



Employee Handbook

IMPORTANT NOTICE

This Manual is provided to you as a reference guide regarding Morgan County Policies and Procedures. Please read it carefully and refer any questions regarding this policy to the Morgan County Leadership. These policies and procedures as well as the benefits provided by Morgan County to its employees may be amended from time to time by action of the Morgan County Council. The Morgan County Council reserves the right to amend, alter, or revoke any policy, practice, benefit, or employment condition, at any time, or for any reason, with or without notice.

No contract exists between Morgan County and its employees or any third parties with respect to salary ranges, movement within salary ranges, employee benefits, work location, or any other aspects of employment. These may change as a result of salary surveys, job analysis, availability of funds, job performance, changes in workload, or changes in County policies and procedures. Employment with Morgan County is "at will" and may be terminated at any time.

This manual supersedes all previous editions or copies of the Morgan County Policies and Procedures Manual, Personnel Policy Manual, or manuals by any other name or designation dealing with personnel items in Morgan County.

Except for the Morgan County Council, no Department Head/Elected Official or supervisor has the authority to vary the terms of this policy manual or to make any agreement regarding employment with the County. Any office departmental procedures, manuals, materials, directives, or policies are void when they are in conflict with the Morgan County Policies and Procedures Manual. The Morgan County Council has the sole authority to make agreements regarding County employment.

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AMENDMENT A

Handbook Acknowledgment Form

I have received Morgan County's employee handbook and acknowledge that it is my responsibility to read, understand, and comply with all Morgan County policies and procedures. I further understand that failure to comply with these guidelines may result in corrective action, up to and including termination.

I agree to familiarize myself with the information contained herein, and will ask questions of my Department Head/Elected Official or supervisor when necessary.

I understand that the information contained in this handbook is intended to acquaint employees with general guidelines and principles and is not a contractual commitment by Morgan County concerning the terms of employment, benefits, or other matters.

I realize that I am an employee "at-will," employed for no specific period of time, and that employment may be terminated by Morgan County or by me, with or without cause, and with or without prior notice. This employment at-will status cannot be altered in any way by any oral or written statements, policies, or practices, and can only be altered or modified by a written employment contract signed by the Morgan County Council Chairperson or designee of Morgan County.

I acknowledge that no individual or representative of Morgan County, other than Morgan County Council Chairperson or designees of Morgan County, has the authority to enter into any agreement for employment for a specified period of time or make any agreement contrary to the policies contained in this manual. No oral statements or representations can, in any way, change or alter the provisions of this handbook.

I understand that as business needs change, Morgan County, at its complete discretion, may modify or eliminate these handbook guidelines and procedures at any time without notice. By signing below, I certify that I have received the Employee Handbook, and I have read, understood, and agree to abide by the standards of practices described herein.

Employee Signature

Date

Employee's Name (printed)

1. Introduction

1.1. Message from the Council

As a valued employee, you will find your employment to be both rewarding and challenging as you advance your career interests and help meet the county's objectives. Your unique talents and abilities are extremely valuable to us, and we look forward to our successful association.

While there is no single rule that can guarantee success in any business, there are certain fundamentals that largely determine an individual's progress. Most important is how well you do your job and maintain good working relationships.

A person, who uses his or her working hours to the best advantage, pays attention to detail, has the ability to see a job through with a minimum of supervision, and is ready and willing to accept greater responsibilities as opportunities occur, is more likely to succeed. Such qualities as initiative, mental alertness, an ability to get along with people, a cooperative attitude, and personal appearance are important. To continually improve county operations, we ask that you be flexible and open to change.

We hope you will feel like a valuable part of our organization. We encourage you to show interest in Morgan County so you will not only be a credit to its operation, but will also gain for yourself a true sense of well-being and job satisfaction.

You play a critical role in meeting the public's needs. It takes the combined efforts of all of us to ensure our continued success.

We created these guidelines to promote sound management practices, as well as to help create an environment where employees can grow and succeed. Please familiarize yourself with the guidelines. They answer many common questions and will help you understand Morgan County expectations. Also, please sign and return the Employee Handbook Acknowledgement Form found at the beginning of the handbook.

Guidelines, Not Contracts or Guaranteed Rights

These guidelines are not contractual employment commitments and, except for the Employment-At-Will policy, may be changed or revoked at any time. No policy or guideline is intended as a guarantee of terms or conditions of employment, or of benefits or rights.

The policies and procedures in this handbook are for general reference only and may not be applicable in all cases. Department Head/Elected Official and other supervisor will be happy to answer any questions you may have. All previously issued handbooks and any inconsistent policy or benefit statements are superseded. The Morgan County Council or designees reserve the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any document at any time.

No individual or other representative of Morgan County, other than the Morgan County Council Chairperson or designee of Morgan County, has the authority to enter into any agreement for employment for a specified period of time or make any agreement contrary to the policies contained in this manual. No oral statements or representations can, in any way, change or alter the provisions of this handbook.

If you have questions or need help understanding handbook guidelines, please speak with your Department Head/Elected Official or supervisor.

2. General Business Policy and Practice

2.1. Authority For Policies

The County Council establishes Morgan County policies and procedures which are outlined in this document. The County may alter, amend, or supplement these policies at any time. The Morgan County Council must approve any amendments or changes to the policies and procedures. Only the County Council can enter into agreements, or promises of any kind relative to employment with the County.

If any provision of these policies and procedures, or the application thereof, is found to be in conflict with any State or Federal Law, the remainder of these policies and procedures that are not in conflict with any State or Federal Law shall remain in force.

2.2. Responsibility For Administration of Policies

The County Council adopts and approves the County's personnel policies. The Department Head/Elected Official, and other supervisor are directly responsible for day-to-day management and the implementation of the County's approved personnel policies in their respective departments and offices.

2.3. Positive Work Environment

We seek to create a positive work environment which embraces the inherent differences or uniqueness in others, believes in the potential of all people, and creates a climate of appreciation and mutual respect. Employees are to speak positively about each other and demonstrate teamwork and support in actions and words.

2.4. Open Communications

Employees are encouraged to ask questions, make recommendations, provide constructive criticism and express concerns. Where possible, employees should ask questions or take concerns directly to the source, through their Department Head/Elected Official, and other supervisor or County Council Member.

2.5. Solicitation and Distribution of Literature

In order to ensure efficient operation of Morgan County's business and to prevent annoyance to employees, it is necessary to control solicitations and the distribution of literature on Morgan County property.

No employee shall solicit or promote support for any cause or organization during his or her working time, or during the working time of the employee or employees at whom such activity is directed.

Employees will not be allowed to circulate written or printed material in work areas without prior approval from a county council member, Department Head/Elected Official or supervisor. Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on Morgan County property.

2.6. Pay Policy

All employees are paid every two weeks. In the event that a regularly scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employees whose employment begins during a pay period will be paid on the next scheduled pay period.

2.7. Equal Employment Opportunity

Employment is based upon ability, qualifications, attitude, and job-related factors. Every qualified employee or applicant has the same opportunity for hire, training, placement, promotion, compensation, and benefits without regard to race, color, religion, sex, national origin, citizenship, genetic status, veteran or military status, age, disability, or any other characteristic protected by law.

Discrimination on the basis of any of the above categories is forbidden and will not be tolerated. Additionally, Morgan County strives to implement employee accommodations as required by law.

This policy reaffirms our commitment to fair treatment and Equal Employment Opportunity in accordance with all applicable State and Federal laws.

All employees are expected to work in harmony with each other. Employees who feel they are victims or witnesses of discrimination or harassment should immediately report this information to their Department Head/Elected Official or supervisor. Employees can raise concerns and make reports without fear of reprisal.

2.8. Americans with Disabilities Act (ADA)

In accordance with ADA, Morgan County does not discriminate against any qualified applicant or employee with a known physical or mental disability in any employment practice, including hiring, promotion, job assignment, compensation, discipline, training, and termination.

As required under the ADA, Morgan County provides reasonable accommodations for qualified individuals with known disabilities, unless doing so would result in an undue hardship to Morgan County. Employees in need of accommodations should make their request through their Department Head/Elected Official or supervisor.

Morgan County reserves the right to request medical evidence for an employee requesting accommodation, usually in the form of a doctor's note and, in some instances, a second doctor's opinion.

2.9. Immigration Reform and Control Act (I-9)

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Morgan County is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. Morgan County does not discriminate on the basis of citizenship or national origin.

2.10. Harassment

Morgan County strives to provide employees with a working environment free from intimidation, hostility, or other offensive conduct. Morgan County strictly prohibits harassment of any kind by its employees, vendors, or the public toward any person.

Harassment is defined as conduct that interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. This would include, but not be limited to, threats, or offensive conduct directed toward a person's sexual orientation, race, age, disability, religion, national origin, or veteran's status. This includes environmental and quid pro quo (this for that) sexual harassment.

Any harassment—whether based on gender, race, color, ancestry, religion, national origin, age, disability, or other characteristics protected by law—is strictly prohibited. All employees have a personal responsibility to keep the workplace free of such harassment.

Sexual harassment includes unwelcome sexual advances, propositions or requests for sexual favors, and other offensive conduct that is either sexual in nature or directed at someone because of his or her gender. Sexual harassment undermines the employment relationship by creating an intimidating, hostile, or offensive work environment.

Harassment, whether sexual or based on characteristics listed above, may take many forms. By way of example, harassment may include:

Verbal Conduct: Includes suggestive comments, repeated sexual flirtation, derogatory jokes, name calling, innuendoes, demeaning slurs, unwanted kidding or teasing, foul or obscene language, gender based comments, or discussions of a sexual nature.

Visual Conduct: Includes leering, derogatory or sexually oriented posters, photography, cartoons, drawings, graffiti, electronic mail, or gestures.

