The

Callaway County

Government

Personnel Policy

Manual

**Revised March 24, 2017**

**FOREWORD**

This manual is a reference both for the County Commission of Callaway County and employees of Callaway County government. It is, in addition, a reference for the other officers of the County whose offices represent the basic functions of governance in the County.

Of necessity such a manual cannot be entirely specific for that defeats its long range usefulness. This personnel administration manual has been designed to focus on general policies with a viewpoint toward making its text useful for many years to come. This makes it incumbent on the County’s leadership to provide direction based on good and sound business practice.

As the County’s Commission, we are pleased to have had the opportunity to establish these policies for the benefit of both the government of Callaway County and for its employees. This handbook, containing personnel policies and practices as well as benefit descriptions, is intended to serve as a guideline for all employees. It is not intended to serve as an employment contract or to change the employment at will concept as applied to County employees. This manual and the policies and practices in it are subject to change by the County at any time. It is recommended that employees who need to know the specific provisions of any benefit that is available to County employees should contact the Human Resources Department to review the benefit contract or the state law under which the benefit is controlled.

We take pride in the development of this manual and encourage its careful study.

Respectfully submitted:

Gary Jungermann, Presiding Commissioner

Roger Fischer, Western District Commissioner

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Callaway County Government

Personnel Manual

Section 1

Introduction

**Callaway County Personnel Manual**

SECTION: Introduction

Section: 1

Subject: 1.1

SUBJECT: Callaway County Commission

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Revised:

The County of Callaway is governed by the Callaway County Commission, which is comprised of elected officers appointed by the residents of Callaway County.

**Authority**

The most important and most expensive resource that accrues to Callaway County’s government is its staff. Therefore, it is important that the County have clearly stated policies applicable to the wise management of its personnel.

The authority of the County Commission is found in Chapters 49 and 50 of the Missouri Revised Statutes (RSMo) that give broad powers to the County Commission in establishing working conditions, salaries/wages, and benefits for County employees.

In addition to Missouri laws, County employment is regulated by certain federal laws and regulations as well as by the administrative directions and budget adopted by the County Commission.

**Statement Of Rights**

The County of Callaway shall retain all of its management rights and authority to manage the County’s business as required by state law. The County shall have sole authority in establishing goals and objectives, setting the mission of County government, providing for the needs and services of its residents, planning the direction of the future of Callaway County in compliance with the Statutes of the State of Missouri. The County of Callaway and its elected officials will retain the right to direct the work of employees; to hire, promote, demote, discipline, suspend, and dismiss employees; to release employees due to lack of work, financial constraints, or for other legitimate reasons with any layoffs of employees being normally accomplished through natural attrition over a reasonable period of time giving due consideration to seniority. The County of Callaway shall retain sole authority to establish and enforce rules and regulations and/or revoke or change the rules and regulations as it determines appropriate for the County, or as law may require; to change or modify methods, services, equipment or facilities in compliance with the Statutes of the State of Missouri.

**RSMo 49.266**

The County Commission by orders or ordinance may regulate use of county property, traffic and parking. 1. The County Commission in all counties of the first, second, or fourth classification may by order or ordinance promulgate reasonable regulations concerning the use of county property, the hours, conditions, methods, and manner of such use and the regulation of pedestrian and vehicular traffic and parking there on. 2. Violation of any regulation so adopted is an infraction.

**Affirmative Action Plan**

The County Commission shall be responsible for the development and administration of a voluntary affirmative action plan to aid in achieving full realization of equal employment opportunity (EEO). Such plan shall include:

1. A policy statement
2. Assurances of compliance with applicable EEO laws
3. A utilization analysis
4. Affirmative action objectives

**Courthouse Closings**

The Callaway County Commission shall be the only authority to collectively release all County employees earlier than the regular closing hours of the Courthouse and its departments or to delay the regular time to report to work due to inclement weather conditions. The County Commission has the authority to close the courthouse due to inclement weather conditions. This policy does not preclude, however, individual department’s use of judgment in granting late arrival or early departure for individual employees.

The Callaway County Commission shall be the sole authority in determining the official closing of the Courthouse and its departments for any reason or circumstance deemed appropriate or necessary

**Callaway County Personnel Manual**

SECTION: Introduction

Section: 1

Subject: 1.2

SUBJECT: Purpose of the Personnel Manual

Page: 1 of 2

Revised:

The purpose of this manual is to provide information to the Commission, management, and employees of Callaway County, to maintain compliance with all applicable employment law, and to make employment expectations clear to employees.

The personnel manual is for informational purposes only, and should not be interpreted as a contract between Callaway County and its employees.

A current copy of the personnel manual will be kept in the Human Resources Department and will be available to the Commission and staff during all working hours. All employees will be given access to a copy of the personnel manual and will be requested to read the manual, and may do so during their working hours. Each employee will be requested to sign documentation showing that they have reviewed the manual. The personnel policies of Callaway County are subject to change at any time by the Callaway County Commission.

Elected officials of the County and departmental heads will need to give specific administrative dimension and direction to their individual department functions as mandated by state statutes. Generally, departmental rules should not conflict with these policies unless discussed by the appropriate department head with the Callaway County Commission and given prior approval.

The policies in the Employee Manual are to be considered as guidelines.

- The Callaway County Commission, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.

- Any such action shall apply to existing as well as to future employees.

- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.

- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

- No one other than the Callaway County Commission may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.

- No statement or promise by a supervisor or County Department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces (supersedes) any and all other or previous Callaway County Employee Manuals, or other Callaway County policies whether written or oral.

**Callaway County Personnel Manual**

SECTION: Introduction

Section: 1

Subject: 1.3

SUBJECT: Receipt and Acknowledgment

Of the Employee Manual Page: 1 of 1

Revised:

Receipt and Acknowledgment of the Callaway County Employee Manual

Please read the following statements, sign below and return to your manager.

**Understanding and Acknowledging Receipt of the Callaway County Employee Manual**

I have received and read a copy of the Callaway County Employee Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of Callaway County at any time.

**At-Will Employment**

I further understand that my employment is at will, and neither myself, nor Callaway County has entered into a contract regarding the duration of my employment. I am free to terminate my employment with Callaway County at any time, with or without reason. Likewise, Callaway County has the right to terminate my employment, or otherwise discipline, transfer, or demote me at any time, with or without reason, at the discretion of the County. No employee of Callaway County can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without the written approval from the County Commission.

During my probation I have no access to Due Process and can be terminated with or without cause.

**Confidential Information**

I am aware that during the course of my employment confidential information will be made available to me, for instance, employee information, real estate transactions, litigation information, and other related information. I understand that this information is proprietary and critical to the success of Callaway County and must not be given out or used. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or entity. A separate document relating to Confidential Information will be supplied to each employee for their signature.

Employee's Printed Name Position

Employee's Signature Date

**Callaway County Personnel Manual**

SECTION: Introduction

Section: 1

Subject: 1.4

SUBJECT: Compliance with Policies

and Objectives Page: 1 of 2

Revised:

Compliance with Policies

All Callaway County employees are expected to comply with the policies in this manual. Failure to comply with employment policies may result in disciplinary action or termination.

Compliance with Objectives

Callaway County requires the cooperation of its employees to ensure that each workday is enjoyable and rewarding. Each employee’s first responsibility is to know their own duties and how to do them promptly, correctly and pleasantly. Secondly, all employees are expected to cooperate with management and fellow employees and to maintain a good team attitude.

How employees interact with their fellow employees and those whom Callaway County serves and how he/she accepts direction can affect the success of their department. In turn, the performance of one department can impact the entire service offered by the County. Consequently, whatever position employees hold, he/she has an important assignment: perform every task to the very best of their ability.

Employees are encouraged to grasp opportunities for personal development offered to them. This manual offers insight on how employees can perform positively and to the best of their ability to meet and to exceed County expectations.

The Callaway County Commission strongly believes employees should have the right to make their own choices in matters that concern and control their life. Callaway County believes in direct access to management. The Commission is dedicated to making Callaway County a place where employees can approach their manager, or any member of management, to discuss any problem or question. The Commission expects employees to voice their opinions and contribute their suggestions to improve the quality of the County’s services.

Remember, as an employee of Callaway County, you help create the pleasant and safe working conditions that the County intends for all employees. The cooperation of all employees will result in better performance for County Department’s overall and personal satisfaction for each employee.

**Employee Relation Objectives**

The County believes in creating a harmonious working relationship between all employees. In pursuit of this goal, the County has created the following employee relation objectives:

1. Provide a challenging, and rewarding workplace and experience.

2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.

3. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound management practices.

4. Provide paid leave and holidays to all eligible employees.

5. Provide eligible employees with health and welfare benefits.

6. Assure employees an opportunity to discuss any issue or problem with the County Commission.

7. Take prompt and fair action of any complaint which may arise in the everyday conduct of our business, to the extent that is practicable.

8. Respect individual rights, and treat all employees with courtesy and consideration.

9. Maintain mutual respect in our working relationship.

10. Provide adequate work space.

11. Make promotions or fill vacancies from within the Department whenever practical.

12. Keep all employees informed of the progress of the County, as well as the County's overall goals and objectives.

13 Promote an atmosphere in keeping with the County's goals.

**Callaway County Personnel Manual**

SECTION: Introduction

Section: 1

Subject: 1.5

SUBJECT: Nondiscrimination In Employment

Page: 1 of 2

Revised:

Equal Employment Opportunity

Callaway County is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

In accordance with applicable federal and state laws and regulations, Callaway County provides equal opportunity for all in recruitment, hiring, training, promotion, transfer, compensation, and all other terms and conditions of employment without regard to protected category status.

It is the policy of Callaway County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Callaway County will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Callaway County will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the County.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

This policy will be adhered to by all staff and contractors of the County. Supervisory and management staff, in particular, will assure that the intent as well as the stated requirements is implemented in all employee relations and personnel practices. The application of this policy is the individual responsibility of all administrative and supervisory staff but all members of the staff share in the responsibility for assuring that, by their personal actions, the policies are effective and apply uniformly to everyone.

Any employees, including managers, involved in discriminatory practices will be subject to termination.

At-Will Employment

Your employment with Callaway County is at-will. This means that neither you nor Callaway County has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Callaway County at any time, with or without reason. Likewise, Callaway County has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of the County.

No employee of Callaway County can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the County Commission.

Non-Binding Arbitration Policy

If an employment dispute arises while you are employed at the County, Callaway County requests that you agree to submit any such dispute arising out of your employment or the termination of your employment (including, but not limited to, claims of unlawful termination based on race, sex, age national origin, disability, breach of contract or any other bias prohibited by law) to non-binding arbitration.

You and the County shall each bear respective costs for legal representation at any such arbitration. The cost of the arbitrator and court reporter, if any, shall be shared equally by the parties.

Termination of Your Employment

Callaway County will consider you to have voluntarily terminated your employment if you do any of the following:

1. Resign from Callaway County,

2. Fail to return from an approved leave of absence on the date specified by Callaway County, or

3. Fail to report to work or call in for two (2) or more consecutive work days.

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Callaway County policies. However, your employment is at-will, and you and Callaway County has the right to terminate your employment for any or no reason.

**Callaway County Personnel Manual**

SECTION: Introduction

Section: 1

Subject: 1.6

SUBJECT: Harassment

Page: 1 of 3

Revised:

Harassment Policy

It is the policy of Callaway County to allow zero tolerance for harassment among Callaway County staff. Callaway County intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance.

Harassment of any sort - verbal, physical, or visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

What Is Harassment?

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

Responsibility

All County employees, and particularly managers, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate manager or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the County to do so.

Reporting

While the County encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify the Director of your Department and/or the County Commission immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a manager or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. The County Commission will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Callaway County accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. Callaway County may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Policy Statement on Sexual Harassment

**What Is Sexual Harassment?**

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and cannot be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist:

1. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation.
2. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against Callaway County’s policy to download inappropriate pictures or materials from computer systems.

Callaway County prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

Callaway County will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

Callaway County Government

Personnel Manual

Section 2

Employment of Personnel

**Callaway County Personnel Manual**

SECTION: Employment of Personnel

Section: 2

Subject: 2.1

SUBJECT: Minimum Qualifications

Page: 1 of 1

Revised:

Callaway County uses the minimum experience and training qualifications set forth in the employee’s job description as qualification for employment.

Employees who meet the minimum qualifications may be hired on a provisional basis for up to six months. During that time, the provisional employee should demonstrate their ability to perform the duties of the job description fully to be considered for a regular appointment.

See “Job Description” for minimum qualifications.

Exempt Positions

The following positions are referred to as “unclassified” positions. An unclassified position may be approved on the basis that it is not practicable to fill the position by competitive examination. The following position(s) may be unclassified:

1. County Commission
2. County Auditor
3. County Assessor
4. Sheriff
5. Prosecuting Attorney
6. Public Administrator
7. Recorder
8. Collector
9. County Clerk

**Callaway County Personnel Manual**

SECTION: Employment of Personnel

Section: 2

Subject: 2.2

SUBJECT: Employment Procedure

Page: 1 of 3

Revised:

Application Process

All applications for employment will be made on forms approved by the Callaway County Commission and distributed to all elected officials and department heads. Applications may require information concerning personal characteristics, education, experience, references and other pertinent information. All applications shall be signed by the applicant attesting to the accuracy and truthfulness of the information provided by the applicant.

The elected official, department head, and/or the County Commission shall retain the right to request documentation and verification of pertinent information such as education, experience, and other claims by the applicant. Applicable departments may request information necessary to perform routine background checks. Employment eligibility will be verified through the **e-hire** process conducted by the Human Resources Department.

Hiring Authority

The elected official or department head shall be the hiring authority in each office and shall have responsibility for filling any vacancy within his/her office.

Posting of Vacancies

All full-time job vacancies will be publicly posted a minimum of ten (10) working days. Such vacancies will also be advertised in a local newspaper a minimum of three (3) days.

If a vacancy occurs within 60 days of the aforementioned advertising, the department head may draw from the applications received from the first advertising.

Hiring Open Positions

In the event of a job opening, or the opening of a new position:

* The Commission and/or elected officials will document specific qualification requirements.
* The position will be posted internally and through at least one local newspaper.
* Solicit applications and resumes specifically for the open position.
* Eligible applicants will be chosen to interview.

1. Eligible applicants will be contacted setting a place, time, and date for the interview. The notification will inform the applicant that if the arrangement is not satisfactory, they should contact the hiring office or Human Resources Department. Applicants who have left resumes should fill out an application form to allow for more uniform comparison of applicants.
2. For positions other than the Callaway County elected officials and law enforcement officers, residency within Callaway County is desirable but shall not be a condition of initial appointment or continued employment; provided, however, that an employee’s selection of residence shall not interfere with the daily performance of their duties and responsibilities. In the event that two applicants have equal qualifications, county residents shall be given preference.
3. Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least eighteen (18) years old and will be required to present a valid Missouri driver’s license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the County Commission, may be disqualified for employment with the County in positions requiring driving.
4. The County may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the County Commission. The County may contract with any competent agency or individual to prepare and/or administer examinations.
5. After an offer of employment has been made and prior to commencement of employment, the County may require persons selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or well-being of other employees or the County’s citizens. The offer of employment may be conditioned on the results of the examination. All costs relating to the above mentioned requirements will be incurred at the expense of Callaway County.
6. The candidate will be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual’s condition cannot reasonably be accommodated in the workplace); (2) the candidate refuses to submit to a medical examination or complete medical history forms; (3) if the exam reveals use of alcohol and/or controlled substances; (4) if the candidate’s name appears on the Missouri Department of Social Service’s employee disqualification list or; (5) if there is evidence of criminal activities that could endanger the health, safety or well-being of the County’s residents as a result of a Missouri Highway Patrol criminal background check; (6) if candidate is deemed to be a poor match for the position or agency; (7) if candidate should refuse or found to be of poor credit worthiness through a credit check (where applicable).

# Recruiting

Recruiting practices are conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, age, or disability.

# Each applicant shall complete and sign an application form prior to being considered as a finalist for any position. Resumes may supplement, but not replace, the County’s official application form.

Any applicant supplying false or misleading information is subject to immediate termination, if hired.

# Interviews

Interviews will be conducted by the Human Resources Department and/or the elected official.

Closure

After completion of the interviews, all interviewees will be notified in writing of the decision.

**Callaway County Personnel Manual**

SECTION: Employment of Personnel

Section: 2

Subject: 2.3

SUBJECT: New Employee Orientation

Page: 1 of 1

Revised:

The orientation for all new employees will consist of:

1. Review of the job description and expectations of the position, including:

Hours

Time sheets, salary and pay period

Mileage

Travel requirements

Applicable benefits

Performance appraisal form

2. Tour of the facility, including rest rooms, break areas, and smoking areas, and staff introductions

3. Overview of County’s services

4. Review of Callaway County Personnel Manual

5. Training on Non-discrimination in Provision of Services

6. Development of personnel file, including but not limited to:

Personnel Action Record

Position Description

Personnel Record Application

Confidentiality Statement

Employment Eligibility Verification (I-9)

Professional Licensure

Verification of Liability Insurance, if applicable

W-4

**Callaway County Personnel Manual**

SECTION: Employment of Personnel

Section: 2

Subject: 2.4

SUBJECT: Employment Status

Page: 1 of 4

Revised: 03-24-2017

All new employees are classified as either full-time, part-time, PRN, or temporary. In addition, each employee is classified as either non-exempt or exempt and as either essential or non-essential. All policies described in this employee manual and communicated by the County Commission apply to all employees, with the exception of certain wage, salary and time off limitations applying only to “non-exempt” employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

All new employees of Callaway County will be subject to a six (6) month mandatory probationary period.

**JOB APPOINTMENTS**

# Probationary Appointment

All employees are required to serve a probationary period.

The purpose of the probationary period is to evaluate the employee’s performance and conduct to determine if the employee should be given regular status in the position. Supervisors and employees have a dual responsibility during the probationary period. The employee is expected to make every effort to meet the performance standards of the position. The supervisor has the following responsibilities:

1. Providing orientation early in employment to assure the new employee fully understands responsibilities, rules and policies, and how he/she fits into the work of the County or position.

1. Providing clear instructions on new assignments.

3. Informing the employee of the standards of conduct and performance against which he/she will be measured.

4. Informing the employee on how well he/she is doing and providing counseling on deficiencies in order that the employee may have an opportunity to improve.

The normal length of the probationary period is six (6) months. Time worked during a provisional appointment may be included as a part of the probationary period. Any leave time taken during the probationary period is not counted toward the length of the probationary period.

Probationary periods may be extended up to a total of six additional months if there has been a change in duties; a change in supervision, or the employee is not performing as expected. The employee must be notified in writing at least 10 days prior to the expiration of the normal probationary period, or the employee will attain regular status.

If an employee, serving on probationary period does not meet performance expectations or work standards, the employee can be dismissed without access to due process.

If an employee is promoted or otherwise changes positions, then a new probationary period may be imposed. The new probationary period shall be specified at six (6) months.

Dismissal during the Introductory Period or Extension

The elected official or department head may elect to dismiss an employee at any time during the introductory period without statement of reason or notice.

Regular Appointment

Regular status means that employment will continue so long as the work performance and/or conduct is satisfactory or unless a shortage of funds or change in organization, programs or activities requires a reduction in staff through layoff.

