

# **BIG HORN COUNTY EMPLOYEE HANDBOOK**



This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. Big Horn County retains the absolute right to terminate any employee at any time, with or without good cause. Big Horn County retains the right to change the contents of this document as it deems necessary, upon compliance with the Wyoming Administrative Procedures Act.

This manual replaces all previous manuals and supersedes all earlier oral or written materials about Big Horn County policies and procedures. Big Horn County reserves the right to change, add or delete benefits and policies as necessary.

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## **Conflict of Interest**

### **Conflict of Interest**

No employee will engage in any activity or enterprise which conflicts with his/her duties as a Big Horn County employee or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the elected official and/or supervisor. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

## **Anti Discrimination & Harassment**

### **Equal Opportunity Policy**

Big Horn County 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, social, and recreational programs. All such employment decisions will be made without discrimination on any prohibited basis.

### **Policy Prohibiting Harassment and Discrimination**

Big Horn County strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

## **Prohibited Behavior**

Big Horn County does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior includes unwelcome conduct such as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or
- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this handbook include: demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

## **Harassment by Non-employees**

Big Horn County will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

## **Complaint Procedure and Investigation**

An employee may select the procedure under which the harassment complaint will be filed. The varieties of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe it would be inappropriate to contact the person, contact your supervisor, human resources or an elected official immediately if your supervisor is not available or if your supervisor is the harasser.

Big Horn County will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Big Horn County in enforcing, investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise their supervisor or any other appropriate member of management.

Anyone found to have been engaging in such wrongful behavior will be subject to appropriate discipline, which may include termination.

## **Retaliation**

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

## **Compensation & Work Schedule**

### **Attendance & Punctuality**

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it may be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, as determined by the elected official and/or supervisor.

### **Breaks**

Employees are entitled to a 15-minute break for rest twice each day.

Employees are also entitled to a 30 or 60 minute unpaid break for meals during each 8 hour work period.

Road & Bridge will receive a 30 minute lunch break designated by the supervisor.

Breaks may be scheduled to staggered times to allow department coverage.

### **Overtime**

At the discretion of the elected official and/or supervisor, reasonable overtime may be required of employees. In most cases, non-exempt classified employees who work more than their regularly scheduled 40 hours per week shall be paid at the rate of 1 ½ times their regular pay.

On a call-out, a minimum of one (1) hour of overtime will be paid.

## **Pay Schedule**

Employees will be paid by or on the 5<sup>th</sup> working day of each month.

## **Performance Evaluations**

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time. A **Probationary Period** of 6 months to a year can be enforced on any new employee.

Annual formal performance reviews are strongly encouraged to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

## **Work Hours**

The County Courthouse will be open from 8:00 AM – 5:00 PM, Monday through Friday except for scheduled holidays and Emergencies approved by Commissioners. A copy of the scheduled holidays may be supplied upon request.

Except as otherwise specifically provided, the normal work week of county employees shall consist of forty (40) hours per week of work. The elected officials and/or supervisors shall determine the schedules of the various departments consistent with the foregoing provisions. Changes in scheduling may be made by appropriate supervisors as working situations and conditions require.

## **Standby or On-Call Service**

Big Horn County may have employees in law enforcement that will receive pay for being on-call or standby at a rate to be determined by the County Commissioners and the County Sheriff.



## **Conduct Standards**

### **Big Horn County Equipment**

When using the Big Horn County 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 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. Should you have any 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 Big Horn County because of such mistreatment.

### **Computer, Email and Internet Usage**

Any employee or administrator that uses any computer belonging to Big Horn County understands that anything on that computer is property of Big Horn County and subject to disclosure pursuant to the Public Records Act. County employees and administrators shall not install any device or software on any county computer without permission of their administrator or employer. County computers shall not be used in violation of any aspect of this Personnel Policy and/or any State or Federal Law.

See Big Horn County Email & Internet Usage Policy.

### **Telephone Usage**

No personal long distance calls are to be charged to the County.

Any employee or administrator who uses any cell phone required as part of their employment shall not use the cell phone for personal use, except for minimum personal use approved by their administrator. Personal phone calls made with County cell phones may be billed to the individual who made the calls. Excessive personal use of County phones may result in disciplinary action.

