

# **SARPY COUNTY POLICIES AND PROCEDURES MANUAL**

**SARPY COUNTY, NEBRASKA**

# **SECTION 1 - INTRODUCTION**

## **INTENT AND PURPOSE**

The County Board of Commissioners recognizes and declares the necessity of providing the most efficient and highest quality services for the citizens and taxpayers of Sarpy County while providing a working environment which is both competitive within the community and equitable for its employees.

It is the purpose of these rules to set forth the principles, procedures and policies to be followed by Sarpy County in the administration of personnel. Personnel administration in all aspects shall be based on the principles of merit and equal opportunity employment.

It is also important to understand that the Sarpy County Personnel Policies and Procedures Manual does not constitute a contract of employment between Sarpy County and its employees. Rather, the information contained in this manual reflects a general description of the policies, procedures, and benefits of the County currently in effect. The Board of Commissioners retains the right to modify or abolish these policies, procedures, and benefits and reserves the right to adopt new policies, procedures and benefits. In accordance with the above, the County also has the exclusive right and authority to exercise the customary functions of management, including, but not limited to, the right to manage and control the premises and equipment, the right to select, hire, promote, suspend, dismiss, assign, supervise and discipline employees, and the right to determine, effectuate and implement the objectives and goals of the County.

The personnel management system of Sarpy County, of which these rules are a part, is designed to bring to the County service a high degree of understanding, cooperation, efficiency and unity through systematic, uniform application of modern personnel practices. The objectives of these rules include the following:

- A.** To inform employees of Sarpy County of their rights and obligations in relation to the County,
- B.** To inform Elected Officials and Department Heads of their obligations toward, and their rights to assign, instruct, and discipline subordinate personnel,
- C.** To ensure compliance with applicable policies and procedures.

## **MANUAL COVERAGE**

It is the policy of the Board of Commissioners that these policies and procedures apply to all offices, full-time and part-time positions, and employees of the County, except Elected Officials, members of citizens' boards and commissions, and personnel appointed to serve without compensation.

Personnel rules may be established for the purpose of handling personnel matters applicable to a specific department. The rules shall not conflict with the rules set forth in the policies and procedures manual as established by the County. The Elected Official/Department Head, upon establishing these rules, will distribute a copy to the Board of Commissioners and current department employees. All newly hired employees must be made aware of any special departmental rules at the time of hire.

## **NEBRASKA STATUTES, BARGAINING AGREEMENTS and INDIVIDUAL EMPLOYMENT CONTRACTS**

The provisions of this policy manual shall be followed except where these provisions are in conflict with existing and current Nebraska Statutes, union bargaining agreements and/or any individual employment contracts. In such instances where a conflict exists, the current statutes, bargaining agreements, and/or individual employment contracts shall take precedence over the provisions of this policy manual.

## **EQUAL OPPORTUNITY POLICY STATEMENT**

It is the policy of Sarpy County, pursuant to its legal and social obligations, to undertake, maintain, and support a program of positive action to assure that equal employment opportunities are made available to all qualified and qualifiable employees and applicants for employment and promotion without regard to race/ethnicity, color, age, religion, sex, national origin, disability, or political affiliation. Applicants or employees may not be discriminated against because of a physical or mental disability. The County seeks to service the citizens of Sarpy County in the most equitable manner possible, and it will be vigilant in its attempts to ensure against archaic and unjust employment practices.

Employees and applicants shall be assured fair and equal treatment in all aspects of recruitment, selection and hiring, training, compensation, benefits, promotion, transfers, layoffs, recalls from layoffs, terminations, demotions, working conditions, educational and training opportunities, personnel policies and all other job-related activities are free from discriminating practices and procedures.

Please refer to the County "Equal Employment Opportunity Policy" available on the Human Resources Webpage.

## **DISABILITY POLICY STATEMENT**

Sarpy County is committed to equality of opportunity and freedom from discrimination for all employees, applicants for employment and customers regardless of any disability an individual may have.

Please refer to the County 'Americans with Disability Act Policy' available on the Human Resources Webpage.

## **SAVINGS CLAUSE**

If any section or portion of this Sarpy County Policies and Procedures Manual shall be declared invalid, unconstitutional or unlawful, such declaration of invalidity shall not affect the validity of the remaining sections or portions herein.

# **SECTION 2 - COUNTY EMPLOYMENT PROCESS**

## **EMPLOYMENT PROCESS**

### **Section 1: Introduction**

All aspects of employment shall be conducted in compliance with applicable federal and state statutes. The following is established to ensure fair and consistent treatment and to provide an orderly and efficient means to fill vacancies with the best qualified applicants.

The Human Resources Department *may*, in conjunction the appointing authority, develop competitive examinations for vacancies. All such testing shall meet all state and federal Equal Opportunity Bona Fide Occupational Qualifications (BFOQ) guidelines for validity, reliability, and job-relatedness. Candidates may be required to complete job specific testing as required by statute, regulation, hiring authority, and/or accreditation standards.

All appointments shall be completed as outlined in this Regulation unless a different appointment plan is approved by the Human Resources Director.

### **Section 2: Request for Personnel**

The appointing authority shall notify the Human Resources Department when an unclassified vacancy exists by submitting a Personnel Requisition Form - UNCLASSIFIED. The appointing authority shall make such request as far in advance as possible in order to ensure proper examinations and/or tests are available should the posting be approved.

### **Section 3: Posting of Vacancies**

At the hiring authority's discretion, the vacancy shall be posted either internally or externally for a minimum of seven (7) calendar days.

Job postings and related notices shall be created by the Human Resources Department and shall be advertised on the County's website and/or other local media as deemed appropriate by the Human Resources Director.

The Human Resources Director shall make every reasonable effort to attract qualified persons to compete for externally posted positions. In the event a sufficient number of qualified applicants have not applied, the Human Resources Director, with concurrence of the appointing authority, may extend the closing date for the purpose of gaining additional qualified applicants.

Job postings shall specify the following:

- Job title and pay rate
- Essential functions,
- Minimum qualifications,
- Physical demands and working conditions (see website),
- Job posting closing date, and
- Other pertinent information or requirements.

#### **Section 4: Application Process**

All applicants applying for an appointment must complete an online application located on the County's website along with any examinations/tests within the published posting dates. An application not fully completed, including any examinations/tests, may not be considered further in the Selection Process.

Applicants may be asked voluntary questions relating to race, color, national origin, sex, age, disability, genetic information, religious or political affiliation, marital status, and any other protected class for reporting purposes as defined by federal or state law. This information shall not be considered part of their application and shall be maintained as confidential data.

Former employees may apply for re-employment and will be evaluated with other external candidates as allowed for by this policy (see Section 6).

#### **Section 5: Selection Criteria**

If the posting was processed through Human Resources and scoring mechanisms were applied, once a job posting has closed, the Human Resources Department will forward a list of qualified candidates for the appointing authorities to review. These candidates shall possess the minimum qualifications for the position, as stated in the job description.

Should an Appointing Authority choose to use an examination/assessment for selection purposes, the Appointing Authority will work with Human Resources to develop bona fide examination/assessments.

#### **Section 6: Candidate Disqualification**

A candidate may be disqualified from further consideration for the reasons listed below. Please note that this list is not fully inclusive:

1. Found to lack or not meet any of the established qualifications required for the position;
2. Failure of a drug and/or alcohol screen or voluntary admittance of illegal substance use;

3. Refusal to participate in and/or failure of a bona fide pre-employment physical capacity and/or medical examination/test to determine if an applicant is physically capable of performing the essential functions of the job;
4. Discovery of a false statement of material fact in the application documents and/or examination/testing process;
5. Attempting, directly or indirectly, to give, render, pay, offer, solicit, or accept any money, service, or other valuable consideration for or on account of any appointment, proposed appointment, promotion, or proposed promotion to, or any advantage in, a job;
6. Attaining, directly or indirectly, information regarding an examination/test to which, as an applicant, he or she was not entitled;
7. Failure to submit application fully and/or correctly within the posting deadline;
8. Participating in the compilation, administration, scoring, or correction of an examination/test for which he/she is an applicant;
9. Previously dismissed from the County for cause or resignation while charges of dismissal for cause were pending;
10. Conviction of a felony or misdemeanor pertaining directly to the job ;
11. Willfully violating provisions of federal or state law, URR, and/or any departmental rules;
12. Failure to demonstrate suitability of employment based upon an unsatisfactory reference or background check or previous documented, unsatisfactory employment with the County;
13. Currently employed by the County and if hired for the vacant position, the combination of the hours in each position would total more than 40 hours per week.
14. Failure to participate and maintain satisfactory driving standards as established by the Sarpy County Safety Committee, if job duties require the operation of a County vehicle or own vehicle for County business;
15. Failure to show up for a scheduled interview without acceptable notification; or
16. Other such reasons, as documented in the application documents or discovered during background checks, where employment of such individual would be detrimental to the best interests of the County.

### **Section 7: Examination, Testing, and Rating Process**

The Department Head has authority to determine the best method for ranking candidates for a position. Department Heads are encouraged to work with Human Resources to determine the most appropriate basis for ranking.

### **Section 8: Veterans Preference Scores**

See Neb. Rev. Stat. §§ 48-225 – 48-231.

## **Section 9: Notification of Examination Results**

Human Resources will work with the Department Head to determine the appropriate method for informing the applicants of their examination results, if any.

## **Section 10: Selection Process Recordkeeping**

All applicable documents used in and associated with the Selection Process shall remain active for the job for which it was submitted for a maximum of 90 calendar days from the date the position was filled. If a different job is posted, interested applicants need to submit an application and any related documents for the newly posted job within the established time limits in order to be considered.

The Human Resources Department shall be responsible for the maintenance and safe-keeping of all records pertinent to the selection processes including those distributed, used, and/or received by the appointing department.

