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Section 1 General Employment Provisions

Part 1.1 Equal Employment Opportunity

Revised January 2009

Equal Employment Opportunity

Adair County Government 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 complies with the law regarding reasonable accommodation for handicapped and disabled employees.

It is the policy of Adair County to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The County 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. Adair County Government 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.

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 Adair County Government'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 employee, including managers, involved in discriminatory practices will be subject to termination.

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Section 1 General Employment Provisions

Part 1.2 At-will Employment

Revised January 2009

At-will Employment

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

Confidentiality

We sincerely hope that our relationship with you will be long-term and mutually rewarding. However, your employment with Adair County assumes an obligation to maintain confidentiality, even after you leave employment.

Co-workers, citizens and other stakeholders entrust Adair County Government with important information. The nature of this relationship requires the maintenance of confidentiality. In safeguarding received information, Adair County earns the respect and trust of our patrons.

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

Requests for information about Adair County business constitute formal or informal information requests. Informal requests fall under the confidentiality policy. Formal requests for information must follow procedures as described in Missouri's Sunshine Law.

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.

Customer Relations

The success of Adair County depends upon the quality of the relationships between the County, our employees, citizens, suppliers, and the general public. Our citizens' impression of the County 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 an Adair County ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, the County, and the services we provide.

Listed below are several things you can do to give customers a good impression of Adair County Government:

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

Applicant Screening

Adair County Government is confident that as a result of the mutual selection process undertaken, your employment will be beneficial to both you and the County.

We carefully select our employees through written applications, personal interviews, reference checks, and a variety of applicant screenings. This selection process helps Adair County Government find and employ people who are concerned with not only personal success, but also the success of the County.

Employee Background Check

Prior to becoming an employee of the County, a job-related background check will be conducted. A comprehensive background check may consist of prior employment verification, professional reference checks, and educational attainment confirmation.

Credit Investigation

Adair County Government, for certain employment positions that involve financial responsibility, may conduct a pre-employment credit check. Employment may be conditional upon review of the information reported in the credit check. Adair County also reserves the right, for certain employment positions that involve financial responsibility, to conduct a 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 agency.

Criminal Records

Adair County 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'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 driving record acceptable to our insurer. Employees may be asked to submit a copy of a driving record to the County upon initial hire and throughout the course of employment. Any changes in driving records must be reported to a supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.

Health Examinations

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

Employment Eligibility Verification

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 at any time you cannot verify your right to work in the United States, Adair County Government may be obliged to terminate your employment.

Section 3 Appointment

Part 3.1 Probationary Period

Revised January 2009

Probationary Period

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

Please understand, however, that completion of the Probationary Period does not guarantee continued employment as Adair County Government is an at-will employer (*See Section 1, Part 1.2 At-will Employment*).

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

Office Holders and/or Supervisors may choose to extend a Probationary Period for an additional 3 months if they feel it is necessary to do so.

Section 3 Appointment

Part 3.2 Service Anniversary Date

Revised January 2009

Service Anniversary Date

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

Adair County Government Employee Manual

Section 3 Appointment

Part 3.3 New Employee Orientation

Revised January 2018

New Employee Orientation

On your first working day, you will be asked to complete employment paperwork with Human Resources. Depending on your department's workload, your supervisor will introduce you to your co-workers and orient your workspace.

Employee Records

The task of handling personnel records and related personnel administration functions at Adair County 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 Resources.

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. Mailing address
3. Phone number
4. Emergency contacts
5. Number of dependents*
6. Marital status*
7. Change of beneficiary
8. Driving record or status of driver's license, if you operate any County vehicles
9. Military or draft status
10. Exemptions on your W-4 tax withholding form
11. Training certificates
12. Professional licenses

Medical Records

All employee related medical records, if any, will be kept in a separate and locked confidential file. Adair County 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

- * Upon experiencing a family status change, please notify supervisor within 30 days for benefit modifications, if necessary.

Section 3 Appointment

Part 3.5 Chain of Command

Revised January 2009

Chain of Command

It is the policy of Adair County that all employees respect the chain of command that exists within each government office. Put simply, you report to your supervisor, your supervisor reports to their 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 them that you intend to take the matter up the chain of command, after notification you are free to go to their supervisor. The chain of command for all County employees ends with the Office Holder or Elected Official.

Attendance

Adair County Government expects 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.

