

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

Welcome Statement

For those of you who are beginning employment with Geary County we extend a warm and sincere welcome. We are happy to have you as an employee and hope you will enjoy your work with Geary County.

For those who have been with us, thank you for your past and continued service.

We extend to you our personal best wishes for your success and happiness as a Geary County employee. We know it is our employees who provide the services our customers rely upon, and who will grow and enable us to create new opportunities in the years to come.

Board of County Commissioners

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

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GEARY COUNTY
PERSONNEL POLICIES AND PROCEDURES

Section 10:
General Provisions
And
Guiding Principles

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018
SUPERSEDES: September 1, 2010

POLICY NO. 10.00

ABOUT THIS HANDBOOK / DISCLAIMER

A. We prepared this manual to assist you in finding the answers to many questions that you may have regarding your employment with Geary County. Please take the necessary time to read it.

B. We do not expect this manual to answer all of your questions. Your Supervisor and Human Resources will also be a major source of information.

C. Neither this manual nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. Geary County adheres to the policy of employment at will, which permits the County or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or agreement is in writing and signed by the Board of County Commission and/or the Human Resource Director.

D. Many matters covered by this manual, such as benefit plan descriptions, are also described in separate County documents. These County documents are always controlling over any statement made in this manual or by any member of management.

E. This manual states only general County guidelines. The County may, at any time, in its sole discretion, modify or vary from anything stated in this manual, with or without notice, except for the rights of the parties to terminate employment at will, which may only be modified by an express written agreement signed by the employee and the Human Resource Director or Board of County Commission.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 4, 2019
SUPERSEDES: March 24, 2018

POLICY NO. 10.02

SUBJECT: Purpose and Validity of Manual

A. Purpose. The purpose of this manual is to provide information to Geary County employees regarding the personnel procedures of Geary County, Kansas. It is intended to promote cooperation, efficiency and unity in public service by clearly communicating the personnel policies, rules, regulations, expectations, and procedures applicable to Geary County employees. The material contained within this manual is directive in nature. It describes many employee responsibilities and county practices, and also outlines the programs developed for your benefit. The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

B. Validity. If any provision of this manual is held invalid, the remainder of the provisions contained herein shall not be affected. The decision respecting such invalid provision shall not affect the validity of any other provision, section, policy or procedure.

C. Definitions. The following key words and phrases used in this manual have the following meanings, unless otherwise clearly indicated in the context.

Exempt position: An employment position not authorized to be paid overtime under the Fair Labor Standards Act. These positions are paid on a salary basis.

Immediate Family: The employee or the employee's spouse, son, son in-law, daughter, daughter in-law, father, father in-law, mother, mother in-law, brother, brother in-law, sister, sister in-law, grandparents, grandchildren, step-parents, step-children, step-siblings, and other close relatives if they are residing permanently with the employee.

Non-exempt position: An employment position that is required to be paid overtime under the Fair Labor Standards Act. Non-exempt positions are paid an hourly wage.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: June 17, 2017
SUPERSEDES: March 12, 2016

POLICY NO. 10.04

SUBJECT: Applicability of Manual

A. This Employee Manual and the provisions herein are applicable to all employees of Geary County. The provisions of this manual are effective upon its approval by the Board of County Commissioners and its publication, and these provisions supersede any and all policies, procedures or provisions in any other Geary County manual or memoranda. (As used herein "department head" means elected officer, appointed officer, or non-officer who is the head of a county department by virtue of statute, resolution, or Commission assignment.)

B. By Kansas Statute, departments led by all elected officials except the County Attorney must comply with the County personnel policies. By signed letter dated November 17, 2003 from County Attorney, Steven Opat, the Geary County Attorney's office is bound by the county's policies and procedures as well. While the policies and provisions of this manual must be followed in elected official's offices with their departmental employees, there may be some locally adopted provisions and policies that do not personally apply to elected officials. Federal and State employment laws frequently personally apply to elected officials and questions regarding those laws should be directed to Human Resources.

C. Other entities which have county ties but are jointly funded by other entities may be bound by these policies and/or other entity policies and procedures. These departments include Community Corrections and Court Trustee. Geary County Health Department, by board vote, has declared the Geary County Personnel Manual to be their personnel manual.

D. Failure to comply with its provisions may result in disciplinary action, up to and including dismissal. In some instances, failure to comply with these provisions may result in criminal or civil action against an employee.

E. This Manual supersedes and replaces any prior County personnel policy manuals and memoranda which were issued on subjects covered in this Manual. Individual policies that have been modified by vote of the Board of County Commissioners shall be noted herein and shall supersede the individual policy.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 10.06

SUPERSEDES: January 2002

SUBJECT: Employment Relationship

Geary County is an “at-will” employer. “At-will” means that either the employee or the County may terminate the employment relationship at any time with or without notice. The policies set forth in this manual are not intended to create a contract of employment, either expressed or implied, between County employees and Geary County. No supervisor, department head, elected or appointed official, agent or employee of the County has authority to enter into any type of contract for employment except the Board of County Commissioners.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: June 17, 2017
SUPERSEDES: September 1, 2010

POLICY NO. 10.08

SUBJECT: Supplemental Departmental Policies and Procedures

A. An elected or appointed official, or a non-appointed department head, may formulate administrative or operational departmental regulations which supplement the provisions of this manual and which are pertinent to only that department. Such department regulations will be published in the format of this manual and furnished to each employee of that department and will be furnished to the Human Resource Department.

B. Departmental regulations may enhance the provisions contained herein, but may not conflict with these provisions or decrease the right and benefits established in this manual. In the specific cases of the "Geary County Health Department," "Junction City/Geary County Convention and Visitors Bureau," "Junction City/Geary County Animal Shelter" "Eighth Judicial District Community Corrections" and "Eighth Judicial District Court Trustees" departments, the written procedures adopted by their respective Boards or State partners may control some aspects of employment, but in any case not covered by those procedures, the procedures and policies contained herein shall be applicable to those employees.

C. Geary County Human Resources must have an up-to-date copy of any Supplemental Departmental Regulations on file at all times. Nothing in this section shall be construed as granting any department authority to adopt regulations in violation of, or in conflict with, regulations approved and adopted by the County Commission.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 10.10

SUPERSEDES: January 2002

SUBJECT: Employer and Employee Responsibilities for Personnel Manual

CHANGES TO THIS MANUAL

The County Commission reserves the right, in its sole discretion, to alter, amend, delete, supplement or change, at any time and without advance notice, any of its policies, including those covered in this Manual.

The Human Resource Director shall correct or update those items in the Manual which are purely informational in character or are needed due to changes in federal or state law.

Any substantive changes to the policies or this manual must be presented through the Geary County Human Resource Department and approved by an affirmative vote of the Board of County Commissioners. The change will be recorded in the minutes of the meeting at which the vote took place, be published in the format of this manual, and be furnished to each County employee and official.

Waivers and exceptions to policies and procedures contained in this manual must be presented through the Geary County Human Resource Department and approved by an affirmative vote of the Board of County Commissioners, and must be recorded in the minutes of the meeting at which the vote took place.

YOUR RESPONSIBILITY REGARDING THIS MANUAL

You are expected to read, understand, and comply with this manual and ask questions about any parts you do not understand. This manual is the property of Geary County and should not be provided to individuals who are not our employees except through the Human Resource Department as a part of a valid Open Records Act request. Upon separation from employment, you must return to your Department Head, this manual and all other County property before your final departure.

It is your responsibility to keep your personal copy of the manual up-to-date by immediately inserting revisions when issued.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 12, 2016

POLICY NO. 10.12

SUPERSEDES: September 1, 2010

SUBJECT: Human Resources Authorization and Responsibilities

A. Under authority of the Board of County Commissioners, the Human Resources Department is assigned the responsibility of origination, communication, interpretation, and implementation of all County Personnel policies and procedures. Areas include, but not limited to:

1. Recruitment and Selection
2. Classification and Compensation Plan
3. Benefits Negotiation and Administration
4. Equal Employment Opportunity
5. Employment Records Custodian
6. Approval of pay changes that meet Commission policy
7. Approval of employment changes
8. Consultation on all discharges
9. Other duties as outlined in this manual

B. The Board of County Commissioners shall be responsible for approving all Personnel Policies and Procedures. They shall also be responsible for approving the pay plan and overall compensation policies affecting all departments.

C. Elected Officials, Appointed Officials, and Department Heads shall be responsible for compliance with personnel policy and procedures as outlined in this manual for employees within their respective departments.

D. Employees shall be responsible for following the personnel policies and procedures outlined in this manual.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: June 17, 2017

POLICY NO. 10.14

SUPERSEDES: September 1, 2010

SUBJECT: Equal Employment Opportunity

A. Geary County is an Equal Opportunity Employer that does not unlawfully discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, or any personal characteristic protected by applicable federal, state or local laws. We are dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and all other terms and conditions of employment. The exception is when consideration of these factors is based upon a bona-fide occupational qualification or where ADA Title I regulations require differential treatment.

B. Any employees with questions or concerns about equal employment opportunities in the workplace are to bring these issues to the attention of your supervisory chain. The County will not tolerate any form of retaliation against individuals who, in good faith, raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge.

C. Immigration Law Compliance. Continued employment with the County is contingent upon presentation of documentation which establishes that the employee is currently eligible for employment in the United States.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 10.16

SUPERSEDES: January 2002

SUBJECT: Americans with Disabilities

The County is committed to the recruitment, employment and promotion of the most qualified individuals. It is our policy to provide equal employment opportunity for persons with disabilities in full compliance with state, local and federal laws such as the Americans with Disabilities Act ("ADA") and its subsequent amendments. The County does not discriminate against qualified job applicants and employees with known physical or mental disabilities in any employment practice, including but not limited to, recruitment, hiring, education, training, promotion, compensation, use of County facilities, transfer, discipline, layoff, recall or discharge.

Pursuant to the Americans with Disabilities Act and the Kansas Act Against Discrimination, the County will provide qualified individuals with known disabilities reasonable accommodations to assist them in performing the essential functions of their job. However, where an accommodation would produce an undue hardship on the County or present a health or safety risk, the requested accommodation shall be deemed unreasonable and denied.

Any questions regarding this policy or requests for an accommodation should be made to the Human Resources Director.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 12, 2016
SUPERSEDES: September 1, 2010

POLICY NO. 10.18
Page: 1 of 2

SUBJECT: Non-Harassment (including sexual harassment)

A. It is Geary County's goal is to ensure a workplace free from harassment. The County prohibits any employee engaging in harassment (including sexual harassment) of other employees or citizens, vendors or other County visitors. Harassment will not be tolerated.

B. Harassment Defined: Harassment is any verbal, written, physical or visual conduct that has the purpose or effect of belittling or demeaning any individual or group on the basis of race, color, national origin, religion, sex/gender, age, disability, sexual orientation, citizenship status, veteran status, genetic information or other personal characteristic. Harassment is against County policy, may be against the law, and will not be tolerated.

C. Sexual harassment is of particular concern. Sexual harassment has been defined by the Equal Employment Opportunity Commission as follows:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when--

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

F. The list of behaviors and actions that may constitute sexual harassment is limitless, but includes such things as sexual joking, displaying lewd pictures, using language of a sexual nature or that has the purpose or effect of demeaning or belittling either sex, and conduct toward an individual that, although not motivated by sexual desire, would not have occurred except for that individual's gender. The above described conduct and all like conduct is considered to be harassment, is against our policy and may be against the law, regardless of the persons engaging in it or their sex/gender. We will not tolerate any of this type of behavior.

