

SHELBY COUNTY GOVERNMENT



PERSONNEL POLICIES HANDBOOK

This handbook is subject to change without notice. It is understood that changes in procedure or policy may supersede or eliminate those found in this book. Only the Shelby County Commissioners have the authority to revise the handbook or make any agreement or representation inconsistent with employment at will.

UPDATED:
April 9th, 2024

Shelby County Commissioners
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Revised Articles

The following articles have been revised or added. It is recommended that you review these changes or additions.

Section I:

Article 26A – Whistleblower policy

Section II:

Article 1 – Vacation time

Article 2 - Sick time

Article 3 - Personal time

Article 3A – New Parent Leave Days

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Employee Handbook

Shelby County Government

PREAMBLE

Whether you have just joined our staff or have been at Shelby County Government for a while, we are confident that you will find Shelby County Government a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider our employees to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship. This handbook has been prepared to inform you about Shelby County Government's philosophy, employment practices, and policies, as well as the benefits provided to you our valued employees and the conduct expected.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your immediate supervisor or the Human Resources Department. No handbook can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship. Please do not hesitate to ask questions.

This Employee Handbook is provided as a guide and is not to be considered a contract. Only the Shelby County Commissioners have the authority to enter an employment contract with an employee and only then after a majority vote of the Board of Commissioners. Shelby County Government is an 'at-will' employer and operates under the provision that employees have the right to resign their position at any time, with or without notice, and with or without cause. We, the employer, have similar rights to terminate the employment relationship at any time, with or without notice, and with or without cause. Neither this handbook nor any other County document confers any contractual right, either express or implied, to remain in the County's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the County or you may resign for any reason at any time.

Secondly, this handbook replaces (supersedes) all other previous handbooks for Shelby County Government. A full review of this document will take place on an annual basis or as needed. Business conditions, Federal and State Law, and organizational needs are constantly in flux and may require that portions of the handbook be re-written. Shelby County Government, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this handbook at any time without prior notice. Once these changes become part of the handbook, all employees are expected to comply with any changes adopted regardless of the employee's hire date or signed acknowledgement of a previous version of the handbook. This is necessary to successfully provide the appropriate employment relationship and to obtain the goals of the organization. No one other than the Human Resource Manager, acting as the designated representative for the Board of Commissioners, may officially alter or modify any of the policies, procedures, and other statements made in this employee handbook.

If any policy in this handbook creates a hardship or restricts the efficient operations of any Elected Official he/she may make a temporary modification and submit a written notification and justification to the Board of Commissioners. The Board of Commissioners will review the notification and determine if the subject of provision will require an official alteration to the handbook. If any provision in this handbook is found to be unenforceable and invalid, such finding does not invalidate the entire handbook, but only the subject of provision. Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

Elected Officials: The policies in this handbook do not personally apply to any Elected Official unless the Elected Official of his/her own free choice accepts this handbook in its entirety.

Non-Elected Shelby County Employees: The policies in this handbook apply to all non-elected Shelby County Employees. A Shelby County employee is defined as any individual who is paid by the Shelby County Auditor from a specific appropriation as approved by the County Council and the State Board of Accounts, is not an elected official, and in the case of a full-time employee is subject to membership in the Public Employees Retirement Fund (PERF). *Exception to the handbook* – If there is a conflict between the provisions of the Managers' Personnel Manual /Employee handbook and the rules of the Sheriff's Merit Board as it pertains to Merit employees, the rules of the Merit Board shall take precedence for the Sheriff's Department Merit Employees. The Sheriff's Merit Board Rules also apply to Sheriff's Correctional Officers. This handbook does apply in its entirety to all other Sheriff's employees, often referred to as "Civilian Employees".

About Shelby County Government

Shelby County is served by a three elected Commissioners, seven elected County Council Members, three elected Judges, 1 elected Sheriff, 1 elected Prosecutor, 1 elected Auditor, 1 elected Treasurer, 1 elected Clerk, 1 elected Recorder, 1 elected County Assessor, 1 elected Surveyor, 1 elected Coroner and 14 elected Township Trustees.

Throughout the Indiana Code, the board of County Commissioners is variously referred to as the executive body or the legislative body. Under IC 36-2-3-2 the County Council is defined as the fiscal body. Under IC 36-2-4, both the board of commissioners and the council are given legislative authority in that they both may adopt ordinances. As a rule, the council has jurisdiction over fiscal matters and the commissioners have jurisdiction over matters concerning either the exercise of regulatory or administrative powers.

All other Elected Officials are responsible for the operations of the offices which they hold.

SECTION I: LAWS, RULES, & REGULATIONS

Article 1: Expectations and At Will Employment

As an employee of the Shelby County government, you will be expected to contribute your talents and energies to improve the environment and quality of the organization, as well as the services Shelby County Government offers. A Shelby County employee is expected to provide our citizens with the best quality services.

All employment at Shelby County is "At-Will Employment." You must understand that no contract has been established between Shelby County Government and you.

Unless expressly proscribed by statute or contract, your employment is "at will." Shelby County employees are at will, which means they may be terminated at any time and for any reason, with or without advance notice. This means that as an employer Shelby County Government may hire, fire, promote, demote, layoff, suspend, set work hours and policies at its discretion; so long as it does not discriminate against an employee because of their age, sex, race, religion, national origin, or disability. Employees are also free to quit at any time. That your employment with Shelby County Government can be terminated at any time, by either party for no reason at all or for any reason not otherwise prohibited by law. Any employment relationship other than at will must be set out in writing and signed by the Shelby County Board of Commissioners.

Article 2: Employment Status

Shelby County Government has established the following categories for both nonexempt and exempt employees: (See Article 3 below.)

Full time Permanent: Employees who are regularly scheduled to work the county's full-time schedule between 30 and 40 hours per-week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.

Part time Permanent: Employees who are regularly scheduled to work between 15 to 28 hours per week. Not eligible for any benefits. (Those hired prior to 1/1/14 will be "grandfathered" under the past vacation

day benefit of ½ of full-time allotment based on longevity. Once employment is severed this grandfathered benefit will no longer exist.)

Temporary, full time: Employees who are temporarily scheduled to work the County's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary full-time workers are not eligible for any county benefits.

Temporary, part time: Employees who are hired and are temporarily scheduled to work less than the County's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary Part time workers are not eligible for any county benefits.

Temporary/Seasonal Part-time Employees: Employees, who are hired for a specific project and or for a specific period of time, are considered temporary/seasonal employees. Temporary/seasonal employees' normal work schedules may be any number of hours per week up to 40 hours per week. Temporary/seasonal employees are not eligible for any type of benefit to include vacation days unless they have worked for 30 hours or more per week, in one county office, for 17 consecutive weeks. They will then be considered full-time and entitled to full-time employee benefits. Employment beyond any initially stated period does not in any way imply a change in employment status

Volunteer Employees: A volunteer is generally defined as an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons.

Public Employee Volunteers: A public employee may not volunteer hours of work that he/she is already employed to perform, for the same agency, for same type of services. In other words, individuals may not volunteer to do what they are otherwise paid for.

Article 3: Fair Labor Standards Act (FLSA) Position Status

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Shelby County Government.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime. Non-exempt (Salaried and Hourly) positions are covered. This is the vast majority of positions within Shelby County Government.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. Exempt (Salaried) positions are covered by the FLSA; however, specific provisions may exempt them from certain sections of the regulation.

Note: An individual's job description will identify his/her FLSA position status and is approved by the Shelby County Council.

207(k) Exempt positions within the County's law enforcement division are covered by FLSA under what is commonly known as the 207(k) exemption.

Non-Covered (Salaried) positions within County Government are not affected or covered at all by FLSA. ***All elected positions are non-covered positions.***

Article 4: Equal Employment Opportunity

Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991 is a federal law that prohibits discrimination in employment. Shelby County Government provides equal opportunity in all of our

employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training and social, and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis. Employment opportunities with Shelby County shall be open and available to all citizens. The Board of Commissioners has issued the following policy stating the organization's views in this matter:

It Is The Policy of Shelby County Government To:

- Strictly follow personnel procedures that will ensure equal opportunity for all people without regard to race, color, religion, creed, national origin, gender, age, ancestry, marital status, disability, veteran, or draft status.
- Comply with all the relevant and applicable provisions of the Americans with Disabilities Act ("ADA"). The County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability.
- Make reasonable accommodations wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.
- Achieve understanding and acceptance of the County's policy on Equal Employment Opportunity by all management, employees and by the communities in which the County operates;
- Thoroughly investigate instances of alleged discrimination and take corrective action if warranted;
- Continually be alert to identify and correct any practices by individuals that are at variance with the intent of the Equal Employment Opportunity Policy.

The Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the Human Resources Department. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

Article 5: Americans with Disabilities Act (ADA) & the ADA Amendments Act (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. This includes a leave of absence as an accommodation for an employee with an actual disability or for one with a record of a disability.

It is the policy of Shelby County Government to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our county policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Shelby County Government. If an employee believes that he or she has an ADA qualifying disability, the employee will request a reasonable accommodation from his/her supervisor or contact the ADA Coordinator. (See Article 31: Light Duty for further information.) The ADA does not require Shelby County to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. In accordance with the Americans with Disabilities Act, employees with AIDS will be treated like any other ill employee. If the individual is fit to work, he or she will be provided with work in accordance with normal procedures. Usually, no special precautions in the workplace are indicated. However, employees with AIDS may request reasonable accommodation by contacting the County's medical officer or human resources. We

are committed to safeguarding the health of all employees and maintaining productivity. Contact the Human Resource department with any questions or requests for accommodation.

Article 6: Background Checks

All full-time persons accepting conditional offers of employment shall be subject to the following checks, which will be performed by Human Resources: (1) County criminal history check for employment purposes; (2) state criminal history check for employment purposes; (3) Driver's licensure check; (4) motor vehicle record check; (5) Sex Offender Registry check, (6) I-9 Verification, and (7) Federal E-verify procedures. An adverse discovery during the conduct of this background check could lead to immediate termination dependent on the seriousness of the offense and the recentness of the incident.

Article 7: Hiring/Employment Practices

Posting/Advertising Vacant Positions when Managers have vacant full-time positions in which they are seeking to fill: (The law enforcement division of the Sheriff's department is exempt from this policy.)

Step 1: Contact the Human Resource Director

Step 2: Human Resources will complete the internal/external position posting. *Existing employees will be afforded the opportunity to apply for vacant positions.*

Interviewing and Selection each Manager has the right to determine the most qualified candidate needed.

Offer of Employment is made once the selection process is completed. The manager will extend a conditional offer of employment pending the candidate passing any required examinations and a pre-employment drug test.

Residence in Shelby County is not a requirement for employment by Shelby County government.

Physical Examinations - Shelby County reserves the right to require an employee to participate in a health examination to determine the employee's fitness to perform his/her essential job functions. All such health exams shall be paid for by Shelby County.

Pre-Employment Drug Tests - All full-time employees are required to participate in a pre-employment drug test. Part-time employees may be required to participate in a pre-employment drug test dependent on the desires of the hiring authority.

Employment of Relatives - Shelby County Government may hire relatives of employees where there are no potential problems of supervision, safety, security, morale, or potential conflict of interest. Relatives include an employee's parent, child, spouse, domestic partner, sibling, cousin, in-laws, and step relationships. Employees who marry or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises.

Reference/Background Checks - Shelby County Government may conduct reference and will conduct background checks on all new full-time employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Article 8: Nepotism, Employment of Relatives and Personal Relationships

Shelby County Government wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management and Human Resources of the relationship.

Shelby County Government reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Article 9: New Employee Orientation

All newly hired employees will attend a New Employee Orientation (NEO) conducted by Human Resources. This will normally be conducted on the employee's first day of work, which is normally a Monday. To ensure that a new hire can be entered into the county's payroll system, all new employees will arrive at the NEO with a New Hire Data Sheet that has been completed by the hiring department.

Article 10: New Hire Period

A New-Hire Period is a trial working period, which shall extend for at least 179 days. This time period allows you to determine if you have made the right career decision and for Shelby County Government to determine whether your initial work performance meets our needs. Your manager will monitor your work performance, attitude, and attendance during this time, and be available to answer any questions or concerns you may have about your new job. Termination action may be taken at any point during this period as all employment with Shelby County is considered "at will" and no contract has been established between Shelby County Government and the employee.

Benefits such as time off for vacation, personal days, sick days, or bereavement leave do not accrue during this period. The Introductory Period may be extended at management's discretion.

Article 11: Outside Employment

In most cases, what an employee does on their free time is their business. However, any outside activity must not interfere with the employee's ability to properly perform his/her duties for the County. Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the County interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by Shelby County Government. This prohibition also extends to the unauthorized use of any county tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the County determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment. Outside employment is also prohibited if the performance of the employment activity would bring discredit or embarrassment to the County.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Article 12: Conflict of Interest

Employees must avoid any interest, influence or relationship which might conflict or appear to conflict with the best interests of Shelby County Government. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

Having a financial interest in any business transaction with Shelby County Government

Owning or having a significant financial interest in, or other relationship with, a Shelby County Government competitor, customer or supplier, and

Accepting gifts, entertainment, or other benefit of more than a nominal value from a county competitor, customer, or supplier.

Associating on a personal basis with convicted felons or recently released former County prisoners or individuals under house arrest.

Anyone with a conflict of interest must disclose it to management and remove themselves from negotiations, deliberations, or votes involving the conflict. You may, however, state your position and answer questions when your knowledge may be of assistance.

Article 13: Confidentiality

Our taxpayers, vendors, and other parties with whom we do business entrust the county with important information relating to their businesses and personal information. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a "need to know." If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

Article 14: Work Schedules

Work Hours: Regular operating hours and workdays differ from each department and office. Each County office and department observes the hours/days of operation designated by the head administrator or Elected Official of that office or department as approved by the County Commissioners. Any variance from the approved office schedule must be brought before the County Board of Commissioners and approved by vote. Managers are responsible for establishing employees' normal work schedules within the below workweek and minimum/maximum hours guidelines. Once normal workweek schedules are established, Managers are responsible for communicating these hours of work to each affected employee.

Minimum/Maximum Scheduled Hours per Workweek for Full-time Employees: Full-time employees normal work schedules may be established at a minimum of 30 hours per workweek up to a maximum of 40 hours per workweek. The workweek for all County employees begins at 12:01 am Sunday and ends at 12:00 pm midnight on Saturday.

The County Commissioners are supportive of a flexible work schedule in an effort to enhance employee morale while maintaining working hour integrity and taxpayer service. Use of the Flexible Work Schedule always remains at the discretion of the elected official or department head. An example of the usual flexible work schedules observed by most departments, with a 1-hour daily lunch hour is as follows:

7 hour per day, 5-day workweek
8:00 to 4:00

9 hour per day, 4-day workweek
7:00 to 5:00

All County offices will normally be open a minimum of Monday through Thursday. For those offices working a 4-day workweek the Department Head will be responsible for setting up a rotation schedule for their employees to observe the holiday during the week that the holiday occurs.

NOTE: Part-time hourly employees are not paid for holidays or for any other hours unless they were present and actually worked during that time period.

Lunch Periods: Lunch periods are not paid if the period is 30 minutes or longer and the employee is relieved of duties. The time when lunch periods are scheduled varies among each office or department but will normally fall approximately in the middle of the work shift. Managers have the authority to determine lunch periods for each employee.

Break Periods: Whenever feasible all employees may receive two (2) fifteen (15) minute paid breaks each day, one (1) during each half of the employee's shift. These breaks are not to be disruptive to departmental work activity. Breaks are a privilege and may be removed temporarily due to workloads, time constraints, and/or employee abuse. Breaks are not to be taken at the beginning or end of the employee's work schedule.

Adjustments: Break times and/or mealtimes may be adjusted to allow for accommodation under the ADA.

Article 15: Other Working Time

Non-exempt employees may be compensated for time which one might not usually think of as "work time." The following describes these circumstance types:

Waiting Time: If a non-exempt employee is required to report to work at a certain time but must wait to actually start his/her tasks due to the employer's circumstances, the waiting time is deemed working time.

On-Call Time: If a non-exempt employee cannot use the time, while on call, effectively for his/her own purposes; the time on call is work time. On call is work time when (1) the employee is summoned repeatedly, (2) the employee has to respond to a call immediately (usually within 30 minutes), and (3) the employee must stay by his/her telephone waiting to be called. Times actually spent responding to calls are always work time.

Training Lectures and Meetings: Time spent in **mandatory** training programs, lectures and meetings will be counted as work time.

Travel Time: Commuting time, whether to a fixed location or to a changing location, is not considered work time. A non-exempt employee is not considered to be working until he/she reaches the first work site. However, travel during the course of the workday after the first stop is considered work time. When an employee travels away from home overnight, all commuting time is considered work time while traveling to and from the worksite destination.

Part-time hourly employees are not paid for holidays or for any other hours unless they were present and actually worked during that time period.

Article 16: Tardiness/Absences/Attendance

All employees are expected to maintain satisfactory attendance and report to work on time every day. Unscheduled absences, late arrivals, and early departures must be kept to a minimum as they place an unfair burden on their fellow workers. Employees are expected to be at their workstations or posts and be ready to work at the beginning of their assigned daily work hours. The immediate supervisor has the right to require workers with poor attendance records to provide a doctor's certificate justifying absences due to illness or injury.

When employees will be late reporting to work by 15 minutes or more or absent without prior approval, they must notify their supervisor within 15 minutes of the scheduled starting time. If possible, employees must call personally and speak directly with the supervisor. Employees will not rely on friends, relatives, or co-workers to communicate their absence to the supervisor. Employees who will be absent for an indefinite period due to illness or emergency must inform their supervisor and keep the supervisor informed of when they likely will return to work.