Physical Conduct: Includes assault, offensive touching, patting, pinching, pushing, blocking of normal movement, or interfering with work.

Threats or Demands: Includes requiring sexual favors as a condition of continued employment or threatening other physical or verbal abuse.

Any employee who experiences or observes conduct believed to constitute harassment should immediately take steps to eliminate this behavior by confronting the harasser and/or reporting it to his or her Department Head/Elected Official, supervisor, or Council Member of Morgan County. In situations of discomfort, danger or feelings of unease immediately report the

situation to a Department Head/Elected Official, or supervisor. Harassment of a threatening nature should be immediately reported without attempts to confront the harasser. All reported violations of this policy will be fairly investigated with prompt remedial action taken.

It is contrary to Morgan County policy for any form of retaliation by Department Head/Elected Official, Council Member or employee against anyone who files a charge of harassment. Any employee who believes he or she is being subjected to retaliation should promptly report it to one of the individuals listed above.

2.11. Grievance/Complaint Procedures

Morgan County encourages open communication and strives to create a work environment where employees like to work. Employees with concerns about discrimination, harassment, safety, their job, pay, or other employment issues are encouraged to speak with their immediate Department Head/Elected Official or supervisor. Where possible, all grievances should be resolved at the lowest administrative level possible.

In cases where the Department Head/Elected Official or supervisor is part of the problem or is not responding, employees should go to a County Council member. Complaints may also be given in writing, as long as they are signed and dated by the employee.

Reporting Procedure

1. Morgan County strives to handle all complaints in a respectful manner, involving witnesses and others on a need-to-know basis and maintaining as much confidentiality as possible.
2. All complaints will receive a response.
3. When possible, the initial complaint should be filed with the employees immediate Department Head/Elected Official or supervisor.
4. Every effort will be made to listen, investigate fully, and get the facts straight.
5. If it appears that satisfaction, harmony, and efficiency are not being achieved, employees may ask to have the matter referred to another Department Head/Elected Official, supervisor, or County Council Member consideration.
6. There will be no retaliation against any employee who reports a complaint or who provides witness statements during an investigation.
7. Written grievances shall contain, at a minimum, 1) name of the employee, 2) date the occurrence or action underlying the grievance occurred, 3) nature of the grievance, 4) historical information related to the grievance, 5) requested resolution, 6) signature of the employee filing the grievance and date filed.
8. Employee grievances must be filed within ten (10) calendar days of the occurrence or event giving rise to the grievance, or within ten (10) calendar days of when the employee acquires knowledge of the occurrence or event giving rise to the grievance.

3. Employment

3.1. Employment-At-Will

Nothing contained in this handbook should be construed as a contract of employment or guarantee of a job. It is not Morgan County's intention to guarantee anyone a job, or to create an expressed or implied contract of employment. Employment is voluntary for both

employees and Morgan County. Morgan County may end employment without notice, at any time and for any reason, with or without cause. Employees, likewise, may terminate employment at any time for any reason.

3.2. Employment Classifications

Classifications are important in determining eligibility for various benefits and overtime, and to clarify employment status. Each employee is designated as either Non-exempt or Exempt as defined by the Fair Labor Standards Act (FLSA) and applicable regulations. Non-exempt employees' pay is determined based on actual hours worked; these employees are entitled to overtime pay and other provisions under specific Federal and State laws. Exempt employees hold positions that meet specific tests established by the FLSA; these employees are excluded from FLSA provisions and overtime pay.

The following are general employee classifications:

Regular Employees: Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

Full-time Employees: Full-time employees are those who are normally scheduled to work and who do work a schedule of 40 hours or more during a normal workweek. Following the completion of training and applicable waiting periods, regular full-time employees are eligible for most employee benefits.

Part-time Employees: Part-time employees are those who normally are scheduled to work less than 40 hours per week. Part-time employees may be assigned a work schedule in advance, or may work on an as-needed basis. Part-time employees are not eligible for employee benefits, except where mandated by applicable law.

Temporary Seasonal Employees: Temporary employees are employed for short-term assignments or interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration.

Short-term assignments are generally periods of six months or less; however, such assignments may be extended. Temporary employees are not eligible for employee benefits, except where mandated by applicable law.

Independent Contractors: Outside contractors are hired to perform a specific service or project, and are not considered employees of Morgan County.

Employees are further assigned functional job titles to assist in work assignments, job descriptions, and communications.

3.3. Recording Time Worked

Recording time worked is the responsibility of every Non-exempt employee. Federal and State laws require Morgan County to keep accurate records of time worked in order to calculate employee pay and benefits. Time worked consists of all the time actually spent on the job performing assigned duties.

Hours worked must be recorded accurately at the time employees start and stop working, including lunch breaks. Authorized rest periods are considered as time worked, for pay purposes, and should not be recorded. Time will be adjusted for employees who clock-in early for arrivals and breaks. All overtime hours must have prior Department Head/Elected Official or supervisor approval.

Altering, falsifying, or tampering with time records are strictly prohibited. Hourly employees are not to perform work off the clock. Department Head/Elected Official, or supervisor are permitted to make written or computer edits to timesheets.

Payroll Procedures:

Employees are paid by direct deposit, into the financial institution of their choice every two (2) weeks according to the amount of compensation set by the County.

- A. Pay Period. A pay period consists of fourteen (14) days beginning at midnight on Sunday and ending thirteen (13) days later at midnight on Saturday.
- B. Paycheck Distribution. Paychecks are direct deposit only and are accessible through the employees' bank account on payday Fridays.
- C. Early Checks. The County will not release or direct deposit employee paychecks prior to the announced schedule.
- D. Paycheck Error. An employee who believes a mistake has been made on his or her paycheck should inform the County Auditor immediately. The County Auditor's office will investigate and make any corrections within three (3) working days. If error is de minimus, the correction may be carried over to the next pay period with notice to the employee.
- E. Garnishment. An employee whose wages are garnished or assigned will be notified by the County Auditor upon receipt of the assignment. If more than three (3) assignments are received, and depending upon the circumstances of the case, the employee may be subject to corrective action as permitted by state law. Copy (s) of garnishment shall be placed in the employee's personnel file.

TIME RECORDS

The County Auditor will keep records of hours worked. Non-exempt employees are required to record actual time worked and use of accrued leave time on official time record forms. Exempt employees are not required to record actual time worked but must account for daily attendance and record accrued leave days utilized. Care should be taken to ensure that time records are completed accurately. Alteration or falsification of any time record is subject to corrective action up to and including termination.

Only the approved time sheet should be used by all employees. Time sheets must be properly completed, signed by the Department Head/Elected Official, or supervisor, and submitted to the County Auditor on time.

Guidelines:

1. Non-exempt Employee Time Records. Non-exempt employees must complete daily time records. These records of actual hours worked will be signed and submitted to the Department Head/Elected Official, or supervisor on a bi-weekly basis. Vacation leave, sick leave and compensatory time are recorded but are not designated as “hours worked”.
 - A. Required Information. The daily time record for Non-exempt employees will include the following information:
 - I. Hours in and hours out
 - II. Total hours worked daily
 - III. Use of accrued leave
 - IV. Unpaid absences
 - V. Employee’s and Department Head/Elected Official, or supervisor’s signature
 - VI. Other information as needed.
2. “Rounding Off” Hours. Hours recorded will be rounded to the nearest quarter hour.
3. Supervisor and Department Head/Elected Official Responsibility. Department Head/Elected Official will be accountable for:
 - I. Reviewing and resolving any discrepancies on the time record;
 - II. Reviewing paid absences, (e.g., holidays, vacation, sick, funeral, or jury leave) as appropriate;
 - III. Reviewing unpaid time-off;
 - IV. Verifying authorized overtime/compensatory time;
 - V. Verifying time records for absent employees; and
 - VI. Signing the time record and submitting it to the County Auditor for processing.
 - A. Assigned Work Times. Non-exempt employees must comply with assigned starting and ending work times, as determined by their Department Head/Elected Official or supervisor, in accordance with the County’s generally accepted working hours and customer service needs.
 - B. Employees may not sign in or start work before their assigned work hours.
 - C. Employees may not continue to work or sign-out beyond their assigned stopping times.
 - D. Employees must take their assigned lunch breaks.
 - E. Department Head/Elected Official or supervisor must approve any changes in an employee’s assigned starting and ending hours.
4. Time Record Falsification. Completing another employee’s time record or misrepresenting or altering information on a time record violates County policy and will subject an employee to corrective action, including termination.
5. Corrections to Time Records. If corrections or changes are made to a time record, both the employee and the Department Head/Elected Official or supervisor must verify the change by signing the time record.

6. Exempt Employees. Executives, professional employees, and certain administrative and computer personnel who qualify for exempt status under the Fair Labor Standards Act should comply with the following time record procedures:
 - A. No Daily Work Record. Exempt employees are required to monitor leave and submit a form indicating monitored leave time.
 - B. Weekly Leave Record. Use of all hours of paid annual or sick leave should be tracked and submitted to the County Auditor bi-weekly.
 - C. No Overtime. Exempt employees are not eligible to be paid overtime or compensatory time for work performed beyond a forty-hour workweek.
 - D. Corrective Action. Exempt employees who abuse their exempt status and are excessively late or frequently leave early will be subject to corrective action.
 - E. Salary Deductions. Salary deductions may be made for Exempt employees if the employee is absent for personal reasons or because of illness or injury if he/she has yet to qualify for the leave plan or has exhausted his or her leave allowance.

3.4. Work Schedules and Hours

Each department schedules hours to accommodate the requirements of its functions. General office hours are from 7:00 a.m. to 6:00 p.m., Monday through Thursday. Other work schedules and shifts may operate based on various departmental and Morgan County needs. All work schedules are subject to change.

