



JACKSON
COUNTY, KANSAS

Jackson County, Kansas

Employee Handbook

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Welcome to Jackson County!

Jackson County (“County”) would like to welcome you and we are pleased that you have chosen Jackson County as the place you want to work.

This Employee Handbook (“Handbook”) describes many of Jackson County’s policies and outlines many of the programs and benefits available to eligible employees.

This Handbook will answer many of your questions about your employment at Jackson County. We suggest you become familiar with this Handbook as soon as possible. If you have any questions, please do not hesitate to contact the County Clerk.

We hope your experience at Jackson County will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

The Board of County Commissioners

Section 1: Introduction

Introductory Statement

This Handbook is designed to acquaint and provide employees with information about working conditions, employee benefits and some of the policies affecting their employment.

Employees are expected to read, understand, and comply with all provisions of the Handbook. This Handbook describes many of the responsibilities of an employee and outlines the programs developed by Jackson County to benefit employees. One of Jackson County's objectives is to provide a work environment which is conducive to both personal and professional growth.

This Handbook and each policy in it replace all existing and/or prior policies and practices. However, some or all of the policies in this Handbook may not apply to employees with written employment agreements. Employees who have written employee agreements should consult their employment agreement to determine whether policies are applicable. If an employee has a question or concern or would like additional information regarding any policy in this Handbook, he/she may contact the County Clerk.

No Handbook can anticipate every circumstance or question about a policy. The Board of County Commissioners is responsible for establishing and approving employment policies and reserves the right to revise policies, programs and benefit plans at any time, with or without advance notice. The Board of County Commissioners reserves the right to make exceptions when deemed necessary. Any exception granted by the Board of County Commissioners is not intended to prevent and does not restrict its right to insist on adherence to the policy or practice in the future. Violation of policies and/or procedures may result in disciplinary action, up to and including termination of employment.

Nature of Employment

By law, an employee's employment with Jackson County is employment "at will". "At will" means employees are free to resign at any time, for any reason or for no reason, with or without cause and with or without advance notice. Likewise, "at will" means Jackson County or its Elected Officials may terminate an employee's employment at any time, for any reason or for no reason, with or without cause and with or without advance notice. No representative of Jackson County has the right to make an exception to "at will" employment.

Although Jackson County hopes each employee's tenure at Jackson County will be long-lasting, Jackson County makes no commitment to an employee's continued employment for any specific duration. Further, this Handbook is not intended to create a contract of employment of any kind, expressed or implied.

Equal Employment Opportunity

It is the policy and practice of Jackson County to provide equal opportunity in employment and advancement opportunities to all employees and applicants.

Jackson County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, military status, or any other characteristic protected by state or federal law.

Jackson County's Equal Employment Opportunity policy covers all employment practices, including, but not limited to selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee who engages in unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination.

Immigration Law Compliance

Jackson County is committed to employing only people who are United States citizens, or who are non-citizens legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at Jackson County is required to complete the Employment Eligibility Verification Form I-9 and provide documentation that proves identity and employment eligibility.

Disability Accommodation

It is the policy of Jackson County to provide equal opportunity in employment for all qualified individuals regardless of disability. In addition, Jackson County will make reasonable accommodations of the impairments of qualified individuals with disabilities to the extent required by law, unless undue hardship to Jackson County would result.

If any applicant or employee believes in good faith that he/she needs a reasonable accommodation because of a disability, he/she must contact the County Clerk and request an accommodation.

Religious Accommodation

Jackson County is committed to providing a work environment that is respectful of the religious beliefs of all its employees. Consistent with this commitment, *Jackson County* will make good faith efforts to provide a reasonable religious accommodation to employees, temporary employees and interns who's sincerely held religious beliefs conflict with a *Jackson County* employment requirement, unless such an accommodation would create an undue hardship for *Jackson County*.

A reasonable accommodation in the workplace allows an employee to observe a sincerely held religious practice or belief, as long as it does not create undue hardship for *Jackson County*. *Jackson County* will provide reasonable accommodations to employees to observe a sincerely held religious belief under Title VII of the Civil Rights Act of 1964 provided that the organization has notice of their need for religious accommodations.

If you feel you need accommodation for a sincerely held religious belief, please notify your supervisor. The request should include the following information:

- a description of the requested accommodation; and
- the reason for the requested accommodation.

Jackson County makes determinations concerning religious accommodation requests on a case-by-case basis and relies on fact-specific inquiries to determine if it will provide a reasonable accommodation. Your supervisor will notify you of *Jackson County*'s determination of your request.

Jackson County prohibits retaliation against employees who request a religious accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Genetic Information Nondiscrimination Act (“GINA”)

The Genetic Information Nondiscrimination Act of 2008 (“GINA”) prohibits covered employers from requesting or requiring genetic information of an individual or an individual’s family member, except as specifically allowed by law.

To comply with GINA and all other applicable law, *Jackson County* asks that employees not provide any genetic information when responding to a request for medical information for purposes of leaves of absence or otherwise.

“Genetic information” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

It is the policy of *Jackson County* to comply with this law.

Section 2: Work Culture

Employee Relations

Jackson County believes the work conditions, wages and benefits offered to Jackson County employees are competitive and internally equitable. If employees have concerns about work conditions or compensation, Jackson County strongly encourages them to express these concerns openly and directly with their supervisor.

Jackson County’s experience has shown that when employees deal openly and directly with their supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe Jackson County fully demonstrates its commitment to employees by attempting to respond timely to employee concerns in a good faith effort.

Nepotism

Jackson County wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices which involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions which have a reporting responsibility to each other. Close relatives are defined as a spouse, domestic partner, child, parent, grandparent, in-law, aunt, uncle, niece, nephew, step relative, cousin and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners, or members of the same household and if one party is in a Supervisory position, the person in the Supervisory position is required to inform their Supervisor and the Department Head of the relationship.

This policy does not apply to seasonal or temporary part-time employees.

Jackson County reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Business Ethics and Conduct

As an organization, Jackson County is committed to complying with all applicable laws and regulations. Similarly, Jackson County requires employees to carefully adhere to all applicable laws and regulations and maintain the highest standard of conduct and personal integrity, while avoiding any acts which are illegal, dishonest, immoral, or unethical.

We expect Jackson County employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees and our citizens. Employees owe a duty to our citizens to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every Jackson County employee to comply with Jackson County's policy of business ethics and conduct. This demands that while conducting Jackson County business and/or representing Jackson County, employees refrain from any rude or unprofessional behavior which might be viewed unfavorably by the public at large.

Following are examples of behaviors, which are prohibited, may warrant disciplinary action under this policy, up to and including termination:

- verbally and/or physically intimidating behavior towards co-workers.
- behavior, which is rude, discourteous, or unbusinesslike.
- behavior which is inconsistent with reasonable rules of conduct.
- behavior which results in a loss of confidence or trust in the employee.
- behavior which is illegal or criminal conduct.
- behavior inconsistent with the spirit of Jackson County's nondiscrimination and/or harassment policies; and
- language that is disparaging or offensive.

Employees should immediately report any violation of these policies to their supervisor. If an employee ignores or fails to comply with Jackson County's standards of business ethics and conduct, Jackson County may impose appropriate disciplinary action, up to and including termination. All employees must cooperate with all investigations the County makes, including investigations into misconduct of fellow employees, discrimination or harassment, fraud, or misappropriation or misuse of County funds or property. Failure to do so may subject an employee to disciplinary action, up to and including dismissal.

Political Activity

Every employee has the right to register and vote on all political issues, but employees are not permitted to use their position with the County to influence the vote or political activity of any other person. During

working hours, employees shall not solicit or handle political contributions, nor shall they wear or display political badges, buttons, or signs.

Jackson County respects and encourages employee participation in political activities, but not on behalf of, or as a representative of, the County or on County time.

The Hatch Act has stricter rules for departments that receive federal funding. If you work for a department that receives federal funding, you must follow the federal guidelines regarding political activity.

Unlawful Harassment

Jackson County is committed to maintaining an enjoyable, positive workplace for its employees, citizens, and visitors. Therefore, employees and non-employees are prohibited from engaging in any form of unlawful harassment, as well as any other behavior which would be inconsistent with the spirit and intent of this policy in the workplace and in any work-related setting outside of the workplace.

Under this policy, harassment is defined as verbal or physical conduct which denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, military status or any other characteristic protected by state or federal law and which: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's employment opportunities or work performance; (3) is unwelcome; and (4) is severe or pervasive in nature.

In addition, this policy prohibits retaliation against any employee because he/she files a complaint under this policy, cooperates with any internal or government investigation, or otherwise pursues his/her legal rights.

Harassment may encompass a wide range of verbal, physical and visual behaviors and may be sexual or non-sexual in nature. Each situation depends on a number of factors. In some cases, one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary.

Complaints will be promptly addressed (including an adequate investigation, if necessary) and appropriate action taken, if warranted. Confidentiality will be maintained to the extent reasonably possible under the circumstances. If Jackson County believes a violation of this policy may have occurred, or the behavior in question was inappropriate for any reason, or the conduct was inconsistent with the spirit and intent of this policy, then Jackson County will take appropriate action, which may include disciplinary action, up to and including termination.

If any employee feels in good faith that he/she has been subjected to harassment by a co-worker, Supervisor, or non-employee, the employee has an obligation to take reasonable steps to protect himself/herself to ensure the situation is addressed. This includes: (a) promptly and politely confronting the harasser, making it clear that the harassment is unwelcome, and asking that it stop; and/or (b) immediately reporting the harassment to the employee's direct supervisor or department head. If the direct supervisor or the department head is unavailable or the employee believes it would be inappropriate to contact the employee's direct supervisor or the department head, the employee should report the harassment to the County Clerk.

Confidentiality

Employees recognize and acknowledge Confidential Information constitutes valuable, secret, special and unique assets of Jackson County. Employees covenant and agree that following termination of their employment with Jackson County for any reason, whether voluntary or involuntary, and whether with or without cause, employees will not disclose Confidential Information to any person, firm, corporation, association, or other entity for any reason or purpose without the prior written approval of Jackson County. Employees also agree that they will only use Confidential Information when conducting Jackson County business. It is expressly understood and agreed that Confidential Information is the property of Jackson County and must be immediately returned to Jackson County upon demand.

The term "Confidential Information" includes all information, whether or not reduced to written or recorded form, which is related to Jackson County and which is not generally known or accessible to members of the public of Jackson County nor intended for general dissemination, whether furnished by Jackson County or compiled by the employee, including but not limited to: (i) trade secrets, methods of conducting business, vendor lists, prospect lists and records pertaining thereto (wherever located and in whatever format); and (ii) financial information and information relating to such matters as marketing strategies, data systems, management systems; and (iii) login and password information and all other types of written information customarily used by Jackson County or available to employees; provided however Confidential Information shall not include information which (a) is or becomes publicly available other than as a result of disclosure by an employee or (b) is now or hereafter becomes available to an employee on a non-confidential basis from a source (other than Jackson County) which, to an employee's knowledge, is not prohibited from disclosing such information to an employee. Employees understand that it is Jackson County's intention to maintain the confidentiality of this information notwithstanding that employees of Jackson County may have free access to the information for the purpose of performing their duties with Jackson County. Employees acknowledge that it is not practical, and shall not be necessary, to mark such information as "confidential," nor to transfer it within Jackson County by confidential envelope or communication, in order to preserve the confidential nature of the information.

Employees in violation of Jackson County's Confidentiality Policy will be subject to disciplinary action, up to and including termination.

Non-Solicitation

Jackson County recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit contributions or donations or distribute literature concerning these activities during working time. "Working Time" is the time an employee is engaged or should be engaged in performing his/her work tasks for Jackson County.

Employees may only solicit other employees during "Non-Working Time", which includes lunch periods, work breaks or other periods in which employees are not on "Working Time."

In addition, the posting of written solicitations on Jackson County's bulletin boards and solicitations by electronic means are restricted. Jackson County bulletin boards display important information for employees and employees should consult them frequently for the following information:

- Affirmative Action statement;
- employee announcements;
- workers compensation insurance information; and
- state disability insurance/unemployment insurance information.

If employees have a message of interest to the workplace, they may submit it to their supervisor for approval.