Nonexempt employees who are late reporting to work by 15 minutes or more will have their pay docked in an amount equal to at least one-quarter of their hourly rate. In some cases, with their supervisor's approval, nonexempt employees can be allowed to make up the lost time. Employees, who have recurring late arrivals, whether more or less than 15 minutes, are subject to disciplinary action, up to and including discharge. Any employee who is absent for three working days without notification is deemed to have committed job abandonment and may be deemed an employee's voluntary resignation of employment. Any employee who walks off the work site without prior approval of his or her supervisor is considered to have committed job abandonment and subject to disciplinary action up to and including termination.

Article 17: Absences without Notice

Whenever an employee is absent without notice, the Manager will attempt to contact the employee to check on the well-being of the employee. If the employee did not have a valid reason for not giving notice, then he/she may be subject to disciplinary actions up to and including dismissal. (An example of a valid reason would be emergency hospitalization, a life-threatening matter, car accident on the way to work, etc. Oversleeping would not be a valid reason for absences without notice.) Any absence for any reason

requires the notification and approval of the employee's immediate supervisor or his/her designated representative.

Article 18: Personal Information Changes

Change in personal Information must be provided to Human Resources whenever an employee has a change in; Name, Address, Marital Status, Emergency Contact, Payroll Deductions, Dependents, or Beneficiary.

Article 19: Personnel Files / Employee Records

An employee's personnel file consists of the employee's employment application, withholding forms, reference checks, emergency information and any performance appraisals, benefits data or other appropriate employment-related documents. It is the employee's responsibility to notify the Payroll Department or Human Resources of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries, or person to notify in case of an accident. Misrepresentation of any fact, which you have provided information for on your application, in your personnel file, or any other documents, is sufficient reason for dismissal.

In Indiana, employees do not have the legal right of access to their personnel files. However, it is Shelby County's Policy that the Auditor will:

Provide upon request, one copy at no cost of any documents maintained in an employee's personnel file to that employee or the employee's designated representative who presents written authorization from the employee.

Routinely release to the public only the following personal information concerning an employee: name, gross compensation, job title, business address, business telephone number, job description, and dates of employment.

Secure guidance from Human Resources on how to respond to requests for information other than that just described above.

Notify the employee (unless prohibited by law) when information, other than the employee's name, gross compensation, job title, business address, business telephone number, job description, and dates of employment, is released to a person not having regular access authority.

Provide timely and appropriate responses to persons seeking access to personnel files.

The Auditor or his/her representative will remain in the presence and view of the person and the file at all times.

Ensure no medical information is contained in the file presented to the requestor unless the written authorization to view the file contains an explicit authorization to review medical information. If the authorization contains an explicit authorization to view only some medical information, then only that information specified in the written authorization may be viewed.

The Auditor's office will redact social security number and other information that would constitute an unwarranted invasion of personal privacy (e.g. home address, beneficiaries); and

Advise the requestor of the copying charge will s/he choose to have copies made of any documents in the file.

Submit money received for copies to the appropriate authority and provide the requestor with a receipt.

Make copies of any documents as requested.

Advise the employee whose personal information was provided to a person not having regular authorized access of the name of that person and the information released.

Public information requests must be handled in accordance with IC 5-14-3 and any rules or policies established by the Indiana Public Access Counselor.

Questions about the propriety of releasing specific information may be directed to the Human Resource Director.

Article 20: Confidentiality of Social Security Information

It is the policy of Shelby County Government to protect the confidentiality of Social Security numbers obtained and used in the course of business from its employees and applicants. All executives, managers and employees are expected to rigorously adhere to this policy. Any employee violating the provisions of this policy and its operating procedures will be disciplined in accordance with County rules.

1. Collection of Numbers: Social Security numbers will be collected from applicants and employees as required in order to meet federal and/or state reporting requirements. These purposes include:

- To conduct pre-employment background checks.
- To verify eligibility for employment.
- To withhold federal and state taxes.
- To comply with state new-hire reporting.
- To facilitate enrollment in County benefits plans.

Note: Social Security numbers may also be collected from creditors, suppliers or independent contractors where no tax identification or employer identification number is accessible. Social Security numbers so obtained will be subject to the same provisions of the privacy policy as those for applicants and employees.

2. Use of Numbers: Except for verification and reporting uses for the above-referenced reasons, no Social Security number or portion of a Social Security number will be used in the conduct of Shelby County Government's business and

- No Social Security number or portion of a Social Security number will be permitted to be used for the following purposes: identification badges, parking permits, timecards, employee rosters, employee identification records, computer passwords, County account records, licenses, agreements or contracts.
- No Social Security number or portion of a Social Security number will be used in open computer transmissions, County distributions or through Shelby County Government intranet except where such transmission of information is by secure connection or is encrypted. As examples, reporting of payroll withholding taxes and benefit plan participation require such data; thus, such transmissions of data will be handled through secured computer transmission only.

3. Storage of and Access to Numbers:

- **Storage:** All documents containing Social Security numbers shall be stored in locked secured areas. All computer applications containing Social Security numbers shall be maintained on secured, authorized-access computer stations only.
- **Access:** Only persons who have a legitimate business reason will have access to Social Security numbers; such access will be granted through department heads responsible for functions with reporting or transporting of such data responsibilities. Department heads and employees granted such access must take all necessary precautions to ensure the integrity of records that include such numbers when the records are not being used.

4. Destruction of Numbers: Records that include Social Security numbers will be maintained in accordance with federal and state laws. When such documents are released for destruction, the records will be destroyed by shredding.

5. State Laws: Where this County policy and operating procedures may conflict with a state law in any state in which Shelby County Government operates, the state law shall supersede this policy. Tools

Article 21: Computer User Code of Conduct

Internet access is provided to individuals based upon business needs to benefit the County through connection to worldwide information resources. The County reserves the right to enter, search and monitor the computer files or e-mail of any employee without advanced notice, for business purposes, such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the

system or monitoring of workflow and productivity. Any Shelby County employee having access to Shelby County records and Shelby County computer usage must comply with the "Computer User Policy." The employee's signed "Acknowledgement of Receipt" of the employee handbook" serves as proof of the employee's awareness of this policy.

Employees using Internet access via County hardware and software are representing Shelby County. As such, their conduct will be ethical and lawful at all times. Channels may be accessed for official County business to gain technical or analytical information and to establish business contacts.

Internet access will not be used for personal gain or advancement of personal views, for solicitation of non-County business, or results in the disruption of the County network operation or interfere with personal productivity at work.

Employees are responsible for the content of all text, audio, or images they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages on the Internet will be identified with the employee's name. Employees may not obscure the origin of messages and the information published will not violate or infringe upon the rights of others.

Employees may not download software without the express acknowledgement and support of the Network Administrator to ensure that proper licenses are obtained, and viruses are not transmitted.

Employees may not send/upload County copyrighted materials, proprietary information, or similar materials to third parties. Employees may not violate the copyright laws in regard to receipt/download of materials available on the Internet by copying and disseminating information, except for purposes falling under the category of "fair use."

All messages created, sent, or retrieved over the Internet are the property of the County and will be considered public information. The County reserves the right to access and monitor all messages and files on the computer system at any time. All communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver.

Harassment of any kind is strictly prohibited. Messages with derogatory or inflammatory remarks regarding race, religion, national origin, sexual orientation, or other protected attributes may not be transmitted. Abusive, profane, or offensive language transmitted through the County system is strictly prohibited.

Violations of the Internet Code of Conduct may result in disciplinary action up to and including termination and illegal activities may result in prosecution by legal authorities.

Article 22: Blogging and Social Media Networking

Shelby County Government takes no position on your decision to start or maintain a blog. However, it is the right and duty of the Shelby County Government to protect itself from unauthorized disclosure of information. Shelby County Government's blogging policy includes rules and guidelines for county-authorized blogging and personal blogging and applies to Elected Officials and employees.

Unless specifically authorized by Shelby County Government to do so as part of employee's position, employees are not permitted to blog or use other forms of social media or technology on the Internet during working hours or at any time on county computers or other county-supplied devices. Blogging or other forms of social media or technology include but are not limited to video or wiki postings, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with Shelby County Government.

Unless specifically instructed, employees are not authorized and therefore restricted to speak on behalf of Shelby County Government. Employees may not publicly discuss clients, products, employees, or any work-related matters, whether confidential or not, outside county-authorized communications. Employees are expected to protect the privacy of Shelby County Government and its employees and clients and are

prohibited from disclosing personal employee and non-employee information and any other proprietary and nonpublic information to which employees have access.

Employees are cautioned that they will have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including Shelby County Government. Shelby County Government reserves the right to monitor comments or discussions about Shelby County Government, its employees and taxpayers posted by anyone, including employees and non-employees, on the Internet. Shelby County Government is authorized to use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, and personal and business discussion forums. Employees are cautioned that they will have no expectation of privacy while using County equipment or facilities for any purpose, including authorized blogging. Shelby County Government reserves the right to use content management tools to monitor, review or block content on blogs that violate Shelby County Government blogging rules and guidelines.

Shelby County Government requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers, or Human Resources. Violations include discussions of Shelby County Government and its employees and clients, any discussion of proprietary information and any unlawful activity related to blogging. Shelby County Government investigates and responds to all reports of violations of the blogging rules and guidelines and other related policies. Violation of Shelby County Government's blogging policy can result in disciplinary action up to and including termination. Discipline or termination will be determined based on the nature and factors of any blog post. Shelby County Government reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Personal Blogs

Shelby County Government respects the right of employees to use blogs and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear line between you as the individual and you as the employee. Shelby County Government respects the right of employees to use blogs as a medium of self-expression and public conversation and does not discriminate against employees who use these mediums for personal interests and affiliations or other lawful purposes. Bloggers are personally responsible for their commentary. Bloggers can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, not just Shelby County Government.

Employees cannot use employer-owned equipment, including computers, county-licensed software or other electronic equipment, nor facilities or County time, to conduct personal blogging. Employees cannot use blogs to harass, threaten, discriminate, or disparage against employees or anyone associated with or doing business with Shelby County Government. If you choose to identify yourself as a Shelby County Government employee, please understand that some readers may view you as a spokesperson for the county. Because of this possibility, we ask that you state that your views expressed in your blog are your own and not those of Shelby County Government, or of any person or organization affiliated or doing business with Shelby County Government.

Employees cannot post on personal blogs the name or logo of Shelby County Government or any business with a connection to Shelby County Government. Employees cannot post county-privileged information, including copyrighted information or county-issued documents. Employees cannot post on personal blogs photographs of other employees, clients, vendors, or suppliers, nor can employees post photographs of persons engaged in Shelby County Government business, at County events and of County products. Employees cannot post on personal blogs any advertisements of County products nor sell County products and services. If contacted by the media or press about your post that relates to Shelby County Government, employees are required to speak with their supervisor before responding.

If you have any questions relating to this policy or your personal blog, ask your elected official or supervisor.

Article 23: E-mail

Shelby County Government has established a policy with regard to access and disclosure of electronic mail messages created, sent or received by county employees using Shelby County Government's electronic

mail system. Shelby County Government intends to honor the policies set forth below but must reserve the right to change them at any time as may be required under the circumstances.

Shelby County Government maintains an electronic mail system. This system is provided by Shelby County Government to assist in the conduct of business within Shelby County Government. The electronic mail system hardware is County property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of Shelby County Government. They are not the private property of any employee.

The use of the electronic mail system is reserved solely for the conduct of business at Shelby County Government. It may not be used for personal business. The electronic mail system may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, or disability.

The electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Shelby County Government reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The contents of electronic mail properly obtained for legitimate business purposes, may be disclosed within Shelby County Government without the permission of the employee.

The confidentiality of any message will not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to Shelby County Government, or they are invalid and cannot be used. Notwithstanding Shelby County Government's right to retrieve and read any electronic mail messages, such messages will be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any e-mail messages that are not sent to them.

Employees shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Employees will not attempt to gain access to another employee's messages without the latter's permission. All computer pass codes must be provided to supervisors. No pass code may be used that is unknown to Shelby County Government.

Employees should not open suspicious e-mails, pop-ups or downloads. Contact Tubesock with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the County.

Any employee who discovers a violation of this policy shall notify Tubesock or Human Resources immediately.

Any employee who violates this policy or uses the electronic mail system for improper purposes shall be subject to discipline, up to and including discharge.

Article 24: Ethical and Wholesome Work Environment

Shelby County Government expects proper conduct from its employees and strives to create a good working environment for its employees and for its visitors. To ensure employees understand these standards and expectations, each employee will read the below "Ethical and Wholesome Work Environment" notice. Your signature for this handbook demonstrates your understanding of and acceptance of the below policy.

The purpose of this policy is to remind everyone of the standards for Shelby County Government (SCG) and its employees; and so that the general public and co-workers will have confidence in the integrity of those who perform governmental duties and functions.

Therefore, as a Shelby County Governmental employee you will be expected to conduct governmental business in the following manner:

- Carry out your duties impartially;
- Follow proper policy and decision making channels;
- Do not use your employment for private gain;
- Do not use County equipment for personal gain;
- Do not accept gifts for favors;
- Conduct yourself in a professional and courteous manner;
- Greet your customers in a timely manner;
- Carry out your duties effectively;
- Adhere to dress codes;
- Refrain from using abusive language such as cursing, and negative, degrading and discriminating comments;
- Ensure all conduct is mutually in the best interest of your employer, work environment, co-workers, and general public.

Along with your other responsibilities for customer service and operational efficiency you also need to focus on the need to create and maintain an environment, which emphasizes the dignity and respect of every person. Any deviation from this standard would be seen as an issue of great importance that must be addressed and could lead to disciplinary action.

Article 25: Anti-Harassment Policy Including Sexual Harassment

Shelby County Government is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Shelby County Government expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Shelby County Government to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Shelby County Government prohibits any such discrimination or harassment.

Shelby County Government encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Shelby County Government to promptly and thoroughly investigate such reports. Shelby County Government prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on county time or using county equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Shelby County Government (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, Human Resources, or any member of management.

When possible, Shelby County Government encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Shelby County Government recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Shelby County Government encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to Shelby County Government's Board of Commissioners.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Article 26: Workplace Bullying

Shelby County Government defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the County Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the County will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Shelby County Government considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Article 26A: Whistleblower Policy

A whistleblower as defined by this policy is an employee of the County who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. The Board of County Commissioners is charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee shall submit those concerns in writing to the County Attorney. Such employee reports of wrongdoing will be investigated by investigators selected by the County Attorney. In addition, other individuals may be included in reviewing the investigation findings at the discretion of the County Attorney.

Employees should exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing shall be subject to disciplinary action up to and including termination of employment.

Whistleblower protections are provided in two important areas – confidentiality and no retaliatory actions. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, confidentiality is not guaranteed, the identity of the reporting individual may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide the accused individuals their legal rights of defense.

The County will not retaliate against a whistleblower. This includes protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, and threats of physical harm.

Any whistleblower who believes he/she is being retaliated against should submit their concerns in writing to the County Attorney immediately. Any report of retaliation shall be made within (30) days of the alleged incident of retaliation, or where the retaliation is of an ongoing nature, within (30) days from the most recent incident. Any report of retaliation must state with particularity those actions that the employee making the

report believes constitute retaliation. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All investigative reports of illegal and dishonest activities will be promptly submitted to the Board of County Commissioners who will be responsible for determining any wrongdoing and coordinating corrective actions.

Article 27: Zero Tolerance for Workplace Violence

Shelby County Government has a zero-tolerance policy concerning threats, intimidation, and violence of any kind in the workplace either committed by or directed to our employees. Employees who engage in such conduct will be disciplined, up to and including immediate termination of employment.

DEFINITIONS:

Violence - unwarranted assaultive or coercive behaviors, including threats, rude or offensive touching, intimidation, harassment, property damage, sabotage, or any violation of a protective order. For purposes of this policy, the concept of violence includes behavior which is actual, attempted or threatened.

Threat - words or actions whether direct or implied, which create a reasonable fear of physical or mental harm or other violation of rights.

Rude or Offensive Touching - physical aggression or contact, such as hitting, fighting, pushing, restraining, or throwing objects.

Intimidation - frightening or coercing by threat; or, expressions of hatred, contempt, disgrace or ridicule. All employees will notify their department head or Elected Official of any violence which they have witnessed, been subject to or have otherwise been made aware. Even if actual violence has not occurred, employees will also report any behavior they have witnessed which they regard as violent, when the behavior is work related, might be carried out on County controlled site or is connected to County employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the violence and the person or persons who were the victims of the violence. Employees are admonished that words spoken in jest or idle talk may be reasonably perceived by others as threatening. Employees who may be involved in relationships or situations which are violent or potentially violent, and/or employees who are the recipients of threats, are strongly encouraged to report same, and to seek assistance through department head or Elected Official, or the HR Office. When an incident of violent behavior is reported to agency management, management will assess and investigate the incident and determine the appropriate action to be taken. In critical incidents in which a serious threat of injury occurs and emergency response is required, the Sheriff's Department or Shelbyville police must be notified immediately.

If an employee chooses to notify management of the existence of a protective order, management shall make efforts to maintain and enforce the protective order in the workplace by notifying security personnel of the identity of the person against whom the protective order is issued and, where possible, providing such personnel with a photograph of such person. Employees are to be sensitive and, to the extent practicable, protect the privacy of victims of violence.

RETALIATION: The County will not in any way retaliate against an individual who, in good faith, files a complaint under this policy, nor permit any supervisor, officer or employee to do so. Retaliation is a serious violation of this policy and will be reported immediately. Any person found to have engaged in misconduct constituting retaliation against another person for the good faith reporting of violence in the workplace may be disciplined, up to and including dismissal. If an employee feels he or she has been subjected to threats or threatening conduct by a coworker, vendor or customer, the employee will notify his or her supervisor or another member of management immediately. Employees will not be penalized for reporting such concerns.

