



Henry County

EMPLOYEE HANDBOOK

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1 INTRODUCTION

This handbook has been developed by Henry County (“the County”) to familiarize you with the County, with key policies and procedures, and with many of the benefits you can expect.

1.1 About this Handbook and At-Will Employment

Welcome to Henry County! Our hope is that your employment will be successful, enjoyable, and fulfilling. Our goal in creating this handbook is to provide a written foundation that encourages, supports, and informs ongoing dialogue and communication. You are an important member of our team. Questions about policies and procedures are encouraged and welcomed.

This employee handbook contains information about Henry County's employment policies and procedures and an overview of our benefits. For specific information about employee benefits, you should refer to the plan documents, which are controlling. The policies and procedures in this handbook are guidelines only. Henry County reserves the right to interpret and administer the provisions of this handbook as needed. Except for the policy of at-will employment, which can only be changed in writing by the County Commission, Henry County has the maximum discretion permitted by law to change, modify, or delete any provision in this handbook at any time with or without notice. However, oral statements or representations cannot supplement, change, or modify the provisions in this handbook.

The provisions in this handbook are not intended to in any way create any contractual obligations with respect to your employment. Unless you have an employment agreement, your employment is at will and either you or the County has the right to terminate your employment at any time with or without notice.

Each employee should read and become familiar with the information contained in this handbook. If you have any questions, please talk with the County Clerk. Failure to comply with Henry County's policies or procedures may result in discipline, up to and including termination. This handbook supersedes all prior versions published or distributed by Henry County.

1.2 Equal Employment Opportunity

At Henry County, it is our policy to provide equal employment opportunities to all employees and applicants for employment based on qualifications, abilities, and merit. Therefore, Henry County prohibits unlawful discrimination against employees and applicants for employment on the basis of the following categories, to the extent they apply to the County under applicable law: race, color, religion, national origin, age, sex (including pregnancy, sexual orientation, and gender identity), disability status, past, current, or prospective membership in the uniformed services or any other characteristic protected under applicable federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

No one will be subject to, and Henry County prohibits, any form of discipline, reprisal, intimidation or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim or cooperating in related investigations. Questions or concerns about discrimination should be reported to your immediate supervisor or the County Clerk.

1.3 Anti-Harassment Policy

The County prohibits unlawful harassment of employees or any other legally covered persons on the basis of the following categories, to the extent they apply to the County under applicable law: race, color, religion, national origin, age, sex (including pregnancy, sexual orientation, and gender identity), disability status, past, current, or prospective membership in the uniformed services or any other legally protected group.

This policy applies to all employees. It covers harassment by employees of the County (including supervisors and management), elected officials of the County or other third parties with whom the County has business dealings. The County will not tolerate any form of unlawful harassment including but not limited to offensive spoken, written, or electronic jokes, words, cartoons, pictures, or posters; physical pranks, intimidation, assaults, or contact; or any form of violence.

Sexual Harassment: The County does not tolerate sexual harassment. Sexual harassment is any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request or conduct is used as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile or offensive work environment.

No employee should be subjected to offensive or unwelcome sexual overtures. Nor should any employee be led to believe that an employment opportunity or benefit would in any way depend upon “cooperation” of a sexual nature. Other prohibited forms of harassment include jokes, verbal abuse, degrading comments, the display of objects and pictures, and other offensive conduct.

Supervisor Responsibilities: Supervisors and managers have an obligation to report sexual or other harassment, discrimination, or retaliation of which they become aware. Supervisors and managers who observe such conduct or who receive any complaints of misconduct must report the conduct or complaint to the County Commission so that an investigation can be made, and corrective action taken, if appropriate.

Reporting Harassment of Any Kind: If you feel that you have been the subject of harassment (or have reason to believe that someone else has been the subject of harassment), including sexual harassment, you must notify your supervisor, a member of management, or the County Commission in oral or written form. You will be expected to provide information that the County requests, including a detailed account of the incidents complained of, witnesses (if any), dates and other information considered relevant by the County. A prompt investigation of the matter will be made. All employees – whether complainant, witness or accused – are required to be truthful, accurate and cooperative during the County investigations. Information obtained during the investigation will only be told to another on a need-to-know basis. As the reporting employee or a witness employee, the County will not retaliate against you for prompting or participating in the investigation.

Anyone who is found to have engaged in prohibited harassment will be subject to appropriate sanctions, which may include termination of employment, depending on the circumstances. No one should be presumed to be in violation because an investigation is being conducted.

No Retaliation: No one will be subject to, and Henry County prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim or cooperating in related investigations.

1.4 Accommodations for Disabilities

Henry County complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the County provides reasonable accommodations to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

Requesting a Reasonable Accommodation: If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from your supervisor. You may make the request orally or in writing. The County encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, the County will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. the County encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the County is not required to provide the specific accommodation you request and may

provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Henry County.

Medical Information: If your disability or need for accommodation is not obvious, the County may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the County may require that you see a healthcare professional of the County's choosing, at the County's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

The County will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

Determinations: Henry County makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation. The County strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact your supervisor.

No Retaliation: Henry County expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the County Commission. If employees do not report retaliatory conduct, the County may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

1.5 Accommodations for Pregnancy-Related Limitations

As required by the federal Pregnant Workers Fairness Act (PWFA), Henry County will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to the County's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to your supervisor. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, the County will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the County will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Henry County prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

1.6 Religious Accommodations

Henry County encourages a diverse workforce and will make reasonable accommodations for an applicant's or an employee's sincerely held religious beliefs if the accommodation would resolve a conflict between the individual's sincerely held belief and a work practice or requirement unless doing so would create an undue hardship for the County. Safety and impact on customer service are paramount and will therefore receive significant consideration when evaluating an accommodation request and identifying opportunities to meet the request. A determination as to whether a request for a religious accommodation will impose an undue hardship will be made on a case-by-case basis. Individuals who wish to request an accommodation should contact the supervisor.

Henry County expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

1.7 Pay Transparency

Henry County will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation

information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the County's legal duty to furnish information.

1.8 Open Communications

Henry County encourages you to discuss any problems you may have with a coworker directly with that person in a respectful, professional manner. If a resolution cannot be reached, or if you have any other concern related to your employment or the County, you should arrange a meeting with your direct supervisor. If the concern, problem, or issue is not properly addressed, contact the County Clerk. Any information discussed in an Open Communication meeting is considered confidential, to the extent possible while still allowing management to respond to the problem.



2 GETTING STARTED

Getting established in a new role can sometimes be overwhelming. To make your transition as smooth as possible, this section outlines what you can expect as a new employee.

2.1 Proof of Work Authorization

All offers of employment are contingent on verification of the candidate's legal right to work in the United States. U.S. Citizenship and Immigration Services require that the County and new employee provide specific information for completion of the Form I-9, Employment Eligibility Verification within three days of commencing employment. You must complete Section 1 of Form I-9 no later than the end of your first day of work. Failure to provide the appropriate documentation for completion of the Form I-9 will result in suspension and/or termination.

2.2 Employee Background and Reference Checks

The County may conduct pre-employment background and reference checks on applicants who accept an offer of employment for certain roles, as determined by each County department. Background checks may include verification of any information on the applicant's resume or application form. Those offers of employment are conditioned on receipt of a background check report that is acceptable to Henry County.

If an applicant refuses to provide the information necessary for the County to conduct the necessary background checks or provides false information during the application process, we will deny employment. Additionally, if it is determined at any time after hire that you provided false information during the application process, you may be terminated from employment.

All background checks are conducted in conformity with the Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy, anti-discrimination, and background check laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process. Background checks will include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment. Any applicants with criminal convictions shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the convictions and their relationship to the job for which they are being hired.

Additional checks such as a driving record or credit report may be made on applicants for particular job categories if appropriate, job-related, and permitted under applicable state law.

Failure to qualify for or maintain a required certification, license, or security clearance may be sufficient cause for discharge.

For roles that require driving, including all CDLs, motor vehicle driver records will be checked on all applicants post-offer, pre-employment. All offers of employment are contingent on an

applicant having a valid driver's license as required for the position offered and a driving record that is acceptable to both the County and the County's insurance carrier. Motor vehicle driver record checks will also be conducted on all current employees in driving roles on an annual basis. Annual checks will be done to confirm that employees continue to hold a valid driver's license as required for the position held and to ensure that the employee's driving record is acceptable to both the County and the County's insurance carrier.

2.3 Evaluation Period for New Employees

Henry County will monitor and evaluate the performance of new employees in the law enforcement department during the first 12 months of employment. For all other employees, the evaluation period will extend through the first 60 days of employment. This gives the County an opportunity to determine whether further employment in a specific position or with Henry County is appropriate. At the same time, the new employee has the opportunity to decide if Henry County provides the right work environment for them.