Flexible work schedules may be available from time to time on a temporary basis when needs of the department warrant such an arrangement. Flexible schedules need to be pre-arranged and approved by the Department Head/Elected Official or supervisor prior to its start.

3.5. Breaks and Meal Periods

Employees who work eight-hours or more are eligible for two 15 minute rest periods for which they are compensated. Break periods can't be used to extend an employee's lunch break or shorten an employee's work hours by coming in late or leaving early. Employees should report to work at the beginning of their scheduled start time and return to their work areas promptly after break and meal periods. Each departments Department Head/Elected Official or supervisor establishes break and meal period times.

Employees working more than six hours in a day are allowed a meal period of at least 30 minutes, depending on department policy and work requirements. Department Head/Elected Official or supervisor in each department schedules rest and meal periods for their employees. Employees are relieved of all active responsibilities and duties during meal periods and are not compensated for that time.

Nursing Mothers

An employee who is a nursing mother may, at her discretion, for the first year of the newborns life, take breaks in addition to and including those defined above to express breast milk. All breaks are to be reasonable in length and will be unpaid unless taken in conjunction with one of the normal rest periods. A secure, private location will be made available for use by nursing mothers for the purpose of expressing breast milk.

3.6. Overtime

Normal workweek and hours may differ by department. From time to time, circumstances may require that the employee work in excess of forty (40) hours during the workweek. Employees are expected to coordinate with their Department Head/Elected Official or supervisor to anticipate workloads and to schedule appropriate work periods for completing assignments.

Each Non-exempt employee will be paid time-and-a-half (1-1/2 times the regular wage rate) for hours worked in excess of forty (40) hours per week. When possible, overtime may be on a voluntary basis, and employees will be given as much prior notice as possible. However, at the Department Head/Elected Official or supervisor's discretion, overtime may be mandatory during busy work periods. All overtime must have advance Department Head/Elected Official, or supervisor approval.

As required by law, overtime pay is based on actual hours worked. Time taken for sick leave, vacation, holiday, or any other leave of absence will not be part of the hours worked when overtime is calculated. The workweek for payroll purposes is Sunday through Saturday.

No Overtime Pay for Exempt Employees. Employees exempt from the Fair Labor Standards Act's overtime requirements (managers, professionals, etc.) are not eligible to receive overtime pay.

Department Head/Elected Official or supervisor is responsible for ensuring that appropriate controls are established to prevent unauthorized overtime and unnecessary or excessive overtime. Department Head/Elected Official or supervisor is responsible for effectively managing their resources "employees" to minimize the need for overtime and to ensure department costs remain within budget.

- A. For employees engaged in Law Enforcement "public safety" activities in Departments having five (5) or more employees, overtime pay would apply for over one hundred seventy one (171) hours worked in a work period consisting of twenty eight (28) consecutive days and shall be compensated at the rate of one and one-half (1-1/2) times the regular hourly rate of the employee. Following this requirement, overtime pay would apply for over eighty six (86) hours worked in a work period consisting of fourteen (14) consecutive days and for over forty three (43) hours worked in a work period consisting of seven (7) consecutive days.
- B. For Employees engaged in Fire Protection "public safety" activities in Departments having five (5) or more employees, overtime pay would apply for over two hundred twelve (212) hours worked in a work period consisting of twenty eight (28) consecutive days and shall be compensated at the rate of one and one-half (1-1/2) times the regular

hourly rate of the employee. Following this requirement, overtime pay would apply for over one hundred six (106) hours worked in a work period consisting of fourteen (14) consecutive days and for over fifty three (53) hours worked in a work period consisting of seven (7) consecutive days.

- C. For employees engaged in “public safety” activities, such as Law Enforcement and Fire Protection Departments, with less than five (5) employees; the FLSA does not apply and, therefore, overtime pay shall not be paid for any hours worked in any work period.
- D. For employees not engaged in “public safety” activities; overtime pay would apply for over forty (40) hours worked in a work week, and shall be compensated at the rate of one and one-half (1-1/2) times the regular hourly rate of the employee.
- E. Holidays, vacation days, and/or sick days do not constitute hours worked in determining whether overtime must be paid. If an employee works on a holiday because of an emergency situation, they will:
 - 1. Receive regular straight-time pay for the time worked, plus holiday pay.
 - 2. Or, with approval of the Department Head/Elected Official, or supervisor, be allowed to take the holiday off at a later date.
- F. Overtime shall be approved by the Department Head/Elected Official, or supervisor, in writing before worked, except for “public safety” activities, such as Law Enforcement Officers and Firefighters. Overtime shall be authorized for personnel only when absolutely necessary to provide required services. Violation of this policy may result in disciplinary action, up to and including termination.
 - 1. “Public safety” activities, such as Law Enforcement Officers and Firefighters, may work overtime without prior authorization only in emergency situations.
 - 2. “Public safety” activities, such as Law Enforcement Officers and Firefighters, who work overtime in emergency situations, shall notify the Sheriff or Chief Deputy/Fire Chief as soon as possible with the overtime worked.

3.7. Compensatory Time-Off

It is the policy of the County to discourage Department Head/Elected Official or supervisor from having employees work overtime except in extreme circumstances where overtime is necessary to complete an important task or assignment. All overtime must be approved by Department Head/Elected Official or supervisor in advance. The County complies with the Fair Labor Standards Act (FLSA) regarding minimum wage and overtime compensation. Unless otherwise specified, the County compensates those employees covered by the FLSA who are not exempt from its provisions by awarding compensatory time off in lieu of monetary overtime compensation at a rate of one and one-half hours of compensatory time for each hour of overtime worked

An employee with accrued compensatory time may take time off to use the compensatory time within a reasonable time after making a request so long as the time off is not unduly disruptive to the operations of the employee's department/Office. The County encourages employees to use compensatory time within a reasonable time after accruing it. Accrued compensatory time must be used before using accrued vacation time. In order to keep accrued compensatory time to a minimum, the employee may be directed to use accrued compensatory time at the discretion of the Department Head/Elected Official or County Council (i.e. without a request by the employee).

Eligible employees may elect to receive compensatory time off in lieu of overtime payment in cash. Employees desiring to obtain compensatory time off in lieu of overtime payment in cash shall file an Overtime Compensation Election Form with the County prior to performance of work eligible for compensatory time.

- Exempt employees are not eligible for overtime under FLSA and therefore are not eligible for compensatory time.
 - Accrued compensatory time must be used or paid prior to the end of the fiscal year in which it was earned. In limited circumstances, due to scheduling or business necessity, the Department Head/Elected Official or supervisor may approve the carryover of accrued compensatory time for a period not to exceed four (4) months.
 - Payment of Compensatory Time. Payment of compensatory time off shall be paid at the employee's regular rate of pay at the time the employee receives such payment.
 - Rights Reserved. The County reserves the right to decline a request for compensatory time and instead pay any employee overtime compensation in cash in lieu of providing compensatory time off for any workweek or work period or for any accrued compensatory time. Employees shall be compensated for unused and accrued compensatory time in accordance with the provisions of the Fair Labor Standards Act.
1. Compensatory time off will be accumulated at the overtime rate of one and one-half (1-1/2) hours for every hour worked, for all overtime hours worked.
 2. Part-time employees do not qualify for compensatory time.
 3. The maximum amount of compensatory time an employee may accrue is 24 hours. Employees who accrue more than 24 hours of compensatory time will be paid overtime at the rate of one and one-half times their regular hourly rate for each hour of overtime worked
 4. Upon terminating employment, employees will be paid for unused compensatory time. The rate of pay will be the employee's current rate of pay or the average regular rate received by the employee during the last three years of employment, whichever is greater.

3.8. Personnel Records

Personnel records are maintained on every employee and are considered important documents. Morgan County strives to keep these records as confidential as possible, allowing access only on a need-to-know basis. These records are Morgan County property. Employees may inspect certain documents in the presence of a Morgan County Department Head/Elected Official or supervisor at a mutually convenient time, during regular business hours. No copies of documents in an employee's file may be made without authorization from Human Resources, the County Council Chairperson or designee of Morgan County.

Morgan County restricts disclosure of information contained in employee personnel files to unauthorized individuals within or outside of Morgan County. Any request for information from personnel files must be directed to the County Auditor. Morgan County cooperates with authorized law enforcement, federal agencies conducting official investigations, and otherwise legally required requests for information.

A County employee's personnel records may contain:

- 1 Employment applications and eligibility certificates;
- 2 Transcripts of academic preparation;
- 3 Commendations;
- 4 Disciplinary actions;
- 5 Performance evaluations;
- 6 Compensation and benefit information;
- 7 Work history information such as promotions, transfers, reassignments, or layoffs;
- 8 Other information relevant to the individual's employment with the County.

Before a disciplinary document is placed in an employee's file, the employee should be given the opportunity to review and sign the document and acknowledge receipt of a copy.

Photocopies will be made by the Department Head/Elected Official, supervisor or County Auditor upon written request of the employee and given to the employee only.

3.9. Employee Verification and References

Employment Verification: All requests for employment verification must be directed to the County Auditor.

As a general rule, Morgan County's policy regarding verification of employment is to disclose only:

- A. employees name
- B. dates of employment
- C. positions held
- D. Salary range

With written authorization from the employee, Morgan County will provide additional information on the amount of salary or wage last earned.

Reference Requests should be directed to an Elected Official, County Council member or designee who had actual knowledge of the employees work habits and status during their time of employment with Morgan County. No other individual or employee is authorized to release references for current or former employees.

3.10. Performance Evaluation and Appraisals

Work performance will be reviewed periodically with consideration given to performance, attitude, and the employee's ability to meet the expectations of the job. Department Head/Elected Official or supervisor evaluates work quality and results providing feedback as to where and how improvements can be made. Employees are encouraged to make suggestions whereby Morgan County may assist with their particular job assignment and also suggestions to improve Morgan County's efficiency and operations. The frequency of performance evaluations may vary depending upon length of service, job position, changes in job duties, past performance, or recurring performance problems.

