employees may not build a negative balance of PTO.

Scheduled PTO should be requested from the Department Head with a minimum of twenty-four (24) hour notice except in emergency situations. Approval of requests for scheduled PTO is at the discretion of the Department Head and must fall within the constraints of departmental policies. When

an employee needs to use PTO for an unanticipated absence, the employee must contact their Department Head as soon as possible. Approval of requests for non-paid time off will be considered on an individual basis by the Department Heads and must fall within the constraints of departmental policies. If the employee has accrued PTO time, PTO hours must be used in lieu of non-paid time off.

Full time employees may cash out PTO on separation from employment. This will be paid out at 50%. Employees may not use more than one (1) week of PTO before a planned retirement.

**SECTION 6:2 HOLIDAYS**

All full-time employees shall be eligible for payment of approved holidays.

The Adams County Board of Commissioners establishes annually the official holiday schedule for the closing of County offices and departments. Employees should obtain the annual holiday schedule from their Department Head.

The following rules govern holiday pay:

- A. Employees shall be awarded eight (8) hours of holiday pay at the normal rate for each holiday annually established by the Adams County Board of Commissioners, regardless of regularly scheduled shift.
- B. Employees shall work the entire scheduled working day before and after said holiday, unless employee is on paid leave of absence for: PTO, funeral leave, or earned compensatory time, with prior approval of the Department Head.
- C. Holiday pay may be scheduled differently in those departments utilizing a rotating schedule, or where the department is required to provide service continuously, regardless of holidays. Check with the Elected Official or Department Head for specifics.
- D. If an employee works on a holiday, the employee will receive eight (8) hours of holiday pay at their regular rate plus compensatory time for all hours worked on the holiday at one and a half times (1 1/2) the number of hours worked. Hours worked on a holiday are included as hours worked for the purpose of calculating overtime or compensatory time.

**SECTION 6:3 FUNERAL LEAVE**

The County offers funeral leave for full-time benefit eligible employees to provide for a time for mourning after the loss of a loved one according to the following schedule:

<b>Relationship of Deceased</b>	<b>Consecutive Business Day Paid Leave</b>
Spouse, child	Ten (10) days or eighty (80) hours
Parent, sibling, step-parent, step-child	Five (5) days or forty (40) hours
Grandparent, step-grandparent, grandchild, step-sibling, parent-in-law, step-parent-in-law	Three (3) days or twenty-four (24) hours

Aunt, uncle, cousin, niece, nephew, grand-parent-in-law, grand-child-in-law	One (1) day or eight (8) hours
All other	Unpaid

If the deceased lived over 300 miles from Decatur, the employee may request unpaid funeral leave in addition to paid leave (if any).

All requests for funeral leave should be directed to the Human Resources Coordinator. Funeral leave must be taken within fourteen (14) days from the date of the deceased deaths. Documentation may be required to support relationship or dates. Funeral leave will not be administered on Saturday or Sunday, unless it is the employees regularly scheduled shift. The employee may use Paid Time Off for additional time off work with the approval of the Department Head.

**SECTION 6:4 JURY OR WITNESS DUTY LEAVE**

All County employees shall be eligible for paid jury or witness duty leave during regularly scheduled working hours if he or she is subpoenaed to court as a witness or for jury duty. Employees must present a subpoena or jury duty request to their Department Head as soon as possible after learning that they are required to serve. The employee will keep their Department Head updated if there any changes or cancellation to service. All employees are expected to return to work upon release from court duty for remaining hours of his or her scheduled shift unless released by their Department Head.

Non-exempt employees who are subpoenaed to court as a witness or called for jury duty will be eligible for the difference between their straight time hourly rate up to eight hours per day and the payment received for witness and/or jury service. Employees must present proof of the amount of pay received to the Chief Deputy Auditor.

Exempt employees who are subpoenaed to court as a witness or called for jury duty will be eligible for their full-time normal salary. All compensation received by an exempt employee from the court for services rendered during normal working hours shall be remitted to the County Auditor.

No Adams County Employees are entitled to paid court leave for appearance in personal, criminal or civil cases. Such absences must be scheduled in advance through the employee’s Department Head or Supervisor and be taken as PTO.