## **Offers of Employment**

An offer of employment may not be made until the following steps have been completed:

1. The Personnel Requisition form has been completed.
2. The appropriate recruitment procedures have been followed and the applicant has been interviewed.
3. The salary has been coordinated with the Human Resources Department.
4. References have been checked, if requested by an Elected/Appointed Department Head.
5. Prospective employees that will be operating County vehicles must have a driver evaluation conducted by the Human Resources Department.

Once an offer of employment has been made and accepted, the department official will complete an Employee Action Form placing the new employee on active status and forward it to the Human Resources Department prior to the employee beginning work.

## **Conditions of Employment**

Initial employment requires that an applicant (including re-hires) successfully meet the following conditions:

6. Pass a pre-employment physical to determine whether or not an applicant is physically able to perform the duties of the position (assigned positions).
7. The accurate completion of all information furnished during the employment process.



8. Prospective employees that will be operating County vehicles must have a driver evaluation conducted by the County. This review consists of having the Sheriff's office run a check on the applicant's driving record as outlined in the Sarpy County Safety Manual. .

### **PRE-EMPLOYMENT PHYSICAL EXAMINATION AND DRUG SCREEN**

New (including re-hired) employees may be required to complete a pre-employment physical prior to performing compensable work.

A pre-employment drug and alcohol screen will be required of ALL persons offered employment. The physical (if applicable) and drug screen will be performed at a medical facility to be determined by the Human Resources Department. The Human Resources Department will make arrangements for the physical and drug screen prior to employment.

All offers of employment will be contingent upon the following:

1. A physical examination showing no limitations in the person's ability to perform the required duties of the position. (Designated Labor and Trade positions.)
2. An acceptable drug and/or alcohol screen.
3. An acceptable background/credit reference check.

### **RE-EMPLOYMENT POLICY**

Former employees of Sarpy County who are interested in reemployment are required to adhere to the hiring guidelines as set forth above. It is the policy of the Board of Commissioners that former employees of the County (that are employed by the County Board) shall not be eligible for rehire without prior approval of the Board.

The following provisions shall apply to former employees rehired by Sarpy County WITHIN thirty (30) consecutive days from their date of separation:

- Rehires may be required to serve an introductory period of 180 calendar days, as determined by the Elected Official/Dept. Head.
- Rehires shall have their original date of hire adjusted by the number of days separated from the County. This adjusted date of hire shall be utilized for the determination of benefits.
- If the employee is rehired by the same department from which they left, the adjusted date of hire shall also be utilized for seniority purposes. If rehired by another department, the date of entry into the new department shall be the date utilized for departmental seniority issues.

- Rehired employees shall receive the rate of pay comparable to the rate of pay received upon departure from the County if they are rehired to the same position or to a position assigned to the same grade.
- Employees rehired for a position whose maximum rate of pay is lower than the position from which the employee separated shall be paid at the step of the pay grade that is closest to the rate of pay received upon separation.
- Rehired employees shall be credited with the amount of sick leave accrued on date of separation.
- Employees who have officially retired from Sarpy County and who received compensation for sick leave shall not be credited with their accrued sick leave they had at the time of separation. In addition, retirees must adhere to the rehiring guidelines established by the Nebraska Public Employees Retirement System.

Employees rehired AFTER thirty (30) days from the date of separation shall begin employment as a NEW County employee.

### **LAYOFF POLICY**

~ Please refer to the Personnel Policy Bulletin available on the Human Resources webpage for further details. ~

### **RESIGNATION & EXIT INTERVIEWS**

Upon the decision of an employee to resign, a written resignation should be submitted to the Elected Official/Dept. Head stating the reason for resigning and the termination date. Sarpy County requires all employees to submit this written notice at least fourteen (14) calendar days in advance of the final workday in order to provide the County with adequate time to fill the position. Employees who voluntarily resign shall complete a Voluntary Resignation Form and submit it to the Elected Official/Dept. Head, who shall in turn notify Human Resources. All compensation and fringe benefits accrued up to the resignation date will be paid to the employee as outlined in this manual.

Sarpy County encourages all employees who voluntarily resign from County employment to participate in an exit interview with the Human Resources Department. The exit interview allows the employee to express their satisfaction and/or dissatisfaction with County employment and also provides an opportunity for improving departmental operations.

The exit interview shall be submitted to the employees personnel file upon completion.

## **SECTION 3 - CLASSIFICATION AND COMPENSATION**

### **EMPLOYEE CLASSIFICATION**

The following employee classifications have been established in order to provide a equitable basis for the determination of employee eligibility for benefits, promotion or transfer.

#### **Introductory Status**

All new employees (including re-hire) shall serve an introductory period of one hundred eighty (180) calendar days before becoming a regular employee. During the introductory status period, the employee is expected to demonstrate the necessary skills and abilities to perform the duties for which employed. The Elected/Appointed Official when assessing the employee's performance and suitability for continued employment will pay particular attention to punctuality, attendance, willingness to work with others and positive response to supervision. (Introductory employees are not entitled to grievance procedures).

#### **Full-Time Employee**

An employee who has completed the introductory period and is regularly scheduled to work eighty (80) hours in a two-week period excluding overtime hours.

#### **Part-Time Employee**

An employee who has completed the introductory period and is regularly scheduled to work less than eighty (80) hours in a two-week period excluding overtime hours.

#### **Temporary Employee**

An employee hired to complete a specific assignment or for a specific period of time not to exceed twelve (12) months with the exception of Law Clerks and Interns. Law Clerks and Interns are temporary employees hired to gain experience and insight into the workings of their field of study. Law Clerks and Interns work as needed and in accordance with their availability while attending college. A temporary employee may be transferred to full-time or part-time status if they meet all the requirements for the position. The date of hire, introductory period and eligibility of benefits begin on the date the transfer is effective.

#### **Student**

An employee who is hired on any of the school work release programs. The time period shall be determined between the school and the Elected/Department head; however, it normally would not exceed 12 consecutive months.

A student may be transferred to full-time or part-time status if they meet all the requirements for the position. The date of hire, introductory period and eligibility of benefits begin on the date the transfer is effective.

## **HOURS OF WORK**

This section is intended to set forth the normal workweek, but shall not be construed as a guarantee of hours of work per day or per week. A workday is a period of twenty-four (24) consecutive hours beginning at a pre-designated hour during which an employee may be assigned and may perform compensable work.

Employees shall report to work at a starting time and leave work at a quitting time as determined by the Elected Official/Department Head. All regular full-time courthouse employees shall work a regular forty (40) hour workweek. County Administration and County Board should be notified prior to any variation or change in a department's primary workday.

## **RECORD OF HOURS WORKED**

By law, Sarpy County is obligated to keep accurate records of the time worked by non-exempt employees. Compensable time worked is defined as any time spent by an employee performing duties or assignments directly relating to employment with Sarpy County. All non-exempt employees are required to complete a time record per County guidelines.

Each employee is responsible for his/her own time record. Both the employee and Elected Official/Department Head must authorize the Payroll Record each pay period to verify the hours worked. Tampering with another's time record is cause for disciplinary action of the employees involved up to and including termination.

## **MEAL AND BREAK PERIODS**

Full-time employees working an eight (8) hour shift shall receive one (1) hour unpaid lunch break per shift. The lunch break must be taken at a time assigned by the employee's supervisor in order to allow for appropriate business coverage.

At the discretion of the employee's supervisor, employees may be allowed paid break periods of fifteen (15) minutes for each four hours worked if the workload allows. Employees are encouraged to leave the department during an approved break period in order to avoid interfering with the operation of the department.

Using lunch breaks at the end of the workday to leave early or the beginning of the day to arrive late is not recommended. It is at the discretion of the Elected Official/Department Head to decide if and/or when this is acceptable.

## **OVERTIME**

Overtime shall be defined as any time properly authorized or approved by the Elected Official/Dept. Head in which the employee actually works in excess of 40 hours in a single workweek. This excludes holiday leave, sick leave, compensatory leave, and vacation leave (i.e., if an employee receives paid holiday and/or vacation days and does not work a full week but works four additional hours on Saturday, the employee only receives compensation for actual hours worked, and does not receive overtime pay). Authorization to work overtime shall be obtained from the employee's immediate supervisor prior to working overtime hours. Failure to obtain authorization before working overtime may subject the employee to disciplinary action.

Overtime work shall be mandatory when required by the employer and the employee shall work the hours directed by the employer. Overtime shall not be used to punish or reward employees. It is the policy of Sarpy County to keep overtime work to a minimum.

Overtime will be compensated at one and one-half (1½) times the employee's regular hourly rate of pay.

## **COMPENSATORY TIME**

Compensatory time (comp. time) is available to non-exempt (hourly) employees. An employee may choose comp. time off in lieu of overtime or call back time. An employee desiring compensatory time off rather than overtime pay shall notify the employer prior to working any comp. time. Authorization to work comp. time shall be obtained from the employee's immediate supervisor prior to working comp. hours. Failure to obtain authorization before working comp. time may subject the employee to disciplinary action.

Comp. time will be compensated at one and one-half (1 ½ ) times the employee's regular work hours (i.e., eight hours overtime converts to twelve hours comp. time). Unless otherwise specified by a collective bargaining agreement, employees may not accrue more than 240 hours of comp. time for hours worked.

The Elected Official/Dept. Head or designated representative shall keep a record of any compensatory time that an employee has earned or used. An employee shall be permitted to use such time off within a reasonable period after making the request, if such use does not unduly disrupt the operations of the Department.

Upon separation, the employee or his beneficiary shall be paid up to, but not more than, the hours of accumulated comp. time computed on the basis of the employee's regular pay as of his or her last day of employment.

