

Albany County, Wyoming
Employee Handbook
August 1, 2015
October 6, 2015
December 15, 2015
March 15, 2016
January 17, 2017
April 4, 2017
November 21, 2017
February 6, 2018
March 20, 2018
April 16, 2019

THIS DOCUMENT IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE.

ADDITIONALLY, THIS DOCUMENT IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. ALBANY COUNTY RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY EMPLOYEE AT ANY TIME, WITH OR WITHOUT GOOD CAUSE. ALBANY COUNTY RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS DOCUMENT AS IT DEEMS NECESSARY WITH OR WITHOUT NOTICE. (REVISED APRIL 16, 2019)

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General Provisions

Coverage

This employee handbook applies to all County employees. The County’s policies concerning Anti-Discrimination and Harassment and Drug and Alcohol Policy contained within this Handbook shall apply to all Elected Officials.

Interpretation

The Human Resources Director or designee is responsible for providing official interpretations of these policies in cases of potential conflicts between policies or when questions arise about their application to specific situations, procedures or policies.

Enforcement

The Human Resources Director or designee is responsible for ensuring that these rules are applied uniformly and fairly by all Elected Officials and Department Heads.

Elected Officials and Department Heads are responsible for applying these policies within their department and shall ensure that all employees are notified of and comply with their provisions. Elected Officials and Department Heads are responsible for the actions of department management employees to whom they have delegated, in writing, authority to act on their behalf in any or all aspects of personnel administration. Elected Officials and Department Heads shall provide all employees with reasonable access to these rules.

Employees are responsible for familiarizing themselves with these rules and are expected to contact their Elected Official, Department Head, or the Human Resources Director or designee for explanation of any rule they do not understand.

Personnel Policies

The Elected Officials, by unanimous approval may issue written policy statements concerning the interpretation or application of these rules, procedures for carrying out personnel functions, and other matters necessary for implementation of County policy and procedures. Elected Officials and Department Heads shall distribute and comply with these statements. All policies shall be provided to the Human Resources Director or designee and posted on the public drive of the County computers.

Personnel Forms

The Human Resources Director or designee shall prescribe the forms and procedures for use by the Elected Officials and Department Heads in matters of personnel administration.

Responsibility for Elected Officials and Department Heads

Elected Officials and Department Heads shall ensure that the following functions are performed:

- Establishment and maintenance of internal departmental personnel policies and procedures which are consistent with County policy and procedures and which do not conflict with County policies.
- Documentation of personnel actions such as hiring, step increases, changes in status, and disciplinary actions shall be forwarded to Human Resources Director or designee to be retained in the official personnel files.

- Designation of reports and other information required by Human Resources Director or designee or County policy and/or regulations.

All Department Heads will hold monthly meetings with their designated commissioner. These meetings are designed to discuss any issues, upcoming deadlines and/or projects, obtain general direction or ask questions. The Department Heads shall report quarterly to the Board of County Commissioners in a scheduled work session and provide the commission a written report on status of projects and deadlines that are within the respective quarter. The Department Head written reports are public record and will be included on the consent agenda and approved. (Added July 2017)

At-Will Employment

Unless expressly prescribed by statute or contract, employment with the County is “at will”. Employment with the County is a voluntary one and is subject to termination by the employee or the County at will, with or without cause, and with or without notice, at any time. Any term and/or condition of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work.

NOTHING IN THESE POLICIES SHALL BE INTERPRETED TO BE IN CONFLICT WITH OR TO ELIMINATE OR MODIFY IN ANY WAY THE EMPLOYMENT-AT-WILL STATUS OF COUNTY EMPLOYEES. THESE PERSONNEL POLICIES ARE NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT OR A LEGAL DOCUMENT. (REVISED APRIL 16, 2019)

While other personnel policies, procedures, and benefits of the County may change from time to time at the County’s discretion, this at-will employment relationship can only be changed by an express written employment contract approved unanimously by all County Elected Officials.

Sworn personnel of the Sheriff’s Office must abide by State Statute ...

Savings Clause

If any provision of this employee handbook or its application to any person or circumstance is held invalid or in conflict with any other provision of this handbook, the invalidity shall not affect other provisions or applications of this handbook which can be given effect without the invalid provision or application, and to this end the provisions of this handbook are severable.

Confidential Information & Conflict of Interest

Confidentiality

Employees may, because of their employment, have access to privileged and/or confidential County information as determined by Elected Official or Department Head.

Employees are expected to comply with all federal and state law regarding privacy and confidentiality of information in which they may come in contact in the course of their employment. Any confidential information that an employee learns during the course of their employment with the County that is not otherwise publicly available constitutes confidential information of the County. This confidential information shall not be disclosed, even after an employee leaves County employment, to any County employee who does not have a legitimate business need to know such information or to persons not employed by the County without the express authorization of the County Attorney. The disclosure, distribution, electronic transmission or copying of the County's confidential information is prohibited. Any employee who is found to disclose confidential County information will be subject to disciplinary action up to and including termination and legal action, even if the employee does not actually benefit from the disclosure of such information. Employees uncertain about the appropriateness of providing confidential information shall refer all inquirers to their Elected Official or Department Head. They will answer any questions employees may have about what constitutes confidential information.

Conflict of Interest

No employee will engage in any activity or enterprise which conflicts with their duties as a County employee or with the duties, functions, and responsibilities of the department in which they are employed.

The following activities, not all inclusive, are considered to be in conflict or incompatible with County employment:

- Any employment, activity, or enterprise which involves the use of County facilities, equipment, supplies, property, or influence for private gain.
- Any activity which involves receipt or acceptance by an employee of any money or other consideration from anyone other than the County for the performance of an act which the employee should be required or expected to render in the regular course of County employment.
- Any activity which impairs the attendance or work efficiency of the employee.
- Any activity which would involve a violation of law or otherwise be deemed by their Elected Official or Department Head to be incompatible with County employment.

Any employee who suspects a conflict of interest, must provide 72 hours written advance notice of the conflict of interest to their Elected Official or Department Head. If a conflict arises as to the scheduling or attendance with the work the interests of the County will prevail. Failure to disclose a conflict of interest may be grounds for disciplinary action up to immediate dismissal. (Revised April 16, 2019)

Employee Background checks

Employees of the County are subject to background checks prior to hire. Background checks are facilitated by Human Resources, and results from the background checks are confidential and kept confidential in a separate file maintained by the Human Resources Director.

