

# **Adair County Government**

## **Employee Manual**

**(Last Update: January 2022)**

## **Welcome to Adair County Government**

We hope that you find your employment at Adair County Government a rewarding experience. We look forward to the opportunity of working together to create a more successful organization. We also want you to feel that your employment with the County will be mutually beneficial and a gratifying one.

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

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

We want to extend to you our personal best wishes for your success and happiness as an employee with Adair County.

Sincerely,

Adair County Commission

# Adair County Government Employee Manual

## **Employee Manual Purpose**

This Employee Manual provides information on Adair County Government's employment practices, policies, and procedures as well as benefits provided to employees.

## **Employee Manual Notices**

- Adair County Government, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate. Any such action shall apply to existing as well as to future employees.
- These policies apply to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.
- No one other than the COUNTY COMMISSION of Adair County Government may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in the Employee Manual must be in writing.
- No statement or promise by a supervisor, manager, or department head, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.
- Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not nullify the entire Employee Manual, but only nullifies that particular provision.
- This Employee Manual replaces (supersedes) all other previous Adair County Government Employee Manuals or other Adair County Government policies whether written or oral.

# Adair County Government Employee Manual

## **Mutually Supportive Relationship Objectives**

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

### **Employer Objectives**

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

### **Employee Objectives:**

1. Understand job duties and how to do them promptly, correctly and pleasantly.
2. Cooperate with your supervisor and fellow employees maintaining a good team attitude and interact with fellow employees positively.
3. Remember, the performance of one department can impact the other services offered by Adair County Government. Consequently, whatever your position, perform every task to the very best of your ability.
4. Grasp opportunities for personal development.
5. Voice your opinions and contribute your suggestions to improve the quality of Adair County Government.

## **Receipt and Acknowledgment of Adair County Government's Employee Manual**

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

I have received and read a copy of Adair County Government's Employee Manual. I understand that the policies and benefits described in this manual are subject to change at the sole discretion of County Commission at any time.

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

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

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Director

\_\_\_\_\_  
Date

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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.

# Adair County Government Employee Manual

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.

## Section 2 Employee Selection

### Part 2.2 Employment Eligibility Verification

Revised January 2009

#### **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.

# Adair County Government Employee Manual

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.



#### **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.

## Section 5 Compensation

### Part 5.3 Mandatory Paycheck Deductions

Revised January 2020

#### **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](http://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.

**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*

**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.

## Section 5 Compensation

### Part 5.11 Expense Reimbursements

Revised March 2017

#### **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, parking violations incurred or any employees' personal property which has been lost, stolen or damaged. (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.

# Adair County Government Employee Manual

## 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. Adair County observes all State of Missouri holidays.

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:

<b>Years Employed</b>	<b>Bi-Weekly Accrual Rate</b>		<b>Total Hours Earned Per Year</b>	
	35hr. Employee	40hr. Employee	35hr. Employee	40hr. Employee
<b>1<sup>st</sup> Year</b>	1.34	1.53	35	40
<b>2-7 Years</b>	2.69	3.07	70	80
<b>8-15 Years</b>	4.03	4.61	105	120
<b>16+ Years</b>	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

Part10.8 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.

## Section 10 Unpaid Leaves

### Part 10.9 Victims of Domestic or Sexual Violence

Revised January 2022

An employee who is a victim of domestic or sexual violence or a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence may take unpaid leave from work to address such violence by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or to ensure economic security; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

An employee working for an employer that employs at least fifty employees shall be entitled to a total of two workweeks of leave during any twelve-month period. An employee working for an employer that employs at least twenty but not more than forty-nine employees shall be entitled to a total of one workweek of leave during any twelve-month period. For purposes of this section "**workweek**" shall mean an individual employee's standard workweek. The total number of workweeks to which an employee is entitled shall not decrease during the relevant twelve-month period. Sections [285.625 to 285.670](#) shall not create a right for an employee to take unpaid leave that exceeds the amount of unpaid leave time allowed under the federal Family and Medical Leave Act of 1993 (29 U.S.C. Section 2601 et seq.).

Leave may be taken intermittently or on a reduced work schedule.

The employee shall provide the employer with at least forty-eight hours' advance notice of the employee's intention to take leave, unless providing such notice is not practicable. When an unscheduled absence occurs, the employer may not take any action against the employee if the employee, upon request of the employer and within a reasonable period after the absence, provides certification (*see below*).