G. Conduct such as that described above that is based on another person's or identifiable group's personal characteristic is also against our policy, may be against the law, and will not be tolerated.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Non-Harassment (including Sexual Harassment)

POLICY NO. 10.18

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H. **Harassment Prohibited:** Harassment of any kind is expressly prohibited and shall not be tolerated. Any employee who engages in harassing conduct shall be subject to discipline, up to and including discharge. Any employee who has reason to know of an incident of harassment shall immediately report the incident of harassment as outlined in the Harassment Complaint Procedure below. The County does not retaliate against, and does not tolerate retaliation against, those who report harassment in good faith or those who cooperate with harassment investigations.

I. **Reporting Suspected Harassment:** If you believe that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Department Head. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the HR Director. If the complaint involves your department head, you shall directly contact the Human Resource Director. While employees are encouraged to discuss their concerns with those believed to be engaging in suspected harassment, employees are NOT required to do so before reporting to supervision or Human Resources. Every report of suspected harassment will be promptly and fully investigated, and corrective action will be taken as appropriate. Violation of this policy will result in disciplinary action, up to and including discharge of the harasser. All reports will be kept confidential to the extent consistent with a full investigation and appropriate corrective action, but no particular level of confidentiality can be guaranteed.

J. Employees reporting suspected violations of this policy should be prepared to furnish the following information:

- The name of the person or persons suspected of committing the harassment and any other suspected victims;
- The specific nature of the harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken as a result of the harassment, or any other threats made as a result of the harassment;
- Witness(es) to the harassment, if any; and
- Whether such harassment has been previously reported and, if so, when and to whom.

K. In addition, the County will not tolerate any form of retaliation against individuals who, in good faith, report suspected violations of this policy to management or who cooperate in the investigation of such reports. Employees who make reports in bad faith may be subject to disciplinary action, up to and including discharge.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 10.20

SUPERSEDES: January 2002

SUBJECT: Drug and Alcohol Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect County property, and to ensure efficient operations, the County has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the County.

All employment offers made are contingent on the employee passing a pre-employment drug test.

Geary County has also issued drug testing practices and procedures, which are not contained in this handbook that specifically address the pre-employment and random drug and alcohol testing of employees in the following public safety and transportation positions: Community Corrections Staff, Sheriff's Department Deputies and Correction Offices, and Public Works non-office employees. Employees affected by those drug and alcohol testing programs have received those policies separately.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on County premises, while on County business (whether or not on County premises), while representing the County, or during non-working hours is strictly prohibited. Employees and other individuals who work for the County also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

Employees must notify the County immediately if they are charged of a criminal violation.

Violation of this policy will result in disciplinary action, up to and including discharge.

The County maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any County employee, including them.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 10.22

SUPERSEDES: January 2002

SUBJECT: Workplace Violence

Geary County is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to County and personal property.

Threats, threatening language or any other acts of aggression or violence made toward or by any County employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

Geary County prohibits the carrying or possession of all weapons, including firearms, by employees on all county premises including buildings and parking lots and in county-owned or leased vehicles. Certified law enforcement officers, other law enforcement personnel specifically approved by the Sheriff or his designee, or others authorized by law, are exempt from this prohibition.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the County determines, after an appropriate good faith investigation, that someone has violated this policy, the County will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please report as stated above. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 10.24

SUPERSEDES:

SUBJECT: Genetic Information Nondiscrimination

Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination related to fringe benefits based on genetic information. GINA restricts employer's acquisition of genetic information and limits disclosure of genetic information. This includes information about genetic tests of applicants, employees or their family members; the manifestation of diseases or disorders in family members and requests for or receipt of genetic services by applicants, employees or their family members.

The exception to the above GINA prohibition is when the information is sought as part of a wellness program with the plan participant's prior voluntary written authorization. This exception includes a requirement that the genetic information be provided only to the plan participant and the licensed health care professional or board certified genetic counselor involved in providing the services.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010
SUPERSEDES: N/A

POLICY NO. 10.26
PAGE: 1 of 2

SUBJECT: Safe at Home Compliance and Domestic Violence Leave Policy

The purpose of this policy is to affirm Geary County's commitment to compliance with the State of Kansas "Safe At Home" program and the Kansas domestic violence leave statute K.S.A. 44-1132.

Policy

Geary County shall accept the confidential address provided by the State of Kansas for employees who are certified as program participants in the State of Kansas Safe At Home program. The confidential address may be substituted for the employee's home address. The employee may also use the confidential address as the address of his/her employer.

Geary County shall not discharge, discriminate or retaliate against any employee who is a victim of domestic violence or a victim of sexual assault for taking time off from work to:

1. obtain a restraining order or other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child or children;
2. seek medical attention for injuries caused by domestic violence or sexual assault;
3. obtain services from a domestic violence shelter, domestic violence program or rape crisis center as a result of domestic violence or sexual assault;
4. attend court appearances in the aftermath of domestic violence or sexual assault.

When an unscheduled absence occurs, Geary County shall not take any disciplinary action against the employee if, within 48 hours after the beginning of the unscheduled absence, the employee provides appropriate documentation of the reason for the absence to the employer. See below for a listing of documentation.

An employee of Geary County may use any accrued paid leave (or, if paid leave is unavailable to the employee, unpaid leave), not to exceed a total leave of eight (8) days per calendar year as time off for these purposes as specified in 1–4 above.

Procedures

Program participants shall provide to Geary County documentation demonstrating evidence that they are a certified participant of the State of Kansas Safe at Home program. Geary County shall accept the confidential address provided by the State of Kansas.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Safe at Home Compliance
And Domestic Violence Leave Policy

POLICY NO. 10.26
PAGE: 2 of 2

When feasible, an employee shall request time off in advance for purposes listed above in 1-4. Within 48 hours after returning from the requested time off, or in cases of unscheduled absences, within 48 hours of the absence, the employee shall provide documentation of the reason for the absence which may include but is not limited to:

- A. a police report indicating that the employee was a victim of domestic violence or sexual assault;
- B. a court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault or other evidence from the court or prosecuting attorney that the employee has appeared in court;
- C. documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Employees may use any accrued paid leave (or, if paid leave is unavailable to the employee, unpaid leave), not to exceed a total leave of eight (8) days per calendar year as time off for the purposes specified in items 1-4 above. It should be recorded on the timesheet using the appropriate absence code.

To the extent allowed by law, the employer shall maintain the confidentiality of any employee requesting leave under the qualified situations listed in this policy. Supporting documentation shall also be treated as confidential.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

Section 20: Operational Policies

Knowledge of County Government

Every County employee works for the same public/taxpayers regardless of the department they work within. All County employees should constantly strive to develop a better county government operation. To that end, all employees shall develop a thorough knowledge of their own jobs and an overall understanding of the various aspects of county government.

Public Relations

Every County employee shall strive to promote good public relations for the department and the entire county organization. Virtually everything County employees do has an effect, direct or indirect, on the County's image. Visitors at any building or area of work shall be welcomed and treated in a friendly and courteous manner. All inquiries, complaints or requests for assistance shall be given prompt attention.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: October 24, 2015

POLICY NO. 20.00

SUPERSEDES: September 1, 2010

SUBJECT: Working Hours and Schedule

A. Unless otherwise stated, the work week begins at 8:00 a.m. Saturday and ends at 7:59 a.m. on the following Saturday. Geary County normal business hours may vary by building/department. These schedules include: 8:30 am to 5:00 pm, 8:00 am to 5 pm, 8:00 am to 4:30 pm or 24/7. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis. If authorized to do so, an employee may work from home and will be subject to the policies and provisions of this manual even when working away from their regular duty station.

B. Some employees are scheduled for a 37.5 hour workweek, others are scheduled for a 40 hour workweeks. The exceptions include employees who are on-call, part-time, deputy sheriff officers, or correction officers.

C. To accomplish our service to the citizens of Geary County, you are expected to arrive at your workstation sufficiently early to enable you to prepare to conduct your duties by the beginning of the shift. This is generally no more than seven minutes prior to the starting time. Aside from this de minimis preparation time, employees are not to conduct any work-related duties before or after scheduled hours without prior notice by or approval from their supervisor.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: November 5, 2016
SUPERSEDES: September 1, 2010

POLICY NO. 20.02

SUBJECT: Rest and Lunch Breaks

A. Lunch Breaks. Unpaid lunch breaks will be taken in accordance with departmental schedules and policies such that the offices remain staffed throughout the noon hour. Lunch breaks vary between 30-60 minutes depending upon the department or job description. Check your department's standard operating procedures. Department heads set individual lunch break times and may restrict the times of the day that are considered acceptable lunch periods for their department. Lunch breaks may not be combined with other rest breaks, nor taken at the beginning or end of a shift/work day.

B. Rest Breaks. Rest breaks are recognized as important to the productivity and efficiency of the employees. Rest breaks, not to exceed 15 minutes, are encouraged when possible. Up to one break is allowed for every 3½-6 hour time worked. Breaks are not an employee "right" or "entitlement benefit" and may not be combined with the lunch period or "saved" for extra paid time off. If workload does not allow time for a rest break on a particular day, no extra compensation or consideration is owed to the employee. Employees are not confined to county premises and/or county rest facilities unless circumstances dictate. However, the employee is required to return to the work area within the allotted rest period.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 4, 2019

POLICY NO. 20.04

SUPERSEDES: September 1, 2010

SUBJECT: Timekeeping Procedures

A. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms or by the method prescribed by management. Non-exempt employees must not clock in until five (5) minutes before or clock out more than five (5) minutes after the scheduled shift unless directed by management.

B. Exempt employees are required to record their daily work attendance and report absence from work for reasons such as leaves of absence, sick leave or personal business on a half-day basis.

C. An employee is responsible to ensure their timesheet is accurate. Any errors must be reported to the employee's supervisor immediately. Continuously or willfully making errors on time records may subject an employee to disciplinary action.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: February 9, 2019

POLICY NO. 20.06

SUPERSEDES: September 1, 2010

SUBJECT: Shift Differential

A. Shift differential of 50 cents per hour will be paid for full-time employees in job classifications and times as shown below:

1. Hours worked between 8 p.m. and 7:59 a.m. in the following non-exempt classifications:
 - a. 34020 Deputy Firefighter
 - b. 34038 Sergeant
 - c. 34057 Lieutenant
 - d. 31220 Corrections Officer
 - e. 31208 Corrections Sergeant
 - f. 31238 Correction Lieutenant
 - g. 34019 Non-Certified Deputy Sheriff
 - h. 31224 Jail Sanitation Officer

B. Shift differential is calculated at either the straight rate or at the time and one-half rate for overtime purposes.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 23, 2016

POLICY NO. 20.08

SUPERSEDES: September 1, 2010

SUBJECT: Overtime

A. Occasionally, overtime may be requested or required of you. Effort will be made to provide you with adequate advance notice in such situations, but that may not always be possible. Employees may work overtime only with prior supervisor and/or department head authorization.