Personal telephone calls, including cell phone calls and text messages, are to be held to a minimum so as not to become a disruption to the workplace, as determined by the department head.

## **Vehicle Usage**

County-owned vehicles may be provided for employees who require transportation either within or outside Big Horn County to perform their official duties.

All County employees who operate any County vehicle will have the proper class Wyoming driver's license for that vehicle. Any such employee, whose license is revoked, suspended or expired, shall report such to their supervisor immediately.

All County employees who operate or are passengers in a County vehicle will wear a seat belt.

The following guidelines apply to the assigning of County vehicles to employees:

- Department heads may be assigned vehicle(s) for use in overseeing Big Horn County operations. Vehicles are to be taken outside Big Horn County only on official County business.
- Department heads may assign vehicles to specific employees to perform their duties. A written authorization shall be made if the employee is allowed to take the vehicle to their residence.
- Department heads may issue written authorization for specific employees to have their assigned vehicles with them at all times. Such authorization is generally for emergency response employees where response time is critical.
- Employees who are not assigned a vehicle may check one out of the pool or borrow one from another department when needed to perform County duties. When County business is completed, the County Vehicle MUST be returned to the Courthouse. When using a personal vehicle on County business is necessary for an employee, mileage approved by their supervisor will be reimbursed at the rate set by the County Commissioners. **Note:** There is a 10 mile minimum for turning in mileage to be paid.
- Except for emergency vehicles, employees allowed to use a County vehicle for personal use or to take to their residence will have income tax withheld by the payroll office according to the Internal Revenue Service regulations.

All employees are advised to use discretion and good judgment whenever using a County vehicle. The following guidelines apply:

- Only employees are authorized to drive County vehicles. State Extension Office employees, State Public Health employees, employees of other government agencies with whom the County has made a Mutual Assistance Agreement and lessees of County vehicles are considered employees for purposes of this section of the vehicle use policy.
- Any employee of the County, who drives or operates County-owned motor vehicles or motorized equipment, shall strictly obey all applicable traffic regulations. County employees shall always drive County-owned motor vehicles and motorized equipment in a safe and prudent manner on both public rights-of-way and private property.
- Employee's assigned County vehicles are responsible for the custody, security, use, maintenance and appearance of the cars within reasonable standards. Any County employee who abuses or negligently used County-owned vehicles or motorized equipment who violates any applicable traffic laws shall be subject to disciplinary action.
- The department head shall conduct an inquiry into any situation involving property damage to County-owned vehicles or equipment and /or involving damage to private property. A written report shall be prepared and include a statement of the facts and conclusions as to fault. In addition, the procedure for accidents outlined in item below, will be followed. The department director should advise the County Commissioners as to any action taken.
- No County employee shall use any County owned vehicle or motorized equipment for personal gain or benefit.
- No County employee shall operate a County motor vehicle while under the influence of alcohol or any other substance that may impair driving ability.
- Smoking is prohibited in all pool vehicles.
- No family members or friends of a County Employee are allowed in County Vehicles assigned to individuals, whether they are emergency response vehicles or one-time assignments for a specific use. Family members and or anyone else other than a County Employee are not covered by insurance when they are in a County vehicle.

For an accident involving a County-owned vehicle or equipment, the following procedure will be followed:

- Proper law enforcement personnel will be called to investigate all accidents involving a County-owned vehicle and private property. A complete accident report will be made by the parties involved and verified by law enforcement. This report will be submitted to the County Clerk within two (2) business days of receiving the report from law enforcement.
- For risk management purposes, if there was any injury or if there is the possibility of injury being detected after the fact, the County Clerk should be notified immediately.
- If the accident involves a claim being made against the County, the claimant is to file a written report with the County Clerk that clearly states the reason for the claim and the dollar amount of the claim. Monetary claims must have supporting documentation, i.e., repair estimates, medical expense receipts.
- Claim information will be distributed by the County Clerk and appropriate insurance carriers. The insurance adjuster will investigate the claim and recommend action to the County Clerk who will forward the information to the Commissioners.

