

The County of Adair

Employee Manual

January 2009
(Amended March 2017)

Welcome to the County of Adair

Thank you for joining The County of Adair! We hope you agree that you have a great contribution to make to industry by way of The County of Adair, and that you will find your employment at The County of Adair a rewarding experience. We look forward to the opportunity of working together to create a more successful County. We also want you to feel that your employment with The County of Adair will be a mutually beneficial and gratifying one.

You have joined an organization that has established an outstanding reputation for quality. Credit for this goes to everyone in the organization. We hope you, too, will find satisfaction and take pride in your work here. As a member of The County of Adair's team, you will be expected to contribute your talents and energies to further improve the environment and quality of the County.

This Employee Manual may provide answers to most of the questions you may have about The County of Adair's benefit programs, as well as County policies and procedures. You are responsible for reading and understanding this Employee Manual. If anything is unclear, please discuss the matter with your supervisor.

I extend to you my personal best wishes for your success and happiness at The County of Adair.

Sincerely,

Adair County Commission
The County of Adair

Notice

This Employee Manual has been prepared to inform you of The County of Adair's history, philosophy, employment practices, and policies, as well as the benefits provided to you as a valued employee.

Some Things You Must Understand

- The County of Adair, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.
- Any such action shall apply to existing as well as to future employees.
- Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than COUNTY COMMISSION of The County of Adair may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

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

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

Receipt and Acknowledgment Of The County of Adair Employee Manual

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

Understanding and Acknowledging Receipt of the County of Adair Employee Manual

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

At-Will Employment

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

Confidential Information

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

Employee's Printed Name

Position

Employee's Signature

Date

Human Resource Generalist

Date

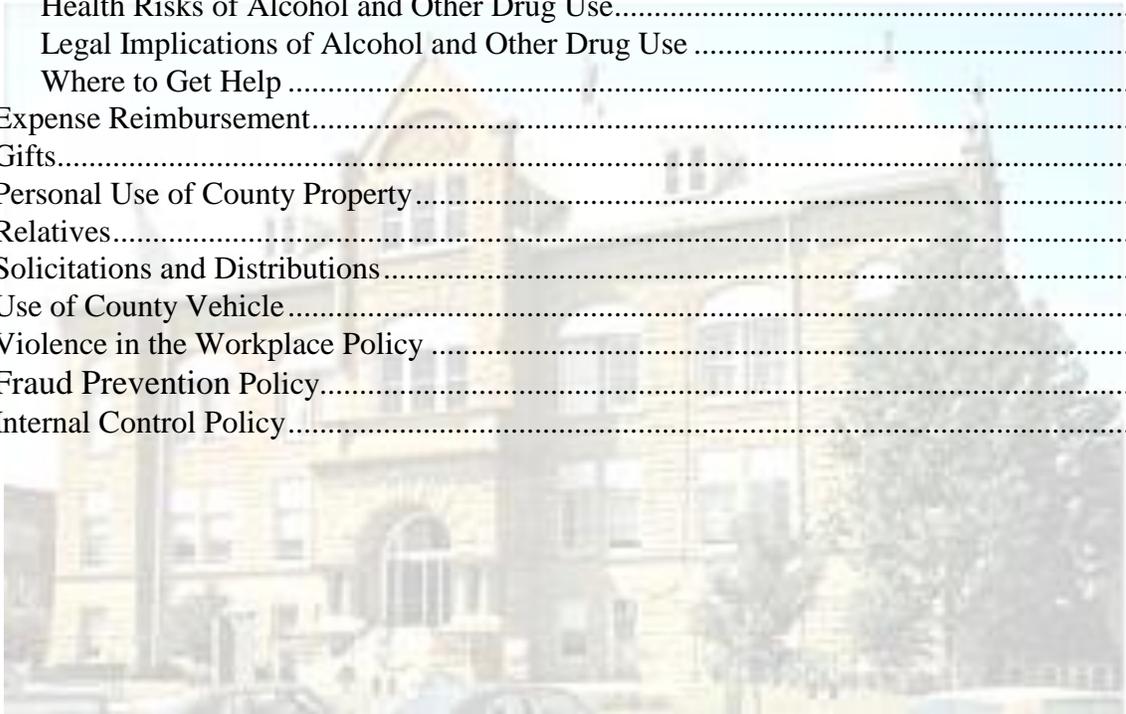
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What You Can Expect From the County of Adair

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

1. Provide a challenging, and rewarding workplace and experience.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
3. Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound management practices.
4. Provide paid leave and holidays to all eligible employees.
5. Provide eligible employees with health and welfare benefits.
6. Assure employees, after talking with their supervisor, an opportunity to discuss any issue or problem with County Commission.
7. Take prompt and fair action of any complaint which may arise in the everyday conduct of our business, to the extent that is practicable.
8. Respect individual rights, and treat all employees with courtesy and consideration.
9. Maintain mutual respect in our working relationship.
10. Provide adequate work space.
11. Promote employees on the basis of their ability and merit.
12. Make promotions or fill vacancies from within The County of Adair whenever practical.
13. Keep all employees informed of the progress of The County of Adair, as well as the County's overall goals and objectives.

14. Promote an atmosphere in keeping with The County of Adair's vision, mission, and goals.

What the County of Adair Expects From You

The County of Adair needs your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly and pleasantly. Secondly, you are expected to cooperate with your supervisor and your fellow employees and to maintain a good team attitude.

How you interact with fellow employees and those whom The County of Adair serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by The County of Adair. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability.

You are encouraged to grasp opportunities for personal development offered to you. This manual offers insight on how you can perform positively and to the best of your ability to meet and exceed The County of Adair expectations.

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making The County of Adair a County where you can approach your supervisor, or any member of management, to discuss any problem or question. We expect you to voice your opinions and contribute your suggestions to improve the quality of The County of Adair. (Please take a look at the "Suggestions," Policy under Standards of Conduct section.) We're all human, so please communicate with each other and with management.

Remember, you help create the pleasant and safe working conditions that The County of Adair intends for you. The result will be better performance for the County overall and personal satisfaction for you.

Open Communication Policy

The County of Adair encourages you to discuss any issue you may have with a co-worker directly with that person. If a resolution is not reached, please arrange a meeting with your supervisor to discuss any concern, problem, or issue that arises during the course of your employment. Any information discussed in an Open Communication meeting is considered confidential. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat political rumors or office gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.

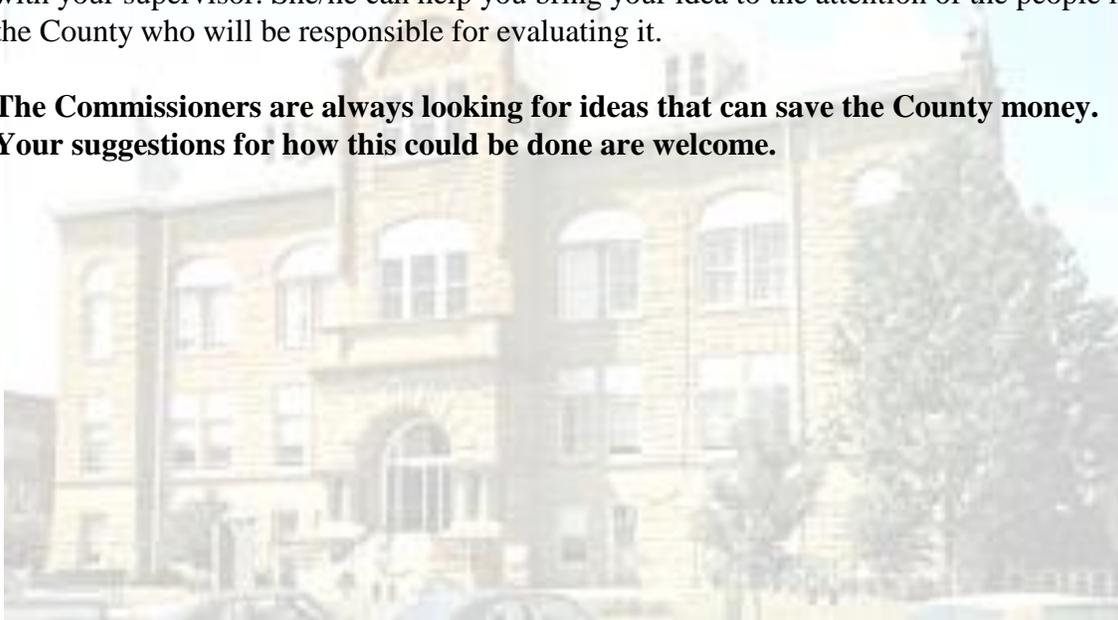
Outside Employment

Employees may take an outside job for pay, so long as the employee has the permission of their Office Holder and so long as it does not cause a conflict with their County job. If your financial situation requires you to hold a second job, part-time or full-time, or if you intend to engage in a business enterprise of your own, The County of Adair would like to know about it. Before accepting any outside employment you are encouraged to discuss the matter with your supervisor.

Suggestions

We encourage all employees to bring forward their suggestions and good ideas about how our County can be made a better place to work, our services improved, and our service to customers enhanced. When you see an opportunity for improvement, please talk it over with your supervisor. She/he can help you bring your idea to the attention of the people in the County who will be responsible for evaluating it.

The Commissioners are always looking for ideas that can save the County money. Your suggestions for how this could be done are welcome.



Employment

At-Will Employment

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

Non-Binding Arbitration Policy

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

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

Voluntarily Termination of Your Employment

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

1. Resign from the County of Adair,
2. Fail to return from an approved leave of absence on the date specified by The County of Adair, or
3. Fail to report to work or call in for two (2) or more consecutive workdays.

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

Chain of Command

It is the policy of the County of Adair that all employees respect the chain of command that exists within the County government. It simply is that you report to your supervisor, your supervisor reports to his/ her supervisor, etc. Respecting and observing the chain of command means that if you have a question or concern relating to your job, you should take the matter up with your supervisor first. If you are not satisfied with the answer or response you get from your supervisor, you must advise him/her that you intend to take the matter up the line, then you are free to go to his / her supervisor. The chain of command for all County employees ends with the Office Holder.

Confidential Information

Upon the adoption of this Manual with The County of Adair, you were required to sign a Confidentiality Agreement, which generally provides that you will not disclose or use any The County of Adair confidential information, either during or after your employment. We sincerely hope that our relationship will be long-term and mutually rewarding. However, your employment with The County of Adair assumes an obligation to maintain confidentiality, even after you leave our employ.

Additionally, our Citizens, employees, and other stakeholders entrust The County of Adair with important information. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, The County of Adair earns the respect and further trust of our citizens and suppliers.

If you are questioned by someone outside the County or your department and you are concerned about the appropriateness of giving them certain information, you are not required to answer. Instead, as politely as possible, refer the request to your supervisor.

No one is permitted to disclose or make copies of confidential information or remove any County records, reports or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

Requests for information about the County's business constitute formal or informal information requests. Informal requests fall under the confidentiality policy. Formal requests for County information must follow formal procedures as described in the Open Records Ordinance.

Customer Relations

The success of The County of Adair depends upon the quality of the relationships between The County of Adair, our employees, citizens, suppliers and the general public. Our citizens' impression of The County of Adair and their interest and willingness to relate to us is greatly formed by the people who serve them. In a sense, regardless of your position, you are The County of Adair's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, The County of Adair and The County of Adair's services.

Below are several things you can do to help give customers a good impression of The County of Adair. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

Equal Employment Opportunity

The County of Adair is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. The County of Adair complies with the law regarding reasonable accommodation for handicapped and disabled employees.

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

the job and provided that any accommodations made do not impose an undue hardship on The County of Adair.

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

Management is primarily responsible for seeing that The County of Adair's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

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

Harassment Policy

The County of Adair intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort - verbal, physical, and visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

What Is Harassment?

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

Responsibility

All The County of Adair employees and particularly supervisors have a responsibility for keeping our work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of

harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the County to do so.

Reporting

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

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

Policy Statement on Sexual Harassment

It is the policy of the County to prohibit sexual harassment in any of its forms. Each employee of the County is required to take sexual harassment prevention training. Any violation of the policy will result in personal liability.

What Is Sexual Harassment?

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

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

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

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

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

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

Upon hire, employees will receive sexual harassment orientation training. All employees will receive follow-up prevention training via online training at least every 3 years.

How You Were Selected

The County of Adair is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to The County of Adair as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a member of our team!

This selection process helps The County of Adair find and employ people who are concerned with their own personal success and the success of The County of Adair; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with The County of Adair and who can work well with our team.

Employee Background Check

Prior to becoming an employee of The County of Adair, a job-related background check **will be** conducted. As you may know, a comprehensive background check may consist of prior employment verification, professional reference checks, and education confirmation. As appropriate, a credit, criminal, health examination and/or driving record history may have also been obtained.

Credit Investigation

Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts, a federal statute that regulates the activities of consumer reporting agencies and users of credit reports, and protects consumers from invasions of privacy by placing certain restrictions on persons who may use or disseminate credit information about consumers, The County of Adair in certain offices on occasions conducts a pre-employment credit check only on those applicants for positions that involve financial responsibility. Your employment with us may be conditional upon our review of the information in the credit check. The County of Adair reserves the right to conduct this credit check at any time after you have been employed. Remember, you have certain legal rights to discover and to dispute or explain any information prepared by the credit-checking County.

Criminal Records

In response to The County of Adair's zero-tolerance Violence in the Workplace Policy, The County of Adair may conduct a pre-employment criminal check on those applicants for positions that may involve close, unsupervised contact with the public. When appropriate, the criminal record is checked to protect The County of Adair's interest and that of its employees and customers.

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You may be asked to submit a copy of your driving record to The County of Adair from time to time. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including possible termination.

Health Examinations

The County of Adair reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his/her essential job functions. The County shall pay for all such health exams.

Standards of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. By accepting employment with us, you have a responsibility to The County of Adair and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that she/he can fully depend upon fellow workers to follow the rules of conduct, our organization will be a better place to work for everyone.

Unacceptable Activities

Generally speaking, we expect each person to act in a mature and responsible way at all times. If you have any questions concerning any work or safety rule, or any of the unacceptable activities listed below, please see your supervisor for an explanation.

Note that the following list of Unacceptable Activities does not include all types of conduct that can result in disciplinary action, up to and including termination. Nothing in this list alters the at-will nature of your employment; either you or The County of Adair may terminate the employment relationship with or without reason, and in the absence of any violation of these rules.

1. Violation of any County rule; any action that is detrimental to The County of Adair's efforts to operate effectively.
2. Violation of security or safety rules or failure to observe safety rules or The County of Adair safety practices; failure to wear required safety equipment; tampering with The County of Adair equipment or safety equipment.
3. Negligence or any careless action, which endangers the life or safety of another person.
4. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on County premises, except medications prescribed by a physician which do not impair work performance.
5. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on County property or while on duty.

6. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on County premises or when representing The County of Adair; fighting, or provoking a fight on County property, or negligent damage of property.
7. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help out on a special assignment.
8. Threatening, intimidating or coercing fellow employees on or off the premises at any time, for any purpose.
9. Engaging in an act of sabotage; negligently causing the destruction or damage of County property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
10. Theft or unauthorized possession of County property or the property of fellow employees; unauthorized possession or removal of any County property, including documents, from the premises without prior permission from management; unauthorized use of County equipment or property for personal reasons; using County equipment for profit.
11. Dishonesty; falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by The County of Adair; alteration of County records or other County documents.
12. Violating the non-disclosure agreement; giving confidential or proprietary County of Adair information to unauthorized employees or other individuals; breach of confidentiality of personnel information.
13. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
14. Immoral conduct or indecency on County property.
15. Conducting a lottery or gambling on County premises.
16. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
17. Any act of harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.

18. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
19. Sleeping or loitering during working hours.
20. Excessive use of County telephone for personal calls.
21. Smoking in restricted areas or at non-designated times, as specified by department rules.
22. Intentionally creating or contributing to unsanitary conditions.
23. Posting, removing or altering notices on any bulletin board on County property without the permission of the relevant elected official of The County of Adair.
24. Failure to report an absence or late arrival; excessive absence or lateness.
25. Obscene or abusive language toward any supervisor, employee or citizen; indifference or rudeness towards a citizen or fellow employee; any disorderly/antagonistic conduct on County premises.
26. Speeding or careless driving of County vehicles.
27. Failure to immediately report damage to, or accident involving, County equipment.
28. Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during business hours, or at a time or place that interferes with the work of another employee on County premises.
29. Failure to use your timesheet; alteration of your own timesheet or records or attendance documents; altering another employee's timesheet or records, or causing someone to alter your timesheet or records.
30. Excessive use of cell phones for personal reasons.

Disciplinary Actions

This Disciplinary Actions Policy applies to all employees who have completed the Probationary Period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, supervisors are expected to follow the procedure outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the County may decide to repeat a disciplinary step.

Discipline Procedure

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

1. Oral Reminder
2. Written Warning
3. Decision-Making Leave / Counseling Session- This step will be the final disciplinary notice, and may result in termination. If not, any future violation of policy or procedure is subject to immediate dismissal. If you are suspended during this step, it will be without pay. Please be sure to document decision and outcome details.
4. Termination

To insure that The County of Adair business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your manager will coach and counsel you in mutually developing an effective solution. Manager will document in detail all discipline measures taken. If, however, you fail to respond to coaching or counseling, or an incident occurs requiring formal discipline, the following procedures occur.

Step One: Oral Reminder

Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet The County of Adair's expectations.

You will be informed that the Oral Reminder is the first step of the discipline procedure. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

Step Two: Written Warning

If your performance does not improve or if you are again in violation of The County of Adair practices, rules or standards of conduct, your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your supervisor will advise you that you are now at the second formal level of disciplinary action. After the meeting your supervisor will write a memo summarizing the discussion and your agreement to change. A copy of the memo is to be sent to your personnel file.

Step Three: Decision-Making Leave / Counseling Session

If your performance does not improve following the Written Warning, or if you are again in violation of The County of Adair practices, rules or standards of conduct, you may be placed on Decision-Making Leave. The Decision-Making Leave is the third and final step of The County of Adair's disciplinary process.

Decision-Making Leave is an unpaid, one to three day disciplinary suspension. Employees on Decision-Making Leave will spend the following time away from work deciding whether to commit to correcting the immediate problem and to conform to all of the County's practices, rules and standards of conduct, or to quit and terminate their employment with The County of Adair.

If your decision following the Decision-Making Leave is to return to work and abide by The County of Adair practices, rules and standards of conduct, you will be given a 90 day discipline probation period to accomplish your compliance. If at any time you violate a policy or procedure while on probation, you are subject to immediate termination. You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs you will be terminated. If a disciplinary leave is deemed appropriate then it will be served without pay. No comp time or vacation time will be allowed.

If you are unwilling to make such a commitment, you may either resign or be terminated.

Grievance Policy

I. POLICY STATEMENT

This Policy is intended to provide a fair, internal process for resolving employment related disputes that arise between employees, whether it be a an employee/supervisor issue, or an employee/employee issue. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. An employee who feels aggrieved should first seek an informal resolution at the department level before filing a formal grievance under this Policy.

II. DEFINITIONS

A. Grievance: A written complaint filed by an employee against another employee of the County alleging a violation of County policy or established practice.

B. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.

III. GRIEVANCE PROCEDURE

An employee may file a formal grievance against a supervisor or another employee that alleges a violation of County policy or established practice, if they cannot get it resolved with their immediate supervisor, or if they are uncomfortable approaching their supervisor about the issue.

A. INITIATION OF GRIEVANCE PROCEEDINGS

An employee who feels aggrieved may discuss his/her complaint in confidence with the Human Resource Director. However, for proceedings to go beyond that point, the employee must be willing to make a formal grievance in writing.

B. FILING A GRIEVANCE

To file a grievance, an individual must submit a written, signed statement (the "grievance") to the Human Resource Dept. within 30 days of the date that the grievant knew or should have known of the alleged violation. The grievance must contain the following information:

1. The specific policy or established practice that has allegedly been violated;
2. The date of the alleged violation and the date on which the grievant became aware of the alleged violation;
3. The facts relevant to the alleged violation;
4. The person(s) against whom the grievance is filed (the "respondent")

C. THE RESPONDENT

The HR Representative will provide a copy of the grievance and any documents submitted with the grievance to the respondent within three (3) days of receipt. The respondent may submit any relevant documents/rebuttal to the Human Resource office within seven (7) days of receipt of the grievance.

D. PROCEDURAL DECISIONS

1. The HR Representative shall determine whether the following requirements have been met within 14 days of the date that the grievance was filed. The HR Representative may also seek information from appropriate resources to assist in making determinations.

- a.. Whether the grievance has been filed in a timely fashion;
- b. Whether the grievance identifies an appropriate respondent(s);
- c. Whether the grievance adequately identifies the existing policies and/or established practices alleged to have been violated;
- d. Whether the grievance contains a reasonably adequate statement of the facts relevant to the complaint;

2. The HR Representative shall inform the parties in writing if each requirement has been met, along with the names of any resources consulted regarding the decisions (resources will likely be elected official of the aggrieved employee, Prosecuting Attorney, County Commission, additional legal counsel and Human Resource Representative). If any requirement has not been met, the grievance will be dismissed.

3. Each party shall have the right to appeal the decisions by filing a written statement explaining the reason(s) for the appeal within 14 days of the issuance of such decision.

4. If either party files an appeal of the decision(s), the Human Resource Representative shall submit the written appeal to the County Commission.

5. The HR Representative shall forward a copy of the appeal decision reached to the parties within seven (7) days of its receipt from the Commission.

F. AMENDMENTS

A grievant may amend his/her grievance until 30 days before the scheduled date for the formal hearing on the grievance, as long as the proposed amendment concerns the same subject matter as the grievance.

Crisis Suspension

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

1. Theft.
2. Falsification of The County of Adair's records.
3. Failure to follow safety practices.
4. Breach of Confidentiality Agreement.
5. Threat of, or the act of, doing bodily harm.

6. Willful or negligent destruction of property.
7. Use and/or possession of intoxicants, drugs or narcotics or conviction of a felony.

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

Probationary Period

Your first 90 days or 3 months of employment at The County of Adair are considered a Probation Period, and during that period you will be eligible for some benefits described in this Employee Manual unless otherwise required by law. This Probation Period will be a time for getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with The County of Adair's products and services. Your supervisor will work closely with you to help you understand the needs and processes of your job.

This Probationary Period is a "getting acquainted" time for both you, as an employee, and The County of Adair, as an employer. During this Probationary Period, The County of Adair will evaluate your suitability for employment, and you can evaluate The County of Adair as well. Please understand, however, that completion of the Probationary Period does not guarantee continued employment, as employment is always at-will. You are free to terminate your employment at any time, with or without reason, and The County of Adair may choose to terminate your employment at any time, with or without reason.

Any former employee who has been rehired after a separation from The County of Adair of more than one (1) year is considered a Probationary employee during their first 90 days following rehire.

The Office Holder may choose to extend the Probationary period for an additional 3 months if he/she feels it is necessary to do so.

Anniversary Date

The first day you report to work is your anniversary date. However, if you started as a part-time or temporary employee, the County will use the first day you became full-time as your anniversary date for the purpose of computing various conditions and benefits described in this Employee Manual. Your anniversary date (first day of work for temporary/part-time workers; or for full time employees, first day of work you became full-time) does not change, even if you should start another position or are promoted within County.

Immigration Law Compliance

All offers of employment are contingent on verification of your right to work in the United States. On your first day of work you will be asked to provide original documents verifying your right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form. If you at any time cannot verify your right to work in the United States, The County of Adair may be obliged to terminate your employment.

Language Barrier Policy

It is necessary to provide a clear channel of communication between the county and its residents. Therefore, in the event that a person exhibits hesitation or difficulty in understanding and communicating in English, or if he/she requests an interpreter, the County has opted to use Cruz Bilingual Services, owned and operated by Nancy Cruz, 660-216-4434.

New Employee Orientation

On your first working day, you will be asked to complete employment paperwork with the HR Representative. Depending on your department's workload, your supervisor will introduce you to your co-workers and office layout. Please feel free to ask your colleagues any questions not answered during your orientation.

Work Schedule

Business Hours

Our regular operating hours for the County courthouse employees are from 8:30 a.m. to 4:30 p.m. The normal workweek for the courthouse workers consists of five (5) days, each seven (7) hours long, Monday through Friday. Regular operating hours for the Road & Bridge Department are 7:00 am to 3:30 pm Monday through Friday; and office hours for the Sheriff's Department are 8:00 a.m. to 5 p.m. Your actual work hours may vary. See your supervisor for actual hours for your department. Your supervisor shall schedule your lunch break.

Attendance

The County of Adair would like you to be ready to work at the beginning of your assigned daily work hours, and to reasonably complete your projects by the end of your assigned work hours. Please let your supervisor know if you will be away from your workstation for an extended period of time (an hour or more) and when you expect to return.

Absence or Lateness

From time to time, it may be necessary for you to be absent from work. The County of Adair is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. Sick days and vacation days have been provided for this purpose.

If you are unable to report to work, or if you will arrive late, please contact your supervisor immediately. If you know in advance that you will need to be absent, please request this time off directly from your supervisor.

When you call in to inform The County of Adair of an unexpected absence or late arrival, simply ask for your supervisor. If you're arriving to work late, please let your supervisor know when you expect to arrive for work. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call for you. The County prefers that you speak to your supervisor directly in the event that you cannot come to work or if you are going to arrive late.

Absence from work for two (2) consecutive days without notifying your supervisor or the personnel administrator will be considered a voluntary resignation.

If you are absent because of an illness for three (3) or more successive days, your supervisor may request that you submit written documentation from your doctor stating you are able to resume normal work duties before you will be allowed to return to work.

A consistent pattern of questionable absences can be considered excessive, and may be cause for concern. In addition, excessive lateness or leaving early without letting your supervisor know will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration.

Your supervisor will make a note of any absence or lateness, and their reasons, in your personnel file. Be aware that excessive absences, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Note: Information on the types of leaves offered and their qualification criteria are included in the "Leaves" section of this Employee Manual.

Meal and Break Periods

The Office Holder or supervisor schedules meal breaks.

Severe Weather and Unexpected Events

In the event of severe weather conditions or unexpected events, it will be up to the Department Head/ Elected Official of your particular office on whether or not your office will close. Because the Sheriff's Office and Road and Bridge department will still be working in inclement weather, the courthouse will stay officially open, but if the elected official closes their office for the day, you will not be paid for hours not worked. However, with supervisor approval you may use vacation leave for these absences. You may never use sick leave for this particular situation.

If your elected official chooses not to close their office, you are expected to report to work unless roads have been closed due to extreme weather. Quite often, bad weather conditions are localized in our area, and simply by waiting you may be able to safely arrive at work later in the day. Under these circumstances, you should call your supervisor and advise him or her of the poor weather conditions in your area and your expected time of arrival. With supervisor approval, you may use vacation or comp leave for hours lost in this circumstance. You may never use sick leave for this particular situation.

On occasion, weather events/other unexpected events occur during the day after you have arrived for work. Depending upon the circumstances, you may be directed to a place of safety within the building. If inclement weather happens while you are at work that inhibits you from working, you will be paid for any time you are not able to work. As an example, if there is a tornado warning, you will be directed to the safest location in the building, and any work time missed will be paid.

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

Any employee, who was on a previously approved leave day during a declared emergency, shall not be charged leave for the emergency period.

Employment Classifications

At the time you are hired, you are classified as full-time, part-time or seasonal/temporary. In addition, you are classified as either non-exempt, exempt, or 7K exempt. All other policies described in this Employee Manual and communicated by The County of Adair apply to all employees, with the exception of certain wage, salary and time off limitations applying only to "non-exempt" employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

Full-Time Employees

An employee who has successfully completed their probationary period of 90 days and who works at least 30 hours per week is considered a full-time employee.

Unless otherwise specified, the benefits described in this Employee Manual apply only to full-time employees.

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

Part-Time Employees

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

Change in an Employee's Work Status/Payroll Change

Goal: To ensure timely and accurate processing.

Functions Impacted: Human Resources, Clerk's Office- Payroll

Detailed Procedures

1. Employees are responsible for notifying their Supervisor of any impending changes in their job status, whether it is terminating their employment, going to part-time, going to full-time, etc.
2. It is the supervisor's responsibility to let the County Clerk's office know of these changes as soon as possible to ensure that changes to benefits, insurance, retirement, and/or pay, can be made on a timely basis.
3. A detailed letter from the supervisor to the County Clerk should include:
 - the employee's name
 - department
 - change in employment status
 - when change will go into effect
 - the number of hours vacation owed
 - number of compensatory hours owed
 - the employee's final affected pay period.

4. You should also provide the Status Change Form, provided by the HR Representative.

5. Earnings, vacation and compensatory hours (if any) will be paid upon an employee's involuntary termination (paid out same day). Any other status change from full time employment, earnings, vacation, and comp. time will be paid out with last paycheck or next pay cycle afterward. Any sick time the employee has will be forfeited back to the county, and not paid out. Additionally, the part time employee sick balance will go to zero and the part time employee will not accrue vacation or sick time going forth.

6. A copy of the letter and any other relevant forms will be kept in the employee's file, located in the Clerk's office. A copy of the letter will also be submitted to Human Resources from the Clerk's office.

Variable Hour and Seasonal/Temporary Employees

From time to time, the County of Adair may hire variable hour and seasonal employees, as defined in accordance with the following definitions:

1. Variable Hour – variable hour employees are employees hired by The County of Adair, and who at the time of hire, The County of Adair is unable to determine whether or not such employee will work 30 or more hours per week.

2. Seasonal/Temporary – seasonal/temporary employees are employees hired by The County of Adair who are normally hired to work 6 months or less per year and begin work each year at the approximate same time of year.

Variable hour and seasonal/temporary employees will not become regular employees unless they have a 12-month period (beginning on the date of their employment and each anniversary thereafter) during which they average 30 or more hours per week. Based on these definitions, The County of Adair does not believe there will ever be circumstances under which a seasonal/temporary employee will become a regular employee unless their status is changed to regular employee due to a change in job duties.

Variable hour and seasonal/temporary employees are not eligible for benefits described in this Employee Manual, except as granted on occasion, or to the extent required by provision of state and federal laws. Those variable hour and seasonal/temporary employees classified as “non-exempt” (see the section titled “Non-Exempt and Exempt Employees” below) who work more than forty (40) hours during any workweek will receive overtime pay. For further clarification, please see calculation example below:

Calculation for Affordable Healthcare Act Compliance

The calculation is the average hours worked per week over the 12-month look back period. For example: if an employee works for 30 weeks at 40 hrs per week that would

be 1200 hours for the period. The 1200 hours will be divided by all 52 weeks in the period for an average per week of 23.1 hrs. Since the average hours per week is determined to be less than the required 30 hours, most seasonal/temporary employees will not be full-time for purposes of coverage.

Non-Exempt and Exempt Employees

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

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

Exempt employees are managers, executives, professional staff, technical staff, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted and therefore are not eligible for OT or comp time.

Personnel Records and Administration

The task of handling personnel records and related personnel administration functions at The County of Adair has been assigned to the County Clerk. Questions regarding wages and deductions from your paycheck should be directed to the County Clerk's office. Questions regarding insurance and interpretation of policies may be directed to the Human Resource Representative.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the items listed below, please be sure to notify your supervisor as soon as possible.