B. Any non-exempt employee who works overtime will be compensated through pay or compensatory time in the following manner:

- Hours worked beyond their regular schedule and up to forty (40) hours in a week will be compensated at their regular hourly wage or with an hour-for-hour credit to compensatory time.
- Hours worked over forty (40) hours will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, or one and one-half times the hours worked as compensatory time off, unless otherwise required by law.
- Compensatory Time Off (Comp time) is a method for compensating overtime by granting the employee future time off calculated at 1.5 times the overtime worked.
- The accrual of comp time off or the payment of overtime must be determined prior to the earning of overtime. The determination of overtime payment or compensatory time off must remain the same for the overtime shift and may not be split between compensatory time off AND overtime payment. It is within the authority of the department head to make the final determination whether compensatory time or overtime payment will be used due to budget constraints or scheduling difficulties.
- Certain Sheriff's Department employees (deputies and correction staff) have been given 207(k) exemption status. The work period for those employees is fourteen (14) days. Overtime is calculated when they exceed eighty-six (86) hours in a work period.
- For purposes of calculating overtime for non-exempt employees, the workweek begins on Saturday and ends on Friday.
- Hours worked includes annual leave (except when used in conjunction with FMLA leave), sick leave (except when used in conjunction with FMLA leave) and holiday leave except as set forth herein. All other leave time is excluded from the computation of overtime.
- For overtime pay/compensatory time purposes, partial hours worked shall be rounded off to the nearest quarter hour.

C. Compensatory time is subject to an 80 hour maximum accrual. Compensatory time must be used before annual leave. Generally you will be allowed to use your compensatory time at your discretion subject to your request being made in a reasonable period of time, that it is requested and approved through normal leave request methods and unless your requested compensatory leave will unduly disrupt the operations of the department.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 4, 2019
SUPERSEDES: September 1, 2010

POLICY NO. 20.10

SUBJECT: Exempt Employees and Permissible Salary Deductions

A. The Director of Human Resources, in consultation with the Department Head and the County Counselor, will determine which positions will be exempt under the Fair Labor Standards Act. Exempt employees are required to adhere to all applicable policies as well as the law contained within the Fair Labor Standards Act.

B. Permissible Salary Deductions. Any deductions from the salary of an exempt employee, other than those required by law or authorized by the employee, will be made only according to the Fair Labor Standards Act. The permissible salary reductions, other than those required by law or authorized by the employee, are enumerated in 29 CFR 541.602 (at the time of this writing) and may be amended from time to time. Any salary deduction under this policy must be approved in advance by Human Resources. If an employee believes that a salary deduction made under this policy was improper, he or she may request review by the Human Resources Director. If, upon review, the Human Resources Director determines that a deduction made under this policy was improper, the amount of the deduction will be reimbursed to the employee.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 13, 2010

POLICY NO. 20.12

SUPERSEDES: September 1, 2010

SUBJECT: Call-In Pay

Call-In Pay occurs when a full-time employee is required to report to work at a time outside their normal shift.

An employee who is called to work after his/her normal duty hours for overtime work that is either an emergency or unscheduled necessity shall be compensated for a minimum of two (2) hours.

An employee who is required to return to work at a scheduled time (non-emergency) shall be compensated for a minimum of one (1) hour. Examples include: training or other required meetings held during off-duty hours, benefit orientation or other employment meetings, work-related court appearances, etc.

An employee who is called in from stand-by pay shall forfeit the standby pay for the remaining portion of the standby period. Employees notified before the end of their current scheduled shift to report early for the next shift shall not be eligible for call-in pay.

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PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.14

SUPERSEDES: January 2002

SUBJECT: Standby Time/On-Call Time

The employer may require an employee to be on stand-by. Stand-by means a period of time outside the employee's regularly scheduled work hours, during which the employee is required, at the employer's direction, to remain available to the agency within a specified response time. An employee on stand-by shall remain available at the employer's direction for recall to perform necessary work. Stand-by assignments shall be limited to work situations where a probability for emergency recall of employees exists. Employees placed on stand-by shall not consume alcohol or be under the influence of mind-altering drugs while on a stand-by status. They must be available for call-in and in a physical and mental condition to work.

Employees on stand-by who are called in to work shall be compensated for actual hours worked at the appropriate rate of pay. They shall not be paid stand-by compensation for the hours they actually worked. Only the hours actually worked by the employee shall be credited in determining eligibility for overtime compensation. Further, if called in to work, upon completion of the shift, the employee will be notified whether further standby is needed and, if so, the standby pay rate shall again commence.

An employee on stand-by as defined by above who is not available when called, and who does not present reasonable justification for failure to report when called, shall lose stand-by compensation for that stand-by period

When the employer designates stand-by at a particular telephone number or location, or restricts the employee to the employer's premises, the employee shall be compensated at his regular rate of pay and shall not receive stand-by compensation.

Non-Exempt employees shall be compensated at the rate of one dollar (\$1.00) for each hour they are required to serve on stand-by status until they are notified that they will not be needed.

BEEPER OR CELLULAR PHONE

An employee may be asked to carry a beeper or cell phone for emergency contact purposes. Because this leaves the employee essentially free to pursue personal activities with little interference, it is not considered stand-by or other compensable time unless and until the employee is contacted to respond to the emergency.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: October 24, 2015
SUPERSEDES: September 1, 2010

POLICY NO. 20.16

SUBJECT: Pay Periods, Paychecks, Direct Deposit

A. Pay Periods. Pay periods and pay days are established by the Board of County Commissioners. Current practices are that two (2) pay weeks constitute a pay period. Pay advices are issued two (2) Fridays following the end of the pay period for the previous pay period. Pay advices may be distributed to the employee's department or may be accessed through a self-service portal. The Board of County Commissioners may elect to cease the printing of pay advices at their discretion.

B. Payroll Advices/Pay Stubs. Your payroll advice itemizes deductions made from your gross earnings. By law, the County is required to make deductions for Kansas Public Employee Retirement System, Social Security, federal income tax, state income tax, and any other appropriate taxes. These required deductions also may include any court-ordered garnishments.

C. If you believe there is an error in your pay, bring the matter to the attention of your supervisor immediately so the County can resolve the matter quickly and amicably.

D. Direct Deposit. Geary County shall pay employees by direct deposit or in another suitable manner authorized by the Board of County Commissioners. Employees shall notify the payroll department prior to closing any bank accounts that have a Geary County direct deposit associated with them.

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PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.18

SUPERSEDES: January 2002

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SUBJECT: Use of Assigned Take-Home Vehicle

Some employees, elected officials and appointed officers are authorized the benefit of using a county-owned vehicle for travel to and from their home if it is in the best interest of the County operation. This authorization must be made by the Board of County Commissioners.

Employees are expected to keep any personal errands to and/or from work to be kept to a minimum. Those employees are to use reasonable judgment as to the appropriateness of the errand in a County vehicle. County employees are not authorized to use the County vehicle for personal appointments or other personal purposes outside of the boundaries of Geary County.

Examples of activities most likely not to be considered appropriate:

- Purchasing items that are not generally allowed in the workplace such as alcohol or lottery tickets (gambling).
- Out of town doctor appointments or treatments.
- Using as transportation to church services.
- Using as transportation to civic organization meetings held after normal working hours.
- Using as transportation employee's non-Geary County (second) job or self-employed business location, even briefly.
- Regular carrying of passengers to work, school, lunch or other personal appointment except on an emergency basis.

Examples of activities most likely to be considered acceptable:

- Occasional errand to pick up non-prohibited items at a local retail establishment including grocery store, pharmacy, etc.
- Medical appointment within Geary County.
- Travel to local civic organization meeting when it occurs over the lunch period or immediately before or after work period.

Those who regularly use a county vehicle as a part of the job must take reasonable care of the vehicle. This includes cleaning to prevent deterioration of interior/exterior and checking fluid levels to ensure safe operation. Any mechanical problems, as well as accidents, must be immediately reported to the supervisor or department head.

Employees with cell phones must refrain from using their phones while driving for talking or texting. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call or text message. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Use of Assigned Take-Home Vehicle

POLICY NO.
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Because the department cannot be staffed 24/7, Emergency Management/Rural Fire will designate one employees as the “point of contact” for off-duty hours. The employee designated as point of contact shall, as much as practical, remain within Geary County. The designed point of contact for that time period may use their assigned county vehicle for any personal business conducted more than 5 minutes away from their residence. In addition, the County Commission has designated certain times whereby both the Emergency Management Director and Assistant Director may use their County-assigned vehicle for personal use more than 5 minutes from their residence. These designated times are: Weather Watches and Warnings and spring pasture burning season.

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PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.20

SUPERSEDES: January 2002

SUBJECT: Business Expense Reimbursement

Employees may be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and generally include such things as: registration fees, air travel, hotels, motels, meals, cab fare, rental vehicles, parking fees, tolls, reimbursement for gas in county vehicle, or vehicle mileage for personal vehicles. All expenses incurred should be submitted to your Supervisor along with the receipts in a timely manner.

Mileage is reimbursed at the current Internal Revenue Service declared rate.

Meal reimbursement will be subject to IRS regulations regarding fringe benefits which states that meals that are not a part of overnight travel must be reported at the end of the pay period as a fringe benefit and appropriate taxes will be withheld from your next paycheck for that reimbursement. Meal reimbursement for overnight travel is not considered a fringe benefit and may be reimbursed without tax withholding.

Employees are to request any alcohol or other personal charges to be billed separately from the county-reimbursed expenses. Geary County will not reimburse for alcohol, personal entertainment, or other expenses that are not directly business-related. Family/guest expenses including additional room charges, meals, banquet tickets, spouse programs, etc. are the personal expense of the employee and shall not be reimbursed or charged to the County.

Employees, as well as elected and appointed officials may be issued a County Debit Card for business expense use. An employee is only authorized to use such debit card if they have completed training and signed a user agreement. Please see supplemental administrative policy on debit card use.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any question about whether an expense will be reimbursed.

A departmental county vehicle, if available, must be used for official travel rather than taking personal vehicle and charging mileage to the county. If an employee opts to take their personal vehicle when a county vehicle is available, mileage will not be reimbursed.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.22

SUPERSEDES: January 2002

SUBJECT: Travel Time for Non-Exempt Employees

Non-exempt employees may be required to travel for business needs. Below are general guidelines as to whether such time is compensable. These guidelines are subject to applicable state law.

Overnight Out-of-Town Trips

All time spent traveling directly to the destination as a passenger or driver is compensable, except for meal periods. Once at the destination, no time is compensable unless actually working (i.e. in a meeting, in a training session, etc.).

Out-of-Town Trips for One Day

All time is compensable except for any time spent traveling between home and the local duty station, bus or plane terminal.

However, it is vital to note that travel from home to work and travel from work to home generally is non-compensable.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.24

SUPERSEDES: January 2002

SUBJECT: Kansas Open Records Act

The Board of County Commissioners has, by appropriate resolution and action, complied with the Kansas Open Records Act. Each department head and appropriate employee shall further comply with the provisions of the Open Records Act in an effort to make available to the public all records which are declared by the legislature to be "open records". All appropriate notices with regard to the inspection, copying and fees for such public records shall be posted in each department as required by law and this manual.

Questions regarding records subject to the Open Records Act may be directed to the Geary County Clerk who is our designated "Freedom of Information Act Officer."

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.26

SUPERSEDES: January 2002

SUBJECT: Record and Document Retention

The County acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the County and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Director of Human Resources to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the County that may have an impact on record retention protocols.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.28

SUPERSEDES: January 2002

SUBJECT: Personnel Files

We maintain personnel files for each employee. Personnel files contain basic personal information (e.g. name, address, phone number) and employment-related information such as copies of performance appraisals, achievements, reprimands, pay status changes, etc. Your personnel file is the official record of your employment with us, is the property of Geary County and is maintained in the Human Resources Office.

In the case of Court Trustees, Community Corrections, and CVB, official personnel files are kept in their respective departments due to varying audit requirements. A file may be kept in Human Resources with limited personnel actions contained therein. Benefit and medical files for these departments are held and maintained by Human Resources.