### **Credit Cards**

The Credit Card is for Big Horn County business use ONLY – any other use may result in termination of your employment and or loss of Credit Card privileges for the Department.

Alcohol cannot be purchased with the County Credit Card, even if the employee intends to reimburse the County for the cost. **Alcohol purchases MUST be paid for separately.**

Any time an employee travels for Big Horn County (with County Credit Card or personal funds) an ITEMIZED receipt is required. Summary receipts do not meet Wyoming's statutory requirements.

If the County Credit Card is **LOST** or **STOLEN** you must **IMMEDIATELY** notify the Big Horn County Clerk's office.

Use of the credit card is a Privilege. Abuse of County Credit Cards may result in criminal charges.

The Big Horn County Credit Card number is not to be written down in any location, even for future charges.

## **Use of County Funds**

County employees are directed by **Wyoming Statute §9-13-105(a)** regarding appropriate use of County funds. The use of Big Horn County funds for anything other than official expenditures is strictly prohibited. The following expenditures are not allowed using County funds, including but not limited to:

- Alcohol
- Personal Long Distance Calls
- Entertainment
- Personal Postage
- Food Meals other than if part of an official County business meeting

Acceptable Examples: The boss orders pizza so staff can continue to work through the lunch hour to meet a project deadline. Or, a lunch meeting with a consultant or contractor in which business is discussed in detail.

Unacceptable Examples: Lunch with staff not related to a specific project or deadline.

## **Alcohol**

Employees are prohibited from using or being under the influence of alcohol while performing business for Big Horn County.

## **Drugs**

Employees of Big Horn County are prohibited from using or being under the influence of illegal drugs while performing business for Big Horn County. This policy does not prohibit the use of medication as prescribed by a physician.

## **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.

## **Searches**

Any Big Horn County elected official and/or supervisor 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.

## **Drug Testing**

Big Horn County retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. 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. Big Horn County 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. Drug tests will be performed on all employees involved in any accident. The refusal to consent to testing may result in disciplinary action, including termination.

The following is the Big Horn County Drug & Alcohol Policy:

## **Drug and Alcohol Informational Notice**

The Omnibus Transportation Employees Testing Act of 1991 gave the Federal Transit Administration the Statutory authority and the legal environment to develop rules requiring drug and alcohol testing programs for all Transit employees. Public employees in "safety sensitive" areas and CDL operators, commercial driver license holders who are required to operate a motor vehicle must be advised of certain specifics of the act.

## **Contact Person**

Department Head or Elected Official of the Department

### **Employee Assistance Program**

Employees tested and found in violation of Big Horn County's Drug and Alcohol Policy will be deferred to a Substance Abuse Professional. Help in the form of education, counseling and various treatment programs, is available in our local community. Many Counselors, Hospitals, Clinics and community-based assessment and referral centers are available. Help can also be obtained by calling one of the many hot-line numbers such as:

Al-Anon 1-800-356-9996

American Counsel on Alcoholism 1-800-527-5344

Be-Sober Hot-Line 1-800-BE SOBER (237 6237)

Cocaine Hot-Line 1-800-COCAINE (262-2463)

### **Employees Required to Participate in Drug and Alcohol Testing Program**

All employees required to operate motor vehicles classified as Commercial Motor Vehicles and hold a CDL, Commercial Drivers License. All other employees who work in "Safety Sensitive" areas are required to participate. Or, any employees of Big Horn County, who may be selected, at random, for participation in testing.

### **Covers Hours of Employment**

Employees may be tested:

- Just before a shift begins
- During the shift
- Just the shift ends

### **Prohibited Conduct**

Employees must not use Drugs or Alcohol or any mixture of Drugs and/or Alcohol or be under the influence of Drugs and/or Alcohol within 4 hours of going on duty or operating or having physical control of a motor vehicle. After reporting on duty, employees may not use drugs or alcohol or have any measured concentration or detected presence while on duty, operating or in physical control of a commercial vehicle or construction equipment belonging to Big Horn County. Employees are not permitted to possess alcohol or drugs on duty. Employees may not be on duty if their general appearance or conduct or by other substantiating evidence the employee appears under the influence of drugs or alcohol.