Article 28: Dress and Grooming

Appropriate office attire is required as we wish to put forth an image that will make us all proud to be Shelby County Government employees. Be guided by common sense and good taste. Specific standards may be required. Employees are expected to dress and groom themselves in accordance with accepted

social and business standards, particularly if your job involves dealing with customers or visitors in person. It is important for all employees to project a professional image while at work by being appropriately attired. Shelby County Government employees are expected to be neat, clean and well groomed while on the job.

All employees must be covered from shoulders to knees at all times (no see-through or sleeveless clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy

Shelby County Government is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

The last day of the employee work week has been designated as Shelby County Government Dress-down Day. We all need to be mindful of this relaxing of dress standards and not abuse this privilege as we still represent Shelby County Government to the public. This policy is not intended to usurp the authority of any elected official or department manager. The elected officials and department managers retain the right to make individual determinations on what is appropriate for their individual workplace and if they desire to allow their employees to participate in this weekly occurrence.

Workplace attire must always be neat, clean, and appropriate for the work being performed and the setting in which the work is performed. Uniforms may be required for certain positions and will be provided to employees by Shelby County Government. Departments may determine appropriate workplace attire for their area. Supervisors will communicate their department's workplace attire and appearance guidelines to staff during the orientation and evaluation period. Any questions about the department's guidelines for attire will be discussed with the immediate supervisor.

Staff are expected to at all times to present a professional, businesslike image to clients, visitors, customers and the taxpaying public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the County.

Certain staff may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms, depending on the nature of their job.

At its discretion, a department may, during summer months or during special occasions, allow staff to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, or tight, revealing or similarly inappropriate clothing.

Each Manager will establish a reasonable dress code appropriate to the job his or her employees perform. After the Manager communicates the dress code to all employees and the manager feels an employee's attire is out of place, he/she will be directed to leave the workplace until the employee is properly attired. Employees will not be paid for the time off the job for this purpose. Managers have the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

Religious Issues - Shelby county Government will accommodate a staff member's religious beliefs unless the accommodation creates an undue hardship. Staff members requesting a workplace attire accommodation based on religious reasons will be referred to the Human Resources department.

Casual or Dress-Down Days - Departments that adopt dress-down guidelines must use the following to define appropriate casual attire.

Appropriate	Inappropriate
Slacks	
Khakis or corduroys	Shorts, Low Rise or Hip Hugger pants or jeans
Jeans (must be clean, free of rips, tears, fraying and may not be excessively tight or revealing)	
Skorts, Capris	
Shirts	
Polo collar knit or golf shirts	Men's Sleeveless T-shirts
Oxford shirts	Beachwear
Shelby County Government Logo Wear	Sleeveless blouses or shirts

Short-sleeve blouses or shirts	Exercise wear , excessively low cut tops
Turtlenecks	Crop Tops, Midriffs, spaghetti straps
Jackets or sweaters	
Shoes	
Tennis shoes, boating or deck shoes, moccasins	
Casual, low heel, open back shoes (i.e. mules, sling backs)	

Addressing Workplace Attire and Hygiene Problems - Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a staff member comes to work in inappropriate dress, the staff member will be required to go home, change, and return to work. If a staff member's poor hygiene or use of too much perfume/cologne is an issue, the supervisor will discuss the problem with the staff member in private and will point out the specific areas to be corrected. If the problem persists, supervisors will follow the normal corrective action process.

Article 29: Body Art, Piercings, Gauges

All employees will exercise sound business judgment with regard to personal appearance, dress and grooming to enable them to be most effective in the performance of their duties. Shelby County Government recognizes, however, that personal appearance is an important element of self-expression. As a result, Shelby County Government wishes to make no effort to control or dictate employee appearance, specifically with regard to jewelry or tattoos, unless they conflict with an employee's ability to perform effectively in the position they hold or the specific work environment they are in. Factors used to determine whether jewelry and tattoos pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks
- Perceived offense on the basis of race, sex, religion, etc.
- Community norms
- Customer complaints

If a potential conflict is identified the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc. Supervisors and managers will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered. An environment of mutual cooperation is the County's goal.

Article 30: Smoking

Smoking is prohibited inside Shelby County offices and buildings. There are designated smoking areas outside on Shelby County premises. State of Indiana law requires that no smoking is allowed in an area less than 9 feet from a building entrance or exit. Employees are expected to maintain these designated areas in a neat and clean order by disposing of cigarette butts in the provided containers. Employees are permitted to smoke during their normally scheduled breaks and lunch hours. Extra or divided breaks are not permitted for this or any other purpose

Article 31: Personal Phone Calls & Mail

The telephone system (including voicemail) at Shelby County Government is the property of the County and is provided for business purposes. Shelby County Government reserves the right to periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees will not consider their conversations on the County's telephone system to be private. Personal phone calls must be kept to a minimum and they must not interfere with any employee's work. Employees are permitted to make limited local area calls on County telephones for essential personal business. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to employees. In cases of an emergency, if an employee makes a long-distance telephone call, he/she must reimburse the amount to the Auditor's Office.

Incoming personal calls on the County's 1-800 line(s) are strictly prohibited. These lines will be monitored, and the appropriate disciplinary action will be administered to employees who receive personal calls on a 1-800 line. The County is billed for each 1-800 it receives.

All mail delivered to the County is presumed to be related to County business. Mail sent to you at the County will be opened by the office and routed to your department. If you do not wish to have your correspondence handled in this manner, please have it delivered to your home. Employees are restricted from using the County as a personal mailing address, and prohibited from using stamps purchased by the County, for personal mail. Although the amount may seem small, it is still considered theft.

Article 32: Non-Business or Social Visits to the Worksite

While personal visits are not prohibited, their frequency and duration will be limited and will not interfere with on-going work nor distract fellow employees. Visitors in the work area must be escorted while in County offices and work areas. Unaccompanied visitors will be asked to leave the premises. The employee shall be responsible for the acts of visitors in the workplace

Article 33: Children in the Workplace

Shelby County Government considers itself to be a family-oriented business. We believe that it is an important facet of family life that our children see and learn what our parents do at work each day. Infrequent visits to Mom or Dad's work area is an important aspect of this family relationship. We as a county government value family and work/life balance. Our employment policies and benefits are indicative of our beliefs. However, as an entity responsible to the taxpaying public we believe in an environment that is conducive to work; therefore, the workplace will not be used in lieu of childcare. As a general rule, it is inappropriate for minor children and other minor relatives of employees to be in the workplace during working hours. This policy has been implemented to minimize potential liability to the county risk of harm to children and decreased employee productivity due to distractions and disruptions. This policy is not intended to prohibit children or other minors and family members from being in the workplace during County-sponsored events. Exceptions to this policy are permitted under extenuating circumstances and with written approval from the Human Resource Department. Shelby County Government is sensitive to our employees' child-related circumstances; however, we cannot permit children to remain in the workplace because of the legal liability. As necessary, managers and supervisors may grant leave at their discretion in emergency or unforeseen circumstances.

Article 34: Public Relations

When dealing with the public directly, either in person, by phone, or through official correspondence, County employees are expected to be courteous and professional at all times. Excessive complaints from the public lodged against any employee will be investigated and may result in disciplinary action.

Article 35: Workplace Solicitation

To promote a professional and collegial workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Shelby County Government has adopted rules about soliciting for any cause and distributing literature of any kind in the workplace.

Employees may not solicit on Shelby County Government property or use County facilities, such as e-mail, voicemail, or bulletin boards during working time for solicitation. This policy applies to collecting funds, requesting contributions, selling merchandise, gathering employee signatures, and promoting membership in clubs or organizations.

Working time means time during which employees are expected to be actively engaged in their assigned work; it does not include scheduled meal or break periods.

You may solicit another employee only if both you and the other employee are not on working time, and you may distribute literature only in nonworking areas and while not on working time to other employees who are not on working time.

Non-employees may not make solicitations or distribute literature at any time without prior approval of the Shelby County Board of Commissioners. This includes all insurance agents or their representatives.

Shelby County Government may grant limited exemptions from these rules for charitable or public service organizations purposes at its discretion such as for SCUFFY, Boy and Girl Scouts, etc.

Article 36: Misuse/Theft of County Materials/Equipment

Misuse or theft of County property constitutes behavior that is subject to disciplinary action. This includes knowingly falsifying reports (i.e., attendance records, employment applications, etc.) either for the employee's advantage or on behalf of others. Additionally, use of County owned equipment or material is in violation of County policy. Proven misuse or theft may warrant immediate termination and provides for the filing of criminal charges (class D felony). If a person knowingly or intentionally alters or damages a computer program or data which comprises a part of the County's computer system or computer network this is considered a crime and will be treated as such.

Article 37: Use of County Property

County Equipment and Vehicles - When using Shelby County Government property, including computer equipment or hardware, exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Will you have questions about the maintenance and care of any workplace equipment, ask your supervisor. If you use or operate equipment improperly, carelessly, negligently, or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Shelby County Government because of such mistreatment.

County Property - Please keep your work area neat and clean and use normal care in handling County property. Report any broken or damaged equipment to your manager at once so that proper repairs can be made. You may not use any County property for personal purposes or remove any County property from the premises without prior written permission from your department head or elected official.

Investigations - In an effort to safeguard the property of our employees, county taxpayers, and the County, the County reserves the right to inspect property owned and/or supplied by the County. County-supplied property (including but not limited to offices, desks, file cabinets, computers and software, County vehicles, lockers and other storage facilities) is County property and are subject to inspection by managers at any time, with or without notice. Therefore, employees will have no reasonable expectation of privacy in property owned and/or supplied by the County. Employees may be permitted to store personal items in facilities. However, the County is not responsible for loss, damage, or theft of employees' personal belongings, so employees will exercise discretion in storing any personal items.

Article 38: Political Activity

Political activity in any form is prohibited during office hours and/or on County property or using County funds or equipment.

Article 39: Disciplinary Actions

Employees must conform to certain standards of attendance, conduct, work-performance and other work rules and regulations. Managers will coach and counsel employees to develop an effective solution. If, however, an employee fails to respond to coaching or counseling, or an incident occurs requiring formal discipline, the Progressive Discipline process may be used. However, Shelby County Government reserves the right to forgo any progressive discipline procedures if it judges the employee's conduct to be sufficiently egregious to warrant immediate discharge. All employees will remember that termination action may be taken at any point as all employment with Shelby County Government is considered "at will", permitting either the employee or the County to end the working relationship for no reason at all or for any reason not otherwise prohibited by law.

Article 40: Arrests and Convictions

The County is committed to providing the public with qualified staff who possess good character and standards. In conjunction with the policy requiring that all full-time employees undergo a background check for employment, this requirement that employees promptly report arrests and convictions will provide basic safeguards to meet that commitment and assist in maintaining a safe work environment for employees, Guidelines for taking appropriate action(s) when an employee has been arrested or convicted of crime(s) that could be relevant to employment with the County, including arrest(s) and conviction(s) found in background checks upon promotion, demotion, or transfer from one position to another. These guidelines

may also be relevant in determining appropriate action(s) involving the services provided by volunteers and contractors. This policy applies to all exempt and non-exempt employees subject to the executive authority of the Commissioners except merit officers of the Sheriff's Department.

RESPONSIBILITIES:

Employees are responsible for reporting arrests and/or convictions, and certain citations within five (5) calendar days from the date of the arrest, conviction, or citation.

Supervisors are responsible for implementing this policy in an appropriate and consistent manner and taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related policies. Supervisors or elected officials will retain any and all documentation that transpires in the course of an event. Additionally, supervisors or elected officials will provide a copy of all documentation to the HR manager for inclusion in the employee's personnel file.

PROCEDURES:

1. A satisfactory background check is a condition of employment in all full-time positions and certain volunteer work and some contracts. Convictions and arrests with pending charges found during a background check performed when a current County employee transfers, promotes, or demotes to another position will be considered in determining whether the employee will be transferred, promoted, or demoted or whether disciplinary action, including dismissal from County employment is appropriate.
2. Citations for infractions which occur during the employees off duty hours must be reported if the citation will have an impact upon the employee's ability to perform assigned duties (e.g. loss/suspension of driving privileges). Such report is required in writing to the Department Head or Elected Official as soon as possible but not more than five (5) calendar days from the date of the citation.
3. Whenever an employee is: (a) cited for an infraction while on duty or (b) arrested for any misdemeanor or felony, the employee shall report this matter, in writing, to the Department Head or Elected Official as soon as possible but not more than two (2) calendar days from the date of the arrest or citation. Failure to report in accordance with the above shall be considered a violation of this policy and may subject the staff person to discipline, up to and including dismissal.
4. It is the responsibility of any employee with pending criminal charges to provide to the Department Head or Elected Official written documentation (i.e. court record) of the disposition of the charges within five (5) calendar days after receiving notification
5. At the discretion of the Department Head or Elected Official, the employee may be carried on Unauthorized Leave (UL) for time spent in jail. Five (5) consecutive UL days may be cause for dismissal. Vacation leave may not be taken to cover periods of incarceration, unless the vacation was scheduled for a purpose unrelated to incarceration prior to the employee being incarcerated.
6. An employee who has been arrested and charged with a crime may be suspended pending an administrative investigation and/or the disposition of any charges filed against the employee. The determination as to whether an employee is suspended shall be based upon the nature and circumstances of the alleged offense.
7. If the employee is on suspension pending administrative investigation and/or the disposition of any charges, and the outcome is favorable to the employee, s/he shall be returned from suspension and made whole.
8. Disciplinary action, including dismissal, may be taken if the investigation or disposition of the charges establishes just cause.

Article 41: Conduct Standards & Discipline

Shelby County Government expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with County personnel and outside business contacts.

The County reserves the right to discipline or discharge any employee for violating any County policy, practice, or rule of conduct. The following list is intended to give you notice of our expectations and

standards. However, it does not include every type of unacceptable behavior that can or will result in disciplinary action.

Be aware that Shelby County Government retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance, including, but not limited to the following:

- Unsatisfactory quality or quantity of work
- Repeated unexcused absences or lateness
- Failing to follow instructions or County procedures, or
- Failing to follow established safety regulations.

Employees may also be disciplined or terminated for misconduct, including, but not limited to the following:

- Falsifying an employment application or any other County records or documents.
- Failing to record working time accurately or recording a co-worker's timesheet.
- Insubordination or other refusal to perform.
- Using vulgar, profane, or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination.
- Disorderly conduct, fighting or other acts of violence.
- Misusing, destroying, stealing, or removing without permission, County property or another person's property.
- Possessing, entering with, or using weapons on County property.
- Possessing, selling, using or reporting to work with alcohol, controlled substances or illegal drugs present in the employee's system, on County property or on County time.
- Violating conflict of interest rules.
- Disclosing or using confidential or proprietary information without authorization.
- Violating the County's computer or software use policies, and
- Being convicted of a crime that indicates unfitness for a job or presents a threat to the County or its employees in any way.

Article 42: Progressive Discipline

Discipline given to an employee for an offense can range from verbal warning to discharge. Levels of discipline include verbal warning, written warning, suspension, and discharge. The County reserves the right to apply any level of discipline for a given action, regardless of an individual's prior record. Factors that might influence the decisions as to which to apply are:

- How many different offenses are involved
- The seriousness of the offenses
- The time interval between and employee response to prior disciplinary actions
- Previous work history of the employee

In some cases it may take additional time to gather all the information necessary to make a final disciplinary decision. Depending on the nature of the incident, an employee may be placed on an investigative suspension during this time. During an investigative suspension, an employee is relieved of his or her job because of alleged misconduct. Examples of situations that could lead to an investigative suspension are not limited to, but include, the following: fighting, insubordination, and theft. Investigative suspensions will typically not exceed seven (7) working days unless the police or Prosecuting Attorney have been called in and they are still in an active phase of their investigation.

Please understand that Shelby County Government reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Article 43: Problem Resolution Procedures

Whenever an employee has a problem, complaint, and/or feel they have been unfairly treated, they are expected to communicate directly with management by:

STEP 1. First talking to their immediate supervisor about the issue. The employee's immediate Supervisor is most familiar with the employee and his/her job and is, therefore, in the best position to assist him/her. The issue must be in writing if requested by the supervisor.

If step 1 does not resolve the matter, or the employee does not want to talk to the supervisor about the issue the employee can move to step 2, unless;

- His/her immediate supervisor is an Department Head, then he/she will move to step 3, -OR-;
- His/her immediate supervisor is an Elected Official, then he/she will move to step 5.

STEP 2. If the previous step cannot help the employee resolve the matter or if the employee is not satisfied with his/her supervisor's response, the employee can direct his/her problem to their Department Head. At this point the issue must be in written form.

STEP 3. If the previous steps cannot help the employee resolve the matter or he/she is not satisfied with their Department Head's response, the employee may direct his/her issue to the Board that governs the department he/she works in. The issue must be in writing. This documentation must be forwarded to the Departmental Board. If the employee's Department Head does not report to a Board, move to step 4.

STEP 4. If any of the previous steps cannot help the employee resolve the matter or he/she is not satisfied with the response(s) received, the employee may direct his/her issue to their Elected Official. The issue must be in writing.

STEP 5. If any of the previous steps cannot help the employee resolve the matter or he/she is not satisfied with the response(s) received, the employee may direct his/her issue to Human Resources. The issue will be investigated, and HR will respond with a final resolution to the issue.

Article 44: Deadly Weapons in Court House

Deadly weapons within the Shelby County Court house are prohibited unless otherwise noted. A deadly weapon is defined as a loaded or unloaded firearm, weapon, devise, taser, stun gun, or chemical substance that is intended to be used to cause bodily injury. Excepted persons: Law enforcement Officers while on duty; Correction Officers while on duty; and judicial officers; or employees of the United States duly authorized to carry deadly weapons, while on duty.

Any employee who violates this policy or possesses a deadly weapon in the Shelby County Court house shall be subject to discipline, up to and including discharge. Additionally, an individual in violation of this policy may be subject to a fine of up to \$1,000 per violation and the County Attorney may take legal action through the County Court System.