## **ADMINISTRATIVE DAYS**

Appointed Officials/Department Heads: 5 days  
Management/FLSA Exempt : 3 days

Because salaried (FLSA “Exempt”) employees may be required to periodically work long or irregular hours and to attend various meetings and functions outside the “normal” business hours to fulfill their responsibilities, Administrative Leave may be granted. Leave will be for a calendar year only and cannot be accumulated or carried over. Any Administrative Leave granted and used must be documented as such. This leave is not an entitlement nor is it subject to accrual or payment for unused leave. Use is completely discretionary upon approval by the Department Head. This policy does not apply to Chief Deputies.

## **DIRECT DEPOSIT POLICY**

Sarpy County employees are required to receive paychecks by direct deposit (unless otherwise stated below). It is in the best interest of Sarpy County both financially and administratively to require direct deposit. Direct deposit provides a number of benefits such as less chance of a lost warrant, reduced potential for theft or forgery and funds are deposited in the employees’ accounts on the actual payday.

- A. An employee hired for less than thirty (30) days may be paid by warrant. If employment is extended, direct deposit will be required.
- B. An employee’s last paycheck may be by warrant to facilitate the checkout process and to insure County property is returned prior to departure.

## **EVALUATION PROCEDURES**

The Employee Performance Evaluation Program provides a uniform mechanism by which to measure the performance of employees. To insure understanding and the opportunity to benefit from such evaluations, performance reviews shall be conducted annually on the employee’s job anniversary date. New hires shall may be reviewed upon the completion of their Introductory period. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, the employee’s supervisor will consider the following factors, among others:

- The quality and quantity of work performed
- Attendance, initiative and effort
- Knowledge of and ability to perform the job duties of the position
- Attitude and cooperation

Employee Performance Evaluations provide a vital source of information to Elected Officials/Department Heads and employees. It should serve as a tool to measure an employee's strengths and weaknesses in order to reinforce dependable habits and develop ways to improve in weaker areas. The review also should serve as a way to discuss and to document how an employee's job performance compares to the goals and requirements of the position. Cooperation by both Elected Officials, department heads and employees with this process will encourage communication and enhance personal development. Sarpy County is interested in helping employees progress and grow in order to achieve personal, as well as work-related goals.

### **SALARY SCHEDULE**

See Human Resources website.

NOTE: If July 1 falls in the first seven days of a pay period, Employees shall receive the higher pay rate for the entire pay period. If July 1 falls in the last seven days of a pay period Employees shall not receive the higher pay rate until the subsequent pay period.

# **SECTION 4 - EMPLOYEE BENEFITS**

## **HOLIDAYS**

### **I. AUTHORIZED HOLIDAYS**

The following and any other days that may be designated by the Sarpy County Commissioners are paid holidays for eligible employees:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	3 <sup>rd</sup> Monday of January
President's Day	3 <sup>rd</sup> Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday of September
Columbus Day	2 <sup>nd</sup> Monday of October
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday of November
Day after Thanksgiving Day	4 <sup>th</sup> Friday of November
Christmas Day	December 25 <sup>th</sup>

### **II. POLICY**

Holidays which fall on a Sunday shall be observed on the following Monday; those falling on Saturday shall be observed on the preceding Friday.

Holidays which occur during a vacation, sick, funeral or other paid leave shall not be charged against that leave. Vacation leave taken the first workday before or after the observed holiday must be approved by the Elected/Appointed Official ten (10) days prior to the first day of vacation leave.

An employee absent without authorized leave on the last working day preceding or the first working day following a holiday shall not receive regular compensation for the holiday.

#### **A. Compensation**

##### **1. Full-Time Status**

Regular full-time employees shall be credited with pay at straight time for the number of hours in their normal work shift not to exceed eight (8) hours for each of the holidays authorized by this policy.

##### **2. Part-time (20+) Status**

Part-time employees working twenty (20) hours or more on a regularly scheduled basis shall be paid for the number of hours they would have normally worked on said holiday if the holiday is observed on their scheduled day of work.

Eligible part-time employees who work on the day of the holiday shall receive, in addition to their regular pay for hours worked, holiday pay at the regular rate of pay for the actual number of hours worked. Part-



time employees shall not be paid holiday pay for holidays that fall on their regular days off.

3. Part-Time (<20) Status, Temporary and Students  
Employees classified as part-time (less than 20 hours per week), temporary or students shall not be paid for holidays that fall on their regular day off and shall not receive holiday pay if they work on a holiday, but shall only receive pay at the regular rate of pay for the actual hours worked on a holiday.

#### **B. Compensation for Work Performed on Holidays**

Employees whose regular work schedule includes work on a holiday shall receive pay at the regular rate for actual hours worked plus holiday pay at one time the regular rate of pay (i.e., an employee who works 8 hours on a holiday will be paid 8 hours of regular pay, plus 8 hours of holiday pay, for a total of 16 hours of pay). Employees working on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day shall be paid one and one-half (12) times the regular rate of pay for each hour worked in addition to the eight (8) hours of holiday pay at the regular rate. (i.e., an employee who works 8 hours on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day shall be paid 12 hours of regular pay plus 8 hours of holiday pay, for a total of 20 hours of pay). Whenever an observed holiday occurs on an employee's regularly scheduled day off, or during said employee's vacation, the employee at his/her option shall receive either pay or extended leave time.

Employees shall not be eligible for more than eight hours of holiday pay. All holidays, for which no compensable work is performed shall not be considered as hours worked for the purpose of computing overtime.

A holiday, for time worked, shall be defined as the twenty-four (24) hour period, commencing at 12:00 a.m. midnight and ending the following 12:00 a.m. midnight.

If an exempt (salaried) employee is required to work on a holiday, the employee shall, in addition to his/her regular salary for the day, be granted compensatory holiday time on an hour for hour basis for all hours worked up to eight (8) hours; this time must be used within the calendar year in which it was earned.

# **LEAVES OF ABSENCE**

## **SICK LEAVE**

### **I. PURPOSE**

The purpose of sick leave is to provide a benefit to those eligible County employees who are unable to attend work due to short-term illness or injury. It may also be used in conjunction with an approved long-term medical leave of absence to provide some measure of income protection for extended illness or disabilities.

#### **Definition**

Sick leave will be considered for a bona fide illness or injury for reasons other than illness or injury arising out of and in the course of County employment.

### **II. ACCRUAL**

1. Full-time employees will accrue sick pay benefits at a rate of 4.00 hours per payroll period (104 hours per year).
2. Part-time employees will accrue sick pay benefits at a rate of four hours for each eighty (80) hours worked, not including overtime hours.
3. Sick leave shall not be accrued by emergency or temporary employees

### **III. ACCUMULATION AND CONVERSION**

#### Non-Exempt Hourly Employees:

Nine hundred and sixty (960) hours of sick leave may be accumulated. If the maximum is reached, there will be no additional accrual of sick leave until the employee's balance drops below the maximum. Upon reaching eight hundred (800) hours of sick leave, an employee may convert up to one-hundred sixty (160) hours of sick leave (at a 2:1 ratio) into vacation hours and/or pay once per calendar year. For example, one-hundred sixty (160) hours of sick leave would convert into eighty (80) hours of vacation or pay.

#### Exempt Employees:

One thousand forty (1,040) hours of sick leave may be accumulated. If the maximum is reached, there will be no additional accrual of sick leave until the employee's balance drops below the maximum. Upon reaching eight hundred (800) hours of sick leave, an employee may convert up to two-hundred forty (240) hours of sick leave (at a 2:1 ratio) into vacation hours and/or pay once per calendar year. For example, two-hundred forty (240) hours of sick leave would convert to one-hundred twenty (120) hours of vacation or pay.

#### IV. GENERAL PROCEDURE

Sick leave will be considered for a nonwork-related bona-fide illness or injury. Employees will be entitled to utilize sick leave for treatment of drug or alcohol addiction, injury, pregnancy, or sickness which renders an employee incapable of performing his or her required job duties, for medical and dental care, or for exposure to contagious disease under circumstances in which the health of other employees or the public would be endangered by the employees attendance on duty.

Employees may utilize their sick time in order to keep medical or dental appointments.

Employees may utilize their sick time for the illness of his or her immediate family (Spouse, children, and mother/father) where the employee's attendance is required. Only twenty (20) hours per fiscal year of the employee's sick time may be used for parents or children living outside the home.

Sick leave may be used at .025 increments (15 minutes intervals).

In order to continue accruing vacation and sick leave hours, an employee must be in an active pay status unless on Family and Medical Leave (FMLA).

When unable to report to work, the employee must notify his/her immediate supervisor as early as possible, except in an obvious emergency. During absence due to illness, the employee must notify his/her supervisor daily of their progress and expected date of return unless on FMLA.

Sick pay will be paid only for approved absences and for time when the employee would normally be scheduled for work.

Employees not on FMLA using sick leave for **three (3)** consecutive workdays must submit a physician's certificate in order to receive sick pay, unless waived by the department head or elected official. The cost, if any, of the certificate shall be paid by the employee. For a lesser period of absence, the department head or elected official may, at his or her discretion, require evidence of illness from a physician.

Sick leave shall not be used as vacation leave. Once sick leave is exhausted, vacation pay will be used to continue compensation.

## **V. SEPARATION OF SERVICE**

For employees with less than ten (10) years of service upon retirement, resignation, dismissal (except for dismissal for disciplinary cause), or death, such employee or his/her beneficiaries shall be paid one-fourth ( $\frac{1}{4}$ ) of his/her accumulated sick leave.

For employees with ten (10) or more years of service, upon retirement, resignation, dismissal (except for dismissal for disciplinary cause), or death, such employee or his/her beneficiaries, shall be paid one half ( $\frac{1}{2}$ ) of his/her accumulated sick leave.

Effective June 1, 2020, except for separations due to death, sick leave payouts permitted under this "Separation of Service" section shall be deposited into the employee's designated Health Reimbursement Arrangement ("HRA") Account.

Under each case, such amounts shall be paid at the rate of payment based upon the employee's regular rate of pay at the time of separation.