Anti-Discrimination & Harassment

Equal Opportunity Policy

Pursuant to Title VI of the Civil Rights Act of 1964, equal employment opportunities shall be provided to all employees in the administration of all personnel practices including but not limited to recruitment, appointment, promotion, discipline, retention, training, and other benefits and terms and conditions of employment in a manner which does not discriminate on the basis of an individual's race, color, religion, national origin, age, political affiliation, gender, gender identity, sexual orientation, disability, marital status, or service in the armed forces. (Revised April 16, 2019)

Policy Prohibiting Harassment and Discrimination

The County strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment. The prohibition against harassment applies to all Elected Officials, Department Heads, employees, customers, visitors, vendors, or others whose conduct interferes with the working environment of the County employees.

Prohibited Behavior

The County does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, gender identity, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work or offensive environment. Such harassment may be verbal or non-verbal.

Sexually harassing behavior in particular includes but is not limited to unwelcome conduct, sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or

- creates an intimidating, hostile or offensive working environment.

The types of conduct covered by this policy include: demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

Hostile Work Environment

A hostile work environment includes the following conduct, but is not limited to:

- The conduct has the purpose or effect of unreasonably interfering with the ability to do one's job.
- The conduct creates an intimidating, hostile or offensive work environment. Such conduct is considered offensive by the person(s) exposed to such conduct and/or third persons who may witness such conduct.

Examples of such conduct may include but is not limited: Verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of his/her membership in a protected class: epithets, slurs, and negative stereotyping; threatening, intimidating or hostile acts; written or graphic material which shows hostility or aversion; materials or information posted or circulated in the workplace which denigrate or show hostility; and any other conduct that creates an intimidating, hostile, or offensive work environment:

- Conduct or acts of verbal, non-verbal, or physical aggression, intimidation or hostility based on sex, but not involving conduct of a sexual nature, may be a form of sex discrimination if they are sufficiently severe, persistent, or pervasive and directed at individuals because of their sex.
- Individuals who are not the direct target of harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a person's ability to do his/her job or to create a hostile or abusive working environment. Workplace harassment by a third party who is not an employee, or offensive behavior that is witnessed by a third party, including someone who is neither the actor nor recipient of such conduct, when that behavior rises to the level of workplace harassment.

The term “hostile work environment” does not cover simple rudeness and unprofessional conduct or environments that are unpleasant or unfair unless the action involves severe or pervasive discriminatory behavior. However, the County intends to provide a work environment free from behavior, action, or language which may be perceived by others, including third party witnesses to the behavior, as hostile, discriminatory, intimidating, violent or abusive and one in which all individuals are treated with dignity and respect. Therefore, continued behaviors of the sort described above will not be tolerated when they impact negatively on the morale of the work force and the respectfulness of the work environment. (Revised March 20, 2018) (Revised April 16, 2019)

Grievance Policy

Any employee may file a grievance concerning a dispute between an employee and management of the employee’s department which involves the interpretation or application of a statute, rule or policy concerning personnel practices and/or working conditions.

A grievance does not include a dispute which involves: compensation, benefits, contributions, and other conditions which are beyond the control of the Department Head or Elected Official; discrimination; dismissal; involuntary separation due to a reduction in force or performance valuation ratings.

Within ten (10) business days of the event giving rise to the grievance or of the employee having knowledge of the event, the employee may present the grievance in writing to the management of the employee at the lowest level giving rise to the dispute and the Department Head or Elected Official. If the employee is the Department Head then the employee may present the grievance to the supervising Elected Official. The grievance shall include a brief statement of fact on which the grievance is based and relief sought.

Within ten (10) business days of receiving the written grievance, the Department Head or Elected Official or his/her designee and the appropriate management employee at the lowest level giving rise to the dispute shall hold a conference with the employee to resolve the dispute and render a decision, in writing, to the employee within five (5) business days after the conference. A decision by the supervising Elected Official or the designee shall be the final step in the grievance procedure.

No employee will be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance. If a staff member feels that he or she is being subjected to any of the above, that employees has a right to file a complaint with the Human Resource Director or designee.

Workplace Violence

Threatening Elected Officials, Department Heads, co-workers, customers, vendors, visitors, or others or engaging in threatening or violent behavior at the work site is a serious matter. Such conduct places the safety and health of all in jeopardy and will not be tolerated. An employee who

is threatened or the victim of a violent act in the workplace or one who observes violent or potentially violent behavior (as described above) must immediately report it to their Elected Official, Department Head or direct supervisor. This includes threats or violent acts by co-workers, customers, vendors, visitors, or others.

Prohibited workplace violence includes, but is not limited to, intimidation, threats, physical attack, the use of firearms and other weapons, or property damage. Violent conduct while not at work may also be grounds for disciplinary action, up to and including dismissal, if there is a potentially adverse impact on a County employee's ability to perform his or her assigned duties and responsibilities. Incidents of workplace violence may result in criminal charges being filed. (Revised April 4, 2017)

Harassment by Non-employees

The County will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers. Non-employees may try to bring their disputes onto County property. An employee should immediately report to their Elected Official, Department Head, Supervisor or the Human Resources Director or designee any situations that could create potential violence. An employee reporting potential workplace violence from a domestic or personal dispute does not need to fear disciplinary action or retaliation.

Complaint Procedure and Investigation

An employee may select the procedure under which the harassment complaint will be filed. There are a variety of ways which allow an employee to file such a complaint due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or the employee believes it would be inappropriate to contact the person, the employee should contact their Elected Official or Department Head immediately or the Human Resource Director or designee. If the Elected Official or Department Head is the harasser, then the complaint should be filed with the Human Resources Director or designee, who will appoint a disinterested party to conduct the investigation.

The County will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the County in enforcing the policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise their Elected Official or Department Head or any other appropriate member of management.

Any employee that files a false complaint in bad faith will be subject to appropriate disciplinary action up to and including termination.

Anyone found engaging in such wrongful behavior will be subject to appropriate disciplinary action, which may include termination.