1. Legal name
2. Home address
3. Home telephone number
4. Person to call in case of emergency
5. Number of dependents
6. Marital status
7. Change of beneficiary

8. Driving record or status of driver's license, if you operate any The County of Adair vehicles
9. Military or draft status
10. Exemptions on your W-4 tax form
11. Training Certificates
12. Professional License

Upon experiencing a family status change, please notify supervisor within 31 days for benefit modifications, if necessary.

Your Medical Records File

All employee related medical records, if any, will be kept in a separate and locked confidential file. The County of Adair maintains this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Compensation

The goal of The County of Adair's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and The County of Adair needs.

Wage and Salary Policies

Compensation Philosophy

It is The County of Adair's desire to pay all regular employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and County performance and in compliance with all applicable statutory requirements.

The County of Adair applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law.

Pay Period and Hours

Our payroll workweek begins on Sunday and ends on Saturday 12:00 midnight).

Pay Cycle

Payday is normally on Friday following the end of the pay period for services performed during the bi weekly period ending the previous Sunday at 12:00 midnight. The pay schedule is made up of twenty six (26) pay periods per year.

Changes will be made and announced in advance whenever The County of Adair holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

Paychecks will be by direct deposit only on the paydays specified above. If this presents a hardship then you may appeal directly to the County Commission for consideration of a variance.

Mandatory Deductions From Paycheck

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

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

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

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

Payroll Advance

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

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, in your favor or not, tell your supervisor immediately. He/she will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime Pay

If you are a non-exempt employee, you will be eligible to receive (depending on your department), either comp pay or overtime pay of one and one-half (1 1/2) times your regular hourly wage for approved hours worked over forty (40) hours in one (1) week. If, during that week, you were away from the job because of a job-related injury, paid holiday, jury duty, vacation day, or paid sick time, those hours not worked will not be counted as hours worked for the purpose of computing eligibility for comp pay.

All overtime must be approved in advance by your supervisor.

Work Performed on County Holidays

Full-time "non-exempt," those employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act, employees who work on a County holiday are considered to have worked straight time on that day. An additional paid day off will be scheduled to accommodate for working on the holiday.

Note: Please see the Holiday Policy in the section titled "Paid Leaves" of this Employee Manual for further information.

Compensatory Time Off

The Fair Labor Standards Act gives public employers the option of providing employees with compensatory time off in lieu of overtime compensation. Therefore, the County of Adair gives department supervisors/Elected Officials the option to pay their employees either compensatory time off ("comp time") or overtime pay for overtime hours worked. The following provisions apply to nonexempt employees who are not covered by a bargaining agreement.

Purpose

To identify guidelines for approving, accruing, using, and paying compensatory time or off for nonexempt employees.

Guidelines

Compensatory time off **may be granted in lieu of overtime**, at the discretion of the supervisor for pre-approved time worked in excess of the stated work week or work cycle on a case-by-case basis. Supervisors have the discretion to use a flexible work schedule within the week to limit overtime and/or compensatory time off earnings.

Employees Receiving Comp Time

At times it is necessary for an employee to work more than his or her normally scheduled hours in a day. If this causes the employee to work more than 40 hours in a single workweek for general employees, then overtime is accrued. Such overtime may be avoided by allowing the employee to take equal time off, one hour worked, within the same week (not the payroll period) in order to hold the total hours worked that week to 40 hours.

Comp. Time Policy:

Adair County positions are appropriately classified as exempt, nonexempt, or 7K exempt.

A. Non-Exempt. Non-exempt employees are those whose functional job duties and responsibilities do not meet the FLSA exemption test and who are compensated with time on a multiple of their hourly rate of pay for overtime. Time sheets must reflect the exact time the non-exempt employee physically worked.

Actual overtime physically worked above 40 hours in a scheduled work week will be credited in the form of comp time at the rate of time and one half for those hours physically worked over 40 in one week. For example:

- Rate = 1 X 1-1/2 hours for each hour worked (if employee works 4 hours over, then formula for computing comp time would be: 4 hours X 1.5 = 6 hours of comp time)

Comp time should not exceed more than 30 hours at any given time (20 X 1.5=30).

Once comp time for the non-exempt employee reaches 240 hours, the employee will be paid out for hours earned over 240 hours. Comp time should not exceed 240 hours per non-exempt employee, per FLSA § 29 CFR 553.22.

Non-Exempt employees would include:

- All office/administrative support staff

B. 7K Law Enforcement (Partially Exempt). Employees categorized as 7K Law Enforcement personnel are partially exempt from the FLSA and will record time based on a standard 14 day work period, which is going from 80 to 86 hours. **Referring to FLSA 29 U.S.C. § 207(k), and 29 C.F.R. § 553.201**, the partial exemption allows qualifying employees to work longer periods of time before they are entitled to overtime. For example, Law Enforcement employees must be paid overtime for worked hours beyond 171 during a 28-day work period, or (43 work hours in a 7-day work period).

Those hours physically worked between 80 and 86 hours will be counted as straight time-compensatory time. No overtime comp time will be accrued unless hours for the pay period exceed 86 hours. Any time physically worked in excess of 86 hours in the 14 day work period is counted at a rate of one and one half times, and is banked in the employee's comp time account.

Comp time should never exceed more than 80 hours at any given time, and we don't expect to see that much comp. time accrued. However, the County realizes that emergencies and unforeseen county events arise that might cause a 7K exempt employee to exceed the compensatory time cap, and we understand that. But whenever possible, cap on comp time will be enforced. Note: once comp time starts to exceed 480 hours, the 7K exempt employee will be paid out for the additional amount, per FLSA § 29 CFR 553.22. 7K county employees would include:

- Sheriff deputies, and
- Corrections staff (per FLSA § 553.211 Law enforcement activities)

C. Exempt. Employees whose positions meet specific tests established by the FLSA and State Law and are exempt from the FLSA overtime requirements. Exempt employees are paid on an annual salary basis. Comp time/overtime would not apply to these employees.

Exempt employees would include:

- Salaried employees
- Elected Officials

Maximum Comp. Time Accrual Policy (per FLSA):

1. A nonexempt engaged in public safety or emergency response is allowed to accrue a maximum balance of 480 hours of compensatory time off credits (320 hours of FLSA overtime worked x 1.5 = 480 hours).
2. All other nonexempt employees may accrue a maximum balance of 240 hours of compensatory time credits (160 hours of FLSA overtime worked x 1.5 = 240 hours).
3. A nonexempt employee, who has accrued the maximum amount of compensatory time credits, must be paid at the premium rate for any additional overtime hours worked. Employees may not accrue a compensatory time off balance that exceeds the FLSA limits.
4. Accrued compensatory time off balances may not exceed the limits set by FLSA regulations.

Use of Compensatory time

Employees may be allowed to take compensatory time off within a reasonable period after the leave is requested if the use does not “unduly disrupt” the operations of the county. It is not considered “unduly disruptive” if the use of compensatory time by an employee would create an overtime situation for another employee. For a supervisor to turn down a request from an employee for use of compensatory time credits requires that they should reasonably and in good faith anticipate that it will not be able to provide services of acceptable quality and quantity for the public during the time requested without use of the employee’s services.

Employees may not be forced against their wishes to use compensatory time at times scheduled solely by the employer.

Department Heads should be well aware of the amount of compensatory time granted to employees, as the accrual creates a departmental liability. A department head should not continuously grant compensatory time to an employee that, given the employee’s anticipated work requirements, he or she would not be able to use. Similarly, a department head/supervisor should arrange the work requirements of an employee with accrued compensatory time so the employee has the opportunity to use his or her compensatory time.

Time Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by using time sheets.

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

Wage Garnishments

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage garnishments. However, when court-ordered deductions are to be taken from your paycheck, you will be notified.

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

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

Performance and Compensation Reviews

Performance Reviews

Because we want you to grow and succeed in your job, The County of Adair conducts a formal review one time per year for each employee within their anniversary month, giving the supervisor up to 30 days to complete the review. A review may also be conducted in the event of a promotion or change in duties and responsibilities. It is County policy not to pay out back owed merit pay.

During a formal performance review your supervisor will cover the following areas:

- The quality and quantity of your work.
- Strengths and areas for improvement.
- Attitude and willingness to work.
- Initiative and teamwork.
- Attendance.
- Customer service orientation.
- Problem solving skills.
- Ongoing professional growth and development.

Additional areas may also be reviewed as they relate to your specific job.

Your review provides a golden opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he/she can recommend further training or additional opportunities for you. The performance review gives your supervisor an opportunity to suggest ways for you to advance and make your job at The County of Adair more fulfilling.

Your supervisor can answer any questions you may have about the performance review process.

Compensation Changes

An individual's pay will depend on how consistently he/she performs over a given period of time. Compensation increases are conditional upon the availability of funds. During the review, significant performance events that occurred throughout the year will be discussed. The overall performance rating will influence the compensation adjustment.

In addition to individual job performance reviews, The County of Adair periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

Promotion and Transfer Policy

The County of Adair has a policy of providing our employees with every opportunity for advancing to other positions within the County. To qualify for a promotion or transfer, you must have held your current position for a minimum of six (6) months. Approval of promotions or transfers depends largely upon training, experience, and work record. Promotions and transfers are made without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. However, The County of Adair will continue to look outside the County for potential employees as well.

It is our policy to advise all employees about advancement opportunities. Please submit your request for consideration for a specific position directly to your supervisor. You are encouraged to discuss any contemplated transfer with your current supervisor.

When an employee accepts a promotion, they will assume a 3-month probationary status as well, for their new position. However, their supervisor will have the discretion to extend the 3 month probationary period up to 6 months if necessary. Again, their anniversary date will not change.

Promotion, Demotion, or Transfers

Compensatory balances will be paid off when an employee moves from one department to another through promotion, demotion, or transfer. Said payoffs will be made in accordance with the provisions of salary of the class from which the employee is promoting, demoting, or transferring.

Benefits

The County of Adair is committed to sponsoring a benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits, which will enhance your job satisfaction. We are certain you will agree the benefits program described in this Employee Manual represents a very large investment by The County of Adair.

A good benefits program is a solid investment in The County of Adair's employees. The County of Adair will periodically review the benefits program and will make modifications as appropriate to the County's condition. The County of Adair reserves the right to modify, add or delete the benefits it offers.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all of the benefits described in this section of the Employee Manual as soon as you meet the eligibility requirements for each particular benefit. Coverage's are available to you and your dependents as defined in the benefit summary plan descriptions.

If you are a part-time employee, you will enjoy only those benefits specifically required by law, provided that you meet the minimum requirements set forth by law and in the benefit plan(s).

Temporary employees are not eligible for benefits.

Some benefits are available to you during your Probationary Period, except as otherwise provided by law. Healthcare insurance is available on the first day of the month following 60 days of service. Sick time benefits are available to employees after the 90 days of probationary employment. Vacation time benefits are available to employees after 1 year of service.

An employee who has vacation time, who resigns or otherwise separates from the County shall be entitled to receive reimbursement for the amount of accrued vacation leave which does not exceed the maximum allowable accumulation.

Note: Please see "Probationary Period" in the Employment section of this Employee Manual for further information.

Insurance Coverage

Group Insurance

The County of Adair is dedicated to the health and well being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for coverage on the 1st of the month following your eligibility month. (For example, an employee who is hired in March, will be eligible to receive health insurance on June 1st)

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail. Any questions that you have about the specific coverage's should be directed to the Beth Platz, Human Resource Representative.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with The County of Adair or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time (180 days) at your own expense. Consult your supervisor for details.

Government Required Coverage

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. The County of Adair pays for this job-injury insurance. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight. It is the policy of Adair County to concurrently run Worker's Compensation with FMLA.

Although The County of Adair will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance for returning to work. After being released to go back to work, if the employee attends appointments, therapy, etc., any time missed from work will need to be covered by the employee's accrued time. Work comp will not cover time off for doctor appointments, therapy or diagnostics. The only time work comp pays is lost wages if the employee's

doctor takes them off work or we cannot accommodate restrictions. Additionally, because the injury is of no fault of their own, an employee who is out on Worker's Comp. leave will be allowed to accrue sick and vacation leave as they normally would. An employee will also be able to receive their holiday pay as they normally would.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with The County of Adair. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. The County of Adair pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, The County of Adair is required to deduct this amount from each paycheck you receive. In addition, The County of Adair matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name and Social Security number on your pay stub and W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at www.ssa.gov.

Retirement Plan

The County of Adair has a Retirement Plan to provide eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. Please refer to the Lagers Plan and or CERF for details.

Statement of Employee Retirement Income Security Act (ERISA) Rights

As a participant of The County of Adair's plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan members shall be entitled to:

- Examine all plan documents, at the plan administrator's office, without charge. This includes insurance contracts and copies of all documents filed by the plan with the U.S. Department of Labor. Examples of this include detailed annual reports and plan descriptions.
- Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies.
- Receive a summary of the plan's financial report. The plan administrator is required by law to furnish each member with a copy of this summary annual report.

In addition to creating rights for plan members, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate your plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of you and other plan members and beneficiaries. No one, including your employer, may terminate you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA. If your claim for a welfare benefit is denied in whole or in part, you must receive a written explanation of the reason for denial. You have a right to have the plan reviewed and your claim reconsidered.

If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor.

Leaves

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your supervisor for further information.

Paid Leaves

In the interest of maintaining a healthy balance between work and home, The County of Adair offers eligible regular full-time employees paid time off.

Time off is paid using your base hourly rate, excluding shift premiums and overtime compensation, if any.

Holidays

Recognized Holidays

Regular full-time employees are eligible for holiday pay.

The following holidays are recognized by The County of Adair as paid holidays:

New Years Day

Martin Luther King Day

Lincoln's Birthday

Presidents Day

Truman's Birthday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Day

Other holidays approved by the Commission

Holiday Policies: You may take time off to observe your religious holidays. If available, a full day of unused vacation leave may be used for this purpose, otherwise you won't be paid for this time off. Please schedule the time off in advance with your supervisor.

All national holidays are scheduled on the day designated by common business practice.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.



You are not eligible to receive holiday pay when you are on an unpaid leave of absence. If you are scheduled off on a designated holiday you will be eligible to take another day off with pay or may receive comp time. If a holiday occurs on your scheduled vacation, you are eligible for holiday pay.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. The County of Adair has provided paid vacation as one of the many ways in which we show our appreciation for your work, knowledge, skills, and talents; all of which contribute to make The County of Adair a leader in its field.

Vacation hours can be accrued up to 175/200 hours maximum. Vacation hours cannot be taken in increments that exceed 70/80 hours. Vacation hours begin accruing on your hire date and are available for use after 1 year of employment.

Amount of Vacation

Full time employees accrue vacation for each month of service. The vacation accrual rate is based on length of employment, as follows:

Years of Employment	Accrual Rate (35/40)	Hours given (35/40)
First year	1.34/1.53 bi-weekly	35/40
2 nd to 7 th year	2.69/3.07 bi-weekly	70/80
8 th to 15 th year	4.03 /4.61 bi-weekly	105/120
16 th +	5.38 /6.15 bi-weekly	140/160

Vacation Policies

The County of Adair will always try to let you use your vacation time after 1 year as desired, but vacations cannot interfere with your department's operation. Therefore, your vacation must be approved by your supervisor at least one week in advance. If any conflicts arise in vacation requests, preference will be given to the employee with the longest length of continuous service.

Only accrued vacation may be taken. You may not receive advance vacation pay (for vacation time taken in excess of your vacation accrual balance). Vacation time may be taken in increments of 3.5 to 4 hour if needed and approved by your supervisor.

All vacation time must be taken in two different increments, unless otherwise authorized in writing. Vacation time can be taken in one-day increments for up to 10 days. The balance of the accrued vacation time must be taken in increments of one week. Your

supervisor must approve specific vacation dates. Your supervisor has the responsibility to maintain adequate staffing levels and has the authority to limit the approval of vacation requests in order to meet operational needs. Requests will normally be granted as long as your absence will not seriously affect The County of Adair's operations. Usually, only one employee may be out on a vacation day in a department at any one time.