The employer may require the employee to provide certification to the employer that the employee or the employee's family or household member is a victim of domestic or sexual violence and that the leave is for one of the purposes enumerated in 1 through 5 of this section. The employee shall provide such certification to the employer within a reasonable period after the employer requests certification.



## Section 10 Unpaid Leaves

### Part 10.9 Victims of Domestic or Sexual Violence

Revised January 2022

An employee may satisfy the certification requirement of this section by providing to the employer a sworn statement of the employee and the following:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence or sexual violence and the effects of such violence;
- A police or court record; or
- Other corroborating evidence.

All information provided to the employer pursuant this section including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this section, shall be retained in the strictest confidence, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

Any employee who takes leave under this section shall be entitled, on return from such leave, to be restored by the employer to the position of employment held by the employee when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

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 two (2) weeks leave during any one (1) year period.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence. Leave taken under this section is considered an unpaid leave, even when you take earned personal leave time concurrent with the leave.

Taking leave under this section shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. Nothing in this section shall be construed to entitle any restored employee to the accrual of any seniority or employment benefits during any period of leave or any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

Upon the request of an employer, an employee requesting a reasonable safety accommodation pursuant to sections [285.625 to 285.670](#) shall provide the employer a written statement signed by the employee or an individual acting on the employee's behalf, certifying that the reasonable safety accommodation is for a purpose authorized under sections [285.625 to 285.670](#).

Nothing in this section shall be construed to prohibit an employer from requiring an employee on leave under this section to report periodically to the employer on the status and intention of the employee to return to work. The County reserves the right to terminate an employee if they cannot return to work after victim of domestic or sexual violence leave is exhausted.

## **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.



## **Disciplinary Procedures**

To ensure that Adair County Government business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your manager will coach and counsel you in mutually developing an effective solution. Manager will document in detail all discipline measures taken.

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

### *Step One: Oral Reminder*

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

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

### *Step Two: Written Warning*

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

### *Step Three: Decision-Making Leave / Counseling Session*

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

Decision-Making Leave is an unpaid disciplinary suspension for a time period as determined by your supervisor. Employees on Decision-Making Leave will spend the following time away from work deciding whether to commit to correcting the immediate problem and to conform to all of the County's rules and standards of conduct, or to resign

## Section 12 Discipline

### Part 12.1 Disciplinary Procedures

Revised January 2020

and terminate their employment. No compensatory time or vacation time will be allowed. During an unpaid leave suspension medical leaves of absences or FMLA requests will be denied.

If your decision following the Decision-Making Leave is to return to work and abide by Adair County rules and standards of conduct, you will be given a 90 day discipline probation period to accomplish your compliance. If at any time you violate a policy or procedure while on probation, you are subject to immediate termination.

#### *Crisis Suspension*

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

1. Theft
2. Falsification of Adair County records
3. Failure to follow safety practices
4. Breach of Confidentiality
5. Threat of, or the act of, doing bodily harm
6. Willful or negligent destruction of property
7. Use and/or possession of intoxicants, drugs or narcotics
8. Conviction of a felony

#### *Termination*

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

**Reporting a Grievance**

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

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

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

*Initiation of Grievance Proceedings*

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

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

*Filing a Grievance*

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

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

*Respondent Responsibilities*

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

## Section 13 Grievances

### Part 13.1 Reporting a Grievance

Revised January 2020

#### *Procedural Decisions*

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

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

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

#### *Appeals*

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

As part of the appeal process both the grievant and respondent have the opportunity to request a formal hearing with the County Commission. Formal hearings allow each party to present their positions, submit documentation, call witnesses, and respond to the other party's presentation. Requests for formal hearings should be made in the written appeal statement.

If either party files an appeal of the decision(s) or requests a formal hearing, the Human Resource Department shall submit the written appeal or formal hearing request to the County Commission.

The County Commission makes the final decisions on all written appeals and can choose to grant or deny requests for formal hearings.

Human Resources shall forward a copy of appeal decisions reached, formal hearing request denials, or decisions following formal hearing proceedings to the parties within seven (7) days of its receipt from the Commission.

## Section 13 Grievances

### Part 13.2 Non-Binding Arbitration Agreement

Revised January 2009

#### **Non-Binding Arbitration Agreement**

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

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

## **General Provisions**

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

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

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

## 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.



## **Workplace Injury Procedure:**

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

It will be the policy of Adair County Government to report all workplace injuries through the following Workers' Compensation administrators:

- Adair County handles Workers' Compensation claims through the Missouri Association of Counties (MAC) Workers' Compensation Trust.
- MAC's third-party Workers' Compensation claims administrator is Cannon Cochran Management Services, Inc. (CCMSI).
- CCMSI has partnered with CompAlliance to provide a 24/7 nurse service to report any workplace injuries. This 24/7 nurse service is call NurseNow

Any injury that requires medical treatment or results in lost time for the employee must be reported.