Employees who have not yet completed the evaluation period should not expect progressive discipline but may be terminated for any policy violation or unacceptable performance or conduct. All employees, whether during their evaluation period or after successfully completing it, are at-will employees and can be terminated by the County for any reason with or without notice.



3 TOTAL COMPENSATION

The total compensation you receive for the work you do goes beyond your paycheck. Henry County also offers paid time off, unpaid leaves of absence, and other benefits as outlined in this section.

3.1 Employment Classification

Employees are designated as either non-exempt or exempt in accordance with criteria set forth in federal and state wage and hour laws. To be classified as exempt, the employee must be paid by salary. In addition, that salary and the employee's primary job duties must meet specific requirements established by applicable law. Employees who do not meet these requirements, or whose job duties do not fall into any other exempt classification, are classified as non-exempt. Non-exempt employees are owed overtime pay for time worked in excess of 40 hours in one 7-day workweek, except where applicable state law requires otherwise, whereas exempt employees are not owed overtime pay, regardless of hours worked.

In addition to the non-exempt or exempt classification, employees are divided into the following categories:

- **Introductory:** An introductory employee has not yet completed the 60 day evaluation (probation) period. The number of hours worked each week will have no impact on this status.
- **Full-time:** A regular full-time employee is regularly scheduled to work at least 35 hours per week in a regular workweek.
- **Part-time:** A regular part-time employee is regularly scheduled to work less than 35 hours per week in a regular workweek.
- **Temporary:** A temporary employee is hired to work on a specific project or for a specified amount of time. The number of hours worked each week will have no impact on this status.

3.2 Overtime Pay

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Federal law requires that non-exempt employees be paid overtime pay (1.5 times their regular rate) for all time worked in excess of 40 hours in a 7-day workweek. However, under the provisions of federal law, work hours in excess of 171 hours in a 28-day pay period are considered overtime for law enforcement personnel. All overtime work performed must receive the supervisor's prior authorization. Failure to receive approval prior to working overtime hours will result in discipline up to and including termination of employment.

At certain times Henry County may require you to work overtime due to operating requirements. We will attempt to give as much notice as possible; however, advance notice may not always be possible. Failure to work overtime when requested may result in discipline, up to and including termination of employment.

Overtime pay is based on the actual hours worked. For this reason, holidays and other paid or unpaid days off are not counted as hours worked when calculating overtime pay.

The workweek at Henry County begins at 12:01 a.m. on Sunday and ends the following Saturday at midnight.

3.3 Compensatory Time

Non-exempt employees will receive compensatory time in lieu of overtime pay for time worked in excess of 40 hours in a workweek, up to 40 hours of compensatory time. Compensatory time off will be given at a rate equivalent to one and one-half times the overtime hours worked. Overtime and comp time calculations will be based on hours actually worked.

Exempt employees shall not accrue compensatory time nor be paid for overtime worked.

No employee shall be permitted to accumulate and retain more than 40 hours of compensatory time, including law enforcement employees. Non-exempt employees shall be paid their overtime wage for overtime hours worked in excess of the maximum accrual of compensatory time.

Comp time that remains unused at the end of employment shall be paid at the final regular rate received by the employee.

3.4 Call-Back Time and Emergency Alert Status

Call Back Time: Employees who are called back to work after the end of their shift shall be credited for actual time worked regardless of the number of individual calls or a minimum of two (2) hours, whichever is greater. However, the minimum guarantee shall not apply to calls which occur within two (2) hours of a scheduled reporting (start) time. All call-back time shall count as hours worked, including minimum guarantee time. Employees shall be considered on working time from the time they begin to perform services for the County until they complete the services or are relieved from duty.

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

3.5 Payroll & Payday

Employees are paid bi-weekly on Fridays. Direct deposit is mandatory. If a payday falls on a holiday, you will be paid the preceding workday.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, notify the County Clerk immediately so the problem can be addressed, and any necessary correction can be made promptly.

To ensure timely and accurate payroll processing, it is your responsibility to promptly notify the County of any changes in your personal information (such as: name, address or phone number, bank information for direct deposits, beneficiary, marital status, dependents, emergency contact information, training certificates, etc.). In addition, coverage, or benefits that you and your family may receive under a County-sponsored benefits package could be negatively affected if you do not notify the County of changes to this information.

3.6 Mandatory Deductions

Henry County is required by law to make certain deductions from your paycheck. Among these are applicable federal, state, and local income taxes and your contribution to Social Security and the applicable County retirement fund as required by law. These deductions will be itemized on your check stub. The deducted amounts will depend on your earnings and the information you furnish on your W-4 form. If you wish to modify the number of allowances you claim, please complete a new W-4 form. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

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

Wage Garnishments: Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be explained to you whenever Henry County is required to make such deductions from your pay.

3.7 Salary Basis Policy for Exempt Employees

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, the FLSA provides an exemption from both minimum wage and overtime pay for certain employees in job functions which meet certain criteria regarding job duties and salary.

Salary Basis Requirement for Exempt Employees: Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced due to the quality or quantity of the employee’s work. Subject to certain exceptions, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee’s predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a “salary basis.” If the employee is ready, willing, and able to work, deductions may not be made for times when work is not available.

Employers may make deductions from an exempt employee's pay in the following circumstances:

Full day absences where a full day deduction will be made.

- Absence from work for one or more full days for personal reasons (not sickness/disability).
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with the County's paid sick time or PTO policy.
- Unpaid disciplinary suspensions due to workplace conduct rule violations.

Full or partial day absences where a full or partial day deduction will be made.

- To offset the amount employee receives as jury or witness fees, or for military pay.
- During initial or last week of employment.
- For penalties imposed for infractions of safety rules of major significance.
- When employees take unpaid leave under the Family and Medical Leave Act.

It is Henry County's policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the County does not allow deductions that violate the FLSA or any provisions of applicable state law.

If you believe that an improper deduction has been made to your salary, you should immediately report this to the County Clerk. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

3.8 Timekeeping Procedures

It is the policy of Henry County to comply with applicable laws that require employees to maintain records of the hours they work. It is the responsibility of all non-exempt employees to accurately record their time utilizing the timesheets or timekeeping system provided by Henry County. This includes the time the employee begins and ends their workday, as well as the beginning and end of each meal period. Each employee shall also record the beginning and ending time of any departure from work for personal reasons.

Non-exempt employees may not begin work before their scheduled starting time, work past their scheduled stopping time, or work overtime without prior authorization from their supervisor. Non-exempt employees are never permitted to work off the clock (i.e., work that is not reported in the timekeeping system).

Do not complete the time sheet of any other employee or request that they do so for you. Falsifying a time record is a breach of County policy and is grounds for disciplinary action up to and including termination.

Please be certain that hours worked and leave time used are recorded accurately. In the event of an error in recording your time, please report the error to your supervisor immediately.

3.9 Travel Expense Reimbursements

Department heads, County officials, and employees shall be reimbursed for official travel and related expenses while carrying out official duties or attending professional conferences and training courses which will benefit both the employee and the County. All persons authorized to travel shall be reimbursed for expenses detailed in this policy. Employees must provide itemized receipts on a County travel expense voucher and, where required, provide a certified affidavit.

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

- Direct travel including air, bus, taxi, and train fares.
- Direct travel by personal vehicle will be reimbursed at the rate established by the State of Missouri.
- Overnight lodging when travel extends beyond 40 miles from the County.
- Meals and tips (according to established allowances).
- Other reasonable and related expenses.

Non-reimbursable expenses: The following travel expenses shall not be reimbursable:

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

Vacation combined with official travel: An employee wishing to combine a vacation by private vehicle with a business or convention trip must have the department head's approval, or where appropriate, the County Commission's approval. The employee will be reimbursed for travel to the destination as described above.

Travel Reimbursement or Repayment of Advance to County: A travel expense voucher must be completed within 10 days after returning from a trip whether it is for an amount due the employee or for payment of the unused balance of travel advance due the County. Where the employee received a travel advance check, it must be noted on the expense voucher.

All travel expense vouchers must be approved by the supervisor before the finance office processes payment.

Use of a Personal Vehicle for official business: Employees required to use their personal vehicles for official County business shall be compensated on a mileage basis at the rate established by the State of Missouri. County vehicles should be used whenever possible in lieu of personal vehicles.

Use of County Vehicles: Employees who are assigned take-home vehicles from the County fleet are prohibited from using the vehicle for any use outside of County business except for insignificant personal use.

Employees shall report to local law enforcement any accidents involving a County vehicle and the property or vehicle of another party. Employees shall report any accident involving damage to a County vehicle to their supervisors. Failure to report damage of County vehicles as prescribed may result in disciplinary action.