If you are on an approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected. If your approved leave of absence extends beyond thirty (30) days, vacation time may not continue to accrue.

If you have unused vacation days upon the termination of your employment with The County of Adair, you will be paid for that pro-rated time at your regular base hourly rate.

Sick Leave

Regular full-time are eligible to accrue paid sick leave. Sick Leave hours begin accruing on your hire date and are available for use after 3 months of employment.

Amount of Sick Leave

Sick leave accumulates at the rate of 1.85/2.31 hours per pay period or 3.70/4.62 hours a month. **Employees are allowed to accrue 420/480 hours of paid sick leave.** Once an employee has reached this limit, no more sick leave will accrue until employee uses sick leave to reduce the accrued total below maximum. There is no minimum increment of time in which you may use your sick leave. However, please let your supervisor know that you will be absent from work due to illness as early as possible.

In addition to utilizing sick leave in the event of your own illness, sick leave may also be used for the purpose of visiting doctors, dentists or other recognized practitioners. Sick leave may also be used for the purpose of tending to a serious illness suffered by a member of your immediate family, in the event the illness requires your personal time and attention. For purposes of this policy, immediate family includes spouse, child, parent, or sibling living in your home.

The County of Adair may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed. Your supervisor may request a doctor's statement to certify your return to work.

If you are on an approved leave of absence for less than thirty (30) days, your sick leave eligibility will not be affected. Any accrued sick leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) days, sick leave may not continue to accrue.

In the event of an illness or injury which is covered by workers' compensation insurance, this Sick Leave Policy will not apply, however, FMLA will apply and run concurrently with worker's compensation leave.

The employee upon going to part time status or termination forfeits sick leave balances. The amount will go to zero balance and will not be paid out, it will forfeit back to the County.

Donation of Sick Leave Time Policy

It will be the policy of Adair County to allow employees to donate Sick Leave time to other employees who are facing a financial hardship because they have exhausted all of their own vacation, sick, and comp. time due to an extended serious, catastrophic, or unforeseen illness, injury or impairment, either for themselves or an immediate family member.

The intent of the policy is to protect benefit eligible employees to ensure that they are able to maintain their benefits and pay while they are on leave.

1. All benefit eligible employees who accrue and use sick leave are eligible to donate to an employee and receive donated sick time. This policy is not available to temporary or part time employees who do not earn leave.
2. Employees must fill out the proper form located in the HR office, prior to donating the time.
3. Sick Leave time can only be donated and used for serious, catastrophic, or unforeseen illness, injury or impairment of the employee or an immediate family member that meets the following criteria: (a) the employee must have exhausted all vacation, sick, and comp. time and (b) requires continuing treatment or supervision by a licensed health care provider, and also (c) requires absence from work of at least five days per illness or episode. Documentation required, see Procedures.
4. A participating employee who is receiving workers' compensation or short term disability is not eligible to receive donated sick time.
5. Employees may donate up to 100 hours of sick leave time. All donated time is completely voluntary. Time will be transferred equally between the donating employees, one payroll at a time as needed.
6. A participating employee may not use more than 240 hours of donated sick leave for an illness, injury, or condition. If an employee anticipates being unable to work, the employee should contact Human Resources to see about FMLA leave or short-term disability.
7. Eligible employees can participate after 90 days of employment.

Procedure

1. The Commission, Department Head, and perhaps the Human Resources Representative, will review the nature of the illness and anticipated duration as

indicated by the licensed health care provider's statement to determine whether an employee is eligible for donated sick leave time.

2. The decisions of the above said Committee shall be final and binding and are not subject to grievance procedure or litigation.
3. For questions regarding the Donated Sick Leave time policy, or to donate or request hours, please contact Human Resources.

Other Paid Leaves

Funeral (Bereavement) Leave

Up to three (3) working days of leave with pay (not charged to other leave time) shall be granted to regular, full-time employees upon request to make arrangements for and attend funeral services of the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner, brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

With your supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, a day of accrued vacation may be used for this purpose.

Funeral leave pay will only be made to employees for actual time spent away from work for the funeral or its arrangements. For example, if the death occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave.

Jury Duty

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, you must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

The County of Adair will permit you to take the necessary time off and we wish to help you avoid any financial loss because of such service. It is the policy of Adair County to allow employees to keep all of their jury check pay.

On any day or half-day you are not required to serve, you will be expected to return to work. In order to receive jury duty pay, you must present a statement of jury service and pay to your supervisor. The court issues this document.

Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with The County of Adair. It is the policy of The County of Adair to allow its eligible employees to apply for and be considered for certain specific leaves of absence.

Depending on the reason, you may be able to count against your allotted comp time/vacation/sick days as appropriate, in half day or full day increments, if you so choose. However, once you have used all of your accrued time, any time off thereafter, will be without pay.

Failure to return to work as scheduled from an approved leave of absence or to inform your supervisor of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your supervisor. Each request shall provide sufficient detail such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

There are several types of unpaid leaves for which you may be eligible.

Family / Medical Leave of Absence

The County of Adair will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave.

Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status. In general, a leave of absence is an official authorization to be absent from work without pay for a specified period of time. Eligible employees may be entitled to job-protected family or medical leaves of absence if they are unable to come to work due to pressing family or medical concerns as described within this Family / Medical Leave of Absence Policy, which shall be administered in accordance with applicable state and federal laws as follows:

1. Employees are eligible if they have been actively employed for twelve (12) months, and worked at least 1250 hours (an average of twenty-five (25) hours per week) during those twelve (12) months. This twelve- (12) month period "rolls back" from the date of leave to the prior twelve- (12) month period.
2. Employees may request one (1) or more family care or medical leaves, however, the total amount of leave taken cannot exceed twelve (12) workweeks in any twelve- (12) month period. You may request an intermittent leave or reduced schedule leave for a seriously ill family member or if you have a serious health condition that warrants such a request.

3. A family leave shall be granted upon the birth or adoption of a child of the employee, or upon the serious health condition of the employee's child, spouse, or parent.
4. A medical leave shall be granted upon the employee's own serious health condition.
5. In appropriate circumstances, we may require you to be examined by a County designated physician, at The County of Adair's expense.
6. In the event of a serious health condition to the employee or his/her child, spouse, or parent, creating a need for unforeseeable family or medical leave, the employee must provide us with notice, as soon as practicable, of any needed time off, and a written doctor's certificate. The certification must include the date on which the health condition occurred, the probable duration of the condition, an estimate of the amount of time you need to be off work to care for the family member or for your own health condition, and confirmation that the nature of the condition warrants you to be away from work to care for yourself or your dependent.
7. Employees shall be required to give thirty (30) days advance notice in the event of a foreseeable medical treatment. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date.
8. For purposes of this policy, a child is defined as a natural, adopted, or foster child, a stepchild or a legal ward. If the child is over eighteen (18), he/she must be unable to care for himself/herself due to a serious illness.
9. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
10. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving 1) inpatient care in a hospital, nursing home, or hospice; or 2) outpatient care requiring continuing treatment or supervision from a health care professional.
11. An employee who is injured/sick or disabled for more than five consecutive workdays will be required to complete FMLA paperwork and submit a physician's release certifying that they are fit to return to work. It is the policy of the County of Adair to concurrently run comp time first, followed by sick time, then vacation time with FMLA leave.

12. Leave of absence rights available to you under other sections of our policy shall be counted towards the total time off available under this section.
13. A Family Care Leave that relates to the birth or adoption of a child must be completed within twelve (12) months of the birth or adoption.
14. Upon completion of a leave granted under this section, you shall be reinstated to your original position, or an equivalent one.
15. If, due to your own medical circumstances, you are no longer able to perform your original job, we will attempt to transfer you to alternate suitable work, if available.
16. While on a leave of absence provided for under this policy, we will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of twelve (12) weeks leave during any one (1) year period. The County reserves the right to terminate employee if they cannot return to work after FMLA is exhausted.

** Regarding holiday pay while on FMLA unpaid leave: You are not eligible to receive holiday pay when you are on an unpaid leave of absence. FMLA for personal or family leave is considered an unpaid leave, even when we require you to run personal time concurrent with the Leave**
17. Other accumulated fringe benefits such as retirement, service credits, sick pay, vacation pay, and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not accrue further during any such leave period.
18. The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which she/he is employed. Disability laws may vary from state to state, and at all times our disability leave policy will be in compliance with the laws of the state in which you are employed.
19. During a period of disability, you may be eligible for disability pay benefits. Please refer to the applicable plan documents for details on eligibility, benefit amounts, and other particulars.
20. If additional family care or medical leave is required you must, prior to expiration of the family care or medical leave, submit additional certification to The County of Adair.
21. Should you seek a leave of absence for reasons other than described above, we will evaluate such a request based on particular circumstances present at that time, including but not limited to your current and anticipated work responsibilities, performance, and County needs. The County of Adair reserves the right to refuse such a request at its sole discretion.

Disability (Including Pregnancy) Leave of Absence

The County of Adair may grant an unpaid leave of absence for illness, disability or pregnancy. To request a disability leave of absence from your supervisor, you should submit, or have someone submit for you, a statement of ill health or disability from your doctor. Again, an employee who is injured/sick or disabled for more than three consecutive workdays will be required to complete FMLA paperwork and submit a physician's release certifying that they are fit to return to work. (Pregnancy is treated, for the purposes of this policy, the same as an illness or disability.) An approved disability leave may be granted for up ninety (90) days. If necessary, you may request extensions in thirty (30) day increments for a maximum of one (1) year. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In the case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipates that you will begin your leave. Your job status will be protected in that we will make every effort to hold your position open, or return you to a similar position if one is available, for which you may be qualified.

At the time the disability leave begins, any accrued personal leave or sick leave will be used. Vacation time previously accrued (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) days. This policy applies to all employees. Your group insurance booklet should be reviewed to determine your insurance coverage during a leave of absence.

Employees who must remain away from work for more than the period of time allowed above will be considered terminated from employment. They are welcome to re-apply subject to The County of Adair's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions will be required to submit a physician's statement. This statement must give approval that continued full-time employment in his/her present position would not jeopardize his/her health or the safety of others, in the event she/he continues to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following a disability leave, we will accommodate you to the extent provided by law.

Military Leave of Absence

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your supervisor as soon as you receive them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with The County of Adair.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months of active duty for training, you must apply thirty (30) days after discharge.

Military Reserves or National Guard Leave of Absence

Employees who serve in U. S. military organizations or National Guard shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general without regard to length of time, and for all periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of 120 hours in any federal fiscal year.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made at the workplace for your absence. This is in accordance with the Missouri State Statute.

<http://moga.mo.gov/mostatutes/stathtml/10500002701.html?&me=military%20leave>

Personal Leave of Absence

In special circumstances, The County of Adair may grant a leave for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or The County of Adair. Your supervisor will submit your request to the County Commission for final approval.

A personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance booklet to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed may result in termination of employment.

Extended Leave Policy

In an effort to recognize the need of employees who require time off in addition to sick days or vacation, Adair County may consider a personal leave of absence without pay for up to 120 days within a 12 month period, beginning on the first day of the personal leave.

Procedure Eligibility

All regular employees employed by Adair County for a minimum of 90 days may be eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted by the Adair County Commission for any reason or no reason and are within the sole discretion of the County. Approvals by the immediate supervisor and County Commission are required. Employees are only eligible for extended leave of absence after exhausting all other means of paid leave and FMLA.

Responsibility-Requesting unpaid personal leave:

- Employee should submit a request in writing to his/her immediate supervisor
- Employee should be reasonable and understand that all requests for personal leaves are not granted
- Supervisor will review the request and obtain the approval of the County Commission
- If the request is approved, the supervisor will submit a Change of Status form to Human Resources or Payroll as soon as practically possible.
- Once the employee returns, the supervisor should complete a Change of Status form returning the employee to active status and submit to Human Resources/Payroll.
- Payroll is responsible for ensuring that any employee on an approved personal leave of absence is not paid
- Returning to work/requesting extension to unpaid personal leave—An employee is required to return from the unpaid personal leave on the originally scheduled return date. If the employee is unable to return, he/she must request an extension of the leave in writing.
- If Adair County does not extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will only be considered on case-by-case bases.
- All County paid benefits will become the responsibility of the employee.

Layoff Policy

1.1 Reasons for Layoff

The County may lay off employees because of lack of work, lack of funds, material change in duties or organization, or in the interests of economy, efficiency, or other causes, as determined by the County.

1.2 Alternatives to Layoff

Whenever a layoff is anticipated, employees whose jobs may be affected will be notified of the situation and what options in the County may be available to them. Efforts will be made, when possible, to integrate affected employees into other available employment. Options such as part-time work schedules, job sharing, or reductions in class or pay, may be used in lieu of layoff if approved by the supervisor and County Commission.

1.3 Order of Layoff

The order of layoff among positions within a department shall be: seasonal or temporary workers first; then all other employees. Once all seasonal or temporary workers have been considered for layoff, then regular employees will be considered for layoff. In deciding which persons shall be laid off and which shall be retained, job-related factors such as an employee's job knowledge, skill, and ability to do the required work; previous work experience, including ability to perform other jobs which the employee may be called upon to perform as a result of the reduction in force; attendance, safety and disciplinary records; work performance with the County; and financial efficiency of operations will be considered. Most of this information should always be supported by proper documentation, and at the very LEAST, be mentioned on employee's evaluation in case of a lay-off, so that we have written documentation of employee's work performance, attendance, abilities, etc.

1.4 Designation of Employees to be Laid Off

In the event of a layoff, the Department Head shall provide the Human Resources office with a list of names of employees and their positions to be laid off. It shall be the responsibility of the Department Head to provide the rationale for selecting particular employees within the same job class for layoff, and all reasons for the rationale must be documented in detail.

1.5 Layoff Notice

Upon confirmation of the layoff, the Department Head shall provide each affected employee notice of the layoff as soon as possible. Adair County will always try to provide, when possible, at least a two-week notice of layoff.

1.6 Demotion in Lieu of Layoff

An employee who has been notified of the layoff may elect to be demoted to a vacant position in the same or different department if the employee is qualified for the position and if the position is to be filled. If more than one employee seeks demotion to the same position, the Department Head shall select the most appropriately qualified laid off employee.

1.7 Rehire Process

The laid off employee who is qualified for the position and is willing to accept employment in the class and department where a vacancy exists may be rehired. If the employee is hired back, they must go through the orientation process with Human Resources, just as any new hire would. A new hire date will be established. If the employee's return is within 60 days of layoff, their health insurance will be reinstated to begin immediately, however they will still have to complete their 90 day probation period. If the return is not within 60 days, the employee will have to do a 60 day service period before being eligible for healthcare insurance. They will have the 90 day probationary period to complete as well. If a laid-off employee is rehired, the Department Head may select the most qualified employee based upon the same considerations used to determine the order of layoff. Considerations shall be documented in detail as well.

1.8 What Happens To Benefits Once Laid-off

Full time employees' healthcare coverage will be lost on the last day of the month of their lay off. For example, if layoff day was July 14, they will have coverage up to and including July 31. Employees will be given the option to elect COBRA coverage. If employee comes back to work within 60 days of layoff, healthcare coverage may be reinstated automatically as before.

LAGERS retirement will be marked "termed" on the statement until employees return. If employee returns, LAGERS will be reinstated and it will be indicated that you are back to work on the LAGERS statement done monthly.

CERF retirement will be marked "termed". It will be reinstated should employee return to full time.

1.9 Accrued Time and Payroll

Missouri wage payment law requires the employer to pay employees who are discharged or laid off all wages due, on the day of discharge. Therefore, laid off employees will be paid all earnings, along with all accrued comp and vacation time the day of lay off, and then removed from payroll. The employee will not be able to use their accrued time to keep drawing paychecks, thereafter. The employee will be considered terminated from county employment on the day of layoff, and therefore free to accept other employment.