Conflicts of Interest

A “conflict of interest” is defined as any situation in which an employee engages in activities or takes actions which may adversely affect the interests of Jackson County, or which may personally benefit the employee. Such conflicts exist when an employee receives a benefit from a citizen, vendor, supplier, manufacturer, or any other individual in connection with any business of Jackson County. A benefit may be in the form of money, gift cards/certificates, gifts, merchandise, trips, services, or any other form of a benefit received, directly or indirectly. When such people provide a benefit to an employee, he/she must report the nature of the benefit to their supervisor. Items won or received by county employees or Elected Officials at county sponsored educational or similar events shall not be included with this list of benefits.

Other issues of potential conflicts of interest will be handled on a case-by-case basis. Undisclosed or unresolved conflicts of interest may warrant disciplinary action, up to and including termination.

Social Media

At Jackson County, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, Jackson County has established these guidelines for appropriate use of social media. This policy applies to all employees who work for Jackson County.

Employees should have no expectation of privacy while using the Internet or social media. Postings may be reviewed by anyone, including the Board of County Commissioners and Elected Officials. Refrain from using social media while on working time or on equipment Jackson County provides unless it is work-related as authorized by the Board of County Commissioners or your Supervisor. Do not use Jackson County email addresses to register on social networks, blogs or other online tools utilized for personal use.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee’s own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Jackson County, as well as any other form of electronic communication. The same principles and guidelines found in this Handbook apply to an employee’s activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of an employee’s conduct which adversely affects his/her job performance, the performance of fellow employees or otherwise adversely affects citizens,

visitors or people who work on behalf of Jackson County or Jackson County's legitimate business interests may result in disciplinary action, up to and including termination.

Always be fair and courteous to fellow employees, citizens, visitors, or people who work on behalf of Jackson County. Also, keep in mind that employees are more likely to resolve work-related complaints by speaking directly with their co-workers than by posting complaints to a social media outlet. Nevertheless, if employees decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, discriminatory, harassing, bullying, unlawful, or intimidating, that disparage citizens and visitors, or that might constitute harassment. Examples of such conduct may include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, color, ancestry, national origin, gender, sexual orientation, gender identity, age, or any other status protected by law or Jackson County policy.

Employees always need to be honest and accurate when posting information or news, and if the employee makes a mistake, he/she should correct it quickly and be open about any previous posts which have been altered. Remember the Internet archives almost everything; therefore, even deleted postings can be searched. Employees must never post any information or rumors which they know to be false about Jackson County, fellow employees, citizens, visitors, and people working on behalf of Jackson County.

If an employee chooses to identify himself/herself as a Jackson County employee on a social media site, website or web blog, the employee must adhere to the following guidelines:

- Maintain the confidentiality of Jackson County's trade secrets, private or confidential, and proprietary information. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from a personal blog, website, or other social networking site to a Jackson County website without identifying oneself as a Jackson County employee.
- Express only personal opinions. Never represent oneself as a spokesperson for Jackson County. If Jackson County is a subject of the content an employee is creating, be clear and open about the fact they are an employee and make it clear that their views do not represent those of Jackson County, fellow employees, Elected Officials, appointed officials, the Board of County Commissioners, visitors, or people working on behalf of Jackson County.
- When publishing a blog or post online related to the work performed for Jackson County or subjects associated with Jackson County, it must be made clear that the employee is not speaking on behalf of Jackson County. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of Jackson County."

Jackson County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media Relations

To remain competitive, better serve Jackson County's citizens and provide Jackson County employees with the best tools to do their jobs at Jackson County, it is important that all inquiries in relation to Jackson County be handled in accordance with the following.

Media inquiries regarding Jackson County and its operations must be referred to the Board of County Commissioners. Only the Board of County Commissioners is authorized to make or approve public statements pertaining to Jackson County and its operations. No employee, unless specifically designated by the Board of County Commissioners, is authorized to make statements.

Open Records

Most records maintained by Jackson County may be open for inspection and/or copying by individuals under the Kansas Open Records Act ("KORA"). KORA requests from appointed officials, Board of County Commission members, county employees and any other parties, must be submitted to and processed by the County Clerk's office or the County Clerk's appointed custodians. Employees are prohibited from providing any Jackson County Records to members of the public without prior authorization from the County Clerk's office or the County Clerk's appointed custodians.

Access to Personnel Files

Jackson County maintains an official personnel file on each employee. Employee personnel files are the property of Jackson County. Any current employee who wishes to review his/her official personnel file should contact the County Clerk. Access at reasonable times in the presence of the County Clerk will normally be granted to current employees for legitimate purposes. Upon termination, employees no longer have access to their personnel files.

Jackson County makes a good faith effort to preserve the confidentiality of personnel files. Therefore, Supervisors may have access to selected portions of the official personnel file of employees for legitimate business reasons only. It is important that employees update their personal records with the County Clerk immediately when there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contact information and other possibly related information.

Telephone and Cell Phone Use

It is the policy of Jackson County to answer all incoming telephone calls promptly and courteously. Employees should always use the approved greeting when answering the telephone and follow proper telephone etiquette when placing a caller on hold or transferring the call to voice mail.

While at work, employees are expected to exercise discretion when using Jackson County's telephones, as well as their personal cell phones. Excessive personal calls, text messages or e-mails during Working Time, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make personal calls on Non-Working Time when possible and are responsible for informing friends and family members of this policy.

This policy will use the phrase “cell phone” when referring to mobile phones and other devices of all kinds. The County recognizes the widespread use and dependence on cell phones whether for business or personal use.

Any employee who drives either a county-supplied vehicle or a personal vehicle is prohibited from using a cell phone, either in hands on or hands-free mode, while driving. This prohibition includes any use and is not limited to phone calls. Cell phone use causes distraction and unsafe conditions. Research indicates that any cell phone use while driving creates a hazard equivalent to the danger of driving while intoxicated. Should a driver need to use a cell phone for any reason, the driver is required to stop the vehicle in a safe location prior to use of a cell phone.

When employees are engaged in business discussions, conferences and meetings, they must place all cell phones in vibrate mode to minimize any interruptions, avoid delay and help ensure the effectiveness of all such meetings.

Flexibility will be provided in emergency situations; it is the employee’s responsibility to inform their immediate Supervisor of such an emergency. Violations of this policy may result in disciplinary action, up to and including termination.

Dress Code

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affects the business image Jackson County presents to citizens, as well as other guests in Jackson County facilities. Employees are expected to project a professional image appropriate to their work environment and job responsibilities while conducting Jackson County business or representing Jackson County.

Jackson County employs individuals in a variety of positions, as a result, each Department Head is entitled to establish a dress code for his or her department. Employees should consult with their individual Department Heads regarding the established dress code.

Company Property

All employees are expected to cooperate in keeping Jackson County’s offices, vehicles and equipment, and work areas in a neat and orderly condition. Each employee is responsible for his/her own working area and care should be taken each evening to clear desk surfaces and file cabinets of unnecessary clutter. Particular attention should be paid to common areas where all employees should assist in maintaining a clean and presentable workplace.

Employees are responsible for the loss, damage, or theft of Jackson County-owned property due to their negligence. If property is worn or damaged through normal use, employees must return it to their supervisor for replacement. Jackson County property provided to employees must be maintained and used only for proper work-related purposes and used in an appropriate manner.

Jackson County reserves the right to inspect all Jackson County property, or items stored on Jackson County property, to ensure compliance with its rules and regulations. While Jackson County will attempt to advise employees at the time of a search or inspection, Jackson County reserves the right to make any investigation or search with or without notice to employees, and in their absence.

No Jackson County property is to be removed from the premises without first obtaining the approval of the employee's Supervisor. If an employee's employment with Jackson County terminates, he/she must return all Jackson County-owned property at the time of termination as required by K.S.A. 44-319, as amended. Jackson County may withhold from the employee's paycheck or final paycheck the cost of any Jackson County property which is not returned when required. Jackson County may also take all action deemed appropriate to recover or protect its property.

Occasionally work on special projects, civic affairs or professional societies are not objectionable so long as they do not interfere with the employee's regular duties.

Outside and Self-Employment

Subject to the exception below, an employee may hold a job with another company as long as he/she satisfactorily performs his/her job responsibilities with Jackson County. All employees will be judged by the same performance standards and will be subject to Jackson County's scheduling demands, regardless of any existing outside work requirements. Employees with the Sheriff's shall not hold outside employment without prior approval from the Sheriff.

If Jackson County determines an employee's outside work interferes with performance or the ability to meet requirements of Jackson County as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with Jackson County. Outside employment will present a conflict of interest if it has an adverse impact on Jackson County.

Visitors in the Workplace

It is essential to the safety of Jackson County employees and to Jackson County's duties of confidentiality to be aware of visitors in the Jackson County building. Employees must notify their supervisor of visitors in the workplace, as well as accompany visitors at all times.

Electronic Communication and Internet Use

All systems and electronic communications are to be used for business purposes only and in accordance with Jackson County's policies and procedures. All systems are subject to periodic audits for business and security purposes and should not be considered private. Please keep these guidelines in mind when using Jackson County's networks and the Internet.

All software and hardware devices acquired for or on behalf of Jackson County or developed by Jackson County employees or contracted personnel on behalf of Jackson County are and shall be deemed Jackson County property. All such devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Employees are advised not to store any personal information on Jackson County equipment. Examples of personal information include but are not limited to: music, pictures and personal documents, or any items consuming storage capacity on the Jackson County server or individual computer desktops. Jackson County is not responsible for an employee's lost personal files stored on Jackson County equipment.

Jackson County respects and protects the rights of its employees. Employee privacy, however, does not extend to the use of Jackson County equipment. All computer and/or electronic communication devices,

and the use of these devices, are the property of Jackson County. Contents of voicemail, email and other such communications are accessible at all times by Jackson County for any business purpose.

Employees should not assume electronic communications of any kind are confidential and should have no expectation of privacy with respect to electronic communications. Employees who violate this policy are subject to disciplinary action, up to and including termination.

All Jackson County employees that work in the Courthouse are required to use as their work email address the jacoks.com domain. No use of other email domains shall be permitted for County employee use.

Section 3: Employment

Employment Classification

It is important that employees know and understand the definitions of the employment classifications at Jackson County. Employment classifications help determine your employment status and what benefits you may be eligible for. If an employee has questions or is not sure what his/her employment classification is, he/she may contact the County Clerk.

Depending on the employee's job, he/she is either non-exempt or exempt from federal and state wage and hour laws. If an employee is non-exempt, he/she is entitled to overtime pay under the specific provisions of federal and state laws. If an employee is exempt, he/she is excluded from specific provisions of federal and state wage and hour laws, including overtime pay. An employee's exempt or non-exempt classification is determined by Jackson County. Non-exempt employees are paid on an hourly basis and exempt employees are paid on a salary basis.

In addition to being a non-exempt or exempt employee, employees also belong to one of the following employment categories:

- A. **ELECTED OFFICIAL:** Eligible for health insurance and KPERS retirement.
- B. **APPOINTED OFFICIAL (FLSA EXEMPT):** In most cases, appointed officials are eligible for all Jackson County benefit programs, subject to the terms, conditions and limitations of each benefit program.
- C. **APPOINTED OFFICIAL (NON-FLSA EXEMPT):** Works forty (40) hours per week on a regular and continuing basis. May be required to work sporadic overtime, even on weekends. Receives full benefits. In most cases, appointed officials are eligible for all Jackson County benefit programs, subject to the terms, conditions and limitations of each benefit program.
- D. **FULL-TIME EMPLOYEE MONDAY-FRIDAY:** Works forty (40) hours per week on a regular and continuing basis. May be required to work sporadic overtime, even on weekends. In most cases, regular full-time employees are eligible for all Jackson County benefit programs, subject to the terms, conditions and limitations of each benefit program.
- E. **FULL-TIME EMPLOYEE:** Works forty (40) hours per week on a set schedule on a regular and continuing basis. May be required to work sporadic overtime, even on weekends. In most cases, regular full-time employees are eligible for all Jackson County benefit programs, subject to the terms, conditions and limitations of each benefit program.