Absenteeism or Lateness

From time to time, it may be necessary for you to be absent from work. Adair County 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.

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. However, we prefer 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 consecutive 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, such as 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 Section 9 and Section 10 of this Employee Manual.*

Promotion and Transfers

Adair County Government 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, Adair County Government reserves the right 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.

Section 3 Appointment

Part 3.8 Typical Business Hours

Revised January 2018

Typical Business Hours

Courthouse Hours:

Monday thru Friday 8:30am-4:30pm (1 hour lunch break)

Road and Bridge Hours:

Monday-Friday 7:00am-3:30pm (1/2 hour lunch break)

Sheriff Department Administrative Hours:

Monday-Friday 8:00am-5:00pm (1 hour lunch break)

Maintenance Hours:

Monday-Friday 7:45am-4:45pm (1 hour lunch break)

Your actual work hours may vary. See your supervisor for the actual hours for your specific department.

Adair County Government Employee Manual

Section 3 Appointment

Part 3.9 Meal and Break Schedule

Revised January 2009

Meal and Break Schedule

Office Holders, Elected Officials, or Supervisors will provide information regarding break schedules.

Unexpected Office Closures

In the event of severe weather conditions or unexpected events, it will be up to the Office Holder, Elected Official, or Supervisor of your department on whether or not your office will close. The Courthouse will stay officially open because Maintenance, the Sheriff's Office, and the Road and Bridge Department will still be working in inclement weather, but if your office closes for the day, **you will not be paid for hours not worked.** However, with supervisor approval, you may use vacation leave or comp time for these absences. You are not allowed to use sick leave for this situation.

If the Office Holder, Elected Official, or Supervisor 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 them of the poor weather conditions in your area and your expected time of arrival. With supervisor approval, you may use vacation leave or comp time for hours lost in this circumstance. You are not allowed to use sick leave for this situation.

On occasion, weather events or 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.

Section 3 Appointment

Part 3.11 Bonding Requirement

Revised January 2009

Bonding Requirement

If your employment with Adair County is full time and requires you to handle other people's property or 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 terminated.

Adair County Government Employee Manual

Section 4 Employment Classifications

Part 4.1 Full Time

Revised January 2009

Full-Time

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.

Adair County Government Employee Manual

Section 4 Employment Classifications

Part 4.2 Part Time

Revised January 2018

Part-Time

An employee who works less than an average of 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.

Section 4 Employment Classifications

Part 4.3 Variable Hour and Seasonal/Temporary

Revised January 2018

Variable Hour

Variable hour employees are employees hired by Adair County, whom at the time of hire, were undetermined whether or not they will work 30 or more hours per week on average.

Seasonal/Temporary

Seasonal/temporary employees are employees hired by Adair County 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 classified as 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 this definition, Adair County Government does not believe there will ever be circumstances under which a variable or seasonal/temporary employee will be classified a regular employee unless their status is changed to regular employee due to a change in job classification.

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 Section 4, Part 4.4 Non-Exempt and Exempt*) who work more than forty (40) hours during any workweek will receive overtime pay.

Section 4 Employment Classifications

Part 4.4 Non-Exempt and Exempt

Revised January 2009

Non-Exempt

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. Non-exempt means that they are not exempt from (and therefore should receive) compensated time.

Non-Exempt employees would include:

- Office Staff
- Administrative Support Staff

See Section 5, Part 5.6 of this Employee Manual for a full description of overtime payment policies.

Exempt Employees

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 overtime or compensation time.

Exempt employees would include:

- Salaried Employees
- Elected Officials

207K Exempt

Employees categorized as 207K Law Enforcement Personnel are partially exempt from the FLSA and will record time based on a standard 14-day work period, which has increased 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. 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. No overtime comp time will be accrued unless hours for the pay period exceed 86 hours.

207K Exempt employees would include:

- Sheriff Deputies
- Corrections Staff (per FLSA § 553.211 Law Enforcement Activities)

Changes in Work Status

Employees are responsible for notifying their Supervisor, in writing, of any impending changes in their job status, whether it is voluntary termination of their employment, going to part-time, going to full-time, etc. It is the supervisor's responsibility to let the County Clerk's Office know of these changes as soon as possible to ensure that adjustments to benefits, insurance, retirement, and/or pay can be made on a timely basis.