Article 45: Romantic or Sexual Relationships

Consenting "romantic" or sexual relationships between a supervisor/elected official and an employee may at some point lead to unhappy complications and significant difficulties for all concerned - the employee, the elected official and the County. Any such relationship may, therefore, be contrary to the best interests of the County. Accordingly, Shelby County Government strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship. By its discouragement of romantic and sexual relationships, Shelby County Government does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's/manager's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee should develop, it shall be the responsibility and mandatory obligation of the supervisor/manager to promptly disclose the existence of the relationship to the appropriate supervisor or HR Manager. The employee may make the disclosure as well, but the burden of doing so shall be upon the supervisor/manager. Shelby County Government recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed, or at least hoped, however, that either or both of the

parties to such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The immediate supervisor shall inform one of the County Commissioner's and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments. Upon being informed or learning of the existence of such a relationship, the County Commissioners may take all steps in their discretion that they deem appropriate. At a minimum, the employee and supervisor/manager will not thereafter be permitted to work together on the same matters (including matters pending at the time disclosure of the relationship is made), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and in order for Shelby County Government to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he or she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his or her views about the matter known to the Human Resource Manager or a Commissioner. This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

Article 46: Drug-Free Workplace

Shelby County Government strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our County. Shelby County Government is committed to programs that promote safety in the workplace, employee health and well-being, and taxpayer confidence. Consistent with the spirit and intent of this commitment, Shelby County Government has developed this policy statement regarding the sale, use, possession, or distribution of drugs and alcohol by all employees. There is no place in the County's working environment for alcohol or drug abuse. As a condition of employment, all full time County employees are required to take a drug-screening test prior to employment and to agree in writing to be tested for the use of drugs and or alcohol pursuant to this policy.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing County business, while operating a motor vehicle in the course of business or for any job-related purpose, or while on County premises or a worksite. An off-duty employee who is called in to work outside regular working hours, who has consumed alcohol within 8 hours prior to reporting for work and is unaware or unsure of his/her blood alcohol level, shall resolve any doubt by informing his/her supervisor that he/she is at this time unfit to report to work.

Illegal Drugs

Shelby County Government employees are prohibited from using or being under the influence of illegal drugs while performing County business or while on a county facility or worksite. You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in Shelby County Government facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing County business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

SECTION II: EMPLOYEE BENEFITS

Article 1: Vacation

Vacation is a time for employees to rest, relax, and pursue special interests. Shelby County has provided paid vacations as one of the many ways in which appreciation is shown for employees' loyalty and continued service. However, it is also important that Shelby County Government encourage the use of

awarded vacation days so as to not establish a financial liability for the county that is over and above the annual appropriation.

Eligible Employees:

Full-time employees only.

Employment Eligibility: A new employee is not authorized to take vacation leave until he/she has successfully completed their new-hire period of 180 days of county service. A new employee must complete 180 days of County service before being eligible to take vacation leave.

Request: Vacation requests must be received at least 14 days prior to the start date of the vacation, unless otherwise authorized by the employee's authorizing Supervisor, Department Head, or Elected Official. Managers may wish to use the "Interoffice Employee Vacation Request" form to maintain inter-office records for vacation requests.

Minimum Increments of Use: Vacation time is awarded on a daily basis and Vacation time must be used in at least ½ hour increments. It is the responsibility of the Department Head or Elected Official to ensure each employee uses the correct amount of vacation days each calendar year.

Annual Schedule of Vacation Leave Time for Full-time employees:

New full time employees who have successfully fulfilled their new-hire period will receive 4 vacation days if these 180 days falls before January 1st of the following year. They will receive 8 vacation days on January 1st of that year. If the employee is hired after July 1, his/her 180 days or new-hire period will end after January 1st of the following year. As such, the employee will be awarded 4 vacations days after they have completed their first 180 days of service and another four vacation days after an additional 180 days of county service.

Vacation days are normally received on January 1st of each year based on the number of months and year/s of completed service as of January 1st of that year. An employee must work a minimum of one day of the new year to receive any vacation days unless on approved FMLA.

Shelby County Years of Service

<u>As of Jan. 1 each year</u>	<u>Awarded Vacation Days</u>
More than 6 months through 1 year & 6 months	8
More than 1 year & 6 months through 4 years & 6 months	13
More than 4 years & 6 months through 14 years & 6 months	18
More than 14 years & 6 months	20

Annual Schedule of Vacation Leave Time for Part-time employees:

Part time employees hired on or after 01/01/2014 are not eligible for vacation benefits. Grandfathered part-time employees are authorized to receive ½ of the above-allotted days that a full-time employee receives. (Once employment has been severed, they will no longer receive vacation time.)

Accumulation Rights: Vacation days will be automatically carried forward from one year to the next or converted to sick days effective December 31st of 2006 and each year thereafter. The employee must request voluntary conversion to sick days not later than December 31st of each year.

Termination / Resignations / Retirement and Vacation Balances: Upon terminating Shelby County employment, employees will receive pay for any unused vacation days, not to exceed the total number of days awarded effective January 1st of the termination year.

EXAMPLE - An employee is awarded 8 vacation days in 2011 and takes 4 days vacation in 2011. On January 1, 2012 he is awarded 13 vacation days so has now accrued a total of 17 vacation days. He takes 2 vacation days in 2012 and then terminates employment. Although he has accrued a total of 15 vacation days, he will be paid for a total of 13 vacation days (the number of days he was awarded in 2012). However, if he would have taken 6 vacation days in 2012 and then terminated employment he would be paid for a total of 11 vacation days or the number of vacation days remaining. New-hires that have not

completed a minimum of 180 days of county service will not receive payment for vacation days regardless of the reason for termination.

Rehires

All rehires will be given a new date of hire based upon the **first physical day on the job**. Vacation benefits will go by the new date of hire.

(NOTE: The use of accrued vacation time while on Family Medical Leave (FMLA) is at the discretion of the employee.)

Article 2: Sick Leave

Sick leave may be used for the purpose of an employee's illness, injury, and/or visiting doctors, dentists or other practitioners. This time may also be used for tending to an illness or injury suffered by a member of the employee's immediate family; this includes spouse, child, or parent. The employee's authorizing Supervisor, Department Head, or Office Holder has the discretion to request a "proof-of-illness" statement from a physician, if they suspect an employee is falsely calling in sick. However, any absences for more than 2 consecutive workdays may require a doctor's statement. This requirement is at the supervisor's discretion. Any absences for more than 5 consecutive days automatically require a doctor's statement and the determination will be made if the employee needs to be placed on Family Medical Leave. Failure to submit a required doctor's statement will result in lost pay due to the unauthorized use of sick time. If a "Proof-of-illness" statement is required this statement must also indicate the date an employee is released and able to return to work. If a doctor's statement is required the employee cannot be allowed to return to work without the doctor's medical release.

(NOTE: The employee will be paid for all accrued sick hours, not to exceed the total amount of time on FMLA, while on Family Medical Leave (FMLA). The employee will record this usage on his/her bi-weekly attendance report.)

Eligible Employees: **Full-time employees only.**

Notification: Employees must notify their authorizing Supervisor, Department Head or Office Holder as soon as they become aware they will need to use sick leave, but no later than 30 minutes prior to the employees' normal start time of work. Employees are to notify their supervisor each day that they will be absent.

Minimum Increments of Use: Sick time may be used in minimum increments of thirty (30) minutes. New-hires that have not completed a minimum of 180 days of county service are not authorized to take paid sick hours. Necessary absences taken prior to having 180 days of county service will be carried as lost (unpaid) hours.

Annual Schedule of Sick Leave Time Allotted:

Employees who have 1 year or more of completed service as of January 1st: Are awarded 56 sick hours on January 1st of each year unless they have already accrued 424 or more sick hours. In that case they will be awarded the number of hours to total not more than 480 accrued sick hours. If they have already accrued 480 sick hours they will not be awarded any additional sick time. An employee must work a minimum of one day of the new year to receive any additional sick hours unless on approved FMLA.

New employees with a hire date of January 2 through June 30: Are awarded 28 sick hours on July 1st of the year they are hired, 28 additional sick hours on January 1st of the following year, 28 additional sick hours on July 1st of that year and 56 sick hours on the following January 1st. ***New-hires that have not completed a minimum of 180 days of county service are not authorized to take paid sick hours.***

New employees with a hire date of July 1 through December 31: Are awarded 28 sick hours on January 1st of the following year, 28 additional sick hours on July 1st of that year and 56 sick hours the following January 1st. ***New hires that have not completed a minimum of 180 days of county service are not authorized to take paid sick hours.***

Balances Carried Forward: Sick time may be carried forward from one year to the next up to a maximum accumulation of 480 sick hours. All days earned in excess of 480 hours will be forfeited.

Termination: Upon termination an employee will NOT receive pay for unused sick hours.

Article 3: Personal Days

Personal days are to be used to accomplish personal business that cannot be accomplished during a time other than an employee's normal working hours.

(NOTE: The employee will be paid for all accrued personal days, not to exceed the total amount of time on FMLA, while on Family Medical Leave (FMLA). The employee will record this usage on his/her bi-weekly attendance report.)

Eligibility: Full-time employees only.

Notification: Employees must notify their authorizing Supervisor, Department Head or Office Holder 48 hours in advance for non-emergency reasons for use of personal time and no later than 30 minutes prior to the employees normal start time of work for emergency reasons.

Minimum Increments of Use: Personal time must be used in a minimum of thirty (30) minute increments.

Annual Schedule of Personal Days Time Allotted:

New employees with a hire date of January 1 through June 30: Are awarded 1.5 personal days on July 1st of the year they are hired, an additional 1.5 personal days on January 1st of the following year, 1.5 days on July 1st of that year and 3 days on January 1st of the following year.

New employees with a hire date of July 1 through December 31: Are awarded 1.5 personal days on January 1st of the following year, an additional 1.5 personal days on July 1st of that year and 3 days on January 1st of the following year.

New-hires that have not completed a minimum of 180 days of county service are not authorized to take personal days. Necessary absences taken prior to having 180 days of service will be carried as lost (unpaid) days.

Employees who have 1 or more years of completed service as of January 1st: Are awarded 3 personal days on January 1st of each year. An employee must work a minimum of one day of the new year to receive any personal days unless on approved FMLA.

Balances Carried Forward: Personal days may **NOT** be carried forward from one year to the next. Unused Personal days will be automatically forfeited on December 31st of each year.

Termination: Upon termination an employee will NOT receive pay for unused personal days.

Article 3A : New Parent Leave Days

Shelby County Government will provide up to 4 weeks of paid new parent leave (NPL) to full-time employees following the birth of an employee's child or the placement of a child with the employee in connection with an adoption. The purpose of paid new parent leave (NPL) is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, disability income programs and any other county benefits, as applicable.

Eligibility

This policy applies to full-time employees who have been employed with Shelby County Government for at least twelve (12) months (1-year) and have worked at least 1,250 hours during the 12-month period immediately preceding the start of NPL:
Upon the birth of an employee's child.

Upon the birth of a child to the employee's spouse.

Upon placement of a child for adoption under the age of 18.

(The adoption of a child by a new spouse is excluded from this policy)

*Merit Deputies and Correctional Officers NPL must be approved by the Sheriff (or designee) and is subject to staffing availability. Every effort will be made to award NPL. However, to meet public safety needs the weeks may need to be shifted around for these classifications.

Terms and Conditions

Eligible employees will receive up to four (4) weeks of paid new parent leave (NPL) per birth or adoption of a child/children. A multiple birth or adoption does not increase the four (4) week total amount of paid new parent leave (NPL) granted for the event. In addition, in no case will an employee receive more than four (4) weeks of paid new parent leave (NPL) in a rolling twelve (12) month period, regardless of whether more than one birth or adoption event occurs within the twelve (12) month time frame.

Paid new parent leave (NPL) may be taken at any time during the twelve (12) week period immediately following the birth or placement for adoption of a child. Paid new parent leave (NPL) may not be used or extended beyond the twelve (12) week time frame. Any new parent leave (NPL) not taken within twelve (12) weeks after birth or adoption will be forfeited.

Employees must take paid new parent leave (NPL) for one continuous period of leave. Each day of paid leave is compensated at 100 percent of the employee's regular, straight time daily rate. Paid new parent leave (NPL) will be paid on regularly scheduled pay dates. If a paid holiday occurs while the employee is on paid new parent leave (NPL), that day will be counted as holiday pay. However, said holiday **will not extend** the total paid new parent leave (NPL) entitlement.

*Merit deputies and correctional officers' week(s) are to be determined by the Sheriff (or designee) and staffing needs at that time.

Employees will not be paid for any unused paid new parent leave (NPL) upon termination of employment.

Requests for paid new parent leave (NPL)

Employees are responsible for notifying his/her Department Head and Human Resources that a birth or placement for adoption is anticipated and the estimated time frame **at least thirty 30 days prior** to the proposed date of leave (or if not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all supporting documentation required by the Human Resources Department to substantiate the request. (Examples of supporting documentation: birth announcement/confirmation from a doctor/hospital/government entity or document placing the child with the employee for adoption, etc.).

Employees, HR, Department Heads, and Payroll must work together to properly designate the paid new parent leave (NPL) absences on the employee's timesheet, service record, track the usage, and not use or authorize more new parent leave (NPL) time than what is permitted.

Article 4: Scheduled Holidays

The Board of Commissioners annually establishes the designated Holidays observed by Shelby County for each following year. In observation of the Holiday Schedule Shelby County departments are closed. Only full-time employees to include those on military active duty and FMLA receive pay for the day off. Holidays that fall on a weekend will normally be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance. Due to business needs, some employees may be required to work on County holidays. Your supervisor or manager will notify you if this may apply to you. However, you will receive a comparable day off.

Paid Shelby County Holidays

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Primary Election – At Commissioner's Discretion

Memorial Day

Juneteenth

Independence Day
Labor Day
Columbus Day
General Election – At Commissioner's Discretion
Veteran's Day
Thanksgiving and the day after
Christmas Eve and Christmas Day
New Year's Eve

You will be paid for these holidays if you are a full-time employee. Part-time hourly employees are not paid for holidays or for any other hours unless they were present and actually worked during that time period.

(NOTE: Full-time employees will be paid for all holidays, not to exceed the total amount of time on FMLA, while on Family Medical Leave (FMLA). The employee will record this usage on his/her bi-weekly attendance report.)

Article 5: Religious Holidays

Employees who wish to be absent from work to observe a religious holiday that is not recognized by the County's holiday schedule may do so if an advance request of 14 days is given and vacation or personal day is used. Notices less than 14 days will be at the discretion of the Manager to approve or deny.

Article 6: Military Leave

Active Duty for Training

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a 15-day paid leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

Extended Active Duty

Employees who are called, voluntarily or involuntarily, to extended active duty, shall be paid a differential pay. This differential pay will be computed as the difference between their present monthly County salary and the individual's gross monthly military pay and will be paid only if their military pay is less than their present County pay. Gross monthly military pay computation will include; Base Pay, Quarters Allowance, Rations, Separation Pay, Overseas Pay, Hazardous Duty Pay, Flight Pay, Combat Pay, Proficiency Pay, and any other type of monetary compensation received while on active duty. In order to receive differential pay the active duty service member will be required to prove his military compensation level each quarter. This differential pay will not exceed five years in duration. (NOTE: Extended active duty is defined as any time in excess of 15 days per calendar year.)

Continuation of Health Benefits

During a military leave of less than 31 days, an employee is entitled to continued group health plan coverage under the same conditions as if the employee had continued to work. For military leaves of more than 30 days, an employee may elect to continue his/her health coverage for up to 18 months of uniformed service but will be required to pay the entire premium for the continuation coverage. [NOTE: Employees and/or dependents who elect to continue their coverage may not be required to pay more than 102% of the full premium for the coverage elected. The premium is to be calculated in the same manner as that required by COBRA.]

Leave for Active or Reserve Duty

Upon receipt of orders for active or reserve duty be they written or oral, an employee will notify his/her supervisor, as well as Human Resources, as soon as possible, and if possible, submit a copy of the military orders to his/her supervisor and the Human Resources Department (unless he/she is unable to do so because of military necessity or it is otherwise impossible or unreasonable).

Leave for Training and Other Related Obligations (e.g., fitness for service examinations)

Employees will also be granted paid time off for military training (normally 14 days plus travel time) and other related obligations, such as for an examination to determine fitness to perform service. Employees will advise their supervisor and/or department head of their training schedule and/or other related obligations as far in advance as possible.

Return from Military Leave Notice Required

Upon return from military service, an employee must provide notice of or submit an application for reemployment in accordance with the following schedule:

An employee who served for more than 30 days, but less than 181 days, must submit an application for reemployment no later than 14 days after completing his/her period of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.

An employee who served for more than 180 days must submit an application for reemployment no later than 90 days after the completion of the uniformed service.

An employee who has been hospitalized or is recovering from an injury or illness incurred or aggravated while serving must report to the Human Resources Department (if the service was less than 31 days), or submit an application for reemployment (if the service was greater than 30 days), at the end of the necessary recovery period (but which may not exceed two years).

Required Documentation

An employee whose military service was for more than 30 days must provide documentation within two weeks of his/her return (unless such documentation does not yet exist or is not readily available) showing the following: (i) the application for reemployment is timely (i.e. submitted within the required time period); (ii) the period of service has not exceeded five years; and (iii) the employee received an honorable or general discharge or remains in the National Guard or inactive reserve status.

Article 7: Personal Leave of Absence

Employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances.

All regular employees employed for a minimum of 180 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements will all be taken into consideration before a request is approved. Awarding of this time off is at the discretion of the elected official or department head.

The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on a case-by-case basis.

Article 8: Family and Medical Leave Act Military Family Leave Entitlements

Shelby County Government will comply with the Family and Medical Leave Act implementing Regulations as revised effective October 28, 2009. The County posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act in [state the specific location within the County where the official notice is posted].