- F. **FULL-TIME LAW ENFORCEMENT OR DETENTION CENTER (24/7):** Commissioned Deputies and Correction Officers who typically work 160 to 171 hours during a 28-day pay cycle. Overtime rate paid for any hours over 171 hours. In most cases, regular full-time law enforcement or detention center employees are eligible for all Jackson County benefit programs, subject to the terms, conditions and limitations of each benefit program.
- G. **PART-TIME MONDAY-FRIDAY 5 DAYS A WEEK (20+ hours):** Works a set number of hours each day Monday through Friday on a regular and continuing basis. These employees normally work twenty (20) or more hours per week and at least 1,000 hours per year. Part-time employees in this category receive all legally mandated benefits, such as Social Security and workers compensation insurance. Additionally, part-time employees in this category receive sick and vacation leave, holiday pay, paid birthday holiday, prorated discretionary leave (four hours per year) and KPERS retirement.
- H. **PART-TIME MONDAY-FRIDAY 5 DAYS A WEEK (less than 20 hours):** Works a set number of hours each day Monday through Friday on a regular and continuing basis. Normally works less than twenty (20) hours per week and less than 1,000 hours per year. Part-time employees in this category receive all legally mandated benefits, such as Social Security and workers compensation insurance. Additionally, part-time employees in this category receive holiday pay and birthday holiday equivalent to normal hourly workday.
- I. **PART-TIME (20+hours):** Works on a set schedule on a regular and continuing basis. These employees normally work twenty (20) or more hours per week and at least 1,000 hours per year. Receives sick and vacation leave, KPERS retirement, and is eligible for health insurance. Part-time employees in this category receive all legally mandated benefits, such as Social Security and workers compensation insurance. Additionally, part-time employees in this category do not receive holiday pay, but will be paid double their normal rate if required to work on a holiday.
- J. **PART-TIME (less than 20 hours):** Works on a set schedule on a regular and continuing basis. These employees generally work less than twenty (20) hours per week and less than 1,000 hours per year. Part-time employees in this category receive all legally mandated benefits, such as Social Security and workers compensation insurance. Additionally, part-time employees in this category do not receive holiday pay, but will be paid double their normal rate if they are required to work on a holiday.
- K. **SEASONAL EMPLOYEE:** Works on a regular and/or recurring basis during a specific “season” or portion of the year. Seasonal employees in this category receive all legally mandated benefits, such as Social Security and workers compensation insurance. Additionally, seasonal employees do not receive County benefits.
- L. **TEMPORARY PART-TIME EMPLOYEE:** Works “on-call” or during special circumstances. Employees are in the temporary category for a limited time, normally for a period of six (6) months or less. Temporary part-time employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Additionally, temporary part-time employees do not receive County benefits.
- M. **STIPEND:** Pay for being on-call. No County benefits.
- N. **RETIRED EMPLOYEE:** Has been employed by Jackson County, Kansas for at least ten (10) years. Does not receive County benefits, except the option of purchasing, at the retiree's own cost,

health insurance for themselves and/or their dependents from the Jackson County, Kansas group health plan.

▪ **Youth Work Policy**

It shall be the policy of Jackson County to refrain from employing minors unless they are at least 16 years of age, and when employing persons between the ages of 16 and 18 to adhere strictly to the following rules:

1. Persons between the ages of 16 and 18 are subject to state and federal child labor laws and regulations restricting the type of work they are assigned. Job assignments for minors must comply with these laws and regulations.
2. Minors employed by the county should be carefully managed and should not be assigned work that interferes with educational requirements and opportunities.
3. Minors employed by the county should be carefully managed because youth workers lack experience, they may take risks or engage in risky behavior a more experienced worker would not.
4. Hiring minors increases the risk to the counties, and because of this increased risk exposure, KWORCC recommends that counties only hire youth workers for activities which fall into class code 8810 which includes clerical and office work and class code 8742 which includes office work and delivery work.

Temporary or seasonal employees may be under the age of 16 and all rules stated above apply to their employment.

▪ **Independent Contractors Policy**

It shall be the policy of Jackson County to require that all businesses and individuals who perform work or service to the county (other than selling supplies) to provide proof of workers compensation insurance coverage prior to performing any such work or services.

Residency Requirement

There shall be no residency requirements for employees of the county unless otherwise specified by your job description.

Job Descriptions

Jackson County develops and maintains current job descriptions for all established and authorized positions. Each job description outlines the position duties and responsibilities for every position, as well as the requirements. Employees are required to read and understand the requirements laid out in the job description. Employees will receive a copy of their job description and a signed copy of their job description will be placed in the employee's personnel file. All job descriptions will be filed with the County Clerk and reviewed annually by the department heads for accuracy and updated, as needed.

Introductory Period

Jackson County has an Introductory Period for new and rehired employees. Following the approval of this handbook, the introductory period for all new and rehired employees is the first ninety (90) calendar days following their hire or rehire date. During the Introductory Period, Jackson County will evaluate the employees' work habits and abilities to make sure they can perform their job satisfactorily. The Introductory Period also provides employees time to decide if the new job meets their expectations.

Paydays

All employees are paid bi-weekly, receiving their paychecks every other Friday. Non-exempt and exempt employees' paychecks include pay for all work performed through the end of the current payroll period. Non-exempt employees will receive overtime pay for all work performed through the end of the previous payroll period.

Pay Deductions

The law requires Jackson County to make certain deductions from each employee's compensation. Among these are applicable federal, state, and local income taxes, Social Security contributions or other deductions which may be required by law.

If an employee has a question regarding a deduction on his/her paycheck, he/she may contact the County Clerk.

Administrative Pay Corrections

Jackson County makes every effort to ensure employees are paid correctly and on schedule. If an employee finds a mistake in his/her pay (underpayment **or** overpayment), advise the County Clerk immediately so the error may be corrected as quickly as possible.

Timesheets

Non-exempt employees are responsible for recording hours worked each day, including the time they arrived at work and the time they departed from work. Altering, falsifying, or tampering with time records or recording time on another employee's time record is considered fraud and is grounds for immediate termination.

Work Schedules

The regular workweek for full-time Jackson County employees is Sunday through Saturday. Work hours shall be those necessary for the efficient transaction of Jackson County business and may vary among departments according to operational requirements as established by Department Heads.

Employees will be provided with their work schedules by their supervisor and will be notified promptly should any changes be made to their schedules. Jackson County may alter, change, or modify the employee's schedule or location at its sole discretion. Remote work is prohibited unless authorized in advance by the Board of County Commissioners. Employees should direct all questions regarding their schedule to their supervisor.

Meal Periods

Employee meal periods are established with Jackson County on the employee's first day of work. If an employee needs to change his/her meal period at any time, he/she must discuss such changes with his/her supervisor.

Adherence to meal period policies in the office is essential for efficient operations. Abuse of meal policies can place a heavy burden on co-workers. Employees (other than dispatchers, jailers, and sheriff deputies that are not relieved of their duties during mealtime) are allowed a thirty (30) minute unpaid meal period per six (6) hour shift.

Each office located in the Courthouse has the option, if any of their employees so choose and with approval of that department head or elected official, to allow their employees to take an hour lunch between 11:00 and 1:00 arranged so the office remains open. If any office in the Courthouse has an employee electing to take an hour lunch said office shall open for business at 7:30 a.m. Employees are required to clock-in or out. In no circumstances should anyone clock anyone else in or out unless that job has been specifically assigned to them.

Employees are prohibited from skipping meal periods in order to leave work early. Employees must follow Jackson County's leave policies for any time off from regular work schedules.

Break Periods

Any break periods during the workday shall be at the employee's Supervisor's discretion.

Overtime

There may be times when Jackson County is unable to meet its operating requirements or other needs during regular working hours. If this occurs, Jackson County may schedule employees to work overtime hours. When possible, Jackson County will try to give employees advance notice of a mandatory overtime assignment. It is Jackson County's policy that no overtime can be worked by non-exempt employees without the prior approval and authorization of the employee's supervisor. Employees who fail to obtain approval prior to working in excess of forty (40) hours per week may be subject to disciplinary action, up to and including termination.

Special Law Enforcement Exemption. Jackson County's law enforcement officers and corrections officers have established a twenty-eight (28) day work period in which overtime will only be paid, or compensatory time awarded, after 171 hours are worked in each work period.

Non-exempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Non-exempt employees will receive overtime pay at one and one half (1½) times their regular hourly wage for all hours worked over forty (40) hours in a standard work week. Overtime pay is based on the actual hours worked. For this reason, time off for holidays, vacation, illness, and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

Exempt employees are exempt from eligibility for overtime compensation.

- **Remote Work Policy
(e.g. Working From Home)**

Remote and hybrid work arrangements allow county employees to fulfill some or all their duties from an off-site location. Approval for such arrangements is granted at the discretion of the county and is subject to ongoing and periodic review. This policy provides guidance to define eligibility for remote and hybrid work arrangements.

This policy outlines guidelines for employees who work from home or another off-site location for some or all their hours worked ("Remote Work"). All Remote Work must receive prior approval from the county. The determination of staff members' eligibility for remote work will be made in accordance with county policy and the needs of the county. Remote Work does not change the terms and conditions of employment with the county, except as approved by the county.

Employees may work remotely on a permanent or temporary basis depending on business needs and following approval from their department head.

Employees must indicate the primary working address from which they will be working remotely. All employees who perform Remote Work must do so at a location within the state of Kansas.

Expectations for timely completion of work, meeting attendance, responsiveness and other performance criteria are the same for Remote Work and on-site staff members.

Term

The county may designate a term or length of time for approved Remote Work arrangement. Regardless of the term, the Remote Work arrangement may be discontinued at any time at the request of either the remote worker or the county. Every reasonable effort will be made to provide adequate notice of such change to accommodate commuting, childcare and other issues that may arise from the termination of a remote work arrangement.

Eligibility

Unless circumstances require a waiver, employees requesting Remote Work arrangements must be employed with the county for a minimum of six (6) months of continuous, regular employment and must have a satisfactory performance record. The county reserves the right to create positions which are strictly designed for Remote Work.

Before entering into any Remote Work agreement, the employee and manager will evaluate the suitability of such an arrangement, considering each of the following:

§ Employee suitability. The employee and manager will assess the needs and work habits of the employee.

§ Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a Remote Work arrangement.

§ Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate work location.

If the employee and manager agree, a Remote Work Agreement will be signed by both parties. An example is attached.

Guidelines for Remote Workers

To ensure the best possible performance and comfort, KWORCC recommends that employees working remotely to:

- Choose a quiet and distraction-free working space.
- Have an Internet connection that's adequate for their job.

- Dedicate their full attention to their job duties during working hours.
- Adhere to all meal and rest break and attendance schedules required by the county and in compliance with state law.

Compliance with Policies

Remote employees must follow all county policies including, but are not limited to, the following:

- Attendance
- Social media
- Confidentiality
- Data protection
- Employee code of conduct
- Anti-discrimination/anti- harassment/equal opportunity
- Safety
- Dress code when meeting in-person or by video with customers, vendors and other County employees.

Equipment and Expenses

The county may in its sole discretion provide employees working remotely with equipment necessary for employees' job duties at the discretion of the county. Examples include computer equipment, county-required software and other desktop equipment which will add to the efficiency of the remote worker.

All equipment provided to remote workers is owned by the county, and the county reserves the right to monitor such property located at the Remote Work location.

Specifically, employees working remotely must:

- Keep their equipment password protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from visiting untrustworthy or suspicious sites
- Only download authorized software with prior approval
- Keep confidential information in secure locations or stored in password protected computer device

Remote employees will receive expense reimbursement to cover reasonable and necessary expenses incurred by remote workers.

Upon termination of employment, all county property will be returned to the county.

Safety

Employees are expected to maintain their remote workspace free from safety hazards. The county may provide each remote worker with a safety checklist to be completed when the workstation is set up and periodically thereafter. Injuries sustained by the employee in a home office location and in conjunction with regular work duties are normally covered by the county's workers' compensation policy. Remote workers are responsible for notifying the employer of such injuries immediately.