Performance reviews provide valuable information that may be used when considering employees for additional responsibilities, promotions, pay increases and transfers.

In-house Recruitment-Any County employee may apply for an open position by filing an application with the posted department. The in-house recruitment period may run simultaneously with the open recruitment period. All active position postings will be placed on the County's website.

3.11. Salary Plan

The County Council reviews compensation levels for all Elected Officials yearly. The County Council also approves compensation levels for employees according to a step classification developed by the pay committee. Positions are comparatively evaluated against a set of common factors and assigned a step and classification that encompasses a specific salary range.

The compensation for employees is set according to each position's classification and step chart. No compensation will be approved for any individual hired to fill a position unless the compensation conforms to the approved classification and compensation plan. Unless an applicant's qualifications or experience suggest a higher beginning step or grade assignment, most employees will be hired at the entry compensation level and will progress through the salary range based upon years of service and/or skills.

3.12. Termination of Employment

Employees are required to return all Morgan County property prior to their termination date. Employees may be terminated at the option of Morgan County with no further obligation other than to pay wages due and owing at the time of termination.

Arrangements will be made for distribution of any paychecks which may be due the employee, including pay for any hours worked but not paid; pay for unused, accrued vacation leave (if applicable).

An employee's employment with the County may terminate in different ways:

1. Resignation. Employees may resign at any time. However, as a courtesy, the County requests that employees give two weeks written notice so that the County has time to prepare final paperwork and arrange to assure a minimal disruption to County work.

Retirement:

Employees who desire retirement should notify Morgan County and URS (where applicable) three (3) months in advance.

Employee should complete:

- Appropriate URS forms
 - Work with Department head/Elected Official or supervisor for smooth transition of work
2. De-facto Resignation. Employees who are absent from work for two (2) consecutive days and are capable of providing notice to their Department Head/Elected Official or supervisor but fail to do so, are considered to have voluntarily resigned
 3. Reduction in Force. The purpose of this policy is to establish a uniform process for reducing the County's workforce due to a lack of funds, workload changes, organizational changes, or other conditions. This policy applies to all County employees
 4. Termination. Just as employees may terminate their employment at any time, the County may terminate the employment relationship at-will.

4. Employee Responsibilities and Expectations

4.1. Dress Code & Personal Appearance

Morgan County's atmosphere is maintained, in part, by the image employees present to the public, vendors, and others. All employees are expected to be neat, clean, and groomed appropriately for the type of the work they do and in keeping with personal safety.

The following guidelines apply to all employees:

1. Shirts must be worn at all times.
2. Shoes must be worn at all times. In some areas, safety shoes should be worn. They should be comfortable, but safe. For example, slippers and flip-flops are not acceptable.
3. Extreme, immodest, or revealing attire is not permitted. Other unacceptable items include, but are not limited to, shorts, gym shorts, beach attire, mini-skirts, worn jeans, overalls, sleeveless shirts, tank/tube/halter/transparent tops, and tight clothing.

4. Hair, jewelry, and other items of clothing should be worn in such a way as not to attract inordinate attention, hamper work performance, or create safety hazards.
5. Clothing and personal hygiene should be regularly maintained to avoid causing discomfort to others.

Employees with special needs or questions regarding dress and grooming standards should address their questions to their immediate Department Head/Elected Official or supervisor.

Improperly groomed or dressed employees may be asked to go home to make needed attire corrections.

4.2. Employee Conduct and Work Rules

General rules of conduct are designed to:

1. Promote the smooth functioning of the operation as a whole.
2. Ensure safety and fairness to all employees in relation to their work.
3. Maintain good employee relations.
4. Define acceptable and unacceptable behavior, and establish a means of dealing equitably and uniformly with problems.

The following rules are not meant to be all-inclusive; however, they provide a guide for employees about what is considered acceptable behavior. There are degrees of seriousness to every infraction, and disciplinary measures may vary accordingly.

Performance

Employees are expected to perform their jobs effectively and in accordance with established procedures and performance guidelines. Examples of unacceptable performance include:

1. Failure to meet quality or quantity performance standards or deadlines.
2. Refusal to work overtime or failing to accept work assignments.
3. Insubordination or failing to follow directions of Department Head/Elected Official or supervisor with authority to direct.
4. Unprofessional conduct or rudeness to the public or co-workers.

Attendance and Dependability

Absenteeism and tardiness burden co-workers, disrupt business operations, and reduce the quality of our service. Good attendance, punctuality, and dependability are required of all employees. Excessive absenteeism and tardiness reduce an employee's opportunity for advancement.

Employees are expected to give their Department Head/Elected Official or supervisor as much advance notice as possible of anticipated tardiness or absence, or of the need to leave early. Employees should call as soon as possible but no less than one hour before their scheduled starting time for absences, and as soon as tardiness or the need to leave early is apparent.

Personal Notification Required

Leaving a voice mail, emailing, text messaging or having someone call for the employee does not satisfy the notification requirement. If the employee cannot reach his or her immediate Department Head/Elected Official or supervisor the employee should contact another Department Head/Elected Official or supervisor. Employees should also maintain regular contact with their Department Head/Elected Official or supervisor during extended absences.

Absent Without Notice

As allowed by law, an employee who has been absent for two or more days without providing appropriate notice to his or her Department Head/Elected Official or supervisor may be considered to have voluntarily terminated.

Schedule adjustments, vacation, and paid time off should be arranged in advance of when employees are expected to arrive at work. Employees should give at least a twenty four (24) hour notice when scheduling a vacation day, and at least a one (1) week notice when planning to take two (2) or more vacation days. Requests for vacation will be granted depending on the department's work load and staff availability.

Employees who are absent from work due to an injury or contagious disease may be required to provide a note from their doctor authorizing their return to work.

Employees with special needs or questions regarding the attendance policy should contact their immediate Department Head/Elected Official or supervisor.

Attendance

Employees are expected to arrive at work as scheduled and to return from breaks promptly.

Other General Misconduct Examples

1. Loafing on the job, failure to perform work, ineffective performance, or incomplete or neglected work.
2. Refusal to perform work as directed (insubordination). Failing to carry out reasonable work requests by Department Head/Elected official or supervisor, or refusal to work on jobs assigned by the Department Head/Elected Official or supervisor (except when such work interferes with the health or safety of the employee), restricting production, and disobedience.
3. Negligence in observing fire prevention or safety regulations, poor housekeeping, or failure to report on-the-job injuries or unsafe conditions.
4. Fighting; gambling; horseplay; or using profane, obscene, or abusive language while at work; threatening, intimidating, or coercing others on Morgan County premises.
5. Violation of any other commonly accepted reasonable rule of responsible personal conduct, appearance, or cleanliness.
6. Habitual fault finding, negative attitude, or gossiping.
7. Violation of the laws of the State of Utah or the United States, other than minor traffic offenses.
8. Violation of the code of personal conduct.
9. Conduct which endangers the peace and safety of others or poses a threat to the public interest.
10. Unjustified interference with work of other Morgan County employees.
11. Failure to maintain skills
12. Inadequate performance of duties.
13. Unauthorized absence or tardiness.
14. Falsification of unauthorized alteration of records.

15. Violation of Morgan County policies
16. Falsification of employment application.
17. Discrimination in hiring, assignment, or promotion.
18. Sexual harassment.
19. Violation of the Personnel Policies and Procedures.
20. Use of alcohol or drugs, other than medication prescribed by a physician, that affect job performance.
21. Falsifying Morgan County Records.
22. Knowingly marking the time slip of another employee, authorizing one's time slip to be marked by another employee, or unauthorized alteration of a time slip.
23. Unauthorized possessions of firearms, weapons, or explosives on Morgan County owned property, with the obvious exception of police officers.
24. Carelessness which affects the safety of personnel.
25. Threatening, intimidating, coercing, or interfering with fellow employees on the job, or the public at large.
26. Theft of removal of any Morgan County property or the property of any employee from the work area premises without proper authorization.
27. Gambling or engaging in a lottery at any Morgan County work area.
28. Misusing, destroying, or damaging any Morgan County property or the property of any employee.
29. Deliberately restricting work output of themselves or others.
30. Drinking an alcoholic beverage during the workday, or being under the influence of illicit drugs or alcohol during the workday.
31. Sleeping during working hours, with the obvious exception of full time firefighters.
32. Any act which might endanger the safety or lives of others.

4.3. Drug and Alcohol (Substance) Abuse

Morgan County has adopted an Alcohol and Drug-Free Work Site Policy. Our policy prohibits the use, sale, distribution, manufacture, or possession of alcohol or drugs, paraphernalia, or any combination thereof, on Morgan County premises or work sites including Morgan County vehicles, hired or leased vehicles, and any private vehicle parked on Morgan County premises or at a Morgan County work site.

Where the law permits, Morgan County reserves the right to conduct drug testing for pre-employment screening, specific incidents, probable cause, fitness for duty, random testing, and post-accident. This list is not intended to limit the events which would require a drug test and Morgan County reserves the right to test for alcohol and drug abuse for other lawful reasons.

It is a violation of Morgan County policy for any employee to:

1. Manufacture, possess, sell, trade, or offer for sale, paraphernalia, illegal drugs or controlled substances, or otherwise engage in the abuse of illegal drugs, controlled substances, non-prescription drugs, or alcohol while on duty.
2. Report to work intoxicated or impaired due to the influence of illegal drugs, non-prescription drugs, alcohol, or controlled substances, including any metabolite thereof.