Whistleblower

A whistleblower as defined by this policy is an employee of Albany County Government who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; gross mismanagement of a Federal contract or grant; a gross waste of Federal funds; an abuse of authority relating to a Federal contract or grant; a substantial and specific danger to the public health or safety; a violation of law, rule or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

Federal law protects employees against reprisal for whistleblowing. In addition, under the National Defense Authorization Act of 2013 (NDAA), it is illegal for an employee of a Federal contractor subcontractor, or grantee to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Human Resources Director. To be protected under the NDAA, a disclosure regarding a Department of Justice (DOJ) contract, subcontract, or grant must be made to one of the following: a member of Congress, or a representative of a committee of Congress; The Office of the Inspector General (OIG); the Government Accountability Office (GAO); a Federal employee responsible for contract or grant oversight or management at DOJ; an otherwise authorized official at DOJ or other law enforcement agency; a court or grand jury; or a management official or other employee of the contractor; subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Albany County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Director immediately or file a complaint under the NDAAQ with the OIG, which will investigate the matter unless the OIG determines that the complaint is frivolous, fails to allege a violation of the prohibition against whistleblower reprisal, or has been addressed in another proceeding. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to

and including termination. If the OIG finds that retaliation has occurred, it can recommend that the Department order the contractor, subcontractor or grantee, to take remedial action, such as reinstatement or back pay. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy should contact the Director of Human Resources. For further information about whistleblower rights and protections, please see the Whistleblower Protection page on the OIG's website at:

<https://oig.justice.gov/hotline/whistleblower-protection.htm> (Added February 6, 2018)

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate disciplinary action, up to and including termination.

People with Disabilities

The employment decisions of the County shall be made in a manner which insures that discrimination based on disability does not occur. Such decisions may not limit, segregate, or classify applicants or employees on the basis of a disability in a way that would adversely affect their opportunities or status. Equal employment opportunities must be available to persons physically and mentally qualified to perform the essential functions of a job.

If you are a County employee with a physical or mental condition that you feel hinders your ability to successfully perform the essential duties of your job, you may request an accommodation under the Americans with Disabilities Act (ADA).

An employee who wishes to request an accommodation of a physical or mental impairment can make the request to their Elected Official or Department Head. If the employee is not comfortable making the request to their Elected Official or Department Head; a request can be submitted to Human Resources. Decisions regarding a request for an accommodation are made by engaging in an interactive process. This means that you, your supervisor, your health care provider, and Human Resources will collaborate in order to arrive at the best possible solution to fit your specific needs. Frequently Asked Questions and the ADA Employee Accommodation Request Form can be found on the County website <http://www.co.albany.wy.us/employee-benefits.aspx>.

The following steps give a general outline of the accommodation request process:

1. Notify your Elected Official or Department Head OR contact the Office of Human Resources at (307) 721-1835. An initial consultation with Human Resources and/or your supervisor about your needs and responsibilities and what you think may be a reasonable accommodation(s) will be scheduled.

2. Human Resources will give you the ADA Medical Documentation Request Form to submit to your health care provider who will complete the form and return it to Human Resources.
3. Human Resources, based on the ADA Medical Documentation Request Form, will determine whether you have a disability as defined by ADA, and notify you of the decision.
4. Your supervisor will also be notified of your specific request for accommodation. If he or she feels the request is reasonable, the request will be granted.
5. If your supervisor has concerns about your request or feels that it is not reasonable, Human Resources will schedule and attend a meeting with him/her and you to clarify your request or explore potential accommodation alternatives. If needed a small panel may be brought in to review the request.
6. You will be notified once a final decision is made regarding your accommodation request.
7. If an accommodation has been granted, the arrangement will be monitored for effectiveness. Requests for modifications to the accommodation and additional accommodations can be made through Human Resources and/or your supervisor. (Revised March 20, 2018)

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If an employee is unable to report to work on time for any reason, the employee shall telephone their Elected Official or Department Head as far in advance as possible. If the employee does not call in an absence in advance, it may be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Each Elected Official and Department Head shall maintain a Time and Leave Report for all non-exempt and exempt employees in the office or department. The employee's anniversary date shall be used to calculate any accrued benefits.

Breaks

Breaks are allowed and are scheduled at the discretion of each Elected Official or Department Head. Breaks may be scheduled at staggered times to allow department coverage.

Employees are entitled to a sixty (60) minute unpaid break for meals during each eight (8) hour work period. An employee may work through this sixty (60) minute unpaid break for meals with the permission of their Elected Official or Department Head. If a non-exempt employee works

through their lunch and works more than their regularly scheduled forty (40) hours per week, then the employee shall earn comp time.

Overtime

At the discretion of the Elected Official or Department Head, reasonable overtime may be required of employees. In most cases, non-exempt classified employees who work more than their regularly scheduled 40 hours per week shall be paid and/or earned at the rate of 1 ½ times their regular pay. Non-Exempt Sheriff Personnel may have different rules under the Fair Labor Standards Act.

An employee's Elected Official or Department Head must approve overtime work in advance. Although non-exempt employees will receive compensatory time for all overtime worked, working unauthorized overtime may result in disciplinary action.

Compensatory time shall be accumulated at 1 ½ times the hours worked with a maximum of 480 hours for non-exempt Sheriff Personnel and 240 hours for all other non-exempt employees.

Compensatory time shall be used by the end of the calendar year in which it was earned. If the compensatory time is not used by the end of the calendar year in which it was earned, compensatory time shall be paid to the Employee the following month.

When compensatory time off is requested by employees, employees shall be permitted to take compensatory time off within a reasonable period after making the request if the requested time off does not unduly disrupt the department's operations. The County reserves the right to require employees to take compensatory time off as directed by their Elected Official or Department Head. Effective December 31, 2015, compensatory time shall be used before taking any vacation leave. (Revised October 6, 2015)

Pay Schedule

Employees will be paid on the 25th day of each month. If the regular payday falls on a holiday or weekend, payday will be the last workday of the regular work week before the holiday or weekend.

Salaries

The salary of each Elected Official shall be as set forth by Wyoming Statute §18-3-107. All salaries not set by statute are subject to approval through the budgeting process of the County.

Direct deposit of payroll is available to all employees at all area banks and credit unions.

Performance Evaluations

Elected Officials and Department Heads are strongly encouraged to discuss with employees their job performance and goals informally any time.