An employee on a Non-FMLA approved absence without pay will not earn sick leave benefits until they return to a paid status.

An employee who separates employment for disciplinary cause is not entitled to a payout of sick leave upon separation.

## **VACATION LEAVE**

### **I. PURPOSE**

Vacation benefits are provided for the purpose of rest, relaxation, and a planned interruption from the workplace or to attend to personal affairs and should ordinarily be taken within 12 months of the date earned. Elected Officials, Department Heads, supervisors, and employees have the responsibility to plan vacation leave schedules which meet the operating requirements of their department and time off needs of the staff.

### **II. BENEFITS DETAILS Eligibility**

All introductory and tenured employees are eligible to accrue vacation hours each payroll period, as long as they remain in a paid status. Employees classified as temporary, emergency, or student/interns shall NOT be eligible for vacation accrual.

Employees in an “Introductory Status” shall earn vacation leave from their starting date of employment but may not take vacation leave until the completion of their introductory period at the discretion of the Elected Official / Department Head.

#### **Determination of Benefits**

Accrual will be based upon the following schedule with the exception of full time FLSA exempt employees who, effective September 30, 2018, will accrue vacation leave at 4.923 hours of leave (128 hours annually) for service years 1 – 9.

#### **Full-Time Employees**

Years of Service	Accrual Per Pay Period	Annual Accrual
1 – 5 years	3.385 hours	88 hours
6 – 9 years	4.923 hours	128 hours
10 years	5.230 hours	136 hours
11 years	5.538 hours	144 hours
12 years	5.846 hours	152 hours
13 years	6.153 hours	160 hours
14 years	6.461 hours	168 hours
15 – 19 years	6.769 hours	176 hours
20 – 24 years	7.231 hours	188 hours
25 – 29 years	7.538 hours	196 hours
30 or more years	7.846 hours	204 hours

### **Part-Time Employees**

Part-Time employees, in an active status, shall accrue Vacation Leave at the "Accrual Per Pay Period" level associated with their years of service for every 80 hours worked.

### **III. POLICY & PROCEDURE**

Vacations will be scheduled at the convenience of the department; however, each Elected/Appointed Official or Department Head will endeavor to schedule the work so as to allow employees to take vacation at their requested time.

Scheduling conflicts that occur due to more than one person requesting leave at the same time and which cause undue constraints upon the department will be resolved by seniority of the requesting employee. Vacation leave may not be taken unless previously approved by the department's Elected/Appointed Official or Department Head along with sufficient accrual accumulation.

Vacation may be taken at a minimum of ½ (one-half) hour increments and a maximum of the total vacation hours accumulated.

In order to encourage the use of vacation time, employees may only accrue a maximum of 360 hours of vacation leave. If the maximum is reached, there will be no additional accrual of vacation leave until the employee's balance drops below the maximum.

An employee is not permitted to work and receive vacation pay for the same time.

An employee on Non-FMLA leave of absence without pay will not earn vacation benefits until they return to a paid status.

Exempt employees (as defined in the Fair Labor Standards Act) upon reaching 120 hours of accrued vacation leave may convert up to eighty (80) hours of vacation leave into compensation at a 1:1 ratio once per calendar year. This provision does not apply to Chief Deputies.

Upon separation the employee or his/her beneficiary shall be paid all accumulated vacation computed on the basis of the employee's regular pay as of his/her last day of employment.

## **FUNERAL LEAVE**

Funeral leave of up to five (5) work days may be granted to employees for the death of immediate family members: spouse, child related by blood, marriage, or adoption, parent, or sibling.

Funeral leave of up to four (4) work days will be granted to employees for the attendance at the funeral of the following family member group: grandmother, grandfather, grandchildren, current father-in-law, current mother-in-law, current son-in-law, current daughter-in-law.

Funeral leave of one (1) work day will be granted to employees for the attendance at the funeral of the following family member group: aunts, uncles, nieces, nephews, and the following current in-laws: grandfather, grandmother, sister, and brother.

In addition, at the discretion of the department head, one (1) additional day of funeral leave may be granted for those relatives in the third group.

Further, in addition, the employer may grant one (1) additional day if travel of more than three hundred (300) miles to the funeral site is involved.

Leave must contain the day of the funeral or memorial service.

Approved Vacation Leave or Compensatory Time may be utilized for funerals and planning arrangements of those individuals not specified above.

Notification to the department head shall be given by the employee as soon as possible prior to leave.

## **MILITARY LEAVE**

Sarpy County complies with Federal and State Military Leave provisions. Please refer to Nebraska Revised Statute 55-160 for specifics.

## **FAMILY and MEDICAL LEAVE**

Please refer to the Personnel Policy Bulletin regarding FMLA.

## **COURT, JURY and ELECTION SERVICE**

Employees will be allowed time off for mandatory Jury and Election Board Duty, and to appear pursuant to lawfully issued subpoenas. If an employee is contacted to serve

on Jury or Election duty or appear pursuant to a subpoena, the employee is responsible for notifying his or her immediate supervisor of the time and duration of such duty.

Employees that have been released from duty while their normal work day has not been completed should return to work and notify their supervisor that they are available for work.

Employees will receive their normal wage compensation while on Jury duty, Election Board duty or while appearing pursuant to a subpoena, but will be asked to waive their Jury or Election Board Duty compensation by signing an Affidavit, if said service was within Sarpy County. If the Jury or Election Board duty, or appearance pursuant to a subpoena took place outside of Sarpy County, all compensation received for said service will be assigned to Sarpy County.

## **INSURANCE BENEFITS**

### **Health Insurance (if benefit eligible)**

The County shall maintain a Comprehensive Major Medical Plan which will include deductibles, co-pay amounts, co-insurance levels, in-network benefits and out-of-network benefits and other participant payment responsibilities customarily found in Comprehensive Major Medical Plans. No plan changes will be made until receiving recommendations from the Insurance Benefits Advisory Committee.

The County shall contribute ninety percent (90%) for individual coverage, eighty-three percent (83%) for employee plus coverage and eighty-three percent (83%) for family coverage.



**Dental Insurance (if benefit eligible)**

Sarpy County provides dental insurance coverage for all employees working a minimum of thirty (30) hours a week who elect to carry this coverage. You must apply for insurance through the Human Resources Department within thirty-one (31) days of your employment eligibility date or during open enrollment (which is held once annually).

Employees' responsibility will be \$0 for single and \$19 per family per month.

**Group Life Insurance (if benefit eligible)**

Sarpy County provides group life insurance coverage through its selected vendor.

<b><i>Unclassified Non-Exempt:</i></b>	<b><i>\$30,000</i></b>
<b><i>Unclassified Exempt:</i></b>	<b><i>\$45,000</i></b>

An accidental death provision is written into the policy which doubles the value of the policy should death occur due to an accident, either on or off the job. Sarpy County pays the entire premium.

**LONG TERM DISABILITY INSURANCE (if benefit eligible)**

Sarpy County provides employees with Long-Term Disability Insurance through its selected vendor. The explanation of this policy should be included with your Certificate of Coverage under the life insurance policy.

**General Information**

This coverage is provided free of charge to all employees working thirty (30) hours or more with one (1) year of continuous service. The purpose of such coverage is to provide income protection to employees in case they become totally and continuously disabled due to sickness or accidental bodily injury. Insurance will pay benefits on the 91st day of continuous disability at 66.67 percent of your regular salary.

The amount of benefits payable can be reduced by the amount payable by Social Security, Workman's Compensation, or other disability retirement or pension plans. If you have any questions regarding long-term disability coverage, contact the Human Resources Department.

**WORKER'S COMPENSATION**

**General Statement**

When an employee sustains an injury by accident or occupational disease, arising out of and in the course of his or her employment, such employee will be eligible for workers' compensation benefits if the employee was not willfully negligent at the time of receiving such injury. This policy will be governed by the provisions of the Nebraska Workers' Compensation statute, section 48-101 *et seq.*

**Procedure**

Any work related injury or illness must be reported on a Nebraska Workers' Compensation First Report of Alleged Occupational Injury or Illness Form. This form must be completed by the employee's supervisor or the employee as soon as possible following the incident. The form may be obtained on-line at the County's Website.. Unless otherwise authorized to submit, the completed form must be returned to the Human Resources Department Office for processing.

Should the claim be approved, the employee has two options from which to select:

1. Keep the Checks from the Workers' Compensation carrier (and arrange for paying voluntary deductions – health insurance, dental insurance, etc.) and elect to use accrued sick or vacation leave to supplement (under no circumstances will the amount received by the employee be greater than the employee's regular rate of pay) OR
2. Sign the checks over to Sarpy County and continue receiving a 'regular' check.

When the employee returns to work, his/her supervisor must contact the Human Resources Department.

**Insurance Premiums and Other Benefits**

1. Health insurance, dental insurance and other benefits will continue with the appropriate employer contribution provided the employee is in pay status.
2. In order to continue accruing sick leave and vacation, an employee must be in active status. An employee will receive holiday pay whether or not the employee is in pay status.

**Other Provisions**

This Policy shall be read in conjunction and coordinated with all applicable contract provisions, personnel rules and all state and federal laws including, but not limited to, the Nebraska Workers' Compensation Act, the Americans With Disabilities Act and the County Employees Retirement Act.

**LONGEVITY PAY**

To include all non-union, management and confidential employees including Appointed Department Heads hired before July 1, 2015. This policy does not apply to Chief Deputies. Employees hired after July 1, 2015 are not eligible to receive longevity pay. The amounts are as follows:

10 <sup>th</sup> year through 14 <sup>th</sup> year	\$885
15 <sup>th</sup> year through 19 <sup>th</sup> year	\$1,330
20 <sup>th</sup> year through 24 <sup>th</sup> year	\$1,785
25 <sup>th</sup> year through 29 <sup>th</sup> year	\$2,165
30 <sup>th</sup> year plus	\$2,400

## **EDUCATIONAL REIMBURSEMENT**

### **I. Purpose**

The purpose of this policy is to foster a learning environment and provide educational opportunities that are mutually beneficial to the employees and the County and will encourage eligible employees to participate in education programs which will further their skills and knowledge for use in their current position or for use in a possible future position of greater responsibility.