Reimbursement Rates and Rules: Reimbursement for authorized meals and tips combined, whether in state or out of state, shall be no more than \$40.00 per day with receipt for meals. The mileage reimbursement rate for authorized travel shall be the same as the State of Missouri and adjusted as needed.

If an employee leaves the County before 7:00 a.m., the employee will be entitled to a breakfast allowance. If an employee returns to the County later than 6:00 p.m., the employee will be entitled to the dinner allowance. If a meal is included in the registration cost of the conference, the per diem for that meal will be excluded from that day's total allowance.

Employees wishing to combine private business with County business will be reimbursed for travel to the destination based upon the common carrier fare or the established rate per mile for personal vehicles, whichever is less.

3.10 Holidays

All full-time employees are eligible for holiday pay. The County recognizes the following holidays as paid holidays:

- New Year's Day
- Martin Luther King Jr. Birthday
- Presidents' Day
- Lincoln's Birthday
- Harry S. Truman's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

Employees on an unpaid leave of absence will not receive holiday pay.

When a holiday falls on a Saturday, the preceding Friday shall be observed. When a holiday falls on a Sunday, the following Monday shall be observed.

Law enforcement personnel assigned to 24-hour service divisions, dispatch, and patrol, and any personnel assigned to a service division which is regularly scheduled by the department head to work on all authorized holidays, shall receive holiday pay for authorized holidays and shall work on holidays as scheduled unless other available leave time has been authorized. Holiday pay shall consist of pay for eight (8) hours.

3.11 Vacation

Henry County provides paid vacation to full-time employees on an annual basis according to the following schedule:

<i>Length of service</i>	<i>Vacation granted annually on date of hire anniversary</i>
One full year	One week
Two full years	Two weeks
Ten full years and up	Three weeks

Scheduling Vacation: You are responsible for requesting vacation as far in advance as possible from your department head. Vacation will be scheduled according to departmental needs, with minimal disruption to County operations.

Vacation Pay: Vacation will be paid at your current rate of pay, not including overtime. If your approved vacation includes a County holiday, your vacation will not be charged.

Using Vacation: Vacation can be used in minimal increments of one hour. Vacation may be used for sick time after all sick time is exhausted. No refund of vacation time shall be allowed for illness incurred while on vacation leave.

Up to five days of vacation that remains unused at the end of the anniversary year can be rolled over or paid out at year end. Any additional time that remains unused will be forfeited.

End of Employment: PTO that remains unused at the end of employment will be paid out.

3.12 Sick Time

Henry County provides paid sick time for all full-time employees for absences due to their own illness, injuries, medical appointments, etc. or for those of the employee's immediate family. For the purposes of this policy, immediate family includes a spouse, child, parent, brother, sister, grandchild, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

Where absence is foreseeable, you must request time off from your manager at least one week in advance. When the need for time off is unforeseeable (illness or personal emergency), you must follow the call-off procedure in our *Attendance and Punctuality* policy.

Employees will accrue 8 hours of paid sick time each month, up to a maximum accumulation of 480 hours. Sick time cannot be used until the employee has completed the introductory period. Sick time can be used in minimal increments of one hour. When more than three consecutive days of sick leave are used, the County may require a healthcare provider's note to verify the need for time off.

Use of sick time will not be required while an employee is collecting workers' compensation benefits. Sick time will not accrue during an unpaid leave of absence.

Sick time that remains unused at the end of employment shall be forfeited unless the employee has completed at least ten years of service with the County. In that case, unused sick time will be paid out at 50% at the end of employment.

3.13 Family and Medical Leave (FMLA)

The Family Medical Leave Act (FMLA) allows employees to balance their work and family life by taking reasonable leave for certain family and medical reasons. To be eligible for an FMLA leave, you must have worked for Henry County for at least 12 months, have worked 1,250 hours during the past 12 months.

REASON FOR LEAVE <i>(According to FMLA law, "immediate family member" includes the employee's spouse, parent, and child)</i>	Max length of unpaid, job-protected leave/12-month period*
Employee's own serious health condition	12 weeks
Birth of a child and to care for the newborn child	
Placement of a child with you for adoption or foster care	
To care for an immediate family member with a serious health condition	
To respond to an urgent situation arising out of immediate family member's active duty or call to active duty (deployment to a foreign country) in the National Guard, Reserves or Regular Armed Forces (qualifying exigencies)	
To care for immediate family or next of kin who incurred serious injury or illness while on active duty in Armed Forces (includes veteran discharged within past 5 years)	26 weeks
To attend to immediate family on "rest and recuperation" from military service	15 days

**Except for the 26-week Military Caregiver leave, the County uses a rolling calendar that looks backward from the first day of FMLA leave used to measure this 12-month period. Each time you take leave, the remaining leave entitlement would be the balance of the time allowable under FMLA which has not been used during the preceding 12-month period. For Military Caregiver leave, the 12 months begins on the first day you take leave and ends twelve months later.*

Military Caregiver Leave: An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember may use up to 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness.

Benefits and Protections: During FMLA leave, you maintain health coverage under any "group health plan" on the same terms as if you had continued to work. Upon return from FMLA leave, you will be returned to your original or equivalent positions with equivalent pay, benefits, and other employment terms. If you do not return to work after your FMLA leave expires, the County reserves the right to recoup the money spent on health insurance benefits during your leave period in accordance with applicable law. While on FMLA leave, your paid time off accruals will be consistent with the County's paid time off policies.

An employee who fraudulently obtains Family and Medical Leave from Henry County is not protected by the FMLA's job restoration or maintenance of health benefits provisions. In addition, Henry County will take all available appropriate disciplinary action against such employees due to such fraud.

Definition of Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job or prevents your qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave by Spouses Employed by the County: If you and your spouse both work for the County and each of you wishes to take leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a "parent in-law") with a serious health condition, you may only take a combined total of 12 weeks of leave. If you and your spouse both wish to take leave to care for a covered injured or ill service member, you each may only take a combined total of 26 weeks of leave.

Requesting FMLA Leave: If your need for FMLA leave is foreseeable, you must notify the County at least 30 days' prior. If this is not possible, you must give notice as soon as practicable (within one to two business days of learning of your need for leave) to the County and you generally must comply with the County's normal call-in procedures. Failure to provide such notice may be grounds for delaying FMLA-protected leave, depending on the facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or taking military caregiver leave, you must consult with the County first regarding the dates of such treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and the County.

Certification Process: Within five business days after you have provided the County with notice of a request for FMLA leave, or after the County has become aware of your need for leave, we will provide you with a Notice of Eligibility and Rights Form as well as the appropriate certification form. You are responsible for ensuring that we receive a completed certification form for us to determine if the request qualifies for FMLA leave. Completed certifications must be received by the County within 15 days of the request. Failure to provide the required certification for FMLA leave may result in the denial of leave or continuation of leave.

Substitution of Paid Leave for Unpaid Leave: While on FMLA leave, you must use any paid time off that you have available in accordance with the applicable paid time off policy. Your absence due to a workers' compensation injury will run concurrently with FMLA leave provided that the absence is due to a qualifying "serious health condition" as defined under the FMLA. Please be

aware that employees receiving workers' compensation payments are not able to substitute accrued paid time off for any part of the leave of absence unless state law permits and employer and employee agree to have paid leave supplement workers' compensation benefits, such as in the case where workers' compensation only provides partial replacement of an employee's salary.

Employees who are collecting short-term disability payments while on FMLA leave will not be required to use available PTO unless they choose to do so, and the plan allows.

Intermittent Leave or Reduced Work Schedule: You may take the leave continuously, intermittently or on a reduced work schedule basis when medically necessary. However, in all cases, the leave may not exceed a total of 12 weeks, or 26 weeks to care for an injured or ill service member. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt County operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Intermittent time cannot be taken in increments of less than one (1) hour. You may not use intermittent or reduced schedule leave after the birth of a healthy newborn child to be with that child; instead, you can request leave in one consecutive period for that purpose. Intermittent or reduced schedule FMLA leave, however, may be allowed where the time off is to care for a covered child who has a serious health condition.

Once intermittent leave is approved, when the need for leave occurs, you must notify the County via the standard call-off procedure in our Attendance and Punctuality policy.

Reporting While on Leave: If you take leave because of your own serious health condition or to care for a covered relation, you may be required to contact the County during your leave regarding the status of the condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

Recertification: We may request recertification for the serious health condition of you or your family member when circumstances have changed significantly, or if we receive information casting doubt on the reason given for the absence, or if you seek an extension of your leave. Otherwise, we may request recertification for the serious health condition of you or your family member every six months in connection with an FMLA absence.

Returning from FMLA Leave: If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work with or without a reasonable accommodation. Otherwise, you will not be permitted to resume work until it is provided.

Notices Sent by Employer: We will send all notices detailing your right and eligibility for FMLA, notices informing you of a designated FMLA leave, and letters regarding expiration of FMLA leave/Return to Work Orders to you by email, certified mail or via hand delivery.

