

MCDONALD COUNTY EMPLOYEE HANDBOOK

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1.0 COMMISSIONER'S WELCOME

Welcome! You have just joined a dedicated team of employees and elected officials. We hope that your employment with McDonald County will be rewarding, challenging, and of mutual benefit to you and the county. We take pride in our employees as well as the services we provide.

The various offices of McDonald County Government perform vital function for the people of the county. Our goal is to offer professional, quality service to the citizens and taxpayers of the county. Each employee is vital to the effectiveness of that effort. Our strength comes directly from the dedication of each individual; working as a team, we can meet the objectives of service to the county.

Please take the time to read this employee handbook carefully. It is an important communication, management and legal document. Please sign the acknowledgment at the end to show that you have read, understood and agree to the contents of this handbook. This handbook provides most of the terms and conditions of your employment. This handbook supersedes any previously issued handbooks or inconsistent policy statements.

Please understand that no employee handbook can address every situation in the work place. Revisions may be made to this handbook without prior notice to the employees. If you have questions about the terms or conditions of your employment, you are encouraged to ask them. If you have any difficulty reading or understanding any of the provisions of this manual, please contact your supervisors. We will gladly make assistance available so you understand the policies and what is expected of you. If you do not request assistance, we will assume that you fully understand the handbook. Likewise, if you have any suggestions related to county policies or procedures, please let us know.

We wish you success in your employment here at McDonald County!

All the best,

Commission of McDonald County

2.0 INTRODUCTORY POLICIES

2.1 ABOUT THE COUNTY

McDonald County government will conduct its business honestly and ethically wherever we operate.

The elected officials and employees of McDonald County will often come into contact with, or have possession of, proprietary, confidential or sensitive information and must take all appropriate steps to assure that the confidentiality of such information is maintained.

Elected officials and employees must obey all applicable Equal Employment Opportunity laws. Violation of the Code of Ethics will result in discipline, including possible termination. If you ever have any doubt about whether your conduct or that of anyone else meets the county's ethical standards or compromises the county's reputation, please discuss it with your supervisor or the human resource department.

2.2 ADMINISTRATION OF THE RULES

The County Commission and each individual office holder shall be responsible for the administration of these rules.

2.3 REVISIONS TO HANDBOOK

This employee handbook is our attempt to keep you informed of the terms and conditions of your employment, including county policies and procedures. The handbook is not a contract. However, your compliance with it is a condition of your employment. The county reserves the right to revise, add, or delete from this handbook, as well as the terms or conditions of your employment to the extent allowable by law. Written changes to the handbook will be distributed to all employees or posted on the bulletin board. No oral statements or representations can change the provisions of this handbook. If you believe any provisions of the handbook conflict with your understanding of the terms or conditions of your employment, then you should immediately speak to your supervisor or the human resources department for clarification.

2.4 AT-WILL EMPLOYMENT

Your employment with the county is "at-will." This means that your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to terminate your employment at any time, with or without notice and with or without cause. As you can see, "at-will" employment is a two-way street.

Nothing in the employee handbook or any other county document should be understood as creating guaranteed or continued employment, a right to termination only "for cause", or of any other guarantee of continued benefits. Only the Commission has the authority to make promises with regard to adjustments to this handbook, and any such promises are only effective if placed in writing and signed by the Commission.

3.0 HIRING AND ORIENTATION POLICIES

3.1 EEO STATEMENT AND NON-HARASSMENT POLICY

EQUAL OPPORTUNITY STATEMENT

Our county is committed to the principals of Equal Employment Opportunity and to making employment decisions based on merit and value. We are committed to complying with all Federal, State, and local laws providing Equal Employment Opportunities, as well as all other laws related to the terms and conditions of employment. We desire to keep a work environment which is free of harassment or discrimination because of sex, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation or any other status protected by Federal, State or local laws. We will make every reasonable effort to accommodate those physical or mental limitations of an otherwise qualified employee, unless undue hardship would result for the county.

Just as the county bears a responsibility towards this policy, each employee must clearly communicate their disinterest in, or offense taken to, any perceived verbal or physical discrimination or harassment. We are all responsible for upholding this Equal Employment Opportunity policy and commitment. Equal Employment Opportunity laws afford each one of us the chance to succeed or fail based on individual merit.

Non-Harassment

Sexual, racial, ethnic and other forms of harassment of, or by, employees, vendors, visitors, customers and clients are forbidden by law and will not be tolerated.

Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

It is not possible to identify each and every act that constitutes or may constitute sexual harassment. However, examples of sexual harassment are included below: (a) unwelcome requests for sexual favors; (b) lewd or derogatory comments or jokes; (c) comments regarding sexual behavior or the body of another employee; (d) sexual innuendo and other vocal activity such as catcalls or whistles; (e) obscene letters, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature; (f) continuing to express sexual interest after being informed that interest is unwelcome; (g) retaliating against an employee for refusing a sexual advance or reporting an incident of possible sexual harassment to your supervisor or human resources department (h) offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; (i) any unwanted physical touching or assaults, or blocking or impeding movements.

WE WILL NOT TOLERATE ANY FORM OF DISCRIMINATION OR HARASSMENT!

Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment **must immediately** notify their supervisor or the Human Resource Officer at the county. We will promptly and thoroughly investigate any claim and take appropriate

action. We will impose appropriate sanctions against any person found to be in violation of this policy. These sanctions may include, but are not limited to reprimand, suspension, demotion, transfer and discharge.

McDonald County prohibits retaliation against any employee who brings forth any complaint or assists in the investigation of any complaint.

Any employee who believes he or she has been subject to unlawful discrimination, harassment or retaliation may also raise his or her concerns to the Equal Employment Opportunity Commission or State Fair Employment Office. The address and telephone number for this office is:

Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, DC 20507
(202)663-4263
(800) USA-EEOC toll free

For address, city, state, zip, phone number for STATE office See
http://www.dol.gov/esa/contacts/state_of.htm

A copy can be obtained in the Human Resource Office.

3.2 DISABILITY ACCOMMODATION

In accordance with Americans with Disabilities Act and related state laws and regulations, it is the county's policy to select and retain the best-qualified applicant for each available job. An applicant's or employee's disability will not remove the applicant from consideration or the current employee from his/her job if the applicant or employee is otherwise qualified and is able to perform the essential functions of the job with or without reasonable accommodation.

For more information about disability accommodation, please go to <http://www.jan.wvu.edu/>.

3.3 CHECKING REFERENCES AND BACKGROUND CHECKS

We believe it is good business policy to thoroughly check pre-employment references and do background checks. This may include personal and professional references, as well as credit, criminal, medical, academic and driving records to the extent permitted by law. Misrepresentations regarding references or employment history are taken seriously by the county and constitute grounds for immediate discipline or discharge, no matter when discovered. Please be sure that all your past employment references and credentials provided to the county are accurate.

3.4 NEW EMPLOYEE: NEPOTISM & RESTRICTIONS ON EMPLOYMENT OF RELATIVES AND FRIENDS

All new employees must have an application for employment on file with Human Resources.

New employees must report to the County Clerk's office & fill out required paperwork with Human Resources & complete a physical & drug test before they can begin working.

A county employee may not employ any person who is a member of the immediate family of the employee. An employee may not be hired to work in the same office as any other member of that immediate family.

If two employees marry and cohabitate, or otherwise become involved, they are in a conflict or potential conflict position the county may take action to eliminate the conflict or potential conflict, including terminating one of the employees.

3.5 JOB DESCRIPTIONS

McDonald County attempts to maintain a job description for each position. If you do not have a copy of a current job description you should request one from your supervisor. If there is no job description for your position, you can help create it! Job descriptions prepared by the county serve as an outline only. Due to variable factors, you may be required to perform job duties not within your written job description. Furthermore, the county may have to revise, add to, or delete from, your job duties according to county needs. While we will try to avoid it, there may be times the county must revise job descriptions with or without advance notice to the employee. Lastly, please remember that attendance, punctuality, proper conduct, professional attire and productivity are part of everybody's job description.

If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor or Human Resources.

3.6 PROOF OF CITIZENSHIP AND RIGHT TO WORK

All new hires and current employees are required by Federal law to verify their identity and eligibility to work in the United States. You will be required to complete Federal form I-9, Employment Eligibility Verification Form, upon application for employment. Human Resources will research employees through e-verify. If you are currently employed and have not complied with this requirement, please inform your supervisor.

4.0 WAGE AND HOUR POLICIES

4.1 INTRODUCTION

The first 90 days of your employment with the county shall be an introductory period. If the position allows, benefits will begin after that 90-day period.