NurseNow will:

- Take all reports of workplace injury (regardless-even if injury is determined later not to be a WC claim).
- Recommend treatment of injury and make any necessary referrals to local Network WC providers.
- Complete an incident report to submit to CCMSI and the Missouri Department of Labor (if needed).

The medical provider will:

- Determine if the employee will have lost work time.

Procedure Steps:

- If the workplace injury is life threatening, call 911 immediately.
- Injured employee (or representative) must notify a Supervisor. If the Supervisor is not available contact Human Resources @(660)234-7914 or after hours call @(660)341-9184.
- Complete an incident report form, if possible, prior to contacting NurseNow. This form will help collect all the mandatory details necessary to start a Workers' Compensation claim reported to the NurseNow nurse.

## Section 14 Health and Safety

### Part 14.4 Workplace Injury Procedure

Revised January 2018

- The employee, Supervisor, or Human Resources can report the incident/injury to NurseNow at 1(855)342-6942.
- The NurseNow nurse will discuss and gather details about the workplace injury, recommend treatment, and if medical treatment is necessary contact the local Workers' Compensation providers and coordinate initial treatment.
- Supervisors or Human Resources have the responsibility of determining whether post incident (drugs or alcohol) testing is necessary. TOMO drug screening (Adair County's drug screening service) provides the post-accident alcohol and drug testing. Call (417)887-7697 to schedule the on-site test.
- The NurseNow nurse will complete the incident report needed for CCSMI to process the claim, report the injury to the Missouri Department of Labor (if needed), and provide incident report copies to authorized personnel of Adair County.
- If medical treatment is necessary, NurseNow will contact the selected WC medical provider to discuss the treatment of injury and collect additional information for the Workers' Compensation claim. However, treatment can also be authorized by a Supervisor or Human Resources (prior to contacting NurseNow).
- An employee who seeks unauthorized medical attention (non-life threatening) without a referral by the NurseNow nurse or by their Supervisor or Human Resources may be responsible for all medical expenses incurred.
- Injury leave will only be granted with a doctor's authorization.
- A return to work authorization from the doctor will be needed in order to resume work.
- Prescription card information for related WC claims is on the back of the NurseNow card.
  - Employees should not use their own health insurance prescription card.
  - A prescription number will be provided by NurseNow and should be used at the pharmacy to fill the employee's prescription.
  - Any pharmacy can be used.

**Workplace Injury Medical Providers:**

**I. Medical Treatment for Emergency Workplace Injuries:**

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

Emergency workplace injuries:

Northeast Regional Medical Center  
315 S. Osteopathy St.  
Kirksville, MO 63501  
(660)785-1000

**II. Medical Treatment for Non-emergency Workplace Injuries During Work Hours**

Non-emergency workplace injury within the hours of 8:30am-4:30pm:

Dr. Robert Sparks  
800 W Jefferson (3<sup>rd</sup> floor of the Gutensohn Clinic)  
Kirksville, MO 63501  
(660) 626-2223

If Dr. Sparks is not available:  
Complete Family Medicine Urgent Care Clinic  
1611 S. Baltimore  
Kirksville, MO 63501  
(660)665-7575

**III. Medical Treatment for Non-emergency Injuries After Hours:**

Non-emergency workplace injury outside the hours of 8:30am- 4:30pm:

Complete Family Medicine Urgent Care Clinic  
1611 S. Baltimore  
Kirksville, MO 63501  
(660)665-7575

If Urgent Care is not available:  
Northeast Regional Medical Center  
315 S. Osteopathy St.  
Kirksville, MO 63501  
(660)785-1000

## **Safe Work Methods**

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

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

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

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

### *Lifting*

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

### *Equipment Materials Handling & Storage*

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

### *Trash Disposal*

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

### *Cleaning Up*

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

### *Fall Prevention*

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

### *Handling Tools*

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

### *Falling Objects*

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

### *Work Areas*

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

### *Using Ladders*

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

### *Machine Guards*

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

### *Personal Protective Equipment*

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

### *Electrical Hazards*

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

### *Fire Extinguishers*

Know where fire extinguishers are and how to use them.