State Law: Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are most favorable to the employee, as provided by such laws, will apply.

Unlawful Acts by Employers: FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA.
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement: You may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Additional Information: For additional information about your rights and obligations, see the Family Medical Leave Act poster in your workplace, visit the U.S. Department of Labor's website (www.wagehour.dol.gov).

Extended Disability following FMLA: If a period of disability continues beyond the 12 weeks provided for within the Family and Medical Leave policy, an employee may apply in writing for an extended disability leave in accordance with our *Medical Leave (non-FMLA)* policy. This extended leave time is not guaranteed but will be considered on a case-by-case basis.

3.14 Medical Leave (non-FMLA)

Occasionally, for medical reasons not covered by FMLA, you may need to be temporarily released from the duties of your job. It is the policy of Henry County to allow employees to apply for and be considered for an unpaid medical leave of absence related to their own health issue.

If your need for medical leave is foreseeable, you must give the County at least 30 days' prior written notice. If this is not possible, you must give notice as soon as practicable (within one to two business days of learning of your need for leave) and generally must comply with the County's normal call-off procedures. You must also provide a certification from a healthcare provider that demonstrates that you are: (a) a qualified individual with a disability under the Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA); (b) unable to perform the essential functions of your job, even with a reasonable accommodation; and (c) an estimated amount of time that you will be unable to do so.

Management reserves full discretion to decide if medical leave is appropriate, if granting a medical leave would pose an undue hardship on the County, and, if granted, the duration of an approved leave. If approved for medical leave, you must use any paid time off you have available in accordance with our paid time off policies. However, if you are also collecting disability insurance benefits or workers' compensation benefits, use of available paid time off will be in accordance with state law and the rules of the individual plan. You will not be compensated at more than 100% of your regular rate of pay from all sources combined.

While on leave, your healthcare may be subject to termination based on the terms of the relevant plan. In such a case, you may elect to continue health coverage at your own expense, as allowed

by law. If premium payments are due while you are on leave, you will be responsible for paying your share of the premium. The County will give instructions for payment at the time of leave.

During a medical leave, the County may request updates on your status and expected return-to-work date. In addition, you will be required to provide medical certification that you are fit to resume work with or without a reasonable accommodation.

If your position is permanently filled while on a non-FMLA medical leave of absence, you can apply for any available open position within the County. If you do not return to work at the end of the approved leave of absence, we will consider that a voluntary resignation.

3.15 Funeral Leave

Employees shall be entitled to up to three days of funeral leave, with no loss of pay, upon the death of an immediate family member including a spouse, child, parent, brother, sister, grandchild, grandparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. If additional time is needed, you may request the use of paid sick time. Funeral leave time cannot be used until the employee has completed the introductory period.

3.16 Jury Duty and Court Attendance Leave

Henry County is committed to supporting the communities in which we operate, including supporting you, whenever it is possible and in accordance with applicable law, so that you may fulfill your responsibilities to serve as jurors or when subpoenaed to appear in court. When you receive notification regarding upcoming jury duty or court attendance (other than when you are called as a defendant in the proceedings), it is your responsibility to notify your direct supervisor within one business day of receiving the notice. If you are required to report to jury duty or court attendance, at the end of each day of service, notify your supervisor of your status. We expect you to return to your job if you are excused from court during your regular working hours.

Full-time employees subpoenaed as a witness in a civil or criminal case or selected to serve on a jury shall be granted leave with no loss of pay. Essential personnel such as law enforcement employees and department heads may be required to request to be excused from jury duty by the court.

Henry County will not take any adverse action against you because of time lost because of reporting for jury duty or responding to a subpoena.

3.17 Witness and Crime Victims Leave

You will be permitted to take an unpaid leave of absence where you have been subpoenaed to attend a judicial proceeding as a witness, including where your attendance or appearance in court is by reason of being a victim of, or a witness to, a crime, or are a member of a victim's family or for any other reason as required by law.

Please provide as much notice as possible to your supervisor before taking leave under this policy. You must confirm the reason for your absence before leave is approved by either producing a subpoena or, if you are attending as a member of the victim's family, proof of attendance will be required the following day for each day you are absent for this reason. Leaves of absence will not be approved to attend proceedings where you are a criminal defendant. We expect you to return to your job if you are excused from court during your regular working hours.

Employees required by Henry County to attend court proceedings as witnesses will be compensated at their regular rate of pay for hours spent in court. Employees appearing in court for any other reason allowed in this policy may take the time unpaid or use available vacation.

3.18 Domestic Violence Leave

Employees who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, may take up unpaid leave from work to address such violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence.
- Obtaining services from a victim services organization.
- Obtaining psychological or other counseling.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

Employees are entitled to up to two workweeks of unpaid leave within any 12-month period to address such matters. Leave may be taken intermittently or on a reduced work schedule. You must provide 48 hours' notice unless such notice is not practicable.

3.19 Military Leave

recognizes that you may need to be absent from work to serve in the uniformed services, which include the Army, Navy, Marine Corps, Air Force, Coast Guard, National Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services. Henry County provides military service leaves of absence to all full-time, part-time, and introductory employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.

If you need to take military service leave, you or an authorized military service officer should provide advance notice to your supervisor. You should give at least 30 days' notice of your request for leave. If 30 days' notice is not possible, you should give as much advance notice to Henry County as possible. The County reserves the right to request a copy of your military orders or training paperwork.

The County will supplement an employee's base military pay to an amount not to exceed the employee's regular County pay for a period of up to six (6) months while on military leave. If more time is needed, the leave will be unpaid or employees may use any or all accrued but unused vacation or other paid time off during the military leave. During military leave, all benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law.

Reemployment Rights: You may be eligible for reemployment after your military service leave. You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- you provide the County with advance written or verbal notice of your service;
- you have five years or less of cumulative service in the uniformed services while with the County;
- you return to work or apply for reemployment in a timely manner after conclusion of service as set forth below; and
- you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you would like to return to work, you must report to work or apply for reemployment, including your military discharge documentation, if available, as follows:

- If your military service was for less than 31 days, you must report to work on the first regularly scheduled workday that is at least eight hours after you return home from military service.
- If your military service was for 31 to 180 days, you must apply for reemployment within 14 days following completion of military service.
- If your military service was for more than 180 days, you must apply for reemployment within 90 days following completion of military service.
- If you have suffered a service-connected injury or illness and they are hospitalized or convalescing, you have up to two years following completion of military service to return to your jobs or apply for reemployment, depending on the length of recovery time required.

If you do not report to work or apply for reemployment within the applicable timeframe, you will be subject to Henry County's rules about unexcused absences. Nothing in this policy requires Henry County to reemploy individuals who are not eligible for reemployment rights under applicable law. If you are eligible for reemployment, you will be reemployed with the same seniority, and all rights and benefits based on that seniority, that you would have attained if you had not taken military leave. Seniority rights include pay and benefits that accrue or are determined based on your length of service.

Henry County prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the U.S. military. Where state or local military service leave laws offer more protections or benefits to employees, the protections or benefits that are most favorable to the employee, as provided by such laws, will apply.

3.20 Education Leave

Full-time employees may be granted an unpaid leave of absence to receive educational instruction when recommended by a department head and approved by the County Commission if the successful completion of such instruction will contribute to the County service.

3.21 Training

If the County requires an employee to receive training to enhance the performance of job duties, that training shall be paid for by the County. Time spent in training or in the requirements of the course shall be considered hours worked. All training shall be approved in advance by the department head.

3.22 Insurance and Other Benefits

Henry County offers several benefits plans, each with separate eligibility conditions. All benefits for each plan are described in detail in the Summary Plan Descriptions and/or other information available from the County Clerk.

3.23 Workers' Compensation

Henry County complies with all state and federal laws pertaining to workers' occupational safety and any occupational injuries or illnesses arising in the course of employment. Any work-related injury or illness must be reported to your supervisor immediately, no matter how slight or inconsequential that it may seem. If that person is unavailable, you must report it to the next level above your supervisor.



4 EXPECTATIONS

Henry County wants you to have everything you need to do the best job possible in a safe, professional environment. This section outlines our mutual expectations.

4.1 Code of Conduct

The success of our business depends on trust and confidence being earned from our employees and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity and by not engaging in unprofessional conduct. We are committed to the highest standards of professionalism in our operations and activities. Employees must conduct themselves both at work and while off duty according to the highest standards of professionalism and in compliance with our policies and all applicable laws. In addition, all employees must conduct themselves both at work and while off duty in a manner that does not harm the County's operations or reputation.