Accepting Other Employment or Going Into Business While on Leave of Absence

If you accept any employment or go into business while on a leave of absence from The County, without the written consent of the County Commission, you will be considered to have voluntarily resigned from employment with The County of Adair as of the day on which you began your leave of absence.

Insurance Premium Payment During Leaves of Absence

The County of Adair will continue to pay its share of insurance premiums for employee coverage and dependent coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from The County of Adair, you will be responsible for paying the total premiums for your coverage and that of your dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

Employee's Share of Health Insurance Premiums

During any leave of absence from work, you are entitled to continued group medical and dental insurance coverage under the same conditions as if you had continued to work. Unless the Payroll Clerk or the Human Resources Representative notifies you of other arrangements, the County will deduct your portion of group medical, dental, vision, and life insurance premium from your paycheck in the same manner as if you were working.

If FMLA leave is unpaid, you must pay your portion of the insurance premiums through a method determined by the Payroll Clerk and the HR Representative, with the most likely method of payments coming from your accrued sick leave bank.

The County's obligation to maintain insurance coverage ceases if an employee's premium payment is more than 30 days late. If your payment is more than 15 days late, the HR Representative will send a letter notifying you that coverage will be dropped on a specific date unless the copayment is received before that date.

Safety

General Employee Safety

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

The County of Adair will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

The County of Adair strongly encourages you to communicate with your supervisor regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

Federal law (Occupational Safety and Health Administration) requires that we keep records of all illnesses and accidents, which occur during the workday. The Missouri Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides

for your right to know about any health hazards, which might be present on the job. Should you have any questions or concerns, contact your supervisor for more information.

On the Job Injury Procedures:

When an employee is injured on the job, the first concern is for the safety of the injured employee as well as any co-workers or other persons in the vicinity. Witnesses should immediately evaluate the situation, taking measures to avoid further injury to self or others while assisting the injured employee.

Procedures:

- Injured employee immediately notifies appropriate Supervisor. If Supervisor is not available contact Human Resources @ 660-234-7914 or if on the weekend/after hours, 660-988-1100. Human Resources will authorize the medical care provider to treat said injury as a Worker's Compensation claim.
 - The incident/injury needs to be reported and the proper paperwork filled out immediately if possible. If not possible, report must be filled out on the day of incident, before end of shift, so that the proper channels can be enabled as far as filing a Worker's Comp. claim. The claim needs to be filed within 24 hours of occurrence. See below to find incident report forms to print out if viewing this manual electronically.
 - Incident report forms can be filled out in the Human Resource office or your Supervisor's office. Again, these forms need to be filled out as soon as possible.
 - An employee who seeks unauthorized medical attention without the written referral of the physician or authorization of the County may be responsible for all medical expenses incurred.
 - Injury leave will only be granted with a doctor's authorization.
 - A return to work authorization from the doctor will be needed in order to resume work.
- Incident report form: https://labor.mo.gov/sites/default/files/pubs_forms/WC-1-EDI-AI.pdf.

Treatment for Injury Procedure:

A) Medical Treatment for Emergency Work Related Injuries:

REQUEST AN AMBULANCE (911) IF INJURY IS LIFE-THREATENING

Emergency medical care can be obtained at:
Northeast Regional Medical Center
315 S. Osteopathy St.
Kirksville, MO 63501
660-785-1000

Supervisor should send a Medical Authorization Form with injured employee for medical staff if possible. I have added a copy of one that can be found in the back of the manual.

B) Medical Treatment for Non-emergency Injuries Within Working Hours

If a County employee has a non-emergency work-related injury within the working hours of 8:30-4:30 p.m., the following procedure should be followed:

- The Supervisor or Human Resources Representative will call and make the employee an expedited appointment with Dr. Robert Sparks, located at 2200 S. Halliburton St., Kirksville, MO 63501
- If the employee requires follow-up care (recheck of injury, suture removal, etc.) he will again be referred to Dr. Robert Sparks.
- If Dr. Sparks is not available, an appointment for the employee will be made with the Urgent Care clinic located at 1611 South Baltimore Street, Kirksville, MO 63501.

C) Medical Treatment for Non-emergency Injuries Not Within Working Hours:

If a County employee has a non-emergency work-related injury not within the working hours of 8:30- 4:30 p.m., the following procedure should be followed:

- The Supervisor or Human Resources Representative will make the employee an appointment with the Urgent Care Clinic located at 1611 S. Baltimore St., Kirksville, MO 63501.

In the event that the Urgent Care Clinic cannot see the employee, the following shall occur:

- The Supervisor and/or Human Resources Representative will accompany, when possible, the employee to the Northeast Regional Medical Center Emergency Room for treatment of non-emergency work-related injury.

D) Employees Seeking Own Medical Treatment

- Again, employees who seek unauthorized medical attention without the written referral of the physician or authorization of the County may be responsible for all medical expenses incurred.
- Employees should not use their prescription card for on-the-job-injury prescriptions.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all The County of Adair activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

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

Working Safely

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

Lifting

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

Equipment Materials Handling & Storage

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights. Equipment and materials shall be stored so as to be inaccessible to the public when not in use.

Trash Disposal

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

Cleaning Up

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

Preventing Falls

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

Handling Tools

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

Falling Objects

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

Work Areas

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

Using Ladders

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

Machine Guards

Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.

Personal Protective Equipment

Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous. Also, wear gloves whenever handling castings, scrap, or barrels.

Electrical Hazards

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

Fire Extinguishers

Know where fire extinguishers are and how to use them.

Report Injuries

Immediately report all injuries, no matter how slight, to your [x] (manager / supervisor/ team leader / designated County representative).

Ask Questions

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

We strongly encourage employee participation and your input on health and safety matters. Please obtain a Safety Suggestion Form from your supervisor or the County Commission for this purpose. This form can be submitted anonymously. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is The County of Adair's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

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

Weapons

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

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by the County Commission to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination

Fire Prevention

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

In Case of Fire

If you are aware of a fire, you should:

- Dial 911 or the local fire department.
- If possible, immediately contact your supervisor. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

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

Housekeeping

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

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

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

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

Office Safety

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or calculator electrical cords.
- Remember to lift things carefully and to use proper lifting techniques.

Property and Equipment Care

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

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

Restricted Areas

In the interest of safety and security, certain portions of The County of Adair's facilities may be restricted to authorized personnel only. Such areas will be clearly marked. All areas will be designated no smoking areas as well.

Security

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

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave The County of Adair's premises make sure that all entrances are properly locked and secured.

Smoking

Smoke is prohibited in all County facilities. Smoking is permissible only in designated smoking areas. Please be courteous and concerned about the needs of your fellow employees and others. Please do not smoke in restricted areas.

Please remember to conform to our customer's smoking policies when working at a customer's site.

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

Separation of Employment

Termination

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

The County of Adair hopes and expects that you will give at least two (2) weeks notice in the event of your resignation. Final wages, including any accrued vacation and comp. time, will be paid out at the time of employment termination, (RSMo 290.110).

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with The County of Adair or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your own expense.

At your exit interview or upon termination, you will learn how you can continue your insurance coverage and any other benefits you currently have as an employee who is eligible for continuation. Consult supervisor for additional details.

Return of County Property

Any Adair property issued to you, such as computer equipment, keys, or County credit card must be returned to The County of Adair at the time of your termination. You will be responsible for any lost or damaged items. The value of any property issued and not returned may be deducted from your paycheck, and you may be required to sign a wage deduction authorization form for this purpose.

Former Employees

Depending on the circumstances, The County of Adair may consider a former employee for re-employment. Such applicants are subject to The County of Adair's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with The County of Adair.

Employees Who Quit, but return within 30 days

Once an employee has voluntarily terminated from the County, there is no way for us to stop the termination, so please be sure that voluntarily terminating your employment is what you want to do, because the termination will go through as scheduled. If an employee does quit, but returns to County employment within 30 days, the employee most likely will not receive the same hourly/salary pay and the same amounts of accrual in vacation and sick time as they did at the time of their termination. Pay and accrual amounts will most likely start out as they would for any new employee. Additionally, employees will not be able to keep their past hire date.

What Happens to CERF Retirement if Employee Quits, but comes back within 30 Days

An employee's CERF balance stays with CERF and their service is considered continuous since they did not have a 30 day plus break in service. Employee is not eligible for their 2% pay out.

What Happens to Healthcare Insurance if Employee Comes Back Within 60 Days

If employment is terminated and the Employee returns to Active Employment within 60 days from the date of termination, the Service Waiting Period will be waived and coverage will take effect on the first day the Employee returns to active employment and the pre-existing condition limitation will be waived.

Additionally, it's important to remember that when an employee quits, they have coverage until the last day of the month in which they terminate. There may not even be a break in service, depending on how quickly they come back.

Payout of Accrued Time upon Termination

Regardless of whether or not an employee returns within 30 days, their comp. time and vacation time will be paid out to them on their last paycheck, or issued in the next pay cycle. Sick time will be forfeited back to the County. Upon new start date, balances will again be at zero.

Post-Employment Inquiries

The County of Adair does not respond to oral requests for references. In the event your employment with The County of Adair is terminated, either voluntarily or involuntarily, your supervisor may be able to provide a reference to potential employers only if you have completed and signed a release form.

As an employee of The County of Adair, do not under any circumstances respond to any requests for information regarding another employee unless it is part of your assigned job responsibilities. If it is not, please forward the information request to the County Clerk.



Workplace Policies Continued

This Employee Manual is designed to answer many of your questions about the practices and policies of The County of Adair. Feel free to consult with your supervisor for help concerning anything you don't understand.

Bonding Requirement

If your employment with The County of Adair is full time and requires you to handle other people's property or to deal with money, the County may require that you be bonded. It is your responsibility to assure that you are bondable. The County will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Communications

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

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

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

In addition, you may receive letters from The County of Adair. There is no regular schedule for distribution of this information. The function of each letter is to provide you and your family with interesting news and helpful information, which will keep you up-to-date on the events here at The County of Adair.

Computers, Electronic Mail, and Voice Mail Usage Policy

The County of Adair makes every effort to provide the best available technology to those performing services for The County of Adair. In this regard, The County of Adair has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by The County of Adair's employees with the use of The County of Adair's equipment.

This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by The County of Adair.

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

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

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

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

The County of Adair also needs to be able to respond to proper requests resulting from legal proceedings that call for electronically stored evidence. Therefore, The County of Adair must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. Because The County of Adair reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such

messages are private and confidential or that The County of Adair or its designated representatives will not have a need to access and review this information. Individuals using The County of Adair's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

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

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

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

The County of Adair's Commissioners will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent. There is no reason for non-Police Departmental personnel to access Police Departmental information. The same is true of all departments. Access to information shall be restricted to the individual department.

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

COBRA Coverage

COBRA, also referred to as health care conversion, means that you and your domestic partner have the option to continue with The County of Adair's health care plans after your employment with The County of Adair has been terminated, voluntarily or involuntarily. However, you will be responsible for paying your own premiums to The County of Adair. Domestic partners are eligible to elect COBRA coverage under the terms of our plan. Please refer to the "Separation of Employment" section for further information regarding continuation of your medical benefits under COBRA.

General Tax and Legal Consequences

The Internal Revenue Service currently treats the value of employee benefit plan coverage's provided to Domestic Partnerships as imputed income; for example, the

premium that The County of Adair pays would be considered taxable income to the domestic partner.

The only exception to this is if the domestic partner is also considered to be the employee's dependent for tax purposes under Section 152 of the Internal Revenue Code. The IRS defines a dependent as an individual who not only shares the principal residence of the employee and is considered a member of the household, but also depends on the employee to contribute more than 50 percent towards his/her support.

We urge employees using this plan to review the tax as well as legal consequences of this benefit with their tax and legal advisors.

Dress Code and Personal Appearance

Please understand that you are expected to dress and groom yourself in accordance with accepted social and business standards, particularly if your job involves dealing with citizens or other visitors or the public in general in person.

A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours and / or when representing The County of Adair. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our County image.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action. All employees must follow their departmental dress code.

Keep in mind the discomfort your supervisor would feel if she/he had to address this issue with you.

Drug-Free Workplace Policy

The County of Adair is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your Employee Manual. The County of Adair has a standard of conduct which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on The County of Adair's site and/or client sites or as a part of The County of Adair's activities. The County of Adair will immediately terminate an employee's employment upon a positive drug test as we have adopted a no tolerance policy is adopted.

It is the goal of The County of Adair to maintain a drug and alcohol free workplace. To that end, and in the spirit of the Drug-Free Workplace Act of 1988, The County of Adair has adopted the following policies:

1. The unlawful manufacture, possession, distribution, or use of controlled substances/alcohol is prohibited in the workplace.
2. Employees who violate #1 are subject to immediate termination.
3. As an on-going condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his supervisor of any criminal drug statute conviction they receive.
4. If an employee receives such a conviction The County of Adair shall take appropriate personnel action against the employee, up to and including termination.
5. The County of Adair provides general information about drug counseling and treatment.
6. The County of Adair reserves the right to search and inspect for the maintenance of a safe workplace.

The following is our complete Drug and Alcohol Free Workplace Policy:

I. STATEMENT OF NEED

Adair County considers its employees to be its most valuable asset and is concerned about the health, safety, well-being and satisfactory work performance of all employees. We understand that substance abuse can increase the possibility of accidents, absenteeism, usage of health care benefits and Workers Compensation claims, as well as jeopardize the safety and work performance of all employees. Therefore, the county has chosen to institute a Drug and Alcohol Free Workplace Program. The following policy will provide the guidelines to implement such a program.

II. THE COUNTY'S POSITION

The COUNTY has zero tolerance for the use of alcohol, illegal substances, or the misuse of prescription medications during work hours or the presence of these substances in the body during work hours regardless of when consumed.

A positive test result is any amount of alcohol or illegal substance as revealed by the test. The medical Review Officer will make the final decision as to a positive or negative test result. A positive test result will result in immediate termination.

The county is most concerned about those situations where the use of alcohol and/or drugs seriously interferes with the safety, health and job performance of our employees. Such interference can only be considered detrimental to our employees and the county's business. While we have no intent or desire to intrude upon the private lives of our employees, we do have an obligation to provide the safest and best possible working environment for all our employees. The county also understands that certain employees may fall under the regulations stipulated by 49 CFR, Part 382 and/or Part 199, and will require all said employees to meet the requirements of those regulations (see attached "FMCSA POLICY" and/or "PHMSA POLICY", if applicable).

III. THE COUNTY'S AND EMPLOYEES' RESPONSIBILITIES

The county recognizes that it has a responsibility to provide a safe and productive work environment for all its employees. Our employees also have a responsibility to report to work fit for duty with no illegal drugs or alcohol in their systems.

IV. DEFINITIONS

As used in this Policy, the terms listed below shall have the following meanings:

1. ALCOHOL - the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.
2. APPLICANT - a person who has applied for a position of employment with the County.
3. BREATH ALCOHOL TECHNICIAN (BAT) - an individual who instruct and assists employees in the alcohol testing process and operates an evidential breath testing device. For DOT purposes, a BAT must also meet the criteria of 49 CFR, Part 40, Subpart J.
4. DESIGNATED EMPLOYER REPRESENTATIVE (DER) – An employee and/or official authorized by the county to take immediate action(s) to remove employees from duties or cause employees to be removed from duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the county, consistent with The County's drug and alcohol testing policy. The current DER is **Beth Platz or Stanley Pickens** and may be contacted at the following phone number: **665-2283 or 234-7914**.
5. DRUGS - DOT testing will include amphetamines, cannabinoids, cocaine, phencyclidine (PCP) and opiates. DFWP tests may also include barbiturates, benzodiazepines, methaqualone, methadone and propoxyphene, as well as any other drug the county may designate in the future.