### *Report Injuries*

Immediately report all injuries, no matter how slight, to your supervisor.

### *Ask Questions*

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

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement. The success of the safety program relies on the participation of all employees.

## *Weapons*

Adair County Government believes it is important to establish a clear policy that addresses weapons in the workplace. Specifically, Adair County prohibits all persons who enter County buildings from carrying a handgun, firearm, knife (small non-lethal pocket knives are acceptable), or other prohibited weapon (as defined by Section 571.030 RSMo) of any kind regardless of whether the person is licensed to carry the weapon or not.

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

Any employee disregarding this policy will be subject to immediate termination

## *Fire Prevention*

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

If you are aware of a fire, you should:

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

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

## *Housekeeping*

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

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

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

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

### *Office Safety*

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

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

### *Property and Equipment Care*

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

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

### *Restricted Areas*

In the interest of safety and security, certain portions of Adair County's facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

## *Security*

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

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

## *Smoking*

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

Please remember to conform to our customer's smoking policies when working at a customer's site. All employees are expected to abide by this policy while at work.



## **Drug-Free Workplace**

Adair County has a standard of conduct which prohibits the unlawful-possession, use, or distribution of illicit drugs and alcohol by employees on Adair County sites and/or client sites or as a part of County activities. The County will immediately terminate an employee's employment upon a positive drug test as we have adopted a no tolerance policy.

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

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

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

### *Statement of Policy Need*

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

### *Zero Tolerance Position*

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

A positive test result is any amount of alcohol or drugs as revealed by the test. The Medical Review Officer (MRO) will make the final decision as to a positive or negative test result. A positive test result will result in immediate termination.

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

### *Adair County and Employee Responsibilities*

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

### *Screening during Working Hours*

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

### *Removal*

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

### *Term Definitions*

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

**ALCOHOL** - the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.

**APPLICANT** - a person who has applied for a position of employment with the County.

**BREATH ALCOHOL TECHNICIAN (BAT)** - an individual who instruct and assists employees in the alcohol testing process and operates an evidential breath testing device. For DOT purposes, a BAT must also meet the criteria of Part 40, Subpart J of the U.S. Department of Transportation's (DOT) rule, 49 CFR.

**DESIGNATED EMPLOYER REPRESENTATIVE (DER)** – An employee and/or official authorized by the county to take immediate action(s) to remove employees from duties or cause employees to be removed from duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the county, consistent with the County's drug and alcohol testing policy. Adair County's main DER contact is the Human Resource Director and may be contacted at the following phone number: Human Resources at (660)234-7914 or after hours at (660)341-9184.

**DRUGS/PRESCRIPTION MEDICATION** – DOT testing will include amphetamines, cannabinoids, cocaine, phencyclidine (PCP) and opiates. Prescription medications including hydrocodone, hydromorphone, oxycodone, oxymorphone, and marijuana. Drug free workplace tests may also include barbiturates, benzodiazepines, methaqualone, methadone and propoxyphene, as well as any other drug the county may designate in the future.

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

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

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

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

**CIRCUMSTANCES THAT WARRANT AN ALCOHOL OR DRUG SCREENING**

*Pre-employment Screening*

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

*Reasonable Suspicion Screening*

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

Observations of employee conduct while the employee is at work or on duty, which cause the county to require reasonable suspicion testing of an employee. A supervisor or Elected Official shall make the observations of symptoms or manifestations for being under the influence of drugs or alcohol. The supervisor and/or Elected Official making the observation shall be required to make written documentation of the observations leading to reasonable suspicion testing immediately before, or as soon as possible after, the determination to test is made, but no later than 24 hours after the determination to test is made. Testing will be required of all employees, regardless of classification, when reasonable suspicion exists.

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

*Post-Accident or Workplace Injury Screening*

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

The county additionally, will require the alcohol and drug testing of any employee, whose on-the-job injury warrants medical treatment at a medical facility.

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Every effort shall be made to have post-accident/on-the-job injury testing administered within two (2) hours of the accident/injury. However, the attempt to test for alcohol shall cease if the alcohol test is not performed within eight (8) hours and the attempt to perform the drug test shall cease if the drug test is not performed within thirty-two (32) hours after the determination to test has been made.