To meet these obligations, the County has established a set of conduct expectations employees must meet both on and off duty. While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who commit violations such as these may be subject to disciplinary action, up to and including termination of employment:

- 1) Theft or inappropriate removal or possession of property
- 2) Falsification of County records, including timekeeping records and leave requests
- 3) Working under the influence of alcohol or drugs, including illegal drugs
- 4) Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating County vehicles or equipment
- 5) Violating our workplace *Violence and Weapons Policy*
- 6) Engaging in criminal conduct in violation of our *Criminal Activity and Arrests Policy*
- 7) Negligence or improper conduct leading to damage of County or customer property
- 8) Defacing County property
- 9) Insubordination
- 10) Violation of safety or health rules
- 11) Smoking in prohibited areas
- 12) Sleeping on the job
- 13) Any unlawful harassment, including sexual
- 14) Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- 15) Unauthorized use of telephones, mail system, or other County equipment
- 16) Unauthorized disclosure of business "secrets" or confidential information
- 17) Unsatisfactory performance or conduct
- 18) Abusive or improper treatment to a person in custody.
- 19) Offensive conduct or language toward the public or toward County officers or employees.

- 20) Solicitation of or acceptance of a gift or fee that could include the expectation of receiving a favor or better treatment, influence, or bribery to secure advantage in any County activity or circumstances.
- 21) Use or attempted use of political influence to obtain special treatment for an examination, promotion, or wage increase.
- 22) Failure to pay just debts due or owing, including taxes, licenses, or fines due the County, or failure to make reasonable provision for the future payment of such debts.
- 23) Inducing or attempting to induce any officer or employee in the County service to commit an illegal act.
- 24) Failure to maintain any license or certification if possession of such a license or certification is a condition of employment.
- 25) Engaging in conduct or other activities that could harm the operations or reputation of the County.
- 26) Being associated with conduct or activities that could harm the operations or reputation of the County.

4.2 Discipline Policy

Our discipline process may involve any of the actions indicated below which will be applied to resolve unacceptable conduct, attendance concerns and/or any other infraction of workplace policies, rules, or procedures (hereinafter referred to collectively as a “violation”). The County reserves the right to determine the appropriate level of discipline based upon the circumstances and severity of the matter and may move to any level in the discipline process as it deems appropriate. Disciplinary actions may include:

1. Oral Warning – The employee is informed of the violation by the supervisor and told what constitutes proper conduct. The purpose of an oral warning is to make certain the employee is fully aware of the violation and the County’s expectations so that the likelihood of future violations may be minimized.
2. Written Warning – The employee receives a written warning following a violation. The purpose of a written warning is to make certain the employee understands the severity of the situation and that further misconduct will most likely result in suspension or discharge.
3. Suspension or Final Written Warning – A suspension without pay of up to five days or a final written warning is used to address continuing problems where previous action has been ineffective or following a more serious violation. The purpose of this step is to make certain the employee understands the seriousness of the situation and that any other violation could lead to termination. Whenever an employee is suspended pending an investigation and is subsequently exonerated, the employee shall be reinstated without loss of pay or benefits.
4. Termination – The employee is discharged as the result of a serious violation or the final step in the discipline process.

These steps are intended as a guide to both supervisors and employees. Each step of the process will be documented and will become part of your personnel file. In addition to conduct discussed

elsewhere in this handbook, some incidents may be grounds for immediate discharge including, but not limited to, theft, violations of the County's anti-harassment policies, falsification of timecards and threats or acts of violence.

All employees, whether during their evaluation period or after successfully completing it, are at-will employees and can be terminated by the County for any reason. The preceding steps will not apply to the evaluation period.

Performance deficiencies may be addressed with counsel, training, or a performance improvement plan. This process may include some of the disciplinary steps outlined above, as well. Failure to correct performance deficiencies may result in transfer to a different position or termination, at management's discretion.

4.3 Attendance and Punctuality

To maintain a productive work environment, Henry County expects you to be reliable and punctual in reporting for work. Absenteeism and tardiness place a burden on other employees and the County. From time to time, it may be necessary for you to be late or absent from work because of emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours. In the event of a foreseeable need to miss a day of work, arrive late, or leave early, it is your responsibility to notify your supervisor as far in advance as possible.

Calling Off: In the event of an unforeseeable absence or late arrival, all reasonable efforts should be made to notify your supervisor as soon as possible prior to your scheduled start time. If you must leave a message, you must provide the reason for and the anticipated duration of your absence. You are required to call off each day that you are absent or late. If you are unable to comply with this policy due to an emergency or other extenuating circumstances, you (or a family member if you are unable to call) must call as soon as possible and you will be expected to provide a reasonable explanation for your failure to comply.

Unexcused Absence: You will be considered to have taken an unexcused absence if you are absent from work during scheduled work hours without permission, including full or partial day absences, late arrivals, and early departures. The following absences will not be counted against your attendance record:

- An approved leave of absence
- An absence that qualifies under federal or state leave laws
- Pre-approved times away from work using accrued paid time

It is within the sole discretion of management to categorize your absence or tardiness as excused or unexcused and permit or require the use of available PTO. Management also reserves the right to request a medical note and/or other documentation to verify illness, emergencies and other extenuating circumstances when determining if an absence or tardiness will be excused.

Employees who violate this policy will be subject to discipline up to and including termination.

If you are absent without calling in (no call/no show) for three consecutive days, it will be assumed that you have voluntarily resigned via job abandonment, and you will be removed from the payroll.

4.4 Meal and Break Periods

All rest and meal breaks will be scheduled by your supervisor in accordance with your department's operational needs. Breaks of 30 minutes or more will be unpaid for non-exempt employees.

Lactation Breaks: If you are a nursing mother, you may take a reasonable amount of break time to accommodate your need to express breast milk for your nursing child for one year following your child's birth. You should notify your supervisor of the frequency, timing and duration of lactation breaks needed. For non-exempt (hourly) employees, time used outside of a regular paid break will be unpaid time. Exempt employees may be provided with break time with pay when necessary to comply with state and federal wage and hour laws. The County expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking lactation breaks or filing a complaint for violations of this policy.

4.5 Dress Code

You are expected to present a clean and professional appearance while conducting business, in or outside of the office. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects the County's reputation or image is not acceptable.

The County will provide uniforms and special clothing needed by employees in the law enforcement department, according to state law. Employees who are provided with uniforms will be responsible for the proper care, laundering, and use of those items.

The following general rules will apply to all other employees during any working time:

- Clothing that is extremely tight or that reveals undergarments, midriff, or cleavage may not be worn under any circumstances.
- Offensive body odor and poor personal hygiene is not acceptable.
- Jewelry that creates a safety hazard or that management determines to be unsuitable for our business environment may not be worn while at work.
- Visible tattoos that management determines to be offensive or distracting must be covered while at work.

If your supervisor finds that your appearance or personal hygiene is inappropriate, you will be asked to leave work and return properly dressed and groomed. If you are asked to leave, you will not be paid for the time you are away from work. See your supervisor if you are not sure about the correct clothing standards for your job.

4.6 Use of County-Issued Credit Cards

County-issued credit cards are to be used for authorized Henry County purchases only and only those incurred by the employee to whom the card is issued. Personal purchases or loans are never permitted on a County-issued credit card. All rewards that accumulate with use of the card (including but not limited to cashback rewards, points to be used for future purchases, or travel benefits) are the property of Henry County and may not be reassigned to any individual employee.

Employees who make business purchases using a County-issued credit card must save all related receipts and submit them weekly. Employees may be held personally responsible for unauthorized personal purchases or any purchase for which they do not produce a valid receipt or for receipts that are not properly marked with related information including employee name, item purchased and the reason for the purchase.

Lost, damaged, or stolen cards must be reported immediately to the County Clerk.

Employees who violate this policy may have the credit card revoked and will be subject to discipline up to and including termination.

4.7 Drug and Alcohol Policy

Henry County is committed to providing a safe, healthy, and productive workplace that is free from alcohol and unlawful drugs as classified under state or federal laws, including marijuana, while employees are working on County premises, another worksite of the County, and while operating County-provided vehicles or personal vehicles used for County business. Employees that work while under the influence of drugs or alcohol pose a safety risk to themselves and others with whom they work. Therefore, working under the influence of alcohol or drugs, including marijuana, is strictly forbidden. This policy applies to all employees of Henry County, without exception, including part-time and temporary employees.

In addition to forbidding employees from working under the influence of drugs or alcohol, the unlawful manufacture, distribution, possession or use of any unlawful drug or drug paraphernalia on Henry County's premises, while conducting County business, or in any vehicle owned or leased by the County is absolutely prohibited. If you are taking medication for which you have a valid prescription while on the job, you must do so in a way that is consistent with the manner prescribed and use must not pose a risk to your safety or the safety of others. However, the use of medical marijuana while on the job or while off the job that results in the employee working under the influence is prohibited. If a physician has prescribed medication that influences your ability to safely perform your job duties, notify your supervisor.