Nothing contained in this manual is intended to provide or guarantee employment for any specific period of time, or to convey any permanent right of employment.

###### JOB CLASSIFICATIONS

Full-Time Employee

An employee who successfully completes their introductory or probationary period (see the Introductory Period Policy for a specific definition) and who works at least 30 hours per week is considered a full-time employee. If you work at least 1000 hours per year you will be eligible for the County Employee Retirement Fund but will not be eligible for benefits other than those required by law.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employee

An employee who works less than 30 hours per week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for benefits described in this Employee Manual except to the extent required by provision of state and federal laws.

Regular Employee

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full- or part-time.

Temporary Employee

From time to time, the County may hire seasonal employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees, interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those temporary employees classified as "non-exempt" (see the section titled "Non-Exempt and Exempt Employees" below) who work more than forty (40) hours during any workweek will receive overtime pay.

PRN Employee

PRN employees are those employees who work as needed. PRN positions are unclassified. An employee who is not regularly scheduled to work at least sixty (60) hours per month is considered PRN.

Non-Exempt and Exempt Employees

At the time you are hired, you will be classified as either "exempt" or "non-exempt." This is necessary because, by law, employees in certain types of jobs are entitled to comp time for hours worked in excess of forty (40) hours per work week. These employees are referred to as "non-exempt" in this Employee Manual. This means that they are not exempt from (and therefore should receive) comp time.

**Note:** See Wage and Salary Policies in the section of this Employee Manual titled "Compensation" for a full description of comp time payment policies.

Exempt employees are managers, executives, professional staff, technical staff, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

**Non-Essential and Essential Employees**

Employees working in certain departments, specifically the departments related to public safety, are considered essential personnel. This includes, but may not be limited to, Law Enforcement personnel, Road & Bridge personnel, Corrections Officers, and Communication Operators. These employees are considered essential because their roles in essential departments are necessary at all times, even in the event of an emergency situation.

All other employees, specifically those in administrative positions are considered non-essential in most situations. However, depending on the circumstances, a non-essential employee may be considered essential in a given situation.

**Note:** See Work Week and Work Hours Policies in the Section of this Employee Manual titled “Severe Weather and Emergency Conditions” for more information on Non-Essential and Essential Employees.

**Callaway County Personnel Manual**

SECTION: Employment of Personnel

Section: 2

Subject: 2.5

SUBJECT: Employee Records

Page: 1 of 2

Revised:

The Human Resources Director will establish and maintain an official personnel record for each employee. Department heads will maintain time sheets for all personnel and will submit same to the Human Resources Director.

Personnel files are confidential. Information included in each employee file:

Personnel Record

Original Application

Personnel Action Records

Performance Appraisals

Position Description

Verification of Non-discrimination Training

Transcripts

Confidentiality Statement

Professional Licensure

Verification of Liability Insurance

Health Insurance Papers

Deferred Compensation Papers

LAGERS and CERF Papers

Other correspondence regarding the employee

Documentation of Training, meetings, and conferences

The following information concerning each employee will be retained in the Payroll Records:

Payroll records

Payroll deduction authorizations (W-4)

Leave Records

The following information concerning any individual employee will be kept in separate files from the employee’s official personnel file:

Employee Grievances

Complaints of Harassment

Medical information

Personnel records are maintained indefinitely for current employees. The files of former employees are retained and are kept Human Resources Department.

Employees should notify the Human Resources Director or supervisor of any change in status regarding any information which is retained in the employee’s official personnel file.

**Employee Personnel Records**

1. A personnel file for each employee is kept by the County and access is limited to the employee’s immediate supervisor and the Human Resources Department. An employee’s personnel file contains the employee’s name, title and/or position held, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline and other pertinent information.
2. An employee has the right to review their file. An employee may request removal of what the employee believes to be irrelevant or erroneous information in their personnel file. If the County denies the employee’s request to remove the information, the employee may file a written rebuttal statement to be placed in their file.
3. Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee’s personnel file will be released to anyone, including the press, without a written request for specific information.
4. Position descriptions shall be maintained by the Human Resources Department for all regular full-time and regular part-time positions. The position descriptions shall include: Class Title, General Purpose, Examples of Duties and Minimum Qualifications. The position description does not constitute an employment agreement between the County and employee and is subject to change as the needs of Callaway County and the requirements of the job change. Examples of duties listed in the position description are intended only as illustrations of various types of work performed. The omission of specific statements of duties does not exclude them from the position requirements and employees may be assigned other duties as required. Each employee’s position description is maintained as part of his or her personnel file. Additional copies of position descriptions may be requested through the Human Resources Department.

**Callaway County Personnel Manual**

SECTION: Employment of Personnel

Section: 2

Subject: 2.6

SUBJECT: Release of Personnel Information

Page: 1 of 1

Revised:

Personnel records are considered to be confidential and will be kept in a locked cabinet in the Human Resources Department.

An employee may review his/her own official personnel records in the presence of the Human Resources Director. Files should not be removed from the Human Resources Department.

The Human Resources Director may provide the employee’s supervisor or County Commission information from the official records for official purposes.

**References**

Callaway County does not provide former employees with references for work performed for the County.

Only the Human Resources Director or designee will provide employment information on current or former regular County employees.

Requests for personnel information from external sources should be referred to the Human Resources Director. The only information which may be released about an individual employee without written authorization is the employee’s name, and whether they are currently an employee. For any other information, a request must be made in writing. The written request must include:

The name of the person requesting the information

The reason and date

The specific information which is to be released

Written authorization by the employee

The Human Resources Director may release specific employee information under the following conditions:

A request from a state, local, or federal agency having authority to request information for official purposes

Under a court order

Emergency use to protect the health or safety of the Individual

For statistical research where individual employees are not identifiable

Callaway County Government

Personnel Manual

Section 3

Work Week and Work Hours

**Callaway County Personnel Manual**

SECTION: Work Week and Work Hours

Section: 3

Subject: 3.1

SUBJECT: Regular Work Week

Page: 1 of 1

Revised:

Hours of the Courthouse

The normal hours of the Courthouse are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Work Week

The regular work week for Callaway County employees who work a normal work week of forty (40) hours or less shall run from 12:01 am Monday to midnight the following Sunday evening. For employees who may qualify for different work periods and who have different work periods designated, the work period shall be designated in writing and filed with the County Commission and in the employee’s personnel file. The regular work week is defined for the purpose of determining wages and overtime as set forth in the Fair Labor Standards Act (FLSA).

The regular working hours for all full-time, non-law enforcement employees, are forty (40) hours in five (5) consecutive eight (8) hour days, except as noted below;

1. Department heads shall arrange work schedules to meet the needs of County service and may allow variable or flexible work schedules.
2. The law enforcement department may establish work schedules that take full advantage of the FLSA hour’s requirement.

**Callaway County Personnel Manual**

SECTION: Work Week And Work Hours

Section: 3

Subject: 3.2

SUBJECT: Attendance

Page: 1 of 1

Revised:

#### Attendance

Punctual and consistent attendance is a condition of employment.

Employees unable to work or unable to report to work on time should notify their supervisor by 8:15 a.m. Unless incapacitated, the employee, not a family member, must make the call. If an absence continues beyond one day, the employee is responsible for reporting in each day, unless extenuating circumstances exist.

Employees who fail to observe attendance requirements and procedures shall be subject to disciplinary action.

If an employee is on medication or under a doctor’s care for any reason that could affect the employee’s operation of machinery, equipment, or other job duties, the employee must inform their supervisor of his/her condition. Failure to report a health or injury condition may subject the employee to disciplinary action.

**Callaway County Personnel Manual**

SECTION: Work Week And Work Hours

Section: 3

Subject: 3.3

SUBJECT: Employee Schedules

Page: 1 of 1

Revised:

The department head shall maintain current work schedules for all employees in his/her department and shall give employees reasonable notice of any changes in work schedules. The department head may designate an individual in a supervisory role within the department to coordinate work schedules.

Employees who have a regular work schedule are expected to be present for work unless they have requested leave through their supervisor.

Regular working hours for all full-time, non-law enforcement employees, are forty (40) hours in five (5) consecutive eight (8) hour days, except as noted below;

1. Department heads shall arrange work schedules to meet the needs of the County service and may allow variable or flexible work schedules.
2. The law enforcement department may establish work schedules that take full advantage of the FLSA hour’s requirement.

Working hours for law enforcement personnel is based on one-hundred seventy-one (171) hours in twenty-eight (28) consecutive days.

**Callaway County Personnel Manual**

SECTION: Work Week And Work Hours

Section: 3

Subject: 3.4

SUBJECT: Severe Weather and

Emergency Conditions Page: 1 of 1

Revised: 03-24-2017

In order to be responsive to the needs of the community, Callaway County will remain open during the normal work week except in extreme circumstances.

Severe Weather and Emergency Conditions

In the event of severe weather conditions or other forecasted emergencies, the County Commission shall be the only authority to close County offices for all or part of the day. As such, you will be notified as soon as possible by your supervisor.

If there is a forecasted weather emergency, all employees shall maintain a “ready” status so as to be able to return to work if called back. Callaway County has an Emergency Response Plan. All employees are expected to be familiar with the plan and are expected to remain prepared to report to their designated rally spot if the plan is activated.

If you are unable to come to work due to severe weather localized in your area (that does not affect other areas in the County’s radius), you may elect to stay home. If you do elect not to report for work, the time off will be deducted from your accrued annual leave or comp time leave.

If the County Commission does close County offices in the event of an emergency or severe weather, non-essential employees will be placed on paid administrative leave for the duration of the emergency. Essential employees scheduled to work will be required to report to work during the emergency event due to the fundamental nature of their positions. Those essential employees that work during the emergency event will be awarded with holiday hours that amount to one-half of the employee’s regular work day. The holiday hours earned in this situation will need to be used within 60 days of the event or they may be forfeited, unless prior approval for an extension is obtained by the County Commission.

**Callaway County Personnel Manual**

SECTION: Work Week And Work Hours

Section: 3

Subject: 3.5

SUBJECT: Special Projects or Duties

Page: 1 of 1

Revised:

On occasion, you may be asked to assist with special projects. These special projects or events could occur on weekends or evenings.

**Callaway County Personnel Manual**

SECTION: Work Week and Work Hours

Section: 3

Subject: 3.6

SUBJECT: Call Back

Page: 1 of 1

Revised:

All employees are subject to call back in emergencies or as needed by the County to provide necessary services. A refusal to respond to a call back is grounds for immediate disciplinary action including possible termination. Employees called back to duty will receive comp time for hours worked.

If an employee is called in for unexpected or emergency duty, then the work period beginning designation is the point at which time begins accruing overtime compensation or compensatory time off at a rate of 1.5 times hours worked if taken outside the workweek.

Callaway County Government

Personnel Manual

Section 4

Salaries and Benefits

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.1

SUBJECT: Compensation Plan

Page: 1 of 5

Revised: 03-24-2017

**Employee Pay Rates**

County employees shall be paid using the County of Callaway pay plan as a guide.

Usually, new employees start their employment at the minimum salary rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee’s experience, training or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum.

The pay period for law enforcement personnel is based on one-hundred seventy-one (171) hours in twenty-eight (28) consecutive days.

Pay increases are contingent on satisfactory performance, using yearly evaluations as an indicator. If an employee’s performance is consistently unsatisfactory, the department head may defer a scheduled pay increase for a stipulated period of time or until the employee’s job performance is satisfactory.

The County Commission may grant an across the board pay adjustment (cost of living increase) from time-to-time, raising the salaries of all positions by a specified amount within a defined group of classifications.

Pay Cycle

All full-time employees are paid semi-monthly. Paychecks will be issued around the 15th and the last working day of the month. If the 15th of the month falls on a Saturday, paychecks will be issued on Friday (14th). If the 15th of the month falls on a Sunday, paychecks will be issued on Monday (16th). The second paycheck of the month will always be issued on the last working day of the month.

Pay cycles will run from the 1st of the month through the 15th of the month and from the 16th of the month through the last day of the month. Employees will be paid based on an average of working hours in the year. (Example: 2080 working hours in a year divided by 24 paydays equals 86.67 hours). Because the pay is based on an average rather than the actual hours worked during the pay period, an employee’s final paycheck upon termination will be adjusted for any under- or overpayment that may have been received up to that point.

All part-time employees are paid monthly. Paychecks are issued on the last working day of the month.

**Direct Deposit Required**

Employees hired after January 1, 2004 will be required to use direct deposit of their paychecks. The Human Resources Department has information available on obtaining an account for anyone not already using a checking or savings account

Mandatory Deductions from Paycheck

Regular deductions from the employee’s earnings are required by law; other deductions are specifically authorized by the employee. Callaway County will withhold from the employee’s paycheck those deductions required by law and any voluntary deductions authorized by the employee.

Among these are your federal, state and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from your supervisor immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained whenever Callaway County is ordered to make such deductions.

**Note:** Please see "Wage Garnishments" later in this section for further information.

Payroll Advance

It is the policy of Callaway County not to make advance payroll payments.

Error in Pay

Every effort is made to avoid errors in paychecks. If an employee believes an error has been made, he/she should notify the Human Resources Department immediately. The Payroll Clerk will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Compensatory Time Off

It is each employee’s responsibility to work as efficiently as possible to accomplish job tasks during regularly scheduled work hours. The department head is authorized to require employees to work overtime as a condition of employment if the conduct of public business is such that this is necessary for the welfare of the Department. Failure to comply with such requests shall constitute a violation of these rules and regulations and provide grounds for disciplinary action as herein provided. Supervisors shall develop methods and procedures to maximize productivity and reduce or avoid the need for overtime. Those employees shall have this section explained and sign a memorandum of understanding to the effect that the individual understands agreement to the requirements of this section is a condition of employment.

Overtime is based on hours worked in excess of forty (40) hours within a 168-hour period of seven consecutive 24-hour periods except for law enforcement employees, which is based on 171-hours within a twenty-eight day period. Hours worked in excess of the standard workweek, or duty tour, is compensated by awarding compensatory time off equal to 1½ times the overtime hours worked. For example, if a maintenance employee is called in at 4:00 a.m. on a Monday morning to handle a wastewater-flooding problem, he/she may be eligible to receive straight time off for four (4) hours on Friday afternoon of the same week. (This example’s application is based on the assumption that the maintenance worker’s workday is normally set to begin at 8:00 a.m.). Hours worked shall only include hours actually worked on the County’s behalf. Holiday time taken during the work period is considered hours worked for purposes of calculating overtime. Exempt employees shall not accrue compensatory time nor be paid for overtime worked.

All departments must utilize compensatory time in lieu of paying overtime. Each department shall make every effort to avoid compensatory time off by the proper scheduling of employees. The period of work time, which will be used for ascertaining whether or not time worked is overtime, will be by reference to the FLSA. The work week of 40-hour-per-week-employees will run from Monday through the following Sunday.

All compensatory time off being earned must have prior approval from your supervisor, or it will not be granted. Compensatory time for less than 15- minutes will NOT be accepted.

*Averaging of Workweek Not Allowed*

The averaging of overtime worked for purposes of reducing compensation in either pay or compensatory time earned is not allowed.

*Calculating Compensatory Time*

While traveling out of town for training, an employee will earn compensatory time for any hours worked over 8 hours in that day. This includes traveling to and from the training destination. Whether or not the compensatory time is calculated at straight time or time and one-half will be determinate upon the employee working forty hours in that given week.

Any time not spent in training while out of town is not considered compensatory time.

Staff that must return to the office to present a training class after regular work hours will be granted compensatory time for those hours.

The only times when the Callaway County Commission will approve compensation (in lieu of time off) are; 1) in a circumstance where an employee terminates his/her employment status and overtime hours remain on the book, and 2) if accumulated overtime exceeds 240 hours (360 hours for law enforcement employees), the maximum allowed by FLSA to be carried without payment.

Call-Back Time

Employees who have left their normal workplace and who are called back to work shall be credited for actual time worked, regardless of the number of individual calls, or a minimum of two (2) hours, whichever is greater, except the minimum guarantee shall not apply to calls which occur within two (2) hours of a scheduled reporting time. All call-back time shall count as hours worked, including minimum guarantee time. Employees shall accumulate time from the time they begin to perform services for the County until they complete the services or are relieved from duty.

Employees who are required to appear in court in conjunction with their duties for the County shall be treated as called-back employees if the court appearance does not fall within their work schedules.

Anniversary Date

The date of an employee’s original first day of continuous, uninterrupted service shall constitute the anniversary date for every full time employee of Callaway County.

Time Records

By law, the County is obligated to keep accurate records of the time worked by employees. To accomplish this, time sheets are used.

Employees are responsible for accurately recording their hours. No one may record hours worked on another employee's timesheet. Tampering with another's time record is cause for disciplinary action, up to and including possible termination, of both employees. In the event of an error in recording your time, please report the matter to the Human Resources Department immediately.

Wage Garnishments

The County hopes it will not be necessary to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from an employee’s paycheck, the employee will be notified.

The County acts in accordance with the federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from your paycheck.

**Note:** Please see the Mandatory Deductions from Paycheck Policy earlier in this section for further information.

**Compensation upon Termination**

When an employee is terminated from Callaway County, the employee will receive the following compensation:

1. Regular wages for all hours worked up to the time of termination that has not already been paid.
2. Any holiday pay due.
3. A lump sum payment of any accrued but unused vacation and compensatory time.

**Compensation upon Death of Employee**

Upon the death of an employee, all compensation due shall be made payable in the late employee’s name. The designation of who will receive the compensation is to be determined by the Probate Court Judge.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.2

SUBJECT: Rates of Pay for

Unclassified Positions Page: 1 of 1

Revised:

The County Commission will determine the salary or rate of pay for any unclassified employee. The rate for comparable classified positions will be considered when determining salary rates, but may not necessarily be the same due to other considerations.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.3

SUBJECT: Available Benefits

Page: 1 of 4

Revised: 12-14-2016

Callaway County provides several benefits for employees, based upon their pay status and whether they work full-time or part-time.

###### Health and Life Insurance Coverage

Full-time and regular, part-time employees with benefits will be enrolled, without cost, in the basic group life and health insurance coverage program. Optional life insurance coverage is available for dependents. Health insurance coverage for dependents of full-time employees and part-time employees with benefits is optional to the employee.

Full-time employees who retire due to age or disability may make arrangements to continue their coverage under the County’s health insurance program option at their own expense by providing thirty (30) days’ notice to the payroll clerk.

**Health and Benefit Conversion Plan**

Employees who are enrolled in the health insurance plan may take advantage of reducing their taxable income through utilization of the health benefit conversion plan. Additional insurance, such as dental, cancer, and intensive care may be available and premium amounts for these and dependent health insurance are deducted from gross income prior to income tax deductions. Enrollment is restricted to within thirty (30) days of employment for new employees and during an annual enrollment period for current employees. Health insurance coverage will be effective between 30 and 60 days, depending on the employee’s date of hire.

**Retirement**

All full-time employees are eligible for retirement benefits at age and length of service requirements specified by the retirement plans in which they are enrolled. Notice of retirement shall be in the same manner as for resignations.

Retirement recognition may be presented to each person retiring from the service of the County.

###### Retirement Benefits

Callaway County makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions. While these are not actually ‘benefits’ of employment, they are frequently used in this context to determine total cost of employment.

Employees intending to retire should notify their department head of their intent to retire at least three months prior to the date of retirement.