It is your responsibility to forward a copy of any employment-related training certificates or license updates to the Human Resources Department for your personnel file.

We will make every effort to restrict disclosure of your personnel file to only authorized individuals (e.g. supervisors, department heads, county legal counsel and county commissioners) within the County. Disclosure of personnel information to outside sources will be limited. However, we will cooperate with requests from authorized law enforcement agencies, or local, state or federal agencies conducting official investigations or audits. We also will respond to subpoenas as required, which may include providing copies of documents contained in your personnel file.

Employee's dates of service, position title, and salary are deemed public information by Kansas Statute and will be released to anyone who requests that information.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.30

SUPERSEDES: January 2002

SUBJECT: Performance Reviews

Your supervisor will review your performance at least annually. However, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of your department head and/or the Board of County Commission.

In addition to these formal performance evaluations, the County encourages you and your Supervisor to discuss your job performance on a frequent and ongoing basis. A performance evaluation may be done at any time to address specific issues and goals for your performance.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 20.32

SUPERSEDES: January 2002

SUBJECT: Supervisory Chain

In every case, there is a supervisory chain within a department that you need to work through. This may include one or more level of supervisors, then a department head. Occasionally employment related questions or concerns cannot be addressed on the department level and at that time, after speaking to your department head, Human Resources may be consulted. At no time is it appropriate for an employee to speak directly to the Board of County Commissioners or an individual County Commissioner without having first gone through the department supervisory chain and Human Resources Director. Employee benefit questions shall be directed to Human Resources.

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PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 12, 2016

POLICY NO. 20.34

SUPERSEDES:

SUBJECT: Out of Class Pay

- A. When employees are assigned to perform work, over a period of time, of a higher level than required by their current classification, they are considered to be working 'Out of Class'. Out of Class pay will commence on the eighth (8th) consecutive working day of the assignment.
- B. An Out of Class assignment is designed to allow supervisors to cope with a temporary absence or vacancy on an emergency basis. It is not a way to pre-select a candidate for the vacancy or to financially reward an employee. The time spent in an Out of Class assignment may not be utilized to fulfill the experience requirements of any position.
- C. In order to make an Out of Class assignment, the Department Head must be actively recruiting for the position or the position has been temporarily vacated as a result of an extended leave of absence.
- D. Out of Class assignments are limited to six (6) months in duration. "Out of Class" pay for the employee fulfilling the vacancy shall not extend beyond six (6) months without the written approval of the Director of Human Resources. If the situation is not corrected or the position is not filled within six (6) months, then the Department Head needs to review the situation and either recruit for the position or change some other condition of employment to allow the employee to work within their classification.
- E. The Director of Human Resources in cooperation with the Department Head shall set the appropriate wage for the Out of Class. In no case shall an employee in an Out of Class assignment be paid a wage that is not in the range for the Out of Class position.
- F. A Department Head may select any full-time, permanent County employee in their department, for the Out of Class assignment. The Department Head should select the employee who, in their judgment, can best fulfill the duties of the position, until a qualified candidate fills it. Since the assignment is a temporary one, there is no need for interviews or pre-qualification.
- G. The Department Head must coordinate the Out of Class assignment with Human Resources and submit a Personnel Action Notice to temporarily change the pay for the employee.

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PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: April 20, 2019

POLICY NO. 20.36

SUPERSEDES: July 17, 2017

SUBJECT: Additional Compensation

- A. Deputy Register of Deeds Stipend. At the Register of Deeds' sole discretion, one (1) employee may be selected to receive a one hundred dollar (\$100) per month stipend to serve as the Deputy Register of Deeds. The Register of Deed is under no obligation to pay this stipend, may start and stop the payment at their sole discretion, and may choose any departmental employee to receive the stipend.
- B. Deputy County Clerk Stipend. At the County Clerk's sole discretion, one (1) employee may be selected to receive a one hundred dollar (\$100) per month stipend to serve as the Deputy County Clerk. The County Clerk is under no obligation to pay this stipend, may start and stop the payment at their sole discretion, and may choose any departmental employee to receive the stipend.
- C. Deputy County Treasurer Stipend. At the County Treasurer's sole discretion, one (1) employee may be selected to receive a one hundred dollar (\$100) per month stipend to serve as the Deputy County Treasurer. The County Treasurer is under no obligation to pay this stipend, may start and stop the payment at their sole discretion, and may choose any departmental employee to receive the stipend.
- D. Field Training Officer Pay. The Sheriff **may** authorize a Field Training Officer program and payment for those that act as field training officers in accordance with the Sheriff's Department general order. A copy of the General Order must be on file with the Director of Human Resources in order for payment to be made. An employee may be compensated at fifty cents (\$.50) per hour for all hours that the trainee is actually with the field training offer up to a maximum of forty-three dollars (\$43) per pay period.
- E. Community Corrections Extra Duty Pay. At the Community Corrections Director's sole discretion, a stipend of fifty dollars (\$50) per pay period may be paid in order to compensate for additional assigned caseload greater than the caseload intended at hire. This stipend is not to be paid for normal fluctuations in caseload, but to compensate for additional territory or to cope with a vacancy or leave of absence. The Community Corrections Director is under no obligation to pay this stipend, may start and stop the payment at their sole discretion, and may choose any qualified departmental employee to receive the stipend.
- F. Interim Director. The Board of County Commissioners may, by official action, appoint an existing employee to be the interim director of a department. Upon approval of the official action, the employee shall be compensated an additional one hundred seventy five dollars (\$175) per week for the duration of the appointment or until other action by the Board of County Commissioners. If the employee thus appointed is non-exempt, the employee's status will be changed to exempt. If the additional compensation stated in this paragraph does not cause the employee to meet the minimum salary requirements for an exempt employee, the employee's salary shall be set at the minimum salary

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PERSONNEL POLICIES AND PROCEDURES

requirements for a salaried employee. A non-exempt employee shall be allowed to keep any accrued compensatory time during the interim appointment. The employee will not be allowed to use or accrue any compensatory time during the appointment. If the employee is named the permanent director, the employee will be paid the compensatory time at the last hourly rate prior to the start of the interim appointment.

- G. Wastewater Technician/Water Plant Operator Stipend. At the Public Works Director's sole discretion, up to two (2) employees may be selected to receive a twenty dollar (\$20) per pay period stipend to serve as the backup Wastewater Technician/Water Plant Operator. The employees so designated must be fully qualified to operate the facilities at the current KDHE level. The Public Works Director shall notify the Human Resources Director regarding the employees thus designated. Employees shall not be eligible for the stipend if they are not available to work for more than six (6) days of the pay period.

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PERSONNEL POLICIES AND PROCEDURES

Section 30:
EMPLOYMENT

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 11, 2017
SUPERSEDES: September 1, 2010

POLICY NO. 30.00

SUBJECT: Orientation of Employees

A. Geary County strives to have an orientation where new employees complete required paperwork. Paperwork shall consist of required federal forms and policy acknowledgements. Upon employment, all new county employees shall subscribe to a loyalty oath in accordance with K.S.A. 75-4308.

B. Beginning March 2016, I-9 verification and information needed for payroll processing is recorded in the Human Resources Department. Prior to March 2016, the County Clerk recorded I-9 verification.

C. Employee benefits are administered by Human Resources.

D. A review of the personnel manual, supplemental departmental manuals, etc. should be provided to employees on their first day of work by the employing department.

E. The Department Head shall also administer a program of orientation for new employees. The purpose of this program is to provide new employees with a sense of familiarity with Geary County Government, facilities, policies, procedures, regulations and philosophy toward employees. Further, the department head shall include an introduction to the department's mission, organization, and facilities, and to the employee's co-workers.

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PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 4, 2019

POLICY NO. 30.02

SUPERSEDES: March 24, 2018

SUBJECT: Employee Classifications

For purposes of this manual, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 37.5 hours per week who were not hired on a limited-term or temporary basis. Eligible for full benefits.

Part-Time Employees - Employees who regularly work fewer than 37.5 hours per week and is anticipated to work more than 900 hours in a year. Eligible for statutory benefits and limited other benefits.

Intermittent/Temporary/Seasonal Employees – Employees hired to conduct work on an intermittent basis, seasonal work, provide fill-in or short duration jobs. Employees work less than 900 hours in a year.

Elected Officer/Official - County Clerk, Register of Deeds, Treasurer, Sheriff, and County Attorney are elected officials in Geary County. They are responsible to the electors of the county, state statutory requirements, and fiscally responsible to the Board of County Commissioners. They do not earn or report any forms of leave time but are eligible for other benefits offered to Geary County employees. County Commissioners are elected officers responsible to the electorate of Geary County and are eligible for benefits offered to Geary County employees.

Appointed Officer - Certain officials, appointed through resolution by the Board of County Commissioners to perform statutory or other duties defined by the resolution. These officials are responsible to the Board of County Commissioners and are designated as officers of Geary County government. Appointed officers are subject to the same leave and benefits as Full-Time employees. At this time, these officers include: Appraiser, Human Resource Director, Public Works Administrator, County Counselor, Emergency Management Director/Rural Fire Chief, and Health Department Director.

Department Head (non officer) - Certain department heads have been selected to lead specific areas of the governmental operations. They are, as other employees, hired at-will and entitled to the leave and benefits of full-time employees of Geary County. Many times they are heading a jointly funded department with the City of Junction City or State of Kansas as a partner. At this time, these department heads include: Animal Shelter, CVB Director, Director of Planning and Zoning and GIS, and Community Corrections.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 30.04

SUPERSEDES: January 2002

SUBJECT: Employee Recruitment and Selection

Geary County Human Resource Department is responsible for recruitment and pre-screening of applicants for all vacancies that occur.

Current employees who wish to apply for a different County position must complete a Geary County application and submit it to Human Resources.

If a current employee is selected for a different position with Geary County, salary adjustments may be made depending upon the salary range the employee is currently on and the salary range of the vacant position.

- If the vacant position is on the same pay range, it will be a lateral transfer and the employee will keep the same pay they are currently earning.
- If the vacant position is on a lower pay range, it will be a voluntary demotion and the employee's pay will be lowered to a rate determined by Human Resources.
- If the vacant position is on a higher pay range, the pay rate will be the beginning rate listed for the new range. If an employee is already making more than the starting rate for that range, Human Resources will determine the promotional pay rate which will be higher than the employee is currently earning.

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PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 30.06

SUPERSEDES: January 2002

SUBJECT: Job Descriptions and Classifications

All non-elected positions of Geary County will have a current job description on file in the Human Resources Department. The job description will include the main responsibilities and duties of the position and the minimum qualifications.

1. Copies will be distributed as follows:
 - a. The original shall be filed in the Human Resources Department.
 - b. One copy shall be given to the Department Head or Elected Official.
 - c. One copy shall be given to the employee.

Purposes of job descriptions:

1. When a position is vacated, the job description will be used to determine the minimum qualifications for the applicants.
2. The job description shall be used in salary administration; it serves as the justification of how the position is classified on the Pay Plan.
3. The job description will be a tool for performance appraisal.
4. The job description outlines the main responsibilities and duties of the position. It is not intended to be all-inclusive.