Additionally, formal performance reviews shall be conducted by Elected Officials and Department Heads with employees at least annually to provide employees the opportunity to discuss job tasks, identify and correct weaknesses or areas that can be improved, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Nothing in the review and evaluation of employees shall be construed as modifying any employee's "at will" status. (Revised April 16, 2019)

Salary Increases

Wage considerations are conducted annually by the County Commission during the budget process. (Revised April 16, 2019)

Employee Recognition

All employees will be recognized for their years of service with the County every five (5) years. For purposes of employee recognition only, an employee's years of service shall be determined on a calendar year (January-December) by combining the total number of years served with the County regardless of where the employee served within the County or break in service. (Revised December 15, 2015)

Work Hours

Except as otherwise specifically provided herein, the normal work week of employees shall consist of forty (40) hours per week of work. Hours spent by non-exempt employees in approved continuing professional education are working hours. Elected Officials and Department Heads shall determine the schedules of the various departments consistent with the foregoing provisions. Changes in scheduling may be made by appropriate Elected Officials and Department Heads as working situation and conditions require. If there is a deviation from the normal work week, the differing schedule must be documented, approved by the respective Elected Official or Department Head and placed in the employee personnel file. (Revised November 21, 2017) Elected Officials may implement differing workweeks; hours of work and flexible work schedules provided such implementation is in the best interest of the County and is in compliance with federal law and Wyoming State law to the extent those laws apply. All Elected officials and Department Heads shall keep their offices open during the usual business hours of each day excluding Saturdays, Sundays, legal holidays and other days as established by the Board of County Commissioners through resolution.

Office Closures

Inclement Weather and Acts of Nature

In the event of inclement weather, power/utility failure, fire, flood, or some other act of nature keeping the County from operating, employees will receive their regular pay for a maximum of three (3) workdays provided the Board of County Commissioners, Chair or designee officially declared that affected offices are closed for that time. Every effort will be made to provide

employees with advance notice of the County's closing. Elected Officials and Department Heads are responsible for contacting their employees.

Closure after Starting Time

If severe weather or other conditions exist and the Board of County Commissioners, Chair or designee decide to close the County for the remainder of the day, Elected Officials and Department Heads or their designee will notify their employees as soon as possible. Employees will be paid as if they had worked their regular schedule.

Reduction in Force

Any employee may be laid off permanently or temporarily due to lack of work or funds. At least fifteen (15) calendar days' notice shall be given to the employee before the effective date of the layoff. Selection of employees for layoff by their Elected Official or Department Head shall generally be determined by the last date hired by the department. The Elected Official or Department Head may choose to end the employee's employment once the fifteen (15) day notice is given; but the employee will be paid out for the fifteen (15) days whether they work them or not. Some employees may be deemed essential to the function of an Elected Official or Department Head in general regardless of their date of hire. The critical role and expertise of the position and/or duplication of services may also be considered when determining which positions will be eliminated.

Any considerations of layoffs within the Sheriff's Office will be determined on seniority basis. (Revised April 16, 2019)

Separation Pay

Employees who are terminated or who resign shall be paid for any unused accrued vacation leave up to the maximum of one hundred sixty (160) hours for those employees hired on or after August 1, 2015 and two hundred forty hours (240) hours for those employees hired prior to August 1, 2015 and any unused compensatory time. Retirement will not be paid on any unused vacation leave but will be paid on compensatory time if earned within the past 12 months. (Revised March 15, 2016) Employees shall not receive compensation, in any form, for unused sick leave, funeral leave, or personal time. This is the only time employees shall be entitled to pay in lieu of vacation time. (Revised October 6, 2015) Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)

In the case of an employee's death, earned vacation and compensatory time shall be paid to the individual designated as beneficiary or to the estate of the deceased.

Conduct Standards

Employees are expected to conduct themselves in a professional and business-like manner. Violations of the following employee conduct policies may result in disciplinary action up to and including termination.

County Equipment and Vehicles

Every employee is responsible for the safety and security of County property. County property includes not only tangible material like computers, documents, furniture, supplies, and equipment, but also intangible property such as confidential information, software, data, or computer records. All employees are prohibited from using any and all County property for personal use. **This section shall not apply to limited use of County property or resources for personal purposes if the use does not interfere with the performance of a County function and either the cost or value related to the use is de minimis or the employee reimburses the County for the cost of the use.** County property should not be used in a manner intended to further the personal interest of any employee. (Revised April 16, 2019)

Although the County provides facilities and equipment, all facilities and equipment remain the sole property of the County. Employees may be required to remove private property of a personal nature in any facilities or equipment provided by the County.

When using County property, including computer equipment or hardware employees shall exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Employees shall notify their Elected Official or Department Head if any equipment appears to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should an employee have any questions about the maintenance and care of any workplace equipment, the employee shall ask their Elected Official or Department Head.

If an employee uses or operates equipment improperly, carelessly, negligently or unsafely, an employee may be disciplined or even terminated. In addition, an employee may be held financially responsible for any loss to the County because of such mistreatment.

The County reserves the right to open, inspect and/or examine all equipment and facilities at any time for legitimate business reasons including the investigation of suspected violations of any policy within this manual or other workplace misconduct. Such inspections may occur at any time with or without advance notice or consent.

Return of County Property

An employee will return any County property issued to them, at the time of dismissal or resignation. Property to be returned includes property issued by the County, and includes, but is not limited to:

- County ID

- Cell phone
- Gas card
- Credit or purchasing card
- Building/office keys
- Key fob
- Computer/electronic equipment including documents stored on County computers
- Tools and/or tool boxes
- Uniforms

An employee is responsible to pay for any intentionally damaged property. Any County property, i.e. uniforms or equipment, in the possession of the employee shall be returned to the County upon the last day of employment. If County property is not returned upon the last day of employment, the County may offset the employee's wages and/or separation pay by the cost of the County property and any sums due the County from the employee which have been incurred by the employee during their employment, including any amounts from any reimbursement agreement entered into between employee and the County. (Revised April 16, 2019)

Computer, Email and Internet Usage

The County recognizes that use of the Internet has many benefits for the County and its employees. The Internet and e-mail make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately. Unacceptable usage of the Internet can place the County and others at risk. Unacceptable usage of the Internet may be cause for disciplinary action, up to and including termination.

Drug and Alcohol Policy

The County strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our entity.