Supervisors must submit a detailed letter to the County Clerk's Office and should include:

- Employee's name
- Department
- Change in employment status type
- When change will go into effect
- Number of hours of vacation owed (if employment is terminated)
- Number of compensatory hours owed (if employment is terminated)
- Employee's final affected pay period
- Supervisor's Signature

Earnings, vacation and compensatory hours (if any) will be paid upon an employee's involuntary termination (paid out the same day). Any other status change from full time employment, earnings, vacation, and compensation 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 (voluntary or involuntary termination). Additionally, sick balance will go to zero and the employee will not accrue vacation or sick time going forth for any full-time employee changing to a part time status

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

Section 5 Compensation

Part 5.1 Payroll Schedule

Revised November 2018

Payroll Schedule

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

Pay Period

Payday is normally on Friday following the end of the pay period for services performed during the biweekly 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 holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

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

Accommodations for Daylight Saving Time

Additionally, the State of Missouri observes Daylight Saving Time (DTS) which can alter the number of actual hours that occur during employees' work schedules. DST starts on the second Sunday of March and ends on the first Sunday of November, with all time changes taking place at 2:00 a.m. local time. At 2:00 a.m. on the second Sunday of March, it instantly becomes 3:00 a.m. (spring forward) which causes employees on a normal eight-hour shift to be scheduled for seven hours (one hour less than their established shift). At 2:00 a.m. on the first Sunday of November, it instantly becomes 1:00 a.m. (fall back) which causes employees on a normal eight-hour shift to be scheduled for nine hours (one hour more than their established shift).

The FLSA requires that employees must be credited with all the hours actually worked. Therefore, if the employee is in a work situation similar to that described above they would be paid for 7 hours on the day that Daylight Savings Time begins and 9 hours on the day that Daylight Savings Time ends.

Section 5 Compensation

Part 5.2 Time Records

Revised January 2009

Time Records

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

Employees are responsible for accurately recording 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.

Mandatory Paycheck Deductions

Adair County Government 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. If you wish to modify your withholdings, please request a new W-4 form from your supervisor. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify tax withholdings. We advise you to check your pay stub to ensure that it reflects the proper withholding amount. The W-2 form you receive annually reflects how much of your earnings were deducted for withholding purposes.

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

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, Adair County Government is required to deduct this amount from each paycheck you receive. In addition, the County 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 on-line at www.ssa.gov.

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.

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

Adair County Government Employee Manual

Section 5 Compensation

Part 5.4 Paycheck Advances

Revised January 2009

Payroll Advance

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

Section 5 Compensation

Part 5.5 Errors In Pay

Revised January 2018

Errors 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. Your supervisor will take the necessary steps to research the problem and to assure that any necessary correction is made promptly and adjusted on the next pay period.

Section 5 Compensation

Part 5.6 Overtime

Revised January 2018

Overtime

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, or paid sick time, those hours not worked and will not be counted for the purpose of computing eligibility for comp pay or overtime.

All overtime must be approved in advance by your supervisor.

***NOTE:** See Section 4 Part 4.4 Non-Exempt and Exempt and 5 Part 5.8 for the Compensatory Time policy*

Section 5 Compensation

Part 5.7 Holiday Pay

Revised January 2009

Holiday Pay

Full-time "non-exempt," employees who are eligible for overtime pay in accordance with the Fair Labor Standards Act, 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: See Section 4 Part 4.4 Non-Exempt Section 9 Part 9.1 for the Holidays policy

Section 5 Compensation

Part 5.8 Compensatory Time

Revised March 2017

Compensatory 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.

The Fair Labor Standards Act also 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. 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.

The following provisions apply to non-exempt employees who are not covered by a bargaining agreement.

Employment Classification and Compensation Time

Adair County positions are appropriately classified as Non-Exempt, Exempt or 207K Exempt.

Non-Exempt employees have functional job duties and responsibilities that 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:

If a Non-Exempt employee worked 44 hours in a scheduled workweek (4 hours over), the formula for computing comp time would be: $4 \times 1.5 = 6$ hours of overtime or comp time. Comp time should not exceed more than 30 hours (60 hours worked in a scheduled workweek) at any given time ($20 \times 1.5 = 30$). 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 CFR553.22**.

