

# Employee Manual Update: Summary of Proposed Changes

Effective March 2019

## 1.5 Workplace Conduct

- Added the word “norms” to the statement: “Therefore, it is the responsibility of each Adams County employee to serve the citizens and fellow employees in a courteous and efficient manner, consistent with the County’s Mission, Vision, Values, *Norms* and Goals, along with the County’s Code of Ethics.”

## 1.7(1) Computer and Internet Use

- Added the following to prohibited uses:
  - Attempting to access restricted content or bypass security restrictions by use of proxies or Virtual Private Networks (VPNs).
  - Connecting personally owned devices directly to the County network via Ethernet port (wall jack), Admin-Employee Wireless, or to county issued equipment USB, Ethernet or Bluetooth without authorization from ITi Director. All personal devices must be authorized and comply with the Adams County Personal Computing Device Policy (BYOD).  
<https://myadams/ITI/Pages/ITPolicies.aspx>
  - Using excessive bandwidth for non-business related tasks. Excessive bandwidth usage includes personal internet or network usage that interferes or disrupts with County operations. Excessive bandwidth usage could be a result of video and music streaming, large internet uploads or downloads, and cloud file storage services (e.g. DropBox and GoogleDrive). Users and/or managers will be notified by ITi if they are using Excessive bandwidth. In an effort to protect County operations, ITi may temporarily block internet access from devices as necessary.
- Updated the webpage link.
- Under Security, added “Employees who do not follow ITi policies and Procedures in their use of County computer systems, or are otherwise negligent in regard to security procedures, will be subject to discipline, up to and including termination.
- Under Monitoring, added as a reason to access, monitor and disclose the contents of an employee’s computer: “To investigate possible cyber security threats.”

## **1.7(2) Social Media**

- Changed Office of Public Information to Communications Department.

## **2.1(1) Hours of Work**

- Clarified that employees must attend work for county operations to run smoothly.
- Removed the word “unexcused” and replaced it with “excessive unplanned.”

## **2.1(2) Teleworking**

- Removed the Risk Manager from the approval process and referred employees to the Risk Manager for consultation.

## **2.5 Motor Vehicles**

- Extended the length of time for major driving violations from three (3) years to five (5) years.
- Extended the look back period from three (3) years to five (5) years.
- Added language that the County can obtain MVR information at any time for employees and volunteers.
- Added language that disciplinary action can be taken if an employee is exhibiting driving behavior that is deemed to place people or property at undue risk.

## **2.8(1) Separation from the County**

- Added language that states “Except in rare circumstances and during the PDC process, an employee’s last day shall be his or her last physical day worked.”

## **2.9 Reduction in Force and Recall**

- Clarified that grant/federal funded departments and offices are required to follow the policy and prospects for funding restoration should be considered when determining the size and scope of a layoff.
- Added “and Recall” to the title of the policy
- Added language for reemployment after a layoff:
  - **Reemployment after Layoff**

There will be no right of reemployment for employees who have been terminated due to a reduction in force. However, employees who have been subject to a reduction in force per this policy will be given preferential treatment

when applying for an open County position within six months of their termination date. Preferential treatment includes, but is not necessarily limited to, a guaranteed interview for positions that the laid off former employee meets the minimum qualifications and has relevant experience. Laid off former employees must contact People and Culture Services after submitting their application for an open position to receive preferential treatment.

Employees who are rehired within 60 days shall keep their previous hire date for purposes of leave accruals.

- Created headings for clarity and flow.

### **3.1 Long Term Disability Insurance – (renamed Health Insurance)**

- Moved Long Term Disability and combined it with Short Term Disability and Life Insurance in the next policy (3.2).
- Created a new policy 3.1 Health Insurance, which provides clarity on the enrollment periods, loss and continuation of coverage, and other specific details associated with health insurance
- Removed the “inactive status” that exists currently under the LTD policy.
- Added retiree healthcare provisions

### **3.1(2) Short Term Disability Insurance - (renamed Life and Disability Insurance)**

- Renamed and combined this policy with Long Term Disability into the Life and Disability Policy.
- Revised completely to reflect current process and provide additional information on the specifics of STD, LTD and Life insurance programs.