If you have any questions about your compensation, including matters such as paid time off for vacation, wellness or sick time use, overtime, benefits or paycheck deductions, please ask us.

4.2 PAY PERIOD

The standard pay period is monthly for all employees. All employees shall keep a time card, recording their daily work hours. Work weeks shall run from Sunday through Saturday. The completed card must be **initialed by the employee & their supervisor** and given to the clerk by 8 a.m. the day after the pay period ends. The beginning day of the pay period is the 21st of each month. The last day of the pay period is the 20th of each month.

The pay dates are set at the first of the year and are direct deposited to your bank the 28th day of each month. A payroll schedule is provided to each office in January. All personnel and leave records are kept in the County Clerk's office; therefore, all leave must be reported to that office so that proper and accurate records can be maintained. Under no circumstances should a time card be altered or changed after the pay period.

4.3 PAYROLL DEDUCTIONS

McDonald County is required by Federal and State law to make certain deductions from your paycheck. This includes Federal income tax, State income and unemployment tax, FICA contributions (Social Security and Medicare), and State Disability Insurance (SDI). Deductions are also taken for your health/life insurance as well as pension contributions. The amount of your deductions will depend on your earnings and the number of exemptions you list on your W-4 Form. If at any time, you do not believe that your paycheck is accurate, please immediately contact the Deputy Clerk of Payroll. Any questions about your paycheck should be directed to the County Clerk's office.

4.4 REGULAR FULL-TIME EMPLOYEES

This is an employee who works every day during regular business hours or during their assigned shift. A regular full-time employee is eligible for all benefits offered by the county.

4.5 REGULAR PART-TIME EMPLOYEES

This is an employee who is in a position to work less than full-time, but at least 1560 hours in any continuous 12-month period. The 1560 hours will be divided monthly to see that the employee qualifies for their limited benefits monthly. If the employee does not qualify, they will be notified by the payroll department and benefits will be dropped. Benefits apply to coverage

under the county's health insurance plan only, and do not include holiday pay, vacation days or sick leave. Compensation will be paid for hours worked.

4.6 TEMPORARY EMPLOYEES

This is a person employed on a limited basis who is not considered to be filling a permanent position in the office or department in which they work. These employees are not eligible for employee benefits. Compensation will be paid for hours worked.

4.7 WORKING HOURS-OFFICE PERSONNEL

Regular working hours for all full-time employees shall be (37 ½) hours in any five (5) consecutive, (7 ½) hour days, except as noted below, provided approved prior to implementation by the County Commission. Department heads shall arrange work schedules to meet the needs of the County service and may allow variable or flexible work schedules. The standard work week for county office personnel is Monday-Friday 8am-4pm. Thirty-minute lunch breaks are to be taken, with designated lunch break areas provided. For hours worked over 37 ½ but not over 40, leave will be granted on an hour for hour basis. Any work hours exceeding 40 in any one work week will be compensated overtime at the rate of one & one-half. This payment will not be monetary, but will be made by granting time off at the rate of one & one-half units for each unit of overtime worked.

4.8 WORKING HOURS FOR ROAD & BRIDGE

The standard work hours for Road & Bridge Department employees are 40 hours per week. Any hours worked over 40 hours in a one-week period will be considered overtime & shall be paid by granting time off at a rate of one & one-half units for each unit of overtime worked. Overtime worked must be shown on the time card and signed by the road supervisor/superintendent.

Road & Bridge employees, excluding grader operators & brush cutters, must obtain a Class A CDL drivers licenses with no air-brake restrictions within the 90-day period. The county will furnish the equipment for taking the test, but the employee will be responsible for any cost incurred for the licenses.

4.9 WORKING HOURS – SHERIFF'S DEPARTMENT & JAIL PERSONNEL

Work hours for Sheriff's Department personnel will be; Commissioned Officers 160 hours in a 28-day period & non-Commissioned employees 40 hours per week. Annual leave & sick days will be maintained by the Sheriff with a copy of the records furnished to the County Clerk for each employee at payroll time.

4.10 COMPENSATION TIME & OVERTIME

The provisions of this section are based on the requirements of the Fair Labor Standards Act. Failure to comply with these provisions may constitute a violation of federal law.

Supervisors shall develop methods and procedures to maximize productivity and reduce or avoid the need for overtime. The departments shall make every effort to avoid Comp or Overtime by the proper scheduling of the employees. Overtime shall only be authorized when an employee is required to work beyond employees budgeted work hours to complete work with certain completion requirements.

If you are a non-exempt employee, you may qualify for overtime pay. This payment will not be monetary, but will be made by granting time off at the rate of one & one-half units for each unit of overtime worked. All overtime must be approved in advance, in writing, by your supervisor. Please request an Overtime Authorization Form from your supervisor or the County Clerk's office.

Overtime is defined as any hours worked more than forty hours in one week, or any hours worked on the seventh day worked in one week. Overtime is paid at one and one-half times the regular hourly rate. Holidays, vacation, comp, and sick leave days do not count as time worked for computing overtime.

The county budget does not include appropriations for funding overtime hours. Therefore, Elected Officials and department supervisors **shall not** approve overtime requiring payment to an employee unless funds have been authorized for that purpose in advance by the County Commission.

Restrictions:

Appointing authorities shall limit overtime hours worked such that accrued compensatory time for non-law enforcement does not exceed **20** hours & law enforcement does not exceed **40** hours.

Accrued compensatory time shall be exhausted as soon as possible after it is earned.

All employees shall exhaust compensatory time prior to using accrued annual leave & prior to being placed on leave of absence without pay status, except that an employee cannot be required to exhaust accrued compensatory time prior to being placed on leave of absence without pay if the leave of absence is for a reason that qualifies under the Family Medical Leave Act.

Accrued compensatory time shall be exhausted prior to the employee's termination of employment. If accrued compensatory time is not exhausted prior to employee's termination of employment, the appointing authority shall be required to hold the position vacant to recover any funds used to pay the accrued compensatory time.

Pursuant to record keeping provisions of the Fair Labor Standards Act, Elected Officials shall maintain accurate records of employee's overtime & compensatory time.

4.11 ABSENTEE & PUNCTUALITY POLICY

Regular and punctual attendance at work shall be required of all employees. Employees who fail to observe attendance requirements and procedures for recording and reporting of attendance shall be subject to disciplinary action (refer to section 5.6 for disciplinary process). All tardiness and absenteeism must be reported and accounted for. If you know ahead of time that you will be absent or late, reasonable notice must be given to your supervisor. Furthermore, after a lateness or absence, employees may be required to provide documentation of any medical or other excuse for being absent or late.

Violations: When an employee fails to report to work or to notify the employer of his or her

Initials: _____

absence it is referred to as a 'no call no show' violation. A no call no show demonstrates unprofessional behavior and will not be tolerated.

4.12 JOB ABANDONMENT

Job abandonment occurs when an employee fails to show up to work as expected or fails to notify their supervisor with a reason for their absence for a period of two consecutive days. This will be considered as job abandonment and voluntarily terminated their employment. All wages owed will be paid out at the next available payroll date. It's prudent for employers to document each step of a job abandonment termination. Attendance shall be determined according to Section 4-11. If you can't give us a call - find somebody who can.

4.13 GARNISHMENT POLICY

Complying with wage garnishment orders costs unnecessary time and money. Any garnishment order will reduce your take-home pay. An employee subject to multiple garnishment orders may be disciplined, including possible termination.

4.14 INCLEMENT WEATHER CLOSINGS

If the Courthouse is not officially closed by the Presiding Commissioner or Circuit Judge, then it is to be presumed that the county offices will be open for business and all employees are expected to report for work. If an employee cannot make it to work due to weather conditions or courthouse was closed, they must use vacation or comp time if they wish to be paid for the day. Any employee who comes to work will be paid their regular wage for the hours worked, but not be allowed to accumulate comp time, because they were able to come to work when others were not. The County Commission or authorized department heads shall be the only persons authorized to release non-essential persons earlier than the normal closings of business or delay the normal time to report for work because of inclement weather, provided the office remains open for normal business services.

4.15 TRAVEL EXPENSES

The purpose of this policy is to define employee travel rules and the authority for incurring and approving travel expenses.

Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved county business trips. County travel is limited to business activities for which other means of communication is inadequate and for which prior approval of the employee's supervisor has been received. Travel time for non-exempt hourly employees will be compensated in accordance to Missouri DOL Wage & Hour division.