3. Abuse prescription drugs.

Employees shall:

1. Any employee charge and/or arrested under a federal or state statute regulating controlled substances shall notify their Department Head/Elected Official or supervisor within five (5) days after being charged and/or arrest.
2. If any employee is using prescription or non-prescription medication that may impair performance of duties, the employee shall report that fact to their Department Head/Elected Official or supervisor.
3. An employee who has reason to believe that the performance of another employee is impaired by alcohol, illegal drugs, and/or medication shall immediately notify their Department Head/Elected Official or supervisor.
4. Pre-Employment and Random Testing. Prior to actual hiring, a prospective employee whose job responsibilities may require operating of heavy equipment and/or a valid CDL license, or post certification must pass a pre-employment drug and/or alcohol test and will be subject to random testing.

4.4. Electronic Communication and Information Systems

E-mail, computer, Internet, instant messages, fax, and voice mail systems are Morgan County property. All communications using these systems are Morgan County records. These systems and the information they contain are provided to help employees do their job as well and as easily as possible. As a condition of employment Morgan County reserves the right to access, intercept, copy, monitor, review, and download any communications or files employees create or maintain on these systems.

When using any of these systems, including the Internet, do not send materials of a sensitive nature or that might constitute “confidential information,” unless the material is marked “confidential” and you are sending it to a trusted recipient. Do not copy or download any copyrighted information. Materials referencing any of the items outlined in this handbook would be considered confidential.

All employee communications and any use of our E-mail, computer, fax, or voice mail systems will be held to the same standards as all other business communications, including compliance with our anti-discrimination and anti-harassment policies. Communication should not be disruptive, discriminatory, or offensive to others. Employees should notify their Department Head/Elected Official or supervisor immediately of unsolicited offensive materials or communications received by themselves or any other employee on any of these systems.

All electronic communication and computerized information systems are intended for business use. Any personal use of Morgan County’s electronic communications should be limited or infrequent, and should not interfere with assigned work duties or be disruptive to co-workers. If employees have any questions about specific situations, they should check with their Department Head/Elected Official or supervisor. As a *general* rule, the following personal items should be done at home or outside of work hours to avoid wasting time or distracting employees from their responsibilities:

1. Surfing the internet for non-work-related items or shopping on-line.
2. Instant messaging or sending personal E-mails.
3. Text messaging.
4. Answering or calling out on personal cell phones.
5. Playing games on the computer.
6. Performing other personal tasks.

4.5. Conflicts of Interest

Morgan County encourages appropriate relationships between employees, the public, suppliers, and contractors. Employees may not participate in activities which conflict with or appear to conflict with the business interests of Morgan County, which hurt the employee's job performance, or which may appear to compromise the employee's independent judgment because of economic or personal self-interest.

The following three principles help avoid conflicts of interest:

1. Employees should not use their Morgan County position for personal gain or for the personal gain of any person with whom the employee has personal, business, or financial ties.
2. Employees should avoid any outside activity that could give the appearance of adversely affecting the objectivity of their judgment, or of interfering with the timely and effective performance of their job.
3. Employees should not participate in any procurement action, whether for Morgan County or a Federal agency, which involves Morgan County or activity in which the employee or a family member has a material financial interest, or other business or personal connections.

Employees are allowed to invest in publicly owned companies whose securities are listed on a national securities exchange or are otherwise generally available in the open market, or in banks or trust companies, even though the issuers of such securities may be the public, suppliers, or contractors, so long as such investments do not conflict with the interest of Morgan County.

4.6. Smoking

In compliance with the Utah Indoor Clean Air Act and Weber-Morgan Outdoor Smoking Regulation smoking is not permitted in Morgan County facilities, parks, trails and recreational areas, and any and all public locations maintained by and on behalf of Morgan County and its residents. Morgan County also prohibits smoking in Morgan County owned vehicles.

4.7. Outside Employment

In most instances employees are allowed to simultaneously work for Morgan County and another organization, provided they are able to satisfactorily perform their job responsibilities, and their outside work does not interfere with their work schedule or create other conflicts of interest (e.g. working for another government agency, or benefiting Morgan County contacts or purchasing arrangements, is immoral or unethical, etc.). Outside employment will not be allowed to interfere with employee efficiency or safety on the job.

4.8. Hiring of Relatives and Friends (Nepotism)

Generally, an employee's immediate relative, close friend, or household member may be hired provided the individual can perform the essential functions of the job and does not establish:

1. A direct or indirect Department Head/Elected Official, reporting relationship with the employee
2. A conflict of interest
3. Works in the same department creating a potentially adverse working situation

4.9. Dating between Employees (Fraternization)

It is not contrary to the policy of Morgan County for employees to date except in circumstances where one of the employees reports, either directly or indirectly, to the other employee. No dating is permitted in such circumstances. Morgan County will, however, consider requests from affected employees to transfer them to other open positions within Morgan County, for which they are qualified, so the employees are not in the same reporting lines.

Morgan County prohibits Department Head/Elected Official or supervisor from having an intimate relationship (e.g. sexual, dating, etc.) with employees under their direct management. If such a relationship develops between a Department Head/Elected Official or supervisor and an employee, either a transfer or termination will result.

4.10. Gifts and Gratuities

Morgan County employees are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with Morgan County, or from any person within or outside Morgan County employment whose interests may be affected by the employees' performance or nonperformance of official duties. Morgan County employees will not accept gifts or gratuities except under circumstances allowed by the Utah Employee Ethics Act 67-16.

4.11. Safety Rules and Practices

Morgan County strives to provide a safe, accident-free, and healthy work environment for everyone. Employees who notice hazards or other safety problems, or who feel that they need additional training, must notify their Department Head/Elected Official or supervisor immediately. Department Head/Elected Official or supervisor should address these concerns and take corrective action when warranted.

Everyone is obligated to be knowledgeable about the standards applicable to their area or job, and, just as important, to abide by those standards. It is the duty of all employees to perform work with maximum regard for the safety of themselves, their co-workers, and the public.

General Workplace Safety Rules

Following are some of Morgan County's primary workplace safety rules. Safety rules and policies specific to each department should be obtained from your Department Head/Elected Official or supervisor.

1. Ask for assistance from a Department Head/Elected Official, supervisor or other trained employee when unsure about how to do a job safely and correctly.
2. Report unsafe conditions to a Department Head/Elected Official or supervisor immediately.
3. Promptly report all accidents/injuries/incidents to a Department Head/Elected Official or supervisor. Injuries must be reported no later than the end of the shift in which they occur.
4. Use eye and face protection where there is danger from flying objects or particles (such as when grinding, chipping, burning, and welding, etc.), or from hazardous chemical splashes.
5. Dress properly. Wear appropriate work clothes, gloves, and shoes or boots. Loose clothing and jewelry shall not be worn if it creates a possible safety hazard.
6. Operate machines or other equipment only when all guards and safety devices are in place, and under proper operating conditions.
7. Keep equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to a Department Head/Elected Official or supervisor.
8. Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when required.
9. Lockout, tag-out, or disconnect power on any equipment or machines before any maintenance, un-jamming, or adjustments are made.
10. Do not leave materials in aisles, walkways, stairways, work areas, roadways, or other building/emergency exits.
11. Practice good housekeeping at all times. Place wastepaper, empty cartons, and other trash in approved receptacles. Keep work areas clean and free from objects that can create a slip or tripping hazard. No job is complete until the job area is cleared, maintaining safe working conditions.
12. Train on equipment prior to unsupervised operation.
13. Avoid horseplay and pranks that may result in an injury or accident.
14. Review the Material Data Safety Sheets prior to working with chemicals. Make sure all chemicals are properly labeled to identify the contents.
15. Use proper lifting techniques when lifting is required. Employees should keep their back straight, with the object close to their body and body weight directly over their feet, lifting gradually using the leg muscles. Do not twist or bend the back while lifting. Always ask for help with heavy objects. Stretching-out in advance can also help reduce injuries.
16. Use proper stretching techniques daily when you use your hands extensively.
17. Contact your immediate Department Head/Elected Official or supervisor regarding any question relating to safety. Safe work practices are a condition of employment.

Posting UOSHA Notice

Morgan County will post all required UOSHA notices in conspicuous place (such as employee bulletin boards or where similar notices are usually posted). Employees may obtain additional information from the County Council Chairperson or human resources when they have questions about any of the standards which are provided under UOSHA.

Inspection Procedure

All employees shall follow the procedures listed below in the event an inspector from UOSHA presents themselves on the job site:

1. If the inspector arrives on the job site, an employee shall understand that they are not authorized to offer any information requested by the inspector.
2. The employee will inform the inspector that the employee will contact the County Council Chairperson, or Department Head/Elected Official or supervisor who will accompany the inspector during any inspection.

4.12. Injury/Accident Reporting

Employees who are injured while working are to report their injury immediately to their Department Head/Elected Official or supervisor, regardless of how minor the injury may be. All injuries must be reported no later than the end of the day the injury occurred.

Employees should see their Department Head/Elected Official or supervisor regarding questions dealing with injury reports or Worker's Compensation Insurance.

It shall be the duty of the Department Head/Elected Official or supervisor, to obtain information regarding the accident or injury and to complete and submit such reports as is required. Unused sick leave or vacation leave may be granted in accordance with applicable rules and regulations. During injury leave periods, vacation leave, sick leave, or time toward yearly performance evaluation shall not accrue, unless an exception is granted by the Department Head/Elected Official or supervisor, with approval of the County Council. However, injury leave for periods greater than six (6) months shall in no case be granted. Furthermore, eligibility for such leave requires conformance with all workmen's compensation regulations

An employee who sustains a bona fide, on-the-job injury may seek medical attention from the medical facility of their choice. They must tell the doctor, how, when, and where the accident occurred. The doctor will complete a medical report and copies of this report should be sent within seven (7) business days to the insurance carrier, the Industrial Commission, and to the injured worker. (Employee please note: Do not submit doctor or hospital bills for on-the-job injuries or illness to the regular medical plan provider).