Childcare or Eldercare

Remote work is not designed to be a replacement for appropriate either childcare or eldercare. Although an individual employee's schedule may be modified to accommodate their childcare or eldercare needs, the focus of the arrangement must remain on job performance and meeting county demands. Prospective remote workers are encouraged to discuss expectations of Remote Work with family members prior to entering a trial period. ☐

Remote Work Agreement

The undersigned county employee certifies that he or she has read the attached Remote Work Policy and agrees to the duties, obligations, responsibilities and conditions for remote workers described in the policy. I understand that I remain subject to all the county internal policies including, but not limited to, policies relating to technology, confidential information, harassment and discrimination prevention and safety.

The undersigned county employee agrees that, among other things, he or she is responsible for following the remote work schedule, taking proper measures to secure county information, assets and systems and maintaining the remote workspace in a safe manner.

The undersigned county employee understands that the county may at any time withdraw permission to work remotely and to change any or all of the conditions under which the employee is permitted to work remotely. Also, the employee may at any time discontinue working remotely.

The undersigned county employee acknowledges receipt of the following equipment:

The undersigned county employee understands and agrees that all county policy regarding the proper maintenance of office equipment applies to any such equipment in the employee's possession at a remote worksite and that county-owned equipment shall be used only for work-related activities. At the end of the employment relationship or termination of this Remote Work Agreement, the undersigned county employee agrees to immediately return this equipment and shall be responsible to pay for any county-owned equipment that is not returned.

The undersigned county employee understands that the county may monitor any such equipment.

The undersigned county employee has reviewed the Remote Work Policy with his or her supervisor and understands its contents and understands that this policy may be altered or terminated at any time.

County Employee Signature: _____ Date: _____

County Supervisor Signature: _____ Date: _____

County Employee Address: (where majority of Remote Work will be performed)

Accrual and Use of Compensatory Time

Compensatory time must be used before vacation time and should be used within six months from the time it is earned. It is the policy of Jackson County to allow an accrued maximum of sixteen (16) hours of compensatory time. Any hours over the maximum will be received in paid compensation.

County Credit Cards

Jackson County will issue company credit cards to certain employees for use in their jobs. Use of Jackson County-issued credit cards is a privilege which Jackson County may withdraw in the event of abuse. Any credit card Jackson County issues to an employee must be used for business purposes only and in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose such as for any personal purchases or any other transactions which are not authorized or necessary to carry out their duties.

Any purchases an employee makes with Jackson County's credit card in violation of this policy may result in disciplinary action, up to and including termination. A failure of an employee to properly request sales tax exemption on purchases may result in withdrawal of privileges of use of county credit cards.

Travel Expense Reimbursement

Jackson County will reimburse employees for expenses associated with authorized business travel, including reasonable transportation, lodging, parking, turnpike fees, registration, and meals. Employees must comply with Jackson County's policies in order to receive reimbursement for their travel expenses.

Employees must make travel arrangements, including airline, bus, railroad and rental car reservations, but are required to reserve the least expensive class of transportation available, such as coach or economy class, unless the employee has received prior approval from his/her supervisor.

If a Jackson County vehicle is not available and an employee is required to drive their personal vehicle, the employee must keep a mileage log. To be reimbursed, the employee must submit to their Department Head a voucher showing the destination and reason for the trip so that it may be approved and forwarded to the County Clerk by the 24th of the month. The mileage rate and reimbursement are set by the County Commission and is subject to change annually. Automobile mileage will be reimbursed based on the most direct route to the destination. If an employee drives a car as a matter of personal preference when a county vehicle is available, the employee will not receive mileage reimbursement unless prior approval has been made by the department head. Any reimbursement will be at a reduced

rate, which is subject to change annually.

All employees' meal expenses during an overnight travel will be reimbursed and will not be subject to payroll taxes. If travel does not require an overnight stay, meals will be reimbursed only with Department Head approval through payroll and will be subject to payroll taxes. The County will not reimburse for alcoholic beverages. When applicable, the employee will also be reimbursed for gratuity, not to exceed fifteen percent (15%) of total meal expense. When a meal is provided with registration, airfare, or hotel room, the employee may not request a reimbursement for that meal if they choose to eat elsewhere. Employees must submit acceptable documentation with their expense reports to substantiate all travel expenses. Acceptable documentation must include expense amounts, the date and location where expenses were incurred, as well as the business purpose of the expenses. Examples of acceptable documentation include original invoices and receipts issued by vendors and employees' credit card receipts.

Meal reimbursement will be Ten Dollars and No Cents (\$10.00) for breakfast and Fifteen Dollars and No Cents (\$15.00) for lunch and Twenty Dollars and No Cents (\$20.00) for dinner.

Mileage will be reimbursed at the IRS rate when an employee is required to drive his or her personal vehicle. If a Jackson County vehicle is available but the employee opts to drive their own vehicle, mileage will be reimbursed at the IRS "Medical Miles" rate.

Section 4: Benefits

Employee Benefits

Jackson County provides eligible employees with many benefits. Legally required benefits include Social Security, workers compensation and unemployment insurance. Employment classification determines benefit eligibility. To the extent there is a conflict between a benefit description contained in this Handbook and the actual terms of the applicable formal plan document or summary plan description for a particular benefit, the formal plan document will control.

Holidays

Jackson County observes eleven (11) paid holidays each calendar year. Holiday schedule is subject to change annually. Employees in **Section 3, Classifications B through h**, qualify for a paid discretionary day and paid birthday annually. Should their birthday fall on a weekend, that employee may instead take off the preceding Friday or following Monday. Full-time employees will receive holiday pay for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day

- Thanksgiving Day + Friday after
- Christmas Day

Holiday pay will not be used to calculate overtime pay. Holidays that fall on a Saturday or Sunday will be observed on the preceding Friday or following Monday as designated by the Board of County Commissioners. In order to receive pay for a designated holiday, an employee must not be absent without pay on either the workday before or after the holiday.

This holiday schedule applies to Monday through Friday, 8:00 a.m. to 4:30 p.m. employees. Departments that have hours other than Monday through Friday, 8:00 a.m. to 4:30 p.m. will set their own holiday schedule that gives the employees the same number of holidays. This schedule will be submitted to the Board of County Commissioners for approval.

Full-time Employees. Regular full-time employees in classification D will generally not be required to work on designated holidays and will receive "Holiday Pay" on those holidays.

When a full-time employee is not scheduled to work on a designated holiday, Department Heads may establish a replacement holiday during the same week as the designated holiday on which the employee will receive Holiday Pay and is not required to work. The Sheriff's Office (Classifications B, C, D, E & F) use the actual holiday for paying Holiday Pay.

If an employee is normally scheduled to work twelve (12) hours on a holiday, the employee will receive eight (8) hours of Holiday Pay. The Department Head should be consulted on when the remaining four hours will be worked or leave time taken.

Part-time Employees. Part-time employees in classifications G & H will receive Holiday Pay for the hours they are normally scheduled to work. For example, if an employee is normally scheduled to work five (5) hours on Monday through Friday and there is a holiday on Monday, he/she will receive five (5) hours of Holiday Pay for the holiday.

Part-time employees in classifications I & J will not receive Holiday Pay. However, these employees will be paid at double their regular rate for up to eight (8) hours of work if they work on a holiday. Any additional hours of work on a holiday will be paid at the employee's regular rate of pay.

Temporary part-time and seasonal employees (classifications K & L) shall not receive holiday pay and will be paid at their regular rate of pay if they work on a holiday.

Working on Holidays. Employees in classifications C, D, E, G & H who are required to work on a designated holiday (not on call or standby personnel) shall receive holiday pay plus their regular pay for the first eight (8) hours. Any hours worked after the first eight (8) hours during a holiday will be compensated at a rate of one and one-half (1 1/2) times the employee's normal rate.

Sheriff's Office. The Sheriff's Office employees may be required, at the Sheriff's discretion, to take eight (8) hours off during any pay period containing a holiday.

Discretionary Time

The Board of County Commissioners may provide employees additional paid discretionary time off on an annual basis. Discretionary time may be granted to each regular full-time employee (classifications B, D, E & F). Each regular part-time employee (classification F) shall receive proportionate credit of time.

Discretionary time must be used between January 1st and December 24th of each year. If an employee starts after July 1st, he/she will not accumulate discretionary time until January of the following year. There shall be no accumulation or carry-over of the discretionary time. The scheduling of discretionary time must be approved by the supervisor.

Vacation

Vacation paid time off is available to full-time and regular part-time employees, (classifications C, D, E, F, G & H) to provide opportunities for rest, relaxation, and personal pursuits. Leave for regular part-time employees shall be accrued proportionately to the percentage of time worked. Part-time employees working less than twenty (20) hours per week, seasonal employees, and temporary part-time employees will not accrue vacation leave.

Accrued compensatory time must be used before vacation leave is used.

Employees are eligible to use vacation time based on their length of service as set forth in the following chart:

| Hours Worked Per Work Week | Hours Earned Per Pay Period Based Upon Length of Service | | | | |
|--|---|---------------------------------------|--|--|--------------------------|
| | Less than 5 years | 5 years and less than 10 years | 10 years and less than 15 years | 15 years and less than 20 years | 20 years and over |
| 20-23 | 1.85 | 1.85 | 2.31 | 2.77 | 3.23 |
| 24-27 | 2.22 | 2.22 | 2.77 | 3.32 | 3.88 |
| 28-31 | 2.58 | 2.58 | 3.23 | 3.88 | 4.52 |
| 32-35 | 2.95 | 2.95 | 3.69 | 4.43 | 5.17 |
| 36-39 | 3.32 | 3.32 | 4.15 | 4.98 | 5.82 |
| 40 | 3.69 | 3.69 | 4.62 | 5.54 | 6.46 |
| Maximum accumulation of hours on October 24th | | | | | |
| | 144 | 160 | 176 | 192 | 208 |

Maximum Accumulation of Hours. Vacation time must be approved by the employee's Supervisor in advance, as well as taken within the calendar year accrued, unless otherwise approved by the Department Head. The maximum accumulations of vacation leave shown on the table are enforced each year on the last pay period in October. Each employee with more than the maximum accumulation of vacation leave hours accrued as of one month prior to the last pay period in October cut-off shall be notified of the specific amount of excess vacation leave. All vacation leave hours over the maximum accumulation will be forfeited if not used before the last pay period in October cut-off date.

Leave Upon Termination. Each employee who resigns or is otherwise separated from employment will be paid for accumulated vacation leave in his/her final paycheck if proper two-week notice is given.

Whenever an employee is transferred from one department to another, he/she shall be credited in the new department with all remaining vacation leave to which he/she was entitled before the transfer occurred.

Requests for Leave. Vacation leave may be used in increments of a quarter of an hour, if necessary, or any amount approved up to the maximum of days earned. Exempt employees may only use vacation leave in either half- or full-day increments. Employees must request permission to take four (4) or more hours of vacation time on a "request for leave" form, which must be submitted at least three (3) days prior to the requested leave. Department heads have the discretion, based on business functions, to waive the three (3) days written notice requirement. The request may be approved or denied, consistent with the needs of the department. Compensatory time shall be used before vacation leave.

Non-elected Department Heads must submit a "request for leave" form to the Board of County Commissioners at least three (3) working days prior to the leave request.

Conversion to Sick Leave. If an employee or a member of the employee's immediate family becomes ill while the employee is taking vacation leave and the employee is deprived of all or a significant portion of the vacation due to the illness, the Department Head may charge to sick leave some or all of the time the employee or family member was ill during the vacation, provided the employee provides a physician's statement of illness to the Department Head. For the purposes of this policy, "immediate family" shall be defined as the employee's child, step-child, foster child, spouse, parent, stepparent, mother-in-law, or father-in-law.

Sick Leave

Jackson County provides paid sick leave benefits to full-time and regular part-time employee for personal illness or incapacity resulting from injury, family illness, emergency medical appointments or employee personal necessity. Seasonal, temporary, and part-time employees working less than twenty (20) hours per week will not accrue sick leave.

The amount of sick leave hours earned each pay period is determined as follows:

| Hours Worked Per Work Week | Hours Earned Per Pay Period |
|----------------------------|-----------------------------|
| 20 | 1.85 |
| 24 | 2.22 |
| 28 | 2.58 |
| 32 | 2.95 |
| 36 | 3.32 |
| 40 | 3.69 |

Overtime hours are not to be included in this calculation.

