

## Personnel Policies & Procedures Manual Summary of Modifications in Chronological Order

| <u>Section/Item</u>         | <u>Detail</u>  | <u>Approval Detail</u>        |
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| 1.1.1 Non-Exempt Employees  | Change the word "pay" to "compensation".   | Personnel Committee 3/7/2013  |
| 2.13.8, Item 2 Computer Use | The County Information Technology Department is responsible for periodic back-up and archive of electronic records.  | Personnel Committee 3/7/2013  |
| 2.15 Uniform and Tools      | Add: Highway Equipment Operators and Courthouse Maintenance Staff will be provided with uniforms through a uniform service. Sheriff's Department staff utilize a quartermaster system for uniform purchases. The policy is defined in a separate document. The Sheriff shall budget two hundred dollars (\$200.00) per year for each cook/matron as a clothing allowance, which shall be administered by the Sheriff. Forestry Department employees shall receive a clothing allowance of two hundred seventy dollars (\$270.00) per year upon submission of receipts to the County. | Personnel Committee 3/7/2013  |
| 3.4 Holidays                | Civilian Communications Operators may elect to receive compensatory time for holidays, or to be paid for the holiday.  | Personnel Committee 3/7/2013  |
| 3.4 Holidays                | Compensatory time may not exceed the equivalent of five work days.   | Personnel Committee 3/7/2013  |
| 3.4 Holidays                | Rearrange holidays in chronological order.   | Personnel Committee 3/7/2013  |
| 3.19 Call-Outs              | Change the word "paid" to "compensated".   | Personnel Committee 3/7/2013  |
| 3.20 On-Call Pay            | New Section added: Employees who are assigned Human Services on-call duties shall be paid one dollar and forty cents (\$1.40) per hour. Employees who are on-call and who are called out shall receive compensation in the form of compensatory time off in accordance with the Fair Labor Standards Act.  | Personnel Committee 3/7/2013  |
| 3.3.8 Sick Leave            | Employees may accumulate up to 60 days of sick leave earned after January 1, 2013. This sick leave shall be used prior to accessing the "old" sick leave bank.   | Personnel Committee 6/6/2013  |
| 3.4 Holidays                | Jailers and Dispatchers shall be credited forty four (44) hours of holiday compensatory time on January 1st and forty four (44) hours on July 1st. Holiday compensatory time will be deducted or paid back by the employee if they are in unpaid status on a holiday, or leave employment prior to the actual holiday. Employees who perform the majority of their regular work shift on a recognized holiday shall be paid at the rate of one and one-half times their regular hourly rate of pay.  | Personnel Committee 6/6/2013  |
| 2.8 Travel                  | Breakfast is reimbursable if you leave for travel before 6:00am. If you leave before 10:30am and would return after 2:30pm, lunch is reimbursable. Supper is reimbursable if you leave before 4:00pm and return after 7:00pm. In-county meals are reimbursed on a limited basis if you are attending a meeting or training and are representing the department as a speaker or participant. In-county meals are not reimbursed for day-to-day work related travel.   | Personnel Committee 7/17/2013 |
| 3.10 Military Leave         | Vacation and sick leave benefits shall continue to accrue for employees who choose to use unpaid leave for required annual military training. Such duration shall not exceed one month per year.   | Personnel Committee 4/3/2014  |