The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this policy, you must contact the Human Resource Manager either in person or in writing.

A. General Provisions

Under this policy, Shelby County Government will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the County for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating Shelby County Government's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider. This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the County's sick leave policy are encouraged to consult with Human Resources.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the County may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) childcare and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that Shelby County Government and employee agree, including agreement on timing and duration of the leave.

"Covered active duty" means:

- (a) in the case of a member of a 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 with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran. An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member. Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term "covered service member" means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term "serious injury or illness":

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in 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; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an 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 manifested itself before or after the member became a veteran.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the County will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the County and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the County and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits During Leave

While an employee is on leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the

County will require the employee to reimburse the County the amount it paid for the employee's health insurance premium during the leave period.

Under current county policy, the employee pays a portion of the health care premium/s. While on paid leave, Shelby County Government will continue to make payroll deductions to collect the employee's share of the premium/s. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. Shelby County Government will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, Shelby County Government will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or Shelby County Government may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, Shelby County Government may discontinue coverage during the leave. If Shelby County Government maintains coverage, Shelby County Government may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

F. Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in Shelby County Government's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The County may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave (Sick and Personal hours/days)

An employee who is taking FMLA leave because of the employee's own serious health condition, or the serious health condition of a family member must use all paid personal and sick leave prior to being eligible for unpaid leave. Sick and personal leave will be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of the child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. The employee will be required to substitute accrued (or earned) paid sick and personal leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

An employee who is using military FMLA leave for a qualifying exigency must use all paid sick and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid personal leave and sick leave (as long as the reason for the absence is covered by the County's sick leave policy) prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day or hour periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The County may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care. For the birth, adoption or foster care of a child, the County and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. If the employee is taking leave for a serious health condition or

because of the serious health condition of a family member, the employee should try to reach agreement with the County before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee's Serious Health Condition

The County will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Human Resources may directly contact the employee's health care provider for verification or clarification purposes. The County will not use the employee's direct supervisor for this contact. Before the County makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the County will obtain the employee's permission for clarification of individually identifiable health information. The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the employee to get a certification from a second doctor, which the County will select. The County may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor. The County and the employee will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The County will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition

Human Resources may directly contact the employee's family member's health care provider for verification or clarification purposes. The County will not use the employee's direct supervisor for this contact. Before the County makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the County will obtain the employee's family member's permission for clarification of individually identifiable health information. The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the employee's family member to get a certification from a second doctor, which the County will select. The County may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor. The County and the employee will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The County will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The County will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

M. Recertification

The County may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if Shelby County Government receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the County may request

recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The County may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide written notice of the need for the leave to the HR manager. Within five business days after the employee has provided this notice, the HR manager will complete and provide the employee with the DOL Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide Shelby County Government with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR manager will complete and provide the employee with a written response to the employee's request for FMLA leave.

P. Intent to Return to Work from FMLA Leave

On a basis that does not discriminate against employees on FMLA leave, the County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Article 9: Bereavement Leave

Full-time employees may be granted bereavement leave upon the death of any relative specified in this section. The qualified employee will be granted leave without loss of pay according to the following number of days.

5 days – upon death of the employee's

- Spouse
- Mother or Stepmother
- Father or Stepfather
- Child or Stepchild

3 days – upon death of the employee's

- Brother or Stepbrother
- Sister or Stepsister
- Father-in-law
- Mother-in-law
- Son-in-law
- Daughter-in-law
- Grandparent
- Grandchild

1 day – upon the death of the employee's

- Aunt
- Uncle
- Brother-in-law
- Sister-in-law
- Great-Grandparent

An excused absence for bereavement leave may not be retroactive. However, it may be postponed or split over a reasonable and understandable time period. Pay for funeral leave will be made for actual time lost from work. If the bereavement leave occurs at a time when the employee is not scheduled to work, payment will not be made. If the employee needs additional time off, s/he may use accrued sick, vacation, or personal leave with the approval of the supervisor.

With Managers' approval, employees may use accrued sick, vacation, or personal leave to attend funerals of other relatives and friends. The County reserves the right to require documentation to verify the authenticity of the request for bereavement leave when there is a legitimate reason to compel such verification.

Article 10: Jury Duty

Shelby County Government encourages employees to fulfill their civic responsibilities and serve on jury when required. Employees are to notify their immediate supervisor when they have been called for jury duty. It is expected that an employee will keep his or her supervisors apprised of the requirements of jury duty and will return to work at the earliest possible opportunity. Full-time County employees are granted Jury Duty leave without loss of pay to serve on a jury in any Federal, State, or Local Court. Payment received for Jury Duty must be signed over to the County. It is prohibited by law for an employee to be paid by two government entities for the same hours. Insurance benefits will ordinarily remain in effect and unchanged for the full term of your jury duty absence.

Article 11: Time Off From Work In Connection With Court Cases

We recognize that an employee might be subpoenaed or otherwise required to serve as a witness in a court case or arbitration. If you must appear in such a proceeding, notify your supervisor at once. If the case is connected with the employees County job, they will be paid for this time. If the case is not associated with County employment the individual will not be paid for the time they are away from work participating in a court case or arbitration. However, they may use available vacation and/or personal days to cover the time.

Article 12: Parental Absence for Child's Education

To encourage the involvement of County employees in the academic achievements of their children, managers will make reasonable efforts to approve employee requests for time off to foster involvement in their child's education through participation in parent-teacher conferences, classroom activities or other means. Such time off may be accomplished through the use of an adjusted work schedule to accommodate the time needed. In those situations where flextime is not practical, such as twenty-four hour, seven-day operations, other appropriate forms of paid leave will be utilized.

Article 13: Community Service Leave

To promote the direct involvement of County government employees in public services in the Shelby County Community, each full-time employee will be allowed leave with pay not to exceed a combined total of seven, eight, or nine hours per calendar year dependent on the length of a normal work day, to voluntarily participate in activities for the benefit of another public entity. The entity or organization must be exempt from federal income taxation under Section 501 (c)(3) of the Internal Revenue Code. The voluntary activities must not promote religion or attempt to influence legislation, governmental policy, or elections to public office.

To be eligible for leave with pay under this program, the employee must provide written documentation provided by the entity or organization stating that the employee has previously donated an equivalent amount of the employee's own time in support of the subject organization. It shall be the responsibility of the employee to request such leave at least seven calendar days in advance unless the request is to provide services in emergency situations. Supervisors are expected to respond back to the employee within five calendar days of the requested absence. Supervisors retain the right to disapprove a Community Service request for absence based on the work demands of the department.

Article 14: Lactation/Breastfeeding

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Shelby County Government has designated the Courthouse and Courthouse Annex break rooms for this purpose. Employees are responsible for the storage and refrigeration of express breast milk. Employees storing milk must assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Nursing mothers wishing to use this room must request/reserve the room by

contacting the Commissioner's Executive Assistant at 317-421-8015. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Article 15: Health, Dental & Vision Insurance (Enrollment and Cancellation)

Comprehensive health/major medical, life, dental, and vision programs are offered to all full-time County employees. The Human Resources Department provides further information and benefit booklets regarding group insurance benefits. New employees receive this information during "New Employee Orientation." However, any employee may request additional copies of these documents at any time.

If an employee has a problem or complaint about their insurance coverage or service, they should contact the appropriate insurance vendor directly. The County is only responsible for enrollment, termination and monthly premium billing. Most contact numbers are located on the employee's personal ID cards. When they call the employee should have the following documents and information available:

- Their insurance card
- Their group and employee number (usually on the card)
- Dates and names of relevant events and people
- Claim numbers if appropriate

The county also offers an annual open enrollment, usually in July of each year. At this time all employees may make changes regarding their insurance choices. The Human Resources Manager distributes notification of the open enrollment period to employees by e-mail each year.

Changes in coverage can be made throughout the plan year if one of the following changes in family status occurs or changes in work status occur:

Changes in family status include:

- Marriage
- Divorce
- Death of a spouse or dependent
- Birth or adoption of a child

Changes in work status that allow for changes include:

- Change in an employee's spouse's employment
- Change in an employee work hours (from full to part-time or vice versa)
- An unpaid leave of absence
- Extended Military service activation

All other changes are approved on a case-by-case basis at the discretion of the Human Resource Manager, if they are in compliance with the cafeteria plan as explained in Federal Code section 125 commonly described as the "Tax-saver program."

The cost of the employees' share of insurance premiums may be obtained through the Human Resources' Department. An employee may continue insurance coverage during an approved leave as long as the employee continues to pay their share of the premium. Payment arrangements can be made through the Auditor's Office. It is the employee's responsibility to ensure all demographic and beneficiary information is correct and up to date.

Article 16: Continuation after Separation (COBRA)

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) establishes various rights for employees, spouses, and dependent children to continue group health care coverage through the employer after coverage otherwise would end. These rights are specified in the "Shelby County Employees' Medical Benefit Summary Plan Description." Contact Human Resources for a copy of this booklet. Cost for group health insurance is 102% of the total premium amount. Continuation of dental and vision insurance may be available on an individual basis. Employees leaving Shelby County employment are encouraged to call the specific dental or vision insurance carrier to determine their individual eligibility and premium cost. Phone

numbers of these carriers are located on the back of your individual insurance card. It is the employee's responsibility to ensure all demographic and beneficiary information is correct and up to date.

Article 17: County Provided Life Insurance

The County provides \$20,000 Accidental Death and Dismemberment insurance, at no cost, to all full-time employees. This amount decreases at age 65. Completion of the application will occur during new hire orientation. It is the employee's responsibility to ensure all demographic and beneficiary information is correct and up to date.

Article 18: Supplemental Insurance

The County also offers payroll deductions for full-time employees to purchase supplemental insurance at a group rate cost to employees. Employees who are interested in obtaining more information regarding supplemental insurance may contact representatives directly or a contact phone number may be obtained through the Human Resources' Department. It is the employee's responsibility to ensure all demographic and beneficiary information is correct and up to date.

Article 19: Public Employees' Retirement Fund (PERF)

The County has an Employees' Retirement Plan, which is administered through the Public Employees' Retirement Fund to provide eligible employees, (who have completed sufficient service) with a monthly pension benefit upon retirement. PERF-covered employees are required by state law to contribute 3% of their gross wages (regular and over-time pay) to the Fund. New full-time employees will complete the necessary PERF enrollment paperwork during "New Employee Orientation" through the Human Resources' Department.

Recent state legislation permits active members of the Public Employees' Retirement Fund (PERF) to make additional voluntary contributions to their accounts. You may now contribute up to an additional 10% per pay period. With your present mandatory contribution of 3% you can now have up to 13% of your present pay going into your annuity saving account for your retirement. Please note that any additional voluntary contributions you make are post-tax dollars. This means that the voluntary contributions are taxable income for tax purposes and will be included by the county in your W-2 taxable income. However, interest earned will be tax deferred until you receive payment when you retire.

The AIC Legislative Bulletin for 2008 has announced several changes to the administration of the Public Employees Retirement Fund (P.E.R.F.) program. These changes can have a significant impact on an eligible employee's retirement planning. All bills discussed below have been approved by the General Assembly and signed by the Governor.

- **Senate Bill 51 - Reemployment of retired public employees.** Reduces from 90 days to 30 days the waiting period after which a retired member of the public employees' retirement fund (P.E.R.F.) may be reemployed in a covered position and continue to receive a retirement benefit. **No formal or informal agreement can exist between the retiring employee and the employer that guarantees future employment.**
- **Senate Bill 72 – State officers; public employee benefits.** Allows, after December 31, 2008, a member of the public employees' retirement fund (P.E.R.F.) who: (1) is vested; (2) separates from employment; and (3) does not perform service in a covered position for at least 90 days; to elect to withdraw the entire amount in the member's annuity savings account savings account. Provides that, unless the member has transferred the creditable service earned in P.E.R.F. to another governmental retirement plan, a P.E.R.F. member who elects to withdraw the entire amount in the member's annuity savings account savings account is entitled to receive, when the member becomes eligible to receive a retirement benefit, a benefit equal to the pension provided by employer contributions.

- **House Bill 119 – Public safety leaves of absence; retiree reemployment.** Removes the \$35,000 salary exemption for retired members of the public employee’s retirement fund who are reemployed in a covered position.

The PERF program is very complicated, and your individual situation may vary based on personal needs and program requirements. You are strongly encouraged to schedule an appointment with a P.E.R.F. career counselor before you make any decisions affecting your retirement. P.E.R.F. call center phone number is 1-844-464-6777. Please note that Human Resources does not have access to your records and cannot tell you the total number of years or length of service you have in a P.E.R.F. covered position. You will need to talk with P.E.R.F. to either get this information or to make any corrections based on information provided on your P.E.R.F. annual member statement.

Further information regarding PERF issues may be directed to Human Resources or the PERF Offices at 1-844-464-6777 or on-line at www.inprs.in.gov. It is the employees responsibility to insure all demographic and beneficiary information is correct and up to date.

Article 20: Public Employees' Deferred Compensation Plan

The County offers payroll deductions for employees wanting to participate in a long-term Deferred Compensation savings plan. Employees should see Human Resources for further plan information, or they may contact the Hoosier Start program at 1-855-277-4432 or on-line at www.hoosierstart.com

Article 21: Workers' Compensation

Workers' Compensation is a no-fault insurance plan, which is paid for by the County. Under the provisions of the Workers' Compensation laws, if an employee has a work-related illness or injury he/she is eligible to apply for Workers' Compensations. Injuries and illnesses must be reported immediately to assure consideration under Workers' Compensation Insurance, will complications develop later.

Worker’s Compensation absences will run concurrently with FMLA leave when the leave is properly designated as FMLA leave by the County. Since worker’s compensation absence is not unpaid leave, the provisions for substitution of the employee’s accrued paid leave is not applicable.

Our insurance carrier for Worker’s Compensation is Indiana Public Employers Plan Inc. (IPEP). If an employee is injured or becomes ill due to work related exposure in the course of performing his/her duties he/she may be eligible for Worker’s Compensation.

The first step any injured employee will do is report the injury/illness to their supervisor and then seek medical diagnosis and treatment:

- For any medical treatment for non-life threatening illnesses or injuries, & during normal business hours treatment will be provided at: Priority Care, 30 W. Rampart, Suite 250, Shelbyville, IN 46176, (317) 398-7644
- For life threatening illnesses or injuries, or during non-business hours, medical treatment will be provided at: Major Hospital Emergency Room, 2451 Intelliplex Drive, Shelbyville, IN 46176, (317) 392-3211

Do not go to your personal Doctor, Chiropractor, or any medical service provider unless you have been directed to do so by an IPEP insurance representative. The above medical treatment providers will be aware of the insurance relationship between the County and our insurance carrier (IPEP). When visiting one of the above providers, you will not have to provide much insurance information other than the fact that you are a Shelby County Government employee and were injured on the job. If you’re questioned by a new employee who does not know the necessary insurance information, tell them to contact Shelby County Human Resources at (317) 398-5537.

As soon as possible notify your immediate supervisor of your injury or illness. He/she will prepare a first injury report and forward this to Human Resources. Attached to this report is the Medical Authorization form. Each employee must personally sign this form, as this form authorizes IPEP to request and receive copies of your medical treatment reports. With these documents IPEP can then pay your medical

treatment and prescription bills. The first injury report also has two other pages, one being the Supervisor's Incident Investigation Report and the other the Wage Statement. This last report is what your pay will be based on if you miss an extended period of work due to a work-related injury or illness.

Workers' Compensation Information: To include carrier's name, address and phone number are posted in various areas.

Workers' Compensation Insurance Information for Shelby County Employees is:
Indiana Public Employers Plan
302 S. Reed Road,
P.O. Box 690, Kokomo, In 46903-0690,
Phone: 1-800-382-8837



WORKERS' COMPENSATION PHARMACY PROGRAM

IPEP has a pharmaceutical program through Modern Medical, Inc. This program allows the employee to obtain prescriptions without any out of pocket expense.

If an employee is required to fill a prescription as a result of an on the job injury, he/she should go to any major pharmacy chain and request that the prescription be billed through Modern Medical. The employee should give the pharmacist Modern Medical's phone number, which is 800-547-3330. Modern Medical will pay the pharmacy and forward a bill to Downey Public Risk Underwriters for reimbursement.

If multiple refills are required, Modern Medical will issue the employee a pharmacy card, which should be submitted to the pharmacy each time a prescription is filled. The adjuster, with Downey Public Risk Underwriters, will be responsible for notifying Modern Medical when the workers' compensation claim has been closed.

If you have any questions, please contact the claims department of Downey Public Risk Underwriters at 800-382-8837.

302 South Reed Road | P.O. Box 1247 | Kokomo, IN 46903 | toll free 800.382.8837 | phone 765.457.9161 | fax 765.868.3310

Article 22: Other Insurances

During open enrollment, which normally will occur during the month of July each year, representatives from AFLAC will be on site and offer other insurances such as Short Term disability, cancer policies, etc.

A representative from Boston Mutual will be available annually if you are interested in purchasing additional life insurance on you or your family members.

If you elect to take out one or more of these insurances, arrangements can be made to establish an automatic deduction from your bi-weekly paycheck

If, during your term of employment you qualify for leave under the FMLA it is your responsibility to coordinate with the insurance carrier and /or payroll to continue making your monthly premium payments. Please be aware that any costs associated with these policies are paid solely by the employee at no cost or obligation to Shelby County Government. None of these insurances are either endorsed by or contributed to by Shelby County Government. Your use of these vendors is totally at your discretion and their participation in open enrollment is only as a courtesy provided to you by the County.

SECTION III: COMPENSATION

Article 1: Position/Compensation Classification System

Position Description: The basis of the Shelby County position classification system is the written position description. The salary and hourly pay rates for all classified jobs are established pursuant to the provisions of the federal Fair Labor Standards Act (FLSA). The County has established timekeeping and payroll policies and procedures to comply with applicable provisions of the FLSA.