Travel Expenses

The county pays the actual amounts incurred for appropriate expenses when employees are on travel assignments. Employee must provide appropriate itemized receipts for reimbursement. Examples of typical expenses include the following:

- Airline tickets
- Meals and lodging
- Car rental, bus, taxi, parking
- Telephone and fax
- Business supplies and services
- Associated gratuities
- Other expenses necessary to achieve the business purposes

Exemptions from travel expenses are, but not limited to

- Costs incurred by a spouse or other relative accompanying an employee.
- Personal expenditures such as valet service, laundry and cleaning, intoxicating beverages, tobacco, entertainment, or side trips.

Family members

The county will pay the travel expenses of spouses or other family members only when their presence is necessary to the business purpose of the trip and when approved in advance in writing by the Commission or Chief Executive Officer.

Air Travel

Employees are to use economy or tourist class airfares when traveling on county business.

Hotels

Neither in-room movies nor refreshment bars are approved county expenses.

Insurance

The county does not pay for personal travel insurance for employees.

Rental Cars

Employees are to use rental firms having existing relationships with the county and, where feasible, have negotiated discounts rates. Reasonable transportation available is to be used.

Meals/ PerDiem

The county will reimburse **up to** \$40 per day/per county employee, for meals while on official county business trips. Employee must provide appropriate itemized receipts for reimbursement. Alcoholic beverages will not be reimbursed. *See examples of typical expenses above.*

Personal Vehicles

All employees using their own vehicle for business purposes must maintain insurance coverage as required by law and may not have more than 2 points on their driving record. Travel between the employee's home and primary office is not considered to be business travel. Employees are not authorized to use personal vehicles for business travel without prior written consent. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. Employees will be reimbursed for vehicle use at the going

county mileage rate. The Commission or Chief Executive Officer must authorize any deviation from this policy.

Reimbursements for travel expenses will be made on the next scheduled Accounts Payable date and only when proper documentation and itemized receipts are received by the Accounts Payable department.

4.16 USE OF COUNTY CREDIT CARDS

The County has two (2) credit cards kept in the County Clerk's office. Office holders and Department Supervisors are the only individuals allowed to sign out a credit card. Every employee in the possession of a county issued credit card will adhere to the strictest guidelines of responsibility for the proper protection and use of that card. Some county credit card purchases will be county vehicle related (gas, oil, etc.), but those county credit card purchases which relate to other business purchases must receive prior approval from your supervisor or manager. All sales receipts generated by use of the county credit card must be turned over to your immediate supervisor or manager immediately after use.

All supervisors are required to turn in all credit card receipts to Accounts Payable immediately after (1) they receive them from an employee, (2) the credit card is used to make online purchases or room reservations of any kind, (3) and/or upon return from county business. County credit cards are not authorized for fuel in personal vehicles. If an employee must use their privately-owned vehicle for county business, the employee will be reimbursed mileage at the rate per mile for the month. Any unauthorized purchases made with a county issued credit card will be the cardholder's responsibility and will be paid by the employee and severe disciplinary action may result; up to and including discharge. Lost or stolen county issued cards must be reported immediately to your supervisor or manager **AND** the County Clerk's office.

5.0 PERFORMANCE, DISCIPLINE, LAYOFF, AND TERMINATION

5.1 EMPLOYEE ARREST OR CRIMINAL ACTIVITY

The arrest of an employee, or involvement in criminal activity, whether on or off county property, may result in disciplinary action; including suspension or termination.

In addition to the above, the county reserves the right to suspend an employee with or without pay, pending the outcome of any criminal law process. The County also reserves the right to take appropriate disciplinary action if its own investigation reveals a reasonable probability that misconduct took place, whether or not the individual is acquitted in court. The fact that an employee has been spared criminal or civil penalties, does not preclude disciplinary action since the prosecution of court cases and the supervision of employees are separate matters.

5.2 DRUG AND ALCOHOL POLICY

Employees subject to this policy shall be subject to controlled substance and alcohol testing including the following types of tests: pre-employment testing; random testing; reasonable suspicion testing; & post-accident testing. This county takes drug and alcohol abuse as a serious matter and will not tolerate it. It is the policy of the County to provide safe, dependable, and economical services to its citizens, to provide safe working conditions for its employees, and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988; the Omnibus Transportation Employee Testing Act of 1991; & Missouri State Statues 288.045.8. It is also the policy of the County to provide healthy, satisfying working environments for its employees.

To meet these goals, it is the policy of the County to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; to create a workplace environment free from the adverse effects of alcohol and controlled substance abuse or misuse; to prohibit the unlawful manufacture, distribution, dispensing, possession or use of alcohol and controlled substances. The County absolutely prohibits the use of alcohol or non-prescribed drug (illegal drug) use at the work place or while on work time. It also discourages non-work place drug and alcohol abuse. An employee is prohibited from the unauthorized use of a controlled substance at any time, whether on or off duty. **The County makes no exception to this rule for Medicinal Marijuana in any amount.**

This policy does not prohibit the possession or use of prescription drugs only in the manner, combination, and quantity prescribed by a physician, when that usage does not impair the employee's ability to perform his/her job duties safely, efficiently, or effectively. (RsMo 288.045.8).

The county reserves the right to demand any employee randomly, or based upon suspicion, or who is involved in a job-related accident which may reasonably be attributed to impairment or where impairment may be a contributing factor, to consent to an alcohol and drug test.

The county also cautions against use of prescribed or over-the-counter medication which can affect work place performance. You may be suspended or discharged if the county concludes that you cannot perform your job properly or safely because of using over-the-counter or prescribed medication.

Any employee who is consuming a prescribed or authorized controlled substance or other substance of any kind whose side effects may inhibit or impair the employee's performance shall provide written notice to the Policy Administrator of such consumption upon reporting to work and prior to engaging in any work-related activity, or earlier if possible. Failure to report shall be cause for disciplinary action up to and including termination. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication that may affect your performance.

The County Clerk shall be designated as the controlled substance and alcohol policy administrator for the county. Any inquiries concerning this policy, its application, its administration, or its interpretation shall be made to the administration.

5.3 PRE-EMPLOYMENT TESTING

Pre-employment urine drug testing & physicals shall be required of all newly hired employees or previous employees who have not worked for the county in 90 days or longer, before they begin work. Receipt of satisfactory test results is required prior to commencement of employment and/or engaging in safety-sensitive functions, and the failure of a controlled substance or alcohol test shall disqualify an applicant from appointment to employment. Submission to this request is a condition of employment.

5.4 REASONABLE SUSPICION, RANDOM, & POST ACCIDENT TESTING

Reasonable suspicion: testing shall be used to determine fitness for daily evaluations, including appropriate urine, breath, and/or hair follicle testing when there are objective observable reasons to believe that a controlled substance or alcohol use is adversely affecting an employee's job performance, or that the employee has violated this policy. Reasonable suspicion referral for testing shall be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance use. Reasonable suspicion includes, but is not limited to, physical evidence of use, the causing of an accident, or a substantial drop off in work performance. These observations & reports may only be done by a supervisory or management personnel. The observing supervisor or manager, whether or not the person is the employee's immediate supervisor, is required to complete the appropriate required documentation concurrently with the observation and consideration to impose reasonable suspicion testing.

Post-Accident: testing shall be required to test employees after a vehicular accident has occurred in which a fatality has occurred, or when a traffic citation is issued to a County employee after an accident, or testing may be required where injury to a person requires transport to a medical treatment facility, or disabling damage to one or more vehicles requires towing from the accident site to occur. Testing shall include both breath alcohol and urine drug testing of the employee(s).

Post-accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case, no later than before eight (8) hours after the accident for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee involved in an accident shall refrain from alcohol consumption for eight (8) hours following the accident. The post-accident requires an employee to obtain professional medical treatment.

Random testing shall be conducted on all persons covered by this policy which includes all regular full-time employees and part time employees. Random testing shall be conducted

unannounced & conducted with unpredictable frequency throughout the year, by professionals in a scientifically based selection method. Testing shall be conducted whenever and as ordered by appropriate supervisory personnel, but no less frequently as required by federal law and regulations, and in such numbers as minimally determined under regulations.

Random testing shall include a 10-panel approved urine, breath, or hair follicle testing.

Violations

Any violation of this policy will result in disciplinary action; up to and including termination. The refusal to submit to a drug or alcohol test as provided for in this policy, or refusal to sign a consent form, will be subject to discipline, including termination.

5.5 FAILURE TO TEST

Any employee who fails to submit to the required testing under this policy is considered to have tested positively & employment shall be terminated.