The Educational Reimbursement Program shall be a plan as provided for in Section 127 of the Internal Revenue Code of 1986, as amended (the "Code") and shall be construed consistently with the requirements of Section 127.

### **II. Objective**

The County will reimburse an eligible Employee as follows:

Up to 90% of the cost of tuition, required books, and class-associated fees for approved technical or undergraduate level courses up to a maximum of \$2,000 per fiscal year, or approved graduate level courses up to a maximum of \$2,500 per fiscal year.

Supplies and other fees and charges will not be reimbursed.

Only expenses actually incurred by the employee are eligible for reimbursement. Tuition costs that are covered by grants, scholarships, or other waivers (and therefore not the financial obligation of the employee) are not eligible for reimbursement.

There will be no loans or advances of money to Employees for purposes of taking courses. Reimbursement will be paid only after the course has been completed and the grades have been received.

### **III. Eligibility**

- A. The employee must be a Regular Full-time employee who has completed one (1) year of service as of the date the course begins. Introductory employees are not eligible.
- B. The individual must be actively working for the County as of the date the course is completed.
- C. The course schedule and study time must not be in conflict with the Employee work schedule.

- D. The Employee must take the course at one of the following types of accredited institutions:
- a. Technical Institutes (trade schools)
  - b. Colleges or Universities
  - c. On-line courses

The County reserves the right in the sole discretion of the Board of Commissioners to exclude any school or subject from eligibility under the Program. Any exclusion shall be effective as to courses beginning after the date the exclusion is imposed.

The Employee shall be entitled to reimbursement if he/she has complied with all provisions of this policy, subject to the limitations set forth above according to the following schedule:

- Employees shall be entitled to reimbursement if they have complied with all provisions of this Regulation and receive a letter grade of A, B, or C, (letter grade of A or B for graduate level courses) or a "Pass" grade for "Pass/Fail" courses.
- For employees taking graduate level courses, the course for which reimbursement is sought must be on leading to a graduate degree in a course of study in which the Employee is enrolled.

#### **IV. Procedures**

- A. Before enrollment in a course for which reimbursement will be sought, an eligible Employee must submit to his/her immediate Supervisor a completed Education Reimbursement Application, in duplicate, for such course. The form can be obtained on the Human Resources webpage. A copy of the course description, costs, and dates must be attached.
- B. Completed Education Reimbursement Application forms will be submitted to the Employee's Supervisor or Department Head for their review and recommendations, if they care to make a recommendation. The forms and any recommendations will then be submitted to the Human Resources Department.
- C. The Human Resources Department will review the Educational Reimbursement Application to determine if the applicant satisfies the criteria as an eligible Employee and to otherwise determine whether or not to approve the application. The Human Resources Department will approve or disapprove each application. If an application is disapproved, the Human Resources Department shall advise the applicant of the reasons in writing.
- D. When the Education Reimbursement Application satisfies the criteria for an eligible Employee and has been approved, the Human Resources Department will retain one approved copy, and the second approved copy will be returned to the Employee to hold until the course is completed.

- E. To receive tuition reimbursement, the eligible Employee must submit to the Human Resources Department the original official grade report for the course, or a copy certified by the registrar or other appropriate official of the educational institution, and an original receipt of payment of tuition for the course, or a copy certified by the registrar or other appropriate official of the educational institution, attached to a copy of the approved application for reimbursement. Original receipts for course-related books are also to be attached to the approved application for reimbursement.
- F. Employees who voluntarily separate service from the County or are terminated for just cause, within 12 months after receiving reimbursement under the Education Reimbursement Program, shall repay the County for all such education reimbursements received in the prior 12 months. By accepting the reimbursement under the Education Reimbursement Program, the Employee authorizes the County to deduct tuition reimbursements, which must be repaid from his or her final paycheck. If the repayments are not fully paid by payroll deduction, the Employee shall immediately pay the County the repayment due and such amount shall bear interest from the date of the Employees' termination of employment until paid at the rate of 10% per annum.

### **Federal Income Withholding**

Amounts paid for tuition reimbursement from a plan meeting the requirements of Section 127 of the Code are not included in an Employee's income or subject to income tax withholding up to a maximum of \$5,250 annually. If subsequent tax law changes fail to continue the tax-free treatment of an Education Assistance Plan, or in any way modify its treatment, appropriate adjustments in Federal Income Tax withholding will be made from the effective date of the change.

### **Mandatory Courses**

This Education Reimbursement Program should not be confused with courses undertaken to meet the express requirement of the County. Mandatory courses, which may be required for a current position, are not subject to this Policy.

## **EMPLOYEE ASSISTANCE PROGRAM**

Sarpy County recognizes that there is a need for an Employee Assistance Program to aid in counseling employees and their families who have personal problems which affect their job performance. EAP offers counseling in such areas as alcohol and drug abuse, family, marital, emotional, and legal concerns.

This policy is intended to establish guidelines for participation in this program and is fully supported by the County Board. It shall be the policy of Sarpy County to encourage employees to seek assistance for their personal problems which may affect job performance. Job security or promotional opportunities will not be jeopardized by requesting or receiving assistance for personal problems. These EAP resources are intended to help retain and rehabilitate valuable County employees.

1. EAP will provide professional EAP counseling services for County employees and their family members. EAP services include initial assessment, counseling, referral to an appropriate resource for continued care (if needed), consultation, and follow-up, as needed.
2. Referrals to EAP resources may be as a) self-referral by the employee; b) a supervisory referral by the supervisor because of unsatisfactory job performance; or c) a self-referral by an immediate family member of the employee.
3. All information given to EAP will be kept confidential within statutory guidelines. Information from EAP may only be obtained by the County with written permission from the employee. Supervisory referrals will be updated on progress of employees referred by them.

Supervisory referrals - Supervisory personnel throughout the County shall be responsible to promote the availability of the EAP resources to employees. It is recognized that supervisors do not have the professional qualifications to assess specific personal problems. Necessary supervisory referrals will be based on documented unsatisfactory work performance.

1. When a notice of disciplinary action or unsatisfactory performance is completed, the supervisor may inform the employee of the availability of EAP. Depending on the severity of the job performance problem, the supervisor, Elected Official or Department Head may require the employee to contact EAP.
2. A referral to EAP will occur simultaneously with standard disciplinary action for unsatisfactory job performance or personal problems affecting the employee's work performance.
3. The County will require the employee to sign a release form allowing EAP to report back to the County supervisor: a) the dates of appointments with EAP; and b) the verification that the employee is following through with the recommended course of action.
4. Initial assessment/counseling time with EAP will be considered "County time" for supervisory referrals only. Leave time for follow-up sessions with EAP and/or referral agencies will be handled in accordance with standard leave policies.

Employee responsibility - The employee has the responsibility to follow through with the supervisor's referral to contact EAP to cooperate with the recommended course of action. Employees who refuse assistance or who do not respond to or fail to successfully complete the recommended course of action will be handled in accordance with standard disciplinary procedures for unsatisfactory job performance.

## **TRAVEL POLICY**

### **Transportation, Board and Lodging Reimbursement**

The following expenditures will be allowed for County employees:

1. Motel/Hotel - actual cost, single rate; a receipt is required to receive reimbursement; it is recommended that the most economical accommodations be arranged.
2. Meals - actual cost; receipts are required to receive reimbursement; the maximum daily allowance for meals shall be **\$30.00\***. The **\$30.00** per day reimbursement includes gratuities; prior authorization to exceed the maximum daily allowance may be given under extenuating circumstances. \* Per GSA per diem rates.
3. Travel Allowance - personal transportation by car - mileage reimbursement shall be in accordance with the Internal Revenue Service authorization. Actual cost of round trip by air including transportation from an airport by limousine, if possible, or taxi. Airfare or mileage will be paid, whichever is cheaper. If two or more are attending the same function, mileage will be considered for one vehicle only. Actual cost for parking fees; receipts are required.
4. Out-of-State Travel - all out-of-state meetings, outside the metropolitan area, shall require prior approval of the Elected Official or department head. These requests shall be made in writing and contain pertinent information such as the reason for the request and the estimated costs of attending the meeting.
5. Local Meals - meals consumed within the County during conferences, seminars and business related meetings must be preauthorized by the Elected Official or department head. Receipts are required to receive reimbursement.
6. Credit Card - The Elected Official or department head, at their discretion, may allow employees to utilize county credit cards for expenditures. Employees shall notify the elected official or department head of all charges and shall submit receipts for all charges made. Employees utilizing the county credit card shall adhere to all of the guidelines outlined above. Under no circumstances are employees allowed to utilize the county credit card for personal purchases.

## **RETIREMENT**

Employees are eligible for retirement on or after their 55th birthday. Sarpy County employees are covered by the Nebraska Public Employees Retirement Systems (NPERS).

Employees are totally vested after three (3) years in the Retirement Plan. However, if the employee is over 55 years of age, the employee is automatically eligible for all contributions.

Retirement benefits are payable in addition to any Social Security benefits you may receive.

Specific questions regarding the options available and estimates of the amount of your pension based on those options may be obtained by contacting the Retirement Office in Lincoln. Contact information is available on the Human Resources webpage.