The unlawful manufacture, distribution, dispensation, possession, use of alcohol or a controlled substance on a County work site or property or reporting to work for the County while under the influence of any such substance is prohibited. Any employee convicted of a criminal charge containing as an element the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance must notify the employer in writing of such convictions for a violation occurring in the workplace no later than five (5) calendar days after such conviction. Violations of this policy will be addressed consistent with the requirements of the "Drug-Free Workplace Act of 1988" and Elected Officials or Department Heads who have a reasonable suspicion that this policy has been violated based on any information which could lead a reasonable person to suspect on-the-job-drug use, possession, or impairment shall contact the County Attorney for guidance in appropriate procedures for conducting searches of the employee's desk, locker, lunch box, briefcase, or other belongings brought onto a County work site. Elected Officials or Department Heads are required to report any evidence of using, possession, or reporting to work under the influence of controlled substances to the appropriate law enforcement

official. Employees of the County have a duty to report any information which could lead a reasonable person to suspect on the job unlawful use or possession of a controlled substance to their Elected Officials or Department Heads. Use of alcohol by employees on County worksites is prohibited except at County sanctioned social events or meetings.

Employees of the Road and Bridge Department are subject to the Drug and Alcohol Policy for Commercial Drivers Licensed Employees, in addition to the provisions of this policy. If a Road and Bridge employee no longer meets County driving standards, or is not able to maintain a Class A CDL License, the employee will be terminated.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing company business for the County, while operating a motor vehicle or any machinery in the course of business or for any job-related purpose, or while on company premise or a worksite.

Illegal Drugs

Employees of the County are prohibited from using or being under the influence of Illegal drugs while performing County business or while on a County facility or worksite. Employees may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any County facilities, while operating a motor vehicle for any job-related purpose or while on the job, or while performing County business, unless they are within the Sheriff's Department.

Prescription Drugs

This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited. Proper use of prescription drugs that may adversely affect job performance or cause safety issues shall be reported by the employee to their Elected Official or Department Head. Employees will be required to provide documentation to their Elected Official or Department Head regarding the effects of any prescription drugs on employee's work for inclusion in the employee's personnel file. The Elected Official or Department Head may adjust the job duties of the employee to minimize risks or performance issues.

Disciplinary Action

Employees who violate this section of the Drug/Alcohol policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

The County may conduct searches for illegal drugs or alcohol on County facilities or worksites without prior notice to employees. Such searches may be conducted at any time subject to reasonable suspicion. Reasonable suspicion is based on contemporaneous, articulable

observations by an Elected Official, Department Head or Human Resources Director of an employee's behavior, appearance, speech or body odors associated with alcohol or drug use. Observations of employee behavior or appearance that are consistent with the effects of chronic drug or alcohol use or withdrawal from alcohol or drugs may be also used to document a reasonable suspicion. Employees are expected to cooperate fully. (Revised April 16, 2019)

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to be searched is required as a condition of employment. The employee's refusal to consent may result in disciplinary action up to and including termination.

Drug Testing

The County retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. The County, at the County's expense, may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Smoking/Vaping Policy

Smoking/vaping is prohibited inside County facilities, vehicles and equipment. The County may designate a smoking area if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts. (Revised April 16, 2109)

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be subject to disciplinary action.

Leave

Jury Duty or Subpoena

The County supports employees in fulfilling their civic responsibilities by serving jury duty or when subpoenaed as a witness. Employees shall not lose regular pay or leave accrual while serving on jury duty or when subpoenaed as a witness. Compensation for such leave shall be limited to the difference between pay received for this service and the employee's regular pay. The employee shall provide proof of all compensation received to their Elected Official or Department Head.

An employee must inform their Elected Official or Department Head as soon as possible after receiving a jury summons or subpoena to testify as a witness so that arrangements can be made to

accommodate an employee's absence. An employee will be expected to report for work during their service whenever the court schedule permits.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the County prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air Force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. Reserves or National Guard are entitled to 15 days of paid leave annually for military duty or training.

If an employee is inducted, or is recalled to active duty for a period of not more than four years, such leave will protect the employee's service for the County. Employees are required to notify their Elected Official or Department Head immediately after receiving orders for active duty.

Upon satisfactory completion of employee's military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided employee is qualified and County circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Employees called to active duty will continue to have their participating medical/life insurance policy paid by the County for a period not to exceed twelve (12) months.

Time Off To Vote

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day unless the employee has three (3) or more consecutive nonworking hours during the time the polls are open.

Unpaid Leave of Absences

An employee may request in writing an unpaid leave of absence for reasons other than sick leave or the Family Medical and Leave Act. The request shall be submitted to the employee's Elected Official or Department Head and shall include the specific reason for the leave and proposed beginning and ending dates to the best of the employee's knowledge. All requests must be approved prior to the first effective day of the leave. Sick leave, vacation, holiday, and other paid time off benefits will not accrue until the employee returns to work. Limitations on the length of absence of an employee will be left to the discretion of their Elected Official or Department Head.

Bereavement Leave

The Elected Official or Department Head may grant an employee bereavement leave of up to three (3) days leave with pay for funeral arrangements and attendance for immediate family members. Immediate family members are defined as an employee's spouse or domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. Two hours of bereavement leave may be granted to attend the funeral of a fellow County employee. Bereavement leave has no cash value. Employees will not receive any payment for bereavement leave upon separation of employment.

Personal Days

Employees hired on or prior to January 18, 2005 are entitled to three (3) personal days off with pay in each calendar year period. Personal day leave has no cash value and cannot be carried over from one calendar year to the next. Employees will not receive any payment for unused personal days upon separation of employment.

Employees hired after January 18, 2005 through April 1, 2006 are entitled to twelve (12) hours of personal leave with pay in each calendar year; and will follow the same guidelines for those employees entitled to three (3) personal days with pay in each calendar year.

All other employees are not entitled to personal day leave. Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)

Longevity Pay

Longevity pay may be earned by employees except for Elected Officials and Department Heads for years of consecutive service as follows (Revised December 15, 2015):

5-10 years	\$25 per month
10-15 years	\$50 per month
15-20 years	\$75 per month
20 years and over	\$100 per month

Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)

General Employment

Employee Classifications

Employees at the County are either full-time or part-time. The County may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees who work less than 30 hours per week are not eligible for any benefits other than wages; for example, they do not accrue benefits such as sick days, vacation days, and health benefits. Employees who were hired prior to February 1, 2011, and work 20 hour hours per work are eligible for benefits.