Position Classifications: Shelby County position descriptions are classified using the Factor Evaluation System (FES). The position categories established by the FES position classification system are as follows:

COMOT: Clerical, Office Machine Operators, Technician COMOT positions usually require on-the-job training, and knowledge of basic office skills and procedures. Some COMOT jobs may require two years of education beyond high school at a university or vocational school. COMOT positions are trained to assist and provide support to PAT positions. COMOT duties usually involve standardized operations, but can also involve limited supervisory responsibilities, high skill level in certain fields or processes, or operation of highly technical equipment, such as in laboratories. Salaries are usually determined by prevailing local pay rates. Examples include: Bookkeeper, clerk-typist, court reporter, legal secretary, paralegal, receptionist, and secretary.

PAT: Professional, Administrative, Technological PAT positions usually require a college education or equivalent training and experience. Duties performed by PAT employees often involve direct application of professional principals, development of policies and procedures, or administration of an assigned area of responsibility. Salaries for PAT positions are usually determined by regional or national patterns. Examples include: Accountant, engineer, controller, registered nurse, environmental health specialist, urban planner, human resource coordinator, and systems analyst.

LTC: Labor, Trades, and Crafts LTC positions usually involve skills and knowledge that can be learned on the job or through prior experience, although some will require special certifications and training. LTC duties are often manual, require varying amounts of physical strain and effort, and involve varying amounts of responsibility over work projects. Salaries are determined by prevailing local pay rates. Examples include: Carpenter, cook, custodian, electrician, heavy equipment operator, mechanic, truck driver, and laborer.

POLE: Protective Occupations & Law Enforcement POLE positions usually require specialized training and two or more years of college education. Positions in this category involve protecting life and property, maintaining order, responding to emergencies, policing and enforcing laws, or supervising such operations. POLE salaries are determined by regional trends. Examples include: Correctional officer, Sheriff's Deputy, investigator, and Communications Officer.

EXE: Executive EXE positions are held by approximately two percent of an organization's employees, who usually, plan, direct, and implement major programs. Salaries are determined by regional and national patterns. Examples include: Program director and department head.

SO: Special Occupations Occasionally, additional job categories are established for unique positions, such as persons appointed by elected officials, for special occupation areas, or whose wage is established by laws, statutes, or grants. Each special category is handled according to individual needs and considerations. Examples include: 1st Deputies, Probation Officers, and Community Corrections personnel. (NOTE: S.O.'s are not classified using the FES system due to the uniqueness of their positions and the various funding systems nor are the Sheriff's Merit Officers.)

A position in one category cannot be compared to positions in another category. For example, COMOT positions cannot be compared to PAT positions. The Factor Evaluation System (FES) only compares a position to jobs within the same position category. All positions within a position category are classified by assigning numbers (points) to the position description. These points are called "factor evaluation points" and were assigned by a factor team of personnel specialists using factor guide charts in arriving at the total factor evaluation points. These factor points were compared to salaries and wages to determine pay classification grades among classified positions in each position category.

Compensation Pay Schedules:

Pay Schedules: Factor Evaluation System (FES) position category pay schedules are adopted as part of the annual Salary Ordinance and shall be maintained in the Human Resources Department.

New Hires: New hires in the COMOT, PAT, POLE, LTC, positions are to be compensated at the position classification "Hire-in or Step 1, pay rate. In the event that an applicant possesses exceptional skill and knowledge attained in previous employment an Elected Official or Department Head may request a "Step 2" or "Step 3" placement on the pay schedule. Such requests must document equivalent training and experience and be submitted to Human Resources, the Board of Commissioners and the County Council for approval prior to making an offer of employment to such applicants at the increased rate. In the event that a higher step placement is approved, the new hire will not be awarded future longevity increases until they have served the number of years of County service to where their hire-in pay rate matches the increased rate as reflected on the annual Wage and Salary Chart. NOTE: Special Occupations (SO) positions are compensated based on specific position requirements and funding availability.

Longevity or "step-increases": For all pay categories is defined as years of service in Shelby County employment. Step-increases are based on the individual's anniversary date of hire and are to be computed to the closest pay period. If a person has a break in service with Shelby County Government, they will be given a new date of hire if reemployed. This date will be the first physical day in the new position. If a person is promoted, demoted, or transferred the step a person has achieved is retained. Longevity/step-increases will be in accordance with the current Wage and Salary Chart. Regardless of the individual situation, no step increase will be approved that moves an individual's compensation level above the level indicated on the approved Wage and Salary Chart.

Full-time to Part-time: If an employee has a change of status from a full-time to a part-time position, he/she will retain longevity. If a person changes status from a part-time to a full-time position, he/she will be considered a new-hire and will be compensated at the hire-in rate unless the hiring authority requests an increased step as described above.

Military Service Compensation: Members of any branches of the active and in-active reserves and National Guard, who are called, voluntarily or involuntarily, to extended active duty, shall be paid a differential pay if their military pay is less than their active duty pay. This differential pay will be computed as the difference between their present monthly County salary and the individual's gross monthly military pay and will be paid only if their total military pay is less than their present County pay. Gross monthly military pay computation will include; Base Pay, Quarters Allowance, Rations, Separation Pay, Overseas Pay, Hazardous Duty Pay, Flight Pay, Combat Pay, Proficiency Pay, and any other type of monetary compensation received while on active duty. In order to receive differential pay the active duty service member will be required to prove his military compensation level each quarter. This differential pay will not exceed five years in duration. (NOTE: Extended active duty is defined as any time in excess of 15 days per calendar year.)

Article 2: Job Descriptions

All full-time positions and most part time permanent positions have Council approved job descriptions. It is the employee's and the supervisor's responsibility to ensure that the job description provides an accurate overview of the employee's job requirements. Each supervisor should ensure that his/her employees review their job description on at least an annual basis for accuracy. If during the course of the year the job requirements are significantly changed, the supervisor is responsible for ensuring that the job description is rewritten to reflect these changes. The supervisor is required to coordinate with Human Resources to determine if the new job description needs to be taken before the Position Factoring Committee for factoring and possible increasing or decreasing of the position and compensation level.

Article 3: Position/Compensation Maintenance Procedures

Maintaining the position classification system, involves following a series of policies and procedures. A position reclassification occurs when the job duties and responsibilities are modified to the extent that additional skills and knowledge are required to perform the duties, warranting an upgrade to a higher factor evaluation level; or when duties and responsibilities are modified, lessening skills and knowledge required to perform the duties, warranting a downgrade to a lower factor evaluation level.

Article 4: Performance Appraisals

Managers are constantly evaluating employees' job performance. This record is a good communication tool between Managers and employees. It is used to compliment employees for their strengths and assist employees with their weaknesses. It is also a valuable tool in determining merit raises if available, promotions, demotions, etc. This is accomplished by the utilization of a Performance Appraisal form. Upon completion and signing of the Performance Appraisal each employee will receive a copy, the Manager may retain a copy for interdepartmental files and the original will be forwarded to Human Resources to become an official document within the employees' personnel files and to track completion of Performance Appraisals.

Article 5: Performance Improvement Plan

"Work Performance Plans" are used to correct performance issues. The purpose of a Work Performance Plan is to assist the employee to become a successful working member of the department or office team. The Performance Improvement Plan is the follow-on to a less than satisfactory Performance Appraisal. The Performance Improvement Plan will establish a clearly defined goal or goals that need to be met; a process for meeting those goals; a time frame for when these goals will be met; and the consequences for not meeting these goals. Normally this time frame is not more than 90 days from the date that the Performance Improvement Plan is presented to the employee.

Article 6: Position Reclassifications

Departmental /office reorganizations, or added responsibility due to changes in laws, procedures, etc. may require changes in an existing position's job duties, requirements, and responsibilities. Such changes could just be a position description update or a complete position reclassification to include a promotion or reduction in the current job classification.

Article 7: Promotions

It is the County's policy to advise all employees about advancement opportunities by means of job/position postings. It is the intent whenever possible to promote qualified individuals from within Shelby County Government.

Article 8: Demotions

An employee demotion is defined as a reassignment to a lower classification and pay structure that may or may not reflect disciplinary proceedings.

Demotions due to position requirement reductions: The elected official or department head has the authority to down grade any position within his organization due to a change in individual job requirements. If an employee currently occupies this position, he/she may either accept the lower pay and classification or voluntarily terminate employment with the County.

Demotions due to performance issues: Prior to an employee being demoted, due to job performance, the employee will be given a chance to improve through a documented "Work Performance Plan." Once it is

determined that an employee is unable to successfully improve through the assistance of a "Work Performance Plan", the County will make an effort to reassign an employee.

Demotions due to disciplinary actions: An employee may be demoted due to conduct such as failure to comply with policies, attendance, tardiness, etc. In cases such as these, employees normally receive warnings in the form of disciplinary action and are given a chance to improve.

Demotions in lieu of termination: There may be certain situations in which an employee is demoted in lieu of termination for a persistent disciplinary problem.

Article 9: Transfers

Transfer from one position to another may be required from time to time. Such transfers will be made with appropriate adjustment in pay. Transfers for more than 30 days will be considered permanent transfers.

Article 10: Temporary Work Assignments

During the day-to-day operation of the county, it will be necessary for individuals to be absent from their place of work due to sickness, vacation, FMLA, military duty, bereavement leave etc. During these absences it is anticipated and expected that a co-worker will step-in to fill the job requirements created by this temporary vacancy. The person or persons filling this job requirement will not receive additional compensation regardless of the classification level of the vacant position or of the person filling in, unless the temporary work assignment will continue for 60 or more days. In that case, if the vacant position is in a higher classification than the classification level of the person filling in, the employee may request his/her supervisor to request the County Council for an additional appropriation not to exceed the compensation level earned by the absent incumbent. The option of approving this additional appropriation starts initially with the elected official or department head, who may or may not approve this request. If approved by the elected official or department head the final approval rests with the Shelby County Council. Temporary work assignments requiring an individual to perform the duties of a person more senior in classification due to the senior person being on FMLA will not be considered grounds for additional compensation or an upgraded position classification.

Article 11: Separation of Employment

The separating employee may need to schedule a time with the H.R. Director prior to their last day of work. At this time the H.R. Director will have the employee complete any necessary out-processing forms and explain insurance options to the employee.

Types of Employment Separations:

Resignations-

A resignation is when an employee voluntarily resigns. The County asks employees to provide at least two (2) weeks' notice prior to their resignation date.

Reduction in Force (RIF) Termination--

Circumstances beyond the control of the County could arise that makes a reduction in the work force (RIF) necessary. Such reductions may be necessitated by budget limitations, seasonal employment, weather conditions, or other occurrences. Workforce reductions such as this type are classified as terminations. Please understand that this type of termination occurs through no fault of the affected employee. Reassignment or transfer to another available position may take place whenever possible. If circumstances change and the ability to refill the vacant position becomes possible, previously RIF'ed employees may reapply for the position and will have hiring priority over other applicants with equal qualifications

Involuntary Terminations-

An involuntary termination is when an employee is involuntarily separated from employment with the County due to either performance or conduct reasons.

Termination, Resignation and Discharge

Unless expressly proscribed by statute or contract, employment with Shelby County Government is "at will" and may be terminated with or without cause or notice. Similarly, employees are free to resign at any time.

Any employee who is discharged or resigns shall be paid wages and vacation accrued to the date of the separation. They will not receive compensation for any accrued Sick hours or Personal days

Article 12: Unemployment Insurance

Any employee who departs County service is eligible to apply for Unemployment Insurance with the Indiana Department of Workforce Development (DWD). However, this eligibility is to apply for unemployment and is not construed as being awarded or approved for Unemployment Insurance. Shelby County does not make the determination on who does or doesn't receive unemployment compensation. This determination rests with DWD.

Article 13: Exit Interview

Employees who leave County employment voluntary will be afforded an exit interview if they desire to do so. During the exit interview an employee can freely express their comments and concerns. "Exit Interviews" are designed to separate the working relationship in a positive manner and provide insight to possible improvements the County can make. *All* information will in no way affect any reference information that County management will provide another employer about the departing employee.

Article 14: Payroll

Payroll Records: In order for employees to receive their paycheck on time and accurately, it is important that any updates and new employee information be submitted to the Auditor's Office not later than the Monday on the week payroll is due. Payroll records received after the Monday prior to payday will not be processed until the following pay period.

As an employee you are responsible for ensuring that your Employee Attendance Report and the Payroll Schedule and Voucher is completed and forward to your manager/supervisor.

Employee's Service Record: The Employee's Service Record is an annual record of employees days worked and leave time each year. Each employee is responsible to insure that his or her service record is completed accurately each year.

Pay Schedule

Employees will be paid on Thursdays. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

The pay week starts at 12:00 A.M. Sunday morning and runs through 11:59 P.M. Saturday night and will include all time worked during this time period.

In addition, the County makes available certain voluntary deductions as part of the County's benefits program. If an employee elects supplemental coverage under one of the County's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check each pay period. If the employee is not receiving a payroll check due to illness, injury, or leave of absence, he or she will be required to pay the monthly cost directly to the County.

Article 15: Pay Checks

Salary payment is made bi-weekly on Thursday after 8:30AM for base salary due up to the pay date.

New hires will receive their first paycheck on the first pay day after the end of the current pay period.

Overtime payment (if worked) is included with the nonexempt employee's wages and is paid with the bi-weekly paycheck.

If the normal payday falls on a county-recognized holiday, paychecks will be distributed one workday before the aforementioned schedule.

Employees may be paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Most employees will receive a pay stub in their e-mail from Doculivery.

It is up to the individual employee to review this stub and to contact payroll if they feel there is a discrepancy or something they don't understand.

In the event of a lost paycheck, the payroll department in the Auditor's Office must be notified as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered, and the County identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the County within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resource department. These forms are available in HR.

No salary advances will be made.

Article 16: Paychecks – Automatic Deposit

Shelby County government is a strong believer in the automatic deposit program. During in-processing you will be provided a form requesting necessary banking information. By completing this form, you will be assuring that your bi-weekly pay will be deposited in an account of your choosing at no cost to you. This will ensure your pay is readily available to you regardless of you being on vacation, hospitalized, on military leave, etc.

If an employee believes an error has been made, they will report it to the Payroll Clerk in the Auditor's Office.

You will be paid your first week's wages at the end of your second workweek. Any overtime earnings will be paid at the following payday if your overtime pay schedule was submitted not later than the Monday of the week payroll is due.

Article 17: Federal and State of Indiana Form W-4

Do you need to adjust your State or Federal income tax withholdings for the year? Are you having too much or not enough withheld? When you first began Shelby County employment you completed both a State of Indiana Form WH-4 and a Federal Form W-4 and gave it to the Auditor's Office to establish your initial withholdings. You may adjust your State or Federal withholdings at any time by filing new Form W-4s with the County. You do not have to change both the State and Federal W-4. You may change one or the other or both dependent on your needs.

You will try to have your withholdings match your actual tax liability. If not enough tax is withheld; you will owe tax at the end of the year and may have to pay interest and a penalty. If too much tax is withheld, you will lose the use of that money until you get your refund. You will check your withholdings if there are personal or financial changes in your life or in the law that might change your tax liability. The earlier in the year you check your withholdings; the easier it is to get the right amount of tax withheld.

There are changes in your life or financial situation that can affect your tax liability. **Caution: You must give the County new Form W-4s within 10 days of any event that decreases the number of withholdings allowances you can claim, such as a divorce if you are claiming married status.**

If not enough State or Federal tax will be withheld, you will give the County an updated Form W-4 showing either a reduced number of withholding allowances or an additional amount to be withheld from your pay.

There may be a good chance you are **not having enough tax** withheld if:

1. You have more than one job at a time,
2. Your spouse also works,
3. You have income not subject to withholding, such as capital gains, rental income, interest, and dividends, or
4. You owe other taxes such as self-employment tax or household employment taxes.

If the County cannot withhold enough additional tax from your pay, you may need to make estimated tax payments. This might be the case if your pay is low and you have substantial non-wage income, such as

interest, dividends, capital gains, or earnings from self-employment. If you would prefer to receive the money during the year, you may be able to decrease your withholdings by giving the County an updated Form W-4.

There is a good chance you are **having too much** tax withheld if:

1. You got a big refund for 20XX and your income, adjustments, deductions, and credits will remain about the same this year,
2. Your income will remain about the same as last year, but your adjustments, deductions, or credits will increase significantly, or
3. You got a refund last year; your income, adjustments, and deductions will remain about the same as last year; but you will qualify for one or more tax credits this year that you did not qualify for last year.

Article 18: Garnishments

Shelby County is obligated to execute any court-ordered garnishment against an employee's wages.

Article 19: Working Scheduled Holidays

Scheduled Holidays are those holidays observed by the County such as approved each year by the Board of Commissioners. Non-exempt (hourly) employees who work on a Scheduled Holiday will receive normal wages for the paid holiday, plus normal wages for hours worked on the County holiday.

Timekeeping Rules for Non-Exempt Employees - Shelby County Government strives to maintain strict compliance with the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees' payment of minimum wage and overtime. The rules below are designed to help Shelby County Government with the FLSA and to ensure that all employees are paid fairly and legally. Failure to follow these rules may subject you to discipline up to termination. These rules apply to non-exempt employees only. If you are unsure of your status as exempt vs. non-exempt, please ask the Human Resources Director.

- You must keep an accurate record of all of your work hours in the manner designated by Shelby County Government (e.g., handwritten timecard, time clock, timekeeping computer program, etc).
- Review the accuracy of your time records before submitting them to your supervisor for processing. If you need to make a change on your time records to correct an error, make the correction before you submit it for processing. When you sign and submit your time records, you are certifying that they are complete and that they accurately reflect all hours that you worked.
- Employees are responsible for maintaining their own time records. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employee. Do not tamper with timekeeping equipment.
- Enter the exact time that you begin and end working on your time records. Record all breaks during which you are completely relieved from work duties if they exceed 20 minutes, including meal breaks. You will not be performing any work during your recorded breaks, as these entries may be deducted from your total work hours as non-compensable time off.
- You must obtain your supervisor's approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift or during unpaid meal breaks. If you do perform any work outside of your regularly scheduled hours, you will record the time accurately on your time records. You will not be paid for hours worked at home unless approved by the department head.
- Your time records will include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records will reflect the exact hours worked for each day indicated.