Non-Exempt employees include:

- Office Staff
- Administrative Support Staff

Section 5 Compensation

Part 5.8 Compensatory Time

Revised March 2017

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 include:

- Salaried employees
- Elected Officials

Employees categorized as 207K Law Enforcement personnel are partially exempt from the FLSA and will record time based on a standard 14 day work period, which has gone 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 hours physically worked beyond 86 hours in the 14 day work period. Hours worked between 80 and 86 hours would be counted as straight time-compensatory time. 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 for a 207K Exempt Employee. Whenever possible, the cap on comp time will be enforced. However, the County realizes that emergencies and unforeseen county events arise that might cause a 207K exempt employee to exceed the compensatory time cap.

Note: Once comp time starts to exceed 480 hours, the 207K Exempt employee will be paid out for the additional amount exceeding 480 hours, per FLSA § **29 CFR 553.22**.

207K Exempt employees include:

- Sheriff Deputies
- Corrections Staff (per FLSA § **553.211 Law Enforcement Activities**)

Maximum Comp Time Accrual Policy (per FLSA):

1. A Non-Exempt 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 Non-Exempt employees may accrue a maximum balance of 240 hours of compensatory time credits (160 hours of FLSA overtime worked x 1.5 = 240 hours).

Section 5 Compensation

Part 5.8 Compensatory Time

Revised March 2017

3. A Non-Exempt 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 any 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.

Supervisors should be aware of the amount of compensatory time granted to employees, as the accrual creates a departmental liability. Supervisors 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 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.

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

Section 5 Compensation

Part 5.9 Secondary Employment

Revised January 2009

Secondary Employment

Employees may take an outside job for pay, so long as the employee has the permission of their department's Elected Official and as long as it does not conflict with County employment. If financial situations require a second job, part-time or full-time, or if employees intend to engage in their own business enterprise, Adair County Government would like to be informed. Employees are encouraged to discuss secondary job opportunities with a supervisor prior to accepting any outside employment.

Changes in Pay

An individual's pay will depend on how consistently he or she performs over a given period of time. Compensation increases are conditional upon the availability of funds. During a 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, Adair County Government periodically conducts a review of job descriptions to ensure that we are fully aware of any changes in the duties and responsibilities of each position and that those changes are recognized and adequately compensated.

Expense Reimbursements

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

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

Personal Vehicle Use

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. In order to receive a mileage reimbursement, proof of valid car insurance coverage is required (a copy of an insurance card must be submitted with each mileage expense report).

Meal Reimbursement

You will also be reimbursed for meals up to \$40 per day (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 daily allowance is not allowed to carry over to next day. Please submit dated receipts and other expenses on your expense report (blue sheet). All County employees must abide by this policy. State employees will not be reimbursed from the County for meals or mileage.

Personal Cell Phones

Regarding cell phone reimbursement, the County does not 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 for payment, it will be denied.

Performance Reviews

Because we want you to grow and succeed in your job, the County 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's policy not to pay out back owed merit pay. Your supervisor can answer any questions you may have about the performance review process.

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
- Problem solving skills
- Ongoing professional growth and development
- Additional areas may also be reviewed as they relate to your specific job

Your review provides an opportunity for collaborative, two-way communication between you and your supervisor. This is a good time to discuss your interests and future goals. Supervisors 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 Adair County more fulfilling.

Prohibited Activities

By accepting employment with Adair County, you have a responsibility to the County 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.

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 prohibited 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 may terminate the employment relationship with or without reason in the absence of any violation of these rules.

1. Violation of any County rule; any action that is detrimental to Adair County Government's efforts to operate effectively.
2. Violation of security or safety rules or failure to observe safety rules or Adair County Government's safety practices; failure to wear required safety equipment; tampering with County 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, the only exception is medications prescribed by a physician which do not impair work performance or jeopardize the safety and work performance of other employees.
5. Possession of firearms, illegal weapons or explosives (as defined under Section 571.030 RSMo) 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 Adair County; fighting, or provoking a fight on County property, or negligent damage of property.

Section 7 Standards of Conduct

Part 7.1 Prohibited Activities

Revised January 2020

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 Adair County Government; alteration of County records or other County documents.
12. Violating the non-disclosure agreement; giving confidential or proprietary Adair County Government 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.

Section 7 Standards of Conduct

Part 7.1 Prohibited Activities

Revised January 2020

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 Adair County.
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 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.
31. Download inappropriate pictures or materials on County computer systems.