**SECTION 6:5 MILITARY LEAVE**

All employees of Adams County who are members of the Indiana National Guard or of reserve components of the naval, air or ground forces, shall be entitled to a leave of absence from their respective duties in accordance with State and Federal law. Employees are asked to provide written proof of service requirements two (2) weeks in advance of service date or as soon as feasible. Payment, if any, and restoration or re-employment for an employee on a military leave of absence shall be in accordance with applicable law. Seniority shall continue to accrue during a military leave of absence, but Paid Time Off does not.

**SECTION 6:6 FAMILY/MEDICAL LEAVE**

It is the policy of the County to grant up to 12 weeks of family and/or medical leave in any rolling 12-month period (counting backwards from the date an employee uses any FMLA leave) to eligible employees for the following reasons (collectively “FMLA Leave”):

- A. To care for the employee's son or daughter after the birth of that son or daughter or to care for a son or daughter placed with the employee for adoption or foster care (hereinafter referred to as "New Child Leave"); and/or
- B. To care for the employee's spouse, son, daughter, or parent who has a condition defined as a "serious health condition" (hereinafter referred to as "Family Medical Leave"); and/or
- C. To care for the employee's own condition defined as a "serious health condition" which renders the employee unable to perform his or her job (hereinafter referred to as "Employee Medical Leave").
- D. Because of any Qualifying Exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty in the Armed Forces) (hereinafter referred to as "Qualifying Exigency Leave").
- E. To care for a Covered Service member, as defined below, who has incurred a serious injury or illness in the line of duty while on active duty in the Armed Forces or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness, provided that such injury or illness may render the family member unfit to perform duties of the member's office, grade, rank, or rating (hereinafter referred to as "Service member Family Leave"). In the case of qualified Service Member Family Leave, an employee may take up to twenty-six (26) weeks of leave in a single 12-month period measured forward from the first day of leave.

**Eligible Employees:**

An employee is eligible for FMLA Leave only if the employee has been employed with the County for at least twelve (12) months and the employee has worked at least 1,250 hours during the past twelve (12) months.

An employee is eligible for Service Member Family Leave to care for a covered service member with a serious injury or illness if, in addition to meeting the eligibility requirements listed above, they are needed to care for a service member who is the employee's spouse, son, daughter, or next of kin.

The employee taking Service Member Leave must commence the leave to care for a covered service member within five (5) years of a service member's active duty service, but the single 12-month period of taking Service Member Leave may extend beyond the 5-year period.

**Serious Health Condition:**

A "serious health condition" is defined as 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 for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider, or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Amount of FMLA Leave:**

Employees are not entitled to more than a total of twelve (12) workweeks of New Child Leave, Family Medical Leave, Employee Medical Leave, and Qualifying Exigency Leave during a rolling twelve (12) month period.

If a husband and wife are both employed by the County, they are permitted to take only a combined total of sixteen (16) weeks of New Child Leave during a rolling twelve (12) month period. One employee may not take more than a total of twelve (12) weeks of New Child Leave that is allowed under FMLA. Likewise, if a husband and wife are both employed by the County, they are permitted to take only a combined total of twelve (12) weeks of Family Medical Leave to care for a parent suffering from a serious injury or illness during a rolling twelve (12) month period, and twenty-six (26) weeks of Service Member Family Leave to care for a covered Service member (son, daughter, or next of kin of both spouses) suffering from a serious injury or illness during a rolling twelve (12) month period.

### **Manner in Which Leave May Be Taken:**

New Child Leave must be taken and completed within twelve (12) months of the birth of an employee's son or daughter or within twelve (12) months of the placement of a son or daughter with the employee for adoption or foster care. New Child Leave must be taken continuously. It may not be taken on an intermittent or reduced leave basis except with express written consent of the County.

Family Medical Leave, Employee Medical Leave, Qualifying Exigency Leave and Service Member Family Leave may be taken on an intermittent or reduced leave schedule if the employee provides appropriate medical certification setting forth the need for the intermittent or reduced schedule leave. (See Medical Certification provisions below.) In the case of a Qualifying Exigency Leave related to covered active duty or call to covered active duty, eligible employees must provide a certification and/or documentation of the call to active duty.