If illness prevents an employee from reporting to work, the employee must notify his/her Supervisor at the beginning of the work day. Additionally, when an extended length of absence due to illness is required, the employee's Supervisor must be kept advised as to the expected length of the absence.

Jackson County, in its sole discretion, may request medical authorization from an employee's physician prior to the employee's return to work from sick leave. A physician's statement may be required if an employee is absent for more than three (3) consecutive days due to personal illness.

Maximum Accumulation of Hours. There is no maximum on the amount of sick leave an employee can accumulate

Leave Upon Termination. Upon termination of employment, employee's unused, accrued sick time will be forfeited and will not be paid.

Whenever an employee is transferred from one department to another, he/she shall be credited in the new department with all remaining sick leave to which he/she was entitled before the transfer occurred.

Upon resignation or retirement of employment, employees who have already accumulated at the time this handbook is adopted, eight hundred (800) hours of sick leave and maintain the eight hundred (800) hours of sick leave or more, shall be entitled to receive payment for one (1) month's pay in an amount equal to their last full month's salary. Otherwise, no accrued sick leave will be paid upon resignation, dismissal, or termination of employment.

Sick leave that is used during the last two weeks of an employee's employment requires a doctor's statement.

Requests for Leave. Sick leave will be calculated in increments of a quarter of an hour. An employee may take up to four (4) hours of paid earned sick leave per visit to a doctor or dentist. Requests for additional paid time for an appointment must be documented by a medical certification and approved by the Department Head.

Sick leave may be authorized for illness of an employee's immediate family member when the illness reasonably requires the employee to be absent from work. For the purposes of this policy, "immediate family" shall be the employee's child, step-child or foster child (only if the child, step-child or foster child is either under 18 years of age or both 18 years of age or older and incapable of self-care because of a mental or physical disability), spouse, parent, step-parent, mother-in-law, or father-in-law. If a qualifying family member is over 18 years of age, a doctor's statement confirming that the family member is incapable of self-care will be required.

Volunteer Fire Fighting and Emergency Management Leave

Subject to approval of an employee's Department Head, an employee may be granted a leave of absence with pay while performing fire-fighting or emergency management work during any emergency or other disaster. An employee absent from work for such reasons shall be required to obtain a written statement from the fire-fighting organization, emergency management agency, or other organization to which he or she belongs, certifying his or her activities during the period of absence. After performing duties during an emergency or other disaster, the employee shall immediately return to work. In the event the employee had to fight a fire all night and is unable to work the next day the employee may be allowed to use a vacation day.

Jury Duty

Jackson County grants employees paid time off for mandatory jury duty.

In order for leave to be reviewed and approved, employees must provide their Supervisor with a copy of a notice, subpoena, or court order immediately upon receipt.

Time Off to Vote

On official federal, state and local election days, employees may exercise their right to vote in elections. Employees who choose to vote should do so before work or after work. If it becomes impossible to vote before or after work, the employee should speak with his/her Supervisor about other options.

Funeral Leave

At the time of the death of an immediate family member, a Department Head can grant two (2) paid working days to full-time and regular part-time employees for mourning and to attend the funeral. If the employee needs and requests additional time, such leave may be extended up to forty (40) hours, at the Department Head's discretion. Department Heads may allow the employee to use accrued vacation or sick leave if additional time is needed. The employee's relationship to the deceased and necessary travel time shall be among the factors considered in determining the amount and type of leave to be granted. Pay for regular part-time employees will be calculated according to the number of hours for which the employee was scheduled to work each day. The Department Head may grant one paid working day to attend a funeral for all other relatives, or for any employee with an official function at a funeral. If funeral leave is abused the employee will no longer be eligible for funeral leave for the duration of their employment and will receive a written reprimand in their personnel file. For the purposes of funeral leave, "immediate family" shall be defined as spouse, parents, stepparents, children, step-children, foster children, sister, brother, grandparents, spouses' grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

Banner Creek Reservoir

Full time Jackson County employees who have successfully completed their Introductory Period and are eligible for health insurance benefits, and former Jackson County employees who were eligible for health benefits and have retired with ten (10) years of employment from Jackson County are eligible to receive two (2) vehicle permits and one (1) boat permit each year for use at Banner Creek Reservoir.

Current employees who are eligible for health insurance benefits and have five (5) or more years of continuous employment, and former Jackson County employees who were eligible for health insurance benefits and have retired with ten (10) years of employment are also eligible for a camping permit each year. The camping permit does not include the fee for water and electricity while camping. Any and all other special fees or charges for use of the reservoir will be the responsibility of the eligible employee/retired employee. Each year after the 1st of January, the eligible employee/retired employee may collect his or her permits at the Banner Creek Reservoir Office.

Benefits and privileges under this policy are not transferable and are valid for the eligible employee only.

Nursing Mothers

Jackson County makes a reasonable accommodation for breast feeding mothers by allowing those employees to express milk during the workday when separated from their newborn child.

Any employee who is breastfeeding will be provided up to three (3) break periods of fifteen (15) minutes each, plus her lunch period to express milk for her newborn and for up to one (1) year after the child's birth. If the break period extends beyond fifteen (15) minutes, the break will be considered unpaid time for non-exempt employees. The employee and her supervisor will agree on the times of these breaks, as well as the location to ensure privacy of the mother.

Insurance

Jackson County offers a variety of employee benefit programs and services for its employees. Those benefits include group health, dental, and vision insurance. All health, dental, and vision insurance benefits are governed by the terms and conditions of the insurance contracts and by the insurance companies that administer the plans. Benefit information is available in the County Clerk's Office. Rates are subject to change in January and July.

Jackson County may maintain bonding insurance on employees whose positions require coverage.

For additional information regarding these plans, please contact the County Clerk.

Kansas Public Employees Retirement System

The County participates in the Kansas Public Employees Retirement System ("KPERS"). Chapter 74, article 49 of the Kansas Statutes Annotated mandates membership in KPERS if an employee is working in a KPERS-covered position and is scheduled to work 1,000 hours per year. The County and the employee contribute to this mandatory retirement plan. The plan provides retirement, disability, and life insurance benefits. Elected officials may elect to participate in KPERS.

From the first day of employment with the County in a KPERS-covered position (1,000 hours of work or more per year), the County will deduct the appropriate percentage (established by KPERS) of the employee's gross salary from the employee's paychecks to contribute to KPERS.

An employee is eligible for Five Thousand Dollars and No Cents (\$5,000.00) or Fifty Thousand Dollars and No Cents (\$50,000.00) additional life insurance at the employee's expense if they apply within thirty (30) days of their first day of employment. Once an employee becomes a member of this program, he or she can increase his or her insurance at any time with proof of good health, up to Two Hundred Fifty Thousand Dollars and No Cents (\$250,000.00) of coverage.

To request more information about an employee's eligibility for KPERS, please contact the County Clerk.

Employee Development

Jackson County encourages employees to enhance knowledge and skills and to network with other professionals, thus improving potential for future opportunities. Jackson County recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations which will enable them to remain abreast of best practices in their respective fields. Jackson County will reimburse full-time employees for reasonable expenses incurred while attending meetings or conferences, including registration, travel, hotel accommodations and meals. All expenses must be approved by the Department Head prior to registration.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Jackson County's health plan when a "qualifying event" would normally result in the loss

of eligibility. Some common qualifying events may include, but are not limited to resignation, termination of employment or death of an employee, a reduction in an employee's work hours, a leave of absence, an employee's divorce or legal separation and/or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Jackson County's group rate, plus an administration fee. Jackson County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Jackson County's health insurance plan. The notice contains important information about the employee's rights and obligations.

Unpaid Leave of Absence (LOA)

Occasions may arise when an employee desires extended time off for personal reasons. Leave may be for reasons of illness, maternity, paternity, adoption, or to provide extended care to a spouse, child or parent for up to twelve (12) weeks. Jackson County may grant employees an unpaid, non FMLA LOA for such purposes. Each request is handled individually taking into account employees work record, length of service and nature of request. Should an employee request unpaid LOA, any accrued vacation or sick time held by the requesting employee will run concurrently with the time requested. As an example, if an employee requests six (6) weeks LOA and at that time has two (2) weeks of vacation and one (1) week of sick time, the first three (3) weeks of LOA will be paid through use of vacation and sick leave and the remaining three (3) weeks of LOA will be unpaid.

If the employee requires an extended LOA beyond the permitted twelve (12) weeks, a request in writing must be presented to the Jackson County Clerk at least thirty (30) days in advance of the requested departure date, when possible. If granted, the employee may use accrued, authorized PTO while he/she is on LOA. If the employee does not have accrued PTO, the absence will be unpaid. Employees on a LOA may be permitted to continue health insurance coverage provided they make arrangements to pay the employee and dependent coverage premiums. An employee's failure to pay a premium within thirty (30) days after it becomes due may result in cancellation of coverage.

At the expiration of leave or any extension thereof, the employee shall be reinstated in the same job held before leave, if available. If the same job is not available, the employee will be reinstated in a similar job which he/she is qualified to perform.

If the employee fails to report at the expiration of the approved LOA, the employee will be considered to have abandoned his/her job and voluntarily terminated employment with Jackson County.

Family Medical Leave Act (FMLA)

Jackson County complies with the Family and Medical Leave Act ("FMLA") and will grant up to twelve (12) weeks of continuous or intermittent FMLA leave during a twelve (12) month period to eligible employees (or up to twenty-six (26) weeks of military caregiver leave).

When a qualifying event has been identified and communicated to the County Clerk, a letter will be sent to the employee acknowledging the employee's eligibility for leave. FMLA leave will run concurrently with other available paid leaves, as described in the Unpaid Leave of Absence section above.

To be eligible for leave under this policy, employees must meet **all** of the following requirements: Have worked at least twelve (12) months for Jackson County.

- Have worked at least 1,250 hours for Jackson County over the twelve (12) months preceding the date the leave would commence.

The twelve (12) months of employment do not have to be consecutive. All periods of absence from work due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

- The birth of a child or placement of a child with the employee for adoption or foster care (must be used within one (1) year after birth or placement).
- To care for a spouse, child or parent who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or on call to covered active-duty status.
- To care for a covered service member with a serious injury or illness.

Employee Status and Benefits During Leave. Jackson County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee were continuously at work.

While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the accounting department by the [25th] day of each month. If the payment is more than thirty (30) days late, the employee's health care coverage may be dropped for the duration of the leave.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Jackson County will require the employee to reimburse Jackson County the amount it paid for the employee's health insurance premium during the leave period.

Employee Status After Leave. An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from a health care provider. This requirement will be included in Jackson County's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions.

Use of Paid and Unpaid Leave. Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intent to Return to Work from FMLA Leave. On a basis that does not discriminate against employees on FMLA leave, Jackson County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

For additional information about FMLA, please contact the County Clerk or visit <https://www.dol.gov/agencies/whd/fmla>.

- **Military Leave**

Jackson County employees will be afforded all rights concerning employment and re-employment in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), as amended, and any applicable state military leave laws.

With proper documentation, a request for military leave for reserve duty or for active duty in the United States military or in the state national guard will be granted to any regular full-time or part-time employee without pay. Employees must promptly notify their Supervisor upon receipt of orders.

If an employee has questions regarding Jackson County's military leave policy, applicable state and federal laws and continuation of benefits, he/she should speak with the County Clerk.

Section 5: Performance Standards

Performance Evaluations

The purpose of performance evaluations is to provide an objective and consistent means of measuring employees' overall effectiveness in their jobs and to set goals for future performance and professional growth. Supervisors and employees are given an opportunity to communicate openly regarding expected standards of performance, noteworthy accomplishments and progress, areas for improvement and career development potential. Employees are not automatically entitled to a salary increase or continued employment as a result of positive performance reviews. Performance evaluations are documented and signed by the employee and his/her supervisor.

The employee performance process is ongoing, and his/her supervisor will discuss job performance with the employee not only during a formal, annual evaluation, but also regularly and informally.

Attendance and Punctuality

In order to maintain a safe and productive work environment, Jackson County expects employees to be reliable and punctual in reporting for their scheduled work shift.