5.6 DISCIPLINARY PROCESS

Any employee found guilty of any violation of these policies shall be subject to any disciplinary action up to and including demotion, transfer, leave without pay, termination or dismissal as defined by these rules, and such other penalties as may be deemed appropriate and consistent with the laws of the County and the State of Missouri.

(a) Oral reprimand. This action is normally taken by the employee's supervisor with notation to the employee's personnel file.

(b) Written reprimand. A written reprimand shall be transmitted through the appropriate department head to the employee and shall state the specific actions leading to the reprimand. This action is normally taken by the employee's supervisor and should be documented in the employee's personnel file.

Documentation of all disciplinary actions will be placed in the employee's personnel file.

5.7 PROBLEM SOLVING PROCEDURE

We strive to provide a comfortable, productive, legal and ethical work environment. To this end, the county wants you to bring any problems, concerns or grievances you have about the work place to the attention of your supervisor and, if necessary, to the Human Resources. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the county, management, its employees, vendors, customers, or any other persons or entities related to the county, immediately bring this fact to the attention of your supervisor. Please try to approach your supervisor at a time and place that will allow the supervisor to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate supervisor. If you have discussed this matter with your supervisor before and do not believe you have received a sufficient response, we request you present your concerns to your supervisor in

writing. Please indicate what the problem is, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

If you do not receive a sufficient response to your written complaint within two (2) working days from providing it to your supervisor, or if your supervisor is the problem, you should contact the next level of supervision, or the Human Resource department in the County Clerk's office. The county may have a conference with you and your supervisor together or individually. If the matter is not resolved after that conference, and you believe it involves an unethical or illegal practice, you are required to immediately place your concerns in writing and bring the matter forward to the County Clerk's office or, in the case of illegal practices, the County Prosecuting Attorney.

It is the purpose of this problem-solving procedure to help maintain a work environment with respect and responsibility towards each other. The problem-solving procedure is also intended to avoid unnecessary employee claims and county legal exposure.

5.8 PARTICIPATION IN POLITICAL ACTIVITIES

Employees are prohibited from bringing their political affiliations to bear on their official duties. Specifically, the following political activities of employees are prohibited:

- (a) Campaign fund raising, or other partisan political activities on County premises while in the performance of duties and responsibilities as an employee of the County.
- (b) Abuse of official position for political ends.
- (c) Use of official working time or unauthorized use of County resources for political activity.
- (d) Promising any employment, position, work, compensation, or other benefits as consideration, favor or reward for political activity.
- (e) Performing political activities at the direction of a supervisor, department head, or other County official.

5.9 OUTSIDE EMPLOYMENT (MOONLIGHTING)

Outside employment which creates a conflict of interest or which affects the quality or value of your work performance at the county is prohibited. All employees who have outside employment are required to inform their supervisor as to the name of the outside employer, hours of employment and job description. Failure to make this disclosure at the time of your application for employment, or at any time thereafter, may result in immediate disciplinary action by the county, including termination.

5.10 WAIVER OF BREACH

The waiver by the county of any violation of any term or condition set forth in this employee handbook shall not operate as a waiver of any subsequent violation. No waiver shall excuse compliance with the provisions of the employee handbook unless placed in writing and signed by an officer of the county.

5.11 EXIT INTERVIEW

It is our policy to attempt an exit interview of all employees leaving the county. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims, and complete termination paperwork. Your cooperation in the exit interview process will be greatly appreciated. Any information provided during your exit interview will not affect any reference provided by the county.

5.12 POST-EMPLOYMENT REFERENCE POLICY

Our county policy is to provide prospective employers with references only for employees who have worked for the county within the past three years.

We will provide prospective employers with the dates of employment and final job position of a former employee. All references are to be given by the Human Resource department only.

If the former employee is requested to provide a prospective employer with additional information by way of reference, the employee must sign a form that holds the county and the prospective employer harmless from any statements or documents published related to that reference. Please contact the County Clerk's office for the release form.

6.0 GENERAL POLICIES

6.1 BONDED EMPLOYMENT

If an employee cannot be bonded, and it is a requirement of their job, they may be transferred to another position or possibly discharged.

6.2 DRIVING RECORD

All employees required to operate a motor vehicle, as part of their employment duties must maintain a valid driver's license and acceptable driving record. No employee may drive their own or county vehicle on county time, if they have more than 2 points on their driving record. The county may run a motor vehicle department check to determine an employee's driving record at any time. It is your responsibility to provide a copy of your current driver's license for your personnel file, if requested. Any changes in your driving record, including, but not limited to, driving infractions, must be reported to the county.

State law requires all motorists to carry Auto Liability Insurance. It is against the law to drive without insurance. Each employee who uses their own vehicle as a part of their employment duties must provide management with a current proof of insurance statement or card. A new proof of insurance is required every time your policy expires and renews.

6.3 USE OF COUNTY VEHICLES

The following regulations covering the operation of county vehicles are of a general nature. The rules and regulations, which are issued by the county from time to time, are to be considered as part of these rules.

1. County vehicles are to be used for county business only. Employees who are assigned take-home vehicles from the County fleet are prohibited from using the vehicle for any use outside of County business. Unless the use of the vehicle has been approved for personal use, in writing, by the Commission of the county, personal or outside business use is strictly prohibited.
2. No person shall operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment.
3. Drivers of county vehicles are to report all infractions or violations while driving a county vehicle and all restrictions, suspensions or revocations against their driver's license to their supervisor or manager or Human Resources immediately. Failure to report damage of County vehicles as prescribed may result in disciplinary action.
4. The driver of a county vehicle is responsible for it while in his/her charge and will not permit unauthorized persons to drive it.
5. The driver or operator of a county vehicle receiving a summons for a traffic or parking violation must inform his/her supervisor as soon as possible after the incident.

6. Drivers are required to use seat/safety belts and all passengers are required to use seat/safety belts.
7. Cell phone usage is strictly prohibited when driving company or personal vehicle while on county business.

6.4 REPORTING UNETHICAL, FRAUDULENT OR ILLEGAL ACTIVITY

McDonald County wishes to operate according to the highest ethical and legal standards possible. Therefore, we not only request, but REQUIRE, that you bring to the attention of management any conduct on the part of fellow employees, supervisors, or others, that you believe violates the policies, agreements, ethical standards or obligations of the county, or which are unethical, fraudulent or illegal in nature. Failure to report any such activity not only constitutes a violation of county Rules of Conduct but may also needlessly expose the county to litigation or governmental sanction, including possible criminal prosecution.

6.5 PERSONNEL AND MEDICAL RECORDS

The county maintains a personnel and medical file for every employee. The personnel file should include, at the minimum, any resume, job description, employment application, test results, payroll documents, performance reviews, disciplinary notices, acknowledgments of receipt and review of the handbook, and other personnel documents. Medical records will be kept in a separate folder. Every effort will be made to keep your personnel or medical records confidential. Access is on a "need-to-know" basis only. This includes, but is not limited to supervisors and others in management reviewing the file for possible promotion, transfer or layoff.

If an employee wishes to review their personnel or medical file they may do so after giving the county reasonable notice. Inspection must occur in the presence of a county representative. All requests by an outside party for information contained in your personnel file will be directed to Human Resources who is the only department authorized to give out such information. Outside access will only be given with a properly served subpoena or written consent from the employee.

6.6 EMPLOYEE PRIVACY AND RIGHT TO INSPECT

McDonald County property, including but not limited to, desks, work place areas, vehicles, machinery, remains under the control of the county and is subject to inspection at any time, without notice to the employee, and without the employee's presence. Employees should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to any employee personal property maintained on county owned premises or county owned vehicles.

6.7 EMAIL & INTERNET POLICY

The county and its employees, like thousands of others, desire to strike the appropriate balance between technology, an employee's right to privacy, and county's interests in protecting its confidential information and preventing abuse of its system. This E-mail/Internet policy is intended to provide each employee of the county with the guidelines associated with the use of the county's E-mail/internet system.

This policy applies to all employees, contractors, vendors, or associates, and any others accessing and/or using the county's system through on-site or remote terminals.