### **Selection of Employees for Testing**

The basic cause of a test will be that of "Random Testing" or, "Random Selection". The department is required to test 50% of its CDL holders for drugs and 25% of its CDL holders for alcohol each year.

- Reasonable cause testing will occur when a supervisor deems a test is necessary after observing an employee with, as an example, alcohol odor, appearance, behavior, or speech difficulties.

- Post Accident testing will occur when ever a fatality results from an accident regardless of the operator was at fault or not. A test will be required should a driver receive a citation from a Law Enforcement Officer following an accident wherein a person(s) receive medical attention away from the scene or a vehicle was required to be towed away from the scene.
- Return to duty testing will occur prior to an employee resuming is or her duties following a positive test for drugs or alcohol. Follow up testing will occur should a Substance Abuse Professional require an employee to participate in a Substance Abuse Program.

### **Pre-Employment Testing**

Pre-Employment testing will be required of all new employees prior to assuming duties requiring a CDL license or in a "Safety Sensitive" work area of employment.

### **Testing**

Drugs which must be tested for include:

Marijuana, Cocaine, Opiates, Amphetamines, Phencyclidine (PCP), and Alcohol testing.

### **Procedures and Safeguards**

All tests will be conducted by a private consultant under contract to Big Horn County. Alcohol testing will be by use of breath testing devices. Drug testing will be by a "Split-Sample" Urine test. Safeguards have been provided in the testing procedures, should a positive alcohol test result from a screen, a second test will occur 15 to 20 minutes later, called a confirming test. If the confirming test results are negative, the final test will be registered as a negative test. In a drug urine test wherein the first "split sample" results positive, the second part of the split-sample may be sent to another laboratory by the Medical Review Officer, providing a request to do so was received by the Medical Review Officer from the employee testing positive within (72) seventy two hours. The 72 hour time starts when the employee is notified by the Medical Review Officer of the positive test.

### **Test Refusal and Consequences**

Employees will have been considered to have refused to take a drug or alcohol test when one of the following occurs:

- Not providing adequate breath for the alcohol test.
- Not providing adequate urine for a drug test.
- Not remaining available for a drug and alcohol test following an accident. Accident defined as, fatality has occurred or a vehicle had to be towed from the scene or a person received medical attention away from the scene.
- Failure to sign step 2 of the alcohol test form.
- Admitting to drug and or alcohol misuse after being tested positive and refusing to take the confirming test.



- Admitting to drug and or alcohol misuse after being randomly selected to be tested and refusing to take the drug and alcohol test.

### **Test Refusals**

All test refusals are considered as a positive drug or alcohol test result. This will result in the prohibition from driving a commercial vehicle or any motorized equipment belonging to Big Horn County. The employee must see a substance abuse professional, pass a drug and or alcohol test before being allowed to operate any motorized equipment and assuming that employees duties. Termination will be guided by disciplinary action explained in this document.

### **Test Location**

Employees that hold a CDL or working in a "safety sensitive" are required to be tested once a year. All maintenance crews, mechanics and construction personnel that operate equipment for Big Horn County will be tested at their reporting locations. 50% of the crews will be chosen at random each year.

### **Disciplinary Action, for Drug and Alcohol Misuse**

The misuse of drugs and or alcohol by Big Horn County employees could endanger the life and financial well being of the employee(s) and the public agency it serves. Operation of County owned equipment by the employees required having a commercial driver's license while having certain drugs and or alcohol in their systems is prohibited by Federal Regulations.

The Big Horn County drug and alcohol free work place is in compliance with and fully supports the Federal Requirements for the drug and alcohol testing. This policy has a disciplinary policy associated with this program.

### **Alcohol Concentration of .02 to .039**

Personnel tested and found to have alcohol concentrations of between .02 and .039 must be prohibited from the operation of department equipment for 24 hours (Twenty four). It is the policy of Big Horn County to suspend employees with this test result for a minimum one day, without pay. Continued violations of this nature will result in more stringent measures as deemed necessary.