Absenteeism and tardiness place a burden on other employees and on Jackson County. In rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

The following are examples of violations of the attendance and punctuality policy:

- excessive tardiness and absenteeism;

- leaving work early without a supervisor's approval;
- unauthorized absences from the work area; and
- failure to directly notify your supervisor of an absence before the beginning of the scheduled workday.

Occasionally it may be necessary for an employee to be absent or late for his/her work shift. Jackson County is aware and sensitive to the nature of emergencies, illness, or pressing personal business which cannot be scheduled outside of an employee's work hours. Sick days and vacation days are provided for these occasions.

Employees must take earned leave time for every absence unless otherwise allowed by Jackson County policy (e.g. leave of absence policy, funeral policy, jury duty, et cetera). An "Excused Absence" occurs when all of the following conditions are met:

- the employee provides sufficient notice to his or her supervisor,
- such absence request is approved by his or her supervisor, and
- the employee has sufficient accrued leave time to cover such absence.

To be considered an excused absence, sufficient notice must be given to the employee's supervisor.

- For a scheduled absence of eight (8) hours or more, employees must give seven (7) days' notice. Employees in the Road and Bridge Department will be required to give notice as determined by their supervisors, in the discretion of their supervisors.
- For a scheduled absence of less than eight (8) hours, employees must give two (2) working days' notice.
- For an emergency absence occurring at the beginning of the employee's shift, the employee must notify his/her supervisor within thirty (30) minutes after the beginning of the employee's shift.
- For an emergency absence occurring during the employee's shift, the employee must notify his/her supervisor prior to leaving the premises.

An employee's supervisor must approve any exceptions to this provision or any conflicts in scheduling.

An "Unexcused Absence" or tardiness occurs when one of the conditions for an Excused Absence is not met. If it is necessary for employees to be absent or late for work because of illness or an emergency, an employee must notify the employee's supervisor no later than thirty (30) minutes after the employee's scheduled starting time on that same day, or as soon as possible after the emergency.

If an employee is unable to report to work as scheduled, the employee should notify the employee's supervisor no later than thirty (30) minutes after the employee's regular starting time. This notification does not excuse the tardiness. It is the responsibility of the employee's Supervisor to monitor and maintain a record of his/her attendance.

If an employee is absent for two (2) consecutive workdays without directly notifying his/her Supervisor, the employee will be considered to have abandoned his/her job and voluntarily terminated employment with Jackson County.

All employees are expected to be at their workstation ready to begin work promptly at their scheduled start time. Employees must notify their supervisor if they are unable to report to work on time. Violations of the attendance and punctuality policy may result in disciplinary action, up to and including termination.

Progressive Discipline

Jackson County administers equitable and consistent discipline for unsatisfactory conduct or performance in the workplace. Jackson County's own best interest lies in ensuring fair treatment of all employees and in making certain disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent its recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following four (4) steps – verbal warning, written warning, suspension without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed, at the Department Head's discretion.

Progressive discipline means, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; the second offense may be followed by a written warning; the third offense may lead to an unpaid suspension; and the fourth offense may then lead to termination of employment.

Jackson County recognizes there are certain types of employee problems serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the progressive discipline steps. By using progressive discipline, Jackson County hopes most employee problems will be corrected at an early stage, benefiting both the employee and Jackson County.

Problem Resolution

Each employee is expected to work in a cooperative manner with management, coworkers, and vendors.

Employees will not be penalized, formally or informally, for making a complaint if they do it in a reasonable, business-like manner and in good faith. If a situation occurs when an employee believes an employment action or a decision which affects him/her is not fair, he/she is encouraged to present the problem to their direct Supervisor.

Section 6: Safety and Security

Infectious Disease Control Policy

Jackson County will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of Jackson County during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Jackson County is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Jackson County will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. Employees are expected to cooperate in taking steps to reduce the transmission of infectious disease in the workplace by staying home when ill and following Center of Disease Control and Prevention ("CDC") guidelines, as well as federal, state, or local health department guidance.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should speak with their supervisors about the potential to work from home temporarily or on an alternative work schedule. Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to the requesting employee's Supervisor for consideration.

Building Security

Jackson County employees should make every effort to be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on the premises should contact the Sheriff. An area unlocked by an employee must be locked upon leaving. Keys are provided to employees requiring access and are the property of Jackson County. All employees with a key must return the key immediately upon request.

Employees should not bring large sums of money, jewelry or other valuables to work. Jackson County is not responsible for personal property that is lost, damaged, stolen or destroyed, including personal vehicles.

On-The-Job Accident Reporting

It shall be the policy of Jackson County to ensure that all injuries, including minor injuries, are reported by employees to their supervisors as soon as possible following an accident

Any job-related injury or illness, regardless of severity, must be reported immediately to the employee's Supervisor for prompt and trained evaluation and medical attention. For non-life-threatening injuries, the employee must report the accident or injury to his/her supervisor within twenty-four (24) hours. This policy is not to preclude an employee from calling 911 or emergency personnel should the situation warrant immediate medical attention. The employee's Supervisor will complete an initial safety incident report and forward it to the County Clerk.

Failure to observe and follow the accident reporting procedures is grounds for disciplinary action, up to and including termination of employment.

Further, all supervisors shall be trained on the proper injury reporting procedures and shall complete the KWORCC Accident Report form and the KWORCC Injury/Incident Investigation form within 24 hours of an injury being reported.

Either the supervisor or authorized county official must immediately report injuries on the TriStar online claims reporting system, as soon as the paper forms are completed. If no one in the county can file with TriStar, county officials should call Amanda Chamberland with TriStar for assistance. If the online claims reporting is done by someone else, the forms should be forwarded to the appropriate person immediately upon completion so the online claim report may be completed in a timely manner.

▪Designated Health Care Provider Policy

It is the policy of Jackson County to provide all legally authorized treatments and care to its employees who are injured on the job. The county has selected the designated health-care providers listed below to treat county employees injured on the job. Further, Jackson County will take all reasonable steps to

ensure its employees are given the information needed to access authorized health-care providers directly without delay when treatment is needed from a work-related accident. The county may select different providers from time to time, provided that no such change will jeopardize an injured employee's care.

Community HealthCare System
1603 W 4th St
Holton, KS 66436
785-364-3205

Holton Community Hospital
1110 Columbine Dr.
Holton, Ks 66436
785-364-2116

Please direct all calls for medical authorizations and referrals (Physical therapy, MRI's, specialists, etc.) to:

TRISTAR Risk Management
844-702-2353 Ext. 4713
Amanda Chamberland

Please forward all bills to:

Amanda Chamberland
TRISTAR Risk Management
PO Box 2805
Clinton, IA 52733-2805

▪ Return to Work and Modified Duty Policy

It shall be the policy of Jackson County to work with KWORCC's claims adjusters and the employee's health-care providers to return employees to work as quickly as possible after an injury.

If the injured employee's health-care providers impose limitations or restrictions to the employee's ability to perform normal job duties, the county may offer the employee modified duty including modifications to these job duties and work accommodations to encourage the employee's return to work. While the county is not obligated either to offer modified duty or create new positions to accommodate employees, it will be the county's policy to take reasonable steps to return injured employees to work.

The county shall require a statement from the injured employee's health-care provider approving the employees' return to normal duty or assignment to modified duty.

If the injured employee returns to work under restrictions, the employee shall receive at least 90% of the regular salary for full-time service or a proportional reduction if the employee returns to work only part time. Any injured employee returning to work will receive employee benefits consistent with the county's personnel policy.

To ensure that this policy is implemented consistently, throughout all departments, the following procedures will be used:

The county will communicate promptly to the injured employee its policy to encourage the return to work either on a full-time or part-time basis and request a report from the employee's health-care provider showing all restrictions and limitations on duties the injured employee is authorized to perform. The county will determine if the injured employee should be allowed to return to regular or modified duty and communicate that decision to the injured employee.

- If the injured employee refuses to return to work when the opportunity is presented, the county immediately shall notify KWORCC.
- If the county determines that the restrictions prevent the employee from performing regular or modified duty, the county will ask the injured employee to be reevaluated by his or her health-care provider periodically to determine any change in restrictions that will allow for the return to work on a regular or modified basis.
- Any modified duty program will only include duties designed to prevent re-injury.

■ **Autopsy Policy**

It shall be the policy of Jackson County to require county officials to notify the county coroner whenever any death occurs to an employee on the job. If there is doubt about the cause of death or difficulty in determining if death resulted in a casualty as contemplated by state law, the county shall provide all information regarding the incident of death and cooperate fully with the coroner to determine if death resulted from such a casualty. When there is difficulty in making such a determination of casualty, the county shall direct the coroner to proceed with the autopsy and follow all requirements of state law. This policy also requires the county immediately to provide all legally available information to KWORCC claims staff.

■ **Safety Toe Footwear Policy**

1. Safety Toe Footwear Requirement:
 - a. Employees working in areas where there is a significant risk of foot injuries must always wear safety toe footwear during working hours. This requirement is mandatory for their personal safety and compliance with occupational health and safety regulations.
 - b. Safety toe footwear must meet or exceed the applicable safety standards set by regulatory authorities, such as ANSI or other recognized standards organizations.
 - c. Employees are responsible for ensuring that their safety toe footwear is in good condition and properly maintained. Any damaged or worn-out footwear should be replaced promptly.
2. Reimbursement Eligibility:
 - a. To encourage compliance and support employee safety, Jackson County will provide a reimbursement of up to \$100 per year for the purchase of safety toe footwear.
 - b. The reimbursement is available to all employees who are required to wear safety toe footwear in the course of their duties.
 - c. The reimbursement will be processed upon submission of valid receipts or proof of purchase, clearly indicating the cost, date, and description of the safety toe footwear.

d. The reimbursement is limited to a maximum of \$100 per calendar year, regardless of the actual cost of the safety toe footwear.

3. Reimbursement Process:

- a. Employees seeking reimbursement for safety toe footwear must submit the relevant documentation to the Human Resources Department.
- b. Reimbursement requests should be submitted within 60 days of the purchase.
- c. The reimbursement will be processed through the regular payroll system and will be included in the employee's regular paycheck.
- d. Employees are responsible for any applicable taxes on the reimbursement amount.

4. Compliance and Enforcement:

- a. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment, depending on the severity and frequency of the violation.
- b. Managers and supervisors are responsible for enforcing this policy and ensuring that employees are aware of the requirement to wear safety toe footwear.
- c. Human Resources will periodically audit compliance with this policy and provide necessary guidance and training to ensure employee awareness and understanding.

5. Policy Review:

- a. This policy will be reviewed on an annual basis or as necessary to ensure its effectiveness and compliance with relevant laws and regulations.
- b. Any proposed changes to this policy must be approved by the Board of County Commissioners before implementation.

By adhering to this policy, Jackson County aims to create a safe work environment for all employees. It is the responsibility of every individual to comply with the safety toe footwear requirement and utilize the reimbursement program provided. Together, we can ensure the well-being of our employees and maintain a culture of safety.

Workplace Violence Prevention

Jackson County is committed to preventing workplace violence and creating a safe work environment. This policy explains Jackson County's guidelines for dealing with intimidation, harassment, violent acts or threats of violence which might occur during business hours or during work-related settings. Jackson County does not allow behavior in the workplace at any time which threatens, intimidates, or coerces other employees or vendors.

Employees should immediately report a violent act or a threat of violence by anyone to their supervisor. Jackson County will promptly investigate all reports of violent acts or threats of violence, as well as all suspicious people and activities involved. Jackson County will protect the identity of a person who makes a report when reasonably possible to do so under the circumstances. Until Jackson County has investigated a report, Jackson County Board of County Commissioners, department heads and/or Elected Officials may suspend an employee, either with or without pay, if they believe it is necessary for safety reasons and/or to conduct the investigation. If an employee commits a violent act, threatens violence, or violates these guidelines in any way, he/she will be subject to disciplinary action, up to and including termination.

Jackson County wants to help employees resolve their problems before they become more serious and possibly violent. Jackson County will not discipline any employee who reports violent acts or threats of violence to Jackson County's attention in good faith.

Weapons Free Workplace

Jackson County is committed to maintaining a safe, healthy, secure, and efficient working environment for its employees, and to protecting Jackson County property, equipment and operations. Jackson County is concerned about the danger and risk posed by the presence of weapons to the health and safety of both employees and persons in the community.