## **SECTION 5 - EMPLOYEE CONDUCT and GENERAL POLICIES**

### **CODE OF ETHICS FOR EMPLOYEES**

1. Employees shall not hold financial interests that conflict with the performance of their official duties.
2. Employees shall not engage in financial transactions using non-public governmental information or allow the improper use of such information to further any private interest.
3. An employee shall not, except as may be otherwise provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency or department, or whose interests may be substantially affected by the performance or non-performance of the employee's duties.
4. Employees shall not use public office for private gain.
5. Employees shall act impartially and not give preferential treatment to any organization or individual.
6. Employees shall protect and preserve county property and shall not use it for other than authorized activities.
7. Employees are expected to disclose waste, fraud and corruption to appropriate authorities.
8. Employees shall adhere to all laws and regulations that mandate equal opportunity and treatment regardless of race, color, religion, sex, national origin, age, disability or marital status.

### **DRUG FREE WORKPLACE**

Sarpy County is subject to the Drug-Free Workplace Act of 1989, Public Law 100-690.

Sarpy County is committed to the policy of maintaining a drug-free workplace. Thus, the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or alcohol by any employee in the workplace is prohibited. (A "controlled substance" within the meaning of this statement means any controlled substance in schedules I through V of Section 202 of the Controlled Substance Act [21 U.S.C. 812] and as further defined in federal regulations found at {21 CFR 1308.11 thru 1308.15}). Any violation of this prohibition will result in discipline up to and including discharge.

It is not Sarpy County's intent to intrude into the private lives of employees.

However, the effect of drug and alcohol abuse on safety, work quality, increased medical expenses and lost productivity requires a drug free workplace policy.

1. Employees who use, attempt to possess or use, manufacture or participate in the transfer, sale, offering or possession of unauthorized alcohol, illegal drugs, prescription drugs, or other \*controlled substances while on the job or on county premises (including county parking lots), will be subject to severe disciplinary action which may include discharge.
2. When there is reasonable cause to suspect possession, influence, or use of alcohol or drugs on the job, employees may be required to submit to an alcohol or drug test. Refusal to submit to a search or test will be considered to be insubordination subject to discipline up to and including termination.
3. Employees who report for work or are at work under the influence of alcohol, illegal drugs or any controlled substance, will be subject to severe disciplinary action up to and including termination.
4. An employee who, under a physician's care, is taking medication, which may affect the employee's ability to work safely, is responsible for informing the supervisor of their condition before beginning work.
5. Employees who are off-duty and have been drinking or are under the influence of drugs, are obligated to refuse any emergency calls.
6. All persons being considered for employment with Sarpy County shall submit to drug testing prior to gaining employment with the County.

Sarpy County will assist an employee in obtaining rehabilitation and assistance when he/she informs the Elected Official/Dept. Head of any drug related problem or disabilities prior to (a) notification of any investigation concerning their conduct; (b) arrest; or (c) discipline for engaging in the conduct described above.

As required by federal law, it is a condition of continued employment that:

1. Any employee who is convicted of any criminal drug statute violation for conduct in the workplace is required to notify the County Attorney of this fact no later than five (5) calendar days after such conviction. (A "conviction" means a finding of guilt - including a plea of "no contest" of the imposition of a sentence, or both, by any judicial body charged with the responsibility of determining violations of federal or state criminal drug statutes.
2. Each employee abides by the terms of this statement.

Federal law requires that Sarpy County notify the federal government of any convictions in violation of our policy.

Federal law further requires Sarpy County to impose sanctions, which may include discharge for any violation of the provisions of this notice or policy.

## **WORKPLACE VIOLENCE POLICY**

Sarpy County has a policy of zero tolerance for violence in the workplace. Sarpy County strictly prohibits employees and non-employees from threatening any employee with violence. Employees who engage in any type of violence in the workplace or threaten violence in the workplace may be subject to disciplinary action. All employees will be expected to comply with the Workplace Violence Policy and take appropriate measures to ensure that prohibited conduct does not occur. It is the policy of Sarpy County to strictly prohibit any conduct which constitutes harassment and/or creates a hostile work environment.

### **Violence In The Workplace**

“Violence” includes physically harming or assaulting another, shoving, pushing, brandishing weapons, and threatening or talking of engaging in those activities. No talk of violence or joking about violence will be tolerated.

In addition, Sarpy County strictly prohibits employees and non-employees from entering County property carrying weapons that can be used to commit bodily harm. “Weapons” include explosives, guns, knives with blades over three inches long, or objects that could be used as a club. Exceptions are any persons authorized under Nebraska law to possess offensive weapons, such as peace officer, members of the armed forces, those in services of the United States and correction officers.

### **Complaint Procedure**

Employees should report any incident that may involve a violation of the Workplace Violence Policy, including an incident involving conduct by another employee, acquaintance, family member, customer or intruder. Any employee who believes he or she has witnessed conduct that violates the Workplace Violence Policy should immediately report the alleged conduct to any of the following:

1. Employee’s immediate supervisor;
2. Department Head/Elected Official; or
3. Personnel Coordinators.

When one of the individuals named above is notified or becomes aware of possible workplace violence, he/she must notify the employee’s Department Head/Elected Official and Personnel Coordinators in order to facilitate the investigation of the complaint. **All reported incidents and investigations will be kept confidential.**

### **Disciplinary Procedure**

The Department Head/Elected Official has discretion as to whether a particular incident warrants formal discipline. If the Department Head/Elected Official determines that disciplinary action is warranted, the Corrective Action Policy contained in this Policies and Procedures manual shall be followed. Any disciplinary action taken will be documented in the employee’s file.

## **DISCRIMINATORY & HARASSMENT POLICY**

Please refer to the County Policy available on the Human Resources Webpage.

## **NO SMOKING POLICY**

Please refer to the Personnel Policy Bulletin regarding Tobacco-Free Environment.

## **CONDUCTING PERSONAL BUSINESS ON COUNTY TIME**

### **Selling Merchandise**

Sarpy County prohibits employees from soliciting subscriptions, selling books, Avon, Girl Scout cookies, merchandise, or other things; or collecting or receiving money or other items of value for any purpose during normal working hours. Information such as gift catalogs and order forms shall be kept in the employee break room and away from the employees' workstations. Employees may utilize their lunch, break periods or time before or after work hours to review catalogs, place orders and/or to conduct personal business.

### **Conducting Personal Business During Working Hours**

Employees are prohibited from conducting personal business during hours in which they are scheduled to work. Employees may utilize paid leave, lunch or break periods or time before or after work hours to conduct personal business such as payment of taxes, vehicle registration, marriage licenses, etc.

## **SECONDARY EMPLOYMENT**

Employees may be entitled to engage in outside employment, with the prior approval of the Department Head, provided that the duties of the outside employment do not constitute a conflict of interest nor conflict with an employee's job performance with the County. Prior to engaging in outside employment, employees must submit a request in writing to the department head outlining the place of employment, the duties required, and the hours of work.

## **EMPLOYEE SAFETY**

Sarpy County employees are the most important resource of County government. Without these employees, the citizens of Sarpy County would not receive the quality of County services that they deserve.

Safety goes hand in hand with providing quality services. Employees must have a safe place in which to work and safe equipment to operate. Each individual employee is the most important factor in job safety. Each employee must therefore act safely to protect the employee's life as well as co-worker's lives.

The prevention of accidents and injuries to employees as well as the general public shall be part of every work activity. All levels of management will be held accountable to maintain a safe and healthy environment for all employees and to ensure that employees will adhere to all safety precautions and practices.

Each employee shall follow all rules and regulations of the **Sarpy County Safety Manual**. Please refer to this manual (available on-line) for complete details.

## **ATTENDANCE POLICY**

Employees of Sarpy County are public servants and as such are expected to perform their job as effectively and efficiently as possible. Part of such performance is attendance. Prompt and regular attendance is essential to the operation of the County Offices.

Sarpy County is aware that it may be necessary for employees to be absent from work. Sarpy County is aware that emergencies, illnesses or pressing personal business, that cannot be scheduled outside work hours may arise. Paid Leave is provided for this purpose.

Employees who are unable to work, or who will be arriving late to work shall contact their supervisor immediately and no later than the starting time of the employee's work day. Employees arriving late to work shall notify their supervisor of their expected time of arrival. Notifying a fellow employee is not sufficient. Employees unable to call in because of an illness, an emergency or for some other reason, shall have someone call on their behalf. If the department supervisor is not available when attempting to call, the information may be left with another supervisor.

### **Excessive Absenteeism or Lateness**

***In general, three (3) absences in a ninety (90) day period or a consistent pattern of absence will be considered excessive and the reasons for the absences may come under question.*** Tardiness or leaving early is as detrimental to the operation of County Offices as an absence. ***Three (3) such incidents in a ninety (90) day period will be considered a "tardiness pattern" and will carry the same weight as an absence.*** Other factors, like the degree of lateness, may be considered.

***Be aware that*** excessive absenteeism, lateness, or leaving early may lead to disciplinary action, including possible termination. ***An absence from work for three (3) consecutive days without notifying a supervisor will be considered a voluntary resignation.***

Supervisors will make note of any absence or lateness and the reason for such absence or lateness in the employee's personnel file. Attendance records will be considered when evaluating requests for promotions, transfers, leaves of absences and approved time off, etc.

## **DRESS CODE**

An employee's personal appearance is important for maintaining the dignity of Sarpy County. All employees are required to be clean and presentable when reporting for work. Employees are required to follow the dress code policy established for their department as determined by the Elected Official and/or Department Head.

## **ELECTRONIC COMMUNICATIONS ~ Internet/Intranet/Email/County Systems**

### **Purpose**

In order to remain competitive and to better serve the taxpayers, Sarpy County continues to adopt and make use of communication and information exchange. Many County employees have access to one or more forms of electronic media and services including computers, e-mail, telephones, voice mail, fax machines, on-line services, and the Internet.

Individuals are responsible for any and all activity initiated by their E-mail ID, user account or personal workstation.

As a reminder, electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene or pornographic;
4. Defamatory or threatening; or
5. For any purpose that is illegal or contrary to County policy or interests.