### **Alcohol Concentration of .04 and Above**

Personnel tested and found to have alcohol concentrations of .04 and above are prohibited from operating department equipment until they have been evaluated by a Substance Abuse Professional, attended a treatment clinic, if so directed and passed a "return to duty" alcohol test. This degree of alcohol concentration will result in a minimum 40 hour suspension without pay. Continued violations of this nature will result in more stringent disciplinary measures.

**Detectable drugs or a test refusal are considered the same as an alcohol concentration of .04 and above.**

## **Smoking Policy**

Smoking is prohibited inside the Big Horn County facilities or vehicles.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

## **Sick Leave**

Sick leave with pay shall be accumulated at the rate of 8 hours per month by full-time and on a pro-rated rate for benefit eligible part-time employees. No sick leave will be given to temporary and seasonal employees.

Part-time employees will begin to receive pro-rated sick leave after working 3 consecutive months.

All accumulated sick hours in excess of 480 on June 30, will be paid and deducted from the sick leave accounts with the July payroll. Employees retiring or terminating with ten (10) years or more employment, or retiring or terminating at age 60 or above, (law enforcement retirement age by state statute); will be paid for any accrued and unused sick leave. Accrued sick leave will be paid within 5 days of termination for employees that qualify.

Sick leave may be used only when an employee is incapacitated by sickness or injury: for medical, dental or optical examination or treatment: for illness of a member of the employee's and/or spouse's immediate family, to include spouse, mothers, fathers, sons, daughters or when an employee is exposed to a contagious disease and his attendance at duty may jeopardize the health of others.

Each day of sick leave shall be equivalent to the employee's normal work day at the employee's applicable wage rate at the start of the absence which compensation is required.

Big Horn County elected official and/or supervisor reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you, the employee, cannot produce it, the absence may be considered unexcused, and it will not be paid for it.

Employees who are unable to return to work due to illness or other related reasons shall be granted all accrued sick leave first, and then finally vacation leave.

### **Sick Leave Bank**

Employees may request, with approval of their department head and the Board of County Commissioners, up to 480 hours sick leave from the sick leave bank for illness. An employee must use all of their own accumulated vacation and sick leave before requesting sick leave from the bank. Not more than 480 hours may be donated to any one employee without approval of the Board of County Commissioners. Employees may donate hours to the general sick leave bank and or a specific employee. Also, an employee **may not** donate any remaining sick leave hours upon separation of employment. Employees cannot draw from the sick leave bank while drawing Workers' Safety and Compensation.

[Personnel Policy 01/1998 – 06/1998]

Sick Leave Bank may be accessed only by employees paid by the Big Horn County payroll system. Sick Leave bank **does not** include employees with independent payroll systems (county boards).

### **Family Medical Leave Act**

Employees who have been employed by Big Horn County for at least one year and for at least 1250 hours over the previous 12 months are entitled to 12 weeks of unpaid leave under the Family Medical Leave Act (FMLA). Note: this means one FMLA leave occurrence for 12 weeks within a 12 month period of time.

The 12 weeks is counted using **60 WORK** days. Any County paid Holiday or bereavement is added to the 60 days, allowed by FMLA.

If the need for leave under FMLA is foreseeable, the employee must try to schedule leave so as not to unduly disrupt the operations of the Big Horn County, and the employee must provide 30 days notice to the Department Head and/or Supervisor. If the need for leave is unforeseeable, the employee must notify the Department Head and/or Supervisor as soon as possible.

While on leave under the FMLA, the Big Horn County requires that an employee substitute accrued paid sick leave and paid vacation prior to taking the 12 weeks as unpaid leave.

The Big Horn County will continue to pay health benefits while the employee is on leave. The employee must, however, continue to pay his/her share of the all premiums while on unpaid leave (if the employee is required to pay premiums).

Upon written application to the Big Horn County elected official or department head, a family leave of absence without pay and without loss of seniority shall be granted to an employee for the purpose of childbearing and/or child rearing.

Please see your Big Horn County elected official or Department head for further information.

### **Funeral Leave**

In the event of the death of a member of the immediate family each employee shall be entitled to three **(3)** days leave with pay for funeral arrangements and attendance. Under extraordinary circumstances this leave may be extended, but without pay.