NOTE: Part-time hourly employees are not paid for holidays or for any other hours unless they were present and actually worked during that time period.

Article 20: Overtime/Comp-Time/Flex-time/Adjusted Work Schedule

Overtime for Non-Exempt Positions: Employees will be paid time and half for all hours actually worked over forty (40) hours in a workweek. Paid leave time such as vacation, personal, sick, bereavement, etc. will not be counted as hours worked for purposes of computing overtime.

In this regard, time actually worked for the workweek will be computed at the employee's regular rate of pay up to forty hours with the employee being paid time and one half for all time actually worked in excess of forty (40) hours for the workweek.

No non-exempt employee shall work any overtime hours without prior approval from his/her authorizing Manager. Managers and Elected officials cannot approve overtime without the explicit approval of the Board of Commissioners.

Overtime and Non-Covered and/or Exempt Positions: Shelby County employees in non-covered or exempt positions are not entitled to overtime pay or compensatory time when extended hours are worked unless previously approved by the Commissioner's and the County Council. However, non-covered or exempt employees may work flextime when necessary.

Flextime for exempt and non-covered employees: The following defines and outlines the guidelines for flextime: Flextime is when a non-covered or exempt employee works an alternative work schedule other than their normal work schedule within a pay period. Flextime does not guarantee that a non-covered or exempt employee will always be able to work the total number of normally scheduled hours, but it does provide some relief for those days/weeks that require more than the normal workweek schedule. The first and foremost priority is the job; therefore, flextime is not always possible. Flextime is not to be used for an employee's benefit such as working enough hours Monday through Thursday to go golfing on Friday. Flextime is to be based upon the demands of the position. Flextime is designed to be used during the bi-weekly pay period and is not to be carried over into the following pay period.

Adjusted Work Schedule for non-exempt employees: Shelby County employees in non-exempt positions may sometimes be required to work an adjusted work schedule. An adjusted work schedule is when a non-exempt employee works an alternative work schedule other than their normal work schedule within a 7-day workweek. If possible, an employee will be notified at least 5 days in advance of the need to work an adjusted work schedule and will be notified not less than 24 hours prior to the adjusted work schedule. The total number of adjusted hours cannot exceed the number of hours normally worked during a workweek. As an example: An employee is required to attend a monthly meeting on Monday night. The actual meeting lasted for two hours. It would be permissible for the employee to come in two hours later than usual the following day, as long as this occurred in the same workweek. An adjusted work schedule cannot have hours carried over into the following 7-day workweek. If, as an example an employee had to attend a meeting on Friday night, the last day of the employee's workweek, the supervisor would be required to estimate the meeting length and allow the employee to come in that much later on Friday morning or to compensate the employee with overtime pay, if previously approved by the Board of Commissioners. The meeting length cannot be carried over to the next week as this would increase the employee's current workweek and would require overtime pay, in accordance with the Fair Labor Standards Act.

Compensatory Time Off: It is the policy of Shelby County that compensatory time off in lieu of overtime pay for non-exempt employees is prohibited. Only in emergency situations and upon approval of the County Commissioners can compensatory time be awarded in lieu of overtime pay. **No non-exempt employee shall work any overtime hours without prior approval from his/her authorizing Manager.**

Article 21: Lost Time

Lost time is when an employee is absent from work without pay. Examples of lost time are; suspensions without pay, sick without sick days to use, emergencies without personal days to use, a new employee without vacation time (upon Manager's approval), falsely reporting in as sick (paid sick day denied by Manager), failure to provide required physician statement, or other unapproved absences etc. In limited cases, at the elected official or department heads discretion, an elected official or department head may

approve lost time when an employee has exhausted all available vacation, sick, and personal time off. An employee may receive disciplinary action for use of lost time that is caused by a violation of County policy and procedures.

Article 22: Business Travel and Expense Reimbursement

The County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Employees must obtain advance authorization from the elected official/department head before planning or embarking on business travel. **Only travel within the State of Indiana is authorized. All Out-of-State travel must be requested from and approved by the Shelby County Board of Commissioners.**

Shelby County employees seeking reimbursement will incur the most reasonable travel expense and avoid impropriety or the appearance of impropriety, including the public perception that a business trip has been taken for personal reasons. All employees shall exercise special care not to seek reimbursement for expenses that could be reasonably construed to be personal. If training and educational opportunities are available within the State of Indiana, out-of-state travel for these purposes **will not be approved or authorized.** In order to be reimbursed for all authorized expenses, employees must submit a claim form, certificate of completion for training whenever applicable, and completed travel expense reports and receipts for all individual expenses within ninety (90) days after travel.

County travel is designed to reimburse the expenses of an employee on county business and allowing up to one (1) day of travel time before and up one (1) day of travel time after the meeting, depending on actual circumstances, as approved by the elected official/department head. Travel status will not start prior to, or end after, the normally required periods of time necessary to complete the official county business, but occasionally an employee may be approved to make a trip that includes both personal/vacation time and business travel. If transportation costs increase due to the personal/vacation leave time, then the employee is responsible for payment of the additional charge. If personal/vacation leave is combined with any trip, the lodging and subsistence for the extra days of travel time are not eligible for reimbursement.

Mileage: It shall be the policy of Shelby County to reimburse employees for mileage, parking, and toll fees incurred during the performance of county business while utilizing the employee's personal vehicle. Employees shall be responsible for completing all sections of a mileage claim form including odometer readings. Reimbursement will be at the rate established by the Internal Revenue Service. Travel within a 250-mile radius of Shelby County shall be by means of automobile. Valet parking will only be reimbursed with approval of the elected official or department head.

Air Travel: Coach class only will be reimbursed. Occasionally, it may be cost effective for an employee to travel on a weekend in order to obtain a less expensive airline fare. Lodging and meals for the weekend travel will be reimbursed to the employee if there is a net savings of \$100.00 or more to the county.

Transportation to the Airport: Mileage to deliver an employee to the terminal can be reimbursed; however mileage for a second round-trip to pick up the employee may not exceed the avoided long-term parking fees. Such parking shall be reimbursed.

Vehicle Rental: **Vehicle rental expenses (including collision and/or liability damage waiver insurance) will be reimbursed when suitable local public transportation is not available or is less cost effective than rental. The least expensive practical vehicle shall be rented. Receipts must be provided. Personal mileage will not be reimbursed.**

Lodging: Shared Accommodations

1. If accommodations are shared by employees from different budgetary departments, separate hotel bills must be obtained showing the paid prorata share of the total room rate.
2. If accommodations are shared by non-county employee(s): A separate bill need not be issued if the expense of lodging is being shared with another person;
 - (a) The employee can claim the total bill divided by the number of occupants, if applicable; or
 - (b) The employee can claim the single occupancy room rate.

- The employee shall request the room clerk to record the payments and/or single occupancy room rate on the hotel bill.

Lodging Rates-Limitations: All employees must request the government rate, The maximum allowable in-state lodging rate shall be the amount that is approved and provided for the governmental entity by the conference venue and the maximum allowable out-of-state rate shall be the amount approved and provided for the governmental entity by the conference venue. Employees who prefer accommodations that exceed this rate will not receive full reimbursement. In the case of conferences or similar training sessions, that portion of a conference venues room rate, which exceeds the established limits, may be considered for reimbursement with approval of the Shelby County Council. If there are no conference venue, then the maximum allowable rates provided by this paragraph shall be \$100.00 for in-state and \$135.00 for out-of-state.

Subsistence Allowance:

		<u>7.5-12 Hours</u>	<u>12-24 Hours</u>
In-State Travel	Daily Rate	\$28.00	\$40.00
Out-of-State	Daily Rate	\$32.00	\$52.00

No subsistence allowance is paid for travel less than 7.5 hours. If meals are included in a conference registration, the subsistence allowance must be reduced as follows:

Breakfast, Brunch or Lunch = Daily Rate divided by four (4)

Dinner = Daily Rate divided by two (2)

No deductions shall be taken for continental breakfasts or meals served on airplanes. All subsistence allowance is inclusive of tips up to 15%.

One-Day Travel: If an employee's time at work, not in travel status, combined with time in travel, all on one day is at least (12) hours, the employee may be reimbursed for breakfast or dinner, or both. If travel begins before 6:00 a.m., the employee may claim breakfast at the daily rate divided by four (4). If the employee is in travel status after 6:00 p.m., the employee may claim dinner at the daily rate divided by two (2).

50 Mile Restriction/Exceptions: Except for state-called association meetings and annual association conferences, an employee is not entitled to lodging or a subsistence allowance for overnight travel, if travel is within a 50-mile radius of the office. The travel to and from association meetings/conferences within a 50-mile radius shall not necessitate any additional travel days. At the discretion of the elected official/department head, overnight travel is not necessarily required just because the travel is outside a 50-mile radius of the office. All destinations within the State of Indiana can be reached within a reasonable period of time; therefore, travel to training/conferences that begin at 11:30 a.m. or after shall be made on the same day and travel for training/conferences that end by 1:00 p.m. shall be made on the same day.

For **approved** out-of-state training/conferences, every effort will be made to arrange travel schedule so that arrival is the day on which the training/conferences begin and departure is the day on which the training/conferences end. An exception may be made for unsafe highway/weather or official/department head.

Record Keeping: An employee requesting reimbursement for the actual cost of any item of expenditure must include an original, itemized, and paid receipt with the claim for reimbursement. Most credit card receipts will not qualify as receipts by themselves, but then can be used as a "proof of payment" if a bill/invoice does not indicate it has been paid. Original receipts must be legible and unaltered. The corresponding credit card statement(s) must also be presented whenever applicable.

Article 23: Take Home County Vehicles

A very limited number of vehicles are authorized for take home use by designated employees based on the established need as determined by the County Commissioners. This need is predicated on past history of after workday callouts based on both the frequency of use and on the necessity for an employee to go directly from his/her residence to a non-county worksite. Employees will not be authorized take home vehicles to merely travel from their homes to a regular County worksite. Take home vehicles cannot be

used for personal purposes, other than commuting or “de minimis” personal use (such as a stop for a personal errand on the way between a county work site and the employee’s home.) Personal use is defined as all use that is not for County business.

At no time will a person who is not employed by Shelby County Government ride in a Shelby County vehicle, during a non-emergency situation, unless specifically authorized to do so by a County Commissioner or County elected official.

In accordance with Federal IRS Regulations, the personal use of a municipally owned vehicle is a taxable fringe benefit. Personal use includes the value of commuting to and from work in a municipal vehicle, even if the vehicle is taken home for the convenience of the employer. The value of the fringe benefit must be included in wages and is subject to income and employment taxes. It is the employer’s responsibility to determine the actual value of this fringe benefit and to include the taxable portion in the employee’s income. The rule that is applicable to Shelby County Employees who take home vehicles is the Commuting Value Rule, which reads in part: Under this rule, you determine the value of a vehicle provided to an employee for commuting use by multiplying each one-way commute (that is, from home to work or from work to home) by \$1.50. If more than one employee commutes in the vehicle, this value applies to each employee. This amount must be included in the employee’s wages or reimbursed by the employee.”

This does not include a qualified non-personal use vehicle. A qualified non-personal use vehicle is any vehicle the employee is not likely to use more than minimally for personal purposes because of its design.

This includes:

- Clearly marked police and fire vehicles.
- Unmarked vehicles used by law enforcement officers. The officer must be authorized to carry a firearm, execute search warrants, and make arrests.
- An ambulance or hearse.
- Any vehicle designed to carry cargo with a loaded gross vehicle with over 14,000 pounds.
- Delivery trucks with seating for the driver only, or driver plus a folding jump seat.
- School buses.
- Passenger bus with a capacity of at least 20 used for its specific purpose.
- Tractors and other special purpose farm vehicles.

As such, each Shelby County employee who takes a non-personal use vehicle home, even if directed to do so by his/her Shelby County Supervisor, will have reflected as income on his/her IRS Form W-2 the number of days worked during the year multiplied by \$3.00. As an example, if an employee worked 210 days in 20XX he will have an increased taxable amount of \$630.00 or 210 days times \$3.00.

SECTION IV: SAFETY & EMERGENCIES

Article 1: OSHA / Safety

Fire Safety - Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires. Employees are required to observe all OSHA safety requirement and regulations. Flammable materials are to be stored in covered metal containers. Employees will not block any fire doors, fire exits, fire extinguishers, windows, or doorways. Know the fire escape routes in your work area.

First Aid - Our goal is to provide employees with the necessary information regarding appropriate techniques associated with administering medical assistance to others. Shelby County Government is concerned about employees who may be exposed to blood and other bodily fluids when rendering first aid to other employees. The following procedures are to be used when administering first aid:

- Always use latex gloves that are supplied in first aid kits.
- In the event CPR becomes necessary, a CPR Micro-Shield will be used if available. Only those employees who are certified to perform CPR will perform CPR.

- Any materials, including latex gloves and CPR Micro-Shields, used in administering first aid will be segregated and provided to the Courthouse Maintenance personnel for disposal.
- Hands will be thoroughly washed following any first aid procedure.

Safety - Shelby County Government is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your manager.

If you or another employee is injured, contact your supervisor or manager immediately. Seek help from outside emergency response agencies, if needed.

The state Workers' Compensation Act requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. You must complete a First Report of Injury if you are injured in any way while working for Shelby County Government. You and your supervisor must complete form SCPR – Form #0010A and send to Human Resources for processing.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards that might be present on the job.

Security - Shelby County Government is committed to ensuring employees' security. Our premises are equipped with both security alarms that are active outside working hours and a fire alarm system. If you have a security concern or need more information about operating these systems, contact Courthouse Maintenance and/or Courthouse Security personnel.

Article 2: Courthouse Security

Both the Courthouse and the Courthouse Annex use computer access codes during non-business hours. These codes are maintained and provided by the Courthouse Maintenance Staff and are designed to restrict unauthorized access to these facilities. Employees are not to give out their personal pass codes to non-County personnel for any reason.

Article 3: Firearms

Effective July 1, 2011, employers may not require an applicant or employee to disclose information about whether he or she owns, possesses, uses or transports a firearm or ammunition. Additionally, an employer is forbidden from conditioning employment-or rights conferred by virtue of employment-on an employee's agreement to forego, among other things, his or her right to lawfully possess, use or transport a firearm or ammunition.

As with the Indiana's "bring your gun to work law," which took effect in July of 2010, this law provides a number of legal remedies for an aggrieved employee. For example, a successful plaintiff suing under this law could potentially recover actual damages, court costs and attorneys' fees, and injunctive relief. Additionally, the statute provides for punitive damages in the event an employer knowingly and willfully chooses to violate the law.

However, deadly weapons within the Shelby County Court house are prohibited unless otherwise noted. A deadly weapon is defined as a loaded or unloaded firearm, weapon, devise, taser, stun gun, or chemical substance that is intended to be used to cause bodily injury. Excepted persons: Law enforcement Officers while on duty; Correction Officers while on duty; and judicial officers; or employees of the United States duly authorized to carry deadly weapons, while on duty.

Any employee who violates this policy or possesses a deadly weapon in the Shelby County Court house shall be subject to discipline, up to and including discharge. Additionally, an individual in violation of this

policy may be subject to a fine of up to \$1,000 per violation and the County Attorney may take legal action through the County Court System.

Article 4: Substance Abuse

Shelby County Government has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Shelby County Government is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Shelby County Government. The Human Resource department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department. Shelby County Government will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

Whenever employees are working, are operating any county vehicle, are present on county premises, or are conducting related work off-site, they are prohibited from:

- Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- Being under the influence of alcohol or an illegal drug as defined in this policy.

The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing county business or while in a county facility is prohibited.

Shelby County Government will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The County retains the right to require the following tests:

- Pre-employment: All applicants must pass a drug test before beginning work or shortly thereafter. Refusal to submit to testing will result in disqualification of further employment consideration.
- Reasonable suspicion: Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. Human Resources must be consulted before sending an employee for reasonable suspicion testing.

- Post-accident: Employees are subject to testing when they cause or contribute to accidents that seriously damage a county vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- Follow-up: Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Shelby County Government may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

Shelby County Government reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

Shelby County Government prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on county premises or while conducting county business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

Searches

Shelby County Government may conduct searches for illegal drugs or alcohol on County facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to, purses, boxes, briefcases, as well as any Shelby County Government property that is provided for employees' personal use, such as desks, lockers, and files. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Drug Testing

Shelby County Government may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. Additionally, testing may be done on a random basis as determined by management. The refusal to consent to testing may result in disciplinary action, including termination.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Shelby County Government. The Human Resource department is responsible for policy administration.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Human Resource department. Shelby County Government will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Article 5: Emergency Conditions Leave Standardized Policy

In order to establish the means for releasing employees from work and determining appropriate compensation when emergency conditions necessitate the closure of Shelby County offices or the curtailing of operations or when conditions of a serious nature prohibit employees from reporting to work.

This policy applies to employees subject to the executive authority of the Board of Commissioners. Only the Shelby County Board of Commissioners may authorize the closing of a Shelby County facility or the curtailing of operations due to emergency conditions.

DEFINITIONS:

Emergency Conditions: Circumstances that necessitate the closing of a Shelby County facility or the curtailing of operations OR

Conditions of a Serious Nature: Circumstances that may prohibit employees from reporting to work but do not necessitate the closure of facilities or curtailing of operations.