While on leave because of a bona fide, on-the-job injury or illness, an employee must contact their Department Head/Elected Official or supervisor a minimum of once every two (2) weeks to report on their condition. Upon approval and/or release of attending physician, an employee on leave for a bona fide, on-the-job injury or illness must return to work.

A statement from the attending physician stating the employee is able to resume normal duties will be required before returning to work. Failure to return to work when directed may result in

immediate termination. An employee who is able to return to work in a light duty status may be required to work in a different department and perform duties not contained within their current job classification.

4.13. Violence in the Workplace

Morgan County strives to maintain an environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening, or hostile behaviors; physical abuse; vandalism; arson; sabotage; use of weapons, or any other act which, in Department Head/Elected Official or supervisor opinion, is inappropriate in the workplace.

Employees who feel they have been subjected to any of the behaviors listed above are requested to ***immediately*** report the incident to their Department Head/Elected Official, supervisor, or County Council member. Complaints will be investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate.

Employees who observe or have knowledge of any violation of this policy should ***immediately*** report the violation to Morgan County Department Head/Elected Official, supervisor, or County Council Member.

Employees are empowered to contact the proper law enforcement authorities without first informing a Department Head/Elected Official, supervisor, or County Council member if the employee believes a threat to themselves or the safety of others exists.

5. Employee Benefits and Leave Policy

5.1. Medical, Vision, Dental, STD, LTD, 401(k)

It is the employees' responsibility to review Insurance and Retirement plan handouts and summary plan description for details regarding medical, dental, vision, STD, LTD and 401(k) coverage and options.

Utah Retirement System (URS)

All full-time regular Morgan County employees are covered by the Utah State Retirement System, unless otherwise authorized by the County Council according to State Law. (This is in addition to Social Security Coverage) The cost of this program is paid for by Morgan County as set forth by the Utah Retirement Non-Contributory contracts signed by the Morgan County Council.

Retirees Hired and Re-employed Prior to July 1st, 2010: to be re-employed prior to July 1st, 2010, the retiree must have been earning compensation from Morgan County prior to July 1st 2010. While employed with Morgan County, the retiree does not qualify to earn additional service credit. If the retiree leaves employment and becomes re-employed with Morgan County after July 1st, 2010 they are subject to the post-retirement employment regulations in effect as of the subsequent employment date.

Effective July 1st, 2010 non-contributory contributions for those retired employees re-employed and earning compensation from Morgan County not exceed the "normal cost" contribution rate as defined by the URS and are subject to change or elimination without notice. Reference Senate Bill 43 Post-Retirement Employment Regulations.

Retires Hired and Re-employed on or after July 1st 2010: Members retiring from the public employees', public safety, firefighters', and judges' retirement systems on or after July 1st, 2010 may return to employment with the same or a different participating employer under specific situations outlined in Senate Bill 127, Post Retirement Employment Amendments. Seek assistance from the Utah Retirement System before making any decisions regarding retirement and re-employment to avoid potential impact to current and future retirement benefits.

Employees Hired after July on or after July 1, 2011: Benefit eligible employees hired on or after July 1st, 2011, who are new to URS must choose between the Tier 2 Hybrid Retirement System and Tier 2 Defined Contribution Plan. The employee will have one year from the date of hire to make their final selection. Eligible new members must make their election at www.urs.org.

Elected and Appointed Officials fall into two categories regarding URS eligibility, full-time benefit eligible and part-time benefit ineligible. Elected and Appointed department heads including, County Auditor, County Treasure, County Recorder, County Attorney, County Sheriff, and County Assessor (Tier 1 and 2) are categories as full-time benefit eligible and receive contributions into the URS system. Other Elected and Appointed positions (Tier 1 and 2) including County Judge and Council are categorized as part-time benefit ineligible with regards to URS benefits.

5.2. Continuation of Benefits (COBRA)

Morgan County complies with federal law which requires employers sponsoring group health plans to offer employees and their families the opportunity to elect a temporary extension of health coverage (called "continuation coverage" or "COBRA coverage") in certain instances where coverage under the plan would otherwise end.

Employee data such as home address, telephone number, emergency contact, marital status, number of dependents, and tax withholding information must be kept accurate and up-to-date. Employees and are responsible for notifying Morgan County of any change in address or status (e.g., divorce, insurance eligibility, child becoming ineligible due to age, etc.) within thirty (30) days of the event.

All COBRA notices will be sent to the employees "last known address."

5.3. Holiday Pay

Full-time employees on active payroll may be paid for observed holidays. Morgan County holidays that may be included as paid holidays are as follows:

New Year's Day	January 1st	Pioneer Day	July 24 th
Human Rights Day	3 rd Monday in January	Labor Day	1 st Monday in September
Presidents Day	3 rd Monday in	Veteran's Day	November 11 th

	February		
Memorial Day	Last Monday in May	Thanksgiving Day	4 th Thursday in November
Independence Day	July 4th	Christmas Day	December 25th

* Any day designated by the Governor as a State Holiday will be observed.

If a holiday falls on a Friday or Saturday, it will be observed on the proceeding Thursday, when a holiday falls on a Sunday, it will be observed on the following Monday. * Note: When working a four (4) day work week (Monday through Thursday) and observing a county recognized holiday causes an office to be closed two days in a row, the council may need to alter the above practice in order to ensure office holiday closures do not impact the residents of the county.

5.4. Vacation and Sick Leave

Annual Vacation Leave

1. Full-time, non-temporary employees receive annual vacation leave at the following rate:
 - a) Up through and including the first year of service, ninety six (96) hours of annual vacation leave shall accrue at the rate of three point six nine (3.69) hours per pay period for each pay period worked.
 - b) For the 2nd thru the 5th year of service, one hundred and four (104) hours of annual vacation leave shall accrue at a rate of four (4) hours per pay period for each pay period worked.
 - c) For the 6th thru the 10th year of service, one hundred twenty eight (128) hours of annual vacation leave shall accrue at a rate of four point nine two (4.92) hours per pay period for each pay period worked.
 - d) From the 11th thru the 19th year of service, one hundred and forty four (144) hours of annual vacation leave shall accrue at a rate of five point five three (5.53) hours per pay period for each pay period worked.
 - e) From the 20th year of service and beyond, one hundred and seventy six (176) hours of annual vacation leave shall accrue at a rate of six point seven six (6.76) hours per pay period for each pay period worked.
2. New employees shall accrue annual vacation leave from the date of hire, but they shall not be eligible to use accrued leave until satisfactorily completing ninety (90) days of employment.
3. Part-Time, Seasonal and Temporary employees are not eligible for annual vacation leave.
4. The maximum annual vacation leave which can be accrued and carried forward from calendar year to calendar year is one hundred (100) hours. Any accrued annual vacation leave in excess of one hundred (100) hours shall be forfeited on January 1st of the year following the calendar year (Jan 1 to Dec 31) in which the leave was accrued.
5. A holiday which falls during an employee's annual vacation leave shall be counted as a paid holiday and not as annual vacation leave.

6. Any employee who is terminated or terminates employment may be compensated for all accrued unused annual vacation leave.
7. All annual vacation leave requests should be submitted to the Department Head/Elected Official or supervisor a reasonable time in advance of the desired time off. If multiple requests for leave on the same day or time period are presented, such that the department will be unable to run effectively, annual vacation leave shall be granted in order of application (first-come-first-served) at the discretion of the Department Head/Elected Official or supervisor.

Sick Leave

1. Sick leave shall be considered a privilege which an employee may use only in case of necessity and actual sickness or disability of the employee or immediate family member of the employee. Immediate family is defined as the employee's spouse, child (step, in-law), sibling (step, in-law), parent (step, in-law), grandparent (step, in-law), and grandchild (step, in-law).
2. Use of sick leave: Accrued sick leave may be used at any time for actual sickness, disability or to care for an immediate family member. Sick leave shall be charged against Non-exempt employees in not less than one (1) hour increments.
3. Certification of illness: For sick leave in excess of three (3) consecutive working days, or if abuse of sick leave is suspected, the Department Head/Elected Official or supervisor may require a certificate from the attending physician stating that such illness prevented the employee from working.
4. Reporting Absent or Absentees: An employee (or a member of their immediate family if the employee is incapacitated) will request sick leave at the earliest possible time and no later than one (1) hour beyond the scheduled start of their work shift. For each additional day of sick leave a new request is required.
5. Eligibility: Sick leave is available to all full-time employees. Seasonal, temporary, provisional, part-time, and emergency employees are not eligible for sick leave. Sick leave will not be granted to employees during the first ninety (90) days of employment.
6. Accrual: Sick leave is accrued at a rate of four (4) hours per pay period for full time employees.
7. The employee will begin to accrue sick leave immediately upon being hired by Morgan County. Sick leave shall not accrue if an employee is on a leave-without-pay status.
8. The maximum annual sick leave which can be accrued and carried forward from calendar year to calendar year is six months, nine hundred and sixty hours (960). Any accrued annual sick leave in excess of nine hundred and sixty hours (960) shall be forfeited on January 1st of the year following the calendar year (Jan 1 to Dec 31) in which the leave was accrued.
9. Termination: When an employee terminates they will not be compensated for unused accrued sick leave.

Donation of Vacation or Sick Leave Program:

Subject to the conditions of this policy, employees may choose to donate accrued vacation/sick time to other employees who 1) despite responsible and judicious management of their vacation/sick leave have used up all of their vacation/sick leave as a result of a major illness or serious medical condition and 2) who are otherwise eligible to accrue vacation/sick time. **This donation policy is entirely voluntary and no employee shall be required to donate vacation/sick leave.**

The leave donation policy is designed to assist those employees who have responsibly managed their vacation/sick leave, but who nevertheless find themselves facing a serious illness or medical condition with no accrued leave left. Employees who have abused or misused the County's leave programs are not eligible to receive donated vacation/sick leave.