Immediate family is to include: spouse, children, grandchildren, step-children, parent or step parent, grandparent, brother or sister, step-brother or sister, father-in-law, mother-in-law, brother-in-law and sister-in-law.

### **Leave of Absence**

An employee may request in writing to his/her elected official or department head a Leave of Absence. The application shall contain the specific reason for the leave, the date leave would begin, and the date of return. All requests must be approved prior to the first effective day of the leave. If a Leave of Absence is approved, sick leave, vacation, or other paid time off benefits will cease to accrue until the employee returns to work. Anniversaries will not be affected unless someone leaves or is terminated.

## **Jury Duty**

Big Horn County supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall not lose regular pay or leave accrual while serving on jury duty. Funds received from Jury Duty for wages will be turned over to the Personnel Office. Employees will keep funds received for expenses (food, mileage etc). The employee shall provide proof of all compensation received to Big Horn County elected official and/or supervisor.

You must inform your elected official and/or supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your service whenever the court schedule permits.

## **Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Big Horn County prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

Big Horn County Employees are required to notify and provide their supervisor a copy immediately after receiving orders for active duty. Orders will be provided 30 days in advance of their leave except in an emergency.

Upon satisfactory completion of employee's military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided employee is qualified and Big Horn County circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Military members will not accumulate annual leave, sick leave or other paid leave during the military leave period. The employee is entitled to compensation for his/her annual leave or may have his/her current leave reinstated upon return to work for Big Horn County. Sick leave will be reinstated upon the service members return to work for the County.

## **Time Off To Vote**

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day. All leave will be scheduled with the employee's supervisor.

## **Employee Benefits**

### **Medical, Dental, and Vision Insurance**

Big Horn County provides employee coverage in group medical and dental insurance to all full time and part time employees who routinely work thirty (30) or more hours per week. Family coverage is available and is payroll deductible.

In the event that both spouses of one family unit are working for the County, the County will contribute to that family's insurance an amount which will be the same as if both spouses had each selected a single coverage amount. In no event will each employee be offered two separate employee plus children or family contracts thereby doubling up on the coverage for each other or the dependent child(ren).

All employees on leave without pay status must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status.

Note: See Medical Insurance Handbook for complete details of the health insurance benefits.

### **Retirement Savings Plan**

Big Horn County full-time employees and part-time employees working 25 hours or more a week are provided with a retirement savings plan through the Wyoming State Retirement Plan. The plan includes a provision for employee tax deferred compensation contributions.

A re-hired employee, who is receiving retirement compensation from Wyoming Retirement System, by State Statute, needs to wait at least 30 days before beginning employment. If the re-hired employee earns more than \$1000 a month, the county is subject to paying the full contribution percentage for all that is earned, even though the re-hired employee will not receive any additional retirement benefits.

### **Travel & Expense**

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Big Horn County business.

You must record all travel and business activities on Big Horn County Expense Report Form and submit it to Big Horn County elected officials and/or supervisors and to payroll with receipts for reimbursement.

### **Workers' Safety and Compensation**

Big Horn County provides Workers' Safety and Compensation insurance to all employees. The purpose of the insurance is to cover medical expenses and provide income benefits for employees who incur work related injuries and illness. Workers Compensation premiums are fully paid by the County. If you become ill or injured on the job, please get medical attention at once.

You must also report the details to your supervisor and human resources immediately. You must complete a report for every injury within 72 hours of the injury or illness, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled. Following the reporting, the employee shall contact the Personnel Office to obtain forms and contact information to work directly with Workers Compensation of Wyoming.

**Big Horn County will continue to pay health insurance premiums, as scheduled, for the employee during the time the employee is receiving Workers' Safety and Compensation payments.**

An employee who is absent from work because of an occupational disability arising out of and in the course of his/her employment and which is compensable under the Workers' Safety and Compensation Law shall, in addition, be paid his/her sick leave wages for the number of days equal to his/her accumulated sick leave. Employees cannot draw from the sick leave bank while drawing Workers' Compensation.  
(Personnel Policy 01/1998 – 06/1998)

## **Holidays & Vacation**

### **Holidays**

Big Horn County Commissioners will designate the Holidays each year.