All other employees who work 30 or more hours per week are considered full-time and are eligible for benefits.

The Elected Official or Department Head will verify whether an employee is full-time or part-time employee, and also whether an employee is exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

Employee records are classified as confidential files. Elected Officials and Department Heads shall maintain a personnel file on all of their employees. A master file and HIPAA file will be maintained in the Human Resources Director's Office.

It is the employee's responsibility to notify their Elected Official or Department Head and the Human Resources Director or designee of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident/emergency.

Misrepresentation of any fact or information provided by an employee on an employee's employment application, or any other personnel documents may be sufficient reason for dismissal. Personnel records are the property of the County. Employees may review their files under supervision.

Employees may request and receive copies of all documents in their employee file at no cost to the employee. An employee's Elected Official or Department Head will see that these copies are received.

Employment of Relatives

The County may hire relatives of employees where there are no potential problems of supervision, safety, security, morale or potential conflict of interest. Relatives and/or immediate family members are defined as: employee's spouse or domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild (Revised April 16, 2019)

Employees who marry other employees or become related will be permitted to continue to work as long as there are no substantial conflicts. Reasonable accommodations will be made when possible in the event a conflict arises. No Elected Official or Department Head shall supervise or manage a family member pursuant to Wyoming Statute §9-13-104(a) and (b).

Job Postings & Promotions

The County has a job posting program to inform employees of available staff positions. Job vacancies will be filled, whenever possible by promoting qualified employees from within the County.

To apply for a posted position, an employee must:

- have completed any mandatory introductory period at a satisfactory performance level
- meet the minimum requirements for the position, and
- have not received written correction counseling within the past 90 days; employees who have a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the Human Resources Director or designee indicating interest in the position. Qualified employees must inform their Elected Official or Department Head that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

The Board of County Commissioners shall have the discretion as to if and when an open position may be filled. The County has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

Transfers in House

An Elected Official may reassign any employee to another Elected Official for either a long term or short term transfer at their discretion in order to accommodate the needs of the County. In the event of a long term transfer, the transferring employee's personnel records will be transferred by the Elected Official to their new work section.

Politics

Employees shall not use official authority or influence to interfere with or influence the result of an election or nomination for office; coerce a County employee or employee to pay, lend or contribute anything of value to a party, committee, organization, department, or person for political purposes; or conduct any political activity on County time. Should a County employee hold a public office and a conflict of interest arises with his duties as an employee, the employee will comply with State laws governing ethics and conflicts of interest.

If an employee becomes a candidate for the Board of County Commissioners or any other public office, whether partisan or not, he or she may apply for and receive a leave of absence. If the primary job function performed by the employee is in connection with an activity which is financed in whole or in part by federal loans or grants received by the County, the employee may not be employed by the County and be a candidate for any public office. Any employee who is elected to a full-time public office shall resign employment prior to holding office. Any employee who took a leave of absence and is unsuccessful in the election shall be reinstated.

Discrimination against any person in recruitment, examination, appointment, retention, discipline or any other aspect of Employee administration because of political opinion or affiliation is prohibited. No questions shall be asked on any application, examination or interview which would directly or indirectly require the disclosure of a person's political affiliation, preferences or political opinions. Employees are prohibited from using political influence as an advantage in securing or making appointments or for other personal benefit for themselves or other in Employee matters.

Termination, Resignation and Discharge

Unless expressly prescribed by statute or contract, employment with the County is on an "at will" basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time it is necessary for an employee to resign his or her employment with the County, the County requests at least two weeks' notice.

Any employee who is discharged by the County shall be paid only wages, unused vacation leave up to the maximum of one hundred sixty (160) hours for those employees hired on or after August 1, 2015 and two hundred forty hours (240) hours for those employees hired prior to August 1, 2015 and any unused compensatory time accrued to the effective date of the separation less any amounts owing for damages or County property not returned. Retirement will not be paid on any unused vacation leave but will be paid on compensatory time if earned within the past 12 months. (Revised March 15, 2016) Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)

Exit Interview

When an employee voluntarily leaves the County's employ, the Human Resources Director or designee and/or their Elected Official or Department Head should conduct an exit interview. The interview topics include reasons for leaving, relationships within the department, possible improvements in working conditions, county policies, feedback the employee received from the public or patrons, and any other information that the employee would like to share. (Revised April 16, 2019)

Release of Reference Information

The County is required, by law, to provide any person or entity requesting employment verification, the employee's dates of employment and position(s) held. No other information about employees will be released to other parties unless there is a signed authorization from the employee.

Safety & Emergency

Safety

The County is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your Elected Official or Department Head. An employee may seek help from outside emergency response agencies, if needed.

An employee must complete a Worker's Comp Report of Injury Form if the employee has an injury that requires medical attention. If an employee's injury does not require medical attention, the employee must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected.

By federal law, the Occupational Safety and Health Act (OSHA), requires that the County maintain records of all illnesses and accidents that occur on the job. OSHA also provides an employee the right to know about any health hazards which might be present on the job.

In addition, the State Workers' Compensation Act also requires that an employee report all illness or injury caused by the workplace, no matter how slight. If an employee does not report an injury, the employee may jeopardize their right to collect workers' compensation payments as well as health benefits.

An employee may obtain the required reporting paperwork from the Human Resources Director or designee.

Security

The County is committed to ensuring employees' security. Please reference the Albany County Emergency Response Plan. If an employee has a security concern, the employee should contact their Elected Official or Department Heads.

Employee Benefits

The following elective benefits are provided to County employees.