To this end, **no weapons or explosives of any type will be allowed on Jackson County's premises, with the exception of firearms as described below.** Weapons include firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Therefore, possession and/or use of all weapons on Jackson County premises before, during or after the time an employee is on duty is not permitted. Premises are defined as: Jackson County owned or leased buildings. Employees, citizens, vendors, patrons, and visitors are covered by this policy. Failure to abide by all terms and conditions of the policies described above may result in disciplinary action, up to and including termination and/or prosecution.

Employees of Jackson County may possess a firearm if:

1. They are required to carry a firearm or other weapon in the course of their work duties for Jackson County; or
2. They are licensed under State Law to carry a concealed firearm and the employee adheres to license requirements and posted building prohibitions.

Employees who wish to carry a firearm for personal protection must have the concealed carry permit as required by Law.

Employees are prohibited from possessing a firearm in any County vehicle or equipment with the exception of Law Enforcement personnel required to carry a weapon in their work duties for Jackson County.

Employees are prohibited from storing a personal firearm in any County facility, equipment, or vehicle.

With regard to using a firearm, authorized Law Enforcement personnel are the only individuals authorized to use deadly force while acting for and on behalf of Jackson County. Under no circumstances will any other employee use deadly force as a function of their job with the County. If an employee who is not an authorized Law Enforcement Officer uses deadly force, he/she will not have the immunities or be entitled to the same indemnity afforded authorized Law Enforcement Officers. Carrying a concealed handgun is not within the course and scope of employment, with exceptions only for law enforcement personnel listed above.

This policy shall not be construed to create any duty or obligation on the part of Jackson County to take any actions beyond those required of an employee by existing law.

If an employee becomes aware of anyone violating this policy, he/she should report it to the Department Head immediately.

Tobacco Use

Jackson County prohibits the use of tobacco in any form throughout all of Jackson County's offices. Employees may use tobacco products outside in the designated areas during approved breaks. Please contact the department head for additional information regarding when and where tobacco may be used. Smoking is not allowed in any county vehicle or county equipment.

Drug and Alcohol Use

Jackson County is committed to providing and maintaining a drug-free and alcohol-free workplace. Therefore, the following conduct is prohibited on or in Jackson County's property or on Jackson County's time, by employees and non-employees:

- the unlawful use, possession, sale, distribution, dispensation, or manufacture of any illegal drug;
- the use, possession, transfer or sale of any paraphernalia which is reasonably believed to be used in connection with illegal drugs;
- working while under the influence of illegal drugs, even if used or consumed off-duty or off-premises; and/or
- working while under the influence of alcohol, even if used or consumed off duty or off premises.

"Legally prescribed drugs" are defined as any prescription or nonprescription drug which may impair working ability. If an employee takes a legally prescribed drug, he/she must notify his/her Supervisor if its use is expected to adversely affect the performance of the essential functions of his/her job. Employees have a duty to know if the legal prescription or nonprescription drugs they are taking may impair their ability to work.

Jackson County will conduct drug and/or alcohol testing of any employee involved in a work-related accident or injury under circumstances which suggest possible use or influence of drugs or alcohol in the accident or injury event. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

All current county employees will be required to sign a consent form to be kept on file for use by the county for such testing. Further, all persons hired hereafter by the County shall be required to sign such consent at time of hire.

Whenever a department head has reasonable cause to believe an employee has consumed or used either a controlled substance, including alcoholic beverages, he or she may direct the employee to submit to testing procedures as provided in the consent form. Prior to testing, the department head must document in writing the circumstances leading to this finding of probable cause. The employee shall be given the opportunity to admit to alcohol or drug use and agree to leave work without pay until the employee is free of the influence of the drug or alcohol consumed. Before returning to work, the employee shall submit to appropriate testing to ensure fitness for work. Should the employee refuse to admit such use and refuse to submit to such testing, this refusal will subject the employee to disciplinary action and possible termination of employment.

There may be occasions when Jackson County may sponsor an event where alcoholic beverages are served. Employees are viewed as representatives of Jackson County, either working or attending such events. Jackson County expects employees to act in a professional manner, so not to damage or negatively impact the reputation of Jackson County or expose Jackson County to undue legal liability. Employees should not operate motor vehicles or engage in hazardous activities if impaired by alcohol, legal substances, or illegal substances. Employees violating this policy may be subject to termination, in addition to civil and/or criminal penalties.

Jackson County reserves the right to conduct drug and/or alcohol tests at any time, with or without reasonable suspicion and with or without advance notice. Such testing may include pre-employment (including job transfers and promotions), post-accident, reasonable suspicion, periodic, random, post-leave, post-rehabilitation, and/or any other types of testing. In addition, Jackson County reserves the right to search employees and their work areas without advance notice and without reasonable suspicion. Refusal to cooperate in these procedures may result in disciplinary action, up to and including termination.

It is always necessary to advise KWORCC's claims personnel immediately after any injury resulting from an on-the-job accident. If the immediate supervisor or the department head suspects the use of either drugs or alcohol by the injured employee or anyone else involved in the accident, this information must be provided immediately to KWORCC's Claims personnel and the following steps must be taken immediately.

1. There must be a judgment made by the employer that there was probable cause (i.e., it is more likely than not) to believe that the employee used, had possession of or was impaired by drugs or alcohol while working. As soon as practical, a written description of probable cause must be described in writing by the supervisor or department head involved.
2. The test sample must be collected as soon as possible after the accident. If any employee involved in the accident or injured thereby refused to submit to testing as soon as possible following the accident, the department head shall document this refusal and administer appropriate disciplinary action for those involved in such refusal.
3. The collecting and labeling of the test sample must be performed by, or under the supervision of, a licensed health care professional (e.g. medical doctors and registered nurses).
4. The test must be performed by a laboratory approved by the U.S. Department of Health and Human Services or licensed by the Department of Health and Environment. Blood samples may be tested for alcohol content by a laboratory approved for use by state law enforcement agencies.
5. Except for blood alcohol samples, the test results must be confirmed by gas chromatography-mass spectroscopy or other comparably reliable analytical methods.
6. The test sample must be proven "beyond a reasonable doubt" to have come from the employee. What this means is that there must be a strict chain of evidence from the employee to the sample in order to present the evidence to the judge. Therefore, in the event of a blood sample, it must be an "evidence draw." Similarly, the drug testing must be carefully traced and initialed by all persons who handled the sample at all stages of testing and storage.

7. A split sample sufficient for testing shall be retained and made available to the employee within 48 hours of a positive test.

Jackson County Vehicles

The operation of County vehicles is necessary in conducting the day-to-day business of the County. This use of County vehicles represents one of the greatest liabilities facing the County. Recognizing this it is imperative that the County take reasonable steps to control the use of County owned vehicles used while performing County business. This policy sets forth the guidelines and policies governing the operation of vehicles used in the performance of official County business. Department heads are responsible for implementation and enforcement of this policy for all vehicles and drivers assigned to their department.

This policy applies to County owned vehicles operated on public roads and includes specialty use vehicles such as construction and excavation equipment designed to operate primarily off road but driven on public roads to a job site.

County employees must have a valid Kansas Driver's License when operating County vehicles. Driving records will be conducted for all prospective employees and current employees may be subject to random review of their driving record and status. (Prior major convictions, at fault accidents or incidents, should be considered before allowing employees to drive County vehicles). Definitions for convictions:

Major Conviction: Any conviction that involves:

1. DUI
2. Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
3. Reckless driving;
4. Driving with a suspended or revoked license;
5. Possession of an open alcohol container;
6. Attempting to elude an officer of the law.

At-Fault Accident: Any accident where the county driver was determined to be more than 50% at-fault AND the total amount of all damages exceeds \$5000.00.

Incident: Includes minor citation, major conviction and at-fault accident, as defined above.

Employees who are assigned a county vehicle are authorized to use their vehicle for County business, training or while off-duty for transport to and from the County Office.

COMMUTING RULE

1. A personal use vehicle is a county vehicle assigned to an employee to commute to and from work, unless the vehicle qualifies as a non-personal-use vehicle, as defined in IRS Publication 15B. (Not applicable for Elected Officials.)
2. A non-personal use vehicles as defined in IRS 15B includes the following:
 - Clearly marked police and fire vehicles.
 - Unmarked vehicles used by law enforcement officers if the use is officially authorized.
 - Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
 - A passenger bus with a capacity of at least 20 passengers used for its specific purpose
 - Tractors and other special purpose farm vehicles.
3. A pickup truck with a loaded gross vehicle weight of 14,000 pounds or less is a qualified non-personal use vehicle if it has been specially modified so that it is not likely to be used more than minimally for personal purposes. For example, a pickup truck qualifies if it clearly marked with

permanently affixed decals, special painting, or other advertising associated with your trade, business, or function and meets either of the following requirements.

- A. It is equipped with at least one of the following items:
 - a) A hydraulic lift gate.
 - b) Permanent tanks or drums.
 - c) Permanent side boards or panels that materially raise the level of the sides of the truck bed
 - d) Other heavy equipment (such as an electric generator, welder,
 - e) boom, or crane used to tow automobiles and other vehicles).
- B. It is used primarily to transport a particular type of load (other than over the public highways) in a construction, manufacturing, processing, farming, mineral drilling, timbering, or other similar operation for which it was specifically designed or significantly modified.

4. Enforcement of this policy shall be the responsibility of the Department Heads or Elected Officials. Violation of any part of this policy could result in the loss of the privilege.
5. All non-personal use vehicles shall be documented and approved by the Department Head or Elected Official and filed in the County Clerk's Office.

Persons volunteering services to the department are considered employees of the County for purposes of this policy and may operate County vehicles when their duties require travel if such travel is under the approval and direction of the department head and necessary in the course of performing official County business.

Employees of other public entities may operate County vehicles/equipment under the specific approval of the department head. Department heads granting permission for non-County employees to operate County vehicles/equipment are responsible for ensuring that the driver is properly licensed, trained and qualified to operate the vehicle/equipment.

The following restrictions apply to the use of County vehicles:

- a. County vehicles may not be taken from the county except for County business.
- b. Employees may not operate a County vehicle if physically or mentally impaired by the use of medication, alcohol, or illegal drugs.
- c. Employees who are assigned a vehicle are responsible for the maintenance, care, cleaning, and upkeep of their vehicle.
- d. Misuse of a County vehicle may result in administrative or disciplinary action being taken against the employee.

Any employee driving, riding, or operating a county vehicle/equipment shall be required to wear a safety belt.

TRAILER AND TOWING

A driver whose vehicle is towing a trailer, dolly or other equipment shall assure that the trailer hitch is securely latched, adequate for the load being towed, properly installed on the towing vehicle, and that safety chains are securely latched.

The driver shall assure that the trailer or other towed equipment is supplied with proper lighting including brake lights, turn signals and running lights.

Any vehicle having a load that extends more than four feet beyond the rear shall have the end of the load marked with a red flag that shall be at least twelve inches square.

It is recommended that all trailers and dump trucks that are carrying loose materials such as gravel or dirt, have the top of the trailer/bed covered with a tarp to prevent material from escaping from the container during transport.

VEHICLE ACCIDENT POLICY

Employees who operate County vehicles shall do so in a safe manner. Employees are prohibited from operating such vehicles in a reckless, careless, or negligent manner.

Employees are to report any and all accidents involving a County vehicle driven by any employee. The General Order will be used to determine if the employee(s):

- a. Operated the vehicle in a negligent manner.
- b. Operated the vehicle in violation of Kansas Statutes.
- c. Operated the vehicle with no impropriety on the part of the employee.
- d. Vehicle collision resulted in no damage or injury.

Whenever a County vehicle is involved in an accident the driver shall:

- a. Immediately notify the appropriate law enforcement agency.
- b. Obtain the name, address, and phone number of the driver, owner of the vehicle, insurance company name and policy number of all other vehicles involved.
- c. Notify the immediate department head or supervisor as soon as practicable.

Accidents will be reviewed by law enforcement of the employee involved in the accident. Accidents will be reviewed for the following:

- a. Any negligence or violation of Kansas Statute on the part of the employee.
- b. Whether discipline is appropriate and if so, to what extent.
- c. Any changes that may need to be made to the training procedure regarding vehicle operation.