#### *Random Screening*

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

#### *Follow-up Screening*

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

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## *Screening Service Provider Information*

Supervisors, Elected Officials, Human Resources should call Adair County's contracted Third-Party Administrator (TPA) drug screening agency to schedule drug testing:

<p>TOMO Screening Services 2055 S Stewart Ave, Suite A Springfield, MO 65804</p>	<p>Call: (417)887-7697 Toll Free: 1-888-379-7697 <i>Also provides DOT/ CDL drug testing</i></p>
<ul style="list-style-type: none"><li>• Press the option to schedule testing. Alcohol (BA-Breath Analysis) and drug test (Uranalysis).</li><li>• The scheduling service will contact the on duty TOMO nurse responsible for on-site collection.</li><li>• Identify yourself as Adair County Government, state what type of testing is needed, and whether it is a DOT (only for Road &amp; Bridge Employees) or Non-DOT testing.</li><li>• DOT testing has established testing requirements. Non-DOT testing for Adair County is alcohol (BA-Breath Analysis) and a uranalysis drug test (12 panel instant drug screening or mouth swab).</li><li>• Alcohol and drug testing results will only be provided to authorize officials of Adair County (such as the Human Resource Director).</li><li>• Please refer to the rest of Adair County's Drug Free Workplace Policy for details on alcohol and drug testing follow-up procedures.</li></ul>	

**DOT (CDL DRIVERS) ALCOHOL OR DRUG SCREENING**

Drug and/or alcohol collections will be performed by individuals who meet federal testing requirements as set forth by 49 CFR, Part 40. The Department of Transportation's (DOT) rule, 49 CFR Part 40, describes required procedures for conducting workplace drug and alcohol testing for the Federally regulated transportation industry.

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

*DOT/CDL Screening Service Provider Information*

<p>TOMO Screening Services 2055 S Stewart Ave, Suite A Springfield, MO 65804</p>	<p><i>Call: (417)887-7697 Toll Free: 1-888-379-7697</i></p>
<ul style="list-style-type: none"> <li>• Press the option to schedule testing. Alcohol (BA-Breath Analysis) and drug test (Uranalysis).</li> <li>• The scheduling service will contact the on duty TOMO staff person responsible for on-site collection.</li> <li>• Identify yourself as Adair County Government and the type of testing needed and state it is for DOT (for Road &amp; Bridge Employees) testing.</li> <li>• DOT testing has established testing requirements.</li> <li>• Alcohol and drug testing results will only be provided to authorize officials of Adair County (such as the Human Resource Director or Road &amp; Bridge Supervisor).</li> <li>• Please refer to the rest of Adair County's Drug Free Workplace Policy for details on alcohol and drug testing follow-up procedures.</li> </ul>	

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Part 14.7 Drug Free Workplace

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## *Medical Review Officers (MRO)*

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

## *MRO Services*

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

## *Laboratory Services*

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

## *Substance Abuse Professionals*

The county will supply the name(s) of the individual(s) that meet federal criteria to perform the services of a Substance Abuse Professional consistent with 49 CFR, Part 40.

SAP programs recommended by TOMO:

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

### *Alcohol*

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



### *Controlled Substance/Prescription Medications*

Possession, use, distribution, purchase, sale or offering for sale of narcotics or any controlled or illegal substance, on the county's property, including the parking lot, at the county's work sites, and the county's vehicles, at any time, including breaks or lunch is prohibited.

Reporting for work or working while under the influence of any controlled or illegal substance, except a drug prescribed (see below additional information regarding prescription medications) for the employee by a physician and used by the employee as prescribed, will be terminated.

Prescription medications including hydrocodone, hydromorphone, oxycodone, oxymorphone, and marijuana are considered impairing medications and are threats to public safety when it involves safety-sensitive employees involved in the operation of any kind of vehicle or transport. Employee's under this condition and testing positive for prescribe medications will be removed from their safety-sensitive job functions and, if possible, be reassigned to an alternative duty position. A Return-To-Duty drug screening will be required prior to an employee being allowed to return to their performance of a safety-sensitive job function.

Employees who are not actually on the county's property, but are performing work for the county, are expected to follow these work rules. Failure by any employee to comply with these rules while on county business off-sites, will be treated the same as if the employee were on the county's property.

The burden of proof lies with the employee and the county will determine the disposition of each case.

### *Refusal to Test*

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

### *Testing Positive: Rights and Remedies*

If the Medical Review Officer (MRO) informs the employee that he/she has a verified positive drug test, the employee can appeal to the MRO (within 72 hours) following notification to request a secondary test of the split specimen. The employee shall pay for the test of the split specimen sent to the second laboratory for analysis.