To receive vacation/sick leave donations, the following conditions shall apply:

1. The employee cannot accrue donated vacation/sick leave and all donated vacation/sick leave shall be awarded on an as-needed basis;
2. The employee's Department Head/Elected Official shall apply to and receive approval from the County Council;
And
3. The employee, to qualify for vacation/sick leave donation must:
 - a. Suffer from a major illness or serious medical condition that is not otherwise covered by Workers Compensation insurance and would have qualified the employee for leave under the Family and Medical Leave Act.
 - b. Provide a certificate to the Department Head/Elected Official from a licensed medical professional describing 1) the major illness or serious medical condition as well as its anticipated duration and 2) estimating when the employee may reasonably expect to return to work; and (if applicable) qualify the employee for leave under the Family and Medical Leave Act.
 - c. Deplete all of the recipient employee's own accrued comp time, vacation and sick leave.

To donate vacation/sick leave to an eligible recipient, the donor employee must:

1. Complete a leave donation form indicating the intended recipient and the amount of vacation/sick leave donated;
2. Donate only accrued, unused vacation/sick leave;
3. Retain at least five (5) accrued sick leave days after donation; and
4. Be an employee of the County who is eligible to accrue vacation/sick leave

The following general conditions apply to the vacation/sick leave donation policy:

1. The maximum amount of donated leave an employee may receive in any calendar year is twelve (12) weeks. In extreme cases, however, the County Council may extend the maximum leave an employee may receive.
2. The recipients of donated leave will:

- i. Receive donated leave pay coinciding with normal pay periods;
 - ii. Receive donated leave pay at their regular hourly rate; and
 - iii. Accrue the same benefits as employees using their own vacation/sick leave.
3. In the event there are multiple donors to a single recipient, vacation/sick leave will be distributed in the following order: First, from the donors who gave the largest number of hours; and Second, chronologically, beginning with the earliest donation.
4. The Department Head/Elected Official in conjunction with the County council will determine eligibility for participating in the leave donation program.

5.5. Funeral and Bereavement Leave

Upon approval, eligible full-time employees may receive up to a maximum of three (3) days paid leave to attend the funeral of a member of the employee's immediate family.

Immediate family is defined as the employee's spouse, child (step, in-law), sibling (step, in-law), parent (step, in-law), grandparent (step, in-law), and grandchild (step, in-law).

Upon approval, employees may be allowed to take up to four (4) hours unpaid time-off to attend funeral services for close friends and relatives, other than those mentioned. The employee can choose to use accrued vacation time if they wish to be paid.

5.6. Workers Compensation

All employees are covered by workers' compensation which provides medical reimbursement and disability benefits for job-related illness or injury. An employee does not accrue benefits while receiving workers' compensation payments. For exact compensation coverage, check the workers' compensation contract on file with the County Council Chairperson or designee.

Employees may use accrued vacation or sick leave to make up the difference between workers' compensation benefits and their base pay.

5.7. Family and Medical Leave

In accordance with the Family Medical Leave Act (FMLA), Part 1, Morgan County policy grants up to twelve (12) consecutive weeks or four hundred eighty (480) hours of unpaid, job-protected leave for eligible employees.

To qualify for leave, the employee should meet all the following conditions:

1. Has been employed by Morgan County for twelve (12) months.
2. Worked at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) months.
3. Works at a location where there are at least fifty (50) employees within seventy five (75) miles.

Is taking leave for one of the following reasons:

1. Birth or adoption of a child,
2. Placement of a child for foster care,
3. A serious health condition of the employee, or

4. To care for a spouse, child, or parent with a serious medical condition.
5. For the below reservist or National Guard provisions

If the leave is foreseeable, the employee should request the leave in writing thirty (30) days in advance. Other requests should be submitted as soon as is reasonably possible. Morgan County reserves the right to require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense). To protect employee privacy rights, medical certifications will be treated as confidential medical records, and the information will be disclosed only on a strictly need-to-know basis.

FMLA leave may be taken intermittently or, under certain circumstances, on a reduced leave schedule. When leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take a reduced-hour schedule when medically necessary. An employee may take an intermittent leave only if approved by Morgan County. When FMLA leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced-leave schedule when medically necessary.

Reservist or National Guard FMLA Provisions

Part 2 of Morgan County's FMLA policy applies when an employee's immediate family member (spouse, child, and parent) is a reservist or National Guard member called to active military duty granting up to twelve (12) weeks of unpaid leave. As required, Morgan County also grants up to twenty-six (26) weeks of unpaid leave to an employee providing care to an immediate family member (spouse, child, parent), as well as to the nearest blood relative, wounded while serving in the United States military. Part 2 leave must be combined with the usual twelve (12) week availability for a total of twenty-six weeks leave (in other words, employees do not get thirty-eight (38) weeks of leave, only the combined twelve (12) weeks and that additional fourteen (14) weeks granted for call to activity duty for a total of twenty-six (26) weeks, not thirty-eight (38) weeks), can only be taken once during an employee's career and does not renew in subsequent twelve (12) month periods.

Employees are required to use accrued vacation, paid-time-off and sick leave time concurrently with FMLA hours. If the accruals are less than twelve (12) weeks, the employee may take the remainder of the time as unpaid leave. Employees will continue to accrue PTO leave while utilizing their accrued PTO. However, they will cease to accrue PTO leave during the unpaid portion of their leave.

Health benefits, if applicable, may be maintained during any period of unpaid leave under the same conditions as if the employee continued to work, but the employee must pay his or her share of insurance premiums on or before the 5th day of each month. Morgan County and the employee will agree upon the method of payment.

Failure by the employee to make payment when due may result in cancellation of coverage. Employees must also continue to pay for other elected benefits, such as flexible spending accounts, during the leave period.

Most employees returning from Family Medical Leave will be restored to their original job or to equivalent positions with equivalent pay, benefits, and other employment terms. Key

employees can be denied restoration from leave if it would cause grievous economic harm to Morgan County.

Employees who were on leave for personal medical reasons may be required to furnish Morgan County with a fitness-for-duty report before returning to work. Failure to return after the allowed time periods may result in termination of employment.

5.8. Maternity Leave

1. Maternity leave will be handled in accordance with the FMLA for employees who qualify for this benefit. Other employees who become pregnant, or whose legal or common law spouse becomes pregnant, may be granted annual vacation leave, sick leave, and/or leave without pay for up to six (6) weeks period of absence. Regulations governing annual vacation leave, sick leave, and leave without pay apply.
2. Morgan County may fill vacancies created by maternity leave with temporary or provisional appointments. At the expiration of the maternity leave, the employee shall return to the same position, where feasible, or to a similar position as long as they return within six (6) weeks. Failure of the employee to return to work at the expiration of maternity leave shall be considered a voluntary resignation of their position and employment without notice.

5.9. Military Leave

A full time employee shall be granted excused leave with compensation for the difference in salary for active duty, for service in the National Guard or in the Armed Forces reserves for the purpose of fulfilling annual field training. Excused paid military leave shall not exceed ten (10) working days in any one (1) calendar year. (Utah State Code 39-3-1 &-2). Any compensation, including travel expense allowance, received by the employee must be turned back to Morgan County.

5.10. Leave With Out Pay

1. The County Council Chairperson or designee may grant an employee leave without pay for a specified period of time, not to exceed one (1) year. At the expiration of the leave without pay, the employee may return to the same position, where feasible, or to a similar position. Failure of the employee to return to work at the expiration of leave without pay shall be considered a voluntary resignation of their position and employment without notice.
2. A leave without pay shall not constitute a break in service. However, during a leave without pay period in excess of thirty (30) calendar days, an employee's annual vacation leave, sick leave, and time toward their years of service, if applicable, shall not accrue.
3. Employees are expected to apply for leave without pay in advance and in writing, providing as much detail about the absence as possible so that the County Council Chairperson or designee may decide if the leave without pay is warranted.

4. Employees on leave without pay for any period greater than thirty (30) calendar days will not accrue URS retirement earnings during the period of leave and will be responsible for payment of all employee portions of benefits costs.

5.11. Jury and Witness Duty

Employees summoned to serve on a jury or who are subpoenaed as a witness will receive their regular rate of pay less amounts received from the court (not including parking or transportation allowances). Maximum pay for jury duty is ten (10) working days, and maximum pay for witness duty is five (5) working days.

In any day or partial day when employees are not on jury duty or testifying as a witness, they are expected to report directly to work. In the event problems develop with respect to this requirement, employees should contact their Department Head/Elected Official or supervisor. When an employee is on jury duty, the court should provide a record of attendance.

Employees may not be granted paid leave for court appearances on their own behalf.

5.12. Pay Planning

The Morgan County Council, in conjunction with the Department Head/Elected Official, shall be responsible for the development and maintenance of the uniform and equitable pay plan for Morgan County employees. County employees are compensated pursuant to a compensation step and grade plan based upon similarity of duties performed and responsibilities assumed. Through the step and grade plan, the County strives to compensate positions in the same class equitably based upon the qualifications required and the responsibility and difficulty of the work. The County seeks to maintain a high quality public work force by considering the comparative pay and benefits needed to compete in the labor market and stay in proper alignment with other similar governmental units. The Morgan County Council makes all compensation decisions consistent with the public trust inherent in administering the County budget.

On-Call Pay for employees not engaged in “Public Safety” activities: full-time employees that are not engaged in “public safety” activities but are required to be on-call shall receive on-call pay for each day that they are required to be on-call. For full-time County Employees that are engaged in snow removal activities, that on-call period may range from November 1 of each year to March 31st of the following years. On call assignments may rotate among those employees based on County needs. CR-09-02.

Note: The Morgan County Council may alter pay rates or compensation methods at any time at its discretion.