Harassment

Adair County 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.

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.

Employee Responsibilities

All Adair County 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 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 Human Resources 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 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.

Adair County Government Employee Manual

Section 7 Standards of Conduct

Part 7.2 Harassment

Revised January 2009

Adair County Government 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 may or may not provide legal, financial, or any other assistance to an individual accused of harassment if a legal complaint is filed.

Sexual Harassment

It is the policy of Adair County Government to prohibit sexual harassment in any of its forms. Each employee of the County receives sexual harassment prevention information at the time of hire. All employees will receive follow-up prevention training via online training at least every 3 years. Any violation of the policy will result in personal liability.

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 Adair County Government's policy to download inappropriate pictures or materials from computer systems.

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

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

Section 7 Standards of Conduct

Part 7.4 Dress Code and Personal Appearance

Revised January 2009

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. All employees must follow their departmental dress code.

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.

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.

Adair County Government Employee Manual

Section 7 Standards of Conduct

Part 7.5 Gifts

Revised January 2009

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.

Use of County Property

In no instances, should employees borrow Adair County tools or equipment for their own personal use.

County Vehicle Use

All county vehicles purchased with General Revenue funds shall be under the control and management of the County Commission. If Elected Officials or employees are authorized to operate a County 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 must have personal car insurance coverage if your own vehicle is used for County business.
3. You will be required to maintain mileage reports.
4. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties and following the manufacturer's recommended oil change schedule.
5. Adair County Government provides insurance on County vehicles, however, you will be considered completely responsible for any accidents, fines, moving violations or parking violations incurred (applies to both County owned and personal vehicles).
6. 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.
7. Persons not authorized or employed by Adair County Government cannot operate a County vehicle.
8. 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.
9. 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.
10. All accidents (injury or non injury) that occur while working on behalf of the county, whether they occur in a County owned or personal vehicle, **must be reported immediately** (or as soon as feasibly possible) to the to the County Commissioner or Human Resources.

Section 7 Standards of Conduct

Part 7.6 Use of County Property

Revised January 2018

11. You are required to wear a seat belt while operating a County vehicle
12. Usage of cell phones while driving is not permitted.
13. Smoking is prohibited in any County owned vehicle or motorized equipment.
14. The County vehicle may not be used for any personal use other than that which is for personal comfort. The term “personal comfort” shall mean reasonably necessary to the health and comfort of an employee while working, such as stopping for meals and bathroom breaks.
15. County vehicles should be returned in a reasonable amount of time following use.
16. Elected Officials and employees that fail to follow county vehicle use policies will forfeit their county vehicle use privileges.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Adair County may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Adair County.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their Supervisor or the Human Resource department.

Nepotism

If you and members of your family are employed by Adair County Government, one may not supervise the other. If the employees are unable to develop a workable solution, the Office Holder 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.

Solicitation

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 mealtimes. Employees are not permitted to sell chances, merchandise or otherwise solicit or distribute literature without management approval.

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

Eligibility

If you are a full-time permanent employee (some benefits offered will exclude Juvenile Office employees), 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 provided to you at your time of hire.

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) provided to you at your time of hire.

Temporary employees are not eligible for benefits.

Some benefits are available to you during your Probationary Period, except as otherwise provided by law. *See Section 3, Part 3.1 for information on Adair County's Probationary Period policy*

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.

Employees may only accrue eligibility time for benefits that have been gained through actual time spent at work unless specified under a different policy (such as the paid and unpaid leave policies) in this manual.

Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

Health Insurance

Adair County Government is dedicated to the health and wellbeing of both you and your family. A comprehensive quality insurance program is available to you and your family. Full time permanent employees become eligible for coverage on the 1st of the month following their first 60 working days. (For example, an employee who is hired in March 5th 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 Human Resources.

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with the County or your eligibility loss 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 Human Resources for details.

Affordable Healthcare Act (ACA) Compliance- Eligibility Calculation

In order to be considered for health insurance benefits an employee must be working an average of more 30 hours per week during the year. The ACA calculation is based on the average hours worked per week over the 12-month look back period. For example: If an employee works for 30 weeks at 40 hours per week that would be 1200 hours for the 30 week period. 1200 hours will be divided by all 52 weeks in the period to determine the average of 23.1 hours per week. Since the average hours per week is determined to be less than the required 30 hours, most part-time or seasonal/temporary employees will not be full-time for purposes of coverage.