The Shelby County Board of Commissioners may, at their discretion, authorize the closing of a Shelby County facility or the curtailing of operations due to existing or anticipated emergency conditions. The closing of a County facility is done for the benefit and protection of both the County and the employees. Employees are required to vacate the facility and depart the County work area upon closure.

When the Commissioners close a facility or operations are curtailed due to emergency conditions, employees whose worksite is affected by the declaration of the emergency and who are not required to work shall be given the day off with pay. Employees who are engaged in emergency response or public safety activities, such as, but not limited to, snow removal, Sheriff's Merit Officers, Correctional Officers, radio operations, or emergency management, and who are required to work, will be paid two times their normal hourly basis for such hours worked during the period that is or will be designated, by the Commissioners, as an emergency period.

If conditions of a serious nature exist but are not sufficient to warrant the closure of County facilities or curtail operations, the elected official or department head may authorize vacation or personal leave days to cover this time. If an affected employee does not have accrued vacation or personal days the elected

official or department head can authorize leave without pay during this period. The provisions of this policy shall not apply to employees on sick leave or any other prior approved vacation, or personal absence days. If a person is already absent or scheduled to be absent due to prior approval they will not be awarded a “make-up day”, receive any type of additional compensation, nor will the previously scheduled absence be changed to an uncounted absence.

HOW DO I KNOW IF I HAVE TO GO TO WORK?

Shelby County Government Offices and Facilities are OPEN unless you are told by a supervisor or elected official that the office or facility where you work has been closed by the Shelby County Board of Commissioners.

WHAT IF THE SHERIFF SAYS TO STAY OFF THE ROADS?

If you choose not to go to work, you must use appropriate accrued leave to stay home. The Sheriff cannot close Shelby County Government Offices and Facilities. However, you can be assured that the closure of County facilities and County roads will be coordinated between the County Commissioners and the County Sheriff or his designated representative.

WHAT IF MY CHILDREN'S SCHOOL IS CLOSED?

If you choose not to go to work, you must use appropriate accrued leave to stay home. If you do not have accrued leave you may request your supervisor or elected official to approve lost time for which you will not be paid for. School officials cannot close Shelby County Government Offices and/or Facilities.

WHAT IF THE COUNTY WHERE I LIVE IS CLOSED? WILL I BE PAID IF I'M SCHEDULED TO WORK BUT I CAN'T GET IN BECAUSE THE ROADS ARE CLOSED?

That has no effect on whether you will go to work. The policy applies when the Shelby County Board of Commissioners closes a Shelby County office or facility. If you choose not to go to work, you must use appropriate accrued leave to stay home or if you don't have accrued leave then your elected official can authorize leave without pay. No one other than the Shelby County Board of Commissioners can close Shelby County Government Offices and/or Facilities.

WHAT IF I'M ALREADY AT WORK AND MY REPLACEMENT CAN'T GET IN?

You will have to work a double shift or until a replacement can be arranged and you can be replaced. You'll be compensated at two times your regular pay for any hours you have to work past your normal, scheduled, work hours if these hours are designated as an emergency period by the Board of Commissioners. This is regardless of the total hours of work you have performed during the workweek.

I WAS GOING TO TAKE A SICK DAY ON WEDNESDAY FOR MY CHILD'S DENTAL SURGERY. THEN THE COMMISSIONERS CLOSED THE COURTHOUSE ON THAT DAY. DO I STILL HAVE TO USE A SICK DAY OR CAN I JUST COUNT IT AS A DAY OFF LIKE EVERYONE ELSE?

Any previously approved absence remains in effect and does not change due to the Commissioner's closing of a County facility.

HOW DO I ENTER AN EMERGENCY CLOSING DAY ON MY BI-WEEKLY ATTENDANCE REPORT?

On line 6 of your report under “Other Leave Used” add the words “Emergency Closing” and enter the number of hours on the appropriate day/s.

HOW DO I ENTER AN EMERGENCY CLOSING DAY ON MY “EMPLOYEE SERVICE RECORD?” On the appropriate day/s enter the number of hours and the initials “OL” which stands for “Other Authorized Leave.”

I'M A PART-TIME EMPLOYEE. DO I GET A PAID DAY OFF WHEN THE COMMISSIONERS CLOSE THE COUNTY FACILITY WHERE I WORK? No, not as a general rule. All part-time employees are paid on an hourly basis and are only permitted to work at the discretion of their elected official or department head. The closing of a County facility is the option of the County Commissioners. If

the Commissioners close a County facility an employee could not work and would not be paid for that time period even if previously schedule to work that day. However, if the employee was a part-time employee at the highway garage and the closure was due to severe weather conditions he/she could be paid at twice their normal rate of pay, during the designated emergency closing period, if authorized to work by the Highway Superintendent.

Article 6: Chemical and Biological Precautions

GUIDELINES FOR DEALING WITH SUSPECTED CHEMICAL OR BIOLOGICAL SUBSTANCES IN PACKAGES FROM THE U.S. POSTAL SERVICE OR OTHER COURIERS

It is highly unlikely that any member of Shelby County Government will become a target of terrorist activities. However, since the events of September 11, 2001 and ongoing terrorist activities, it behooves us all to be aware of the actions to take if we believe that there is the possibility of being exposed to chemical or biological agents. The following are guidelines prepared by the Indiana State Department of Health as provided by the Shelby County Health Department to assist us in this precaution.

Guidelines

In these guidelines, the word "package" describes any parcel, package, envelope, or other item received through the mail or by other services such as Federal Express, UPS, etc. In general, suspicious packages for which there is no reason to suspect chemical or biological substances will be treated according to the guidelines issued by the US Postal Service' which can be found at: "<http://www.usps.gov/postalinspectors/is-pubs.htm>"

If you receive a package suspected of containing chemical or biological substances, please follow the steps below:

- 1. Are any of the contents outside of the package, by opening the package, by leakage, or some other mechanism?**
 - NO: Carefully place the package in another container, making sure that none of the contents escape. A plastic bag is the preferable receiving container, but another larger envelope or package can be used. After placing the package inside, seal the receiving container. Any persons who handled the package will immediately wash their hands vigorously with soap and water. All persons will be removed and excluded from the area around the package. Notify the authorities listed below under NOTIFICATION. After notifying the authorities, go to Step 3.
 - YES: Go to Step 2.

- 2. Immediate Protective Actions with Leakage or Opening:**

Unless there is an immediate chemical or physical threat (e.g., a letter bomb) posed by the package or substance, all persons who were in the same room within 15 feet of the package when it was opened will stay in that area. Again, unless there is an immediate threat, any persons who were in the room within 15 feet of the package and have now left the area will also remain where they are. Shut down the ventilation system in the area where the package was opened as soon as possible. All other persons will be excluded from the area. Notify the authorities listed below under NOTIFICATION. Once the local health, law enforcement, and emergency response authorities have been contacted, they will coordinate any further activities.

Go to Step 3.

- 3. Local emergency response authorities** (fire department or hazardous materials team) will determine whether there is any immediate chemical or physical threat (e.g., a letter bomb) posed by the package or substance. If local emergency response authorities determine that there is an immediate chemical or physical threat, they will respond to this threat as they would any other similar hazardous material or bomb incident, and decontamination of those exposed and cleanup of the scene will be coordinated by emergency response authorities.

- If a physical or chemical threat was found, after that threat has been contained, go to Step 6.

- If no immediate chemical or physical threat was found, the possibility of biological agents may still exist.
- If the contents of the package are still completely contained in the package, go to Step 6.
- If any of the package contents have leaked or spilled outside the package, go to Step 4.

4. Has anyone been contaminated by the contents from the package?

- **No contamination:** After either law enforcement or local health officials have identified them, all exposed persons with no contamination can be released from the area to go to their homes, remove and place their clothing into a plastic bag, and then shower with soap and water.
- **Contamination:** Any persons who have been contaminated will be brought a change of outer clothing from their home, and they will change into that clothing at the site. Then those persons can go home and shower as described above. All bagged clothing will be kept bagged and sealed until the nature of the contamination has been determined. Go to Step 5.

5. Cleanup of Area:

If health department, law enforcement, and emergency response authorities authorize cleanup of the area, it can be done by:

- Gently wetting the scene with a disinfectant to minimize dust.
- Removing any spilled material using rags or paper towels.
- Thoroughly wiping down the area with disinfectant. The appropriate disinfectant is a 0.5% hypochlorite solution (i.e., one (1) part household bleach to ten (10) parts water). Those involved in the cleanup will wear a dust mask, surgical mask, or some similar mask. They will also wear latex or rubber gloves that will not be damaged by the bleach solution. All materials used in the cleanup: including masks and gloves, will be placed into plastic bags and sealed, secured and kept until health officials determine how to dispose of the material. Go to Step 6.

6. Laboratory Testing:

When authorized by law enforcement authorities, and after a determination that **no physical threat exists** in further handling of the package, the container (plastic bag or large envelope) that the original package was placed in will itself be placed in yet another plastic bag and sealed. Then the now double-wrapped and sealed package will be sent to the Indiana State Department of Health Laboratories (ISDH Labs) for testing to determine if a biological agent is present. Law enforcement authorities, assisted by local health and emergency response officials, will coordinate transporting the package to the ISDH Labs in such a way that the chain of evidence custody is maintained. **If in Step 4 a chemical threat was found to exist with the substance involved, the ISDH Labs MUST be notified of this threat so that any necessary precautions can be taken in handling the substance.** As soon as results are available, usually within 24-48 hours, the ISDH will contact the submitter of the envelope with the results of any testing done on the contents of the package. Treatment with antibiotics or other prophylactic measures is not indicated or necessary until the results of the testing is available or unless specifically recommended by the ISDH. If any antibiotic treatment or other prophylactic measures are found to be necessary after testing has been done, these measures will be coordinated by the Shelby County health department in conjunction with the ISDH.

NOTIFICATION

Notify the following authorities:

Local Law Enforcement:

Name of Agency: Shelby County Sheriff

Tel # (317) 398-6661 or 911

Local Health Department:

Name of Agency: Shelby County Health Dept.

Tel #: (317) 392-6470

Local Fire Department/Hazmat:
Name of Agency: Shelbyville Fire Dept. Tel #: (317) 392-5119 or 911

Indiana State Police Operations: Tel # 1-800-622-4962

Indiana State Department of Health: Tel # (317) 233-1325 (24 hours a day)

Regional U S. Postal Inspector: Tel # (313) 226-8184
Address for U S. Postal Inspectors for Shelby County Indiana:

Postal Inspection Service
United States Postal Service
P.O. Box 330119
Detroit, MI 48232-619
Phone: (313) 226-8184
Fax: (313) 226-8220

Federal Bureau of Investigation (Indianapolis Division): Tel # (317) 639-3301

QUESTIONS OR COMMENTS

Any questions, comments will be directed to:

Indiana State Department of Health
Epidemiology Resource Center
2 North Meridian Street, 3rd Floor
Indianapolis, IN 46204
Phone (317) 233-7416
Fax: (317) 233-7378
Email: epiresource@isdh.state.in.us

Article 7: Emergency Management

Shelby County Emergency Management Agency is responsible for Response, Recovery, Mitigation and Planning to Natural and Manmade Disasters. This is accomplished through the utilization of a Comprehensive Emergency Management Plan (CEMP). This plan includes 15 Emergency Support Functions, varying from the traditional emergency response to long term recovery.

Article 8: Light Duty

Americans With a Disabilities Act (ADA) An employee who sustains an on-the-job injury may or may not be disabled within the meaning of the ADA. Unless the employee satisfies the definition of a qualified individual with a disability the County is not required to accommodate the employee pursuant to the ADA. However, nothing would prohibit the County from doing so. The County is required to provide reasonable accommodations to industrially injured employees who are disabled within the meaning of the ADA.

The County will not refuse to let an employee with a disability return to work because the employee has not fully recovered from the injury. However, the employee must be able to perform the essential functions of his or her job with or without reasonable accommodation or unless a significant risk of substantial harm to others (or the employee) exists and that harm cannot be reduced to an acceptable level with reasonable accommodation. The County is not required to establish separate "light duty" positions for employees returning from a work-related injury. However, the County will consider light duty positions for employees whose previous "heavy duty" tasks involved non-essential or marginal functions of their positions. The County will only evaluate an employee's ability to return to work based upon ability to perform essential job functions with or without reasonable accommodation.

If the County has a vacant position where the essential job functions are of a "light duty" nature, the County may consider reassigning the injured worker to that position as part of its obligation to reasonably accommodate the employee. The County does not have to reassign an injured worker who is not "otherwise qualified" to hold a vacant light duty position.

Family Medical Leave Act (FMLA) Generally, "light duty" means work that is less physically or mentally demanding than normal job duties. If the employee is unable to perform an essential job function because of a serious health condition, she or he still is entitled to take FMLA leave rather than accept a light duty assignment. Therefore, the County may offer an employee on FMLA leave the chance to return to work voluntarily on "light-duty" but will not penalize the employee for failing to do so if he or she continues to be entitled to FMLA leave. However, the County may utilize available procedures to cut off workers' compensation or short-term disability benefits to the employee who has refused work within his or her medical restrictions. This is because the FMLA only creates an entitlement to unpaid leave but does not create a right to be paid while on leave. If the employee voluntarily chooses to accept the light duty work, however, the period spent on light duty assignments will not be counted against the employee's 12-week annual FMLA entitlement. Nonetheless, the employee retains his or her right to be restored to his or her original or an equivalent position if the combined total of time spent on FMLA leave and light duty does not exceed 12 weeks! Because the ADA does not require an employer to create a position or to eliminate essential job functions, it is not a reasonable accommodation to create a "light-duty" position for an employee unable to do all of the essential functions of his or her job.

Shelby County's Philosophy It is in the best interest of both the County and the employee for the injured employee to return to the workplace as soon as possible. This is true regardless of if the employee was injured in the line of duty or while on personal time. Whenever possible, the employee's department head or elected official will attempt to establish a temporary "light duty" position within their department where an injured employee could work within the limits of their physical abilities. The department head or elected official can then extend the opportunity to the employee to return to work in a light duty status. However, it will be made clear to the employee that this offer and their subsequent acceptance are on a voluntary basis. This light duty status could also affect the number of hours an employee would be working within the day or the pay period and will be dependent on allowing an employee to work the number of hours he or she is comfortable working. At no time will the employee be either coerced or encouraged to exceed their current physical limitations. If the light duty position were located in a department other than in the department that the employee normally works in, the employee would normally be paid from his or her regular appropriation. However, this can be modified based on funding availability and the agreement between the two affected department heads or elected officials. Actual compensation amount will be based on the number of hours worked during the pay period. Hourly compensation rate is to be determined by the department head or elected official and can be below or up to the employees present hourly compensation. This compensation rate is dependent on the department head or elected officials determination of temporary job classification.

The establishment of a temporary light duty positions and the subsequent offer to return to work will be coordinated with Human Resources before initiating.

Article 9: Medical Treatment Information

Any medical treatment for non-life-threatening illnesses or injuries, & during normal business hours
Will be provided at:

Priority Care, LLC,
30 W. Rampart, Suite 250
Shelbyville, IN 46176,
(317) 398-7644

For life threatening illnesses or injuries or during non-business hours of Priority Care medical treatment will be provided at:

Major Hospital Emergency Room
2451 Intelliplex Drive
Shelbyville, IN 46176
(317) 392-3211

Article10: Recycling

The trash can at your desk is for paper only. Everything else can be thrown away in the designated trash cans that have trash bags in them. No food, popcorn or peanut shells should be thrown into your trash desk can.

Even though something may be marked as a recyclable item if it is mixed in with paper the entire bag is considered contaminated. Contaminated material mixed with the paper means the whole bag gets trashed and the recycling effort is lost

No container containing liquid should ever be put in any trash cans. The liquid should be poured down the sink and the container placed in one of the trash cans that has a trash bag.

In Conclusion:

No handbook can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship. This Employee Handbook is provided as a guide and is not to be considered a contract. It is a dynamic document that will continually be revised and amended. You are encouraged to use this handbook as a guide and to ask your supervisor, Department Head, or Elected Official for further clarification on any questions you have pertaining to Shelby County Government policy and administration.

Please do not hesitate to ask questions.

Section V: Employee Acknowledgements

Acknowledgment of Receipt of Handbook

This handbook describes important information about employment with Shelby County Government. I understand that the employee handbook is not an employment contract but does provide the organizational employment policies and procedures by which I am governed. I have entered into my employment relationship with Shelby County Government voluntarily and acknowledge there is no specified length of employment. I further understand that my employment and compensation with Shelby County Government is At-Will Employment. This means that Indiana employers may hire, fire, promote, demote, layoff, suspend, set their own work hours and policies at their discretion; so long as they do not discriminate against their employees because of their age, sex, race, religion, national origin, or disability. I understand that no contract has been established between Shelby County Government and me. That my employment with Shelby County Government can be terminated at any time, by either party for no reason at all or for any reason not otherwise prohibited by law.

I understand that this Handbook is subject to change without notice. It is understood that changes in procedure will supersede or eliminate those found in this book and I will be notified of such changes through normal communication channels. Only the Shelby County Commissioners' have the authority to revise the handbook or make any agreement or representation inconsistent with employment at will. Any such revision, agreement, or representation must be in writing and signed by the Shelby County Commissioners.

I have received a copy of the Shelby County Government Employee Handbook outlining my responsibilities as an employee and the responsibilities of the organization. It is my responsibility to read, understand, and comply with the policies and the information contained in this handbook and revisions made to it. I agree to abide by the policies, procedures, and conduct as outlined in this handbook and I understand that if my conduct or behavior violates the intent of this handbook, I may be subject to disciplinary action up to and including termination of employment with Shelby County Government.

If I have questions, I am to consult with management regarding any questions not answered in the handbook. I understand that questions will be addressed to my immediate supervisor, department head, elected official, or the Human Resources office.

_____ Employee's Printed Name

_____ Signature of Employee _____ Date

Employee Rights and Responsibilities Under the FMLA

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

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

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider 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 3 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.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.