Additionally, you are not allowed to be under the influence of, consume, possess, sell, or purchase any alcoholic beverage on any property at which the County does business or in any vehicle owned or leased on behalf of the County. Testing showing you are under the influence of any drug will be deemed a violation of the policy.

Reporting: You should report evidence of alcohol or drug use to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, you must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees who violate the Drug and Alcohol Policy will be subject to disciplinary action, up to and including termination.

Testing: As a part of our policy to ensure a substance-free workplace, employees may be asked to submit to a drug and/or alcohol test under any of the circumstances listed below. Testing for marijuana will be done in accordance with applicable state and local medical and recreational marijuana laws.

- *Pre-Employment:* Persons offered employment for certain County departments may be required to provide a negative drug test as a condition of employment under that offer.
- *Reasonable Suspicion:* "Reasonable suspicion" will exist when a supervisor or other person in authority has a reasonable belief based on objective factors such as the employee's appearance, speech, behavior or other conduct or facts, that the employee is under the influence of drugs or alcohol, or both.
- *Post-Accident:* Testing may be required to evaluate the root cause of a workplace incident that harmed or could have harmed employees. All employees whose conduct could have contributed to the incident, not just employees who reported injuries, will be subject to drug testing.
- *Randomly:* A pre-determined percentage of employees in certain departments may be selected for drug testing at an interval determined by the County.

It is a condition of your continued employment with the County that you comply with the Drug and Alcohol Policy. A refusal to submit to a drug or alcohol test upon request by the County will be considered a positive test and will result in discipline up to and including termination. A refusal to submit to a test is defined as: failure to provide the required valid specimen(s); obstructing the collection of a specimen or the testing process; submitting an altered, adulterated or substitute sample; failure to show up for a scheduled test; refusal to complete the requested drug testing forms; or failure to promptly provide specimen(s) for testing, without a valid medical reason, when directed to do so.

Rehabilitation: We believe it is important for you to seek professional help for any drug/alcohol problems. It will benefit you and Henry County if you proactively ask for help before the matter is addressed through the disciplinary action process. If a violation or suspected violation of this policy has not occurred before your request, Henry County will consider a leave of absence to pursue drug or alcohol rehabilitation. If leave is granted, you will be required to give a negative drug or alcohol test in order to return to work. If you are unable to do so, you may be terminated. Requests for rehabilitation leave will be denied and employees subject to the disciplinary

process, up to and including termination, if they have not made the request prior to any suspected or actual violation of this policy.

DOT Compliance: This policy applies to all employees, including those who are subject to the Department of Transportation (DOT) regulations. DOT-regulated employees must adhere to the requirements of this Drug and Alcohol Policy as well as the DOT Drug & Alcohol Policy, given at hire. The DOT makes no exceptions for medical or recreational marijuana that has been legalized by an applicable state law. If you are a DOT-regulated employee, you will not be excused under our policy for use of marijuana if you test positive, even if your use is legal under applicable state law.

Confidentiality: All drug and alcohol testing records will be held in confidence and only shared internally with those who have a business reason to view them. Release outside of the County will comply with applicable law. All testing records will be stored separately from the employee's personnel file.

4.8 Confidential Information

During your employment with Henry County, you may become aware of confidential and personal information about employees or residents of the County. You may not disclose any such information to anyone unless they have a valid business reason to obtain the information and such disclosure is required as part of your job functions with the County.

If you have any questions concerning whether certain information is considered confidential, ask your supervisor. Employees who improperly use or disclose confidential information will be subject to disciplinary action, including termination of employment.

4.9 Conflict of Interest

You have a responsibility to avoid any conflict between your personal interests and those of the County. A conflict of interest occurs when your personal interests, or those of a close relative, interfere, or appear to interfere, with your ability to make sound business decisions on behalf of the County. Conflicts of interest could arise in the following circumstances:

- An employee or the close relative of an employee being employed by, or acting as a consultant to, a vendor, supplier, or contractor supplying or serving the County.
- Hiring or supervising a close relative.
- An employee or the close relative of an employee owning or having a substantial interest in a vendor, supplier, or contractor supplying or serving the County.
- Accepting gifts, discounts, favors, or services from a vendor, supplier, or contractor supplying or serving the County, unless equally available to all County employees.

For the purposes of this policy, a "close relative" is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

Business dealings with outside organizations should not result in unusual gains for those firms. Unusual gain refers to bribes, kickbacks, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both.

Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, seek review from the County Clerk.

4.10 Participation in Political Activities

Employees are prohibited from bringing their political affiliations to bear on their official duties. Specifically, the following political activities of employees are prohibited:

- Campaign fundraising or other partisan political activities on County premises while in the performance of duties and responsibilities as an employee of the County.
- Abuse of official position for political ends.
- Use of official working time or unauthorized use of County resources for political activity.
- Promising any employment, position, work, compensation, or other benefits as consideration, favor, or reward for political activity.
- Performing political activities at the direction of a supervisor, department head, or other County official.

4.11 Outside Employment

No regular full-time employee holding a position in the County service shall be eligible for employment in any additional position in the County service, without the prior approval of the Elected Official / Department affected. Any employee accepting employment outside of the County must notify the County of the outside role and must abide by the following requirements.

Activities and conduct away from the job must not compete with, conflict with, or compromise the County's interests or adversely affect job performance and the ability to fulfill all job responsibilities. You are prohibited from performing any services for customers on non-working time that are normally performed by Henry County. This prohibition also extends to the unauthorized use of any County equipment and the unauthorized use or application of any confidential information. In addition, you are not to solicit or conduct any outside business during paid working time.

DOT-regulated drivers will be required to report all compensated work and must adhere to all rules set forth in the Hours of Service regulations issued by the Federal Motor Carrier Safety Administration.

You are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work

overtime or different hours. If Henry County determines that your outside work interferes with performance, you may be asked to terminate the outside employment.

The County does not permit employees on a leave of absence, whether medical or non-medical, to engage in outside employment while on leave. Engaging in outside employment while on a leave of absence will result in termination of employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

4.12 Nepotism

A County employee may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement in or to any position of the County service over which the employee exercises jurisdiction or control, any person who is a member of the immediate family of the employee.

4.13 Personal Cell Phone Use

Personal cell phones may be carried with you but must be set on “silent” or “vibrate” modes during working time unless the phone is being used for County purposes. All personal use of the phone is to be reserved for break times and break areas only. Any special exception, including emergencies, must be approved by your supervisor. If Henry County finds that personal calls, text messaging or other personal cell phone activities are interfering with County work, disciplinary action will follow.

You are prohibited from using hand-held cell phones while operating any motor vehicle on Henry County business. However, hands-free devices may be used if allowed by state and local laws and if such use will not compromise safety.

Employees who violate this policy will be subject to disciplinary action up to and including termination.

4.14 Use of County-Provided Cell Phones

County-issued cell phones are for official business use only during work hours. Occasional personal use after hours or when on County business is permitted.

Like personal cell phones, County-issued cell phones are not to be used while operating a vehicle unless a hands-free option is available, allowed by state and local law, and use will not compromise safety.

County-issued cell phones remain the sole property of the County and shall be subject to inspection or monitoring (including related records) at any time. Employees in possession of County equipment such as cell phones are expected to protect equipment from loss, damage, or theft.

Upon termination of employment, or at any time upon request, the employee will be asked to produce the phone for return or inspection. The employee must also provide any password required to gain access to the phone. Employees unable to present the phone in good working condition within the period requested may be expected to bear the cost of a replacement. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

4.15 Personal Property

The County cannot be responsible for personal property that is lost, damaged or stolen. If you bring personal property into the office or onto County property, you are responsible for it. In addition, the County prohibits any personal items brought onto County property or worksites that are sexually suggestive, offensive, or demeaning to specific individuals or groups.

Henry County is not responsible for any damage to your personal vehicle while on County business.

4.16 Use of County Equipment or Property

Henry County will provide you with the equipment needed to do your job. When you use this equipment, you must exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

None of this equipment should be used for personal reasons, nor removed from the physical confines of the County unless such use is specifically approved by management.

4.17 Electronic Communications Policy

This policy applies to all Henry County equipment and systems used by employees including, but not limited to, cell phones, laptops, computers, email, internet access, external electronic bulletin boards, phones, voicemail, fax machines and copy machines (“County equipment”). Electronic communications systems and related property provided by the County are provided to you for conducting and facilitating County business. These systems and property are reserved solely for the conduct of County business and may not be used for personal entertainment or personal business outside the interests of the County or its employees. Nothing in this policy is intended to contravene any applicable federal, state, or local law.