An employee who takes intermittent leave which necessitates an absence for only part of a shift, is expected to report back to work to complete the remainder of his/her scheduled shift (if applicable), unless specifically authorized by his/her supervisor prior to employee's departure.

If an employee requests intermittent leave or leave on a reduced leave schedule based upon foreseeable planned medical treatment, the County may require the employee to transfer temporarily to an available alternative position for which the employee is qualified, provided that such position has equal pay and benefits and can better accommodate recurring periods of leave than the regular employment position of the employee.

### **Request for Leave:**

An employee must provide the County with sufficient information to support a determination that the leave qualifies as FMLA Leave. FMLA leave request forms are available from the Human Resources Coordinator.

Requests for a leave qualifying as FMLA Leave must be made at least thirty (30) days prior to the first date of the requested leave, if practicable. An employee requesting leave as a Qualifying Exigency Leave for active duty of a family member must provide prior notice to the County as is reasonable and practical under the circumstances.

If the need for a leave qualifying as FMLA Leave is not foreseeable thirty (30) days in advance, an employee must request the leave as soon as the need for the leave becomes foreseeable. If an employee is unable to provide any advance warning or a leave qualifying as a FMLA Leave, the employee must notify the Human Resources Coordinator of his or her intent to request such a leave within one to two days of becoming aware of the need for leave.

If an employee does not provide information and notice in accordance with the above provisions, the absence will not be considered FMLA Leave and will be dealt with in accordance with the County's attendance policy.

**Scheduling Planned Treatment:**

In the event an employee needs Family Medical Leave or Employee Medical Leave for planned medical treatment for a qualifying serious health condition, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt the County's operations. The employee is expected to consult with the Human Resources Coordinator prior to scheduling treatment in order to work out a treatment schedule which best suits the needs of the employee and the County.

**Medical Certification:**

Family Medical Leave, Employee Medical Leave, and Service Member Family Leave must be supported by certification from a health care provider. In the case of Service Member Family Leave, only specified health care providers may provide the necessary certification. Please contact the Human Resources Coordinator for questions regarding this type of leave. If employees are absent from work because of their own serious health condition or the serious health condition of a family member, employees must have their health care provider complete the County's Medical Certification form, which is available from the Human Resources Department. Employees should direct their health care provider to give complete answers to the information requested on the Medical Certification. This information is necessary for the County to ascertain whether an absence qualifies as FMLA Leave.

Failure to timely provide (within 15 days of a written request for such Certification) a completely answered Medical Certification to support a medically-related absence may result in disqualification of the absence as FMLA Leave.

**Verification of Certification:**

If the County has reason to doubt the validity of medical certification provided by the employee, the County may require second and third medical opinions in accordance with the FMLA. The County shall bear the cost of such opinions. Additionally, the County may require subsequent recertification from the employee on a reasonable basis (normally no more often than every 30 days unless changed circumstances requires more frequent re-certifications).

**Exhaustion of Paid Time Off as Part of Leave:**

Employees are required to use any unused paid time off (Paid Time Off and earned compensatory time) they may have concurrently with any FMLA leave. All such paid time off will also count as part of the twelve (12)-week (or twenty-six (26)-week if it is for qualifying Service Member Family Leave) leave period available to employees. Employees do not accrue paid leave of any kind while on FMLA leave.

**Pay During Leave:**

All FMLA Leaves are unpaid to the extent not covered by another benefit program.

**County-Sponsored Benefits:**

County-sponsored health, dental, prescription drug, life and accidental death and dismemberment insurance and short- and long-term disability coverage (if applicable) will continue during any such leave if required copayments are made in a timely manner.



If an employee fails to return from FMLA Leave, the employee may be required to reimburse the County for all group medical insurance premiums paid by the County during the employee's leave, to the extent permitted by the FMLA.

**Keeping the County Informed:**

An employee must keep the County apprised of his/her leave of absence status while on leave, including his or her intent to return to the County at the end of the leave.

**Reinstatement:**

When an employee returns from an FMLA Leave, the County will restore the employee to the position he or she held when the leave commenced or to the same or equivalent position with equivalent benefits. Employees on leave shall be required to submit a fitness for duty certification in order to be reinstated through an authorized County provider.