- Group Term Life Insurance
- Accidental Death & Dismemberment Insurance
- Major Medical and Surgical Coverage
- Dental & Vision Coverage

- Medical Health Care Coverage
- Dependent Health Care Coverage
- Deferred Comp Plan

Information regarding the above is available in the Accounting Department in the County Clerk's Office. (Revised April 16, 2019)

Medical Insurance

The County may provide employee and family coverage in group medical, vision and dental insurance to all eligible employees. Please see the County Benefit Document for specifics regarding coverage. The Benefit Document is the controlling document with regard to employee benefits. The County may review employee benefits annually, taking into account current budgets and availability of funds. (Revised April 16, 2019)

Retirement

Membership in the Wyoming Retirement System is required for all full-time and part-time employees with benefits. Included in the initial employment packet is a registration form and pamphlet, which explains the retirement program. Employees are also covered by social security. All employees hired on or after August 1, 2015 will contribute towards the cost of their retirement. The percentage contribution rate will be determined by the Board of County Commissioners on a yearly basis during the County budget process.

Travel & Expense

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on County business.

All employees must record all travel and business activities on the County Expense Report Form and submit it to their Elected Official or Department Head. All employees attest to the validity of the County Expense Report Form when they sign and submit to their Elected Official or Department Head. If a person knowingly submits, with the intent to defraud, a false claim or expense report, any misrepresentation in any amount constitutes a felony offense under Wyoming Statute § 6-5-303(b).

Please view the Policy and Procedure Manual for the full travel policy.

Worker's Compensation

The County provides insurance to compensate for any illness or injury an employee might suffer while working on County premises, traveling on official company business, or attending an activity officially sponsored by the County. If an employee becomes ill or injured, the employee shall seek medical attention at once.

Employees must also report the details to their Elected Official or Department Head immediately. An employee must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which the employee may be entitled.

Holidays & Vacation

Holidays

The County will grant holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. All employees are eligible to enjoy holidays, which shall be determined by the County Commissioners at the last public meeting of the previous calendar year. Absent such determination, the previously designated annual holidays shall be adopted as if formally adopted by the County.

The County reserves the right to require employees to report to work on designated holidays if their Elected Official or Department Head deems such workday necessary to serve the immediate or emergency needs of the Department.

Compensation related to holiday pay, if any, shall be adopted by written policy and provided to the affected employees, and may be amended, modified or replaced without consideration at the discretion of the County.

When a legal holiday falls on a Sunday, it shall be observed on the following Monday. When a legal holiday falls on a Saturday, it shall be observed on the preceding Friday or the following Monday at the discretion of the Board of County Commissioners. The Board of County Commissioners has also declared the Friday following Thanksgiving to be a paid holiday.

If a legal holiday falls during an employee's regularly scheduled vacation, the holiday shall not be counted as a vacation day.

If the employee is required to work on a holiday, the employee shall be entitled at least to time and half compensation.

Sick Leave

Accumulation

Sick leave with pay shall accrue to the credit of each regular full-time employee of the County at the rate of eight (8) hours per month. Sick leave may accrue to a total of nine hundred sixty (960) hours. No sick leave will be given to temporary or seasonal employees.

Benefited employees who work an average of thirty (30) hours or more per week or employees who work an average of twenty (20) hours per week (1,020 hours per year) that were hired prior to February 1, 2011, shall accrue sick leave time proportionate to their hours worked as described below:

35 hours/87.5%	7 hours per month
32 hours/80%	6.4 hours per month
30 hours/75%	6 hours per month
20 hours/50%	4 hours per month

Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)

Use of Sick Leave

Sick leave shall be used only when an employee is incapacitated by sickness or injury; needs medical, dental, or optical examination or treatment; or has responsibility due to the illness of a member of the employee’s immediate family. Immediate family members are defined as an employee’s spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

If another person is available to attend to the needs of an ill family member, an employee is expected to fulfill their work duties.

The County reserves the right to request a doctor’s certificate for any sick days requested. If such a certificate is requested and an employee cannot produce it, the absence may be considered unexcused, and the employee will not be paid for it.

Employees who are unable to return to work due to illness or other related reasons shall be granted all accrued sick leave first, than compensatory time earned and finally vacation leave.

Elected Officials and Department Heads shall track and report sick time leave for exempt and non-exempt employees.

Donation of Sick Leave

An employee must be on FMLA to receive donated sick hours. These hours will take affect once they have exhausted all accumulated sick leave, vacation leave and compensatory time. All sick leave transfer requests shall be coordinated through their Elected Official or Department Head and the Human Resources Director. All requests should be submitted to the Payroll department to ensure the of donor and recipient are eligible. The donor must have a minimum of eighty (80) hours of sick leave accumulated to donate and are required to maintain a minimum balance of eighty (80) hours of their own sick leave after making a donation. Donated sick leave will not extend the duration of leave or otherwise alter the rights and responsibilities of the employee and the County under the Family and Medical Leave Act. Employees shall consult the County Benefit Document for more information on the effects of donated sick leave. (Revised March 20, 2018) (Revised April 16, 2019)

Notification

Sick leave will not be granted to employees unless their Elected Official or Department Head is notified as soon as possible on the first day of absence or as early as possible if the need for leave is unforeseeable. Employees must tell their Elected Official or Department Head the reason and the expected duration of the absence. The failure of the employee to notify their Elected Official or Department Head as soon as possible may result in the absence being charged to vacation leave or leave without pay.

Sick Leave/Separation

Accrued sick leave has no cash value, and employees do not receive any payment for accrued sick leave upon separation of employment. Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)

Vacation

Paid annual vacation is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All benefited employees are eligible to earn and use vacation time as shall be written and provided to the affected employees, and may be amended, modified or replaced without consideration at the discretion of the County.

Should a County holiday occur during an employee's vacation, an employee may add an additional day either at the beginning or the end of the vacation period, with the approval of their Elected Official or Department Head.

The County reserves the right not to approve a vacation request if it will interfere with County operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' request for vacation will be accommodated. The Elected Official or Department Head shall determine when their employees will take vacation leave. The final determination will be governed by the needs and requirements of the department. Effective December 31, 2015, compensatory time shall be used before taking any vacation leave. (Revised October 6, 2015)

Effective April 1, 2016 all employees shall receive the total vacation leave benefits for that year of employment at the time of the employee's anniversary date. First year employees will receive their vacation accrual after a 90 day probationary period. All employee's unused vacation accrual will be forfeited on their anniversary date to receive the next year's accrual. (Revised March 15, 2016) Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)

Elected Officials and Department Heads shall track and report vacation time leave for their exempt and non-exempt employees.