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| 3.13 Health Insurance                 | Part-time eligibility for health insurance set at an average of 30 hours per week, employees already on the plan grandfathered. Effective 1/1/15  | Personnel Committee 7/08/2014          |
| 3.13 Health Insurance                 | Eligibility for county health insurance upon retirement. Establishes criteria for eligibility. Grandfathers retirees already on the plan. Effective 1/1/15  | Personnel Committee 7/08/2014          |
| 3.1 Vacation, Apdx B                  | Jail and Civilian Communications Operators follow the 40 hour per week vacation schedule.   | Personnel Committee 7/8/2014           |
| 3.3.1 Sick Leave                      | Jail and Civilian Communications Operators receive sick leave as if a 2080 hour per year work schedule.   | Personnel Committee 7/8/2014           |
| 3.4 Holidays                          | Full and Part-Time employees who perform the majority of their regular work shift on a recognized holiday shall be paid at the rate of one and one-half times their regular hourly rate of pay.   | Personnel Committee 9/4/2014           |
| 11.1 Identification Cards             | Establishes an ID policy for employees.   | Personnel Committee 9/4/2014           |
| 3.11 Unpaid Leaves of Absence         | Allows Department Heads to approve unpaid leaves not to exceed 2 weeks per employee per year.   | Personnel Committee 12/4/2014          |
| 5.3 Overtime and Compensatory Time    | Increases the allowable accrual of compensatory time from equivalent of 5 work days to 7 work days.   | Personnel Committee 12/4/2014          |
| 3.20 On-Call Pay                      | Increases on-call pay for Social Workers to \$1.50 per hour and a minimum of 30 minutes of paid time when called-out. Employees hired after June 10, 2015 may elect to use sick leave accrued as either sick leave or vacation during their first year of employment. | Personnel Committee 5/14/2015          |
| 3.3.11 Sick Leave                     | Added definition of smoking, to include e-cigarette type products   | Personnel Committee 6/10/2015          |
| 2.4 Smoking Policy                    | Added the Tuition Assistance Program  | Personnel Committee 1/7/16             |
| 3.21 Tuition Assistance Program       | Added a Bullying Policy   | Personnel Committee 1/7/16             |
| 4.5 Bullying                          | Increased meal reimbursement amounts: \$8, \$10, \$16, total \$34   | Personnel Committee 12/1/16 eff 1/1/17 |
| 2.8 Travel Expenses                   | Modified roll-over amounts to correspond with Qualified High Deductible Plan Design.  | Personnel Committee 12/1/16 eff 1/1/17 |
| Appendix D, HRA Reimbursement         | Modified overtime policy for Highway Department on weekends.  | Personnel Committee 4/13/17            |
| 5.3 Overtime and Compensatory Time    | State Statute requiring that the county report social worker discipline to the State.   | Personnel Committee 4/13/17            |
| 4.3 Disciplinary Action               | Revision to In-County meal reimbursement policy. (Item 8)   | Personnel Committee 4/13/17            |
| 2.8 Travel Expenses                   | 2 days of sick leave upon hire.   | Personnel Committee 8/3/2017           |
| 3.3.11 Sick Leave                     | Creating the Emergency Leave Program  | Personnel Committee 8/3/2017           |
| 3.11.1 Temporary Emergency Leave      | Created a Workplace Breastfeeding Policy  | Personnel Committee 8/3/2017           |
| 5.4 Breastfeeding Policy              | Created a Fraud Prevention Policy   | County Board 01/31/2017                |
| 4.1.7 Fraud Prevention Policy         | Clarifying definition of Legal -vs Recognized Holiday for Overtime and Holiday Pay Purposes   | Personnel Committee 3/2/2018           |
| 3.4 Holidays                          | Authorizing 2 weeks of vacation upon return from extended active military duty.   | Personnel Committee 5/3/2018           |
| 3.10 Military Leave                   | Clarifying Item 6, use of county vehicles and when/how mileage will be paid.  | Personnel Committee 9/6/2018           |
| 2.8 Travel Expenses                   | Created a Pepper Spray Policy   | Personnel Committee 2/14/2019          |
| 6.2 Oleoresin Capsicum (Pepper Spray) | Created a policy for paid leave related to emergency response.  | Personnel Committee 4/4/2019           |
| 3.7 Emergency Responder Leave         | Creates guidelines for administration of county social media accounts   | Executive Committee 3/14/2019          |
| 2.13.12 Social Media Administration   | Prohibiting the use of vacation during the last 2 weeks of employment   | Personnel Committee 8/1/2019           |
| 3.1.5 a. Vacation                     |   |  |

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| 5.3. a. Comp Time                    | Prohibiting the use of comp time during the last 2 weeks of employment                         | Personnel Committee 8/1/2019   |
| 3.5.1 Maternity-Paternity Leave      | 2 weeks of paid leave for birth or adoption  | Personnel Committee 8/1/2019   |
| 3.3.11 Sick Leave                    | 5 days of sick leave upon hire.  | Personnel Committee 8/1/2019   |
| 3.1 Vacation                         | Revised Vacation Schedule adopted  | Personnel Committee 3/5/2020   |
| 3.1 Vacation Carry Over              | 5 days of vacation carry over regardless of length of service.                                 | Personnel Committee 5/7/2020   |
| 3.5.1 Maternity-Paternity Leave      | Includes Regular Part-Time Employees   | Personnel Committee 8/6/2020   |
| 3.15.3 Income Continuation Insurance | Authorizes the use of ICI once applicable sick leave is exhausted.                             | Personnel Committee 8/6/2020   |
| 3.6 Bereavement                      | Policy to include Step-Parents, exclude step grandchildren.                                    | Personnel Committee 9/3/2020   |
| Appendix B, Vacation Schedule        | Modified years of employment and amount of vacation.   | Personnel Committee 10/9/2020  |
| 4.1 Standards of Employee Conduct    | Various updates. Traffic and other offense reporting, code of ethics update, Gifts/Gratuities. | Personnel Committee 08/05/2021 |