**Prohibited Acts:**

Providing a false reason for an FMLA leave will be considered grounds for disciplinary action up to and including termination. Employees are also prohibited from working for another employer while on a leave of absence, including FMLA.

**Covered Service Member:**

The term "Covered Service Member" means:

- A. A current member of the Armed Forces including a member of the National Guard or Reserves who is undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status for a serious injury or illness; or
- B. A "covered veteran" who is undergoing medical treatment, recuperation, or therapy for serious injury or illness. A "covered veteran" means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five (5)-year period prior to the first date of the eligible employee taking Service member leave to care for the covered veteran.

**Serious Injury or Illness:**

The term "Serious Injury or Illness" means:

- A. For a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; or
- B. In the case of a covered veteran, an injury or illness that was incurred in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran and it is: (i) a continuation of a serious injury or illness that was incurred or aggravated when a member of the Armed Forces; (ii) a physical or mental condition for which the covered veteran has received a veterans disability rating of 50% or greater; (iii) a physical or mental condition related to military service that substantially impairs the covered veteran's ability to secure a substantial gainful occupation; or (iv) an injury, including a psychological injury, on the basis of which the covered

veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

**Covered Active Duty:**

The term “covered active duty” means:

- A. In the case of a member of the regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
- B. In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member of the Armed Forces to a foreign country under a call or order to active duty. State calls to active duty are not covered unless under order of the President of the United States.

**Qualified Exigency**

A Qualifying Exigency may include: attending certain military events, arranging for alternate childcare (or providing childcare on urgent immediate basis, enrolling in new day care, or to attend meetings at daycare for disciplinary measures), addressing certain financial and legal arrangements, attending certain counseling sessions, to spend time with the military member on short-term, temporary, Rest and Recuperation Leave, attending post-deployment reintegration briefings, and providing parental care for the parent of the military member who is incapable of self-care.

**Amount of Leave:**

Employees who are the spouse, son, daughter, or next of kin of a covered service member who are needed to care for the service member may take up to twenty-six (26) workweeks of unpaid leave per injury/illness per service member during a single twelve (12) month period. The single twelve (12)-month period is measured forward from the first day of leave for Service Member Family Leave.

Qualifying Exigency Leave is leave taken to address any issue relating to short-notice deployment (i.e. notice of seven (7) or less days), can be taken for up to seven (7) calendar days starting with the notification of impending call or order to covered active duty. The amount of leave taken for Rest and Recuperation Leave for the military member is limited to a period of fifteen (15) calendar days beginning on the date the military member commences each instance of Rest and Recuperation Leave.

Employees are not entitled to more than a total of twenty-six (26) work weeks of leave in a single 12-month period if Service Member Family Leave is combined with the leaves mentioned in the prior paragraph.

**State Law Military Leave Rights:**

Any military leave granted under applicable state laws will run concurrently with Qualified Exigency Leave under the FMLA, if applicable.

**SECTION 6:7 LONG TERM ILLNESS**

In cases of long term illness, a request for extended sick leave must be submitted to the Adams County Commissioners for consideration under the provisions of this policy and the Family Medical Leave Act stated herein. If extended sick leave is granted, the leave shall not exceed fourteen (14) weeks, once all FMLA leave has been exhausted. The County will continue to pay the County portion of the employee’s

current health insurance coverage up to twenty-six (26) weeks beginning with the first day of FMLA leave and long term illness leave, in those instances where it affects the employee, spouse or dependent child of the employee. This benefit will not be made available if the employee, spouse or child of the employee is eligible for any other Federal, State or employer sponsored coverage or benefit which will cover medical expense. The employee may continue coverage under COBRA, at their own expense, for any remaining eligibility period thereafter.

After employee has exhausted all benefits (PTO, earned compensatory time, etc.) and has not returned to work due to an accident, illness or other medical condition (other than for Worker's Compensation injury or illness), the County will pay the employee one (1) full pay (bi-weekly pay) at the employee's regular rate of pay provided the employee has been employed with the County for at least 1 year of continuous service. This benefit is limited to one time in any five-year period.