Retirement

Adair County Government provides two retirement plans to eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. The Missouri Local Government Employees Retirement System (LAGERS) and Missouri County Employees Retirement Fund (CERF) are the retirement plans offered by the County. Full time permanent employees (excluding Juvenile Office Employees) will receive plan details at their time of hire.

Both LAGERS and CERF are regulated by Missouri State Statute under Code of State Regulation, Title 16-Retirement Systems.

Holidays

Regular full-time employees are eligible for paid holidays. The following holidays are recognized by Adair County as paid holidays:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- President's 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 may be approved by the County Commission.

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.

Employees are not eligible to receive holiday pay when they 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 compensatory time. If a holiday occurs on your scheduled vacation, you are eligible for holiday pay.

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.

Adair County Government Employee Manual

Section 9 Paid Leaves

Part 9.2 Vacation

Revised January 2018

Vacation

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

Years Employed	Bi-Weekly Accrual Rate		Total Hours Earned Per Year	
	35hr. Employee	40hr. Employee	35hr. Employee	40hr. Employee
1st Year	1.34	1.53	35	40
2-7 Years	2.69	3.07	70	80
8-15 Years	4.03	4.61	105	120
16+ Years	5.38	6.15	140	160

Vacation hours can be accrued up to a maximum of 175 hours for 35hr. employees and 200 hours for 40hr. employees. Vacation hours cannot be taken in increments that exceed 70 hours for 35hr. employees and 80 hours for 40hr. employees. Vacation hours begin accruing on your hire date and are available for use after 1 year of employment.

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 as determined and approved by your supervisor.

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 Adair County 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, you will be paid for that pro-rated time at your regular base hourly rate.

Section 9 Paid Leaves

Part 9.3 Sick Leave

Revised March 2017

Sick Leave

Regular full-time employees 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.

Bi-Weekly Accrual Rate		Total Hours Earned Per Year	
35hr. Employee	40hr. Employee	35hr. Employee	40hr. Employee
1.85	2.31	48	60

Employees are allowed to accrue up to a maximum 420 hours for 35hr. employees and 480 hours for 40hr. employees of paid sick leave. Once an employee has reached this limit, no more sick leave will accrue until the employee uses sick leave to reduce the accrued total. 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.

Adair County Government 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 will 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.

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

Section 9 Paid Leaves

Part 9.4 Donated Sick Leave

Revised January 2009

Donated Sick Leave

Adair County allows 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 compensatory 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.

- 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.
- Prior to donating sick leave, employees must fill out the proper form with Human Resources.
- Sick leave 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 (c) requires absence from work of at least five days per illness or episode. Documentation required. *See procedures below.*
- A participating employee who is receiving workers' compensation or short-term disability is not eligible to receive donated sick time.
- Employees may donate up to 100 hours of sick leave. All donated time is completely voluntary. Time will be transferred equally between the donating employees, one payroll at a time as needed.
- 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.
- Eligible employees can participate after 90 days of employment.

Sick Leave Donation Procedure

1. The Commission, Supervisor, and Human Resources 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.
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 policy, or to donate or request hours, please contact Human Resources.

Bereavement

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.

Adair County Government will permit you to take the necessary time off and keep all of your 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.

General Provisions

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Adair County. It is the policy of the County 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 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

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

Requests for family care or 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 forward" from the date of leave to the following 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 expense of Adair County Government.
6. In the event of a serious health condition to the employee or their 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.

Adair County Government Employee Manual

Section 10 Unpaid Leaves

Part 10.2 Family/Medical Leave of Absence

Revised January 2020

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 date of return.
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 their 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 three consecutive workdays will be placed on FLMA and be required to submit a physician's release certifying that they are fit to return to work. It is the policy of Adair County Government to concurrently use any accrued compensatory 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 you are no longer able to perform your original job, due to your own medical circumstances, we will attempt to transfer you to alternate suitable work if possible.
16. While on a leave of absence provided 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.

Section 10 Unpaid Leaves

Part 10.2 Family/Medical Leave of Absence

Revised January 2020

17. The County reserves the right to terminate an employee if they cannot return to work after FMLA is exhausted.
18. 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.
19. 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.
20. The pay allowances while on disability leave are based on an employee's length of service, as well as the state in which they were 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.
21. 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.
22. 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 Adair County.
23. 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. Adair County Government reserves the right to refuse such a request at its sole discretion.
24. If an employee requests FMLA leave during an unpaid leave suspension (Decision-Making Leave) the request for FMLA will be denied.