GENERAL PROVISIONS

- The E-mail/Internet system, and all data transmitted or received through the system, are the exclusive property of the county. No individual should have any expectation of privacy in any communication over this system. The system is to be used solely for county-related business, and is not to be used for personal business or pleasure.
- Any individual permitted to have access to the county's system will be given an E-mail and/or Internet address and/or access code, and will have use of the system, consistent with this policy. Access to the Internet will be on an individual, case-by-case basis.
- The county reserves the right to monitor, intercept and/or review all data transmitted, received or downloaded over the system. Any individual who is given access to the system is hereby given notice that the county will exercise this right periodically, without prior notice and without the prior consent of the employee. The county's interests in monitoring and intercepting data include, but are not limited to: protection of county proprietary and classified data; managing the use of the county's computer system; preventing the transmission or receipt of inappropriate materials by employees; and/or assisting the employee in the management of electronic data during periods of absence. No individual should interpret the use of password protection as creating a right or expectation of privacy. **In order to protect everyone involved, no one can have a right or expectation of privacy with regards to the receipt, transmission or storage of data on the county E-mail/Internet system.**

Although the county will periodically monitor system use, each individual is empowered and required to monitor his or her own use of the system, ensuring they meet the highest standards of professional conduct. All communications over the system should be business related, professional, and representative of the high ethical standards that are the trademark of our county. Everyone should remember that the system is a public forum, and individuals should only access those web sites or communicate to third parties with whom they would be willing to leave a business card or other form of identification. Specifically, employees are not permitted to transmit or open, download, forward or send communications that:

- Contain obscene, profane, abusive or threatening language or graphical representations.
- May be construed as discriminatory, harassing or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria.
- Contain references to any sexual acts, sexual relationships, or personal relationships.
- Further an illegal activity.
- Contain county proprietary or classified information, without prior approval of the county.

- Reveal customer/client sensitive information, without the prior consent of the customer/client.
- Are used to solicit or approach others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations, without permission from the county.

6.8 Social Media Acceptable Use

McDonald County encourages employees to share information with co-workers and with those outside the County for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, the County has established the following guidelines for employee participation in social media.

Note: As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and SnapChat, among others.

Off-duty use of social media. Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

On-duty use of social media. Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference County clients, customers, or vendors without express permission. The County monitors employee use of County computers and the Internet, including employee blogging and social networking activity.

Respect. Demonstrate respect for the dignity of the County, its citizens, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge McDonald County confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Post disclaimers. If an employee identifies himself or herself as a County employee or discusses matters related to the County on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of the County and that the employee is expressing only his or her personal views. The following disclaimer is recommended for use with all blogs created by employees of the County: *‘Everything posted on this blog, site or page is my opinion alone and does not necessarily reflect the views of my employer.’*

Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the County or the County’s business. Employees must keep in mind that if they post information on a social media site that is in violation of County policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

Confidentiality. Do not identify or reference County clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. When in doubt, ask before publishing.

Legal. Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

Discipline. Violations of this policy may result in discipline up to and including immediate termination of employment.

Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

6.9 EMPLOYEE SUGGESTIONS

We welcome suggestions for continued improvement! If you know of a better way to do your job, produce or sell the products or services of our county, or meet customer and client needs, we encourage you to discuss this with your supervisor or to use an employee suggestion form, and turn them in to Human Resource.

Understand that any suggestions, innovations, inventions, or other matter created by you on work time or with county tools or property are considered to be "works for hire" and are, therefore, the proprietary property of the county.

6.10 PERSONAL APPEARANCE

The appearance and dress of our employees speaks volumes about who we are. Professionals should dress like professionals. If you have questions about your own dress, or concern about another's, please do not hesitate to speak with us. All employees are required to maintain a neat and clean personal appearance. Each employee shall be subject to specific department rules and regulations concerning proper clothing, personal hygiene, and grooming.

In-appropriate dress includes:

- Tank tops, halter-tops or muscle shirts.
- Clothing with foul language or obscene images.
- Torn clothing, to include torn jeans.
- Sweatpants, sweat suits, nor leggings are to be worn .
- Hats, unless working outdoors.
- Strapless sundress.
- Any form of shorts.
- Skirts shorter than mid-thigh.
- Thong type sandals.
- Blouses or dresses that reveal too much cleavage, back, chest, midriff or your underwear.
- Eyebrow rings, nose rings, tongue rings or other body piercings other than earrings.
- All tattoos should be covered.

Our bottom line is this - when it comes to dress and appearance, show that you care. If you come to work inappropriately dressed, you will be asked to go home and return to work dressed appropriately. Recurring problems will result in discipline up to and including termination.

If you have any questions about your dress or this policy, please contact Human Resources.

6.11 PAYROLL ADVANCES AND LOANS

Despite caring for our employees, under no circumstances will payroll be advanced or loans be made.

6.12 TELEPHONE USE

We encourage appropriate, work-related use of our telephone lines. Overhead considerations related to telephone usage can only be controlled through a cooperative effort of all employees. Unless there is an emergency, employees are required to limit long distance telephone calls to business purposes only. Employees should limit personal use of the telephone to rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Personal calls made in violation of this provision will be charged to the employee.

6.13 SECURITY

Every employee is responsible for helping to make this a secure work environment. Upon leaving work you are required to lock all desks, lockers, and doors protecting valuable or sensitive material in your work area. You are required to report any lost or stolen keys, passes, or other similar devices to your supervisor immediately. You should refrain from discussing with non-employees specifics regarding county security systems, alarms, passwords, etc.

We also request that you immediately advise your supervisor of any suspicious conduct of employees, customers or guests of the county. Please immediately advise the county of any known security risks such as broken locks, burnt out bulbs, persons loitering, or any other potential security risks in the work environment.

We reserve the right to inspect all packages entering or leaving county premises.

6.14 COMPUTER SECURITY AND COPYING OF SOFTWARE

McDonald County prohibits the copying or use of unauthorized software whether generated by the county or by an outside source. The Federal copyright law makes it clear that it is illegal to make and distribute copies of copyrighted material without authorization, except to make a backup copy for county archives. A violation of the copyright law can expose the employee and possibly the county to criminal penalties, including fines and imprisonment. It is simply not worth it.

6.15 THIRD PARTY DISCLOSURES

From time to time, our county may become involved in news stories or potential or actual litigation of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not discuss the matter with the third party but refer the call to the County Commission, County Clerk or Prosecuting Attorney, and then immediately advise your supervisor and the County Clerk that the contact was made. This will avoid you becoming involved in misquotes, misunderstandings, and inadvertent disclosures of confidential or inaccurate information, and you may avoid putting yourself in the middle of an actual or potential lawsuit. Any attempt to hinder prosecution may result in charges brought against you.

If you have any questions about this policy or are not certain what to do when such a contact is made, please contact Human Resources or the Prosecuting Attorney.

6.16 PERSONAL DATA CHANGES

It is the obligation of every employee to provide the county with their current mailing address, telephone number and other required contact information. Employees must also inform the county of any changes to their marital or tax withholding status.

6.17 CHILD CARE

The county does not have facilities available for employee childcare during working hours. Therefore, county employees shall make arrangements for outside childcare during on duty hours.

6.18 NON-TOBACCO POLICY

McDonald County is concerned about the effect that tobacco usage, smoking and second-hand smoke inhalation can have on its employees and clients. As a result, McDonald County prohibits the use of any form of tobacco, vaping devices, electronic cigarettes, and chewing or dipping (of any kind) while on County properties such as in the office, client areas, and restrooms. Employees who smoke will not be allowed more work breaks or longer work breaks than non-smoking employees. The use of designated "smoking permitted" locations are strongly encouraged.

7.0 BENEFITS

7.1 HEALTH INSURANCE

McDonald County provides its regular full-time employees who have completed 90 days of employment with accessibility to health insurance, with a contribution from the county. Employees have the option of dependent coverage at their own expense. Medical plan benefits for eligible employees and their dependents are described in detail in the Summary Plan Description prepared by the insurance carrier that is available to all eligible employees.

Health benefits during leaves are maintained by the county on the same terms as if the employee continued to work. Please contact Human Resources for clarification. In such circumstances, arrangements must be made by the employee to pay their share of the health insurance premium on a monthly basis to maintain insurance coverage. Please contact the Payroll Department to determine the amount of your contribution. All payments are to be remitted before the first of the month and in advance of that month's coverage. *Payments due by the 28th for the following months coverage.* The county's obligation to maintain health benefits stops when:

- Health care plan contractual obligations require it, or
- An employee informs the county of an intent not to return to work at the end of the leave period, or
- An employee fails to return to work when the FMLA entitlement is exhausted, or
- An employee's premium contribution is past due.

The county will be entitled to recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from leave.

Please understand that plan eligibility does not necessarily mean coverage for all medical treatments or procedures. In addition, under changed circumstances you may be responsible for contributing to the cost of increased premiums. This benefit, as well as other benefits, may be canceled or changed at the discretion of the county, unless otherwise required by law.