Request for change on a job description:

1. When the content of a position changes significantly, the job description will need to be adjusted accordingly. The Department Head or Elected Official must contact Human Resources to request the changes. The Human Resource Director will set the classification and pay range changes if warranted and obtain approval to make the classification adjustment from the County Commission.
2. An employee that would like to request any type of change should contact the Department Head or Elected Official. After discussing the change, the Department Head or Elected Official should either request the change as outlined above or explain to the employee why a request would not be appropriate.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: August 25, 2018

POLICY NO. 30.08

SUPERSEDES: September 1, 2010

SUBJECT: Salary and Wage Scale

A. The County's salary and wage schedule is comprised of ranges relating to the requirements of the position, not the qualifications, performance, or longevity of the employee. Salary and wage schedules are published by the Human Resource Office separately and are reviewed and/or revised annually by the Board of County Commissioners.

B. The Human Resource Director, with the approval of the County Commission is the only person authorized to make changes to the classification of a position and assign classifications to the pay plan.

C. Nothing contained within shall be construed to allow the department to violate budget authority or the cash basis law.

D. Non-exempt Employees.

1. New Hires. New hires may be compensated above the entry rate only if the applicant has direct related previous experience above the minimum qualifications listed on the job description. A new hire may receive \$.25/hour more for every twenty-four (24) months of direct related experience up to a maximum of two dollars and fifty cents (\$2.50) per hour. The Department Head must make a reasonable effort to verify the experience. After verification, the Department Head must request approval from the Director of Human Resources.

2. Promotions. Employees being promoted through the competitive selection process may be compensated in the new range at the rate that is equal to the percentage difference between the starting rate between the old range and the new range. The Department Head may compensate the employee at a lower rate as long as the employee is not compensated below the minimum rate of the new range.

3. Demotions. Employees demoted, either involuntary or voluntary, may be compensated in the new range at the rate that is equal to the percentage difference between the starting rate between the old range and the new range. The Department Head may compensate the employee at a lower rate as long as the employee is not compensated below the minimum of the new range or above the maximum of the new range.

4. Reclassifications. Salary movement will be treated as promotions or demotions as described above depending on the situation. All reclassifications must be approved by the Board of County Commissioners.

5. Reallocations. Salary movement will be treated as promotions or demotions as described above depending on the situation. All reallocations must be approved by the Board of County Commissioners.

E. Exempt Employees. All salary movements for exempt personnel, except for compensation at the minimum of the salary range, must be approved by the Board of County Commissioners.

F. Department Heads and Elected Officials. The Board of County Commissioners must approve all starting salaries and salary movements. Starting salaries for Department Heads

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

and Elected Officials will be based on qualifications, regardless of the prior incumbent's salary or filing fee. Department Head and Elected Officials salary may be reviewed annually or from time to time as the Board of County Commissioners sees fit.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 30.10

SUPERSEDES: January 2002

SUBJECT: Employee Service Credit

"Length of service" refers to the length of time that our employees have been employed as active full-time or part-time employees with Geary County. Service begins on the day you become a full-time or part-time Employee.

Length of service may be used in determining certain employee benefits, such as time-off benefits. A break in service will cause the employee anniversary date and subsequent benefits to reset to the beginning of their most recent employment with Geary County. Each employee (except temporary employees and limited-term employees) will be assigned two employment dates which will affect various personnel actions and employee benefits. These dates are the Anniversary Date and the Position Service Date.

Anniversary Date - An employee's anniversary date relates to total continuous county service and is used to determine eligibility for sick leave, vacation leave, service awards, and retirement. An employee's initial anniversary date will be the date of original appointment to a position with the County.

Position Service Date - An employee's position service date is the date of appointment to the employee's current position and may be used for establishing pay within a range and in individual department's standard operating procedures for determining seniority or for other purposes.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010
SUPERSEDES: N/A

POLICY NO. 30.12

SUBJECT: Employee Identification Cards

Every employee will be issued a Geary County Identification Card (ID Card). Each department will stipulate when the ID Cards are to be worn. The ID Card shall be kept secure by each employee and available for use. The ID Cards are Geary County property and must be returned upon your separation from employment.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 30.14

SUPERSEDES: January 2002

SUBJECT: Separation from Employment

Upon separation of service with Geary County, all County property including, but not limited to, this employee manual/handbook, keys, identification cards, equipment, uniforms, etc. must be returned at separation. Employees also must return all of the County's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the County for any unreturned items.

As noted previously, all employees are employed at-will and nothing in this manual changes that status.

Voluntary Resignation

Employees should notify their supervisor or department head in writing of their intention to leave their position and indicate what their last date at work will be. Employees who voluntarily resign will be paid for earnings up through their last day at work plus accrued compensatory time and accrued annual leave up to the maximum allowed for years of service. (See Annual Leave policy for information on maximum accrual and maximum payout.) If you are in no-call/no-show status for two (2) days, we will assume voluntary resignation from your position.

Involuntary Discharge

Employees who are involuntarily terminated will be notified in writing. Those employees will be paid for earnings up through their last day at work plus accrued annual leave up to the maximum allowed for years of service and accrued compensatory time.

Retirement

Employees should notify their supervisor or department head in writing of their intention to leave their position and indicate what their last date at work will be. Employees who are eligible to retire according to KPERS rules will be paid for earnings up through their last day at work plus accrued annual leave and sick leave up to the maximum allowed for years of service at retirement. (See Annual Leave and Sick Leave policies for information on maximum accrual and maximum payout.)

Upon retirement, any employee, who retires with KPERS retirement benefits and not yet age 65, is eligible to continue on the group health insurance plan (single or family plan) with the county paying for ½ of the single premium. Should the retired employee default, take insurance with another company, cancel the policy, or when they turn 65, the payments will stop.

Exit Interview

Employees who resign may be requested to participate in an exit interview with their department or Human Resources.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 30.16

SUPERSEDES: January 2002

SUBJECT: Employment References

Geary County will respond to reference requests through the Human Resources Department. The County must provide public information concerning the employee or former employee such as date of hire, date of separation from employment, salary and positions held. Unless a request is made in writing by a present or past employee to include more information, only the following information will be provided in response to a request for employment references and/or verification: dates of employment, pay rate, job description and duties, wage history, written employee evaluations that were given to the employee, and whether the employee is eligible for rehire. Human Resources may require that any requests for reference information be in writing.

Individual departments may give references if they have a signed release from the employee in hand. The department head shall make notation of the reference they gave, whether verbal or written, provide a copy to Human Resources to be filed in the former employee's file. Only the Human Resources Department will provide references without a signed release

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: October 13, 2015

POLICY NO. 30.18

SUPERSEDES: September 1, 2010

SUBJECT: Residency

A. As good stewards of tax payer's money, Geary County desires to hire the best qualified candidate for any position. If two (2) candidates are equally qualified, preference will be given to Geary County residents.

B. Certain positions may be subject to response time restrictions. In those cases, employees shall be notified by their Department Head of the requirement. It shall be the duty of the employee to comply with the requirement no less than ninety (90) days after notification.

C. Geary County vehicles shall not be assigned to be taken home by employees that reside outside the boundaries of Geary County unless approved by the Board of County Commissioners.

D. It shall be the responsibility of the employee to notify their Department Head of changes to address, telephone numbers and emergency contacts. The employee may be required to comply by using a form provided by management or by an employee self-service portal.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: February 9, 2019

POLICY NO. 30.20

SUPERSEDES: September 1, 2010

SUBJECT: Required Licenses

A. Employees employed in positions that requires a certain type of licenses, (e.g. driver's license, nursing, etc.), endorsements or certifications are required to maintain that licenses, endorsements, and/or certifications in good standing and comply with any applicable federal, state, or local laws, ordinances or resolutions or other County policies. It is the employee's responsibility to maintain that license in a current and valid state throughout the course of employment. Proof of renewal will be required, and any change in status of the employee's license must immediately be reported to the employee's supervisor.

B. A copy of the employee's current license must be maintained in the official personnel file.

C. Geary County does not generally pay for employees to obtain a license or for license renewals. However, with the approval of the Board of County Commission, subject to budgetary constraints, a Department Head, at his/her sole discretion, may reimburse employees for **required** licenses, endorsements, and certifications, with the exception of a Class C driver's license.

GEARY COUNTY
PERSONNEL POLICIES AND PROCEDURES

Section 40:

**GENERAL STANDARDS OF
CONDUCT**

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.00

SUPERSEDES: N/A

SUBJECT: Behavior Policy

Maintain a positive work atmosphere by acting and communicating in a professional and friendly manner with customers, citizens, co-workers and management.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 4, 2019
SUPERSEDES: September 1, 2010

POLICY NO. 40.02

SUBJECT: Punctuality and Attendance

A. Attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on ~~your~~ fellow employees and supervisors. Geary County expects excellent attendance. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

B. Employees that will be absent are expected to notify their supervisor as early as possible, but no later than the start of the shift or in compliance with departmental policy. Another employee, friend or relative may not contact the department to give this notice and will be considered improper and constitutes grounds for disciplinary action. The employee must contact his/her supervisor, in the manner directed by the department head, stating the nature of the absence and its expected duration, every day that the employee is absent unless instructed otherwise by your supervisor, Department Head, or approved Family and Medical Leave documents. Only in cases where the employee is medically unable to personally report their absence, notification may be made by a family member.

C. The employee must remain in contact with their supervisor if anything changes regarding their absence which might require them to be away from work longer than originally reported.

D. Some individual departments may have more stringent notification procedures due to business purposes. Departmental policy, as long as it is not in conflict with these policies, will determine notification procedures.

E. An employee that has not called-in or shown up for work (no-call/no-show) for two (2) consecutive scheduled days of work will be considered to have voluntarily resigned his/her position.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010
SUPERSEDES: January 2002

POLICY NO. 40.04

SUBJECT: Reserved

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 11, 2017
SUPERSEDES: September 1, 2010

POLICY NO. 40.06
PAGE: 1 of 2

SUBJECT: Standards of Conduct

A. Geary County endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

B. Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the County's sole discretion. The following are examples of some, but not all, conduct which will be considered misconduct:

1. Making a false statement of material fact in the employee's application for employment or promotion, in any employment documentation or in any testimony given.
2. Failure to do your job as described on your position description, as directed by supervisor or as described in departmental procedures.
3. Stealing, removing or defacing County property or a co-worker's property, and/or disclosure of confidential information.
4. Completing, altering or otherwise handling another employee's time records.
5. Willfully claiming or showing more hour worked on time sheets than actually worked.
6. Improper use of leave privileges.
7. Dishonesty.
8. Violation of safety rules and policies.
9. Fighting, threatening, or disrupting the work of others or other violations of Geary County's Workplace Violence Policy.
10. Unreasonable or abusive treatment of a client or citizen.
11. Insubordination or disobedience of a lawful management directive or the policies and provisions of this manual, departmental supplemental manuals or otherwise made known to employees
12. Use of foul or inappropriate language.
13. Loitering or loafing during work time, or leaving a work area without the permission of management.
14. Violation of the Punctuality and Attendance Policies, including but not limited to irregular attendance, excessive tardiness or unexcused absences.
15. Stopping work prior to the end of any shift without supervisor's permission.
16. Willful or careless destruction or damage to County assets or to the equipment or possessions of another employee.
17. Failure to report damage to County property or work-related injury whether you are personally involved or are a witness.
18. Performing work of a personal nature during working time.
19. Verified violation of any federal or state law, or County resolution or local ordinance.
20. Violation of the Behavior Standard.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Standards of Conduct

POLICY NO. 40.06

PAGE: 2 of 2

21. Unauthorized possession, theft, damage, distribution, sale or removal of property, goods or services owned by Geary County or its employees.
22. Engaging in conduct that causes disrepute to the position which the employee holds or to the department or County or which calls into question the ability of such employee to appropriately function in a responsible and effective manner as a public employee. Employees must notify the County immediately if they are charged of a criminal violation.
23. Willful abuse or misappropriation of Geary County funds, material, property or equipment.
24. Any other violation of County or departmental policy, provision or procedures

C. Not every type of misconduct can be listed. Note that all employees are employed at-will, and Geary County reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The County will deal with each situation individually and nothing in this manual should be construed as a promise of specific treatment in a given situation. However, Geary County supervision may utilize progressive discipline but it reserves the right in its sole discretion to terminate an employee at any time for any reason or for no reason.