VEHICLE MAINTENANCE

It is the responsibility of all employees assigned a vehicle to keep the vehicle clean, maintained and operational.

Employees will conduct the following preventive maintenance checks and services on a regular basis:

- a. Inspect headlights and taillights.
- b. Check turn signals
- c. Check condition of windshield wipers.
- d. Check operation of horn.
- e. Oil
- f. Air pressure and tread of tires.
- g. Transmission fluid.
- h. Power steering fluid.
- i. Water level in radiator.
- j. Windshield washer fluid.

Any problems or deficiencies will be reported to the department head.

Scheduled or unscheduled maintenance to vehicles for major mechanical work or safety items, i.e. brakes, need to be approved through the department head or County Commissioners. All work done by outside maintenance facilities must be pre-approved.

Annual and semi-annual maintenance will be tracked by the department head or other personnel in charge of maintenance.

▪ **SAFETY BELT POLICY**

Jackson County recognizes that safety belts are an important and effective item of personal protective equipment. The county intends to ensure a safe and healthy work environment for all its employees and ensure all county motor vehicles have appropriate seat belt equipment.

Whenever a county employee drives or rides in any motor vehicle on county business, and this motor vehicle is equipped with a safety belt, the employee is required wear the safety belt as it is intended for use.

This policy establishes mandatory safety belt use as a county policy to ensure the safety of all county employees.

ALL-TERRAIN VEHICLES (ATV) POLICY

It shall be the policy of Jackson County to require all employees who operate ATVs (All Terrain Vehicles) while performing duties for the County to attend an ATV rider training course prior to being allowed to operate an ATV.

Further, the County requires the use of the following PPE and clothing by all employees who operate ATVs while performing duties for the County, including the following:

Approved motorcycle helmet, eye protection, boots, gloves, long trousers and a long- sleeved shirt or jacket.

Use of ATV by employees who fail or refuse to comply with this policy shall cause such county employee to be subject to disciplinary action up to and including discharge.

Use of Personal Vehicles

Proper safety and security measures are essential when using personal vehicles to conduct Jackson County business. Employees are solely liable for any moving violation and/or fines which result from any driving infractions. There must be insurance on the private vehicle, including collision, liability and property and bodily injury for vehicle occupants.

Failure to abide by the following rules when operating a personal vehicle while conducting Jackson County business may result in disciplinary action, up to and including termination of employment:

- employees must have and maintain a valid driver's license;
- employees must obey standard operating procedures for vehicle operation;
- employees are prohibited from multitasking while operating a vehicle. Multitasking includes, but is not limited to, texting, reading, emailing or writing;
- employees must obey all local, state and federal laws and regulations;
- in case of an accident or damage to either personal property or the vehicle, employees must notify the department head without delay, no matter how minor the damage; and

- employees must report any incident which changes the category of an employee's driver's license or insurability immediately to his/her Supervisor.

- **Privately Owned Motorcycle Policy**

It shall be the policy of Jackson County to prohibit the use of a privately-owned motorcycle by any employee while such employee is on county business of any nature, including work or service for the county. This policy prohibiting private motorcycle use is mandatory to ensure the safety of county employees. Any county employee who uses a privately-owned motorcycle while performing any such county business shall be subject to disciplinary action including termination of employment.

Emergency Closings

There may be times when emergencies, such as severe weather, fires, power failures or tornadoes, disrupt normal business operations at Jackson County or require that Jackson County close a work facility. The Jackson County Board of County Commissioners Chairperson, at his/her sole discretion, will decide whether Jackson County offices will be closed or remain open for normal business operations during emergency situations. The Jackson County Board of County Commissioners will notify employees of emergency closings.

When the Chairperson determines Jackson County offices are officially closed due to emergency conditions, employees who are regularly scheduled to work during this time will receive their regular rate of pay and such pay will not be deducted from the employee's PTO accrual balance. When the Chairperson determines Jackson County offices will remain open for normal business operations, but an employee is unable to report to work, the employee will not be paid for the time off. However, the employee may request to use accrued PTO.

For additional information, please contact the County Clerk.

Inclement Weather

The County Courthouse and other County buildings will strive to remain open during days of severe weather, but the County Commissioners may decide to close County facilities due to inclement weather when appropriate.

Jackson County will notify employees through radio broadcast on KNZA 103.9, through WIBW television broadcast, KSNT 27 or through Department Heads prior to the beginning of the workday in the event of an office closing due to inclement weather. If Jackson County is closed, employees who are deemed non-essential for that workday but who are regularly scheduled to work will receive up to 8 hours of administrative pay to help accommodate their regularly scheduled work week.

If Jackson County is open and an employee chooses to not report to work due to inclement weather, the employee will not be paid for the time off, but the employee may utilize compensatory time, vacation leave, or a discretionary day. If no compensatory time, vacation leave, or discretionary time is available, the leave will be without pay.

The employee must attempt to notify the employee's supervisor or Department Head per the Attendance and Punctuality policy.

Department Heads will decide who is an essential employee and may require essential employees to come to work even in inclement weather when the courthouse is otherwise closed. No additional compensation will be paid unless an employee works less than their scheduled workday, at which time the employee will be paid for that portion of their remaining, regular work day and the above administrative pay guidelines would apply.

The Senior Citizens Center shall only be closed when the Jackson County Courthouse is closed due to inclement weather.

For additional information regarding inclement weather, please contact your department head.

Workers Compensation

The workers compensation program provides insurance coverage for injuries or illnesses which occur during the course of an employee's employment and require medical, surgical or hospital treatment. Subject to legal requirements, workers compensation insurance begins after a short waiting period. If an employee is hospitalized, the benefits begin immediately.

It is important for employees to inform their Supervisor of any work-related injury or illness immediately. Prompt reporting helps to ensure that employees qualify for coverage as quickly as possible and allows Jackson County to complete an investigation, if necessary.

Emergency Procedure. If there is an emergency, seek treatment immediately at the nearest staffed emergency facility.

Non-Emergency Procedure. For a non-emergency injury, the accident must be reported to the supervisor and/or Department Head immediately. The supervisor and/or Department Head will direct the employee to a proper medical care facility and ensure the appropriate paperwork is completed within twenty-four hours. The Board of County Commissioners may designate any physician and any clinic in Jackson County for all work-related injuries that have been properly reported. Tri-Star will determine coverage for worker's compensation claims.

Generally, if an employee sees any unauthorized physician, employees will have up to Five Hundred Dollars and No Cents (\$500.00) coverage. The balance of any bills over that amount will be the employee's responsibility. It will be the employee's responsibility to advise the doctor that his or her treatment will be considered unauthorized.

▪ Paid Injury Leave Policy

It shall be the policy of Jackson County to provide Paid Injury Leave for employees who have sustained compensable, on-the-job injuries to attend health care appointments required as a part of treatment for these injuries. This policy will clarify a benefit for injured employees that is consistent and recognizes the potential income loss for health-care appointments. This policy includes the following:

1. The injured worker must have the health-care provider sign an injury leave form indicating the injured worker attended a medical appointment related to their workers' compensation claim.
2. The injured worker must notify his or her supervisor of the appointment as soon as possible after it has been scheduled.

3. If both of these conditions are met, KWORCC recommends the County shall provide a maximum of six (6) hours of paid injury leave each month for local health-care appointments and a maximum of ten (10) hours paid injury leave each month for out-of-town appointments. If additional time is required for a medical appointment, the employee will have permission to use sick leave, or their vacation leave.

▪ **Volunteer and Prisoner Workers Policy**

It shall be the policy of Jackson County to promptly file KWC-123 to cover all volunteer workers and/or a KWC-135 to cover all prisoner or community workers who perform services for Jackson County any time there is a change in the work being performed by volunteers, prisoners or community service workers.

Section 7: Termination of Employment

Termination of Employment

Termination of employment is inevitable within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by Jackson County Board of County Commissioners and/or Elected Officials.
- Layoff - involuntary employment termination initiated by Jackson County Board of County Commissioners and/or Elected Officials for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

Since employment with Jackson County is “at will”, both the employee, the Jackson County Board of County Commissioners and it’s Elected Officials have the right to terminate employment at any time, for any reason or no reason, with or without cause. Employees will receive their final paycheck in accordance with the applicable state law.

Employees who voluntarily resign from Jackson County are requested to provide at least two (2) weeks' notice (ten (10) business days) in writing of their intent to resign. Employees who wish to retire are required to notify their Department Head and the County Clerk in writing at least thirty (30) days before the employee's planned retirement date. Notice should be signed and include the employee's anticipated date of departure, reason for resignation and other pertinent data. Jackson County Board of County Commissioners and/or Elected Officials reserve the right to release an employee prior to his/her anticipated departure date. An employee's separation date is the last day he/she works in the office and must not be on the day following a holiday.

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Employee Acknowledgement Form

I acknowledge that I have received a copy of this Employee Handbook (hereinafter "Handbook") from Jackson County.

I understand it is my responsibility to read and comply with the policies contained in the Handbook and revisions made to it. I understand that I should consult the County Clerk regarding questions not answered in the Handbook.

I understand Jackson County reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the Handbook, as Jackson County deems necessary or appropriate, at its sole and absolute discretion and with or without advance notice. Changes will be communicated through standard communication channels. The Board of County Commissioners must approve revisions to the Handbook. I understand that the Handbook is the property of Jackson County, and I must return it to Jackson County at the conclusion of my employment.

I have entered into my employment relationship with Jackson County voluntarily and acknowledge that there is no specified length of employment. I understand my employment with Jackson County is "at will", and either I or Jackson County may terminate the employment relationship, with or without cause, for any reason or no reason, at any time, so long as there is no violation of applicable federal or state law.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature: _____

Printed Name: _____

Date: _____

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JACKSON COUNTY ROAD AND BRIDGE DEPARTMENT

SUPPLEMENTAL DEPARTMENT POLICIES

Jackson County desires to make the Road and Bridge Department a safe place for every employee and for the public. Therefore, the following policies are adopted specifically for the Jackson County Road and Bridge Department.

1. Safety is the first concern for employees during their employment with Jackson County Road and Bridge Department.
2. Reflective vests are to be worn at all times when the employee is out of a vehicle and working in the right of way.
3. Truck tarps are to be used when trucks are loaded.
4. Seat belts are to be worn properly by all employees when operating all vehicles and/or machinery.
5. Chainsaw chaps are to be worn when operating any chain saw while performing work in the course of employment at Jackson County Road and Bridge Department. When operating pole saws, hard hats with face shields are to be worn.
6. All employees of Jackson County Road and Bridge Department are required to have a Commercial Driver's License either Class A or Class B, depending on their position. Employees are given four hours of work time to renew their Commercial Driver's License. Employees will have 6 months to obtain the license.
7. Jackson County has a no smoking policy while operating any county vehicle and/or machine or within a county building or within 10 feet of an entrance to a county building.
8. Hard hats are to be worn by all employees while any crane is in operation and to drive pilings.
9. Employees are responsible for maintaining their vehicle and/or machine that the employee operates on a daily basis. Each day, employees are required to inspect the vehicle and/or machine they will be operating for that workday.
10. Employees will be subject to a Driver's License history check every year.

11. Employees that are involved in any traffic accident are required to pass a drug and/or alcohol test at a doctor's office of Jackson County's choice.
12. Jackson County Road and Bridge Department requires that any and all accidents (those covered by workmen's comp or otherwise) be reported to either the employee's supervisor or the Public Works Director before the end of the workday in which the accident occurred. The supervisor or director shall then be required to take the employee to a doctor's office of Jackson County, Kansas' choice for an examination and complete any necessary paperwork.
13. Jackson County Road and Bridge Department employees must have their timecards turned into the administrative office in a timely manner for every pay period. In the event that an employee does not turn in a timecard in a timely manner for that pay period, that employee could be subject to discipline from management.

Public Works Director

Date

I have read and received a copy of said Jackson County Road and Bridge Department Policies and have reviewed said document with either my supervisor or the Public Works Director.

Employee's name printed

Date

Employee Signature

Supervisor's name printed

Date

Supervisor Signature