### **SECTION 6:8 LEAVES OF ABSENCE WITHOUT PAY**

An employee may be granted a personal leave of absence without pay upon written request to their Department Head for a period of up to six (6) months. Such a leave may be extended at the discretion of the Department Head for an additional six (6) month period for extenuating circumstances.

At the discretion of the Department Head, the Department Head may grant a leave of absence for a period of up to twelve (12) months for purposes of education, training, or specialized experience which would be of benefit to the service of the County by improved performance at any level or for voluntary service in any governmental sponsored program of public betterment.

The granting of a personal leave of absence shall be at the sole discretion of the Department Head and depend upon the nature of the request and the operational needs of the County Office or Department.

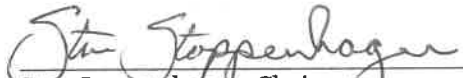
Employees returning from authorized leaves of absences may be placed in their same or similar positions to the extent that such position is available in the Department in which they previously worked. Failure to return to duty from a leave of absence within three (3) working days of its completion shall be cause for termination.

Leave of absence time not being used for its stated and requested purpose(s) shall be immediately canceled with the employee being subject to disciplinary action.

The County shall not continue health insurance or other benefits during an unpaid leave of absence. However, the employee may have certain rights for continuation of health coverage under COBRA at their own expense.

Adopted this 15 day of February 2022.

ADAMS COUNTY BOARD OF COMMISSIONERS:

  
\_\_\_\_\_  
Stan Stoppenhagen, Chairman

  
\_\_\_\_\_  
Rex Moore

  
\_\_\_\_\_  
Steve Kuhn

ATTEST:

  
\_\_\_\_\_  
Tony Mellencamp, Auditor

The policies and procedures described herein do not create a contract for employment and are subject to change at the discretion of the Adams County Board of Commissioners.

## **EMPLOYEE TIME KEEPING POLICY – EXHIBIT 2A**

**EFFECTIVE:** February 19, 2022

**PURPOSE OF POLICY:** To provide guidelines for the proper use of the Adams County electronic/computerized system for time and attendance and to ensure that time records are accurately reported. All non-exempt (classified/hourly) and exempt (classified/salary) employees are required to have a record of hours worked pursuant to the Fair Labor Standards Act (FLSA).

### **PROCEDURES:**

#### *REPORTING*

1. Employees are required to clock in at their assigned start time and designated work station, and must clock out when they go off duty. Employees are expected to complete their assigned shift.
2. Employees must begin working at their scheduled time once they are clocked in. In event of a circumstance that the employee is not able to clock in (i.e., the time clock is not working) the employee must notify the Department Head as soon as practicably possible then begin their daily task.

#### *TIME COMPUTATION*

3. The time and attendance system rounds to the nearest quarter hour for all punches. There is a specified window for an employee to punch in at the beginning of their shift (“grace period”). Any time that an employee punches in during the specified window immediately prior to the start of their shift will be paid at the start of the shift. Employees are not expected to begin their daily tasks until the start of their shift.

Employees may not consistently clock in more than fifteen (15) minutes prior to the start of their shift.

Grace periods do not apply to the end of an employee’s shift. When an employee punches out for the day, their punch will be rounded to the nearest quarter hour, regardless if it is before or after their scheduled shift end time.

4. Employees may NOT clock in earlier than the grace period established for their department, unless approved beforehand by the Department Head.
5. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
6. Employees must clock in and out for their lunch period if they leave their normal working premises.
7. Employees must clock in and out using their designated time clock, desktop computer, and/or app.
8. The total time recorded in the time and attendance system by hourly employees for all positions in which they are employed by Adams County will be the work time paid.

### *COMPENSATION*

9. Time recorded by full-time non-exempt employees must equal 40 hours per work week, consisting of actual time worked, compensatory time, or paid time off. If an employee's work week does not equal 40 hours, then compensatory time or paid time off will automatically be added by a time keeping administrator to account for the full 40 hours. If compensatory time or paid time off is not available, the missed hours will be unpaid.
10. Full-time non-exempt employees who have worked in excess of 40 hours per work week will accrue compensatory time at 1.5 times for any hours worked over 40 in the work week, unless a department policy states that all hours worked in excess of 40 hours per work week will be made in cash payments.
11. Prior approval from the employee's supervisor must be obtained before working more than 40 hours in a work week.
12. Any adjustments to the recorded time must be made by the Department Head. Department Heads will be accountable to the Auditor and Human Resources Coordinator for any manual changes submitted.