D. Corrective action by a department head or supervisor shall be exercised as is appropriate to the immediate problem. Depending upon circumstances, corrective action may include oral warning, written warning, suspension from work, and/or discharge. Any of these actions should be documented by supervision and included in the employee's personnel file.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.08

SUPERSEDES: January 2002

SUBJECT: Employee Dress and Personal Appearance

As public employees, all employees are representing Geary County. Therefore, it is the policy of the County that each employee's dress, grooming and personal hygiene be appropriate to the work situation.

Employees are expected at all times to present a professional, businesslike image to the public we serve. Acceptable personal appearance, like proper maintenance of work areas, is an on-going requirement of employment with the County. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, sweat suits, shorts, athletic wear (e.g. oversize jerseys, athletic uniforms, or clothing similar to what is worn for sports game play), novelty t-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a businesslike appearance.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- Sideburns, moustaches and beards should be neatly trimmed.
- Tattoos and body piercings (other than earrings) should not be visible.

Employees who do not regularly meet the public should follow basic requirements of safety and comfort but should still be as neat and businesslike as working conditions permit. Ripped, disheveled clothing, sweat suits or similarly inappropriate clothing will still not be allowed.

Certain employees may be required to meet special dress, grooming and hygiene standards, such as wearing uniforms, depending on the nature of their job. It is the employee's responsibility to comply with specific departmental dress regulations.

On a departmental level, a department head may allow employees to dress in a more casual fashion than is outlined above. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, sweat suits athletic wear (e.g. oversized jerseys, athletic uniforms, or clothing similar to what is worn for sports game play) or similarly inappropriate clothing.

In any case, it is the department head's authority to determine what is appropriate and inappropriate for representing their department. Any employee who does not meet the standards of this policy or their supervisor's determination will be required to take corrective action, which may include leaving the premises. Any employee sent home will use annual leave for any work time missed because of failure to comply with this policy. Violations of this policy also may result in disciplinary action. This policy is not intended to apply to Law Enforcement personnel working in undercover operations.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.10

SUPERSEDES: January 2002

SUBJECT: Duty to Cooperate and Searches/Inspections

Duty to Cooperate

In the course of the County's operations, it may become necessary to investigate and inquire about such matters as, e.g., injury or treatment, the possible breach of the county's rules and policies or alleged discriminatory practices or incidents. It is important that each employee recognize and understand that he or she has the duty to fully cooperate with such an investigation or inquiry and for that employee to reveal any information that may bear on the investigation or inquiry. This may include both oral interviews of the employee and/or asking the employee to provide a written statement about the incident or matter. Failure to do so may result in discipline up to and including immediate discharge.

Searches/Inspections

Geary County may, for legitimate business purposes, reasonably search and inspect the contents of County-owned vehicles, structures, equipment, and furniture of any kind, including offices, desks, lockers, files and file cabinets, at any time and for any reason. Employees are encouraged to refrain from storing on or in County-owned property any personal articles, including but not limited to personal correspondence sent to County offices or sent or received through County electronic information systems, that employees do not want County supervision to inspect. By accepting initial and continued employment, each County employee is considered to have consented to unannounced searches of his/her work area upon request. Searches or inspections of employee's personal vehicles parked on County property or at County worksites, and searches or inspections of employee personal containers brought onto County property or County worksites, such as purses, briefcases, backpacks/fanny packs, and lunch containers, will only be conducted with employee consent. If an employee refuses to consent with such searches or inspections, the employee is subject to disciplinary action up to and including discharge of employment.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.12

SUPERSEDES: January 2002

SUBJECT: Conflict of Interest and Business Ethics

It is Geary County's policy that all employees avoid any conflict between their personal interests and those of the County. The purpose of this policy is to ensure that the County's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the County.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the County, by any employee who is in a position to directly or indirectly influence either the County's decision to do business, or the terms upon which business would be done with such organization.
2. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the County.
3. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the County.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value. Generally, employees shall not accept item(s) of value more than \$25 from any person who is attempting to influence the employee with regard to the operation of the county's business. The employee shall report such attempts to the department head or Human Resources.

It is your responsibility to report to your department head or Human Resources, any actual or potential conflict that may exist between you (and your immediate family) and the County.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010
SUPERSEDES: January 2002

POLICY NO. 40.14
PAGE: 1 of 2

SUBJECT: Use of Communication and Computer Systems

All of Geary County's communication and computer systems are County property intended for business purposes and may be used only during working time; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other County policy. This includes the voice mail, e-mail and Internet systems, cell phones, pagers, and any future communication technology that the County may purchase for use. Users have no legitimate expectation of privacy in regard to their use of the systems. Verbal statements made as to the usage of these devices do not supersede this policy.

Geary County may access all systems and obtain the communications within the systems, including past voice mail, text, e-mail messages, etc. without notice to users of the system, in the ordinary course of business when the County deems it appropriate to do so. The reasons for which the County may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring appropriate use of systems; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that County operations continue appropriately during an employee's absence.

Further, Geary County may review Internet usage to ensure that such use with County property, or communications sent via the Internet with County property, are appropriate. The reasons for which the County may review employees' use of the Internet with County property include, but are not limited to: maintaining the system; assuring appropriate use of the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that County operations continue appropriately during an employee's absence. The history setting in your internet browser shall always be set to keep 2 weeks of internet use history.

Downloading files from the internet shall not be done without authorization from your supervisor or department head. If granted authorization, you must use virus scan software.

E-mail is an important business tool, but it is also a popular way to distribute a virus and other malicious software. You should regard all e-mail from unknown sources with suspicion and never open it if the sender is unknown or the mail is not expected.

Instant messaging programs are prohibited.

The County may store electronic communications for a period of time after they are created. From time to time, copies of communications may be deleted. Under preservation of evidence rules, some electronic communications must be preserved indefinitely in case of future litigation. See Policy 20.26 regarding Record and Document Retention.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Use of Communication and Computer Systems

POLICY NO. 40.14

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The County's non-harassment policy applies to the use of the County's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on any person or group's characteristics.

Since the County's communication and computer systems are intended for business use, these systems may not be used to solicit for religious, political or other personal causes.

Further, since the County's communication and computer systems are intended for business use, all employees, upon request, must inform appropriate supervision of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's electronic communication or computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may operate the camera feature on a cell phone on county property or while performing work for the County unless it is for official business.

The use of tape recorders, cameras or other types of voice or video recording devices anywhere on County property, or anywhere County business is being conducted including to record conversations or activities of other employees or supervision, or while performing work for the County, is also strictly prohibited, unless the device was provided to you by the County or the device was authorized to be used by your Department Head and any recording is to be used solely for legitimate County business purposes.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.16

SUPERSEDES: January 2002

SUBJECT: Electronic Communication: Blogging/Social Network Sites

Geary County respects the right of any employee to maintain a blog or to participate in social networking sites during their personal time. (Hereinafter, the term “electronic communication” includes all forms of communication and associated sites including social networking sites, e-mail, blogs, wikis, etc.) However, to protect the County's interests and ensure employees focus on their job duties, employees must adhere to the following rules:

1. All rules of personal use of County electronic equipment contained elsewhere in this manual apply to electronic communication.
2. All rules regarding confidential information apply in full to electronic communication. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in an electronic communication.
3. If employees mention the County in an electronic communication and also express a political opinion or an opinion regarding the County's actions, the poster must specifically note that the opinion expressed is his/her personal opinion and not that of the County.
4. Any conduct which under County policy or applicable law is not permitted if expressed in any other form or forum is also not permitted if expressed through an electronic communication.
5. Photos shall not be posted on your personal site that include your or other employees in Geary County uniform, in the identifiable workplace or with identifiable Geary County equipment, as that implies a connection between what you are posting personally and your position with Geary County.

Further, the County encourages all employees to contemplate the speed and manner in which information posted on an electronic communication can be relayed and often misunderstood by readers. Thus, subject to the limited restrictions above, while an employee's free time is generally not subject to any restrictions by the County, the County urges all employees to not post information regarding the County or their jobs which could lead to morale issues in the workplace or which could detrimentally affect the County's business.

Supervisors should not allow subordinate employees access to personal social network pages (E.g. don't allow subordinate employees to be “friends” on Facebook). This applies not only to those employees you have direct supervision of, but also any who would be in a subordinate role should they be placed in your office or on your shift.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 13, 2010

POLICY NO. 40.18

SUPERSEDES: September 1, 2010

SUBJECT: Personal Cell Phone Usage

Usage in the Workplace:

Department heads may determine when and where it is appropriate for employees to use cell phones in the workplace during work hours.

Under no circumstances are pictures to be taken of employees, members of the public, the worksite or at any time during your shift of employment.

Usage While Driving on County Business:

Employees with cell phones must refrain from using their phones while driving for talking or texting. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call or text message. If acceptance of a business call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Certified Law Enforcement officers are exempt from the Kansas law regarding a ban on texting while driving. Occasionally there is also a business necessity for an officer to place or receive a cell phone call while driving. These shall be limited to business necessity and does not imply permission to conduct personal conversations via cell phone or texting while driving.

Employees who do not drive County cars but use a cell phone for business use also must abide by the above regulations.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010
SUPERSEDES: January 2002

POLICY NO. 40.20

SUBJECT: Driving in the Course of Employment

All employees authorized to drive County-owned or leased vehicles or personal vehicles in conducting Geary County business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately. Any ticket or citation incurred due to the employee's driving is the employee's responsibility.

A valid driver's license must be in your possession while operating a vehicle off or on County property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Passengers not employed by the county are prohibited to travel in a county vehicle unless going to the same function, are on official business, and such use is authorized by the department head.

Employees with cell phones must refrain from using their phones while driving for talking or texting. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call or text message. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

If you are involved in an automobile accident while driving a county vehicle or personal vehicle in the course of employment, you shall report it immediately to your department head; obtain the name and address of each driver, passenger and witness; and obtain the name of the insurance company and policy number for each vehicle involved.

At the scene of an accident, the driver shall be subject to post-accident drug and alcohol testing if the accident results in the following:

1. Human fatality; or
2. Bodily injury with immediate medical treatment away from the scene; or
3. Disability damage to any motor vehicle requiring tow away or other significant property damage; or
4. Reasonable suspicion.

Those who use a county vehicle as part of the job must take reasonable care of the vehicle. This includes cleaning to prevent deterioration of interior/exterior and checking fluid levels to ensure safe operation. Any mechanical problems must be immediately reported to the supervisor or department head.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018

POLICY NO. 40.22

SUPERSEDES: September 1, 2010

SUBJECT: Hiring Relatives/Employee Relationships

A. No person shall be employed where he/she is supervised by a member of his/her immediate family. Supervision means direct supervision as well as indirect supervision. This includes situations whereby one (1) employee may have the authority to direct the work of another employee. Under no circumstances shall any employee or elected official be involved in the discipline of an immediate family member or others with whom there is a close, personal relationship. Supervisors may not hire, promote or directly supervise any person with whom they have a personal relationship, nor may they engage in any personal relationship with their own subordinate employees or other subordinate employees. If a personal relationship develops between a supervisor and subordinate, both employees are required to inform their department head and the County Human Resource Director.