If you leave employment with us, you may have the right to continue your medical benefits under the Federal Statute known as COBRA. The county will provide you information about your COBRA rights, after you leave employment, to your last known address. You may also submit a form requesting Cobra Coverage.

7.2 LIFE INSURANCE

All regular full-time employees who have completed 90 days of employment are provided with life insurance by the county, if opted into a county health insurance plan. This insurance is payable in a lump sum or on an installment basis in the event of your death. You will be required to notify the benefits administrator of your intended beneficiary. This benefit, as well as other benefits, may be canceled or changed at the discretion of the county, unless otherwise required by law. For more information about your Life Insurance, please refer to the Summary Plan Description.

7.3 COUNTY EMPLOYMENT RETIREMENT FUND (16 CSR: 50-2.030)

. CERF-mandatory participation of all eligible employees 6%

. 401a A-mandatory participation of .7% for all eligible employees

. 457b-voluntary participation into the retirement savings plan

. “Vested” means that you have a permanent right to your pension benefit. You become entitled to the benefit after eight years of creditable service. You receive one year of vesting for each calendar year in which you earn 1,000 hours.

. Terminate-Non-Vested: This means if you left county employment before you become vested, you will receive a refund of any contributions you made to the plan. *If you terminate employment then return to county employment after more than a 30-day break in service, you will have 60 days to contact CERF about purchasing your prior service, otherwise that service will no longer be eligible for purchase.*

Participation in the CERF Pension Plan is mandatory for eligible employees hired on or after January 1, 2000 and applies to all regular employees working at least 1,000 hours or more of service in a calendar year. If you are an eligible employee who is scheduled to work at least 1,000 hours during the year, you will become a participant automatically on your date of hire. If you are hired into an eligible part time position, but will work at least 1,000 hours in a calendar year, you will enroll immediately upon hire as well.

If you are hired on a part-time basis to work less than 1,000 hours during the year, you will not be enrolled in CERF at the time of hire. However, if you reach 1,000 hours in a calendar year, you become eligible for CERF and will enroll as follows:

If you meet 1,000 hours of service by June 30 of current year will be enrolled into the pension plan that same year of service.

Any employee who meets 1,000 hours or more after June 30 will be enrolled into the pension plan the following calendar year.

If you are hired in a full-time position, then change to part-time status, you will remain in CERF and continue to make the required contributions regardless of the number of hours you work. As a participant, whether full-time or part-time, you will remain in CERF until you terminate county employment for a period greater than 30 days.

As with your insurance benefits, you are to refer to the Summary Plan Description provided by the benefits administrator for specifics.

CERF Toll-Free #1-877-632-2373 Email: admin@mocerf.org Website: www.mocerf.org
Great-West Retirement Services(401a/457): 1-314-241-2181 or 1-573-415-6216
www.gwrs.com

7.4 401a PENSION PLAN

All regular employees (1,000 hours or more), who have completed at least 90 days of employment, are eligible to participate in the county's pension plan. The amount of the contribution, after a specified period of employment, this plan provides you with a vested interest related to your length of employment.

As with your insurance benefits, you are to refer to the Summary Plan Description provided by the benefits administrator for specifics.

7.5 457 PLAN – Voluntary Contributions

Your participation in this plan enables you to set aside money for retirement. All regular employees, (1,000 hours or more), who have completed at least 90 days of employment, are eligible to participate in the county's 401a/457 plan which provides matching funds of [50¢] for each employee dollar contributed up to the first 6% of pay.

As with your insurance benefits, please refer to your Summary Plan Description provided by the benefits administrator for specifics. Should you have any other questions about pension or profit-sharing rights, please consult with the benefits administrator. This benefit, as well as other benefits, may be canceled or changed at the discretion of the county, unless otherwise required by law.

Summary of benefits: Must be enrolled in the CERF pension plan to be eligible for the 457 plan and have at least 1,000 hours or more. The minimum amount you can contribute is \$10 each month.

7.6 HOLIDAY PAY

McDonald County offers approximately 13 paid holidays each year. The list for each year is delivered to each officeholder for distribution to the employees.

When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed. Non-Exempt employees required to work on a holiday shall be given compensatory time off. If a holiday falls on your regular day off, the holiday will be observed, on the employee's last day of work before the holiday or the first day of work following the holiday, as your supervisor determines.

The county observes the right to close on another day or grant compensating time off instead of closing its offices. You may receive holiday pay if the holiday falls in the week when you are on vacation or on a leave of absence. **You must work the day before and the day after a holiday to receive holiday pay**, unless the day before or the day after is your normally designated day off or you have a doctor's note excusing your absence.

An employee must have satisfactorily completed the introductory period to be eligible for holiday pay. Holiday pay for full-time employees is computed at the straight time rate of seven and one-half (7 ½) hours for Courthouse and Health department employees. Holiday pay for Law Enforcement and Road and Bridge employees is computed at the straight time rate of eight (8) hours. In no case may an employee receive more than a normal day's wage for any holiday unless they worked that day. Any hours actually worked on the holiday will count in addition to the number of hours granted for the holiday.

7.7 VACATION POLICY

New employees must work a full 12-month period before they can take vacation leave. Longevity Rewards are also a benefit of regular full-time employees who have continuous employment with the county.

Each full-time regular employee shall accrue vacation leave credit at the annual rates as follows:

Courthouse & Health Department (37.5 hr/week)

<u>1950 Hours annually</u>	<u>Accrue</u>	<u>Maximum</u>
1-5 years of service.....	5.63 hrs per month	75 hours
5+-10 years of service.....	7.5 hrs per month	75 hours
10+-30 years of service.....	9.38 hrs per month	120 hours
30+ years of service.....	13.13 hrs per month	120 hours

Law & R&B (40 hr/week)

<u>2080 Hours annually</u>	<u>Accrue</u>	<u>Maximum</u>
1-5 years of service.....	6 hrs per month	80 hours
5+-10 years of service.....	8 hrs per month	80 hours
10+-30 years of service.....	10 hrs per month	120 hours
30+ years of service.....	14 hrs per month	120 hours

Any hours accumulated over the maximum allowed MUST be exhausted by end of December pay period (20th) or will be forfeited. It is the general policy not to reimburse individuals for accrual of vacation time beyond their eligible amount.

Vacation must be approved by immediate supervisor before taken.

No vacation time will be taken prior to being earned. Any conflict in vacation requests will be decided based on employee seniority and county needs. You will not accrue vacation during periods when you are on leave of absence or if you are suspended from the county.

As stated, you are not eligible for any paid vacation until you have completed one year of employment with the county. For example, if you leave the county prior to 12 months of employment, you will not be eligible for any vacation pay benefits upon termination.

Eligible employees to receive vacation pay benefits are those who have completed their 12 months of continuous employment. Upon termination of employment, you will be paid for all accrued but unused vacation time. You may request, or the county may require you, to use vacation time during periods of personal absence or leave, including leave for a disability or family medical need, if the employee must meet their portion of employee benefits like health coverage.

7.8 SICK PAY

McDonald County allows its regular full-time employees, who have completed their introductory period, the same as vacation day schedules.

Introductory employees are not eligible to receive this benefit unless they have completed the introductory period, although sick leave accrues from the first month of employment.

Actual accrual of sick leave shall be computed on a monthly basis in accordance with employee's years of service.

Accumulation of sick days.

Courthouse & Health Department (37.5 hr/week)

<u>1950 Hours annually</u>	<u>Accrue</u>	<u>Maximum</u>
1-5 years of service.....	5.63 hrs per month	225 hours
5+-10 years of service.....	7.5 hrs per month	225 hours
10+-30 years of service.....	9.38 hrs per month	450 hours
30+ years of service.....	13.13 hrs per month	450 hours

Law & R&B (40hr/week)

<u>2080 Hours annually</u>	<u>Accrue</u>	<u>Maximum</u>
1-5 years of service.....	6 hrs per month	240 hours
5+-10 years of service.....	8 hrs per month	240 hours
10+-30 years of service.....	10 hrs per month	480 hours
30+ years of service.....	14 hrs per month	480 hours

If an employee is sick three (3) or more consecutive days or within the same work week, they must present a doctor’s statement or explanation of the situation satisfactorily to their supervisor before returning to work. An employee must keep the department head informed of the condition for the absence. In no case may sick leave be used in lieu of tardiness. Failure to comply with the provisions of this section shall result in denial of sick leave. Abuse of sick leave shall be cause for dismissal. Any authorized absence due to injury or illness covered by Workers' Compensation insurance shall not be charged against an employee's accrued sick leave.