**Retirement Plans**

Full-time employees and part-time employees working the required minimum number of hours or more per year will be enrolled as participating members of the appropriate local government retirement plan after six (6) months of employment for LAGERS and immediately for CERF. Contribution levels are based on a percentage of the employee’s salary.

**LAGERS (Local Government Employee Retirement System)**

This is a non-contributory system where the County contributes on behalf of the employee. To be eligible for LAGERS an employee must complete six (6) months of employment.

**LAGERS Reinstatement**

State guidelines provide that an employee who has previously been enrolled in LAGERS (any qualified subdivision of government) MAY seek reinstatement of LAGERS upon re-entering employment in Callaway County government. The time for reinstatement shall not, according to state guidelines, exceed four (4) years. An employee reinstates his/her full status by refunding the full amount previously drawn from the system plus 7% (currently). Payments can be arranged to the LAGERS system for a period of up to six (6) months. Further information can be obtained by contacting the Human Resources Department.

**CERF (County Employees Retirement Fund)**

This is a system partially funded by one hundred eleven (111) counties in the state for all employees who work at least 1000 hours per year. All employees hired after Feb. 25, 2002 are required to contribute 4% of gross wages. If an employee is not eligible for inclusion in LAGERS, they become contributory members at the rate of 4% of gross wages as well. If the employee terminates employment before any benefits are payable, his or her accumulated contributions and interest are payable to him or her upon request. Further information about this plan is available in the Human Resources Department.

**Disability Benefits**

Workers Compensation

All employees are covered by worker’s compensation. This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for workdays lost for any disability resulting from job-related injuries or illnesses. All job related accidents should be reported immediately to your supervisor and the Callaway County Commission.

The County may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if the employee will be capable of performing the duties and responsibilities of the position.

Any authorized absence due to injury or illness covered by Worker’s Compensation insurance shall not be charged against an employee’s accrued sick leave. In the event an employee is receiving disability benefits from Worker’s Compensation and sick leave pay is due the employee, sick leave pay may be coordinated with the Worker’s Compensation payments so long as the combined do not exceed 100% of base pay.

Authorization for worker’s compensation **MUST** be based on:

1. clear and indisputable proof (responsibility of proof rests on the employee) that the compensatory injury or illness was work related and was not pre-existing in nature (prior to Callaway County employment);
2. the receipt of worker’s compensation forms, physician’s invoices or paid bills, submitted to the County Commission; and
3. with the clear understanding that all continuing (more than 1 week) worker’s compensation care must be approved in advance by worker’s compensation carrier.

**Occupational Leave**

Any employee who sustains an on-the-job injury shall immediately report such injury, regardless of severity, to the immediate supervisor. The employee and the immediate supervisor shall prepare required reports of such injuries and submit same to the department head and County Commission within twenty-four (24) hours of the accident or the next business day after notification by the injured employee.

Injured employees are covered by the Missouri State Workers’ Compensation Act. Payment for lost time commences after three regularly scheduled full days off from work. The first three (3) full work days off are covered by the use of accrued leave but if the employee is unable to return due to injury for more than fourteen (14) calendar days, whether consecutive or non-consecutive, after the date of injury, the County Workers’ Compensation program then covers partial loss of wages for the first three (3) days.

Supervisors shall be responsible for the investigation of accidents or injuries involving employees assigned to their work units. Every effort shall be made to determine the causes of accidents or injuries and preventive measures taken as appropriate.

**Disabled Employee**

If an employee is disabled for a period of one year or more and returns to work “medically cleared,” he/she shall, if possible, return to the same position but, may instead, be given a position for which he/she has reasonable training and relevant experience.

**Unemployment Compensation Benefits**

County employees may qualify for State Unemployment Compensation after termination from County employment depending on the reason for termination and whether certain qualifications are met.

**Reimbursement of Accumulated Vacation Time**

Employees eligible for retirement may elect to take any accumulated vacation time prior to the official date of retirement in lieu of monetary reimbursement. If the employee does not choose to do so, he will be reimbursed for up to 240 accrued vacation time for non-exempt personnel and 360 hours for exempt personnel.

**Training**

Any and all training required of an employee for performance of job duties or enhancement of performance of job duties shall be paid by the County. Time spent in obtaining the instruction and performing the requirements of the course shall be considered hours worked. All training shall be approved in advance by the department head.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.4

SUBJECT: Determining Hours Worked

Page: 1 of 3

Revised:

Callaway County’s hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Employees are paid on the basis of an eight-hour workday. The normal working schedule for regular, full-time employees consists of forty (40) hours each work week plus a one hour lunch period each day. Different work schedules may be established by department heads to meet job assignments and provide necessary County services. Each employee’s supervisor will advise the employee regarding their specific working hours.

Part-time and temporary employees will work hours as specified by department heads.

**Determining Hours Worked**

Hours worked refers to the hours during which the employee is actually on duty, rather than the time for which an employee is scheduled. For instance, an employee who is 15 minutes late for his/her scheduled work time should not count that 15 minutes towards time worked, but may use comp time or annual leave. Frequent lateness will be subject to disciplinary action.

Time spent traveling to the workplace to start work, or from the workplace after completing work, is not counted as work time.

Time spent attending job-related trainings, meetings, or programs, which are approved by your supervisor, is counted as hours worked, unless it is a mandatory special project. Time spent traveling to and from meetings, trainings, or programs in other towns or cities, is counted as work time. When traveling, time used for meal periods is not counted as work time. For overnight trips, only time spent traveling and attending work-related meetings should be counted as work time.

**Hours of Work and Overtime (Compensatory Time)**

All County positions are designated as either “exempt” or “non-exempt” according to the Fair Labor Standards Act (FLSA) regulations.

The regular workweek for the County shall run from 12:01 am Monday to midnight Sunday. For most County employees, the established work period is forty (40) hours within a seven (7) day workweek excluding lunch periods. Non-exempt employees are entitled to additional compensatory time off when they work more than the maximum number of hours during a work period.

All compensatory time must be authorized by the department head.

When computing compensatory time, lunch periods, holidays, sick leave and vacation times are not counted as hours worked.

Exempt employees are not covered by the FLSA provisions.

*Compensatory Time*

Department heads are authorized to require employees to work overtime as a condition of employment if the conduct of public business is such that this is necessary for the welfare of the Department. Overtime compensation for time worked in excess of forty (40) hours within the workweek (or 171 hours within a twenty-eight (28) period for law enforcement) is computed at the rate of 1.5 times the number of hours worked in excess.

Compensatory straight time off is awarded for overtime worked within the same workweek. For example, if a maintenance employee is called in at 4:00 a.m. on a Monday morning to handle a waste water flooding problem, he/she may be eligible to receive straight time off for four (4) hours on Friday afternoon of the same week. (This example’s application is based on the assumption that the maintenance worker’s workday is normally set to begin at 8:00 a.m.).

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.5

SUBJECT: Meals and Break Period

Page: 1 of 1

Revised:

**Breaks and Meal Periods**

County employees may take one (1) fifteen-minute break for every four hours worked. All breaks should be arranged so they do not interfere with the County’s business or service to its residents.

Meal periods are scheduled by the employee’s supervisor. Scheduling meal periods may vary depending on department workload.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.6

SUBJECT: Holidays

Page: 1 of 2

Revised: 12-14-2016

The County Commission has sole authority to determine, or make changes to the holidays observed by Callaway County staff in each year. To see the list of holidays currently observed by Callaway County, see the next page.

Full-Time Employees

Full-time employees on active status shall receive credit for eight (8) hours worked on any holiday, except when on leave without pay prior to and following a holiday. Any hours actually worked on the holiday will count in addition to the eight (8) hours granted for the holiday

If an employee’s scheduled vacation leave time encompasses a paid holiday, the employee does not count the holiday against earned vacation time.

# Part-Time Employees

Regular part-time employees who get benefits and are on active payroll status will be paid for a holiday at the rate commensurate with the number of hours they regularly work per week, divided by forty (40), multiplied by eight (8). Any hours actually worked on the holiday shall be compensated in addition to the aforementioned holiday hours paid. Such employees shall receive credit for the calculated amount of hours for any holiday for purposes of computing overtime compensation.

Refer to Section 2 Subject 2.4 for definition of a part-time employee.

Law Enforcement Personnel

Law enforcement personnel assigned to twenty-four (24) hour service divisions, dispatch and patrol, and any personnel assigned to a service division that is regularly scheduled by the department head to work on all authorized holidays, shall work on holidays as scheduled unless other available leave time has been authorized.

Law Enforcement and Public Safety personnel will be given a bank of 104 holiday hours per year (13 holidays x 8 hours = 104) to be used throughout the year. The holiday time shall be used as the holidays occur. The department head will schedule employees’ use of holiday hours. Any hours not used by the end of the current year shall be forfeited, as the holiday bank shall be zeroed out at the end of the year and replenished again with 104 hours at the beginning of the next year.

**Holiday Schedule**

New Year’s Day

Martin Luther King Day

Lincoln’s Birthday

Washington’s Birthday

Truman’s Birthday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans’ Day

Thanksgiving

(Includes Friday following Thanksgiving)

Christmas Day

When a holiday falls on Sunday, it will be observed on the following Monday.

When a holiday falls on Saturday, it will be observed on the preceding Friday.

Employees required to work on a holiday shall be given compensatory time off for time worked on the holiday.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.7

SUBJECT: Types of Leave

Page: 1 of 1

Revised:

The County has eight (8) different types of leave:

1. Vacation (Personal) Leave
2. Sick Leave
3. Family Leave
4. Shared Leave
5. Leave without Pay
6. Resignation
7. Layoff and Recall
8. Military Leave
9. Jury and Witness Leave
10. Funeral Leave
11. Administrative Leave

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.8

SUBJECT: Vacation Leave

Page: 1 of 3

Revised: 03-01-2017

Personal leave, also known as vacation leave or annual leave is calculated on a calendar month. Full-time and part-time employees who are on active payroll status are eligible to earn personal leave. The leave policy applies only to time worked for Callaway County, and earned leave does not transfer in if an employee is hired who has worked at another agency.

**Schedule for accruing personal leave**:

# Full-Time Employee

# Each full-time probationary or regular status employee on the payroll over one-half of the work days in a pay period shall be credited with annual leave time. Each full-time probationary or regular status employee who is on the payroll less than one-half the pay period shall not be credited for annual leave time.

Actual accrual of vacation leave shall be computed on a monthly basis according to the annual vacation leave due according to an employee’s years of service.

*Years of Employment Vacation Hours Earned*

1 year 10 days 6.67 hours per month

2 years 10 days 6.67 hours per month

3 years 11 days 7.34 hours per month

4 years 12 days 8.00 hours per month

5 years 13 days 8.67 hours per month

6-10 years 15 days 10.00 hours per month

11-15 years 18 days 12.00 hours per month

16-20 years 21 days 14.00 hours per month  
21 years & over 24 days 16.00 hours per month

Vacations are scheduled by the department head so as to minimize overtime costs and departmental disruptions while allowing as much flexibility to the employee as possible. Such leave schedule shall take into consideration employee desires.

Part-Time Employee

Part-time employees with benefits shall be subject to all the provisions of this section, except that vacation leave shall be credited at a monthly rate proportional to the time worked during that month on the same yearly increasing schedule and computed as follows: Number of hours worked during that month divided by the number of hours available for full-time employment, multiplied by the number of hours which would have been accrued by a full-time employee with the same length of service equal to the number of hours accrued during the month.

Refer to Section 2 Subject 2.4 for definition of a part-time employee.

Probationary Employees

Introductory employees accrue vacation leave upon successful completion of the introductory period and are not eligible to receive this benefit unless they have completed the introductory period.

Temporary Employee

Temporary employees do not accrue annual leave. However, if a temporary employee becomes regular without interruption of service, they may be credited with annual leave from their date of initial employment.

**Maximum Accrual of Annual Leave**

Employees may accrue vacation leave to a maximum of 240 hours, except personnel who are FLSA-exempt may accrue vacation leave to a maximum of 360 hours. It is the general policy not to reimburse individuals for accrual of vacation time beyond their eligible amount. Payment for excessive accruals which cannot be taken as time off may only be paid with substantive reason at the request of the department head and approval of the County Commission. Vacation leave shall not accrue while the employee is absent from work without pay or is receiving benefits from a retirement system or long-term disability insurance.

If an employee leaves County service and is re-employed any time after a period of ninety (90) days, vacation is considered as for any new employee. Otherwise, the employee may accrue vacation commensurate with total years of service.

**Use of Vacation Leave**

Vacation leave may be used not only for actual vacations, but also for time needed for personal business, family matters or any illness in the event the employee has used all accrued sick leave.

**Granting Annual Leave**

1. Vacation leave may be granted after completion of six (6) months full-time continuous service.
2. Vacation leave is credited on the last day of the month in which it accrues. Annual leave may not be taken before it is credited to the employee’s leave balance.
3. Vacation should be scheduled a minimum of two (2) weeks in advance and preferably as far in advance as possible with the respective elected official/department head.
4. Vacations shall be approved by the respective elected official/department head.
5. The elected official/department head has the authority to reschedule employee vacations when necessary for the efficient operation of that respective office.
6. Employees with seniority will be given preference when scheduling vacation time if all other factors, such as when the request was made, are equal.
7. Maximum Annual Leave - The maximum accrued annual leave will be 240 hours, except personnel who are FLSA-exempt may accrue vacation leave to a maximum of 360 hours. Any accrued annual leave in excess of 240/360 hours will be forfeited by the employee. Department heads shall keep records of vacation leave accrued and when used. Copies of all time sheets will also be kept by the Human Resources Department.
8. Compensation for Annual Leave - All regular employees who permanently terminate employment under honorable conditions and comply with the provisions of these policies shall be eligible for payment of any unused annual leave.

**Coordination of Vacation Leave and Sick Leave**

An employee shall not be granted sick leave pay nor receive a refund of vacation leave for an illness or injury incurred while on vacatiuon time.

**Leave Without Pay**

An employee shall not earn annual leave time during a period of leave without pay.

**Payment upon Separation from Employment**

Any employee with benefits leaving County service due to resignation, death or termination shall be compensated for vacation credit unused to the date of termination provided, however, that the County Commission has not determined that a terminated employee stole, misappropriated or willfully destroyed, damaged or abused any property of the County, then such employee shall not be paid accrued annual leave upon termination of employment.

To be eligible for such compensation, employees resigning from the County service must comply with the provisions of these rules governing resignations. In the event of separation due to death of the employee, compensation shall be made in the late employee’s name. The designation of who will receive the compensation is to be determined by the Probate Court Judge. No accrual shall occur after date of termination.

Payment for the accrued leave is based on the employee’s rate of pay at the time of termination, and will be computed on an hourly rate which is determined by dividing the full-time monthly rate by 173.33. An employee will not be paid for any accrued leave which exceeds the maximum for the length of service. The employee may be paid in a lump sum, or in monthly increments using the number of hours equal to the work hours of the month at the discretion of County Commission. Compensatory time earned for overtime work shall be classified as annual leave in order to determine the maximum leave which may be accumulated.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.9

SUBJECT: Sick Leave

Page: 1 of 4

Revised: 04-20-2016

County employees who are employed full-time and part-time in positions of a continuing nature are eligible to earn sick leave. The leave policy applies only to time worked for Callaway County, and earned leave does not transfer in if an employee is hired who has worked at another agency.

Sick leave is calculated on a calendar month. An employee must be on active payroll status for at ½ of the pay period to be eligible for any leave accrual.

# Full-Time Employee

All regular full-time employees on active payroll status for the entire month shall earn eight (8) hours of sick leave with pay credited monthly.

# Part-Time Employee

Regular part-time employees with benefits shall earn sick leave with pay credited at the same proportional rate as figured for vacation leave. If a part-time employee transfers to full-time status, the employee may carry forward any sick leave accumulated as a part-time employee.

Refer to Section 2 Subject 2.4 for definition of a part-time employee.

Full-time and part-time employees with benefits may accumulate sick leave with pay to a maximum of 480 hours (sixty days). Sick leave does not accrue while the employee is absent from work without pay or is receiving benefits from long-term disability insurance or a retirement program sponsored by the County. Accumulated sick leave over 480 hours on the final yearly timesheet will automatically be converted to vacation time at the rate of four (4) hours sick leave to one (1) hour vacation.

# Hourly and Temporary Employee

Hourly and temporary employees are not eligible for paid sick leave and will not accrue sick leave regardless of the numbers of hours worked in a given month.

Introductory Employee

Introductory employees are not eligible for sick leave pay for a period of three months following their hire date, although sick leave accrues from the first month of employment. Introductory employees may be excused from work as absent without pay under the conditions and terms of this section.

*Under no circumstances will an employee be compensated for accrued sick leave when employment is terminated.*

Sick leave is credited on the last day of the month in which it accrues. Sick leave may not be taken before it is credited to the employee’s leave balance.

**Reporting Absence**

When an employee finds it necessary to be absent for any of the reasons specified herein, the employee shall report this fact to their immediate supervisor. Departments may require specific time frames for notice for work-related purposes. Unless incapacitated, the employee, not a family member, must make the call. Sick leave may not be granted unless reported to the appropriate supervisor during the specified time frame. If at any time, the County Commission feels an employee is abusing the use of sick leave, a physician’s note may be required when sick leave is used.

**Updating the Department Head**

An employee must keep the department head informed of the condition for the absence. Sick leave in excess of three (3) days will be granted only with the treating physician’s written notice of medical reason for the absence from work. 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. Abuse includes, but is not limited to, using sick leave for purposes other than those enumerated below. No refund of vacation time shall be allowed for illness incurred while on vacation leave.

**Events That Qualify for Sick Leave**

The following circumstances qualify for sick leave for eligible employees:

1. Physical injury, illness or pregnancy.
2. Caring for dependent children under the age of 18 or spouse or significant other who are ill and reside in the employee’s home.
3. Medical, optical or dental appointments for employee their spouse or dependent child, provided that the employee makes a reasonable effort to schedule such appointments at times that have the least interference with the work day.
4. Exposure to a contagious disease when on-the-job presence of the employee would jeopardize the health of others.
5. Use of a prescription drug that impairs job performance or safety.
6. Actual periods of temporary disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay (if all other forms of leave have been exhausted) may be used.

# **Requests for Sick Leave**

All requests for sick leave, whether made in advance of the absence or after the absence, must be approved by the employee’s supervisor.

For non-emergency medical appointments and scheduled procedures, the employee shall submit a written request for leave at least seven (7) days in advance of the planned absence. However, if the appointment is made less than seven (7) days before it is scheduled to take place, then the employee shall submit a written request for leave as soon as he or she is aware of the time of the appointment.

**Physician’s Statement (Medical Certificate)**

The employee’s Supervisor or Department Head may request a statement from a physician or other medical care provider to substantiate any absence for which an employee requests sick leave, without regard to the length of the absence or whether the absence is for the employee’s own illness, injury or disability or to care for a family member. The County may also request the opinion of a second doctor, at the County’s expense, to determine whether the employee suffers from a chronic physical or mental condition which impairs their ability to perform the job. **Any absence longer than three (3) work days may require a physician’s statement.**

**Sick Leave and Worker’s Compensation**

Any authorized absence due to injury or illness covered by Worker’s Compensation insurance shall not be charged against an employee’s accrued sick leave. In the event an employee is receiving disability benefits from Worker’s Compensation and sick leave pay is due the employee, sick leave pay may be coordinated with the Worker’s Compensation payments so long as the combined do not exceed 100% of base pay.