B. **County discretion:** The County reserves the right to use its discretion in the hiring and placing of relatives of its current employees and to prevent and/or eliminate any personal relationships between supervisors and subordinates that may develop so as to prevent actual or perceived conflicts of interest.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.24

SUPERSEDES: January 2002

SUBJECT: Confidential County Information

During the course of work, an employee may become aware of confidential information about Geary County's business or citizen's business. Much of the information gathered is of a public nature and is subject to the Freedom of Information Act, however, each department will have rules regarding the release of information which you must familiarize yourself with and follow.

The Geary County Freedom of Information Act contact is the County Clerk. She will answer any questions regarding our requirements under the Freedom of Information Act. An employee also may become aware of confidential information belonging to the County's citizens. It is extremely important that all such information remain confidential as appropriate.

Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the County may be subject to disciplinary action up to and including discharge.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.26

SUPERSEDES: January 2002

SUBJECT: Health and Safety

The health and safety of employees and others on County property are of critical concern to Geary County. The County intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the County's premises, or in a product, facility, piece of equipment, process or business practice for which the County is responsible should be brought to the attention of management immediately.

- Open flame candles are not allowed in buildings owned or leased by Geary County.
- Use of extension cords shall be kept to a minimum, assuring they are of the quality and size needed for the use. Under no circumstances shall these cords be in a location where they could become a tripping hazard.
- Fans and space heaters must be UL approved/rated and used only with the awareness and approval of your department head. It is preferred that only county-owned fans and heaters be used.

Periodically, the County may issue rules and guidelines governing workplace safety and health. The County may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident. (See also, policy 50.26 on Workers' Compensation.)

Use of Prescription Medications

If you are using prescription or over-the-counter medications that may impair your ability to perform your job safely, you must report such use to the supervisor before starting or resuming work. If you discover that such medication impairs or adversely impacts your ability to work, immediately stop working and report this condition to your supervisor.

It is expected that you will follow all dosing instructions for proper use and to minimize side-effects of these medications.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: August 25, 2018

POLICY NO. 40.28

SUPERSEDES: September 1, 2010

SUBJECT: Smoking

A. It is the policy of Geary County to comply with all applicable federal, state, and local regulations regarding smoking in the workplace as well as provide a safe and healthy environment for its employees. As a means of achieving such an environment, smoking is not allowed in any county facility or county owned vehicle.

B. For purposes of this policy, the term “smoking” means and includes the use of lighted cigarettes or cigars, pipes, pipe tobacco, loose-leaf tobacco, tobacco substitutes, vapor producing electronic or e-cigarettes, including chemical supplies, chargers, batteries, atomizers, and any other items related to the functioning of “electronic” or “e cigarettes”.

C. Smoking is permitted outside County buildings beyond a ten (10) feet radius from any doorway, open window or air intakes leading into the building.

D. Violations of this policy may be punishable under the provisions of K.S.A. 21-4009 et seq., as amended (Kansas Smoke Free Indoor Clean Air Act) and may subject employees to disciplinary action up to and including termination of employment in accordance with the County’s policies and procedures.

E. All Department Heads are responsible for enforcement of this policy in the same manner as other County policies and rules.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.30

SUPERSEDES: January 2002

SUBJECT: Use of Facilities, Equipment and Property, Including Intellectual Property

Facilities, machinery and equipment are essential in accomplishing job duties, are often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the County's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the County is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.32

SUPERSEDES: January 2002

SUBJECT: Political Activity

Employees have the right to exercise First Amendment freedoms with regard to political issues; however, no employee shall use his position with the County to campaign, influence, solicit, or otherwise affect the vote or political activity of any person. Furthermore, such activities shall not be permitted during the course of the workday or upon County property.

This includes but is not limited to:

- Soliciting votes for a ballot issue or candidates
- Soliciting contributions or volunteer efforts for a campaign drive of any type
- Soliciting signature for any type of political petition including but not limited to: candidate nominations, recall petitions, issue petitions, etc.

Also, employees should be aware that discussing such issues in the workplace or during work hours with a member of the public or in a place where it may be overheard by a member of the public is not appropriate for the public service positions we hold. Care shall be taken to assure that casual conversation with co-workers about current events doesn't cross into a political stance that may be misconstrued as reflecting a political stance of your department or Geary County.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.34

SUPERSEDES: January 2002

SUBJECT: Solicitation and Distribution of Materials

Conducting county business in a professional and efficient manner is everyone's responsibility. Solicitation of any kind, whether by employees or of employees, for the purpose of selling merchandise, goods, services or for the distribution of literature or petitions, may be allowed in non-public areas of county buildings upon approval of department heads if it is conducted in a discrete manner. This is a privilege that may be revoked at any time if it is disruptive to any office or employees. Employees should conduct this type of personal business during their break time. Any person wanting to conduct business with county employees need to make sure they have the proper permits and registration that may be required to conduct business in Junction City.

Civic and service organizations may post flyers on appropriate bulletin boards.

Bulletin Boards

Important notices and items of general interest are continually posted on bulletin boards in the various buildings. Make it a practice to review it frequently. Some bulletin boards are for official use only while others may allow public posting. Please contact your department head before posting information.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 40.36

SUPERSEDES: January 2002

SUBJECT: Publicity/Statements to the Media

All media inquiries regarding the County and its operation must be referred to your Department Head. No employees, unless specifically designated by their Department Head or the Board of County Commissioners, are authorized to make those statements. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the County must first obtain approval from their Department Head or the County Commissioners.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

Section 50:

BENEFITS

Benefits Overview

In addition to good working conditions and competitive pay, it is Geary County's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as annual leave and sick time and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs Geary County provides for you and your family. Of course, the information presented here is intended to serve only as guidelines. The details of those plans are spelled out in the official plan documents, which you are given upon employment and each year at open enrollment. They are also available for review upon your request from the Human Resources Department.

Further, Geary County (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the County intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact the Human Resources Department.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: November 5, 2016
SUPERSEDES: October 24, 2015

POLICY NO. 50.00
PAGE: 1 of 2

SUBJECT: Annual Leave

A. We recognize the importance of providing you with time for rest, relaxation, and personal business. For these purposes, we provide Annual Leave benefits. Full-time employees accrue paid annual leave time as follows:

Months of Continuous Service	Annual Leave Earned Per hour in pay status	Maximum Accrual per pay period for 75 hour employees	Maximum Accrual per pay period for 80 hour employees	Maximum Accrual per pay period for 86 hour employees	Maximum Payout upon Separation of Service
0 to 11	.040 hours	3.00 hours	3.20 hours	3.45 hours	40 hours
12 to 83	.062 hours	4.65 hours	4.97 hours	5.33 hours	128 hours
84 to 167	.077 hours	5.77 hours	6.17 hours	6.62 hours	160 hours
Over 168	.100 hours	7.5 hours	8.00 hours	8.6 hours	240 hours

B. Regular part-time employees working more than 25 hours per week but less than 37.5 hours per week will earn Annual leave at the rate listed above with the maximum accrual per pay period and maximum payout being the same as 75 hour per pay period employee.

C. Increases in the amount of leave earned due to months of service will occur on the first day of the pay period following the anniversary of employment that entitles employee to the new earning category.

D. Annual leave accruals may only be used once they appear on the employee's current earnings statement. Annual leave may be taken in no less than quarter hour increments.

E. Annual Leave will be scheduled so as to meet the operating requirements of the county, departmental seniority rights, and insofar as possible, the preference of the employees. Every effort will be made to grant your annual leave preference, consistent with our operating schedule. However, your department head or supervisor will approve or disapprove leave and may deny your requested leave. Employees that are denied vacation but fail to appear for work may be subject to disciplinary action up to and including termination.

F. Exempt employees are to report annual leave in one-half or full day increments only.

G. Departments will provide the method (paper or electronic) for requesting leave and may stipulate the deadlines for advance notification of leave. At this time, the Corrections and Clerical staff of the Sheriff's Department have an attendance and leave policy in supplement to this County policy which has been approved by the Board of County Commissioners. Any absence which does not conform will be considered unauthorized and may be grounds for disciplinary action. A pattern of unauthorized absences is considered misconduct.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Annual Leave

POLICY NO. 50.00

PAGE: 2 of 2

H. Tracking leave time earned and used is a dual responsibility. Employees and departments shall both keep records of leave time earned and used and periodically make certain their records match. Annually, the balances are turned into Human Resources for the audit.

I. When an employee is on annual leave and becomes ill during his/her annual leave, the employee may request the period of illness be charged to sick leave. The department head may require the employee to furnish proof of illness before the request is approved. Employees on Leave Without Pay will not earn annual leave for that time period.

J. Accrued, unused annual leave is paid out upon separation up to the maximum payout.

K. Subject to department head, human resources and budget constraints, an employee may receive permission to "sell-back" excess annual leave time for cash compensation. This leave may be turned in for compensation at any time agreed upon by the department head and human resources. The employee must use at least twelve days of annual leave five (5) of which must be consecutive, before being eligible to sell any leave back. The maximum amount of leave time an employee may sell per year is one (1) week or forty (40) hours, whichever is less.

L. If an Employee has not called-in or shown up for work (no-call/no-show) for two (2) scheduled days of work, consecutively, we will assume that you have voluntarily resigned your position. You will still be responsible for returning all county-owned property immediately.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018

POLICY NO. 50.02

SUPERSEDES: November 5, 2016

SUBJECT: Administrative Leave

A. Occasionally an emergency may arise whereby the Board of County Commissioners closes a building or facility for all or part of a day. In that instance, employees will not be charged annual leave for the time the facility is closed. If you are unable to report to work due to weather or other issues, and your building/facility has not been closed, you will be required to use accrued annual leave or compensatory time. Only the Geary County Commission or Chair of the Board of the County Commission may authorize administrative leave for building or facility closure.

B. The Director of Human Resources may authorize Administrative leave for a variety of employment related situations. Administrative leave may be used in conjunction with investigations, complaints, or at other times when it is deemed in the best interest of the County.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018
SUPERSEDES: November 5, 2016

POLICY NO. 50.04
PAGE: 1 of 2

SUBJECT: Sick Leave

A. Our sick leave policy is designed to provide paid time off for illness, medical appointment, or injury of the employee or the employee's immediate family. Sick leave is not an entitlement for extra days off, but rather an income protection benefit to be used only in time of need. The employee shall coordinate medical provider appointments with the employer so as to provide for the least amount of disruption to the operations of the department.

B. When an employee takes sick leave, he/she shall report the reason for the absence and the expected duration to his/her supervisor or department head. Notification shall be before or during the first hour the employee was scheduled to work, and the employee must speak directly to their immediate supervisor, department head, or as otherwise required by written departmental regulation, rule or policy. Voice mail or text messages are not acceptable methods of notification. If the employee is medically unable to personally report their absence, a family member may make notification. If the actual length of absence exceeds the time which was anticipated and reported, the employee shall notify the supervisor or department head of the new expected duration of sick leave. Sick leave must be used in increments not less than one-quarter hour.

C. Any absence which does not conform will be considered unauthorized and may be grounds for disciplinary action. A pattern of unauthorized absences is considered misconduct.

D. If your illness/injury or family illness/injury requiring you to take sick leave is more than three (3) days or will require several appointments with a health care provider, please let your supervisor and Human Resources know so that we can determine whether the Family and Medical Leave Act applies.