Upon termination of employment, accumulated sick leave will not be reimbursed.

7.9 UNPAID LEAVE OF ABSENCE

Every effort should be made by the employee to give as much advance written notice as possible as to the length of the unpaid leave; as well as the expected return-to-work date. Requests for leave for medical reasons or pregnancy must include a doctor’s certificate indicating the beginning date and expected length of such leave. Updated certificates may be requested during the leave. The county cannot guarantee, upon return from a non-protected leave, that the employee's job position will be available.

During an unpaid leave of absence, employees do not accrue county benefits including vacation pay, sick pay, or any other benefit.

The failure to return from unpaid leave of absence as scheduled may result in termination. Medical leave shall be for a reasonable time while the employee is disabled, not to exceed four (4) months.

7.10 PREGNANCY AND DISABILITY LEAVE

Employees with 12 months of service and worked at least 1250 hours, during previous 12 months are entitled to up to 12 weeks unpaid leave per year. Accumulated sick leave, holiday pay & vacation leave may be taken in conjunction with maternity leave. These arrangements or any others must be approved by your supervisor prior to the leave. An employee shall be granted a leave of absence of up to four months due to disability arising from pregnancy or childbirth. Employees are eligible from date of hire, for a leave of absence if they are unable to work due to pregnancy disability. After the length of time, the employee must return from work unless other

arrangements have been made and approved. When returning to work you must present a doctor's release.

REQUEST FOR LEAVE

Request for Leave of Absence. Employees must request pregnancy disability leave by notifying their supervisor at least thirty (30) days prior to the commencement of the leave, or as far in advance as possible. The employee will be promptly notified of the approval or denial of the leave.

Medical Certification. All pregnancy disability leave must be supported by a medical certification, issued by the employee's healthcare provider, which states:

- The date on which the pregnancy disability commenced;
- The probable duration of the pregnancy related disability; and
- The employee's inability to perform one or more of the essential functions of the job, or to do so without undue risk to herself, the successful completion of the pregnancy, or to other persons.

Please request a Medical Certification form from Human Resources.

LENGTH OF LEAVE

A pregnancy leave of absence shall be for a reasonable period of time during which an employee is disabled, determined by the employee's physician but the leave of absence shall not exceed a maximum of four months.

COMPENSATION AND BENEFITS

Pregnancy leave is without pay. Vacation days, holidays and sick leave do not accrue during any period of a leave of absence.

Use of Vacation and Sick Leave

An employee who takes a pregnancy leave may request to substitute for such leave any vacation or sick leave time that the employee may have accrued.

Health Insurance Continuation. An employee may elect to continue their group health care insurance while on pregnancy leave by paying the appropriate premiums in accordance with COBRA regulations. Information regarding continuation of benefits is available from human resources.

Employees must arrange for all necessary payments before their leave commences, or as soon as possible thereafter. Failure to arrange for and provide payment will result in the lapse of insurance coverage as of the first day of the calendar month following the commencement of the leave.

RETURN FROM LEAVE

The employee must provide a health care practitioner's certificate indicating the employee's ability to return to work, including their fitness for duty and ability to perform essential functions of the

job. Upon return from such a leave of absence, the county will use its best efforts to return the employee to the same position held prior to the leave of absence. If this position is not available, a comparable position will be offered.

FAILURE TO RETURN FROM LEAVE AFTER A LEAVE OF ABSENCE

Failure to return from leave of absence by the scheduled time without the approval of additional leave will be considered a voluntary resignation.

Employees are entitled to take pregnancy disability leave in addition to any leave entitlement they might have under the FMLA or CFRA.

For more information, please contact Human Resources or go to www.dfeh.ca.gov.

7.11 FAMILY LEAVE & MEDICAL LEAVE POLICY

McDonald County complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified employees for certain medical and family-related reasons. The county also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools), to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered servicemember with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave. The FMLA allows qualified employees who have worked for at least one year & 1250 hours in the last 12 months, up to 12 weeks unpaid, job protected leave. Leave qualifies if it is to care for immediate family with in 1st degree of consanguinity or for your own personal health reasons.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks unpaid, job protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

You are required to provide 30 days advance notice of the leave, if foreseeable, and fill out required paperwork in Human Resources. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal absence procedures. County may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice. Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient

Initials: _____

information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also are required to provide a certification and periodic recertification supporting the need for leave when requested. County may delay or deny approval of leave for lack of proper medical certification. Family leave is unpaid leave; however, accumulated sick pay will be exhausted in conjunction with medical leave. Vacation hours may be used in conjunction, but will not be required. The employee will be required to pay their portion of any health or life insurance premium during this period of time. If the employee does not return from FMLA the county may recover health insurance premiums paid to maintain the coverage during their leave, unless the reason for not returning is a continuation, recurrence or onset of a serious health condition which would allow the employee to leave under FMLA, or other circumstances beyond the employees' control.

Other provisions:

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the County has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

Additional information regarding FMLA rights and obligations can be obtained from the nearest Department of Labor office, Wage & Hour Division, or by visiting their web site at www.dol.gov/dol/esa.

7.12 MILITARY LEAVE ENTITLEMENTS (FMLA)

Regular full-time employees who are inducted into the U.S. Armed Forces, the National Guard or the Reserves are eligible for unpaid leave and reinstatement to the same or similar job position where available, as long as they provide timely notice to their employer of the necessity of such leave, that they are honorably discharged from the service, and that they return to work within 30 days after active duty for training, or within 90 days after military discharge.

Leave of absence without pay for military or reserve duty is granted to full time regular and part-time regular employees. If you are called to act as military duty or to reserve or national guard training or if you volunteer for the same, you should notify the Human Resource department and submit copies of military orders to the Human Resource department as soon as practical. You will be granted a military leave of absence without pay for the period of military service in accordance with applicable federal and state laws. If you are a reservist or a member of the National Guard, you are granted time off without pay for required military training in accordance with applicable federal and state laws. Your eligibility for reinstatement and seniority benefits after your military duty or training is completed is determined in accordance with applicable federal and state law.

Additional information regarding FMLA rights and obligations can be obtained from the nearest Department of Labor office, Wage & Hour Division, or by visiting their web site at www.dol.gov/dol/esa.

7.13 BEREAVEMENT LEAVE

The County recognizes the importance of taking leave on the occasion of a death in the family. Full time regular employees are entitled to up to three (3) working days off with pay for the funeral of an immediate relative (spouse, child, mother, father, sister, brother, mother/father-in-law, grandparent, grandchild or any relative **permanently** with, and dependent upon, said employee. Pay is based on the hourly rate for a seven and one half (7 ½) hour day for all courthouse and Health department employees. Pay is based on the hourly rate for an eight (8) hour day for Law Enforcement and ten (10) hour day for Road and Bridge department. Authorized leave without pay is available for extended funeral matters. Personal leave time may also be taken when necessary. Employees taking funeral leave must notify supervisor of their intention to do so. No bereavement leave is offered to part time or temporary employees. An employee may use accrued vacation or sick leave time to attend the funeral of an individual that is not included in the list above.

7.14 ADA Policy

INTRODUCTION

In accordance with applicable federal and state law protecting qualified individuals with known disabilities, the county will attempt to reasonably accommodate those individuals unless doing so would create an undue hardship on the county. Any qualified applicant or employee with a disability who requires an accommodation in order to perform the essential functions of the job should contact their supervisor and request an accommodation.

AMERICANS WITH DISABILITIES ACT (ADA): NON-DISCRIMINATION ON THE BASIS OF A DISABILITY

Overview

McDonald County is committed to making its employment opportunities available to qualified applicants with disabilities. As an indication of the county's effort to comply with the requirements of applicable state and federal law, it has implemented the following policies:

- McDonald County does not make employment decisions on the basis of an individual's disability.
- McDonald County offers reasonable accommodations to otherwise qualified employees with disabilities.

McDonald County has developed and maintains programs and resources to monitor and to assure compliance with these policies. These include the ADA Committee, Human Resources, and the ADA Compliance Officer and Equal Opportunity Officer. These resources are designed to offer individualized assessment and to provide accommodations in the most appropriate setting.

Legal Guidelines

State and federal statutes prohibit discrimination in employment against a qualified individual with a disability as defined in the laws. These laws cover all employment practices, including recruitment, pay, hiring, firing, promotion, job assignments, training, leave, lay-off benefit, and all

other employment related activities. The laws additionally prohibit discrimination against an applicant or employee, whether disabled or not, based on a perceived disability or because of the individual's relationship or association with an individual with a disability.