### *Workers' Compensation Provision*

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

*Confidentiality*

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

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

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

*Approval by the County*

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

*Where to Get Help*

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

Community Resources

Alcoholics Anonymous

Narcotics Anonymous

National Commission on Alcoholism and Drug Dependence

County Bureau of Alcohol and Drug Services

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

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

## **Workplace Violence**

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

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at Adair County Government, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on Adair County premises, regardless of the relationship between the County and the parties involved.
- All threats or acts of violence occurring off Adair County premises involving someone who is acting on behalf of or as a representative of the County.

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

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with harm.
- Intentional destruction or threatening to destruct Adair County property.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Possession of firearms, illegal weapons or explosives (as defined under Section 571.030 RSMo) on County property or while on duty.

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

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

## **General Provisions**

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

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

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

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

## **Open Communication**

We strongly believe you should have the right to make your own choices in matters that concern and control your life. We believe in direct access to management. We are dedicated to making Adair County Government a place where you can approach your supervisor, or any member of management, to discuss any problem or question.

Adair County Government encourages employees to openly discuss any issues with a co-worker directly with that person. If a resolution is not reached, a meeting with a supervisor can be arranged to discuss any concern, problem, or issue that arises during the course of employment. Any information discussed in a meeting, regarding personnel issues, is considered confidential. Retaliation against any employee for appropriate usage of open communication channels is unacceptable.

Adair County encourages all employees to bring forward suggestions and ideas about how the County can improve work conditions, improve services, and enhance customer service. Employees that see an opportunity for improvement are asked to talk it over with a supervisor in order for the idea to be considered by the appropriate county official. Adair County Commissioners are always looking for ways to reduce budget expenses. Suggestions for cost saving ideas are always welcome.

## Section 15 Communication

Part 15.3 Computer, Internet, Email, Telephone Usage Revised January 2009

### **Computer, Internet, Email, Telephone Usage**

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

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

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

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

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

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

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

# Adair County Government Employee Manual

## Section 15 Communication

### Part 15.3. Computer, Internet, Email, Telephone Usage Revised March 2009

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

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

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

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

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

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

Section 16 Fraud Control Strategies	
Part 16.1. General Provisions	Revised March 2017

**General Provisions**

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

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

The risk of fraud can come from inside an organization, that is, from its employees or contractors, or from outside an organization, that is, external parties such as clients, consultants, service providers or other members of the public. Types of Fraud that can occur in the County Context are listed in the chart below.

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



## **Prevention**

After the elected official or employee identifies a red flag for possible fraud, they must take action to determine its effect on their organization. Evaluating the red flag may be accomplished by financial analysis, observation, or by any other technique that tests an apparent weakness. When officials complete their fraud analysis, they must take steps to correct the situation.

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

All County employees, including elected officials, will adhere to the County's Prohibited Activities policy, as written in Section 7, Part 7.1. These unacceptable activities, including theft, unauthorized possession of County property, misrepresentation, dishonesty, and misrepresentation of a timesheet, are necessary guidelines to help prevent fraud from any employee.

The County has implemented accounting and internal controls. Each elected official/supervisor/employee is to adhere to these internal controls. The accounting and internal control policy can be found in Section 16, Part 16.6 and Part 16.7 of this employee manual. Used consistently, these controls help us to keep our checks and balances in order when it comes to payroll, accounts payable, and accounts receivable. There is a procedure for each of the following:

- Payment of bills and invoices
- Payroll records
- General ledger
- Grant procedures
- Financial statements

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

# Adair County Government Employee Manual

## Section 16 Fraud Control Strategies

### Part 16.2 Prevention

Revised March 2017

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

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

The County will adhere to internal and external audits.

The County will not email personal or financial information

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

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

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

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:

<b>Early warning signs: people</b>	<b>Early warning signs: areas or activities</b>
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.

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## Section 16 Fraud Control Strategies

### Part 16.6 Internal Control Procedures

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- H. In open meeting of the County Commission, the County Commission will review the “blue sheets/warrants” for completeness.
- I. In open meeting of the County Commission, the County Commission will sign, date, and stamp the “blue sheets/warrants” for approval.
- J. The County Clerk’s Office will input “blue sheet/warrant” information into the computer for payment.
- K. The County Clerk’s Office will prepare a “jacket” for each vendor in each fund. All blue sheets/warrants” and invoices will be attached to the “jacket”. The “jacket” provides a total which will be paid to a vendor within a fund and other pertinent information about each “blue sheet/warrant”.
- L. The County Treasurer’s Office prints checks that corresponds with the “blue sheets/warrants”.
- M. The County Commission will review and sign the checks.
- N. The County Clerk’s Office will review and sign the checks.
- O. The County Treasurer’s Office then reviews and confirms all signatures and signs the corresponding checks.
- P. The County Clerk’s Office will then post payments to the general ledger.