**Returning Disabled Employee**

If an employee is disabled for a period of one year or more and returns to work “medically cleared,” he/she shall, if possible, return to the same position but, may instead, be given a position for which he/she has reasonable training and relevant experience.

**Coordination of Sick Leave and Vacation Leave**

An employee shall not be granted sick leave pay nor receive a refund of vacation leave for an illness or injury incurred while on vacation time.

**Maternity Leave**

Maternity shall be treated as any other non-duty temporary disability covered under the rules pertaining to sick leave and family and medical leave. If at any time during pregnancy an employee is aware that her and/or her unborn child’s health is endangered by her job, she shall immediately make this fact known in writing to her department head. At such times as deemed necessary by the department head, pregnant employees shall submit to their department head a doctor’s statement indicating the employee’s physical ability to perform her job. Employees returning to work after childbirth shall submit to their department head a doctor’s statement indicating the employee’s physical ability to return to the job. The duration of maternity leave shall be determined by reference to the family and medical leave provisions of this policy.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.10

SUBJECT: Family Leave (FMLA)

Page: 1 of 3

Revised:

The Family and Medical Leave Act of 1993 entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave each year for specific family and medical reasons. County employees are eligible for FMLA because Callaway County is a public employer. The ‘year’ begins at the initial incident and continues for 12 months.

The County will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. An employee should submit a Leave Request Form and should request that applicable leave be counted toward their “Family Leave” allowance. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

The request for a leave of absence is an official authorization to be absent from work **without pay.** Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described within this Family / Medical Leave of Absence Policy and shall be administered in accordance with applicable state and federal laws as follows:

1. Employees are eligible if they have been actively employed for twelve (12) months, and worked at least 1250 hours (an average of twenty-five (25) hours per week) during those twelve (12) months. This twelve- (12) month period "rolls back" from the date of leave to the prior twelve- (12) month period.

2. Employees may request one (1) or more family care or medical leaves, however, the total amount of leave taken cannot exceed twelve (12) work weeks in any twelve- (12) month period. The leave time may be taken on an intermittent or reduced leave schedule if medically necessary.

3. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious health condition of the employee's child, spouse, or parent.

4. A medical leave shall be granted upon the employee's own serious health condition.

5. In appropriate circumstances, we may require you to be examined by a County designated physician, at the County's expense.

6. In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.

7. Employees shall be required to give thirty (30) days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date.

8. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.

9. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.

10. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.

11. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.

12. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.

13. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.

14. If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.

15. The employee will be required to exhaust all sick leave, personal leave, and compensatory time accumulated prior to being approved for Leave of Absence Without Pay.

16. While on a leave of absence provided for under this policy, the County will continue to provide health insurance reimbursement benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period.

17. Other accumulated benefits such as retirement, sick pay, annual leave pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.

18. The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which she/he is employed. Disability laws may vary from state to state, and at all times our disability leave policy will be in compliance with the laws of the state of Missouri.

19. During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.

20. If additional family care or medical leave is required you must, prior to expiration of the family care or medical leave, submit additional certification to the County.

21. Should you seek a leave of absence for reasons other than described above, the County will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and the County’s needs. Callaway County reserves the right to refuse such a request at its sole discretion.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.11

SUBJECT: Shared Leave

Page: 1 of 1

Revised:

**SHARED LEAVE**

The purpose of the Callaway County Shared Leave Program is to establish a program, which may make sick leave time available to Callaway County employees who have exhausted their own accrued leave due to personal catastrophic illness or injury, or that of their spouse or children.

Principles of the Program

1. Only accrued sick leave may be accepted for donation.
2. To be eligible to donate or receive leave, an employee must be in a permanent position and have completed two years employment with Callaway County.
3. To be eligible to receive leave, an employee must document that he/she has experienced a personal illness or injury that is medically life threatening, terminal, or resulting in a potentially permanent disability. Leave may also be granted for similar circumstances involving an employee’s spouse or child. The County Commission will determine if the requesting employee meets criteria as to the seriousness of the illness or injury.
4. To be eligible an employee must have exhausted all accrued leave and any worker’s compensation indemnity payments, if applicable.
5. Employees who are insured by long term disability benefits are not eligible for shared leave.
6. Because of legal requirements, employees of the Road & Bridge Department may only donate leave to other employees of Road & Bridge. That same restriction does not apply to employees paid from other funds of the county.

Donation of Leave

1. Employees eligible to donate leave must notify the Human Resources Department in writing. The notification must include the date, donor’s name, signature and maximum number of hours to be donated and to who donated. Forms are available from the Human Resources Director.
2. A maximum of 50% of the actual accumulated sick leave at the time of the donation may be accepted for donation.
3. Donated leave will be recorded and processed by the Human Resources Department with the approval of the County Commission. Donated leave will be deducted from the donor’s time sheet only as needed by the donee, not in a lump sum.
4. Donations of sick time shall be voluntary. Individual leave records are confidential. Any employee giving or receiving compensation for a leave donation will be subject to disciplinary action which could include termination of employment.
5. Donations of leave will be used on a first-in basis dependent upon the date of receipt of the notification by the Human Resources Department. In instances when more than one employee donates on the same date, the time will be used in descending order of donors with the most time available for donation.

Rules for Employees Receiving Leave Awards

1. There will be no waiting period once accrued leave is exhausted.
2. An employee receiving donated leave will not be credited with accrued sick or vacation leave during that period.
3. The maximum leave authorized for a single employee is twelve (12) weeks in one calendar year.
4. Because donated leave will be credited to a donee as actually needed, no excess sick leave will be allowed to accumulate on behalf of the recipient.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.12

SUBJECT: Leave Request Form

Page: 1 of 1

Revised:

**REQUEST FOR LEAVE**

\_\_\_\_ Request for Leave

\_\_\_\_ Leave Scheduled by Supervisor

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Compensatory Time

\_\_\_\_ Personal Leave

\_\_\_\_ Electing (voting) leave

\_\_\_\_ Sick Leave - Self

\_\_\_\_ Sick Leave - Personal Care of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Leave without pay. Reason\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Military Leave

\_\_\_\_ Jury or witness leave

Dates\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of time to be used \_\_\_\_\_\_\_\_

Signature of Requestor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Approval Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.13

SUBJECT: Leave of Absence without Pay

Page: 1 of 1

Revised:

The Callaway County Commission or designee may grant leaves of absence without pay for absence from work not covered by any other type of leave, or if all other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or fulfilling a military obligation.

Only regular full-time and part-time employees who have satisfactorily completed their trial period are eligible for leave without pay. The following requirements apply:

1. Leave may be granted to an employee for a period of up to ten (10) working days upon the approval of the County Commission or designee. Further extensions are at the discretion of the Commission or designee.
2. Accrued compensatory time, if any, and any applicable personal (vacation) leave or sick leave must be exhausted prior to taking any leave without pay.
3. An employee’s benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
4. An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the County’s option, return to the same position or similar position at a comparable rate of pay.
5. If the leave without pay is due to an illness, the County may require a doctor’s certificate stating that the employee is capable of returning to work and performing the work duties and responsibilities of the employee’s position.
6. If applicable, FMLA will be granted following the ten (10) day leave without pay if needed.
7. Leave without pay is to be used in emergency situations only. It will not be granted for extra vacation time.

**Unauthorized Leave**

Any unauthorized absence of an employee from their job duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the department head. In the absence of such disciplinary action, any employee who is absent for three (3) or more days without authorization shall be deemed to have resigned.

The employee’s benefits may be suspended during this period until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on an unauthorized leave. Such absences, however, may be covered by the department head subsequently granting the employee leave with or without pay where extenuating circumstances are found to have existed.

Any employee who is forced to take a leave of absence without pay due to an illness will have their health insurance paid by the County for one month after all other time has been used up (sick, vacation, comp.)

Leave without pay will be handled on an individual basis with the final decision to be made by the Department Supervisor and/or the County Commission.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.14

SUBJECT: Resignation

Page: 1 of 1

Revised:

Resignation is a voluntary termination of employment. To resign in good standing, an employee should submit a written notice to their supervisor at least two weeks prior to the effective date.

Voluntary resignations are effective the day of the resignation. Any accrued sick leave is forfeited at the point of resignation.

**Compensation upon Termination**

When an employee is terminated from the County, the employee will receive the following compensation:

1. Regular wages for all hours worked up to the time of termination that has not already been paid.
2. Any holiday pay due.
3. A lump sum payment of any accrued but unused vacation and compensatory time.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.15

SUBJECT: Layoff and Recall

Page: 1 of 1

Revised:

The Callaway County Commission shall retain the right to call for employee layoffs if the action is necessary due to lack of work, job elimination, budgetary restrictions in the development of or adherence to a budget for a given fiscal year, or for other changes that have taken place. Temporary employees, or employees who have not completed their trial period, will be laid off before regular employees are affected.

Any layoffs deemed necessary by the Commission will be accomplished first by natural attrition over an established, reasonable period of time and then by releasing the employees having the least seniority until the necessary number of employees are released. In no case, shall any department be rendered dysfunctional due to a layoff of employees having the least seniority.

Employees who are laid off may be eligible to be re-employed, if a vacancy occurs in a position for which they are qualified.

In the event of a major layoff of County employees, the Commission shall retain the right to distribute incentive funds, if any are available, on a pro-rata basis for earned accrued leave time for which the employee would otherwise be eligible.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.16

SUBJECT: Military Leave

Page: 1 of 2

Revised:

The Uniformed Services Employment and Reemployment Act requires all employers, including local government agencies, to provide military leave for all employees, and, in most cases, to guarantee reinstatement rights, regardless of whether the service is voluntary or involuntary. The law applies to all branches of the armed services, the National Guard, and to reservists.

An employer is not required to reemploy a person under USERRA if the employer’s circumstances have changed such that it is impossible or unreasonable to reemploy the employee or such employment would impose an undue hardship on the employer.

**Eligibility**

Employees who have been in County service for at least one (1) year immediately preceding leaving the service of the County directly to enter the active uniform service of the United States during a national emergency, drafted into such service, or employees subject to compulsory service who voluntarily enlist, shall be granted a military leave of absence without pay to extend to three (3) months beyond the date of termination of active uniform service. The term “uniform service” as used herein shall include the Army, Navy, Air Force, Marine Corps, Coast Guard, and Public Health Service, as well as all auxiliary branches of said services in which either men or women shall be called on to serve, but shall not include services as civilian employees of any of the services. The term “national emergency” as used herein shall exist during such period as determined by the federal government.

**Restoration of Employment**

An employee returning from military leave shall be entitled to restoration to the former position held prior to the leave provided the employee makes application within three (3) months after release from duty and has been honorably discharged and is physically and mentally capable of performing the essential duties of the position involved. In the event that the position vacated no longer exists at the time the employee qualifies for return to work, such person shall be entitled to be re-employed in another existing position of the same type. An employee returning from military leave may be re-employed at the same salary attained when granted a military leave plus the benefits that he/she had when the military leave started, plus any additional seniority and seniority-related benefits that would have been attained during that time.

**Accrued Vacation and Sick Leave Disposition**

An employee who leaves the County service directly for such military leave may elect to be paid for any accrued vacation as the employee may be entitled to if actually separating from the County service. The decision shall be noted on the personnel action form affecting the leave. If the employee elects not to be paid for vacation leave, accrued vacation credits shall be reinstated upon return of the employee. Accrued sick leave shall be reinstated upon return of the employee in either case.

**Military Training Leave Of Absence**

All employees who are or may become active members of the National Guard, the Officers’ Reserve Corps, or the Enlisted Reserve Corps of the United States Government shall be entitled to leave of absence with pay from their respective duties on all days during which they are employed with or without pay under the orders or authorization of competent authority on active training duty, duty with troops, field exercises, or instruction for a period not to exceed a total of fifteen (15) calendar days in any one (1) federal fiscal year (Oct. 1 - Sept. 30). Employees requesting this leave of absence, with or without pay, shall provide documentation of the orders or authorization of competent authority for the time period for which military leave will be taken.

All employees who are or may become active members of the National Guard, the Officers’ Reserve Corps, or the Enlisted Reserve Corps of the United States Government who are required to attend monthly training sessions which conflict with their normal work schedules shall give advance notification to their supervisors in accordance with departmental rules and regulations.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.17

SUBJECT: Jury Duty

Page: 1 of 1

Revised:

Callaway County encourages its employees to report for jury duty whenever they are called to serve.

Full-time and part-time employees with benefits subpoenaed as a witness in a civil or criminal case or selected to serve on a jury shall be granted paid leave during their absence, provided, however, that all payments provided by a court for jury service shall be turned over to the employee’s department head and transmitted to the County Treasurer for deposit. Essential personnel such as law enforcement employees and department heads may be required to request to be excused from jury duty by the court. Introductory employees are not eligible to receive paid court leave.

If an employee is summoned for jury duty, he/she should notify their supervisor within forty-eight (48) hours of receipt of the jury summons.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to the Human Resources Department. This document is issued by the court. If any employee is subpoenaed to court for a situation not related to work, he/she must use his/her vacation leave.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.18

SUBJECT: Funeral Leave Page: 1 of 1

Revised:

Full-time employees are eligible to use funeral leave in the event of a death in the immediate family provided no more than three (3) consecutive working days are taken per funeral.

Part-time employees with benefits shall be granted a maximum of twelve (12) hours of funeral leave.

In the event of the death of other relatives not included herein, an employee may be granted one (1) day leave. However, accrued time off may be used as funeral leave if approved by the department head.

Immediate family is defined as: Husband, wife, son, son-in-law, daughter, daughter-in-law, mother mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, grandparents-in-law, grandchildren, and step relations in any of the aforementioned categories, as well as any member living in the household of the employee.

**Callaway County Personnel Manual**

SECTION: Salaries and Benefits

Section: 4

Subject: 4.19

SUBJECT: Administrative Leave

Page: 1 of 1

Revised:

On a case-by-case basis, the County may place an employee on administrative leave, with pay, for an indefinite period of time, as determined by the County Commission to be in the best interest of Callaway County during the pendency of an investigation or other administrative proceeding.

Callaway County Government

Personnel Manual

Section 5

Performance Reviews

**Callaway County Personnel Manual**

SECTION: Performance Reviews

Section: 5

Subject: 5.1

SUBJECT: Performance Appraisals

Page: 1 of 1

Revised:

Performance Appraisals

**General Information**

Callaway County uses performance appraisals to evaluate the work performance of its employees. The performance appraisal process will be used to judge past work performance, to identify areas requiring improvement, and to set performance goals for the next rating period.

The failure by the supervisor or any other person to perform an evaluation at the time designated in this section shall not be deemed a waiver of Callaway County’s right to evaluate the employee’s performance for that period.

**Performance Appraisal Procedure**

1. The employee will be given a copy of the minimum performance criteria at the beginning of the evaluation period. Work quality, work quantity, work attitudes and work habits will be considered.
2. The Performance Appraisal may be conducted by the County Commission, the elected official over the department or department supervisor with input from the employee’s immediate supervisor.
3. The person conducting the appraisal will meet with the employee being evaluated and discuss the evaluation.
4. The employee will be given a written report of the performance appraisal, and asked to sign a copy of the report acknowledging receipt of the report. The employee may attach comments to the report.
5. If the employee refuses to sign the report, that fact will be noted upon the report.

Callaway County Government

Personnel Manual

Section 6

Discipline and Termination

**Callaway County Personnel Manual**

SECTION: Discipline and Termination

Section: 6

Subject: 6.1

SUBJECT: Rules of Conduct

Page: 1 of 7

Revised: 05-10-2011

### GENERAL POLICY

Employees of Callaway County should always act in a manner which upholds the professional nature of County activities.

The safety and welfare of County staff and the public shall at all times be held as a central mission of the County. All Callaway County employees are expected to represent the County in a professional manner, which is courteous, efficient and helpful. This includes all aspects of person hygiene and attire. Wearing apparel should be task appropriate. This excludes the following: Sweats, shorts, excessively short skirts, cropped tops, halter tops, or any other item felt to be inappropriate. The same dress code applies attending and representing the County at any meetings or activities. The County may approve a deviation from the dress code at certain activities.

Since the proper working relationship between employees and Callaway County depends on each employee’s on-going job performance, professional conduct and behavior, the County Commission has established certain minimum standards of personal conduct. Among the County’s expectations are: basic tact and courtesy towards the public and fellow employees; adherence to County policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the County’s equipment, grounds, facilities, and resources; and providing orderly and cost efficient services to its residents.

The employee may be required to pass an annual medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure their physical condition will not endanger the health, safety or well-being of other employees or the public.

Some employees must have current Missouri license certification as a requirement of their job duties and must provide proof of same to be placed in their personnel file. In addition, nursing personnel must, purchase and maintain a professional liability insurance policy with minimum limits of liability of 1,000,000/3,000,000/1,000,000 and provide proof of same with a certificate of insurance to be placed in their personnel file.

Confidentiality

Employees are responsible for assuring the confidentiality of information and records within their control and releasing information only to authorized agencies and individuals. Employees revealing confidential information are subject to disciplinary action. An employee who terminates employment with the County and reveals confidential information acquired as an employee shall be subject to legal action.

Conflict of Interest

County employees are prohibited from accepting compensation, gifts, favors, or any other benefits from any individual, firm or organization for work performed as a County employee. County employees may accept donations for services on behalf of the County.

Personal Telephone Calls

The County’s phone system and long-distance service is provided for the conduct of official business. Employees should not charge personal long-distance phone calls to Callaway County. Local phone calls which are personal should be kept to a minimum.

Personal Visits

Personal visitors should be treated courteously, but visits should be kept to a minimum.

Personal Use of County Time, Equipment, and Supplies

The use of County time, equipment, and supplies for personal matters is prohibited. Any misuse may result in disciplinary action, including termination.

Smoking Restrictions

Callaway County provides a smoke-free environment for its employees and visitors and as such prohibits the use of any tobacco products by employees in all County facilities, including county-owned buildings, vehicles, and offices or other facilities rented or leased by the County, including individual employee offices. Smoking is permitted outdoors but in designated areas only. While on official business, employees are encouraged not to smoke or to use smokeless tobacco products when interacting with the public or other agencies.

Alcoholic Beverages and Controlled Substances

Callaway County maintains a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of alcoholic beverages or controlled substances (drugs) is prohibited.

Reporting for duty in an intoxicated or impaired condition from use of alcohol or drugs is prohibited.

Use of County Facilities

Employees may use some County facilities for work-related group meetings after regular work hours. Requests for use the classroom for meetings should be made to the County Commission. Employees may not use Callaway County facilities for purposes unrelated to County activities.

Use of Equipment, Time and Supplies

Use of County equipment, time and supplies for personal matters is prohibited. Any misuse may result in disciplinary action, including termination.

Bulletin Boards

A bulletin board for public and business use is located in the front entryway of the building. All bulletin boards should be checked routinely, and any out-dated notices should be removed. No notices of a controversial or offensive nature may be displayed on these bulletin boards.

Bulletin boards will be assigned to appropriate staff for preparation.

#### RULES OF CONDUCT

By accepting employment with Callaway County, an employee has the responsibility for adhering to certain rules of conduct. It shall be the duty of the employee to maintain high standards of conduct, cooperation, efficiency, and economy in their work with the County. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives.

