

# Employee Manual Policy Revisions - 2017

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- ~ Updated date approved by the Board of County Commissioners
- ~ Updated date the Employee Manual is effective
- ~ Revised policy number for Equal Employment Opportunity from 1.1 to 1.1(1)
- ~ Revised policy number Anti-Harassment from 1.2 to 1.1(2)
- ~ Revised policy number Anti-Retaliation from 1.3 to 1.1(3)
- ~ Created policy Reporting and Investigation of Harassment as Policy number 1.2
- ~ Created policy Pregnancy Accommodation as Policy number 1.3
- ~ Removed policy 3.5(2) Parental Involvement in K-12 Education Leave from Part 2/Section B – Leave Policies
- ~ 1.5 is reserved for future use
- ~ 3.5(2) is reserved for future use

## Introduction

- ~ Removed references related to Staff Directors from the Exemptions section
- ~ Removed references related to Staff Directors from d. Executive under Position Categories
- ~ Referring people to Human Resources for the definition and requirements for temporary employees
- ~ Changed seasonal employee definition to reflect 120 days maximum employment period

### 1.1 (1) Equal Employment Opportunity

- ~ Updated the Policy number from 1.1 to 1.1(1)

### 1.1 (2) Anti-Harassment

- ~ Updated the Policy number from 1.2 to 1.1(2)
- ~ Removed entire section under Reporting and Investigation of Discrimination, Harassment, or Retaliation in order to create new policy with this information

### 1.1 (3) Anti-Retaliation

- ~ Updated the Policy number from 1.3 to 1.1(3)
- ~ Deleted section regarding reporting as reporting is now covered in separate policy 1.2

### 1.2 Reporting and Investigation of Discrimination, Harassment, or Retaliation

- ~ Created policy; verbiage from Anti - Harassment 1.1(2) and Anti – Retaliation 1.1(3) policy removed and made into this separate policy

### 1.3 Pregnancy Accommodation

- ~ Created policy

### 1.4 Disability and Religious Accommodation

- ~ Removed the words “In most situations” from the sentence “In most situations, the County will require that an accommodation request be submitted in writing.”

### 1.5 Ethics

- ~ Removed policy from Employee Manual in order to eliminate potential inconsistencies with the Code of Ethics separately adopted by the BOCC; the Code of Ethics adopted by the BOCC remains in place.

- ~ Reserved policy number in the Table of Contents

#### 1.7(1) Computer and Internet Use

- ~ Under Prohibited Uses, bullet one, removed references to specific policy numbers that would be violated under the employee manual and replaced with “or that would violate policies in section I of this employee manual.”
- ~ Added section titled Cloud Based Storage and Transmission
- ~ Added the following to the Monitoring section: “All requests for access to another employee’s County email or electronic files must be made through IT. The Human Resources Director or designee must approve any request for access before such access is provided.”
- ~ Updated the CORA section to reflect that records whether in electronic or paper form may be subject to inspection

#### 2.1(2) Teleworking

- ~ Under Process for Teleworking section, number 3, provided a subsection listing approvals for irregular teleworking requests and regular teleworking requests.
- ~ Under General Procedures, number 11, removed the numeration of 1.5 from the Code of Ethics wording

#### 2.4(2) Drug and Alcohol Testing for Individuals with CDL

- ~ Under Refusal to Submit section, second paragraph, added that drivers “shall be placed on administrative leave and will be subject to the disciplinary process.”
- ~ Referral to a Substance Abuse Professional section was updated to reflect DOT language
- ~ Citations were updated and made consistent throughout the policy

#### 2.5 Motor Vehicle Safety

- ~ Combined policies 2.5(1) and 2.5(2) Motor Vehicle Safety; complete with a revision; updated policy number to 2.5

#### 2.5(1) Motor Vehicle Records (MVR) Standards

- ~ Removed policy; combined with Policy 2.5

#### 2.5(2) Motor Vehicle Safety

- ~ Removed policy; combined with Policy 2.5

#### 2.7 Performance Appraisal

- ~ Paragraphs one and two are updated to reflect the common review process and the timing of merit increases.

#### 2.8(2) Job Abandonment

- ~ Paragraph one, added “or who fails to return to work following approved leave”

#### 3.1(1) Long Term Disability Insurance

- ~ Updated the verbiage in the sentence of who the policy applies to for consistency

#### 3.1(2) Short Term Disability Insurance

- ~ Created Policy

#### 3.3(1) Workers’ Compensation

- ~ In second paragraph, updated to reflect that employees now call into a call center for first report of injury immediately and report injury to supervisor within twenty-four (24) hours.

### 3.4 (1) Annual Leave (Vacation)

- ~ Changed the years of service to Up to 2 years, After 2 years, After 5 years, and After 10 years from 0-3, 3-5, 6-10, 11+
- ~ Removed sentence after chart related to new hires receiving annual leave at pro-rated amounts their first month

### 3.5(1) Family Medical Leave

- ~ Under Return to Work section, edit first paragraph to state that employees who fail to return to work will be deemed to have voluntarily resigned
- ~ Under Return to Work section, instead of employee's "will" be required to reimburse the County for payment of insurance premiums during leave, updated to employee's "may" be required...

### 3.5(2) Parental Involvement in K-12 Education Leave

- ~ Deleted the policy due to the expiration of the law requiring the leave
- ~ Reserved policy number in the Table of Contents

### 3.6(3) Leave without Pay

- ~ Second page, first paragraph; added sentence referencing that employees must pay their portion of the insurance coverage while on leave or their insurance coverage will terminate

### 3.6(4) Bereavement/Funeral Leave

- ~ First paragraph; added nieces and nephews as relatives allowed for leave use
- ~ First paragraph; changed wording from 5 working days to 40 hours

### 4.1 Temporary Reassignment

- ~ Added clarification that employees being temporarily assigned must meet the minimum qualifications of the position they are being reassigned to.

### 4.2 Rates of Pay

- ~ Changed the policy to allow a director to promote an individual with a pay increase of up to 15% into the range.
- ~ Under section: Appointment to a Position Assigned to a Higher Pay Grade, second paragraph, revised sentence to reflect that promotions will not trigger a change the employees annual review date

### 4.3 Recruitment and Selection

- ~ Under Temporary position section, deleted sentence referencing temporary positions are generally of short duration of 6 months or less and referred to Human Resources for temporary employment requirements
- ~ Added section Internships/Volunteers, after Temporary Positions sections, to clarify requirements for Interns and Volunteers