Initial grade and Step Assignment:

Employees’ compensation is determined by their grade and step assignment. An employee’s placement on the grade and step chart is determined by the Personnel Director in consultation with the employee’s applicable supervisor based upon the employee’s qualifications. Typically, new employees are placed at the beginning step of the appropriate grade. However, on rare occasions exceptions may occur:

- A. If the employee exceeds the minimum qualifications and is expected to perform at a level equal to that of other individuals paid at a higher step.

6. Facility and Equipment Practice

Morgan County strives to maintain a professional, safe working environment that positively reflects on its culture and employees. Employees should help Morgan County maintain and secure county facilities to keep them clean, professional, and safe.

In general an employee must accompany visitors and family members while they are on the premises. Exceptions may be given for regular vendor visitors with Department Head/Elected Official or supervisor approval. Visitors should avoid hazardous work areas, not use county equipment, office supplies and resources.

6.1. Lock-up and Lights

Morgan County's hours of operation vary depending on work requirements. The last person in each building/facility is responsible to make sure the lights are turned out and the building is locked.

After hours, facility doors are to remain locked at all times with employees coming in through designated areas.

6.2. Outside Activities

Morgan County employees shall not use Morgan County owned property in support of outside interests and activities when such use would compromise the integrity of Morgan County or interfere with the employee's duties. Specifically, an employee who is involved in an outside activity such as a civic organization, church organization, committee unrelated to Morgan County business, public office, or service club, shall:

1. Pursue the outside activity on the employee's own time.
2. Pursue the outside activity away from Morgan County offices.
3. Discourage any phone, mail or visitor contact related to the outside interest at Morgan County offices.
4. Arrange for annual leave or compensatory time off in advance to pursue the outside interest during business hours.
5. Not use data processing equipment, postage metering machines, copiers, other Morgan County owned equipment or supplies for the outside interest.

Political Activity

1. An employee shall not be coerced to support a political activity, whether funds or time are involved.
2. An employee shall not engage in political activity during work hours, unless on approved leave.

3. An employee shall not use Morgan County owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer online and access charges, etc.) when engaged in political activity.
4. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
5. An employee shall not use the employee's title or position while engaging in political activity.

6.3. Personal Telephones Usage

Personal telephone calls should be kept to a minimum and should occur only on breaks or during lunch and away from work areas. Friends and relatives should be discouraged from calling during working hours unless there is an emergency.

Long distance phone calls of a personal nature should not be made from county phone lines under any circumstances.

6.4. Personal Use of Office Items

Personal use of county owned office equipment and supplies including but not limited to computers, fax machines, copy machines, postage, paper and pens is prohibited unless granted permission by a Department Head/Elected Official or supervisor prior to the use. The employee will be required to cover expenses for personal use of equipment and supplies.

6.5. Use of Morgan County Vehicles, Equipment and Tools

Morgan County equipment, vehicles and tools should be used for business purposes only. Employees shall attend all required training provided by Morgan County. The use of Morgan County equipment, tools or vehicles for private purposes is strictly prohibited.

A commercial driver's license (CDL) is required for operators of commercial motor vehicles. No individual shall be allowed to operate such vehicles unless they have a current commercial driver's license in their possession. This license is required pursuant to the Commercial Motor Vehicle Safety Act. Employees must renew their commercial driver's license on or before expiration.

Operators and passengers in a business-use vehicle equipped with seat belts must wear them when the vehicle is in operation and shall observe all local traffic laws.

County Department Head/Elected Official or supervisor may provide for routine work-related transportation by assigning county-owned vehicles to county employees on an ad-hoc permanent basis. Only authorized personnel may drive county-owned vehicles.

6.6. Mobile Device Usage

At Morgan County's discretion, mobile devices including but not limited to cell phones, GPS, tablets, laptops may be issued to increase efficiency and customer service, and to resolve important issues when an employee is out of the office. Employees who use and operate Morgan County mobile devices are expected to follow these guidelines:

1. Employees are required to be familiar with and comply with all state and local traffic laws
2. Personal calls and texting should be infrequent and short in duration
3. Turn off or silence all devices when in Morgan County meetings or assisting residents
4. Don't use while operating vehicles or equipment
5. Employees may not use a hand-held cell phone (personal or County provided) while operating a vehicle on County business – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.
6. If an employee needs to use their phones, they must pull over safely to the side of the road or another safe location.

Safe operation of any vehicle in the performance of County business is the responsibility of the driver and must be given appropriate attention at all times.

Public Safety Employees (Sheriff, Deputy, Sergeants) of the Sheriff's department are to refer back to the Sheriff Department's Employee Operations Manual for specific guidelines.

6.7. Purchasing

When procurement involves the expenditure of federal assistance funds, Morgan County shall comply with all applicable federal laws and regulations, state laws, and county ordinances and resolutions.

6.8. Expense Reimbursement Policy

It is the policy of Morgan County to reimburse employees for ordinary and necessary expenses incurred in connection with Morgan County business. Employees are expected to consider the propriety of all such expenses, keep them to a reasonable amount, and exercise the same care in spending Morgan County's money as they would in spending their own.

Expense reporting is the responsibility of the employee and should be completed using the appropriate Expense Reimbursement form.

County credit cards shall be used for official business only, and shall not be used for the personal convenience of an employee.

6.9. Training and Conferences

If required to attend training seminars, conferences, briefings, or gather information; an employee will be compensated, in addition to paying any tuition or fees, at the rate of one and one-half (1-1/2) times their regular work day pay if hours worked exceed forty (40) hours in that week.

6.10. Travel Policy

1. A log of all travel exceeding a thirty (30) mile radius of Morgan County shall be kept. This log shall include the reason for the trip, the time the employee departed, and the time the employee returned, and vehicle used. Travel within the State of Utah requires prior Department Head/Elected Official or supervisor approval, and travel outside of the State of Utah requires prior approval by the County Council Chairperson or designee.
2. Travel for legitimate Morgan County purposes in Morgan County vehicles may be authorized when the use of the vehicle does not detract from the operational needs of Morgan County. Overnight use of Morgan County vehicles for travel purposes shall be authorized by the County Council Chairperson or designee.
3. If travel is outside the range of service of Morgan County's repair shop, travel costs in conjunction with the use of Morgan County vehicles shall be paid by the employee with receipts being kept for reimbursements.
4. All hotels or other sleeping accommodations and airplane or other travel accommodations shall be arranged in advance for overnight trips and paid in advance of the trip. If such payment in advance is not possible, Morgan County shall reimburse to the employee the cash amount of the cost of such sleeping and travel accommodations after receiving the appropriate receipts to verify that the employee has expended their own money for such purposes. Failure to produce a receipt in such circumstances will necessitate the withholding of reimbursement. Receipts for hotel accommodations shall be turned into Morgan County by the employee as a verification of attendance no matter what the form of payment.
5. Use of an employee's personal vehicle may be authorized when circumstances warrant. The employee shall keep track of the mileage associated with the approved travel and submit a request for reimbursement to the County Council Chairperson or designee based upon this record. The mileage rate will be consistent with the established rate used for Internal Revenue Service travel deductions.
6. All registration fees, etc., will be paid in advance by check. If this is not possible, the employee will be reimbursed for their own expenditure for registration fees, etc. after presentation of a valid receipt in conjunction with previously authorized travel.
7. Instate Travel: The current IRS per diem rate shall be granted as the maximum daily per diem allowance for Morgan County employees engaged in travel on Morgan County's behalf. No per diem shall be authorized for spouses of employees or others traveling with the employee at their own expense (Please note: the County Council Chairperson, however, may authorize the cost of a double rather than a single hotel room to accommodate the travel of a spouse with an employee). Receipts shall not be required for per diem advancements or compensation unless the employee requests reimbursement above the authorized amount.
8. Travel outside of the County that requires less than a full day shall be compensated by the following specific per diem allowances:

1. Breakfast: Six dollars (\$6.00) maximum, when departing before 7:00 a.m.
 2. Lunch: Eight dollars (\$8.00) maximum.
 3. Dinner: Eighteen dollars (\$18.00) maximum, when returning after 7:00 p.m.
 4. These amounts may be either advance after submission and approval of travel request, or reimbursed after presentation of receipts.
9. Out of State Travel: The current IRS per diem rate shall be granted as the maximum daily per diem allowance. Refer to item (7).

Amendment A

Amendment A is intended to provide clarification of benefit grandfather language contained in prior employee handbooks.

County employee benefits (except those provide by law) including but not limited to sick leave, vacation, medical, dental, life, AD&D, and a non-contributor 401(k) programs are available only to full-time employees, past present and future new hires.

On January 19th, 1993, Resolution No. 120 "A resolution pertaining to regular part-time employee's vacation and sick leave accrual" was signed by the council with an effective date of January 1st, 1993, providing sick and vacation leave on a prorated basis to regular part time employees. All other benefits remained unchanged and available only to regular full-time employees.

On November 17th, 1998 Resolution No. 213 "A resolution rescinding the provisions of Resolution No. 120 and eliminating leave benefits for those part-time employees granted these benefits under Resolution No. 120 moving forward. Resolution No. 213 provided that regular, part-time employees who had earned vacation and sick leave between January 1, 1993 through November 17th, 1998 would retain the leave earned but no additional accruals of vacation of sick leave will be permitted.

Employees' accruals of sick and vacation leave were not adjusted to reflect the changes put in place with Resolution No. 213 which allowed for continued accruals of sick and vacation leave to take place. Effective with this addendum, those regular part-time employees hired prior to November 17th, 1998 that would have been affected by Resolution No. 213 have been notified and will continue to accrue sick and vacation leave prorated based on hours worked.

No other grandfather language exists for employees that would provide continuation of any prior benefit offerings or practices previously provided regardless of employment status, such as part-time, full-time, temporary, elected, appointed, or contract.