Employees should not assume electronic communications are private. E-mail messages and files, like other types of correspondence and EMPLOYER documents, can be accessed and read by authorized individuals. The County reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other County policies..

### **Security / Appropriate Use**

Employees must respect the confidentiality of other individual's electronic communications. Employees are prohibited from engaging in or attempting to engage in:

- Monitoring or intercepting the files or electronic communications of other employees or third parties;
- Hacking or obtaining access to systems or accounts they are not authorized to use;
- Using other *individual's* log-ins or passwords; and
- Breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications can be sent that attempts to hide the identity of the sender or represent the sender as someone else.

### **Policy Violations**

Employees who abuse the privilege of county facilitated access to electronic media or services are subject to disciplinary action up to and including termination.

Employees who utilize the e-mail system for defamatory, illegal or fraudulent purposes and employees who break into unauthorized areas of the County's computer system are also subject to civil liability and criminal prosecution.

Please refer to the "Sarpy County Information Technology Security Policy" for further information, provisions, restrictions, etc. This policy is available on the Human Resources webpage, under '*Other Employment Policies*'.

### **CLOSURE OF COUNTY OFFICES - Adverse Weather**

Please refer to the Personnel Policy Bulletin available on the Human Resources webpage for further details.

### **NEPOTISM**

It is the policy of the Board of Commissioners to discouragethe employment of relatives of other employees, department heads and elected officials within the same County office. The Nebraska State Statutes make it unlawful for any elected or appointed official to appoint any relative related within the third degree as a deputy, clerk or helper in said office unless the appointment receives prior approval from the Board of Commissioners. This however, shall not apply in cases where such person appointed receives compensation at the rate of six hundred (\$600) dollars per year or less.

If a violation of this policy results when present employees marry within the same department, every effort will be made to transfer one of the employees to another position for which he/she is qualified. For purposes of this policy, the term relative includes the specific relationships: father, mother, husband, wife, brother, sister, son, daughter, uncle, aunt, nephew, niece, in-laws, and step relations.

\*The Election Commissioner may have employees that are related and working together at polling places and in the Commissioner's office during an election. This exception is extended for an election period only.

## **ILLNESS LEAVE DONATION POLICY**

### **Purpose**

Sarpy County recognizes that there are instances in which an employee may suffer from a serious illness or non-work-related injury requiring extensive medical treatment, rehabilitation, and ultimately the exhaustion of the employee's County-provided paid leaves. The County also recognizes that when these instances occur, co-workers of the employee experiencing a serious illness or non-work-related injury desire to assist the employee until the employee recovers from the illness and can return to work. This policy is intended to establish guidelines for employees of Sarpy County to donate accrued vacation and sick time to another employee suffering from a serious disease or non-work-related injury to be used as paid sick leave by the employee with the illness or injury.

### **Policy**

It shall be the policy of Sarpy County to allow employees the opportunity to donate accrued vacation leave and sick leave to the benefit of another County employee suffering from a serious illness or non-work-related injury.

### **Employees Covered**

All employees (receiving full benefits) who earn leave and have been employed a minimum of twelve consecutive months shall be eligible to participate in the Illness Leave Donation Program.

### **Recipient Employee Eligibility**

To be eligible to receive leave donated pursuant to this policy, an employee must meet the following conditions:

1. The employee must be suffering from a serious illness or non-work related injury which has resulted in the exhaustion of all the employee's paid leave and which extends for at least one week after the exhaustion of such leave.
2. Illnesses, which qualify as serious health conditions pursuant to the Family Medical Leave Act, would be considered as eligible for illness leave donation. The illness must be that of the EMPLOYEE personally, not an illness of the employee's child, spouse, or other family member, to be eligible for leave donation.
3. The employee must produce competent medical verification of the illness or non-work related injury satisfactory to the Elected Official/Department Head.
4. The employee must have a minimum of one year of continuous service with the County.
5. The employee must have exhausted all paid leave, including but not limited to sick leave, vacation, paid comp. time and holidays.
6. The employee must not have offered anything of value to another employee in exchange for the leave donation.
7. No more than 1,040 hours (6 months time) may be received by employee.
8. The employee must complete the applicable portion of the Illness Donation Request Form and submit the same to the employee's Official or Department Head and the Personnel Department who will certify that the employee is eligible to participate in the leave donation program.



### **Donor Employee Eligibility**

1. The employee must have remaining to his/her credit at least 40 hours of accrued vacation/sick leave.
2. The employee must donate only in eight-hour increments (i.e. 8, 24, 40, etc.).
3. The employee must not have solicited nor accepted anything of value in exchange for the donation.
4. The employee must complete and have approved the applicable portion of the Illness Leave Donation Form.

### **How to Apply for or Donate Leave**

1. An employee who qualifies for "illness leave" shall complete the applicable portion of the Illness Donation Request Form and submit it to the Official/Dept. Head who shall, in conjunction with the Personnel Department, review it for approval or denial.
2. Upon approval, donor employees shall complete the applicable portion of the Illness Donation Form indicating a willingness to donate vacation or sick time and the amount of said time to be donated. No more than a total of 1,040 hours (six months combined) may be donated. The completed form is then forwarded to the Official/Dept. Head.
3. Employees donating their time are doing so strictly on a voluntary basis and will have their vacation or sick leave balances irrevocably debited for the amount of time transferred to the recipient employee. The transferred time will be placed in the recipient employee's sick leave account.
4. The Payroll Department will monitor hours donated. The time donated will be on an "eight hour" basis to the recipient employee (i.e. 8, 24, 40, etc.).
5. Vacation and Sick hours transferred are done so in eight-hour increments. Any time donated which is not used by the recipient remains with the recipient.
6. Subsequent to the receipt of the leave donation forms and the determination of the total hours donated, the Personnel Department shall credit the recipient employee's sick leave balance on a bi-weekly payroll basis. An employee who is receiving "illness leave" donated by other employees shall be allowed to accrue vacation and sick leave while in that status; however, all accrued leave shall first be used prior to the use of donated leave time.

## **USE OF PERSONAL/COUNTY VEHICLES**

The following rules and regulations govern the general operation of all County vehicles and personal vehicles utilized to transport individuals receiving county services. Each department has specific guidelines for the use of vehicles. Employees shall comply with both the general rules and the departmental rules when operating any County owned vehicles or when being compensated by the county to transport the public.

1. An employee must have the appropriate insurance and valid driver's license for the vehicle or equipment to be operated and must be in compliance with any restrictions listed on the license in order to operate any personal or County vehicle or equipment.
2. An employee who drives a County vehicle or who is required to operate a personal vehicle, even on an occasional basis, **MUST** adhere to the established requirements regarding an individual's driver license as outlined in the Safety Manual.
3. County vehicles may not be operated at work or taken home by an employee without prior authorization of the Elected Official/Dept. Head.
4. County vehicles shall be used for County business only and not for any personal use or gain.
5. A County vehicle shall not be operated by anyone other than the employee it is assigned to. Personal vehicles utilized to transport the public shall not be operated by anyone other than the county employee during the time of transport.
6. During the time the vehicle is under the employee's control, it shall be the responsibility of the employee to operate the vehicle safely, comply with all traffic and parking rules and regulations and to secure the vehicle when leaving it unattended.
7. An employee must call for a local law enforcement agency to come to the scene for any work related vehicular accident immediately, even if there is no apparent damage. Every accident shall also be immediately reported to the employee's supervisor.
8. An employee may be held personally responsible for damage to a County vehicle if an investigation discloses negligence, carelessness, or misuse.
9. Employees shall not transport non-work related passengers in County vehicles at any time without prior approval from their supervisor.
10. Employees shall not attempt to make any mechanical repairs to the county vehicle unless properly authorized by the employee's supervisor or unless assigned to such duties.
11. Employees shall immediately report to their supervisor any hazardous or unsafe condition of the county or personal vehicle, which may result in injury to themselves or others.
12. Employees shall keep all County vehicles free of objects that might lodge under the brake pedal or interfere with safe operation of the vehicle.

13. It is the responsibility of the employee operating a County vehicle or equipment to ensure that all supplies, equipment, machines and vehicles being hauled or transported are properly secured to the transporting vehicle or trailer.
14. Any personal or County vehicle or equipment that has been tagged unsafe to use shall not be used by any employee until such tag has been removed by authorized personnel.

### **CELLULAR PHONE USE**

Cellular phones have become a common convenience to many employees. However, such convenience should not interrupt your work for the County, therefore, except in emergency situations, employees are not to make or receive calls on their cell phones during working time. You, of course, may use your cell phones during breaks and lunch periods.

In addition, use of a cell phone while driving is dangerous and specifically prohibited while on working time. You are also prohibited from using a cell phone at any time while driving a county vehicle. If you must make an emergency call while driving, you should pull to the side of the road and stop before making the call.

Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

### **POLITICAL ACTIVITY**

Sarpy County has established the following policies regarding the political activities of an employee of the County. The following outline pertains to all County employees with the exception of the Chief Deputy position.

- County employees may be a candidate for public office in a partisan and nonpartisan election.
- County employees may campaign for and hold elective office in political clubs and organizations
- County employees may actively campaign for candidates for public office in partisan and nonpartisan elections (at times OTHER than normal work hours).
- County employees may contribute money to political organizations or attend political fund raising functions
- County employees may participate in any activity not specifically prohibited by law or regulations
- County employees may NOT use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office

- County employees may NOT directly or indirectly coerce contributions from subordinates in support of a political party or candidate

Employees that participate in political activities as allowed by law may do so only at times OTHER than their normal work hours.

## **PURCHASE OF COUNTY SURPLUS PROPERTY**

Sarpy County discourages county employees or Elected Officials from purchasing surplus county property. It is considered inappropriate due to the fact that county employees may be able to ensure property is repaired prior to an auction sale, as well as have additional knowledge of the property that is not available to the general public. In addition, any trade will not be negotiated for the property until it becomes the property of the buyer of the trade-in.