6. LABORATORY - Any U.S. laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA), pursuant to federal and state law requirements.

7. MEDICAL REVIEW OFFICER (MRO) - A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by the county's drug testing program and evaluating medical explanations for certain drug test results.

8. SUBSTANCE ABUSE PROFESSIONAL (SAP) – A person who evaluates employees who have violated the county's drug and alcohol policy and makes recommendations concerning education, treatment, follow-up testing and aftercare.

V. CIRCUMSTANCES UNDER WHICH TESTING IS TO BE PERFORMED AND PERSONS WHO ARE SUBJECT TO DRUG AND/OR ALCOHOL TESTING

A. Pre-employment

In accordance with State and Federal Laws, all applicants holding a Commercial Driver's License will be subject to pre-employment drug screening. Additionally, all public safety applicants will be subject to pre-employment drug screening. This would include of course potential Adair County Road and Bridge workers, and potential Sheriff Department police and correctional officers. All must pass a pre-employment drug screen prior to the beginning of their work for the county. This includes all part-time and summer help applicants. All potential new hires will have the county's policy explained during the interview and will be required to be tested for drugs prior to employment. A negative test will be a condition of employment. The county will not hire any applicant who refuses to undergo said drug testing or whose drug test is confirmed to be positive.

B. Reasonable Suspicion

The county will require any employee reasonably suspected of being under the influence of alcohol and/or drugs, and so documented, to be tested by qualified personnel for the use of drugs and/or alcohol.

1. Observations of employee conduct while the employee is at work or on duty, which cause the county to require reasonable suspicion testing of an employee. A supervisor or department head shall make the observations of symptoms or manifestations for being under the influence of drugs or alcohol. The supervisor and/or department head making the observation

shall be required to make written documentation of the observations leading to reasonable suspicion testing immediately before, or as soon as possible after, the determination to test is made, but no later than 24 hours after the determination to test is made. Testing will be required of all employees, regardless of classification, when reasonable suspicion exists.

2. Every effort shall be made to have reasonable suspicion testing administered within two (2) hours of the determination that reasonable suspicion exists. But, the attempt to test for alcohol shall cease if the alcohol test is not performed within eight (8) hours after the determination to test; attempts to perform the drug test after thirty-two (32) hours.

C. Post-Accident or On-the-Job Injury Drug Testing

1. An employee who is involved in an on-the-job accident or injury will be tested for alcohol and drugs, as part of the county investigation into the cause of the accident. The county will require the alcohol and drug testing of any employee involved in an on-the-job accident resulting in significant damage to personnel, materials, equipment, vehicles or products. The county will also require the alcohol and drug testing of the driver of any of the county's cars, trucks, or other vehicles, involved in an accident. The county additionally, will require the alcohol and drug testing of any employee, whose on-the-job injury warrants medical treatment at a medical facility.

2. Every effort shall be made to have post-accident/on-the-job injury testing administered within two (2) hours of the accident/injury. But, the attempt to test shall cease: for alcohol, if the test is not performed within eight (8) hours after the accident/injury; for drugs, if the test is not performed within thirty-two (32) hours of the accident/injury.

***Department Heads: Whether it's during working hours or after working hours, drug testing is to be done by our Employee Screening Services (TOMO) Representative, Melinda Smith, who is on call 24/7. Her information that you will need to know is:**

***3302 West Broadway
Business Park Ct. Suite D
Columbia, MO 65203
417-207-8403 cell phone
Fax: 573-445-3721***

D. Random

1. All employees are subject to unannounced testing based on a random, scientifically based selection. If an employee is randomly chosen to take a drug and/or alcohol test, and the test is positive, the employee will be immediately terminated, as per Adair County's zero tolerance policy. The county shall test at the frequency and volume it deems necessary to ensure the safest, most productive workplace possible, or to meet federal testing percentages (when applicable). Dates for this testing are spread throughout the year.
2. The county will establish an employee random testing pool of all employees to effectively administer random testing.

E. Testing During Working Hours

An employee who is required to submit to alcohol and/or drug testing during work hours shall be given time off with pay for that purpose.

F. Removal

An employee who is removed from the work site pending the results of an alcohol and/or drug test because the employee is deemed to pose a threat, safety or health hazard may be granted administrative leave with pay until the test results have been received by Adair County.

G. Follow-up testing

Follow-up testing will be unannounced. The frequency and volume of testing will be determined by the appropriate examining counselor, but no less than six (6) tests in the first twelve (12) months immediately following the employees return to work, and no greater than sixty (60) months.

VI. VIOLATIONS – A violation is considered misconduct and will result in suspension or termination of employment.

A. Alcohol:

1. Possession or drinking of any alcoholic beverage on The county's property, including the parking lot, driveways, at the county's work sites and in The county's vehicles, at any time, including during breaks or lunch, is prohibited. Also, reporting for work while under the influence of alcohol is prohibited. An individual who is found to have a concentration level of alcohol in the body of **.02 or greater** is in violation of this policy and will be immediately terminated, as per Adair County's zero tolerance policy.

B. Controlled Substances (Drugs)

1. Possession, use, distribution, purchase, sale or offering for sale of narcotics or any controlled or illegal substance, on the county's property, including the parking lot, at the county's work sites, and the county's vehicles, at any time, including breaks or lunch is prohibited.
2. Reporting for work or working while under the influence of any controlled or illegal substance, except a drug prescribed for the employee by a physician and used by the employee as prescribed, will be terminated. The burden of proof lies with the employee and the county will determine the disposition of each case.
3. Employees who are not actually on the county's property, but are performing work for the county, are expected to follow these work rules. Failure by any employee to comply with these rules while on county business off-sites, will be treated the same as if the employee were on the county's property.

VII. REFUSAL TO TEST

A refusal to comply with a directive to undergo an alcohol or drug test will be treated in the same manner as a positive alcohol and/or drug screen. Termination is the penalty for failing a drug/or alcohol screen.

VIII. RIGHTS AND REMEDIES

If the Medical Review Officer (MRO) informs the employee that he/she has a verified positive drug test, the employee has 72 hours following notification to request a test of the split specimen. The employee shall pay for the test of the split specimen. The test of the split specimen may occur at another Department of Health and Human Services (DHHS) laboratory.

IX. WORKER'S COMPENSATION:

Missouri's Worker's Compensation Law allows penalties against employees who test positive for the use of alcohol and/or illegal drugs after a work-related accident and/or injury. These penalties may result in the forfeiture of 50% to 100 % of Worker's Compensation benefits, depending upon the circumstances and cause of the accident.

X. PROCEDURES AND PROVIDERS

A. Drug and/or Alcohol Collections and Collectors/TPA Services

1. Drug and/or alcohol collections will be performed by individuals who meet federal testing requirements as set forth by 49 CFR, Part 40.

2. Federal and lab-based drug and/or alcohol collections will be performed in a manner consistent with federal testing regulations as set forth in 49 CFR, Part 40. When the use of instant devices in non-federal collection situations is permitted, standard collection procedures that follow the device's instructions will be followed.

3. Collections and TPA Services will be provided by:

Employee Screening Services of Missouri, LLC

Melinda Smith
3302 West Broadway
Business Park, Ct. Suite D
Columbia, MO 65203
573-446-8892 work phone
417-207-8403 cell phone
Fax: 573-445-3721

B. Laboratory and Medical Review Officers (MRO)

1. If utilized, the process for laboratory testing of drug specimens and MRO evaluation of drug test results and reporting of results shall be consistent with the guidelines set forth in federal regulations found in 49 CFR, Part 40.

2. Laboratory services will be provided by:

Advanced Toxicology Network
3560 Air Center Cove, Ste. 101
Memphis, Tennessee 38118
Phone: 888-290-1150
Fax: 901-794-6460

3. MRO services will be provided by:

University Services
10551 Decatur Road, Suite 200
Philadelphia, PA 19154
Phone: 215-637-6800 or 800-624-3784
Fax: 215-637-6998

C. Substance Abuse Professional

1. The county will supply the name(s) of the individual(s) that meet federal criteria to perform the services of a Substance Abuse Professional consistent with 49 CFR, Part 40.
2. SAP programs recommended by Employee Screening Services:

Tri Star Counseling/ Dr. Michael Londe 712 E. 32 nd St., Ste. 1 Joplin, Missouri 64804 Phone: 800-621-3426 Fax: 417-781-1922	NSAPN 1615 Orange Tree Lane Suite 101 Redlands, CA 92374 800-879-6428	ASAP 711 W. 40 th St. Suite 235 Baltimore, MD 21211 888-792-2727, X105
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XI. CONFIDENTIALITY

A. The county shall maintain all drug and alcohol test results and related information, including, but not limited to, interviews, reports, statements and memoranda, as confidential records, separate from other personnel records. Such records, including the records of the testing facility, shall not be used in any criminal proceeding or any civil or administrative proceeding except in those actions taken by the county or in any action involving the individual tested and the county or unless such records are ordered released pursuant to a valid court order.

B. The records described in Paragraph A above, and maintained by the county, shall be the property of the county and, upon the written request of the applicant or employee tested, shall be made available for inspection and copying to the applicant or employee. The county shall not release such records to any person other than the applicant, employee of the county's MRO, unless the applicant or employee, in writing, following receipt of the test results, has expressly granted permission for the county to release such records or unless released pursuant to a valid court order.

C. Records of federal drug test results shall be kept for a minimum length of time consistent with federal testing regulation found in 49 CFR, Part 382, Subpart D. Results from non-federal testing may be kept in the same manner.

APPROVAL BY THE COUNTY:

The county will coordinate the implementation of this policy and assure reasonable and consistent application. All managers and supervisors are responsible for enforcing this policy in accordance with applicable work rules.

Health Risks of Alcohol and Other Drug Use

Even though specific physical and mental responses to alcohol and drug use differ, the consequences for using either are usually similar. Negative health reactions can result from both abusive and moderate use of any substance. While on-going health problems are often associated with long-term misuse and abuse, acute and traumatic instances can occur from one-time or moderate use.

Alcohol

Ten (10) percent of adults can be classified as heavy drinkers. That is, they consume an average of two or more drinks per day. Virtually all body systems are affected by the long-term abuse of alcohol. Heavy constant consumption may result in hangovers and serious health consequences. Another sixty (60) percent of the population is moderate drinkers. The most common negative health consequences from occasional drinking are trauma related and involve both the drinker and non-drinker victims. The consumption of alcohol is involved in 200,000 deaths in this country per year, ten (10) percent of the US annual mortality. Half of all traffic deaths are alcohol related and driving under the influence is the number one killer of American teenagers.

Narcotics

The most serious medical consequences of opiate abuse is toxic reaction, more commonly known as overdose. Generally incurred accidentally, overdose leads to death when the respiratory and circulatory systems slow down to the point of ceasing to function. More common health consequences of opiate abuse occur not from the chemicals themselves, but from the lifestyles that frequently accompany their use.

Hypnotics and Anti-Anxiety Drugs

Such prescription medications as Nembutal, Seconal, Quaalude, Miltown and Equanil have serious negative health consequences when abused. The most common is toxic overdose which results in depressed central nervous systems, cardiac and respiratory functioning.

Stimulants

Abusers of stimulant drugs are more likely to experience drug-induced psychiatric disturbances than are other abusers. Differences in health-related responses to stimulant drugs are dependent on the mode of ingestion. Nasal and intravenous use create more acute responses than does oral use.

Marijuana

Chronic long-term use affects most body systems resulting in bronchitis and other respiratory difficulties, decreased strength of heart contractions, possible negative consequences on the immune system, acute memory impairment, and possible reduction on growth-hormone production. Episodic use of marijuana can result in panic reactions

including feelings of anxiety, fears of losing control or going crazy, or fears of physical illness.

Hallucinogens

The most common health-related responses to hallucinogen use include panic reactions, flashbacks and toxic reactions with ingestion of high levels of some compounds.

Legal Implications of Alcohol and Other Drug Use

A variety of implications surround the use of alcohol and other drugs. This summary is designed to alert you to some of the legal risks you assume when you use alcohol or other drugs. Penalties for illegal use will also be described. However, this summary is only a descriptive document. It should not be interpreted as legal advice or counsel. The regulations summarized here are those most likely to affect employees of The County of Adair.

Possession and Use

Check with County or county counsels' offices for specifics of alcohol consumption and use, as maximum levels differ from location to location.

Anyone under twenty-one (21) years of age who buys alcohol is committing a misdemeanor. It is also an infraction of the law for a minor to attempt to buy alcohol.

Public intoxication which interferes with the personal safety or use of public ways is a misdemeanor crime.

It is unlawful to drive a motor vehicle or ride a bicycle on a highway with a blood alcohol content (BAC) level of .08 percent or above. Punishment is greater if a child fourteen (14) years of age is in the vehicle at the time.

It is unlawful for a person under the age of eighteen (18) who has a BAC of .05 percent or more to drive a vehicle.

The act of driving implies consent to be tested for BAC.

It is unlawful to operate a water vessel, to water ski, or to use an aquaplane, with a BAC of .05 percent if the operator is under eighteen (18) years of age.

It is unlawful to operate an aircraft in the air or on the ground or engage in sport parachuting with a BAC of more than .04 percent.

Marriage licenses will not be issued to applicants under the influence of alcohol or other drugs.

It is unlawful to manufacture controlled substances in the home or in any other unregulated facility.

Growing or processing peyote is punishable by imprisonment in the county jail for not more than one (1) year.

It is a felony to use alcohol or drugs to aid the commission of a felony, including rape and other sex offenses.

Applicants for professional licenses must not be addicted to alcohol or other drugs at the time of application.

Distribution

It is a misdemeanor crime to sell, give or furnish alcohol to anyone less than twenty-one (21) years of age.

It is a misdemeanor crime to sell or furnish alcohol to a common drunkard or incompetent.

Only eating establishments and holders of retail liquor licenses may sell or expose for sale alcoholic beverages within one (1) mile of a university or state college.

It is unlawful for sellers of alcoholic beverages by the drink to employ a person for the purpose of encouraging the sale of such beverages.

Manufacture, distribution and receipt of "imitation controlled substances" or any drug that is falsely advertised, adulterated or misbranded is unlawful.

Possession of paraphernalia is unlawful as is providing a minor with paraphernalia for the ingestion of tobacco or any controlled substance.

It is illegal to use the postal service or other interstate conveyance to offer to sell or transport, import or export paraphernalia.

It is unlawful to import controlled substances except for medical or scientific purposes.

It is unlawful to export controlled substances to any country that has a treaty with the United States prohibiting such export. Penalties vary depending on the country involved.

Consequences

Carriers of motor vehicle insurance can increase premiums, or cancel or deny renewal as a result of driving under the influence convictions.

In certain cases employers' motor vehicle coverage can also be canceled or renewal denied if employees have been convicted of driving under the influence of alcohol or other drugs.

The Department of Motor Vehicles may refuse or revoke driver's licenses of practicing alcoholics or addicts or those convicted of alcohol or drug related offenses.

Refusal to submit to blood alcohol content tests will result in a six-month suspension of driving privileges, two-year suspension if there has been a prior such offense within seven years, and three-year suspension for two or more offenses within seven (7) years. In such cases, vehicles can also be impounded and sold as nuisances.

Employers may refuse to hire or may fire an employee who cannot perform job duties or endangers his/her or others' health or safety due to current use of alcohol or other drugs.

State disability retirement allowances are not paid if the disability is due to the intemperate use of alcohol or other drugs.

No addict or person in danger of becoming an addict may be employed as a peace officer.

Drunkenness on duty, intemperance or addiction are causes for discipline for any employee.

Examinations for certifications can be refused and certifications withdrawn by the State Personnel Board for anyone who is addicted to alcohol or other drugs.

Discharge from employment "as a result of an irresistible compulsion to use or consume intoxicants" disqualifies claimants from receiving unemployment benefits, as does any institutionalization as a drug addict.