Exception:

Big Horn County employees assigned to the University of Wyoming Extension Program may follow the work schedule of the Extension Office.

Due to business needs, some employees may be required to work on county holidays. Big Horn County elected officials and/or supervisors will notify you if this may apply to you.

Holiday pay will be prorated on the number of hours an employee works. This applies to the full-time employee whose regular shift is 10 or 12 hours a shift.

Full-time employees will receive holiday pay. If the holiday is worked, the employee will receive double the hourly rate of pay. Part-time employees do not receive holiday pay. However, if they do work, they will receive double the hourly rate of pay for the exact number of hours that they worked.



## **Vacation**

Big Horn County provides paid vacations for eligible employees as follows:

<b>0 – 1 year (anniversary date) (39.96 per year)</b>	<b>3.33 hrs per month</b>
<b>1 year – 4 years (anniversary date) per year)</b>	<b>6.67 hrs per month (80.04</b>
<b>4 years – 9 years (anniversary date) per year)</b>	<b>10.00 hrs per month (120</b>
<b>9 years – upward (anniversary date) (160.08 per year)</b>	<b>13.34 hrs per month</b>

Vacation leave shall accrue for full-time employees and on a pro-rata basis from these rates for eligible part-time employees who routinely work 30 hours or less per week.

Big Horn County elected officials and/or supervisors reserve the right not to approve a vacation request if it will interfere with Big Horn County operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' request for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail. Limits on amount of vacation leave hours to be taken will be worked out between the employee and the Big Horn County elected officials and/or supervisors.

Big Horn County employees may accrue hours over 240 during the calendar year but will forfeit any hours over 240 on January 1. This will begin on January 1<sup>st</sup> 2011. Upon separation of employment, employees will not be paid for accumulated vacation hours over 160.

If vacation is cancelled by your supervisor, it will be rescheduled at the earliest possible date. This will be the only authorized carry over above 240 hours per year.

Accrued vacation will be paid within 5 days of termination.

## **General Employment**

### **Employee Classifications**

Employees at Big Horn County are either full-time or part-time. Big Horn County may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work no more than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as vacation days, and health benefits. Employees who work less than 30 hours a week for 3 months will also be classified as part-time status.

All other employees are full-time.

Re-hired employees will go back to entry level pay scale, losing longevity and seniority for pay purposes and may be subject to a probationary period.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

### **On Call**

Non-exempt employees whose job requires availability to respond to an emergency situation directly related to officially assigned duties and responsibilities, shall be considered to be "on-call" for pay purposes.

The Elected Official or Department Head will determine and communicate to non-exempt employees in writing the exact hours and days during which they will be "on-call". Appropriate documentation of hours worked during "on-call" periods shall be completed by the employee, and verified by his/her supervisor. Exempt employees do not qualify for "on-call" pay, unless specifically authorized by the Board of County Commissioners.

## **Employee Records**

Big Horn County elected official and/or supervisor shall maintain a personnel file on all of their employees. A master file and Health Insurance Portability and Accountability Act (HIPAA) file will be kept in the Clerks office.

It is the employee's responsibility to notify their Big Horn County elected official and/or supervisor of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal. Personnel records are the property of Big Horn County property. Employees may review their files under supervision.

## **Nepotism** (Wyoming State Statue 9-13-104)

No public official, public member or public employee shall advocate or cause the employment, appointment, promotion, transfer or advancement of a family member to an office or position of the state, a county, municipality or a school district. A public official, public member or public employee shall not supervise or manage a family member who is in an office or position of the state, a county, municipality or school district.

A public official, public member or public employee, acting in his official capacity, shall not participate in his official responsibility or capacity regarding a matter relating to the employment or discipline of a family member.

Family Member Definition – a person who is the spouse, parent, sibling, child, grandparent, grandchild, or is a member of the individuals' household.

## **Transfers**

Employees transferring from one department to another within the county will keep their seniority and vacation leave status. It is in the best interest of both departments that this is a mutual amicable decision.

## **Termination, Resignation and Discharge**

Employment with Big Horn County is on an "at will" basis and may be terminated with or without cause. Similarly, employees are free to resign their employment at any time.