Employees are responsible for using all equipment, including the Internet, in a manner that is professional, ethical, and lawful. Electronic communication by employees that is threatening,

intimidating, that interferes with the job performance of other employees, or that violates other County policies, including but not limited to *Anti-Harassment*, *Confidential Information*, and the *Code of Conduct*, will not be tolerated. In addition, when participating in video conferencing, all employees must comply with appearance standards set forth in the County's *Dress Code*.

Any attempt to disrupt electronic communications, to violate computer system security, or to send electronic communications under false pretenses (i.e., using someone else's identity to access/send an electronic communication) will not be tolerated.

All email messages must be businesslike, courteous, civil, and written with the expectation that they could be made public at some time in the future.

Prohibited Activities: Prohibited activities include, but are not limited to:

- Any illegal, illicit, improper, unprofessional, or unethical activity, or any activity that could reasonably be construed to be detrimental to the interests of the County.
- Unauthorized attempts to access another's email.
- Transmitting obscene or harassing messages including messages that could be construed as sexually explicit or discriminatory based on race, national origin, sex, age, disability, veteran status, or religious beliefs.
- Accessing or distributing indecent or obscene material, child pornography, inappropriate text or graphic files, or files dangerous to the integrity of the network.
- Use of internet/email resources for commercial use or profit.
- Extensive use of internet/email resources for personal use.
- Solicitation of funds.
- Political messages.

Security: To guard against viruses and malicious programs, you should only open attachments from trusted sources. In addition, you may not download or install any software, programs, or shareware that is not expressly authorized or approved by management.

You must notify the County within 24 hours if any County property has been lost, stolen or damaged so that we can disable access to the County property and network.

Passwords: Passwords are required for the use of a County-owned cell phone, computer, laptop, and voicemail. A password is also required for use of County-owned software.

Log in passwords must be reset every three (3) months. Computers must be set up to time out after 5 minutes of inactivity, requiring username and password login authorization.

You are not permitted to share your passwords with anyone, including other employees. You must not allow another person, including another employee, to use County equipment that has been assigned to you. In addition, you may not allow another person to access, use or view your County password-protected accounts or data contained therein since the County has restricted access to certain data to a limited group of employees.

Privacy: All County equipment, including computer equipment, and all information transmitted by, received from, or stored on any County system or equipment is the property of Henry County. To ensure proper use of these systems and equipment, Henry County may monitor their use from time to time. You should have no expectation of privacy in connection with the use of this equipment, or with the transmission, receipt, or storage of information in this equipment. The County has the capability to retrieve email and voicemail messages even after deletion or erasure, and the use of passwords on the email and voicemail systems does not mean that messages stored on those systems are confidential from the County or not subject to retrieval by others. County-provided computer equipment and the information stored in such equipment is the property of the County. The County reserves the right, in its complete discretion, to review any employee's voicemail or email files, messages, and usage at any time without advance notice or permission. You may not attempt to gain access to anyone else's files, email or voicemail messages or other information. Only the County's executive management reserves the right to and may enter an employee's email, voicemail, or other files.

Use after Hours or during Leave: Non-exempt employees may not use County systems for work purposes outside of their normal work schedule without authorization in advance from management. This includes, but is not limited to, receiving, sending, and responding to emails or text messages, responding to calls, or making calls. In the event that such advance authorization is given, non-exempt employees must track all time worked outside of normal work hours.

All employees are prohibited from using County systems during any leave of absence, whether paid or unpaid, without advance approval from the County. Henry County reserves the right to deactivate your password, County applications, and access to our network during leave.

Employees who violate the terms of this policy will be subject to discipline up to and including termination of employment.

4.18 Use of Social Media

Henry County recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on topics using a wide variety of social media, such as Facebook, TikTok, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, blogs, and wikis. However, employees' use of social media can pose risks to Henry County's confidential information, reputation, and brands; can expose the County to discrimination and harassment claims; and can jeopardize the County's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from job performance, and to ensure that the County's IT resources, and communications systems are used appropriately as explained below, Henry County expects employees to adhere to the following guidelines and rules when using social media, whether at work or outside of work:

1. Do not violate the County's Anti-Harassment and Equal Employment Opportunity policies by engaging in conduct on social media such as ethnic slurs, racist or sexist comments, or discriminatory or threatening or abusive comments. This may include activity such as "liking"

comments on social media. You must adhere to all other County policies that might apply to social media use, as well.

2. You are not permitted to use social media during working times unless such is required by your job.
3. Always be respectful, fair, and courteous to fellow employees, customers, or suppliers. If you decide to post complaints or criticism, avoid using any statements that could be viewed as malicious, threatening, obscene, intimidating, defamatory or harassing.
4. Do not post, or express a viewpoint on another's post, such as by "liking" a Facebook post, anything that a reasonable person would find offensive, such as ethnic slurs, sexist comments, discriminatory comments, profanity, abusive language, or obscenity.
5. You may not share the County's confidential information as described in our *Confidential Information* policy.
6. Make it clear in your social media activity that you are speaking on your own behalf.
7. Use good judgment about what you post and remember that anything you say can reflect on Henry County. Do not engage in any conduct that could harm the operations or reputation of the County.
8. Any statements made about the County and any of its employees must also be truthful and accurate.
9. Your use should not violate any applicable law.

Carefully read these guidelines as they cover all social media related activities. You will be held responsible for your conduct on social media. If your posting violates any of these guidelines, the County may take action against you (up to and including termination).

This policy is not intended to restrict communications or actions protected or required by state or federal law. If you have questions or doubts about the appropriateness of Social Media usage, you should speak with your supervisor.

4.19 Media Contacts

From time to time, you may be contacted by members of the media. This may include, but is not limited to, television, internet, and print journalists. You should not speak on behalf of Henry County without express authorization from your supervisor.

If you are contacted by media regarding Henry County's operations, immediately inform your supervisor. Employees are not authorized to give statements to any representative of the media without prior authorization. You are always permitted to express your own opinions to the media regarding your own wages, hours and other terms and conditions of employment. If you do express personal opinions to the media on these issues, you are required to state that such opinions do not represent those of Henry County and are your own.

4.20 Public Records

Personnel records shall be public records with the following exceptions: disciplinary action, records involving investigations, correspondence, and data related to the moral character and reputation of applicants for employment or employees of the County; files, statements, reports, correspondence, and other data in connection with and related to investigations of violations of these rules and regulations; examination materials, questions, data, and examinations and tests conducted by the County; and such other confidential papers as specified in these rules or by action of the County. Records not listed above shall be open to inspection by the public during regular office hours, at reasonable times, and in accordance with such procedures as the County may provide.

4.21 Termination and Resignation

If you wish to resign, we ask that you notify your manager in writing of your anticipated departure date with the following notice periods:

- Department Heads = no less than 60 days in advance
- Exempt employees = no less than 4 weeks in advance
- All other employees = no less than 2 weeks in advance

Of course, as much notice as possible is appreciated by Henry County and your co-workers. You should be prepared to work the entire notice period. Paid time off cannot be used during your notice period. Henry County reserves the right to accept voluntary resignations immediately and waive the requirement of working out a notice period.

After termination from Henry County, please continue to provide us with an accurate address for at least one year for tax purposes.

4.22 Suggestions

It is our policy to create an environment where employees bring solutions when faced with problems. Henry County encourages you to bring forward your suggestions and ideas about making the Company a better place to work and enhancing service to our customers. If you see an opportunity for improvement, you are encouraged to talk it over with management. All suggestions are valued and appreciated.

4.23 Return of County Property

On or before the last day of work, or any time requested by the County, employees are required to return all County equipment, phones, computers, computer files, storage devices, credit cards, keys, identification cards, records, manuals, computer files, and other documents, including all copies of such items, which in any way relate to the business or affairs of Henry County. Employees will be responsible for any such property not returned to the County upon request.

4.24 References

The County does not provide former employees with references for work performed for the County. Employees who seek confirmation of employment with the County shall submit appropriate liability release forms before any information will be released to prospective employers. Release of information is, however, mandated by state law for certain employment transactions. In such cases, the County will comply with state law and forward the information to the requesting agency.



5 SAFETY IN THE WORKPLACE

The safety and health of employees is our top priority. Henry County strives to provide a clean, hazard-free, and safe environment. This section includes general safety policies.

5.1 Health and Safety in the Workplace

As an employee, you are expected to take part in maintaining a safe environment. You must comply with all the County's safety rules and guidelines, adhere to all safety instructions provided by your supervisor, and use safety equipment when required. In addition, you must comply with any applicable federal, state, and local laws regarding workplace safety. It is your responsibility to:

- Report all workplace injuries, accidents, or illness to your supervisor as soon as possible, regardless of the severity. If your direct supervisor is unavailable, then report it to the next level above your direct supervisor.
- In the event of a life-threatening emergency, call 911.
- Learn the location of all safety and emergency equipment.
- Keep your work area and all exits free of any potential hazards.
- Report any problems with County-provided safety equipment to your immediate supervisor.
- Report any unsafe conditions or potential hazards, such as wet floors or broken equipment, to your direct supervisor immediately. If your direct supervisor is unavailable, then report it to the next level above your direct supervisor.