### *DISCIPLINARY ACTIONS*

13. It is each employee's responsibility to learn the time clock system and use it appropriately. Disciplinary action up to and including termination may occur for the following events:
  - A. Clocking in and out for other employees (this can result in both the employee and the person clocking them in or out to be terminated);
  - B. Continually failing to clock in and/or out;
  - C. Incorrectly reporting time worked; or

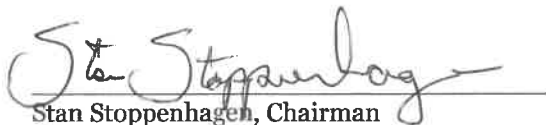
- D. Tardiness and clocking out early can result in disciplinary action.
- E. Using paid time off or compensatory time for absenteeism is not immune from discipline.

**ACCRUED BENEFIT LEAVE**

- 14. The time and attendance system will maintain records for accrued benefit leaves and compensatory time earned for all employees.
  - A. Employees are required to make a request in the time and attendance system to use either an accrued benefit leave or compensatory time. The paid time off (PTO) policy requires that requests be submitted with a minimum of twenty-four (24) hour notice, except in emergency situations. This will ensure that accurate records of PTO accrued and taken are available.
  - B. A request entered into the time and attendance system should not replace the communication between an employee and their Department Head. It is imperative to the continuity of each department that an employee discuss their time off needs with as much notice as possible.

Adopted this 15 day of February 2022.

ADAMS COUNTY BOARD OF COMMISSIONERS:

  
Stan Stoppenhagen, Chairman

  
Rex Moore

  
Steve Kuhn

ATTEST:

  
Tony Mellenkamp, Auditor

**TRAVEL & EXPENSE REIMBURSEMENT POLICY – EXHIBIT 4A**

**EFFECTIVE: February 19, 2022**

An employee may be reimbursed for mileage at the established applicable rate per mile for the use of privately owned automobiles or at a lesser established rate per mile for the use of privately owned motorcycles for official business as determined by the County Commissioners. However, such reimbursement may be made only if the employee carries motor vehicle liability insurance as required by law.

An employee must file an itemized expense report showing the origin and destination of each trip in sufficient detail to account for the mileage claimed. No reimbursements are payable for travel between home and office. Travel expense reports which include travel expenses incurred more than sixty (60) days prior to the voucher date must be accompanied by a letter of explanation detailing the reason. Mileage is payable to only one of two or more employees traveling on the same trip and in the same vehicle. The names of each such person must be listed on the travel voucher. Charges for parking are reimbursable on any day when an employee is entitled to claim reimbursement for mileage.

Hotel	Single room rate	Limit - \$200
Additional persons in room	Single room rate	Limit - \$200
Innkeepers tax and sales tax	Reimbursed	
Parking fees	Reimbursed limit	Up to \$60.00 daily
Internet usage	Reimbursed limit	Up to \$10.00 daily
In room dry bar and movies	Not reimbursed	
Room service	Not reimbursed	
Food reimbursement	Actual cost	Meals reimbursed if twenty (20) or more miles from Circuit Courthouse - up to \$50.00 daily
Mileage	Actual cost	As set by County Council
Airline costs	Actual cost	Pre-approved by Chairman of Commissioners except for emergencies
Rental cars	Actual cost	Pre-approved by Chairman of Commissioners except for emergencies
Two or more day meetings	Actual cost	Lodging reimbursed if seventy five (75) or more miles from Circuit Courthouse, unless a meeting is state-called
Tips	Reimbursed limit	15% of meals
Toll Charges	Actual cost	
Sales tax on meals	Reimbursed	
Liquor	Not reimbursed	



Airline baggage fees	Actual cost	Pre-approved by Chairman of Commissioners except for emergencies
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Employees who travel on County-related business on overnight trips will be paid for all hours worked, including time spent as the driver of a car. In addition, employees will be paid for all travel time, including as a passenger, during their regularly scheduled shift, regardless of the day of the week. Employees who travel on County-related business on single-day trips, where they leave and return for the business on the same day, will be paid for all hours worked, including driving time, regardless of whether the employee is the driver of the vehicle or a passenger.