## PAYROLL

### *Payroll Records*

- A. Each new employee is required to complete new employee documents with the Human Resources Department prior to employment.
- B. The Elected Official will file a “status sheet” or provide a letter to the County Clerk’s Office. The status sheet/letter is to be filed with the County Clerk’s office on the employee hire date. The “status sheet”/letter will notify the County Clerk’s Office with the employment information of the employee (i.e. date of hire, rate of pay, employee classification). The “status sheet” is also used to notify the County Clerk’s Office of employment changes, updates and special instructions relevant to the employee’s employment.
- C. The county payroll period is bi-weekly. The pay period week is from Sunday through Saturday.
- D. Employees are required to sign their time sheets certifying the accuracy.
- E. The Elected Official is responsible for the review of all time sheets for accuracy (e-mailed copies are acceptable).



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- F. The Elected Official will sign off in approval of each time sheet prior to submitting the time sheet to the County Clerk's Office for payment.
- G. Payroll time sheets are due at least four (4) days prior to payday.
- H. The County Clerk's Office will review time sheets for mathematical accuracy and completeness.
- I. The County Clerk's Office will input time sheet information into the computer for payment
- J. The County Clerk's Office will prepare a payroll register listing each employee and the appropriate fund. The payroll report provides a total which will be paid to each employee within a fund and account payable information including withholdings from each fund.
- K. The County Clerk's Office will prepare a "warrant/check" and the Treasurer will issue a check, in accordance with Missouri State Statute for the County Commission's review and approval; needing three signatures.
- L. The County Clerk's Office prepares a check register that corresponds with the "warrant/check number" and forwards the register to the County Treasurer for issuance.
- M. In open session, the County Commission will review and sign all payroll checks/direct deposit
- N. The County Clerk's Office will make necessary ACH payments and sign all payroll checks/direct deposit.
- O. The County Treasurer will then review and sign the corresponding check/direct deposit.
- P. The County Clerk's Office and Treasurer will post payments to the general ledger fund.

## RECEIPTS

### *Receipts*

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

## GENERAL LEDGER

### *General Ledger*

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

## Section 16 Fraud Control Strategies

### Part 16.6 Internal Control Procedures

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- B. The Treasurer provides monthly (to the County Clerk's Office) access to all receipts and disbursements/warrants issued, ACH County Retirement transfer, and voids or stop payments of checks. The Treasurer also provides to the County Clerk's Office a balance sheet showing the fund beginning balance, receipts for the month, expenditures for the month, spending balance (minus any invested funds) and fund ending balance. The Treasurer also provides a six monthly settlement report to the County Clerk and to the County Commission listing all funds, balances, outstanding items, and bank account balances and reconciliations to said bank accounts tying to the fund balances and pooled cash report. The Treasurer also provides school check and district check information that was paid out during the month from taxes collected by the County Collector and jury checks issued as provided by the Circuit Clerk's Office.
- C. Monthly, the County Clerk's Office provides the County Commission and all Elected Officials with a Revenue and Expense report for their review. The report reflects each revenue and expense line item for each fund. Also included in the monthly Revenue and Expense Report, is a financial summary documenting total balances for all funds.
- D. The report reflects:
  - Current Budget
  - Current Monthly Period
  - Year to Date Actual
  - Budget Balance
    - Percentage of Budget Expended

## FINANCIAL STATEMENTS

### *Financial Statements*

The County Treasurer settles accounts with the County Commission semiannually as provided in Section 54.150 RSMo.

- A. The County Clerk's Office complies and publicly publishes an annual financial statement in accordance with Sections 50.800 RSMo. through 50.820 RSMo.
- B. The financial statement is prepared by an individual by the County Clerk's office.
- C. The person preparing the financial statement shall be bonded.
- D. The preparer reviews the final document for accuracy by comparing the document to the general ledger and annual budget document.
- E. The final document is submitted to the Adair County Commission for their review and approval.