Failure to follow the County's safety rules, guidelines or any applicable workplace safety law may result in discipline, up to and including termination of employment.

Henry County prohibits any form of discipline, discrimination, or retaliation for reporting a health or safety concern, a workplace injury, a violation of this policy or for cooperating in related investigations.

5.2 Personal Protective Equipment

Plano eyeglasses, goggles, and hard hats shall be provided by the County for employees whose jobs require such protection. The County will provide a \$75.00 annual allowance for safety shoes or boots. To request this reimbursement, you must provide an original sales receipt to your supervisor.

5.3 Use of Vehicles

The following guidelines must always be followed by all employees operating a vehicle while on County business. Failure to abide by any of the following requirements will lead to disciplinary action up to and including termination:

Driver Guidelines and Reporting Requirements

- a) You shall not drive County-provided vehicles without the express permission of management, nor shall an employee grant permission to any other person to drive a County-provided vehicle. Additionally, you are not permitted to give rides to non-employees, including friends or family members.
- b) County-provided vehicles are provided for County business and shall not be used for personal use.
- c) You must have a valid and current driver's license to operate a County-provided vehicle or a personal vehicle with current auto insurance used on County business. Drivers required to drive a commercial vehicle must have a valid and current license for the class of vehicle which they operate, along with any required endorsements. If you operate a vehicle on County business, you shall notify your supervisor by 8:00 AM the next business day if your driver's license has been suspended or revoked and must **immediately discontinue operating the vehicle**. You must also report all ticket violations received during the operation of any vehicle on County business.
- d) If you drive for work purposes, the County may review your motor vehicle record periodically to ensure that you are maintaining a good driving record. Failure to maintain a good driving record (e.g., a pattern of repeated traffic violations, a preventable accident, etc.) may result in the loss of the privilege of driving for work purposes. If driving is an essential function of your job and you have not maintained a good driving record, your employment may be terminated. In addition, where driving is an essential function of your job, your employment may also be terminated if you operate County-provided vehicles, and our insurance County excludes you as a driver and/or if your driver's license is suspended or revoked.
- e) You are responsible for the safe operation and cleanliness of any vehicle assigned to you. Damages to a County-provided vehicle by theft, breakdown, or mechanical problem must be reported to your supervisor. Drivers that are assigned a County vehicle are responsible for assuring that their assigned vehicle meets all legal standards for maintenance and safety. County-provided vehicles are subject to unannounced, random inspections by management.
- f) You must report **any** accident involving your assigned vehicle to your supervisor immediately. This includes all accidents whether another vehicle was involved and regardless of the extent of damage or lack of injuries. Accidents in personal vehicles while on County business must follow these same accident procedures.
 - o A Vehicle Accident Report must be completed immediately (from the scene, during the same day, or as soon as practicable if immediate or same-day reporting is not possible). The completed Form should be given to your supervisor within 24 hours of the accident.
 - o If the vehicle is one that has been assigned to you, once the accident is reported, you will be advised by your supervisor what steps must be taken to have the County-provided vehicle repaired.
 - o You are expected to cooperate fully with authorities in the event of an accident without making any statements other than replying to the questions of investigating officers. Accidents involving your personal injury must be reported to your supervisor for workers' compensation purposes.

- g) You will be responsible for fines resulting from moving or parking violations incurred while operating a vehicle on County business.
- h) Drivers are responsible for the security of County vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.

Driver Safety Rules

- a) The use of County vehicles or personal vehicles for County business while under the influence of alcohol, intoxicants, or other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
- b) Employees are not permitted under any circumstances to operate a County vehicle when a physical or mental impairment may cause the employee to drive unsafely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, injury, medication, or fatigue. If you become drowsy while driving, you should stop driving immediately.
- c) If you make or take work-related calls while driving, you are required to use a hands-free cell phone. If hands-free devices are not available, you are strictly prohibited from (i) making or receiving calls, or (ii) sending or receiving text messages, emails, instant messages, or any other form of electronic communication, while operating any vehicle while on County business, including sitting in traffic while traffic is stopped or at an intersection. You must locate a lawfully designated area to park the vehicle before using a hand-held device.
- d) Because motor vehicle accidents represent one of the largest groups of occupational fatalities, while on County business you must exercise due diligence to drive safely by: a) following all traffic laws, and b) avoiding distractions while driving (such as eating or drinking; adjusting radio or temperature controls; focusing attention on passengers or objects, persons, or events outside the vehicle; personal grooming; etc.).
- e) Seat belts must always be worn by the driver and all riders, even if air bags are available.
- f) Applicable federal, state, and local laws, including speed limits, must always be obeyed.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

5.4 Smoking Policy

To maintain a healthy and comfortable working environment and to ensure compliance with applicable laws, smoking or vaping in County facilities and County vehicles is strictly prohibited. Employees smoking in any part of the County's building may be subject to disciplinary action. You may leave your work assignment to smoke only during scheduled break times and in designated smoking areas.

5.5 Violence and Weapons Policy

The County strictly prohibits and will not tolerate any form of workplace violence. Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior. It ranges from threats and verbal abuse to physical assaults and even homicide. The County strictly prohibits any workplace violence including, but not limited to, the following:

- Aggressive or hostile acts such as throwing objects at another person, fighting or intentionally damaging property.
- Injuring another person physically.
- Oral or written threats to injure an individual or to damage property.
- Engaging in behavior that creates a reasonable fear of injury to another person.
- Engaging in behavior that subjects another individual to extreme emotional distress.
- Bullying, intimidating, or harassing another person (For example, making obscene phone calls or using threatening body language or gestures such as standing close to someone or shaking your fists at them).

This list is illustrative only and not exhaustive. No form of workplace violence will be tolerated.

If you receive or become aware of any threatening communications from an employee or outside third party, or if you suspect or witness an act of violence, you must report it immediately to your supervisor or any member of management.

Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee or visitor to our premises, call 911 immediately.

The County prohibits any form of discipline, reprisal, intimidation, or retaliation for a good faith report of workplace violence of any kind, pursuing a workplace violence complaint or cooperating in related investigations.

Weapons: The County prohibits all employees, except authorized law enforcement officers, from possessing any weapons of any kind, concealed or otherwise, including at the workplace, while engaged in activities for the County and at County-sponsored events. Weapons include but are not limited to:

- Firearms*
- Knives with fixed blades or blades longer than 4 inches
- Mace
- Explosives
- Any item with the potential to inflict harm that has no common purpose

**An employee who lawfully possesses a weapon may store such a weapon in his or her own privately-owned vehicle in the County's parking lot where the vehicle is locked, and the firearm is out of sight within the trunk, glove box, or other enclosed compartment or area within the vehicle.*

In addition, the County will not deny or condition employment upon an agreement by a prospective employee that prohibits the prospective employee from engaging in the foregoing.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

5.6 Protective Orders

If you apply for or obtain a temporary or final protective order which lists Henry County property as being a protected area, you must provide a copy of such to your supervisor. In addition, where you do not have such an order, but you are in a situation involving domestic violence or have or were in a relationship with someone you fear, we encourage you to report that to your supervisor so that any necessary safety precautions can be considered and taken. We understand the sensitivity of such information and will follow confidentiality procedures which recognize and respect the privacy of the reporting employee(s).

5.7 Inspection of Property

As part of a County investigation of possible violations of a policy, it may be necessary for work areas, lockers, desks, cabinets, to be searched on occasion. These are the property of the County and, as such, we reserve the right to search them with or without advance notice. You should have no expectation of privacy.

5.8 Emergency Closings

At times, emergencies including but not limited to severe weather, fires, or power failures can disrupt County operations. In such instances, the County Commission or authorized department heads will decide if a closure or schedule change is necessary and notify you. If Henry County is open and you do not report to work due to inclement weather, you must follow the call-off procedure in our Attendance and Punctuality policy. You may use available vacation or comp time for your excused absence.



EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received access to a copy of the Henry County Employee Handbook via the County’s website at www.henrycomo.com. I understand that it is my responsibility to read and follow these policies.

I am aware that if, at any time, I have questions regarding Henry County policies I should direct them to my supervisor or the County Clerk.

I understand that neither this Handbook nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized Henry County representative, I am employed at will and this policy does not modify my at-will employment status. If I have a written employment agreement signed by an authorized Henry County representative and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

I also am aware that Henry County, at any time, without notice, may change, add to, or delete from the provisions of the County policies.

I also understand that this version of the Handbook supersedes all prior versions published or distributed by Henry County.

Employee’s Printed Name

Employee’s Signature

Date