These laws also prohibit an employer from retaliating against an applicant or employee for asserting their rights.

Protection under ADA

Title I of the ADA specifically protects qualified individuals with disabilities from employment discrimination. The ADA protects individuals whom: (1) have a physical or mental impairment that substantially limits a major life activity; (2) have a record of a substantially limiting impairment, and (3) who are regarded as having a substantially limiting impairment.

A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, and performing manual tasks, walking, caring for oneself, learning, teaching, or working.

An individual with a disability must also be qualified to perform the essential function of the job with or without reasonable accommodations, in order to be protected under ADA. This means that an applicant or employee must satisfy the job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related; and be able to perform those tasks that are essential to the job.

Definition of "Essential Functions"

Essential functions of the job are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. Factors to consider in determining if a function is essential include:

- Does the position exist to perform that function and is the majority of the day spent doing that function (e.g. teaching, typing, data processing)?
- How many other employees are available to perform the function(s) or are there other employees to whom the performance of the function can be distributed?
- Does the written job description specify the essential job functions and was the job description prepared prior to advertising for position?

THE HIRING PROCESS

It is unlawful to ask an applicant whether he/she is disabled or about the nature or severity of a disability, or to require the applicant to take a medical examination before making a job offer.

During the interview process the county can ask an applicant questions about their ability to perform job-related functions, as long as the questions are not phrased in terms of a disability. The county can also ask to demonstrate how, with or without reasonable accommodation, the applicant will perform job-related functions.

Reasonable Accommodations

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

For instance, reasonable accommodation may include: acquiring or modifying equipment or devices, job restructuring, part-time or modified work schedules, reassignment to a vacant position, readers, interpreters, and making the workplace readily accessible to and usable by people with disabilities.

A reasonable accommodation need not be the best accommodation available, as long as it is effective for the purpose of giving an equal opportunity to the individual to perform the essential functions and/or enjoy the full benefits of the job.

Undue Hardship

It is a violation of the ADA to fail to provide reasonable accommodation to a qualified person with a disability; however, it is not necessary to provide reasonable accommodation if doing so would cause an undue hardship. Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. If a particular accommodation would be an undue hardship, the county will try to identify another accommodation that will not cause an undue hardship.

REQUESTING ACCOMMODATIONS

Medical Documentation

The person requesting reasonable accommodation(s) needs to provide professional medical verification certified by a licensed physician, psychologist, rehabilitation counselor, physical therapist, or professional health care provided qualified in the diagnosis of the disability. The verification must reflect the individual's present level of functioning of the major life activity affected by the disability.

Verification of Temporary Disability

Employees seeking accommodations based on a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of a condition, and describing the accommodations deemed necessary. A temporary disability is not a handicap within the meaning of the ADA however, it is the policy of the county to provide reasonable accommodations for such disability. A professional health provider who is qualified in the diagnosis of such condition must provide such verification. The assessment or verification of disability must reflect the person's current level of disability, and shall be no older than 60 days. The cost of obtaining the professional verification shall be borne by the employee.

Confidentiality of Records

Medical information you provide to the county is treated as confidential medical records under applicable laws and institutional policies. Such information is provided only to individuals who are privileged to receive such information on a need to know basis. The County Clerk's office will maintain the medical information separate from personnel records.

Requesting Accommodations

If you need to request reasonable accommodations, contact the Human Resources Office to obtain a "Request for Accommodations Form."

7.15 WORKERS' COMPENSATION INSURANCE AND DISABILITY LEAVE

Workers' Compensation is a no-fault system designed to provide benefits to all employees for work related injuries. Workers' Compensation benefits are paid for by the employer and governed by State law. The Workers' Compensation system provides for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries.

To receive Workers' Compensation benefits, immediately notify your supervisor and County Clerk's office of your claim. If your injury is the result of an on-the-job accident, it must be reported immediately. To report you may call the 24/7 Toll-Free line: 1-855-342-6942 and contact the Human Resource Department soon after to complete an accident report. Depending on the county circumstances, an effort will be made to provide a reasonable accommodation to the employee who wishes to continue his or her employment despite the occupational injury or illness. The employee will be required to bring a medical release before he or she will be allowed to return to work.

Freeman Health System, OcuMed, of Neosho is the county's designated doctor for all Workman's Compensation claims. All work-related claims must be coordinated through their office.

Human Resource Department: 417-223-4662. Freeman OcuMed 417-451-2205/After-hours Joplin OcuMed #417-347-6959.

7.16 UNEMPLOYMENT COMPENSATION INSURANCE

Unemployment compensation insurance is paid for by the county and provides temporary income for employees who have lost their job. In order to be eligible for unemployment, you must have left for reasons unrelated to improper work performance or violation of county policies or procedures. Please ask for additional information on unemployment compensation insurance upon your termination.

7.17 SOCIAL SECURITY

The county makes a matching contribution to the Social Security fund on the employee's behalf. The county contributes one (1) dollar to the Social Security Fund for every dollar deducted from the employee's paycheck for payment to the fund. You may contact the Social Security office to determine your current social security account status.

8 SAFETY AND LOSS PREVENTION

8.1 GENERAL SAFETY POLICY

Your safety is important to the County. It is the responsibility of every employee to maintain a healthy and safe work environment. Most accidents can be prevented if everyone uses assigned safety equipment and follows the established safety rules. To operate safely we must work as a team to **THINK SAFE, WORK SAFE, AND BE SAFE.**

It is your responsibility to follow the health and safety procedures in this handbook, individual department procedures, and those instructions given by your supervisor or manager.

You are required to report all occupational illnesses or injuries to your supervisor and to complete an occupational illness or injury form. Please also notify your supervisor of any health or safety concerns you have regarding the workplace. Failure to follow the county's health and safety rules can result in disciplinary action, including termination.

Reporting Injuries:

Federal and state OSHA regulations require all employees to immediately report illness or injury incurred while on the job regardless of severity. Please see your supervisor immediately to assist with any illness or injury and to obtain a Notice of Injury form to complete. If you seek medical attention please use the NurseNow Toll-Free 24/7 Line: 1-855-342-6942 which will instruct you to visit Freeman OcuMed.

9.0 CLOSING STATEMENT

9.1 CLOSING STATEMENT

Thank you for reading our employee handbook. Hopefully, you have a much better understanding as to the County's mission, history and structure as well as notice of the numerous legal compliance concerns set forth by both federal and state authorities. In closing, this employee manual was designed with the intent to build the most powerful employment relationships possible. We want employees who are trustworthy, share in our values, vision, mission and goals, communicate well, and are committed to their careers, teams and County.

Very truly yours,

Commission of McDonald County

10.0 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

10.1 ACKNOWLEDGMENT OF RECEIPT AND REVIEW

I acknowledge that I have received, and will review and understand my personal copy of the Employee Handbook. In consideration of my employment with the County, I agree to observe and abide by the conditions of employment, policies, and rules contained in this Handbook. I also understand and agree to County policies set forth including, but not limited to, those of prohibiting sexual harassment and discrimination, non-disclosure, and trade secret protection. I understand that from time to time, circumstances will require that the policies and procedures described in this Handbook to be amended or modified by the County. All effective changes will be placed in writing and may occur at any time, with or without prior notice.

I further understand and agree that my employment is entered into voluntarily and at all times shall remain "at will". Just as I am free to resign at any time and for any reason, the County is free to terminate my employment at any time, for any reason. I understand that the terms and conditions set forth in this Handbook represent the entire understanding between the County and me and that this understanding cannot be amended or altered in any way by oral statements made to me. The only way in which any understanding set forth in this Handbook can be altered is by written agreement signed and dated by an officer or Commission of the County.

I understand that I have the right and ability to have this Employee Handbook reviewed by an attorney of my choosing and that I sign this Acknowledgment of Receipt and Review without duress or misunderstanding. One copy of this Acknowledgment of Receipt and Review must remain in this handbook at all times. The other copy will be placed in my personnel file.

Date:

Signature of Employee

Print Name

10.2 Social Media/Internet/E-mail Policy Memorandum of Understanding

I, _____, the undersigned employee, have read and understand the County policy and hereby agree to abide by all the conditions therein and the County Personnel Policies Handbook. I further understand that all e-mail is considered to be the property of the County and that it is subject to review and disclosure and that any misuse of the internet, e-mail, or social media posts may subject me to disciplinary action up to and including discharge, termination of access rights or other administrative action.

Signed this ____ day of _____, 20__, by

Employee signature

Witness signature

Initials: _____