If an employee has questions concerning work or safety rules, or the conduct rules listed below, please see your supervisor for an explanation. The purpose of these rules is not to restrict employee rights, but rather to be certain that all employees understand what conduct and behavior is expected.

**The following is a list of infractions of Callaway County:**

1. Violation of any County, State, or Federal rule; any action that is detrimental to the County's efforts to operate effectively.
2. Violation of security or safety rules or failure to observe safety rules or Callaway County safety practices; failure to wear required safety equipment; tampering with County equipment or safety equipment.
3. Negligence or any careless action, which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on Callaway County property, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on County property or while on duty.
6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on County premises or when representing the County; fighting, or provoking a fight on County property, or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by your superior pertaining to your work; refusal to help out on a special assignment.
8. Violation of any official regulation or direction made or given by a superior where such violation or failure to obey resulted in, or might reasonably have been expected to result in loss or injury to the County or to the public.
9. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
10. Inducing or attempting to induce any officer or employee in County service to commit an illegal act, or to act in violation of any lawful order and reasonable departmental or official regulation or order, or to participate therein.
11. Engaging in an act of sabotage; negligently causing the destruction or damage of County property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
12. Theft or unauthorized possession of County property or the property of fellow employees; unauthorized possession or removal of any County property, including documents, from the premises without prior permission from management; unauthorized use of County equipment or property for personal reasons; using County equipment for profit.
13. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the County; alteration of County records or other County documents.
14. Violating the non-disclosure agreement; giving confidential or proprietary County information to unauthorized employees or other individuals; breach of confidentiality of personnel information.
15. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
16. Immoral conduct or indecency on County property.
17. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your manager.
18. Any act of harassment, sexual, racial or other; telling or emailing sexist or racist jokes; making racial or ethnic slurs.
19. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your manager; stopping work before time specified for such purposes.
20. Sleeping or loitering during working hours.
21. Excessive use of County telephone for personal use during working hours or for unauthorized long distance calls.
22. Smoking in restricted areas or at non-designated times, as specified by department rules.
23. Intentionally creating or contributing to unsanitary conditions.
24. Posting, removing or altering notices on any bulletin board on County property without the permission of the County Commission.
25. Failure to report an absence or late arrival; excessive absence or lateness.
26. Obscene or abusive language toward any County officer, employee or citizen; indifference or rudeness towards a citizen or fellow employee; any disorderly/antagonistic conduct on County premises.
27. Failure to immediately report damage to, or an accident involving County equipment.
28. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on the County’s premises.
29. Failure to use timesheets; alteration of timesheets or records or attendance documents; altering another employee's timesheet or records, or causing someone to alter your timesheet or records.
30. Engaging in off-duty conduct which impairs the employee’s ability to do his/her job in a satisfactory manner.
31. Adjudication of guilt of a felony or a misdemeanor involving a crime against persons or property.
32. Abusive or improper treatment to a person in custody.
33. Incompetence or inability to perform the duties required.
34. Commission or omission of acts unbecoming an incumbent of the particular office or position held, which render a reprimand, suspension, demotion, or discharge necessary or desirable for the economical or efficient conduct of the business of the County or for the best interest of County government.
35. Solicitation or receipt in whole or in part from any person of any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment, influence, or bribery to secure advantage in any County activity or circumstances.
36. Use or attempted use of political influence to obtain special treatment for an examination, promotion, or wage increase.
37. Failure to pay just debts due or owing, including taxes, licenses, or fines due the County, or failure to make reasonable provisions for the future payment of such debts, thereby causing annoyance to the County, superiors, embarrassment to the County, to supervisors, or embarrassment to the service.
38. Absence of duty, without leave, or failure to report after leave of absence has expired, or after such leave has been disapproved or revoked and canceled by the proper authority.
39. Unauthorized use of County vehicles, tools, equipment, manpower, or materials for person benefit.
40. Abuse or excessive use of sick leave privileges.
41. Failure to properly report accidents or personal injuries.
42. Failure to maintain a satisfactory attendance record.
43. Failure to report wrong doings of other County employees.
44. Failure to maintain any license or certification if possession of such license or certification is a condition of employment.
45. Any other violation(s) of these rules and regulations deemed sufficient to warrant discipline by appropriate supervisors.

The following is a partial list of examples of other conduct which is expected from Callaway County employees:

\* Maintaining quality of services

\* Using work time responsibly

\* Cooperating with supervisors and other employees

\* Maintaining safe work habits

\* Maintaining medical policies and procedures

\* Proper use and maintenance of equipment and materials

\* Respect for other employees and their property

\* Acceptable personal appearance and dress

\* Punctuality

Any action by an employee, which reflects discredit upon County services or is a direct hindrance to the effective performance of County government functions shall be considered cause for disciplinary action. Corrections and suggestions shall be made in a constructive and helpful manner in an effort to elicit the cooperation and good will of the employee.

The preceding lists do not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in the lists alters the at-will nature of your employment – either you or the County may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

**Callaway County Personnel Manual**

SECTION: Discipline and Termination

Section: 6

Subject: 6.2

SUBJECT: Progressive Discipline

Page: 1 of 4

Revised:

Disciplinary actions should normally be administered in four progressive steps. However, discipline may be initiated and administered at any one of the steps, including suspension or dismissal, depending upon the seriousness or nature of the cause for disciplinary action.

Four criteria will determine the use of a particular disciplinary procedure:

1. Severity of the offense

2. The employee’s past record

3. The employee’s length of service

4. Past practice or past actions in similar incidents.

# Discipline Procedure

Disciplinary actions will be rendered in a fair and consistent manner with all employees.

The four (4) steps of discipline:

1. Oral Reminder
2. Written Warning
3. Suspension/Counseling Session
4. Demotion/Termination

To insure that County business is conducted properly and efficiently, employees must conform to certain standards of attendance, conduct, work performance and other work rules and regulation. When a problem arises, the employee’s supervisor will coach and counsel him/her in mutually developing an effective solution.

Disciplinary actions shall normally follow the sequence set forth below unless the seriousness of the offense dictates otherwise.

If the employee fails to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur:

Step One: Oral Reminder

An employee shall receive an oral reprimand for the first minor disciplinary offense. This action is normally taken by the employee’s supervisor with notation to the employee’s personnel file.

The employee’s supervisor will meet with the employee to discuss the problem or violation and to make sure that the employee understands the nature of the problem or violation and the expected remedy. The employee will be informed that the Oral Reminder is the first step of the discipline procedure. The supervisor will prepare a written record of the conference, including date and substance of the oral reminder, which will remain in effect for four (4) months. The record will be retained in the employee’s personnel record.

*Step Two: Written Warning*

If the employee’s performance does not improve within the four (4) month period or if the employee is again in violation of County practices, rules or standards of conducts, the department head advises the supervisor to meet with the employee and discuss the problem emphasizing the seriousness of the issue and the need for the employee to immediately remedy the problem. The supervisor will advise the employee that he/she is now at the second formal level of disciplinary action – the written warning. After meeting, the supervisor will write a memo to the employee summarizing their discussion and the employee’s agreement to change. A copy of the memo will be placed in the employee’s personnel file.

*Step Three: Suspension/Demotion*

1) If an employee’s performance does not improve following a Written Warning, the employee will be placed on Suspension for a Decision-Making Leave. The suspension will be approved by the department head prior to the action.

This Decision-Making Leave is a paid or unpaid suspension for a specified or indefinite period. Employees on Decision-Making Leave will spend time away from work deciding whether to commit to correcting the immediate problem and to conform to all of the County's practices, rules and standards of conduct, or to quit and to terminate their employment with Callaway County. The decision whether the leave is paid or non-paid shall be at the discretion of the County Commission/Elected Official.

If the employee’s decision following the Decision-Making Leave is to return to work and abide by the County’s practices, rules and standards of conduct, the supervisor will write a letter to the employee explaining his/her commitment and the consequences of failing to meet this commitment. The employee will be required to sign the letter to acknowledge receipt. A copy will be placed in the employee’s personnel file.

The employee will be allowed to return to work with the understanding that, if a positive change in behavior does not occur or if another disciplinary problem occurs within the next four (4) months, the employee will be terminated.

An employee may be moved to a position in a class with a lower salary rate for serious misconduct. Demotions shall be approved by the department head prior to completion of the action.

2) If an employee has acted or is alleged to have acted in a criminal manner, which would be cause for dismissal, the employee may be placed on Suspension for a definite or indefinite period. The suspension will be approved by the department head prior to the action.

If the employee is suspended pending trial for a criminal offense or if the employee is under investigation and the employee is subsequently exonerated, the employee shall be reinstated without loss of pay or benefits.

*Step Four: Termination*

If the employee is on a Decision-Making Leave and is unwilling to make a commitment, the employee may either resign or be terminated.

The employee will be notified in writing of the dismissal. The notice will inform the employee of the reasons for discharge, and provide an opportunity for the employee to respond to the charges within a specified time. The Commissioner will sign the notice of dismissal.

An employee could be recommended for dismissal in cases involving recurring disciplinary offenses or a single offense involving a serious breach of discipline. The dismissal shall be approved by the department head prior to completion of the action.

A Crisis Suspension

If an employee commits any of the actions listed below, or any other action not specified but similarly serious, the employee will be suspended without pay pending an investigation of the situation. Following the investigation the employee may be terminated without any previous disciplinary action having been taken.

1. Theft.

2. Falsification of the County's records.

3. Failure to follow safety practices.

4. Breach of Confidentiality Agreement.

5. Threat of, or the act of, doing bodily harm.

6. Willful or negligent destruction of property.

7. Use and/or possession of intoxicants, drugs or narcotics.

The provision of this Disciplinary Policy is not a guarantee of its use. Callaway County reserves the right to terminate employment at any time, with or without reason. Additionally, the County reserves the right to prosecute any employee for any of the above infractions.

At any step in the disciplinary process, the employee’s supervisor may refer the employee to the Employee Assistance Program (EAP).

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

**Callaway County Personnel Manual**

SECTION: Discipline and Termination

Section: 6

Subject: 6.3

SUBJECT: Causes for Disciplinary Action

Page: 1 of 2

Revised:

Any action, which reflects discredit upon the County’s services or is a direct hindrance to the effective performance of the County government functions, shall be considered cause for disciplinary action against an employee of the County.

The following is a partial list of examples of causes for disciplinary action, including suspension or dismissal, depending upon the seriousness of the infraction:

1. Willful violation of any of the rules, regulations, policies, or procedures of the County.
2. Incompetence, inadequacy, carelessness or inefficiency in the performance of duties of the position, or failure to meet established minimum standards in the performance of such duties.
3. Wanton carelessness or negligence in the care of the property of the County.
4. Abusive or improper treatment toward a citizen, or a person in custody, or to persons connected with the official business or provision of services of the County, provided the acts committed were not necessarily or lawfully committed in self-defense or to protect the safety of others.
5. A permanent or chronic physical or mental ailment or defect which incapacitates the employee for the proper performance of the duties of the position, including narcotics use or addiction, or un-rehabilitated alcoholism.
6. Habitual tardiness in reporting for duty or frequent absence from duty during the course of regular working hours, or complete absence from duty without prior or subsequent authorization for such absences.
7. Conviction of a felony or a misdemeanor involving moral turpitude.
8. Scandalous and disgraceful conduct while on or off duty where such conduct tends to bring the County into public disrepute, or exhibited behavior which adversely affects the employee’s job performance and/or Callaway County.
9. Submitting a false statement of material fact or practicing or attempting to practice any fraud or deception in an application.
10. Insubordination or failure to respond in a reasonable manner to the lawful orders and instructions of persons with duly delegated authority over the employee.
11. Abusive or physical violence toward other employees while on duty or in the duty area or willful exhibited behavior which is disruptive of the working activities of other employees.
12. Intoxication or under the influence of a controlled substance while on duty, or while on County property, or violation of the County substance policy, except as may have been required by a licensed medical physician.
13. Practicing or attempting to practice fraud or deception in securing or attempting to secure benefits or grants from a state or local health agency either for himself or for another person.
14. Any off-duty conduct which impairs the employee’s ability to do the job in a satisfactory manner.
15. Adjudication of guilt of a felony or a misdemeanor involving a crime against persons or property.
16. Offensive conduct or language toward the public or toward County officers or employees.
17. Falsification of employment application or other County records, or the altering or falsifying of time cards, work records, or job records.
18. Incompetence or inability to perform the duties required.
19. Intentional damage or negligence in the care and handling of County property.
20. Violation of any official regulation or direction made or given by his superior, where such violation or failure to obey amounted to an act of insubordination or a serious breach of proper discipline, or resulted, or might reasonably have been expected to result, in loss or injury to the County or to the public.
21. Commission or omission of acts unbecoming an incumbent of the particular office or position held which render a reprimand, suspension, demotion, or discharge necessary or desirable for the economical or efficient conduct of the business of the County or for the best interest of County government.
22. Violation of any of the provisions of the ordinances or any administrative regulation of the County.
23. Inducing or attempting to induce any officer or employee in the County service to commit an illegal act, to act in violation of any lawful order and reasonable departmental or official regulation or order, or to participate therein.
24. Solicitation or receipt in whole or in part from any person of any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment, influence, or bribery to secure advantage in any County activity or circumstances.
25. Use or attempted use of political influence to obtain special treatment for an examination, promotion, or wage increase.
26. Failure to pay just debts due or owing, including licenses, or fines due the County, or failure to make reasonable provisions for the future payment of such debts, thereby causing annoyance to the County, superiors, embarrassment to the County, to supervisors, or embarrassment to the service.
27. Absence from duty, without leave, contrary to these rules, or failure to report after leave of absence has expired or after such leave of absence has been disapproved or revoked and canceled by the proper authority.
28. Unauthorized use of County vehicles, tools, equipment, manpower, or materials for personal benefit. Any unauthorized use must be clearly approved by the appropriate supervisor.
29. Excessive use of County telephones for the conduct of personal business during working hours or for unauthorized long distance calls. Personal long distance calls must be reimbursed to the County Treasurer within sixty (60) days of receipt of phone bills.
30. Abuse or excessive use of sick leave privileges.
31. Failure to properly report accidents or personal injuries.
32. Failure to maintain a satisfactory attendance record.
33. Failure to report wrong doings of other County employees.
34. Failure to maintain any license or certification if possession of such a license or certification is a condition of employment.
35. Any other violations of these rules and regulations deemed sufficient to warrant discipline by appropriate supervisors.

This list is not all-inclusive, but only serves as a general guide. The County may discipline or terminate employees for other reasons not stated above.

Callaway County Government

Personnel Manual

Section 7

Workplace Policies

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.1

SUBJECT: Accident, Illness, Injury and Safety

Page: 1 of 8

Revised: 3-10-2017

Callaway County is committed to the safety and health of employees and visitors and recognizes the need to comply with regulations governing injury and accident prevention and safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The County will maintain safety and health practices consistent with our industry. Workers’ Compensation insurance is provided for all employees. For more information, see the Workers’ Compensation folder in the County Commissioner’s office. If an employee is ever in doubt about how to safely perform a job, it is his/her responsibility to ask his/her manager for assistance.

All injuries and any suspected unsafe conditions that occur on the job must be reported immediately. Compliance with safety rules is considered a condition of employment. Therefore, it is a requirement that each manager make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

The County strongly encourages employees to communicate with their supervisor regarding safety issues.

**Reporting Health, Accidents, Injury and Safety Issues**

Health Issues

If an employee is on medication or under a doctor’s care for any reason that could affect the employee’s operation of machinery, equipment, or other job duties, the employee must inform their supervisor of his/her condition. Failure to report a health condition may subject the employee to disciplinary action.

Accidents, Injuries, and Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed.

Manager and Employee Report of Accident Form

If an injury does not require medical attention, a First Report of Accident Form must be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected.

Employee Claim for Worker's Compensation Benefits Form

The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

OSHA

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents which occur during the workday. The Missouri Workers' Compensation Act also requires that an employee report any workplace illness or injury, no matter how slight. If an employee fails to report an injury, the employee may jeopardize his/her right to collect workers' compensation payments as well as health benefits. OSHA also provides for the employee’s right to know about any health hazards which might be present on the job. Should an employee have any questions or concerns, contact your supervisor for more information.

Safety Rules

Safety is every employee’s business. Safety is to be given primary importance in every aspect of planning and performing all the County activities. Callaway County wants to protect employees against industrial injury and illness, as well as minimize the potential loss of production.

Safety Rules

Below are some general safety rules to assist employees in making safety a regular part of their work. Managers may post other safety procedures in your department or work area.

Working Safely

Safety is everyone's responsibility. Remind co-workers about safe work methods. Start work on any procedure or machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your supervisor.

Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Trash Disposal

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

Cleaning Up

To prevent slips and tripping, clean up spills and pick up debris immediately.

Preventing Falls

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

Handling Equipment

Exercise caution when handling objects and equipment. Do not use broken or defective equipment.

Falling Objects

Store objects and equipment where they won't fall. Do not store heavy objects or glass on high shelves.

Work Areas

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

Personal Protective Equipment

Always wear or use personal protective equipment as required in your work, i.e., shoes, hats, gloves, and goggles, and in designated areas or when working on an operation which is potentially hazardous.

Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Report Injuries

Immediately report all injuries, no matter how slight, to your supervisor.

Ask Questions

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

Weapons

Callaway County believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, the County prohibits all persons who enter County facilities from carrying a handgun, firearm, knife (small non-lethal pocket knives are acceptable), or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

Any employee disregarding this policy may be subject to immediate termination.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

In Case of Fire

If you are aware of a fire, you should:

- Dial 911 or the local fire department.

- If possible, immediately contact your supervisor. Evacuate all employees and visitors from the area.

- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.

- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Housekeeping

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your manager immediately.

Office Safety

Office areas present safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.

- Open only a single drawer of a file cabinet at a time.

- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.

- Remember to lift things carefully and to use proper lifting techniques.

Property and Equipment Care

Employees are responsibility for understanding the machines needed to perform their duties. Good care of equipment that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the County. If you find that equipment is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate equipment you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

Security

Maintaining the security of County buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.

- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.

- When you leave the County's premises make sure that all entrances are properly locked and secured.

Slips and Falls

Slips and falls are a very serious concern both on and off the job. In respect to all deaths due to unintentional injuries, falls are the second most common cause following motor vehicle accidents. At the workplace, falls are the third most common type of fatal injury.

A review of all deaths due to injuries resulting from falls reveals that accidents on stairs and different level falls are by far the most common types of accidents. Other types of falls that account for a significant number of fatalities include falls from ladders and scaffolding, falls from or out of buildings or other structures, falls into an opening in a surface, and falls on the same level.

It must be reinforced that falls do not discriminate. Office workers are just as vulnerable to death and injury as employees who work in the field. The following issues are very important in the prevention of slips and falls and should be addressed both on and off the job.