NOTE: The Family and Medical Leave Act (FMLA) was expanded with the signing of the National Defense Authorization Act. This includes provisions authorizing up to 26 weeks of leave for a family member to care for a wounded soldier and allowing expanded use of the current 12-week allotment for a family member to take leave if another family member is called into active duty.

Section 10 Unpaid Leaves

Part 10.3 Disability (Including Pregnancy)

Revised January 2009

Disability (Including Pregnancy)

Adair County Government 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 (if eligible for FMLA) 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 anticipate 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 referenced above and/or does not have a supervisor's approval will be considered terminated from employment. They are welcome to re-apply subject to Adair County'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 their present position would not jeopardize the health or the safety of themselves or others. 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

As a member of the United States Uniformed Services, you are entitled to special workplace protections under federal law. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) seeks to ensure that those who serve their country can retain their civilian employment and benefits and can seek employment free from discrimination because of their service. USERRA provides protections to members of the Uniformed Services who must leave their civilian employment for a period of time due to activation of military service.

USERRA's reemployment rights potentially cover every individual in the country who serves in or has served in the uniformed services, whether voluntarily or involuntarily, and applies to all employers in the public and private sectors, including Federal employers.

If you are a regular 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 Adair County.
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty.
5. If you are returning from up to six (6) months of active duty for training, you must apply within thirty (30) days after discharge.

Employees who serve in U.S. military reserve organizations or the 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.

Personal Leave

In special circumstances Adair County Government may grant 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. Your supervisor will submit your request to the County Commission for final approval.

All regular employees employed by Adair County for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. A personal leave of absence may be granted for up to thirty (30) days with vacation and other benefits continuing to accrue.

Job performance, absenteeism, and departmental requirements will all be taken into consideration before a request is approved by your supervisor. Requests for unpaid personal leave may be denied or granted by the Adair County Commission for any reason or no reason and is at the sole discretion of the County. Approvals by the immediate supervisor and County Commission are required. Employees are only eligible for a leave of absence after exhausting all other means of paid leave and FMLA.

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 may not be 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 letter to Human Resources or the Payroll Clerk as soon as practically possible.
- Once the employee returns, the supervisor should submit a change of status letter to Human Resources or the Payroll Clerk returning the employee to active status.
- Payroll is responsible for ensuring that any employee on an approved personal leave of absence is not paid
- 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 Government 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.

Section 10 Unpaid Leaves

Part 10.6 Extended Leave of Absence

Revised January 2009

Extended Leave of Absence

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.

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 taken personal leave.

Note: Please refer to Policy 10.5 Personal Leave for information on how to request an extended leave of absence.

Insurance Premium Payments

Employees on certain types of unpaid leave of absence from the County will be responsible for paying the total premiums for insurance coverages and that of dependents. Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow coverages 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 supplemental insurance coverages under the same conditions as if you had continued to work. Unless the Payroll Clerk or Human Resources 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, 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, Human Resources or the Payroll Clerk will send a letter notifying you that coverage will be dropped on a specific date unless the copayment is received prior to the drop date.

Section 10 Unpaid Leaves

Part 10.8 Accepting Outside Employment

Revised January 2009

Accepting Outside Employment

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 Adair County Government employment as of the day on which you began your leave of absence.

Voluntarily Termination

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

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

At-will Statement

You are free to terminate your employment with Adair County at any time, with or without reason. Likewise, Adair County has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason.

Final Paycheck

Earnings, vacation and compensatory hours (if any) 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 (voluntary or involuntary termination).

Insurance Conversion Privileges

According to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Adair County Government 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.

After employment separation from the County 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 Human Resources 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 on your last day of employment. 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.

Section 11 Separation From Employment

Part 11.2 Involuntarily Termination

Revised January 2018

Involuntary Termination

You may be terminated for poor performance, misconduct, excessive absences, tardiness, discrimination, harassment, or other violations of Adair County policies. Remember your employment is **at-will**, and you and the County have the right to terminate your employment at any time, with or without reason.