Disability insurance benefits may be denied "for any loss sustained or contracted in consequence of the insured's being intoxicated or under the influence of any controlled substances unless administered on the advice of a physician."

Permanent or probationary employees of The County of Adair may be terminated, demoted, or suspended for addiction to controlled substances or drunkenness in the workplace.

Penalties for the manufacturer, distribution or dispensing of, or possession with intent to manufacture, illegal drugs vary significantly depending on the substance and the amount in question. Both fines and incarceration are imposed.

Drug traffickers lose federal benefits for five (5) to ten (10) years to life after conviction. Drug possessors lose benefits for up to one (1) year and can be required to enter treatment, undergo testing and/or perform community service.

Where to Get Help

A number of community resources are available to help you, including:

Community Resources

Alcoholics Anonymous

Narcotics Anonymous

National Commission on Alcoholism and Drug Dependence

County Bureau of Alcohol and Drug Services

This document is intended solely as a resource. The County of Adair does not endorse programs and/or agencies listed on this document and accepts no responsibility for treatment provided by these agencies/programs, nor does it guarantee insurance coverage of treatment.

This document is not a comprehensive listing of alcohol/chemical dependency treatment programs. Other sources for both in-patient and outpatient alcohol/chemical dependency treatment programs may be located by consulting your family physician, local telephone directory under the heading "Drug Treatment Programs," or through the National Commission on Alcoholism and Drug Dependence at 212-206-6770.

Expense Reimbursement

Employees must have your supervisor's authorization (usually by way of a requisition or purchase order) prior to incurring an expense on behalf of The County of Adair. To be reimbursed for all authorized expenses, you must submit an expense report and blue sheet accompanied by receipts and it must be approved by your supervisor. **This same policy will be for Elected Officials as well.** Please submit your expense report and blue sheet each month, as you incur authorized reimbursable expenses.

Turning in Receipts/Blue Sheets/Invoices

All receipts/invoices/blue sheets should be turned in to the Clerk's Office within 30 days of accrued charges.

If you are asked to conduct County business using your personal vehicle, you will be reimbursed per mile at the rate the county has adopted at the time. Please provide a printout from GOOGLE MAPS or MAPQUEST, so that we can see proper mileage from the courthouse address to your destination. You will also be reimbursed for meals up to \$40 per diem (employees only), including tips. The County will not pay out receipts that exceed the \$40 per day total. The receipts must be itemized, designating what was bought, for auditing purposes. You may not be reimbursed for receipts that are not itemized. Alcohol purchases will not be reimbursed. The \$40 allowance is not allowed to carry over to next day. Please submit dated receipts and other expenses on your weekly

expense report or voucher. All County employees must abide by this policy. State employees will not be reimbursed from the County for meals or mileage.

In regard to cell phone reimbursement, the County will no longer reimburse cell phone and/or landline expenses for personal phones. This applies to both County and State employees. Please be advised that if you submit such an expense is submitted for payment, it will be denied.

Gifts

Advance approval from management is required before an employee may accept or solicit a gift with a value greater than \$20 from a customer, supplier or vendor representative.

Personal Use of County Property

In no instances, employees may be allowed to borrow certain County of Adair tools or equipment for their own personal use while on our premises.

Relatives

If you and members of your family are employed by The County of Adair, one may not supervise the other. If the employees are unable to develop a workable solution, the Office Holder of The County of Adair will decide which employee may be transferred in such situations. Family members include the employee's spouse, child, parent, parent-in-law, grandparent, grandparent-in-law, granddaughter, grandson, daughter-in-law, son-in-law, step-parent, domestic partner (a person with whom the employee's life is interdependent and with whom the employee shares a mutual residence), brother, sister, brother-in-law, sister-in-law, daughter or son of the employee's spouse or domestic partner, and any relative living in the household of the employee or domestic partner.

Should two employees who work together or supervise each other enter into a personal, non-work related relationship, one or both employees may have to be transferred.

Solicitations and Distributions

Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-County literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job and does not apply to break periods and meal times. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature without management approval.

Persons not employed by The County of Adair are prohibited from soliciting or distributing literature on County property or from being on The County of Adair property.

Equipment and tools might include, but are not limited to, the following: computer, phone lines and charges, modem and fax. If the employee does not already have the required equipment, The County of Adair may, depending upon financial resources, make a reasonable effort to provide the employee with the equipment, service and tools.

If any of the characteristics of the job/task or the employee performance should change such that they would no longer be compatible with telecommuting, or if the supervisor otherwise believes it to be in the best interest of the department and/or The County of Adair, the supervisor may modify or terminate the Agreement at any time. In addition, the employee has the option to request modification or termination of the Agreement.

The supervisor has the discretion to deny any telecommuting request. If a supervisor has a number of employees requesting telecommuting and this would have a negative impact on the operation of the department, then she/he may alter the conditions of a previously approved arrangement and/or deny new requests.

The Telecommuting Agreement is not a contract of employment, and nothing in this Policy or any Telecommuting Agreement alters the at-will nature of the employment relationship, under which the employment relationship may be terminated at any time by either the employee or the employer for any reason, or for no reason.

Use of County Vehicle

If you are authorized to operate a The County of Adair vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

1. You must be a valid licensed driver.
2. You will be required to maintain mileage reports.
3. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
4. The County of Adair provides insurance on County vehicles, however, you will be considered completely responsible for any accidents, fines, moving or parking violations incurred.

5. You must keep the vehicle clean at all times. You must also wash and vacuum the vehicle as often as necessary. You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain any receipts for reimbursement.
6. Persons not authorized or employed by The County of Adair cannot operate a County vehicle.
7. Passengers shall be limited to other Adair County employees, commuters, and/or those participating in ridesharing for the purpose of traveling for County business, and citizens/inmates who have to be transported by the Sheriff's department. Family members are strictly prohibited.
8. Prior to operation of any County vehicle, your supervisor will train you on the appropriate steps to take if you are involved in an accident - filling out the accident report, getting names of witnesses and so on.
9. You are required to wear a seat belt while operating the County Vehicle
10. Usage of cell phones while driving is not permitted.
11. No smoking allowed in a county vehicle

Violence in the Workplace Policy

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

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at The County of Adair, or to create a hostile, abusive, or intimidating work environment for one or several employees.

Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on The County of Adair's premises, regardless of the relationship between The County of Adair and the parties involved.
2. All threats or acts of violence occurring off The County of Adair's premises involving someone who is acting in the County of a representative of The County of Adair.

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

1. Hitting or shoving an individual.

2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destruct The County of Adair's property.
4. Making harassing or threatening phone calls.
5. Harassing surveillance or stalking (following or watching someone).
6. Unauthorized possession or inappropriate use of firearms or weapons.

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

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

Fraud Prevention Policy

1. Introduction

The need for Effective Fraud Control Strategies

Fraud can be defined as 'dishonestly obtaining a benefit by deception or other means'. Fraud control refers to the integrated set of activities to prevent, detect, investigate and respond to fraud and to the supporting processes such as staff training and the prosecution and penalization of offenders.

The County is responsible for managing significant levels of revenue and expenditures and requires contact with a broad range of clients and citizens. In our work environment, the prevention and detection of fraud is critical.

The risk of fraud can come from inside an organization, that is, from its employees or contractors, or from outside an organization, that is, external parties such as clients, consultants, service providers or other members of the public.

2. Some Types of Fraud that can occur in the County Context (see next page)

Types of Fraud	Examples of Related Risk
Grants fraud Frauds relating to grant funds not being used for the intended service delivery objective.	<ul style="list-style-type: none"> • Overpaying of grants, duplicating payments of grants or having grants claimed multiple times • Redirecting grant funds to personal accounts • Poor record keeping for grants, resulting in misstatement.
Cash Handling- Receipt and Disbursement Fraud	<ul style="list-style-type: none"> • Lack of segregation of key duties • Deposits not made intact • Cash receipts issued out of sequence • Purchases that bypass normal procedures
Records and Reports Fraud	<ul style="list-style-type: none"> • Large number of write-offs of accounts • Discrepancies between bank deposits and postings • Excessive or unjustified cash entries and/or adjustments • No supporting documentation for adjusting entries • Incomplete or untimely bank reconciliations.
Purchasing Fraud	<ul style="list-style-type: none"> • Lack of segregation of key duties Purchases that bypass normal procedures • Changes made to vendor files • Vendor addresses match employee addresses • Copies of invoices used to pay vendors.
Email Fraud	<ul style="list-style-type: none"> • email from a budget officer/elected official/other internal source asking for the transfer of funds or bank account information • email from an external source asking for the transfer of funds or bank account information

After the elected official or employee identifies a red flag for possible fraud, they must take action to determine its effect on their organization. Evaluating the red flag may be

accomplished by financial analysis, observation, or by any other technique that tests an apparent weakness. When officials complete their fraud analysis, they must take steps to correct the situation.

While internal controls cannot completely prevent fraud, they greatly reduce the time it takes to detect it. The success of any internal control structure begins with access controls that match each individual's duties. Here are the steps the County is implementing to prevent fraud:

3. Helping to Prevent Fraud

Here are steps the County will take to help prevent fraud.

1. All County employees, including elected officials, will adhere to the County's Unacceptable Activities policy, as written on pages 19-21. These unacceptable activities, including theft, unauthorized possession of County property, misrepresentation, dishonesty, and misrepresentation of a timesheet, are necessary guidelines to help prevent fraud from any employee.
2. The County has implemented accounting and internal controls. Each elected official/supervisor/employee is to adhere to these internal controls. The accounting and internal control policy can be found on page 101. Used consistently, these controls help us to keep our checks and balances in order when it comes to payroll, accounts payable, and accounts receivable. There is a procedure for each of the following:

- **Payment of bills and invoices**
- **Payroll records**
- **General Ledger**
- **Grant Procedures**
- **Financial Statements**

3. The County realizes that being able to tell employees, constituents, contractors, service providers, and other third parties that there is a fraud hotline is an important part of fraud prevention and detection. A critical component of a hotline is ensuring that reports can be made without fear of reprisal. If you feel there is fraud going on in your department, and you are uncomfortable reporting it to your elected official or County Commission, you can report it to the Missouri State Auditor's office located in Jefferson City, MO. The Missouri State Auditor's hotline is: 1-800-347-8597.

4. The County will continue to strive to hire, promote and train ethical employees. We will verify identity, including the requirement of presenting two different forms of identity documents. We will perform background checks on prospective employees, verify resumes and applications, and train managers to conduct thorough interviews. In addition, we will implement fraud education for all employees, as we realize awareness and knowledge are highly effective at preventing fraud.

5. The County will dispense fair, consistent, and balanced discipline. We will deal with fraud swiftly and consistently, even in instances where minor fraud is discovered.

6. The County will adhere to internal and external audits.

7. The County will not email personal or financial information

8. The County will use a firewall, spam filters, anti-virus and anti-spyware software to protect County related business on computers.

9. The County will screen our service providers. Confirming the identity and reputation of service providers is important in managing fraud control within our organization.

10. The County will keep financial records/receipts/and blue sheets according to the retention schedule of the state. Generally 5 years after the completion of the audit, unless another time frame is noted by the state, (such as CERF documents, insurance documents, and purchased items/services by bid.)

4. Fraud Detection

Internal controls are an effective detector of fraud. Examples of detective internal controls include:

- regular reconciliation of accounts
- comparisons between budgeted and actual figures and the follow-up of discrepancies
- audit trails and system access logs and the regular review of these
- audits
- management review
- monitoring and reviewing activities, focused on employees at risk
- data mining and/or data matching
- quality assurance

There are a number of 'red flags' or early warning signs of fraud activity which can be used to help profile possible internal perpetrators. Some of these early warning signs are summarized below:

Early warning signs: people	Early warning signs: areas or activities
Unwillingness to share duties; refusal to take leave.	Financial information reported is inconsistent
Refusal to implement internal controls.	Abnormally high and increasing costs in a specific cost function.
The replacement of existing suppliers upon appointment to a position or unusually close association with a vendor or customer.	Dubious record keeping.
A lifestyle above apparent financial means; the provision of gifts to other staff members	Reconciliations not performed on a regular basis
Failure to keep records and provide receipts.	Small cash discrepancies over a period of time.
Chronic shortage of cash or seeking salary advances.	Reconciliations not performed on a regular basis.
Past legal problems or addiction problems	

5. Process to Report Fraud

Allegations made by employees, service providers, and members of the public can often lead to the uncovering of fraud.

5.1 Allegations made by employees

Where an employee suspects that another county employee or service provider may be undertaking fraudulent activities, the matter should be raised with the employee's immediate supervisor or if that is not appropriate, the County Commission. Human Resources is also available to provide advice and to assist where possible. They may also call the hotline: 1-800-347-8597.

5.2 Allegations made by External Sources

Members of the public (including our citizens, suppliers and others) can play a role in reporting suspected fraud. These parties may be aware of fraud occurring within our organization, or being committed against this organization by an outside party. Allegations made from external parties need to be in writing and submitted to the County Commission as soon as possible. They may also call the hotline: 1-800-347-8597.

6. Risk, Assessment, Monitoring, and Review

6.1 As part of its annual risk assessment process the Clerk and Commission will monitor the effectiveness and review the implementation of this policy, considering its suitability, adequacy and effectiveness. We will continue our Internal Control policies and audits, and will carry out regular audits of our control systems and procedures to provide assurance that they are effective in countering fraud.

6.2 All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected wrongdoing.

7. How the County will Respond to Fraud

The purpose of this plan is to define authority levels, responsibilities for action, and reporting lines in the event of a suspected fraud.

7.1 All actual or suspected incidents should be reported without delay to the immediate supervisor or elected official. If that is not appropriate, then report to the County Commission. You may also call the hotline 1-800-347-8597.

A risk management group, (likely the Prosecuting Attorney, Clerk, Treasurer and Commission) will decide on the action to be taken, normally an investigation. External specialist investigative auditors and/or legal experts may be appointed to carry out the investigation.

7.2 Prevention of further loss: where initial investigation provides reasonable grounds for suspecting a staff member of fraud, the project group will decide how to prevent further loss. The staff member under suspicion will be suspended on full pay until investigation is over.

7.3 In these circumstances, the suspect(s) should be approached unannounced and should be interviewed about the allegation prior to being informed of their suspension. They should be supervised at all times before leaving the County's premises. They should be allowed to collect personal property under supervision, but should not be able to remove any property belonging to the County. Any keys to premises, offices, and equipment should be returned. Laptop computers, mobile phones, iPads etc. and other associated equipment should also be returned.

7.4 Recovery of losses is a major objective of any fraud investigation. The risk management group will ensure that, in all fraud investigations, the amount of any loss is quantified. Repayment of losses will be sought in all cases.

Where the loss is substantial, legal advice may be obtained about the need to freeze the suspect's assets through the court, pending conclusion of the investigation. Legal advice may also be obtained about prospects for recovering losses through the civil court, where the perpetrator refuses repayment. The County will normally expect to recover costs in addition to losses.

If appropriate, the County may coordinate with our insurance brokers to process a claim.

8. On completion of the investigation, a written report shall be submitted to the County Commission's office containing a description of the incident, including the value of any loss, the people involved; the means of perpetrating the fraud; the measures taken to prevent a recurrence; and any action needed to strengthen future responses to fraud, with a follow-up report on whether the actions have been taken. This report will represent the definitive document on which the Commission will base their decision.

Adair County Accounting/Internal Control Polices

1.0 GOVERNANCE

1.1 Accounting Practices

Adair County accounting practices are governed by the statutes of the State of Missouri and any applicable federal regulations. The following is working procedures used to comply with the statutorily provisions.

2.0 BUDGET

2.1 Format

The County budget format is in compliance with Section 50.745 RSMo.

2.2 Claims and Warrants

The County follows Sections 50.160 through 50.320 RSMo. in handling claims, issue of payment against county funds, and the maintenance of such records.