**Unsafe Actions:**

Education and reinforcement are two of the most important issues in preventing any type of accident. Employees should be reminded that unsafe actions are a contributing factor in almost any type of fall. Common unsafe actions include:

|  |  |
| --- | --- |
| Poor housekeeping | Tilting back on chairs |
| Existence of unsafe walkways | Using chairs as makeshift ladders |
| Running | Leaving file drawers open |
| Horseplay | Wearing unsafe footwear |
| Inattention | Carrying large loads |
| Using damaged ladders | Carrying loads that obstruct vision |

**Slip and Fall Prevention Tips:**

Preventing falls takes both an individual and team effort. Individuals must take responsibility for themselves, as well as identifying and correcting or reporting hazards created by others. Supervisors have the responsibility of training employees and monitoring their efforts to prevent falls. Fall prevention tips include:

* Address slip, trip and fall hazards immediately, whether it is your job or not. If you can’t make care of the problem, report it to the appropriate personnel. Take precautions to warn others if you must wait for the problem to be corrected.
* Continuously monitor the surface you are walking on. Be careful when stepping from one surface to another. When snow and ice are an issue, takes smaller steps and lean slightly forward.
* Practice safe housekeeping. Don’t allow booby traps such as tools, materials, briefcases, files, etc. to exist as hazards.
* On stairs, use the handrail and don’t run. Take only one step at a time. Never allow items to be stored on stairs. Use extra caution when carrying a load.
* Be careful when entering or leaving a vehicle. Always maintain at least 3 contact points with the ground and the vehicle.
* Keep walkways uncluttered and safe. Cords should be rerouted or covered.
* Don’t jump off vehicles and other objects.
* Inadequate lighting, especially on stairs and walkways should be corrected immediately.

**Ladder Hazards**

Ladder accidents usually are caused by improper selection, care, and use. Some of the more common hazards involve instability, electric shock, and falls. Ladder safety tips include the following:

* The base should be spaced one foot away for every four feet the ladder reaches up.
* Do not carry loads on a ladder.
* Don’t try reaching so far that you lose your balance. Moving the ladder is more convenient than a trip to the hospital.
* Nonskid feet or spurs may prevent a ladder from slipping on a hard smooth surface.
* Do not stand on the top three rungs of the ladder.
* Ladders used to reach a walking surface or roof must extend at least 3 feet beyond.
* Step ladders should be securely spread open. Never use a folding step ladder in an unfolded position.
* Electrical shock can occur with metal or wet wooden ladders. Both the shock and the possible fall are dangerous.
* Carefully inspect ladders before use.

Wood Ladders: Check for cracks, splinters, broken rungs, loose joints and bolts, and hardware. Do not paint wood ladders, the paint could hide defects.

Aluminum Ladders: Check for burrs and edges, loose joints and bolts, faulty welds and cracks. On extension ladders, make sure hooks and locks are on safely. Replace warn ropes.

Smoking

Callaway County provides a smoke-free environment for its employees and visitors. The County prohibits the use of any tobacco products by employees in all County facilities, including county-owned buildings, vehicles, and offices or other facilities rented or leased by the County, including individual employee offices. Smoking is permitted outdoors but in designated areas only.

While on official business, employees are encouraged not to smoke or to use smokeless tobacco products when interacting with the public or other agencies.

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All employees are expected to abide by this policy while at work.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.2

SUBJECT: Medical Examinations

Page: 1 of 1

Revised:

Medical Examinations may be requested of any employee at the discretion of the elected official or department head for reasons of protecting the health and well-being of all Callaway County employees. Any employee requested to have a medical examination will be required to provide the county with the Medical Certification Form completed by a physician of the employee’s choosing. Any examination required will be conducted at the expense of the County. The elected official or department head will allow the employee reasonable time off for the medical examination.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.3

SUBJECT: Use of Personal and County Vehicle

Page: 1 of 2

Revised: 04-20-2016

Use of Personal Vehicle for Official Business

Callaway County has a fleet of vehicles that are available for County business travel. It is the policy of Callaway County for its employees to select the most cost-effective travel method. In most circumstances, County vehicles are more cost effective than personal mileage reimbursement; therefore, employees should avoid driving privately owned vehicles for official County business.

If a County vehicle is available it should be used for the business trip. If a personal vehicle is to be used for a business trip, employee or Department Head will FIRST obtain informal approval from the County Commission or reimbursement may be denied. Exception being if a documented physical condition requires employee to operate a vehicle equipped to accommodate their specific needs. If a County vehicle is not available, it will be allowable to use a personal vehicle with mileage reimbursement at the existing County rate. Any employee requested by his/her department head to use their personal vehicle for official County business will be reimbursed at the rate adopted by the County Commission.

Employees traveling to the same destination should car pool whenever possible. Employees who elect to travel using their personal vehicle when car-pooling is available shall be denied if space is reasonably available in County owned vehicle traveling to the same destination for the same purpose unless prior approval is given by the County Commission.

Refer to Section 7 Subject 7.4 for travel reimbursement rates and rules.

If personal vehicle travel is approved by County Commission, records of mileage driven and reimbursement expected shall be submitted by the employee to their department head on a monthly basis.

Employees should keep an accurate expense reimbursement form, recording the date, the reason for travel and the number of miles traveled in order to be reimbursed. The expense sheet should be submitted within ten (10) days after returning from a trip. Any expenses from a previous month that did not get submitted will not be considered for payment.

The mileage reimbursement is meant to provide for gas expense, wear and tear on the vehicle, and insurance. The employee will be responsible for those expenses.

Use of County Vehicles

County vehicles may not be used for political purposes.

Employees who are assigned take-home vehicles from the County fleet are prohibited from using the vehicle for any use outside of County business except for insignificant personal use. Spouse or Significant Other may be permitted to drive County vehicles with clean driving record documentation and approval by County Commission.

Employees shall report to the appropriate law enforcement agency any accidents involving a County vehicle and the property or vehicle of another party.

Employees shall report any accident involving damage to a County vehicle to their supervisors and department heads, who in turn shall report the information to the County Commission. Failure to report damage of County vehicles as prescribed may result in disciplinary action.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.4

SUBJECT: Travel and Travel Reimbursement

Page: 1 of 2

Revised: 06-26-2017

Department heads, County officials, and employees shall be reimbursed for official travel and related expense while carrying out official duties or attending professional conferences and training courses which will benefit both the employee and the County.

Employees authorized to travel shall be reimbursed for actual air, bus, taxi, or train fare to and from the travel destination, actual room cost for overnight lodging, taxi fares, tips, and other travel-related expenses upon proper presentation of appropriate itemized receipts on a County Claims for Reimbursement form.

*Travel Advances*

A travel advance may be obtained by submitting a request form stating the description and/or purpose of the travel advance. The request must be approved by the department head and the County Commission and forwarded to the County finance officer for processing. The request form will be forwarded to issuance of a check through the regular accounts payable system. Departments should allow ample time for the processing of travel advance requests.

*Reimbursable Expenses*

All efforts shall be made to keep travel expenses to a minimum. The following expenses for approved travel shall be reimbursed according to established allowances or actual cost when accompanied by receipts or other documentation as required and appropriate:

1. Direct travel including air, bus, taxi and train fares.
2. Direct travel by personal vehicle at the established rate per mile or at an amount equal to common carrier fare, whichever is less, if approved by the department head.
3. Overnight lodging when travel extends outside Callaway County and is for the benefit of the County.
4. Meals and tips.
5. Other reasonable and related expenses.

Non-reimbursable Expenses

The following travel expenses shall not be reimbursable:

1. Cost incurred by a spouse or other non-employee accompanying an employee.
2. Personal expenditures such as valet service, laundry and cleaning, intoxicating beverages, entertainment, or side trips.

Vacation Combined With Official Travel

An employee wishing to combine a vacation by private vehicle with a business or convention trip must have the department head’s approval, or where appropriate, the County Commission’s approval. The employee will be reimbursed for travel to the

destination based upon the common carrier fare or the established rate per mile for personal vehicles, whichever is less.

Travel Reimbursement or Repayment of Advance to County

A travel expense voucher must be completed within ten (10) days after returning from a trip whether it is for an amount due the employee or for payment of the unused balance of travel advance due the County. Where the employee received a travel advance check, it must be so noted on the expense voucher. All travel expense vouchers must be approved by the department head and County Commission before the finance office processes for payment.

Reimbursement Rates and Rules

Reimbursement for authorized meals and tips combined, whether in state or out of state, shall be the lower of thirty-five dollars ($35.00) per day or $6.00 for breakfast, $9.00 for lunch and $20.00 for dinner. Any exception to these limits requires prior approval by the County Commission. Detailed receipts for meals must be submitted with the employee’s reimbursement request. The mileage reimbursement rate for authorized travel shall be at a rate of 40 cents per mile. Should employee choose to drive their own vehicle when a County vehicle is available, the reimbursable rate will be reduced to 20 cents per mile. County Commission must approve a written request prior to date of use or reimbursement will not be considered. Special exceptions will be considered on a case by case basis.

The meal allowance applies only to trips that require the employee to be away overnight. Meals for “day trips” are not reimbursable per IRS regulations. If an employee leaves the County before 7:00 a.m., the employee will be entitled to a breakfast allowance. If an employee returns to the County later than 6:00 p.m., the employee will be entitled to the dinner allowance. If a meal is included in the registration cost of the conference, the per diem for that meal will be excluded from that day’s total allowance.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.5

SUBJECT: Driver’s License Requirements

Page: 1 of 1

Revised:

As part of the requirements for certain specific County positions, an employee may be required to hold a valid State Driver’s license.

If an employee’s license is revoked, suspended or lost, or is in any other way not current, valid and in the employee’s possession, the employee shall promptly notify their supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to the County Clerk.

Depending on the duration of license suspension, revocation or other inability to drive, if it is a requirement of an employee’s job, an employee may be subject to disciplinary action, including termination.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.6

SUBJECT: Seat Belt Use

Page: 1 of 1

Revised:

Callaway County employees operating or riding in a vehicle must wear seat belts at all times while on duty. This includes any travel to and from trainings or meetings.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.7

SUBJECT: Liability Insurance

Page: 1 of 1

Revised:

Callaway County participates in the MOPERM liability insurance program to cover accidents which occur in the facility and the activities of employees. For more specific information, see the MOPERM folder in the County Commissioner’s office.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.8

SUBJECT: Seminars, Conferences, and Meetings Page: 1 of 1

Revised:

Callaway County seeks, within the limits of available resources, to offer training to increase an employee’s skills, knowledge and abilities directly related to County employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations. Many trainings are considered mandatory, depending upon your position, and any refusal to attend will result in disciplinary action, including possible termination.

Training provided to the employee is meant to benefit not only the employee, but also the County; therefore, employees shall not schedule and/or teach any private classes that are offered through the County.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.9

SUBJECT: Conduct

Page: 1 of 1

Revised:

Because the activities of Callaway County are of a professional nature, employees are required to maintain a friendly and courteous attitude toward the public and co-workers at all times. Similarly, employees are expected to deliver prompt, thorough, and efficient service to consumers to the best of their ability.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.10

SUBJECT: Dress Code

Page: 1 of 1

Revised:

All employees should present a professional appearance. An employee’s personal appearance should create a favorable impression upon the public and co-workers at all times. Due to the limited staff and the need to fill in where needed, employees are expected to uphold this standard regardless of the extent of their interaction with the public.

Employees are expected to observe good personal hygiene practices and to wear clean clothing appropriate for the job. Each employee shall be subject to specific department rules and regulations concerning proper clothing, personal hygiene, and grooming.

The following attire is not permitted in the work place:

* shorts
* excessively short skirts
* sweat pants
* cropped tops
* halter tops
* tee-shirts with logos

Uniforms; Clothing Provisions

The County will provide for the uniform and special clothing needs of designated employees in the law enforcement, maintenance and road and bridge department. The needs will be met by the purchase of appropriate uniforms and clothing for law enforcement personnel, and generally may include dry cleaning services where necessary. Designated maintenance and road and bridge personnel will be given a clothing allowance to purchase and maintain appropriate uniforms or clothing.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.11

SUBJECT: Communications

Page: 1 of 1

Revised:

Communications

Successful working conditions and relationships depend upon successful communication. Not only do employees need to be informed of, and to stay aware of changes in procedures, policies and general information, employees also need to communicate their ideas, suggestions, personal goals or problems as they affect their work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all County methods of communication, including this Employee Manual, bulletin boards, discussions with your manager, memoranda, staff meetings, newsletters, training sessions, and County e-mail and intranet.

Employees will receive information booklets, such as insurance booklets, from time to time. Employees may take these booklets home so that family may know more about their job and benefits.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.12

SUBJECT: Computers, Office/Cellular Phones

Electronic Mail Usage, and Page: 1 of 5

Social Media

Revised:05-10-2011

Callaway County makes every effort to provide the best available technology to those performing services for the County. In this regard, Callaway County has installed, at substantial expense, equipment such as computers and electronic mail. This policy is to advise those who use County business equipment on the subject of access to and disclosure of computer-stored information and electronic mail messages created, sent or received by County employees. This policy also sets forth policies on the proper use of the computer and electronic mail systems provided by the County.

County property, including computers and electronic mail, should only be used for conducting County business.

Although Callaway County provides certain codes to restrict access to computers and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information and electronic mail messages are to be considered County records.

The County needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, the County must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because the County reserves the right to obtain access to all electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the County or its designated representatives will not have a need to access and review this information. Individuals using County business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

Callaway County has the right to, but does not regularly monitor electronic mail messages. The County will, however, inspect the contents of computers or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers and electronic mail properly obtained for some legitimate business purpose may be disclosed by the County if necessary within or outside of the County.

Given the County's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

The County Commission will review any request for access to the contents of an individual's computer or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

**Personal Use**

Incidental and occasional personal use of County computers, phones, and our electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

**Electronic Mail System**

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

**Social Media**

Callaway County defines social media broadly to include online platforms that facilitate activities such as professional or social networking, posting commentary or opinions, and sharing pictures, audio, video, or other content. Social media includes personal websites and all types of online communities. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

1. Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author’s alone and do not represent the views of Callaway County. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of Callaway County.
2. Information published on your blog(s) should comply with Callaway County’s confidentiality policy. This also applies to comments posted on other blog’s, forums, and social networking sites.
3. Be respectful to Callaway County, other employees, and customers. Negative remarks about or in reference to any work related issue will be deemed as disrespectful.
4. Social media activities should not interfere with work commitments.
5. Your online presence reflects Callaway County. Be aware that your actions captured via images, posts, or comments can reflect that of Callaway County.
6. In all cases, do not publish any information regarding a customer/citizen of Callaway County.

Where Callaway County creates county-sponsored web pages, only employees who are designated and authorized by the County can prepare content for, or delete, edit, or otherwise modify content, on department-sponsored social media web pages; such employees are specially trained by the County for use of department-sponsored web pages.

Callaway County permits reasonable use of social media for work-related purposes, such as research or participation in audio conferences or webinars. However, such use of social media cannot interfere with an employee’s regular job duties, and employees, who identify themselves on social media, should include a disclaimer or otherwise make clear that their views are their own and do not necessarily reflect the County’s views.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination. This incudes any blogging that is done while on duty or off duty.

**Personal Passwords**

The County shall maintain a listing of your personal passwords. This listing shall remain very confidential and is necessary in case there is a need to access your computer data.

Personal Phone Calls, Cell Phones and Other Electronic Device Usage

The County’s phone system is intended for official business use. Personal calls are to be limited.

Long distance calls shall not be made at the County’s expense except in the conduct of County business. All long distance calls shall be logged by each department and be subject to review by the Elected Official, Department Supervisor, and/or the County Commission. Any personal long distance calls made by an employee must be reimbursed to the County.

Cell Phones and Other Electronic Devices Usage

*Personal Phones and Devices*

As a courtesy and respect to co-workers, the County has adopted the following guidelines for the use of personal cellular phones and other electronic devices, i.e., smart phones, iPods, iPads, MP3 Players, PDA,s, eReaders, etc., in the workplace.

* Employees are to limit the use of their personal cell phones and other electronic devices to a minimum during working hours.
* Employees who carry their personal phones or electronic devices on their person should make sure their devices are turned off or placed on “vibrate” or “silent” to prevent distractions to coworkers.
* Employees may not use their personal phone or device to intimidate, to harass or to threaten any individual while on the County’s premises; while representing the County in the field; or while attending County-sponsored functions.
* Employees may not use any type of photographic feature on their personal device while on the County’s premises; while representing the County in the field; or while attending County-sponsored functions.
* Uploading or downloading any county applications or county data files onto personal phones or devices is not permitted unless approved by supervisor.

Employees are responsible for the safekeeping of their personal cell phones and other electronic devices brought into the workplace.

*County-Issued Cell Phones and Devices*

Employees should understand that County issued cell phones and electronic devices are for business use, and all information contained in them or on the SD card, including emails, text messages, phone logs, data files, etc., are to be considered County records. Employees are to limit the personal use of their business cell phones and devices to a minimum during working hours.

Using county-issued phones/devices to intimidate, harass, or threaten any individual whether on duty or off is strictly forbidden.

Employees may be asked to produce their county-issued cell phone, or other electronic device, for inspection or return at any time or for any reason. Failure to comply with the request may result in disciplinary action, up to and including termination, and/or legal action.

Should it be determined that an employee has abused the privilege of using a County owned cell phone and the personal calls/minutes cause the monthly plan minutes to be exceeded, the employee assigned to that cellular phone number will be expected to reimburse the County for those minutes. Any long distance, texting, downloading and roaming charges incurred for those personal calls are to be reimbursed within fifteen (15) days of receipt and reconciliation of the monthly statement. The employee’s cell phone may be taken away and/or the employee may be disciplined.

Employees are responsible for the care and safekeeping of their county-issued cell phone or other electronic device. Upon resignation or termination of employment, employees will be asked to return their county-issued cell phone, or other electronic device, in good working condition. Employees unable to produce the equipment within a reasonable period, usually twenty-four (24) hours, will be expected to bear the cost of the device. Upon separation of employment, any employee who has outstanding debts due to equipment loss or unauthorized charges, will be considered to have left County employment on unsatisfactory terms and may be subject to legal action for recovery of the charges and/or equipment.

Any employee, who drives a vehicle as part of their job duties, shall refrain from using any cellular phone or other electronic device, either personal or county-issued, while driving for safety reasons. Regardless of the circumstances, the employee shall pull off to the side of the road and safely stop the vehicle before placing or accepting calls, texting, or checking email. The use of a hands-free device is permitted however. Employees charged with traffic violations resulting from the use of an electronic device while driving, shall be solely responsible for all liability resulting from such action.

Non-compliance with any part of this policy may result in disciplinary action, up to and including termination, and/or legal action.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.13

SUBJECT: Drug-Free Workplace Policy

Page: 1 of 11

Revised: 03/13/2013

Drug-Free Workplace

Callaway County is governed by policies and codes of behavior, including penalties for violations of the standards as stated in your Employee Manual. Callaway County has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on County sites, in the field, or as a part of the County's activities. The County will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.