## Section 16 Fraud Control Strategies

### Part 16.6 Internal Control Procedures

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- F. The Adair County Commission reviews and approves the final document in open public session.
- G. The County Clerk's Office publishes the document in a newspaper of general circulation located within the County.
- H. The County Clerk's Office will provide a copy of the newspaper publication along with an affidavit of publication to be filed with the Missouri State Auditor's Office.
- I. The financial statement is reviewed by the auditor during the County audit.

### RISK MANAGEMENT COMMITTEE

#### *Risk Management Committee*

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

### **Grant Award Procedures**

#### *Grant Applications*

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

#### *Grant Contracts*

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

#### *Payment of Grant Award Invoices*

Below are the steps for requesting grant funds and approving payments of bills and invoices:

#### By County Offices

- A. The Elected Official will submit "blue sheet/warrant" payment requests with invoices to the County Clerk's Office for payment. Payments will not be made from statements. Blue Sheets and Invoices are due in Clerk's office within 30 days of charges being accrued when at all possible.
- B. The Elected Official will sign the "blue sheets/warrants" which will ensure that all goods and services have been satisfactorily received, is authorized, and within the scope and purpose of the grant.
- C. The Elected Official will clearly document on the "blue sheets/warrants" which grant that payment is to be made from along with any special payment instructions.
- D. The County Clerk's Office (County Budget Officer) will review the "blue sheets/warrants" for mathematical accuracy and completeness.
- E. The County Clerk's Office will prepare and review an accounts payable regular open item register to monitor actual expenditures against the authorized budget.
- F. The County Clerk's Office will sign and date the "blue sheets/warrants" for approval.

- G. In open meeting of the County Commission, the County Commission will review the “blue sheets/warrants” for completeness.
- H. In open meeting of the County Commission, the County Commission will sign, date, and stamp the “blue sheets/warrants” for approval.
- I. The County Clerk’s Office will input “blue sheet/warrant” information into the computer for payment.
- J. The Elected Official will provide to the County Clerk’s Office (County Budget Officer) a detailed monthly grant report documenting each expenditure for each specific grant.
- K. The County Treasurer will provide a detailed monthly grant report documenting each receipt for each specific grant.
- L. The County Clerk (County Budget Officer) will provide the Elected Official, Treasurer, and County Commission a monthly general ledger report for review.
- M. The report reflects the following for each specific grant:
  - Annual budgeted amount
  - Monthly and year to date revenues and expenditures
  - The budgeted amount remaining
  - Corrections must be reported to the County Clerk immediately
- N. Payroll by a grant will be handled as specified in section 16, Part 16.6 “Payroll”.

By Sub-Recipient

- A. The sub-recipient office staff compiles a monthly report requesting funds.
- B. The request for funds includes the appropriate reimbursement form(s). Copies of invoices and corresponding written checks should also be attached.
- C. The report is reviewed, approved and signed by the Elected Official.
- D. A representative of the County Clerk’s Office (County Budget Officer) reviews the request for mathematical accuracy and completeness.
- E. The request is reviewed and signed by the Presiding Commissioner.
- F. The request is submitted to the appropriate agency for reimbursement.

- G. Upon receipt of the funds by the County Treasurer, the County Commission in an open Commission meeting reviews and approves the disbursement of funds to the sub-recipient.
- H. The Elected Official will provide to the County Clerk's Office (County Budget Officer) a detailed monthly grant report documenting each expenditure for each specific grant.
- I. The County Clerk (County Budget Officer) will provide the Elected Official, Treasurer, and County Commission a monthly general ledger report for review.
- J. The report reflects the following for each specific grant:
  - Annual budgeted amount
  - Monthly and year to date revenues and expenditures
  - The budgeted amount remaining
  - Corrections must be reported to the County Clerk immediately

*Grant Close-Out*

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

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

- A. The Elected Official reviews, approves, and signs a close out report that all revenues and expenditures meet the provisions of the grant, and are within the purpose and scope of the grant, or
- B. "Grant Close Out" meeting is held. At this meeting, the Elected Official or their designated representative, representatives of the County Treasurer's Office and County Clerk's Office (County Budget Officer) will review all grant documentation including contracts, bids, revenues and expenditures. When all issues have been resolved the Elected Official signs a close out report that all revenues and expenditures meets the provisions of the grant and are within the purpose and scope of the grant.
- C. An Elected Official may request 30 day extensions on a close out, if needed. Each request will be made in writing and will describe why an extension is needed.
- D. Extensions past 90 days must be approved by the County Commission.
- E. The County Commission will not approve additional grants for an Elected Official with outstanding grant close outs and/or extensions on file.

*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.