2.3 Compliance

The County prepares and maintains the County budget in compliance with Sections 50.525 through 50.790 RSMo.

3.0 ACCOUNTS PAYABLE

3.1 Payment of Bills and Invoices

- A. The Elected Official will submit “blue sheet/warrant” payment requests with invoices to the County Clerk’s Office for payment. Payments will not be made from statements.
- B. The Elected Official will sign the “blue sheets/warrants” which will insure that all goods and services have been satisfactorily received and authorized.
- C. The Elected Official will clearly document on the “blue sheets/warrants” which account that payment is to be made from along with any special payment instructions.
- D. The County Clerk’s Office will review the “blue sheets/warrants” for mathematical accuracy and completeness.
- E. The County Clerk’s Office will prepare and review an accounts payable regular open item register to monitor actual expenditures against the authorized budget.
- F. Budget amendments or expenditure transfers will be reviewed and approved by the County Commission.
- G. The County Clerk’s Office will sign and date the “blue sheets/warrants” for approval.
- H. In open meeting of the County Commission, the County Commission will review the “blue sheets/warrants” for completeness.
- I. In open meeting of the County Commission, the County Commission will sign, date, and stamp the “blue sheets/warrants” for approval.
- J. The County Clerk’s Office will input “blue sheet/warrant” information into the computer for payment.
- K. The County Clerk’s Office will prepare a “jacket” for each vendor in each fund. All blue sheets/warrants” and invoices will be attached to the “jacket”. The “jacket” provides a total which will be paid to a vendor within a fund and other pertinent information about each “blue sheet/warrant”.
- L. The County Treasurer’s Office prints checks that corresponds with the “blue sheets/warrants”.
- M. The County Commission will review and sign the checks.
- N. The County Clerk’s Office will review and sign the checks.
- O. The County Treasurer’s Office then reviews and confirms all signatures and signs the corresponding checks.
- P. The County Clerk’s Office will then post payments to the general ledger.

4.0 PAYROLL

4.1 Payroll Records

- A. Each new employee is required to complete new employee documents with the Human Resources Department prior to employment.
- B. The Elected Official will file a “status sheet” or provide a letter to the County Clerk’s Office. The status sheet/letter is to be filed with the County Clerk’s office on the employee hire date. The “status sheet”/letter will notify the County Clerk’s Office with the employment information of the employee (i.e. date of hire, rate of pay, employee classification). The “status sheet” is also used to notify the County Clerk’s Office of employment changes, updates and special instructions relevant to the employee’s employment.
- C. The county payroll period is bi-weekly. The pay period week is from Sunday through Saturday.
- D. Employees are required to sign their time sheets certifying the accuracy.
- E. The Elected Official is responsible for the review of all time sheets for accuracy (e-mailed copies are acceptable).
- F. The Elected Official will sign off in approval of each time sheet prior to submitting the time sheet to the County Clerk’s Office for payment.
- G. Payroll time sheets are due at least four (4) days prior to payday.
- H. The County Clerk’s Office will review time sheets for mathematical accuracy and completeness.
- I. The County Clerk’s Office will input time sheet information into the computer for payment
- J. The County Clerk’s Office will prepare a payroll register listing each employee and the appropriate fund. The payroll report provides a total which will be paid to each employee within a fund and account payable information including withholdings from each fund.
- K. The County Clerk’s Office will prepare a “warrant/check” and the Treasurer will issue a check, in accordance with Missouri State Statute for the County Commission’s review and approval; needing three signatures.
The County Clerk’s Office prepares a check register that corresponds with the “warrant/check number” and forwards the register to the County Treasurer for issuance.
- L. In open session, the County Commission will review and sign all payroll checks/direct deposit
- M. The County Clerk’s Office will make necessary ACH payments and sign all payroll checks/direct deposit.
- N. The County Treasurer will then review and sign the corresponding check/direct deposit.
- O. The County Clerk’s Office and Treasurer will post payments to the general ledger fund.

5.0 RECEIPTS

5.1 Receipts

All receipts for funds are issued by the County Treasurer. The Treasurer inputs all receipts into the general ledger.

6.0 GENERAL LEDGER

6.1 General Ledger

A. The County Treasurer reconciles all bank accounts on a monthly basis to all funds in the bank accounts. The Treasurer also balances with the County Clerk's Office all receipts and disbursements according to appropriate fund.

B. The Treasurer provides monthly to the County Clerk's office access to all receipts and disbursements/warrants issued, ACH County Retirement transfer, and voids or stop payments of checks. The Treasurer also provides to the County Clerk's Office a balance sheet showing the fund beginning balance, receipts for the month, expenditures for the month, spending balance (minus any invested funds) and fund ending balance. The Treasurer also provides a six monthly settlement report to the County Clerk and to the County Commission listing all funds, balances, outstanding items, and bank account balances and reconciliations to said bank accounts tying to the fund balances and pooled cash report. The Treasurer also provides school check and district check information that was paid out during the month from taxes collected by the County Collector and jury checks issued as provided by the Circuit Clerk's office.

C. Monthly, the County Clerk's office provides the County Commission and all Elected Officials with a Revenue and Expense report for their review. The report reflects each revenue and expense line item for each fund. Also included in the monthly Revenue and Expense Report, is a financial summary documenting total balances for all funds. The report reflects:

- Current Budget
- Current Monthly Period
- Year to Date Actual
- Budget Balance
- Percentage of Budget Expended

7.0 GRANT PROCEDURES

7.1 Grant Applications

All applications for federal awards are required to be approved by the Commission, in an open Commission meeting, prior to being submitted for consideration. Also in attendance at this meeting is the Elected Official or their designated representative, representatives of the County Treasurer's Office and County Clerk's Office (County Budget Officer). By meeting as a group, this gives everyone involved in the grant an awareness of the proposed purpose and scope of the grant.

7.2 Grant Contracts

All contracts for federal awards are required to be approved by the Commission, in an open Commission meeting PRIOR to any payments being made. Also in attendance at this meeting is the Elected Official and or their designated representative, representatives of the County Treasurer's Office, and County Clerk's Office (County Budget Officer). By meeting as a group, this gives everyone involved in the grant an awareness of the approved purpose and scope of the grant. Also, at this meeting a budget and account coding is established based upon the approved grant amounts.

7.3 Payment of Bills and Invoices

Steps for requesting grant funds and approving payments of bills and invoices:

By County Offices

- A. The Elected Official will submit “blue sheet/warrant” payment requests with invoices to the County Clerk’s Office for payment. Payments will not be made from statements. Blue Sheets and Invoices are due in Clerk’s office within 30 days of charges being accrued when at all possible.
- B. The Elected Official will sign the “blue sheets/warrants” which will insure that all goods and services have been satisfactorily received, is authorized, and within the scope and purpose of the grant.
- C. The Elected Official will clearly document on the “blue sheets/warrants” which grant that payment is to be made from along with any special payment instructions.
- D. The County Clerk’s Office (County Budget Officer) will review the “blue sheets/warrants” for mathematical accuracy and completeness.
- E. The County Clerk’s Office will prepare and review an accounts payable regular open item register to monitor actual expenditures against the authorized budget.
- F. The County Clerk’s Office will sign and date the “blue sheets/warrants” for approval.
- G. In open meeting of the County Commission, the County Commission will review the “blue sheets/warrants” for completeness.
- H. In open meeting of the County Commission, the County Commission will sign, date, and stamp the “blue sheets/warrants” for approval.
- I. The County Clerk’s Office will input “blue sheet/warrant” information into the computer for payment.
- J. the Elected Official will provide to the County Clerk’s Office (County Budget Officer) a detailed monthly grant report documenting each expenditure for each specific grant.
- K. The County Treasurer will provide a detailed monthly grant report documenting each receipt for each specific grant.
- L. The County Clerk (County Budget Officer) will provide the Elected Official, Treasurer, and County Commission a monthly general ledger report for review. The report reflect the following for each specific grant:

- Annual budgeted amount
- Monthly and year to date revenues and expenditures
- The budgeted amount remaining

(Corrections must be reported to the County Clerk immediately)

- M. Payroll by a grant will be handled as specified in section 4.0 “Payroll”.

By Sub-Recipient

- A. The sub-recipient office staff compiles a monthly report requesting funds.
- B. The request for funds includes the appropriate reimbursement form(s). Copies of invoices and corresponding written checks should also be attached.
- C. The report is reviewed, approved and signed by the Elected Official.
- D. A representative of the County Clerk's Office (County Budget Officer) reviews the request for mathematical accuracy and completeness.
- E. The request is reviewed and signed by the Presiding Commissioner.
- F. The request is submitted to the appropriate agency for reimbursement.
- G. Upon receipt of the funds by the County Treasurer, the County Commission in an open Commission meeting reviews and approves the disbursement of funds to the sub-recipient.
- H. The Elected Official will provide to the County Clerk's Office (County Budget Officer) a detailed monthly grant report documenting each expenditure for each specific grant.
- I. The County Clerk (County Budget Officer) will provide the Elected Official, Treasurer, and County Commission a monthly general ledger report for review. The report reflects the following for each specific grant:

- Annual budgeted amount
- Monthly and year to date revenues and expenditures
- The budgeted amount remaining

(Corrections must be reported to the County Clerk immediately)

7.4 Grant Close-Out

At the conclusion of each grant, the County Clerk (Budget Officer) provides the Elected Official a final grant report documenting each receipt and expenditure for each specific grant which is a part of the "Grant Close Out" process.

At the County Clerk's discretion, within 30 days:

- A. The Elected Official reviews, approves, and signs a close out report that all revenues and expenditures meet the provisions of the grant, and are within the purpose and scope of the grant, or
- B. "Grant Close Out" meeting is held. At this meeting, the Elected Official or their designated representative, representatives of the County Treasurer's Office and County Clerk's Office (County Budget Officer) will review all grant documentation including contracts, bids, revenues and expenditures. When all issues have been resolved the Elected Official signs a close out report that all revenues and expenditures meets the provisions of the grant, and are within the purpose and scope of the grant.

An Elected Official may request 30 day extensions on a close out, if needed. Each request will be made in writing and will describe why an extension is needed.

Extensions past 90 days must be approved by the County Commission.

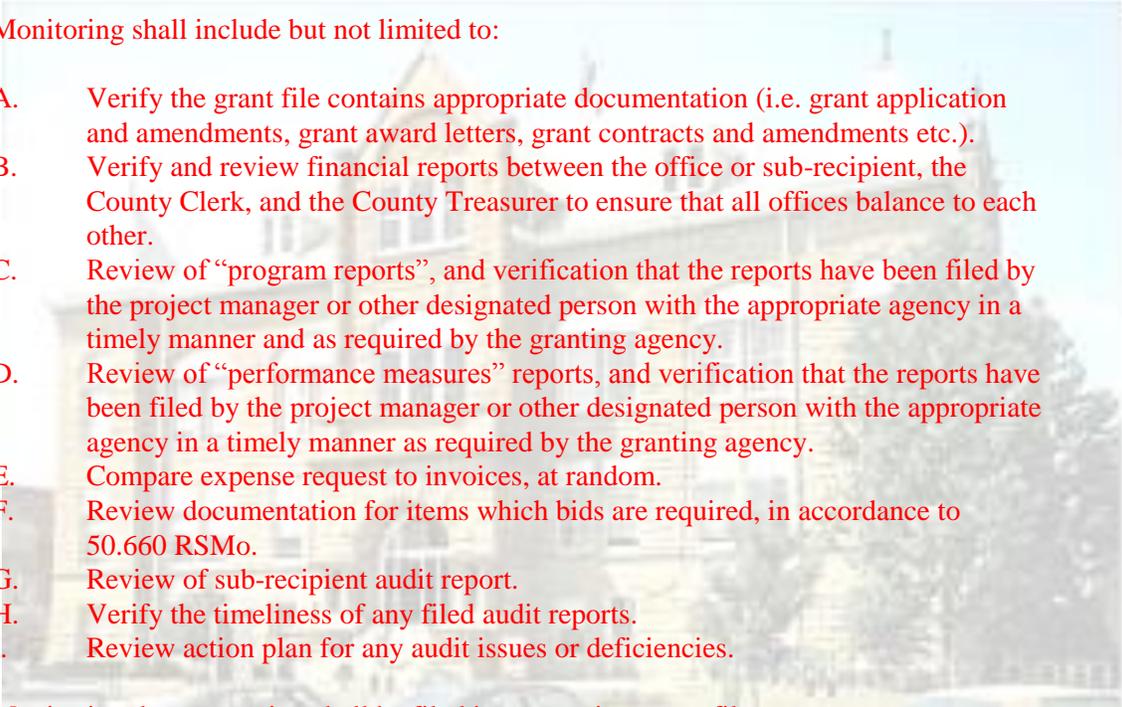
The County Commission will not approve additional grants for an Elected Official with outstanding grant close outs and/or extensions on file.

7.5 Monitoring

The County Commission or their designated representative will monitor all grants received by the county or sub-recipients. On site monitoring will include the review and verification of proper documentation.

On site monitoring will be conducted periodically as required by the granting agency. If there is no grant agency requirements, site monitoring will be conducted as deemed appropriate by the County Commission or their designated representative. A minimum of semi-annually is recommended.

Monitoring shall include but not limited to:

- 
- A. Verify the grant file contains appropriate documentation (i.e. grant application and amendments, grant award letters, grant contracts and amendments etc.).
 - B. Verify and review financial reports between the office or sub-recipient, the County Clerk, and the County Treasurer to ensure that all offices balance to each other.
 - C. Review of “program reports”, and verification that the reports have been filed by the project manager or other designated person with the appropriate agency in a timely manner and as required by the granting agency.
 - D. Review of “performance measures” reports, and verification that the reports have been filed by the project manager or other designated person with the appropriate agency in a timely manner as required by the granting agency.
 - E. Compare expense request to invoices, at random.
 - F. Review documentation for items which bids are required, in accordance to 50.660 RSMo.
 - G. Review of sub-recipient audit report.
 - H. Verify the timeliness of any filed audit reports.
 - I. Review action plan for any audit issues or deficiencies.

Monitoring documentation shall be filed in appropriate grant files.

7.6 Preparation of the Schedule of Expenditures of Federal Awards

The County Clerk’s Office is responsible for preparing the year-end Schedule of Expenditures of Federal Awards (SEFA) and providing oversight on the above related procedures. The SEFA will be prepared to comply with the requirements of OMB Circular A-133. It will be reviewed and approved by the County Commission and supporting documentation will be retained for future auditing purposes. The SEFA will be included with the budget document sent to the State. Section 50.740.2, RSMo.

8.0 FINANCIAL STATEMENTS

8.1 Financial Statements

- A. The County Treasurer settles accounts with the County Commission semiannually as provided in Section 54.150 RSMo.
- B. The County Clerk's Office complies and publicly publishes an annual financial statement in accordance with Sections 50.800 RSMo. through 50.820 RSMo.
- The financial statement is prepared by an individual by the County Clerk's office.
 - The person preparing the financial statement shall be bonded.
 - The preparer reviews the final document for accuracy by comparing the document to the general ledger and annual budget document.
 - The final document is submitted to the Adair County Commission for their review and approval.
 - The Adair County Commission reviews and approves the final document in open public session.
 - The County Clerk's Office publishes the document in a newspaper of general circulation located within the County.
 - The County Clerk's Office will provide a copy of the newspaper publication along with an affidavit of publication to be filed with the Missouri State Auditor's Office.
 - The financial statement is reviewed by the auditor during the County audit.

9.0 RISK MANAGEMENT COMMITTEE

9.1 Risk Management Committee

This committee will serve on a continuing basis to review current controls and procedures, as well as develop and recommend controls as may be identified in the future to help ensure reliability of financial reporting, effectiveness, and efficiency of operations and compliance with applicable laws and regulations. The committee consists of: Presiding Commissioner, County Clerk, and Prosecuting Attorney.