Employees are discouraged from bidding, directly or indirectly, at any auction sale conducted for or by Sarpy County of surplus property for the purpose of purchasing such property.

## **WHISTLE BLOWER POLICY**

### **Purpose**

To prohibit supervisory personnel from taking adverse action against an employee as a result of the employee's good faith disclosure of alleged wrongful conduct. An employee who discloses and subsequently suffers adverse personnel action as a result is subject to the protection of this policy.

### **Alleged Wrongful Conduct**

No adverse personnel action may be taken against a Sarpy County employee in knowing retaliation for any lawful disclosure of information on a matter which the employee in good faith believes evidences: (1) a violation of any law, (2) a misappropriation of Sarpy County resources, (3) an abuse of authority, or (4) a violation of the Sarpy County Policies and Procedures Manual; collectively referred to as "alleged wrongful conduct". Adverse personnel action is an employment-related act or decision by an Elected Official, Department Head or supervisor which negatively affects an employee.

### **Making a Disclosure**

An employee who becomes aware of alleged wrongful conduct is encouraged to make a disclosure to the Elected Official, Department Head or the Personnel Coordinators as soon as possible. An employee must make the disclosure no later than 365 days after becoming aware of the alleged wrongful conduct. In order to allow the Elected Official, Department Head or the Personnel Coordinators an opportunity to review alleged wrongful conduct and to take the necessary corrective action, employees are encouraged to report the alleged wrongful conduct in writing. A form for reporting alleged wrongful conduct is available in the Personnel Department.

### **False Allegations of Wrongful Conduct**

An employee who knowingly makes false allegations of alleged wrongful conduct to an Elected Official, Department Head or the Personnel Coordinators will be subject to discipline in accordance with Sarpy County Disciplinary Procedure.

### **Legitimate Employment Action**

This policy may not be used as a defense by an employee against whom an adverse personnel action has been taken for legitimate reasons or cause under Sarpy County Policies and Procedures. It will not be a violation of this policy to take adverse personnel action against an employee whose conduct or performance warrants that action separate and apart from that employee making a disclosure of alleged wrongful conduct.

## **PERSONNEL AND PUBLIC RECORDS**

All official employee personnel records will be maintained by the Personnel Department. These are the permanent employment records for the County; thus, Elected Officials and Department Heads should submit all required employee personnel records to Personnel for maintenance in the official personnel files. Elected Officials/Department Heads may maintain administrative personnel files in their own offices, however all original official records shall be submitted to, and maintained by, Personnel.

Personnel records are the property of the County and no information will be removed from an employee's personnel file by any person including the person about which the record is concerned. Employees requesting to review their personnel file shall make an appointment with Personnel. Employees are allowed to make copies of the information contained in their personnel file at their own expense.

All records or reports pertaining to both employees and applicants for employment, other than those records or reports made up of public information, shall be considered confidential and not readily available to the general public. Any of these reports or records may be made available to a court of competent jurisdiction only. An employee must provide written permission for any other person or persons to gain access to his/her confidential personnel records.

In the event it is requested by an external source to verify employment status of a county employee, Personnel shall provide information regarding the dates of employment, position title and employment classification only, unless previously authorized in writing by the employee.

A copy of any report or record that reflects unfavorably on an employee that is to be submitted to the employee's personnel file shall be reviewed with the employee in person. The record or report shall be signed by the employee prior to it being submitted to his/her personnel file. In the event the employee will not sign the report, the supervisor shall so note on the report and shall then submit it to the employee's personnel file.

Keeping personnel files up-to-date are important with regard to pay, deductions, benefits and other matters. Employees who have a change in any of the following items shall complete a *Personnel Action Form* as soon as possible in regard to any of the following:

- Legal name
- Home address
- Home telephone number
- Person to call in case of emergency
- Number of dependents
- Marital status
- Change of beneficiary
- Driving record or status of driver's license if operating any county vehicle
- Military or draft status
- Exemptions on W-4 tax form

Any records generated as a result of post-employment medical testing or other medical records such as return to work slips received from attending physician, worker's compensation reports, shall be kept in a confidential file separate from all personnel records.

## **NURSING MOTHER**

Please refer to the Policy Update available on the Human Resources webpage for further details.

## **EMPLOYEE RECOGNITION**

### **PUBLIC SERVICE RECOGNITION WEEK**

A dependable and productive workforce is crucial to any organization, public or private. The Sarpy County Board of Commissioners is extremely proud of the dedication shown by its employees and wishes to recognize those employees who have dedicated many years of service and exemplary work performance. PUBLIC SERVICE RECOGNITION WEEK's purpose is to enhance good employee relations, develop programs that raise morale for all employees in the county, and improve county government relations with its citizens. Since 1985, this week has been celebrated across the nation **beginning the first Monday through Sunday in May**, and is to recognize men and women who serve America as federal, state, and local government employees.

### **YEARS OF SERVICE POLICY**

The purpose of this policy is to establish a program which provides for a systematic and meaningful manner in which the County may recognize employees who have rendered long and/or valuable service to Sarpy County either through "Years of Service" or upon retirement. Special recognition may also be given for unique situations such as fiscal responsibility, workplace

safety, exemplary customer service, county-related community service or emergency volunteer work. Special recognition must be pre-approved by Personnel and/or the County Administrator.

Please refer to the Personnel Policy Bulletin available on the Human Resources webpage for further details.

### **RETIREMENT/SEPARATION OF SERVICE PROCEDURE**

Please refer to the Personnel Policy Bulletin available on the Human Resources webpage for further details.

## **SECTION 6 - DISCIPLINE**

### **DISCIPLINARY PROCEDURE**

The Department Head/Elected Official has discretion as to whether a particular incident warrants formal discipline. If the Department Head/Elected Official determines that disciplinary action is warranted, the Corrective Action Policy as stated below shall be followed. Any disciplinary action taken will be documented in the employee's file.

Elected Officials/Department Heads are not required to go through each of these steps. The Corrective Action Policy is to be used as a reference to provide fair and consistent handling of disciplinary action. Discipline should begin at the step commensurate with the seriousness of the offense committed, allowing consideration for extenuating circumstances which may be involved.

### **CORRECTIVE ACTION POLICY**

#### **Types of Discipline**

**Verbal** - A verbal counseling session shall be administered by the employee's supervisor. Verbal counseling shall be documented in writing and shall indicate those present for the counseling, the purpose of the counseling, the date the counseling took place, the corrective action recommended and further disciplinary action, which may be taken if the violation reoccurs. The verbal counseling report shall be placed in the employee's disciplinary file and a copy shall be given to the employee.

**Written Reprimand** - A written reprimand is a documented written correspondence issued by the Elected Official/Department Head or his/her designated representative. The reprimand will state the action that caused the reprimand to be issued, what corrective action must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken if the violation does reoccur. The employee will receive a copy of the written reprimand. A copy of the written reprimand, signed by the employee, will be submitted to the employee's disciplinary file. A written reprimand is not grievable.

**Suspension with Pay** - The Elected Official/Department Head or his/her designated representative may suspend an employee with pay for a period of time pending the outcome of an investigation into a complaint. The Elected Official/Department Head or designated representative shall notify the employee in writing of the reasons for the action and the number of days of suspension, corrective action which must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken should the violation reoccur. An employee who is suspended has the option to file a grievance, following the procedure outlined in the section titled "Grievance Procedure". A copy of the suspension shall be placed in the employee's disciplinary file.



**Suspension without Pay** - The Elected Official/Department Head or designated representative may suspend an employee without pay. The Elected Official/Department Head or representative shall notify the employee in writing of the reasons for the action, the number of days of suspension, corrective action which must be taken by the employee to ensure the violation does not reoccur and further disciplinary action which may be taken should the violation reoccur. An employee who is suspended has the option to file a grievance, following the procedure outlined in the section titled "Grievance Procedure". A copy of the suspension shall be placed in the employee's disciplinary file.

**Demotion** - The Elected Official/Department Head or designated representative may demote an employee in grade/position. The employee shall be notified verbally and in writing. The notification shall indicate the reason for the action, the effective date of the action, and further disciplinary action which may be taken should the violation reoccur. An employee who is demoted has the option to file a grievance, following the procedure outlined in the section titled "Grievance Procedure". The demotion shall be placed in the employee's disciplinary file and a copy given to the employee.

**Dismissal** - The Elected Official/Department Head or designated representative may dismiss an employee under his/her jurisdiction by delivering a written statement to the employee concerned. The notification shall indicate the reason for the action and the date the dismissal is effective. If the Official/Dept. Head or representative wishes to make the action immediate, the employee may be placed on leave with pay pending the delivery to the employee of the written communication addressing the dismissal. An employee who is dismissed has the option to file a grievance, following the procedure outlined in the section titled "Grievance Procedure". The copy of the termination letter shall be placed in the employee's disciplinary file.

### **Grievance Procedure**

The grievance procedure is designed to maintain friendly working relations between the County and its employees. Furthermore, the procedure is to provide a just and equitable method for the resolution of grievances without discrimination, coercion, or reprisal against any employee who may submit or be involved in a grievance. The grievance procedure shall not be used to change, but to clarify expressed provisions of any county and/or department policy and procedure.

A grievance is defined as a complaint of an employee (**excluding** introductory employees) who feels that he/she has not been treated fairly under the Sarpy County Policies and Procedures Manual. Should an employee have a grievance, it shall be handled in the following manner:

The employee must provide a grievance form with a written account of his/her grievance to the Elected Official/Dept. Head and discuss the grievance details. The employee must provide a written account of his/her grievance within fifteen (15) calendar days from the date the action took place to cause the grievance to be submitted. The **specific action or non-action of the grievance must be stated** as well as the date of occurrence. The Elected Official/Dept. Head shall then provide the employee with a written response and return the grievance form within fifteen (15) calendar days from the date of discussion.