Upon separation of employment, employees will not be paid for accumulated vacation hours over 160. And, an employee **may not** donate any remaining sick leave hours upon separation of employment.

Final payroll compensation will be paid to the employee five (5) business days after the date of separation.

If the employee leaves before the end of the month and received a monthly salary, final payroll will reflect the actual hours worked for the month.

Temporary part-time employees will automatically be considered terminated after 3 consecutive months of not working for the county. If the employee returns after the 3 month period, the employee will be considered a re-hired employee and will have to sign-up as a new employee.

It should be noted that upon termination, resignation and or discharge that the Supervisor, Department head or Elected official of the employee is responsible for the following:

- Collection of County office keys
- Collection of County Cell Phone
- Collection of County Credit Card
- Collection of County Vehicle and keys
- Collection of County owned equipment
- Termination of access in all on-line systems
- Termination of individual e-mail

Credit cards should be given to the County Clerk upon collection from the employee. Office keys should be returned to the Supervisor of Maintenance.

## **Safety & Emergency**

### **Safety**

Big Horn County 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 Big Horn County elected official and/or Supervisor. Seek help from outside emergency response agencies, if needed.

You must complete a Workers' Safety and Compensation Wyoming Report of Injury Form if you have an injury that requires medical attention. If your injury does not require medical attention, you must still complete the Workers' Safety and Compensation Wyoming Report of Injury Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from your Big Horn County elected official and/or Supervisor.

In addition, the state Workers' Compensation Act also requires that you report all 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.

### **Security**

Big Horn County is committed to ensuring employees' security. If you have a security concern, contact your Big Horn County elected official and/or Supervisor.

## Acknowledgement

I acknowledge that I have received, read and understand the Big Horn County Employee Handbook.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. Big Horn County retains the right to change these policies and benefits, as it deems advisable.

I understand that I have the right to terminate my employment at any time, with or without cause, and that Big Horn County has the same right.

I understand that the confidential information I come into contact with during my employment is proprietary to Big Horn County and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Big Horn County Offices. I understand that I must comply with all the provisions of the Manual to have access to and use Big Horn County resources. I also understand that if I do not comply with all provisions of the Manual, my access to Big Horn County resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with Big Horn County's safety, health, and emergency procedures as outlined in this Manual or in other documents.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please Print Your Name

## **GRIEVANCE / COMPLAINT FORM**

Employees are urged to resolve any problems or issues informally with the individuals involved and at the lowest level possible. However, if you have a concern or encounter problems that affect you complete the form and return it to Human Resources or an appropriate County Official within 30 days of the complaint or grievance. The appropriate official will provide a response to your grievance / complaint within 15 working days.

Name of employee making the Complaint: \_\_\_\_\_

Employees Department: \_\_\_\_\_

Employees job title: \_\_\_\_\_

Name of person or department against whom the complaint is being made: \_\_\_\_\_

His/Her job title: \_\_\_\_\_

Date & Time of the incident: \_\_\_\_\_

Location of the incident: \_\_\_\_\_

Witness (es) to the incident: \_\_\_\_\_

Description of the complaint in detail:

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Please list three things that could be done to correct this problem;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3/20/2012

**I certify the above to be true and factual to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources or Appropriate Official

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Meeting Date & Time: \_\_\_\_\_




3/20/2012

## BIG HORN COUNTY COMMISSIONERS

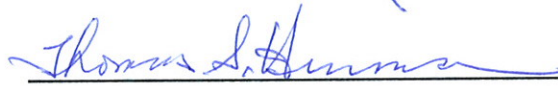
Approve and accept the Big Horn County Employee Handbook and its forms in their entirety. All changes will be made by a vote and approval of the Board of County Commissioners.

This handbook takes affect this 1st Day of April, 2012.

### BOARD OF COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Chairman, Jerold S. Ewen

  
\_\_\_\_\_  
Member, Keith M. Grant

  
\_\_\_\_\_  
Member, Thomas "Scotty" Hinman

ATTEST:

  
\_\_\_\_\_  
Big Horn County Clerk  
Dori Noyes