### **3.3 (1) Workers' Compensation - (renamed Workers' Compensation Coverage and Injury Leave)**

- Renamed the policy to Workers' Compensation Coverage and Injury Leave.
- Rewrote the policy to reflect current process and provide additional information on injury leave.

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

- Changed: “Active status employees accrue annual leave during months in which they work, or are in an approved paid leave status, for at least fifty percent (50%) of the pay period” to “To receive annual leave accruals for the month, employees must work in or be in an approved paid leave status, for at least fifty percent (50%) of the pay period.” This change was requested by payroll to match the language in the Sick Leave Policy.

### **3.5(1) Family and Medical Leave**

- Revised for better understanding and clarity.
- Clarified that the rollback period for FMLA eligibility is measured backward from the date an employee uses any FMLA leave.

### **3.5(2) Paid Parental Leave**

- Added new Policy to support the pilot program – effective 4/1/2019 – 4/1/2020.

### **3.5(3) Military Leave**

- Added the word “calendar” to the statement “For employees who are called to active military duty for more than 30 consecutive *calendar* days.”
- Changed *optional* life insurance to *voluntary* life insurance.

### **3.6(1) Compensatory Time**

Added language consistent with overtime for clarification: “Only regular hours worked and scheduled holidays shall be used for the purpose of computing compensatory time.”

### **3.6(2) Administrative Leave**

- Created three types of administrative leave and clarified what each type is used for:
  - Exempt Employees
    - As a way to remain competitive in the market, all exempt employees are eligible for one (1) administrative day off per month. Employees cannot accumulate exempt administrative leave and it will not be paid out at any time. Exempt employees must be in a paid status for more than half of the month to earn their exempt administrative leave for that month.
  - Incentive
    - Incentive administrative leave may be provided to employees for doing work that extends beyond the scope of their normal job duties or for working a significant amount of extra hours on a project. This must be approved by the department director and should only be provided in special circumstances.
  - Inquiry
    - An employee may be placed on administrative leave pending an investigation or to allow the county to look into a specific situation. This is not a disciplinary action in itself but allows for the county to conduct a thorough investigation. An employee may also be on investigatory

administrative leave during the Pre-Disciplinary process and/or appeal process.

### **3.6(3) Leave Without Pay**

- Changed “Personal Leave of Absence” to “Leave of Absence” and removed the word “personal” throughout the policy.
- Removed the one year of service requirement to accommodate probationary employees with serious health conditions.
- Added the statement: “Taking leave without pay while in a probationary period may extend an employee’s probationary period until actual time worked is equivalent to a twelve month period.”
- Added “or are not eligible for FMLA” to the sentence “A leave of absence is intended to provide for employees who encounter a personal or medical issue and have exhausted protected leave (such as FMLA) *or are not eligible for FMLA* and believe that they could return to work...”
- Added the words “without pay” to the sentence “It is the employee’s responsibility to pay their portion of the insurance coverage while on leave *without pay*.”
- Removed the section that states that the county may recover the costs for continuing insurance coverage if an employee does not return from leave without pay.

### **3.7(2) On-Call**

- Added “and the plan should also detail any associated rate of pay” to the following: “Each department shall have a written on-call duty plan that will be approved by the County Manager’s Office and on file in People and Culture Services and Payroll. This plan should detail the specific course of action to be followed by employees when they are assigned to be on-call, *and the plan should also detail any associated rate of pay.*”

### **4.3 Recruitment and Selection**

- Extended the eligibility list from 90 days to 180 days.
- Extended interviewed candidates eligibility from 60 days to 90 days.

### **4.4 Background Investigations**

- Added as new policy: documented what our process has been and created a formal policy.

## **Overall Changes:**

- Changed Human Resources to People and Culture and referred to Director of People Services and Director of Culture Services where necessary
- Changed language, grammar, punctuation, and formatting to follow APA Style standards.
  - APA Style is a writing style and format for academic documents such as scholarly journal articles and books. The guidelines were developed to aid reading comprehension in the social and behavioral sciences, for clarity of communication, and for "word choice that best reduces bias in language."

It is described in the style guide of the American Psychological Association (APA). APA Style was first developed in 1929 by a group of social scientists who wished to establish sound standards of communication. Since that time, it has been adopted by leaders in many fields and has been used by writers around the world.