In addition to the provisions stated in the text of the Substance Abuse Policy of the County of Callaway, and in accordance with the requirements placed on the County of Callaway by provisions of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D, all employees of every department of the County of Callaway, Missouri, are hereby notified as follows:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance (prescription or non-prescription) is prohibited on, about, or within any property which is owned, leased, operated, used, maintained or occupied by the County of Callaway, Missouri, as a vehicle or site for the performance of work done in connection with a specific federal grant. It is to be further clarified that no prescription medication shall be distributed or dispensed to any other Employee within the boundaries set forth in the previous statement. Employees who violate this prohibition will be subject to disciplinary action up to and including termination; or mandatory referral for substance abuse assessment, counseling, and rehabilitation; or a combination of these actions, in accordance with the provisions of the Substance Abuse Policy of the County of Callaway.
2. In furtherance of the County’s obligation to provide a drug-free workplace, the Employee Assistance Program shall establish a drug-free awareness program to inform employees about:
3. the dangers of drug abuse in the workplace;
4. the County’s policy of maintaining a drug-free workplace;
5. available sources for drug counseling, rehabilitation, and employee assistance for substance abuse problems; and
6. the penalties which may be imposed on employees who commit drug abuse violations in the workplace.
7. Every employee who is engaged in the performance of any work connected with a federal grant shall be provided with a copy of this Statement and of the Substance Abuse Policy of the County of Callaway.
8. Every employee who is engaged in the performance of any work connected with a federal grant shall, as condition of employment under grant:
9. Abide by the terms of the Statement and of the Substance Abuse Policy of the County of Callaway.
10. Notify the County of Callaway of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
11. The County of Callaway will notify the federal agency through which a grant is administered within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
12. The County of Callaway will take one or more of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
13. Impose appropriate personnel action against such an employee, up to and including termination;
14. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
15. The County of Callaway will make a good faith effort to continue to maintain a drug-free work place through implementation of the provisions of this Statement and of the Substance Abuse Policy of the County of Callaway, Missouri.

When the County has reason to believe an employee is violating any policy regarding contraband or controlled substances or other rules, the employee may be asked by the County to submit immediately at any time (including breaks and the meal period) to a search of the person and/or to make the employee’s locker, lunch box, briefcase, purse, pockets, wallet, personal belongings, desk, vehicles, or any other receptacle the employee uses or has access to, available for inspection. Entry on to County premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by the County constitutes insubordination and a violation of County policy which will subject the employee to disciplinary action.

*Responsibility of Employees*

It is the individual responsibility of each employee and applicant for employment to read, understand, and abide by the provisions of this policy. Any questions you have about the application of this policy may be directed to supervisory personnel within your own department, or to the County Commission of the County of Callaway.

Employees with substance abuse problems must understand that they are personally responsible for seeking evaluation and undertaking rehabilitation. The County encourages such employees to seek help through the Employee Assistance Program, which will be administered in a manner to provide confidentiality for those who seek treatment. Any employee who is aware that he is dependent upon alcohol or drugs and who either voluntarily admits his dependence to his departmental supervisor or voluntarily seeks treatment through the Employee Assistance Program for his problem shall not be subject to discipline for having admitted that he has such a problem, nor for seeking treatment for such a problem.

Those employees who conceal substance abuse problems from supervisors and do not voluntarily seek help through the Employee Assistance Program place their employment with the County in jeopardy. In the event a concealed substance abuse problem adversely affects job performance, causes the employee to become involved in criminal activity or proceedings, the employee will be subject to formal discipline as prescribed in the policy and in accordance with the Personnel Policies.

Employees who are ordered by supervisory personnel to seek treatment for substance abuse problems through the Employee Assistance Program may also be subject to formal discipline for actions, which are in violation of this policy.

*Responsibility of the County of Callaway*

Management for the County of Callaway recognizes that cooperation between employees and management is essential in dealing with the problems caused by substance abuse. The official policy of the County of Callaway shall be to encourage and assist county employees in voluntarily seeking treatment for substance abuse problems through the Employee Assistance Program. In appropriate cases, as an alternative to or in conjunction with formal disciplinary proceedings, an employee may be ordered to seek assistance for substance abuse problems through the Employee Assistance Program. The Employee Assistance Program will be administered in accordance with the specific provisions set out in subsequent sections of this policy.

**Definitions**

The provisions of the policy shall apply to all employees of the County and to all applicants for positions with the County. The County of Callaway shall apply this policy in a manner, which is consistent with its obligations under state and federal law.

The terms “controlled substance”, “deliver”, “drug paraphernalia”, and “manufacture” as used herein, shall have the same meanings as set out in Chapter 195, RSMo. The terms “controlled substance” and “drug” as used herein shall in all instances include prescription drugs, unless specifically excluded.

The term “drug test” shall refer to a urinalysis test, consisting of an initial screening test followed by a confirmatory test in the event the results of an initial screening are positive.

The term “alcohol test” shall refer to testing of a sample of breath or blood to determine the percentage by weight of alcohol in the blood of the tested subject.

“Intoxicant” shall include any beverage or substance containing alcohol for human consumption.

“Public safety position” shall include all positions falling within the following categories:

1. law enforcement officers; (b) emergency operations center employees.

“Public health position” shall include all health services positions in which the job duties require an employee to: operate, repair, or maintain equipment used in the delivery of health care services; prepare or otherwise handle prescription drugs.

“Equipment handling position” shall include all positions in which the employee is regularly required as a part of his duties to operate motorized heavy equipment such as dump trucks, tractors, bulldozers, earth scrapers, road graders, large backhoes, front end loaders, tank trucks, or any other type of heavy duty self-propelled equipment, excluding automobiles and pick-up trucks.

“Reasonable suspicion” shall refer to a suspicion based upon objective facts and circumstances from which an ordinarily careful and prudent supervisor could conclude that an individual is in possession of or under the influence of drugs or alcohol while on County property or while on duty. Circumstances which constitute a basis for determining reasonable suspicion include, but are not limited to: (a) a pattern of abnormal or erratic behavior while on duty; (b) information provided by a reliable and credible source: (c) direct observation of drug or alcohol possession or use, such as presence of the physical symptoms of drug or alcohol use, such as glassy or bloodshot eyes, odor of intoxicants on breath, slurred speech, poor balance, poor coordination, or impaired reflexes; (d) an admission of possession or use of drugs or alcohol by the employee.

“Employee” means a person appointed to a position in the County service for which he is compensated on a full-time or part-time basis. The term employee refers to both male and female employees, and the use of the pronouns “he” and “his” in this policy shall in all instances be read to refer to both male and female employees.

**Prohibited Acts and Disciplinary Actions**

*Grounds for Disciplinary Action or Denial of Employment*

Applicants for employment may be denied employment, and employees may be subject to disciplinary action up to and including dismissal from employment, for commission of any of the following acts:

1. Reporting for work, performing work, or applying for work while under the influence of illegal drugs, prescription drugs, or intoxicants, and causing, or creating an unreasonable risk of, damage to property or injury to any person;
2. Using, selling, possessing, manufacturing, or delivering controlled substances or drug paraphernalia at any time or place except as authorized by law, whether on or off duty;
3. Consuming intoxicants while on duty, or possessing intoxicants on county property with the intent to consume them while on duty, except in cases where such consumption is permitted or required in the line of duty;
4. Providing or selling intoxicants to any other person while on duty, except in cases where such activity is permitted or required in the line of duty;
5. Testing positive for the presence of drugs or alcohol following completing of testing procedures authorized by this policy;
6. Failing or refusing to submit a test sample within two hours after the time a request for a test sample was made, causing or attempting to cause the adulteration of a test sample, or otherwise obstructing the process of testing for the presence of drugs or alcohol.

*Grounds for Termination of Employment*

Termination of an employee shall be specifically authorized when:

1. The employee has sold or attempted to sell controlled substances, whether on or off duty;
2. The employee has possessed or has manufactured a controlled substance under circumstances that create a reasonable inference that the employee intended to sell the controlled substance, whether on or off duty;
3. The employee has used, or has been found to be in unauthorized possession of, illegal drugs while on duty; or the employee has been found to be on duty while under the influence of illegal drugs, prescription drugs, or intoxicants and has caused, or created an unreasonable risk of, damage to property or injury to any person;
4. The employee has failed or refused to submit a test sample within two hours after the time a request for a test sample was made, has caused or attempted to cause the adulteration of a test sample, or has submitted or attempted to submit a false sample following a request for submission of a test sample.
5. The employee has previously been ordered by the appointing authority to seek treatment for a substance abuse problem through the Employee Assistance Program or any treatment facility, and has subsequently committed a new offense involving substance abuse which would constitute grounds for discipline under the provisions of this policy.

*Disciplinary Action Independent of All Other Proceedings*

Disciplinary action, which may be undertaken pursuant to this policy and the provisions of the Personnel Policies, shall constitute an independent administrative action against the employee involved, and shall not be dependent upon or controlled in any manner by any other civil, administrative, or criminal proceedings which are or may be instituted against the employee.

**Testing For the Presence of Alcohol and Drugs**

*Pre-Employment Testing*

Effective as of the date of the adoption of this policy:

1. A copy of this policy shall be provided to each applicant for employment, who shall sign and date the attached “Receipt of Substance Abuse Policy and Consent to Drug and Alcohol Testing” form, which shall then be made a permanent part of the applicant’s file. This form shall be competent evidence in any subsequent proceedings that the applicant has received notice of the provisions of the policy and has consented to testing under the provisions stated herein. A refusal by any applicant to execute this form shall constitute grounds for denial of employment
2. All applicants for public safety, public health, and equipment handling positions shall be subject to mandatory testing for the presence of drugs and alcohol in accordance with the testing procedures herein set out, except the County employees who apply for such positions and who have successfully completed testing as a condition of employment with the County shall not be subject to mandatory testing who are conditionally appointed to a public safety, public health, or equipment handling position with the County shall be required to undergo drug testing within the fourteen (14) days following their conditional appointment to a position. The mandatory testing provisions of this subsection shall not apply to the promotion or transfer of a public safety, public health, or equipment handling employee within his own department.
3. Applicants for all other employment positions for the County of Callaway shall be subject to testing for the presence of drugs or alcohol if a reasonable suspicion exists that the applicant is or has been under the influence of drugs or intoxicants during the pre-employment process, or if a reasonable suspicion exists that the applicant has used controlled substances at any time prior to the filing of his application for employment with the County.
4. Applicants who test positive for the presence of drugs or alcohol may be denied employment pursuant to provisions of this policy.

*Current-Employee Testing*

A copy of this policy shall be provided to every County employee, and each employee shall be required to sign and date the attached receipt form, which shall then be made a permanent part of the employee’s personnel file. This form shall be competent evidence in any subsequent proceedings that the employee has received notice of the provisions of this policy.

All current County employees shall be subject to testing for the presence of drugs, including prescription drugs, and alcohol under reasonable suspicion that the employee is under the influence of drugs or alcohol while on duty. Testing may be authorized by any Callaway County Commissioner and will be paid for by the County.

An employee who has been ordered to seek treatment for a substance abuse problem through the Employee Assistance Program shall be subject to random testing for the presence of drugs or alcohol during the twelve month period following the date of the notice of referral.

*Substances to be Tested For*

Testing may be administered to detect the presence and concentration of any substance which acts on the central nervous system as a stimulant, a depressant, or has a disassociated effect. Those substances and concentration levels tested for will include, but are not limited to:

*SUBSTANCE* *CONCENTRATION*

Alcohol .05% by weight of alcohol

Amphetamines/Methamphetamines (“speed”) 300 ng/ml

Barbiturates (“downers”) 300 ng/ml

Benzodiazepines (tranquilizers, such as

Valium and Librium) 300 ng/ml

Cannabinoids (Marijuana, hashish) 50 ng/ml

Cocaine 300 ng/ml

Methadone 500 ng/ml

Methaqualone (Quaaludes) 1 ng/ml

Opiates (codeine, heroin, morphine) 300 ng/ml

Phencyclidine (PCP, “angel dust”) 75 ng/ml

Propoxyphene (Darvon) 300 ng/ml

Drugs not otherwise included in the preceding categories will be tested to the concentration levels for which testing is customarily accurate, as stated in the manufacturer’s specifications for the particular test kit or method to be used.

**Testing Procedure**

*The Testing Agency*

Drug and alcohol testing shall be performed by an independent certified laboratory of the County’s choice. All testing shall be performed in accordance with accepted scientific standards. Due care shall be taken by the testing agency to respect the dignity and privacy of the individuals required to give test samples. The testing agency shall be responsible for maintaining appropriate chain of custody procedures for all test samples. The testing agency shall be required to retain unused portions of each test sample that has initially shown a positive result for the presence of drugs or alcohol in order that additional testing may be performed on the sample on behalf of the tested employee.

*Confidentiality of Testing Information*

All information regarding the testing of applicants and employees shall be confidential. Laboratory reports and test results shall not be placed in an employee’s general personnel file, but shall be kept in a separate confidential medical folder that will be securely kept under the control of the Presiding Commissioner. The Presiding Commissioner is authorized to release the contents of the confidential medical folder only on a strict need-to-know basis to management-level members of the County’s legal staff; the employee’s department head; and to the tested employee upon request.

Disclosure without employee consent is also authorized if:

(a) production of the information is compelled by law, or by judicial or administrative process;

(b) the information has been placed at issue in a formal dispute between the County and the employee;

(c) the information is to be used in administering an employee benefit plan;

(d) the information is needed by medical personnel for the diagnosis or treatment of the employee, and he is unable to authorize disclosure.

*Confirmation of Test Results*

A test sample which initially yields a positive result shall be tested a second time using a gas chromatography/mass spectrophotometry (GC/MS) test. If the second test confirms the initial positive test result, the employee or applicant shall be notified of the results in writing. The notification shall identify the particular substance(s) found, and shall specify the concentration level(s). An employee or applicant whose second test confirms the original positive test result shall be notified of the results in writing. The notification shall identify the particular substance(s) found, and shall specify the concentration level(s). An employee or applicant whose second test confirms the original positive test results may, at his own expense, have additional testing conducted on the original test sample at a qualified laboratory of his own choosing.

**Consequences of Confirmed Positive Test Results**

*Job applicants*

Job applicants will be denied employment with the County if an initial positive test result has been confirmed by the GC/MS test.

*Current employees*

An employee whose initial positive test result has been confirmed by the GC/MS test is subject to disciplinary action up to and including termination in accordance with the provisions of this policy. Factors to be considered in determining the appropriate disciplinary response shall include, but are not limited to:

(a) the employee’s work history, including length of employment, current level of job performance, past disciplinary actions imposed, including a consideration of whether the employee has been previously disciplined or referred to treatment for substance abuse problems;

(b) the job classification of the employee;

(c) the specific circumstances which caused the testing to be required, including a consideration of whether the employee’s actions caused injury to property or to any person, or created an unreasonable risk of injury to property or to any person;

(d) previous efforts on the part of the employee to deal with his substance abuse problem; and

(e) the degree to which continued employment of the individual would either enhance or impair the ability of the affected County department to deliver safe and efficient service to the community, including a consideration of whether public trust and confidence in the County service would be adversely affected.

**Mandatory Referral to Employee Assistance Program**

As an alternative to, or in conjunction with formal disciplinary proceedings which may be instituted against an employee for a violation of the provisions of this policy, an employee may be ordered to seek assistance for a substance abuse problem through the Employee Assistance Program. The appointing authority is authorized, in appropriate cases, to suspend the imposition of formal discipline (dismissal, demotion, reduction in compensation, suspension without pay) for a period not to exceed one year, pending the successful completion of assessment, counseling, and rehabilitation by the employee. Written notice of mandatory referral to the Employee Assistance Program shall be given to the employee.

In the event the employee does not complete assessment, counseling, or rehabilitation, the appointing authority may, within the one-year period following the date of written notice of mandatory referral to the EAP, impose such formal discipline as is authorized under this policy and the Personnel Policies for the offense involved. No formal discipline may be imposed for the underlying offense more than one year after notice of mandatory referral to the EAP.

**Expungement of Drug and Alcohol Testing Records**

Upon written request by the tested employee, all records relating to a request for and the results of drug or alcohol testing may be expunged from an employee’s file and destroyed if the results of the testing do not show a substance concentration level at or above the levels previously set out in this policy; provided, that if the employee who has been tested files an appeal with the County Commission, the records shall be preserved until the conclusion of all proceedings arising out of the appeal. This subsection shall not apply to pre-employment testing authorized previously in this policy, and the results of pre-employment testing shall remain a permanent part of an employee’s file in accordance with those provisions.

**Employee Assistance Program**

The Employees Assistance Program (EAP) functions primarily as an intake and referral service for those employees who have voluntarily sought help for EAP covered problems or who have been directed by the appointing authority to seek assistance through the program.

The Employee Assistance Program shall be administered by the Human Resources Director for the County of Callaway through a third party agency. The Human Resources Director shall develop necessary procedures to maintain confidentiality of records and to ensure that the functions of the Employee Assistance Program are properly carried out.

The Human Resources Director will compile and maintain all information and records necessary to the task of referring employees to treatment services, programs, and institutions. The appointing authority will monitor the progress of employees seeking treatment through the EAP to the extent necessary to document and verify proper administration of employee health care or other applicable benefit plans, including use of leave time.

*Employee Use of Leave Time While Seeking and Receiving EAP Treatment*

Employees who are receiving treatment for any problems addressed by the EAP are entitled to use all forms of accumulated leave time available to them, including sick leave, vacation time, compensatory time, and family and medical leave time. Should an employee who is receiving treatment through the EAP prefer to take a leave of absence without pay rather than utilize accumulated leave time; or should an employee exhaust all available leave time prior to receiving clearance to return to his work duties, the employee may request a leave of absence without pay, in accordance with the Personnel Policies. Such a request will be considered in light of all the circumstances of the case, including but not limited to the manpower needs of the affected County department, the medical and/or emotional needs of the employee, and degree of good faith effort displayed by the employee in dealing with his problem. Areas covered by the EAP include, but are not limited to: emotional, family, marital/couples, alcohol abuse, drug abuse, stress, job problems, grief & loss, financial, legal, medical, and child/adolescent.

*EAP Records Held In Confidence*

Only information regarding involuntary referral to EAP will be held in the employee personnel file. All records will be held in strict confidence and will be available for viewing only by the Human Resources Director and the Department Supervisor/Elected Official.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.14

SUBJECT: Tobacco Free Facility

Page: 1 of 1

Revised:

For health and safety considerations, Callaway County provides a smoke-free environment for its employees and visitors. The County prohibits the use of any tobacco products by employees in all County facilities, including county-owned buildings, vehicles, and offices or other facilities rented or leased by the County, including individual employee offices. Smoking is permitted outdoors but in designated areas only.

While on official business, employees are encouraged not to smoke or to use smokeless tobacco products when interacting with the public or other agencies.

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All employees are expected to abide by this policy while at work.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.15

SUBJECT: Gifts

Page: 1 of 1

Revised:

Advance approval from management is required before employees may accept or solicit gifts whose value is greater than $20 from a supplier or vendor representative. Employees are not permitted to give unauthorized gifts to visitors or suppliers, except for certain promotional “premiums” (such as T-shirts, coffee mugs, pens or key chains) imprinted with the County logo or sales information.

If the value of the item offered has a market value of less than $20, then it may be received by the employee.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.16

SUBJECT: Personal Use of County Property

Page: 1 of 1

Revised:

In some instances, employees may be allowed to use certain County equipment for their own personal use while on the premises. In no instance may this be done off the premises or without prior management approval. Employees understand and agree that the County is not liable for personal injury incurred during the use of County property for personal projects and accept full responsibility for any and all liabilities or injuries or losses which occur, or for the malfunction of equipment. Employees are responsible for returning equipment in good condition. Employees are required and agree to pay for any damages that occur while using the equipment for personal use.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.17

SUBJECT: Issued Items/Equipment

Page: 1 of 1

Revised:

Callaway County will provide certain items, i.e. keys, shirts, equipment, etc., that certain employees must wear or use while at work.