Annual Vacation Time Accrual

All benefited employees hired on or after August 1, 2015, shall accrue vacation leave time proportionate to their weekly hours worked as described below:

Zero through four years – 40 hours	80 hours
Five through nine years – 40 hours	120 hours
Ten and over – 40 hours	160 hours

Zero through four years – 35 hours	70 hours
Five through nine years – 35 hours	105 hours
Ten and over – 35 hours	140 hours

Zero through four years – 32 hours	64 hours
Five through nine years – 32 hours	96 hours
Ten and over – 32 hours	128 hours

Zero through four years – 30 hours	60 hours
Five through nine years – 30 hours	90 hours
Ten and over – 30 hours	120 hours

(Revised October 6, 2015)

(Revised March 20, 2018)

All benefited employees hired prior to August 1, 2015, shall accrue vacation leave time proportionate to their weekly hours worked as described below:

Zero through four years – 40 hours	80 hours
Five through nine years – 40 hours	120 hours
Ten through fourteen years – 40 hours	160 hours
Fifteen through nineteen years – 40 hours	200 hours
Twenty and over – 40 hours	240 hours

Zero through four years – 35 hours	70 hours
Five through nine years – 35 hours	105 hours
Ten and fourteen years – 35 hours	140 hours
Fifteen through nineteen years – 35 hours	175 hours
Twenty and over – 35 hours	210 Hours

Zero through four years – 32 hours	64 hours
Five through nine years – 32 hours	96 hours

Ten and over – 32 hours	128 hours
Fifteen through nineteen years – 32 hours	160 hours
Twenty and over – 32 hours	192 Hours

Zero through four years – 30 hours	60 hours
Five through nine years – 30 hours	90 hours
Ten and over – 30 hours	120 hours
Fifteen through nineteen years – 30 hours	150 hours
Twenty and over – 30 hours	180 Hours

(Revised October 6, 2015)

(Revised March 20, 2018)

Benefited part-time employees hired prior to February 1, 2011 who work between twenty (20) hours and twenty-nine (29) hours per week (1,020-1,508 hours per year) shall accrue vacation leave as described below:

Zero through four years	40 hours
Five through nine years	60 hours
Ten through fourteen years	80 hours
Fifteen through nineteen years	100 hours
Twenty and over	120 hours

(Revised March 20, 2018)

Vacation Leave Pay Rate

While on vacation leave, an employee shall be paid at their current regular rate of pay for the classification to which they are permanently assigned at the commencement of the vacation leave. No employee may receive vacation pay and regular compensation for the same hours by working during approved vacation leave.

Vacation Leave/Separation

Employees who are terminated or who resign shall be paid for any accrued vacation leave up to the maximum of one hundred sixty (160) hours for those employees hired on or after August 1, 2015 and two hundred forty hours (240) hours for those employees hired prior to August 1, 2015 and any unused compensatory time accrued to the effective date of the separation less any amounts owing for damages or County property not returned. Effective December 15, 2015, any individual who terminates their employment and is subsequently rehired by the County shall receive and accrue benefits as a new employee and shall not receive credit for years of prior service with the

County for accrual of vacation and sick leave, personal days and longevity pay. (Revised December 15, 2015)

Family Medical Leave Act

Employees who have been employed by the County for at least one year and for at least 1250 hours over the previous 12 months are entitled to 12 weeks of unpaid leave under the Family Medical Leave Act (FMLA). Please consult the Benefit Document for more specifics as to eligibility and use of FMLA.

If the need for leave under FMLA is foreseeable, the employee must try to schedule treatment so as not to unduly disrupt the operations of the County, and the employee must provide 30 days' notice to their Elected Official or Department Head. If the need for leave is unforeseeable, the employee must notify their Elected Official or Department Head as soon as possible.

In all cases where FMLA leave is taken, the employee must use any accrued compensatory time, sick leave, or vacation leave, and then unpaid leave in that order. FMLA leave shall be concurrent with any other leave taken.

The County will continue to pay health benefits while the employee is on leave in compliance with the County Benefit Document. The employee must, however, continue to pay their share of the premiums while on unpaid leave (if the employee is required to pay premiums).

Acknowledgement

I understand it is my responsibility to read and become familiar with this information, as doing so will acquaint me with the County's personnel practices, rules, employee benefits and basic organizational philosophy.

I ALSO UNDERSTAND THAT NOTHING IN THIS HANDBOOK SHALL BE CONSTRUED TO BE AN EMPLOYMENT CONTRACT BETWEEN MYSELF AND ALBANY COUNTY. Further, I understand that these policies are general guidelines only and are not all-inclusive, but are intended to provide me with a summary of some of the County's personnel procedures, expectations, and benefits.

As Albany County grows and changes, personnel policies may also change. The need may arise to change the guidelines described in the Handbook. **I understand that Albany County EXPLICITLY RESERVES THE RIGHT TO UNILATERALLY MODIFY, REVOKE, SUSPEND, TERMINATE, ELIMINATE, OR CHANGE ANY OR ALL OF THESE PLANS, POLICIES OR PROCEDURES, IN WHOLE OR IN PART, AT ANY TIME, WITH OR WITHOUT NOTICE BY THE COUNTY AND WITHOUT FURTHER PAYMENT.**

UNLESS EXPRESSLY PRESCRIBED BY STATUTE OR CONTRACT, MY EMPLOYMENT IS "AT WILL". I UNDERSTAND MY EMPLOYMENT WITH THE COUNTY IS A VOLUNTARY ONE AND IS SUBJECT TO TERMINATION BY ME OR THE COUNTY AT WILL, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME. Any term and/or condition of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. I understand that nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Albany County employees. I understand these personnel policies are not intended to be a contract of employment or a legal document. I further understand that while other personnel policies, procedures, and benefits of the County may change from time to time at the County's discretion, this at-will employment relationship can only be changed by an express written employment contract approved unanimously by the County Board of County Commissioners.

I understand that the information I come into contact with during my employment is proprietary to the County and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the County. I understand that I must comply with all of the provisions of this Handbook to have access to and use the County resources. I also understand that if I do not comply with all provisions of the Handbook, my access to the County resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

If I have questions about these policies or any other policies of Albany County, I understand that such questions should be directed to the Human Resources.

I acknowledge receipt of the “Albany County, Employee Handbook” dated _____ . I further acknowledge that this Employee Handbook will replace all prior handbooks. (Revised April 16, 2019)

Employee Signature

Date