Final Paycheck

Earnings, vacation and compensatory hours (if any) will be paid upon an employee's involuntary termination (paid out the same day). *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 Adair County Government 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 through COBRA.

After employment separation from the County 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 Human Resources 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 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.

Layoff

Adair County Government 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.

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.

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.

Designation of Employees to be Laid Off

In the event of a layoff, supervisors shall provide Human Resources with a list of names of employees and their positions to be laid off. It shall be the responsibility of supervisors 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.

Layoff Notice

Upon confirmation of the layoff, supervisors 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 a layoff.

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 needs to be filled. If more than one employee seeks demotion to the same position, supervisors shall select the most appropriately qualified laid off employee.

Section 11 Separation From Employment

Part 11.3 Layoff

Revised January 2018

Rehiring 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. 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, supervisors 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.

Benefits during Layoff

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, employees will have coverage up to and including July 31. If employee comes back to work within 60 days of layoff, healthcare coverage may be reinstated to begin immediately. Employees will be given the option to elect Consolidated Omnibus Budget Reconciliation Act (COBRA) coverage because of losing the 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 though COBRA.

Local Government Employees Retirement System (LAGERS) retirement plan will be marked "termed" on the statement until employees return. If an employee returns, LAGERS will be reinstated

County Employees Retirement Fund (CERF) retirement plan will be marked "termed" and will be reinstated should an employee return to full time.

Final Paycheck

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 be 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.

Section 11 Separation From Employment

Part 11.4 Unemployment Compensation

Revised January 2018

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with Adair County Government. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. Adair County 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.

Section 11 Separation From Employment

Part 11.5 Insurance Conversion Privileges-COBRA

Revised January 2018

Insurance Conversion Privileges-COBRA

According to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, in the event of your termination of employment with Adair County Government 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.

After employment separation from the County 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 Human Resources for additional details.

Post-Employment

Depending on the circumstances, Adair County Government may consider a former employee for re-employment. Such applicants are subject to Adair County'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.

Former Employees Reinstated within 30 days

Once an employee has voluntarily separated from the County, there is no way to stop the termination process, Pay and benefit 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.

CERF Retirement for Employees Reinstated 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. In this circumstance an employee is not eligible for their 2% pay out in applied contributions.

Healthcare Insurance for Employees Reinstated within 60 Days

If an employee returns to active employment within 60 days from the date of separation, the Healthcare 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.

Payout of Accrued Time

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 the new start date, all balances will again be at zero.

Post-Employment Inquiries

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

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

Section 14 Health and Safety

Part 14.2 Reporting Safety Concerns

Revised January 2018

Reporting Safety Concerns

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 services, if needed. A Supervisor/Employee must complete an Incident/Accident form for all workplace injuries, even if the employee does not seek medical attention. Supervisors need to ensure that safety hazards are corrected immediately.

Note: See Section 14, Part 14.4 for details on Workplace Injury Procedures

The Missouri Workers' Compensation Act 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.

Please see Section 14, Part 14.3 for details on Workers' Compensation

Workers at state and local government agencies are not covered under Occupational Safety and Health Administration (OSHA) protections unless the state has an OSHA-approved State Plan. Missouri currently does not have an OSHA-approved State Plan.

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic, 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 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. Ensure your right to benefits by reporting every injury, no matter how slight. It is the policy of Adair County to concurrently run Workers' Compensation with FMLA.

See Section 10, Part 10.2 for details on FMLA

Although Adair County 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. Workers' Compensation will not cover time off for doctor appointments, therapy or diagnostics. The only time Workers' Compensation 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 Compensation 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. Benefits such as health insurance coverage and retirement plan contributions would also be maintained under the same terms as provided to other employees.

Section 16 Fraud Control Strategies	
Part 16.3 Detection	Revised March 2017

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.	

Process of Reporting

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

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 Missouri State Auditor's hotline: 1-800-347-8597.

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 Missouri State Auditor's hotline: 1-800-347-8597.

Risk Management

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.

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

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.

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 Missouri State Auditor's 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.

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

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 County 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.

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.

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.

Internal Control Procedures

GOVERNANCE

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.

BUDGET

Format

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

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.

Compliance

The County prepares and maintains the County budget in compliance with Sections 0.525through 50.790 RSMo.

ACCOUNTS PAYABLE

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 ensure 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.

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.
- J. Monitoring documentation shall be filed in appropriate grant files.

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.