Upon separation from employment, whether voluntary or involuntary, any County-owned, issued items must be returned to the County in satisfactory condition by the separation date in satisfactory condition or the cost of the item(s) will be deducted from the employee’s final paycheck. Consult your supervisor for more information.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.18

SUBJECT: Violence in the Workplace

Page: 1 of 1

Revised:

Violence in the Workplace Policy

Callaway County has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the County or which occur on Callaway County property will not be tolerated.

Acts or threats of violence include conduct that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the County, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on the County's premises, regardless of the relationship between the County and the parties involved.

2. All threats or acts of violence occurring off the County's premises involving someone who is acting in the capacity of Callaway County or a representative of the County.

Specific examples of conduct that may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.

2. Threatening an individual or his/her family, friends, associates, or property with harm.

3. Intentional destruction or threatening to destroy County property.

4. Making harassing or threatening phone calls.

5. Harassing surveillance or stalking (following or watching someone).

6. Unauthorized possession or inappropriate use of firearms or weapons.

Callaway County prohibition against threats and acts of violence applies to all persons involved in the County's operation, including but not limited to personnel, contract, and temporary workers and anyone else on County property. Violations of this policy by any individual on County property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to your supervisor.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.19

SUBJECT: Genetic Information Anti-Discrimination Act (GINA) Page: 1 of 1

Revised:

It is County policy to abide by GINA in principal and in fact. We will not gather nor use genetic information on our prospective and or current employees. We will not use genetic information in any way for selection or promotion or termination or other purposes.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.20

SUBJECT: Acquired Immune Deficiency

Syndrome (AIDS) Page: 1 of 1

Revised:

The responsibility for protecting the health, employment and privacy rights of the employees of the Callaway County Commission and related Callaway County workplace employees is a fundamental consideration of the County Commission.

Existing state personnel laws, rules, and policies regarding employment; working conditions; dismissal; sick leave; termination of employment and related matters shall apply to individuals diagnosed as having AIDS on the same basis as for persons having other diseases or conditions which may incapacitate them.

Should a case of AIDS (Acquired Immune Deficiency Syndrome) infect an employee and thereby his/her work performance, the Callaway County Commission shall be guided by RSMo 191.650-191.698.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.21

SUBJECT: Absence of the Callaway

County Commissioner Page: 1 of 1

Revised:

In the case of a temporary absence of the County Commissioner, an individual designated by the Commissioner shall supervise the County. For absences longer than sixty (60) days, the County Commission shall name an Acting Commissioner.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.22

SUBJECT: Code of Ethics Page: 1 of 1

Revised:

**Code of Ethics**

All employees are required to abide by the following Code of Ethics:

1. I will carry out the duties of my position conscientiously and with full commitment to the County.
2. Through my behaviors and words, I will promote and uphold the integrity and dignity of my employer, the County’s services, and fellow employees.
3. I will be prompt, courteous and polite in the performance of my duties.
4. I will show initiative to find ways to carry out my duties and responsibilities more efficiently, effectively and economically.
5. I will have a positive and encouraging attitude in dealing with fellow employees, visitors, suppliers and management.
6. I will follow instructions attentively, be cooperative with my supervisor and co-workers and work as a team member with other employees.
7. I will show respect for the position of authority and the policies and procedures of the County including this employee handbook.
8. I will continually work towards self-improvement and professional development through self-evaluation, upgrading and training when the opportunities arise.
9. I will not publicly criticize employees, management or the policies of my employer. If I feel changes would be advisable, I will provide constructive criticism and suggestions in a professional manner and seek to make the workplace as harmonious as possible.

**Callaway County Personnel Manual**

SECTION: Workplace Policies

Section: 7

Subject: 7.23

SUBJECT: Children In The Workplace Page: 1 of 1

Revised:

**CHILDREN IN THE WORKPLACE**

The presence of an employee’s child at the workplace holds a potential for disruption and distraction of the employee and co-workers when serving the members of the community. The presence of an employee’s child at the workplace creates an increased risk of personal and property liability for the County and its insurance provider. The County commission finds it in the best interest of both County employees and members of the community to limit employee’s children in the workplace except during temporary situations of hardship or emergency.

The Callaway County Personnel Policy Manual contains provisions that allows all employees to use earned personal sick leave or vacation time for the purpose of caring for family members for which employees are the primary caregiver.

It is the responsibility of Callaway County’s elected officeholders and departmental supervisors to ensure that work in the County’s facilities is accomplished in an environment which respects employee health and safety concerns and in which work related disruptions are minimized.

**SICK CHILDREN**

A child who has an illness that prevents him or her from being accepted by a regular daycare provider or school, particularly a child with infectious disease, may not be brought to the workplace under any circumstances.

Any employee who violates this policy will be subject to discipline or termination. Violation of this policy will also hold harmless the insurance provider, the County Commission, all elected county officials, and the County of Callaway from any and all claims and liabilities.

Callaway County Government

Personnel Manual

Section 8

Conflict of Interest

**Callaway County Personnel Manual**

SECTION: Conflict of Interest

Section: 8

Subject: 8.1

SUBJECT: Employment of Relatives

Page: 1 of 1

Revised:

Relatives of employees may not be employed by Callaway County under any of the following circumstances:

1. Where one of the parties would have authority (or practical power) to supervise, appoint, promote, remove, advocate for, or discipline the other,
2. Where one party would be responsible for auditing the work of the other;
3. Where other circumstances might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the County; or
4. Where one of the parties is a policy level official of Callaway County.

“A relative” in this instance is defined as a spouse, parent, grandparent, child, grandchild, sister, brother, aunt, uncle, niece, nephew, cousin, as well as an in-law, or step-relationship.

If two employees marry, become related or begin sharing living quarters with one another and, in the County Commission’s judgment, it presents a potential problem either in fact or appearance, only one of the employees will be permitted to stay within that department in the County, unless reasonable accommodations as determined by the Commission can be made to eliminate the potential problem. The decision as to which relative will remain with the County must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin sharing living quarters with each other. If no decision has been made during this time, the County reserves the right to terminate either employee.

**Callaway County Personnel Manual**

SECTION: Conflict of Interest

Section: 8

Subject: 8.2

SUBJECT: Outside Employment

Page: 1 of 1

Revised:

County employees shall not directly, or indirectly, engage in any outside employment or financial interest that may conflict, in the County’s opinion, with the best interests of the County or interfere with the employee’s ability to perform the assigned County job. Examples include, but are not limited to, outside employment which:

1. prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee’s job;
2. is conducted during the employee’s work hours;
3. utilizes County telephones, computers, supplies, or any other resources, facilities or equipment;
4. influences, or holds a financial interest in, or is employed by a firm that has contracts with or does business with the County; or
5. may reasonably be perceived as a conflict of interest or otherwise discredits employee’s service.

An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided the employee obtains prior approval from their department head.

**Callaway County Personnel Manual**

SECTION: Conflict of Interest

Section: 8

Subject: 8.3

SUBJECT: Freedom of Speech and Action

Page: 1 of 1

Revised:

Employees may register and vote as they choose, express opinions about political candidates and issues as an expression of opinion. Additionally:

1. Employees should not engage in any form of freedom of speech which is disruptive to the functions of the County, or which is offensive to employees or the publics.
2. Employees may participate in political or partisan activities of their choosing provided that County resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on County time or while representing the County in any way. Employees may not allow others to use County facilities or funds for political activities.
3. Any County employee who meets with, or may be observed by visitors or residents, or otherwise represents the County to visitors or residents while performing their regular duties may not wear or display any button, badge or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on County property or County time, a contribution for a partisan political cause.
4. Except as noted in this policy, Callaway County employees are otherwise free to fully exercise their constitutional First Amendments Rights.

Callaway County Government

Personnel Manual

Section 9

Employee Appeal Process

**Callaway County Personnel Manual**

SECTION: Employee Appeal Process

Section: 9

Subject: 9.1

SUBJECT: Appeal Procedure

Page: 1 of 3

Revised:

It is the objective of Callaway County to allow a fair and unbiased process to take place in the review of major employee complaints. It is, however, the goal of the County to allow the process of appeal to take place within the jurisdiction of the department so long as that is possible and practical. It is not the goal of the County nor the County’s Commission to monitor, adjudicate, nor respond to minor complaints within a Department that should be administered/managed by the supervisor. Professionals of good faith can usually resolve differences on their own and on a direct basis.

The complaint procedure does not limit the authority of management to administer the affairs and operations of the County, and the following issues are not valid complaints under this procedure:

1. The contents of personnel policies and procedures.

2. Work activities accepted by the employee as a condition of employment or work activities or assignments that may reasonably be expected to be a part of the job content.

3. Establishment of wages, salaries, and position classifications consistent with the budget and Personnel Rules.

4. Termination by layoff or voluntary demotion in lieu of layoff because of shortage of work or funds, the abolition of a position or other material changes in programs or organizations.

No record of a complaint will be placed in an employee’s official personnel file, but may be retained in a separate file.

**Procedure**

*Informal Approach*

An employee should first discuss the work problem with their immediate supervisor. If the employee differs with the decision or action of his/her immediate supervisor, he/she should make every reasonable attempt over a period of five (5) working days to resolve the difference in a friendly and non-confrontational manner. Resolution using this informal approach shall extend past the immediate supervisor and to the department head if that is applicable during the five-day period.

If it is clear that the informal and friendly discussion has not resolved the matter to the satisfaction of all concerned, then the more formal appeal procedure shall begin. The formal appeal procedure must be documented in writing, step-by-step, by both the employee and the department head. The documentation shall include the names of the affected parties, the date of initial complaint, the nature of the complaint, the dates and times of meetings established to resolve the complaint and the employee’s expressions of how the conflict directly affects his or her job satisfaction.

Step 1 - Written Report:

If the informal procedure (approach) fails to resolve the difference, the employee may file a written appeal, within three (3) working days following the expiration of the informal five (5) day period, with his or her immediate supervisor and/or department head. The immediate supervisor or department head has three (3) working days to furnish the employee with a written response.

Step 2 - Appeal to the County Commission

If the written response to the employee is insufficient to resolve the appeal, then the employee has the right to request in writing, within three (3) working days, an appeal to the entire Commission sitting as the Commission of the County. The Commission, through the Presiding Commissioner, must respond within ten (10) working days, in writing, by setting a date and time for the formal appeal, in person, to the County Commission sitting in quorum session. At that time the employee has the right to bring with him/her another party of his or her own choosing to assist with the presentation.

Step 3 - County Commission Response

The County Commission, in quorum session shall make a decision, within five (5) working days after the meeting and listening to the employee’s complaint, concerning the employee’s appeal and provide a copy to the employee. This is the final step available to the employee.

If the employee does not file the complaint review request within the time limit stated for each step, the complaint will be considered as settled at the previous step.

Confidentiality

Any discussion, report, filing of an appeal or other personnel matter involving hiring, firing or promotion of personnel should be closed to the public and to the media under the Revised Statutes of Missouri 610.025 (paragraph 4).

Law Enforcement Reviews

Sworn law enforcement officers, who are not the chief administrators, shall be entitled to a meeting upon termination of employment provided the terminated person makes a timely request for the review meeting pursuant to applicable state law.

**Callaway County Personnel Manual**

SECTION: Employee Complaints

Section: 9

Subject: 9.2

SUBJECT: Complaints of Discrimination

Page: 1 of 1

Revised:

Any internal complaint of discrimination based on race, color, religion, sex, age, national origin, political belief, marital or veteran status, or physical or mental handicap will be investigated immediately and thoroughly.

Employees may file an internal complaint, either written or verbal, with their supervisor. Employees have the right to file discrimination complaints with the Missouri Commission on Human Rights or the Equal Opportunity Commission without fear of harassment, coercion, intimidation or any other acts of retaliation. If an internal complaint is not resolved to the satisfaction of the employee, the employee should be advised that he/she may contact these agencies.

Callaway County Government

Personnel Manual

Section 10

Definition of Terms

**Callaway County Personnel Manual**

SECTION: Definition of Terms

Section: 10

Subject: 10.1

SUBJECT: Glossary

Page: 1 of 1

Revised:

**Definitions of Terms**

The following words and phrases shall have the meaning indicated throughout these rules except where the context clearly indicates otherwise.

**Administrative (exempt) employee.** An employee of the County (as covered in the FLSA) who is not eligible to receive overtime or compensatory time compensation. Generally speaking, this is an employee who has 1) management responsibilities, 2) who does not do manual work, and 3) who does not devote more than 20% of his or her time to non-management duties. The exempt classification is usually met if the employee earns more than $250 per week; if his/her primary duty is management; if he/she exercises independent judgment; if he/she has professional certification; and if he/she supervises two or more employees. Department heads may establish a flexible schedule for their exempt employees.

**Anniversary date.** Date of appointment or promotion to a position in the County service for current period of continuous service.

**Appeal procedure.** Refers to the review of an employee’s appeal or question of any working condition or employment factor. The procedure is set out in detail in the manual.

**Appointing authority.** The County Commission or a designee of the County Commission or any person having the power by virtue of state law or other lawfully delegated authority to make appointment to positions in the County service.

**Appointment.** The designation to a position in the County service of a person who has qualified for the appointment through an appropriate selection process.

**Application process.** Refers to the process by which a prospective new employee seeks County employment.

**At will employment.** A term applicable to all County employees. It means employment may be terminated by the County or by the employee at any time.

**Classification.** This term refers to the appropriate category of employees based on the kind, difficulty, and responsibility of work to be performed.

**Commission.** Refers to the elected administrative/legislative group of three (3) individuals who have broad budgetary and management responsibilities for the County under the provisions of the Revised Statues of Missouri (RSMo).

**Compensatory time.** Time off awarded an employee, at the employer’s convenience, to compensate for any hours worked beyond the maximum specified work period.

**County.** A major political subdivision of the state of Missouri of which there are one-hundred and fourteen plus one city as set forth in the Missouri Revised Statute 46.0140.

**Covered employees.** An employee who is covered by the provision of the Fair Labor Standards Act (FLSA), particularly as related to overtime.

**Date of employment.** The date an employee starts work as a new hire or rehire.

**Date of termination.** The date an employee separates from employment.

**Department.** Any functional unit of County government that has its own leadership. A department may be headed by either an elected official of the County or by an administrative head appointed by the County Commission.

**Department head.** The chief operating manager of any department. This designation includes elected officials as well as appointed department heads and supervisors.

**Dismissal.** Employee separation from work duties and compensation that is initiated and carried out by the employer.

**Elected official.** This term refers to the department head who by virtue of having been elected by the residents of the County is responsible for a given component of the County’s governance and the administrative management of the office for which he or she has responsibility.

**Emergency.** A sudden or unforeseen happening requiring the assistance of certain employees or groups of employees necessary to protect the health, welfare, and safety of the community and/or the County courthouse or its work places.

**Employer.** Refers to either the County (collectively) or to the County Commission and/or the appropriate elected official or department head who provides day-to-day guidance to employees.

**FLSA.** Refers to “Fair Labor Standards Act” of the federal government and is referenced in the Department of Labor’s Wage and Hour Division—Employment Standards Administration (29 CFR Part 553).

**General departmental order.** A written request and/or requirement issued by the appropriate department head who carries routine administrative responsibility, sometimes dictated by state statute, for the proper functioning of the department.

**He, (his, him).** In some places in this manual the term “he” may be used to denote either male or female gender. Wherever possible, however, the term he/she shall be used to avoid confusion.

**Job description.** A written statement of the characteristic duties, responsibilities, and qualification requirements of a position of employment.

**Job elimination.** The process by which the County Commission may elect, within the Commission’s budgetary authority, to eliminate or discontinue a job position within the County.

**Layoff.** Employment separation made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of an employee.

**Leaves of absence with pay.** Refers to the time at which an employee can be away from work but without a reduction in pay. An example is for prolonged jury duty.

**Leaves of absence without pay.** Refers to time away from work, approved by the proper authority, for which the employee is not paid his/her regular wage/salary but who continues to accumulate benefits and remain in “good stead” as an employee of the County. For example, an employee’s department head and the County Commission may elect to release an employee from meeting regular work duties to receive specialized schooling.

**Maternity leave.** Time designated, for an eligible employee, to prepare for the immediate birth of the employee’s baby.

**Non-discrimination.** A concept or philosophy of the County demonstrating a commitment to employ individuals based on meritorious factors without regard to race, color, creed, age, sex, or physical handicap.

**Order.** An official edict usually issued in writing by the County Commission acting for the County.

**Overtime compensation.** Time for which the rate of pay is multiplied by a factor of 1.5 because it exceeds a 40-hour workweek or (for the Sheriff’s Department) a 171 hour time period in a 28-day period.

**Part-time employee.** Part-time employee in these rules shall mean both part-time employee with benefits and part-time employee without benefits.

**Part-time employee with benefits.** An employee in a position scheduled to work less than full time (2080 hours), but at least 1200 hours (including hours of work, vacation, sick leave, and compensatory time) in any continuous twelve (12) month period.

**Part-time employee without benefits.** An employee in a position scheduled to work less than 1000 hours (including hours of work and compensatory time) in any continuous twelve (12) month period.

**Pay period.** The time frame designated by the County Commission for which an employee shall be paid for work performed.

**Personnel files.** Papers and documents relevant to an employee that are kept by the proper administrative authority in the County. These files are confidential and are released only to those persons who have a legitimate and documented “need to know.”

**Policy.** A general statement of philosophy that acts as a governing benchmark for the management of the County.

**Position.** A group of current duties and responsibilities assigned or delegated by competent authority requiring the full-time, part-time, or temporary employment of one person.

**Procedure.** A written series of administrative instruction for the proper conduct of a function.

**Regular employee.** An employee who has been designated to a full-time and regular position in the service of the County.

**Resident.** A person whose principal place of domicile is within the corporate boundaries of the County.

**Resignation.** Voluntary employee separation from work duties and compensation.

**Salary/Wages.** The level of compensation paid an employee. The term as used in this manual is not intended to reflect a differentiation (between wages or salaries) based on the classification of the employee.

**Supervisor.** Refers to the department head - either elected or appointed who has routine administrative authority for the functions of the departmental office.

**Temporary/Seasonal employee.** Terms used interchangeably to describe a position comprising duties which occur, terminate, and recur seasonally, intermittently or according to the needs of the department. Such position shall not require more than 1000 hours of pay in any continuous twelve (12) period. The appointing authority shall assign a projected date of termination of less than one (1) year from the date of hire and shall have such date made a part of the employee’s personnel file.

**Transfer.** The movement of an employee from one department, division, or unit of the County government to another.

**Vacancy.** A duly created position which is not occupied and for which funds have been provided.

**Vacation time.** Time earned, based on a specified schedule, for employees to take time off, with pay, for personal use.

**Volunteer.** Refers to work performed by a person who is not otherwise employed by the County in any capacity for which he or she does not receive compensation or employee benefits other than expenses. Such an individual is not considered an employee and is not covered by the standards and requirements of the FLSA.

**Work period.** A period of time consisting of 40 hours except for emergency service personnel. The FLSA requires a workweek of seven (7) consecutive 24-hour periods be established for purposes of computing over-time pay for non-emergency personnel. Emergency service personnel are subject to a work period of 171 hours within 28 days.

**Year.** A calendar year unless otherwise specified in a particular section.