The County will not reimburse additional expenses related to a spouse or guest who is not performing business on behalf of the County. Lodging expenses shall be reimbursed only if the destination is a distance of seventy five (75) miles or more, one way, from the Adams County Circuit Courthouse.

If available, an agenda to any event, presentation, conference, etc, must accompany a travel expense reimbursement claim. If a meal is provided at any event, an employee is not eligible for meal reimbursement.

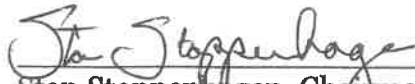
A certificate of attendance will be issued by the appropriate authority and shall be attached to the employee's claim for reimbursement.

Receipts must be attached to the expense report including parking fees in excess of one dollar (\$1.00).

Personal expenses incurred in traveling are not reimbursable including but not limited to, personal telephone calls, laundry, entertainment, and alcoholic beverages.

Adopted this 15 day of February 2022.

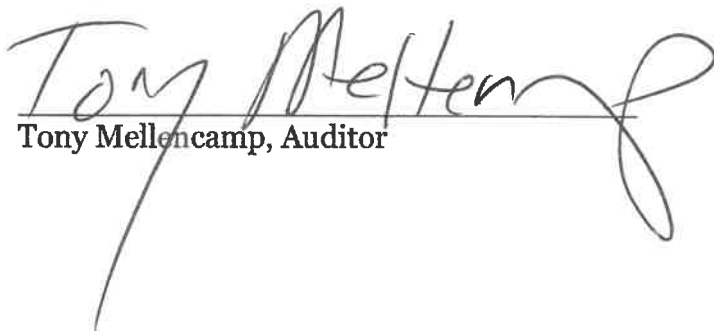
ADAMS COUNTY BOARD OF COMMISSIONERS:

  
Stan Stoppenhagen, Chairman

  
Rex Moore

  
Steve Kuhn

ATTEST:

  
Tony Mellencamp, Auditor

## **SICK LEAVE POLICY – EXHIBIT 6A**

**EFFECTIVE:** February 19, 2022

During the transition to Paid Time Off (PTO) effective February 5, 2022, employees were given the choice to either convert their existing sick leave accrued at a rate of sixty-six (66) percent to PTO, or maintain their existing sick leave accrued in a bank at a rate of one hundred (100) percent.

Sick leave will no longer accrue under the PTO policy. Employees that chose to maintain sick leave during the PTO transition may not later decide to convert their sick leave at a rate of sixty-six (66) percent. If employees elected to maintain their sick leave accrued in a bank, said leave must be used in no less than four (4) hour increments. Employees may not cash out sick leave upon separation, retirement or termination. All sick leave will be forfeited upon separation, retirement or termination.

Sick hours may be used by employees only upon approval of the Department Head or his designee for absences due to the following:

- A. Employee illness, injury, or other medical condition (which condition is supposed by an attending physician's written statement and approved by the Human Resources Coordinator)
- B. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees
- C. Required examination of the employee including medical, psychological, dental or optical examination, by an appropriate and reasonable practitioner and only for such time of the examination
- D. Serious illness, injury or medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member

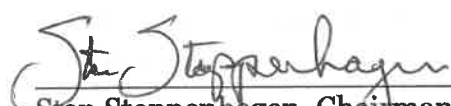
For purposes of sick leave, immediate family is defined as:

- A. Mother, father, child, spouse

Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including termination. Patterns of sick leave used immediately prior or subsequent to holidays, PTO, days off and/or weekends or excessive sick leave usage may result in sick leave denial and appropriate disciplinary action. Department Heads or the Human Resources Coordinator may initiate investigation and impose corrective measures when they suspect abuse of sick leave.

Adopted this 15 day of February 2022.


ADAMS COUNTY BOARD OF COMMISSIONERS:

  
\_\_\_\_\_  
Stan Stoppenhagen, Chairman

  
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Rex Moore

  
\_\_\_\_\_  
Steve Kuhn

ATTEST:

  
\_\_\_\_\_  
Tony Mellencamp, Auditor