E. Tracking leave time earned and used is a dual responsibility. Employees and departments shall both keep records of leave time earned and used and periodically make certain their records match. Annually, the balances are turned into Human Resources for the audit.

F. Full-time employees in pay status at least 37.5 hours per week will earn sick leave as follows:

Sick Leave Earned Per hour in pay status	Maximum Accrual per pay period for 75 hour employees	Maximum Accrual per pay period for 80 hour employees	Maximum Accrual per pay period for 86 hour employees
.05 hours	3.75 hours	4 hours	4.3 hours

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Sick Leave

POLICY NO. 50.04

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G. Part-time employees working more than 25 hours per week but less than 37.5 hours per week will earn sick leave at the rate listed above with the maximum accrual per pay period the same as 75 hour per pay period employee.

H. Reserved.

I. Employees on Leave Without Pay will not earn sick leave for that time period.

J. Employee may utilize sick leave once it appears on the employee's pay stub.

K. Employees may not use sick leave once a resignation notice is given, unless there are pre-approved medical appointments.

L. An employee who retires from county service shall be compensated at the equivalent of the employee's rate of pay per day for 1/3 of the sick leave accrued or for 480 hours, whichever is less. (See specific provisions in section titled Resignation, Retirement, Discharge Policy #30.14)

M. Approval of sick leave taken by an employee shall be requested and/or reported in a manner approved by management. A department head may request verification and a health care provider's statement may be required. Failure to provide the requested certification of sickness or injury may result in loss of pay for the absence and may be grounds for disciplinary action. The employee must claim all sick leave for the pay period during which the leave is used. This report shall be made to the department head or other person designated for recording purposes.

N. If an employee's accumulated sick leave has been exhausted; the employee's earned annual leave will be used as sick leave. The employee may be subject to disciplinary action for being unavailable for work.

O. If an Employee has not called-in or shown up for work (no-call/no-show) for two (2) scheduled days of work, consecutively, we will assume that you have voluntarily resigned your position. You will still be responsible for returning all county-owned property immediately.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 50.06

SUPERSEDES: January 2002

SUBJECT: Sick Leave Donation

Any employee may assign up to 20% of their accumulated sick leave balance to any other employee who is unable to perform their duties due to any injury or illness. In order to qualify for the receipt of this donated time, the receiving employee must have exhausted all of their entitlement to paid time off including annual leave, sick leave, and compensatory time.

Department heads and supervisors may not solicit sick leave donations on behalf of an employee. Appointed officials and other department heads may not donate sick leave to employees.

The employee donating the sick leave must have a balance of not less than 15 days of accumulated sick leave prior to the donation. A sick leave donation form is available from Human Resources. This form must go to the department head for notification (not approval) and verification of leave balances. Donations may be made in one-half hour increments with a minimum donation of two hours and will be used only for that specific illness. The sick leave balance of the donating employee shall be reduced by an amount equal to the actual number of hours used by the receiving employee for that specific illness and will not accumulate as additional sick leave for the employee receiving donation.

No employee may receive more than 12 weeks of donated leave in a 12 month look-back period.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: June 17, 2017
SUPERSEDES: September 1, 2010

POLICY NO. 50.08
PAGE: 1 of 6

SUBJECT: Family and Medical Leave

Family and Medical Leave Act Leave

A. The County shall provide leave of absence for eligible employees as required by the Family and Medical Leave Act (FMLA). It is the policy of the County to grant eligible employees extended leaves of absence under certain circumstances covered by the federal Family and Medical Leave Act of 1993 ("FMLA"). The County complies with all applicable requirements of the FMLA. Nothing in this policy provides employees with any greater rights or protections than those provided by the FMLA, or limits or waives the County's rights or employees' obligations under the FMLA.

B. **Eligibility Requirements:** Employees generally are eligible for FMLA leave if they have worked for the County for at least 12 months (need not be consecutive), for at least 1,250 hours over the 12-month period immediately preceding the commencement of leave, and work at a County facility with at least 50 employees within 75 miles of that facility.

C. **Basic Leave Entitlement:** An eligible employee may be granted leave for up to 12 weeks of unpaid, job-protected leave during any 12-month period, based on a "rolling" 12-month period measured backward from the date of any FMLA leave usage, for any of the following reasons:

- Birth of a child and to care for the newborn child;
- Placement of a child with the employee for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the essential functions of the employee's job, including incapacity due to pregnancy, prenatal medical care, or child birth.

D. An employee's entitlement to leave for the birth or placement for adoption or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement. If two employees are married, each employee may make application for leave to the Director of Human Resources. At the discretion of the Director, in consultation with each employee's department head, each employee may be granted an entire twelve (12) weeks of leave. If the Director of Human Resources determines that granting the entire leave is not in the best interest of Geary County, the Director of Human Resources may limit leave time to not less than six (6) weeks for each employee.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Family and Medical Leave

POLICY NO. 50.08

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E. Definition of Serious Health Condition: A serious health condition for which leave is available as described above is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

F. Military Family Leave Entitlement: There are two types of military family leave-

- **Qualifying Exigency Leave.** An eligible employee may utilize up to 12 weeks of leave in a rolling 12-month period to assist a spouse, son or daughter, or parent who is in any of the armed services who is on, or has been called to, active military duty in any foreign country with certain "qualifying exigencies" relating to the active duty or call to active duty. Qualifying exigencies include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- **Military Caregiver Leave.** An eligible employee who is the spouse, son or daughter, parent, or next of kin of a "covered service member (as defined by the Act)" is permitted to take up to 26 weeks of unpaid, job-protected military caregiver leave in order to care for a covered service member with a "serious injury or illness (as defined by the Act)."

G. Use of Leave:

1. If leave is being taken due to the serious health condition of the employee, to care for a covered family member with a serious health condition, or to care for a covered family member who has sustained a serious injury or illness in the line of military duty, the leave may be taken intermittently or on a reduced leave schedule when medically necessary.
2. Employees must make a reasonable effort to schedule leave for planned medical treatment so as not to unduly disrupt the County's operations.
3. If leave is being taken due to a "qualifying exigency," the leave may be taken intermittently as required to take care of the "qualifying exigency."
4. If leave is being taken due to the care of a newborn child or the care of a child placed for adoption or foster care, the leave cannot be taken intermittently or on a reduced leave schedule unless the County agrees.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Family and Medical Leave

POLICY NO. 50.08

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H. The County reserves the right to temporarily transfer an employee who requests intermittent leave or a reduced leave schedule in order to receive planned medical treatment to an alternative position with equivalent pay and benefits if the alternative position better accommodates the County's needs and the employee's need for leave for planned medical treatment.

I. Substitution of Paid Leave for Unpaid Leave: The County requires employees to use accrued paid time off, including paid vacation and sick leave, while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the County's normal policies relating to the use of paid leave. The paid leave will run concurrently with the FMLA leave. Once all accrued paid leave has been used, any remaining FMLA leave will be unpaid. The entire leave period (both paid and unpaid) will be counted towards the employee's FMLA entitlement.

J. **Employee Responsibilities:**

1. Employees are required to complete or cause to be completed all required paperwork.
2. Employees are responsible to report all FMLA qualifying absences to the Human Resources Department.
3. Employees must provide at least 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal absence reporting procedures.
4. Additional reporting requirements and/or return to duty requirements may be required prior to restoration to employment.

K. Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Family and Medical Leave

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L. Certification:

1. If an employee requests leave due to his or her own serious health condition, or to care for a family member with a serious health condition, the County, in its discretion, may require a certification issued by the employee's or family member's health care provider.
2. If an employee requests leave because of a qualifying exigency, the County, in its discretion, may require a certification from the employee to support the request for leave.
3. If an employee requests leave to care for a covered servicemember rendered injured or seriously ill in the line of active military duty, the County, in its discretion, may require a certification completed by an authorized health care provider of the covered servicemember or an authorized representative of the Department of Defense.
4. When FMLA leave is occasioned by the employee's own serious health condition, the County requires, in the case of any leave of three or more consecutive days, a certification from the employee's health care provider that the employee is able to resume work.
5. Medical certifications will be kept confidential in accordance with applicable law.

M. County Responsibilities:

1. The County must inform an employee requesting leave whether he or she is eligible under the FMLA. If the employee is eligible, the notice must specify any additional information required, as well as the employee's rights and responsibilities. If the employee is not eligible, the County must provide a reason for the ineligibility.
2. The County must inform an employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the County determines that the leave is not FMLA-protected, it must notify the employee.

N. Benefits and Protections:

1. Health Insurance
 - a. During the period of the FMLA leave, an employee will be retained on Geary County's health plan under the same conditions that applied before the leave commenced. To continue health coverage, the employee must continue to make any contributions that the employee made to the plan before taking the leave. Arrangements to make these contributions must be made directly by the employee with the County Clerk's office.
 - b. The employee's participation in Geary County's health insurance program may be terminated if the employee's contribution to the employee's premium payment is more than thirty (30) days late. The employee's health insurance benefits will resume upon return to work. The employee's participation also ceases if the employee fails to return from leave or clearly states that the employee does not intend to return.
 - c. Geary County is entitled to recover health insurance premium payments made during the leave, as applicable, if the employee does not return to work.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Family and Medical Leave

POLICY NO. 50.08

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- d. In order to drop the coverage for an employee whose premium payment is late, Geary County must provide written notice to the employee that the payment has not been received. The cancellation notice must be mailed to the employee at least fifteen (15) days after the date of the late premium notice letter, unless the payment has been received by that date. If Geary County has established policies regarding other forms of unpaid leave that provide for Geary County to cease coverage retroactively to the date the unpaid premium payment was due, Geary County may drop the employee from coverage retroactively in accordance with that policy, provided the fifteen (15) day notice was given. In the absence of such a policy, coverage for the employee may be terminated at the end of the thirty (30) day grace period, where the required fifteen (15) day notice has been provided.
- e. If the employee returns to work, any unpaid premiums shall be deducted from the employee's paycheck until all premiums are paid.

2. **Other Insurance.** During FMLA leave, life insurance, disability insurance, and other types of benefits for which the employee typically pays will be treated in accordance with the County's established policies and practices for such benefits for other instances of similar leave.
3. **Restoration.** Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, if an employee would not otherwise have been employed at the time reinstatement is requested, such as because of a layoff, the County is not obligated to reinstate the employee. The County may also deny job restoration to a "key employee" if necessary to prevent substantial and grievous economic injury to the County's operations.
4. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. However, an employee is not entitled to accrue additional benefits or seniority during the period of time the employee is on unpaid leave.

O. Failure to Return to Work: If an employee fails to return to work at the conclusion of an approved leave of absence the employee may be considered to have voluntarily terminated employment. The County may seek reimbursement from the employee for any of its costs of insurance premiums during the employee's unpaid leave, unless the employee's reason for not returning to work is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to FMLA leave; the continuation, recurrence, or onset of a covered servicemember's serious injury or illness that would entitle the employee to FMLA leave; or other circumstances beyond the employee's control.

P. Fraudulent Request or Use of FMLA Leave: If an employee fraudulently requests or obtains FMLA leave, the employee is not protected by the FMLA's job restoration or maintenance of health benefits provisions. An employee who fraudulently requests or obtains FMLA leave is subject to disciplinary action, up to and including discharge.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Family and Medical Leave

POLICY NO. 50.08

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Q. **Unlawful Acts and Enforcement:** The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

R. **FMLA And Workers Compensation.** When an employee is injured on the job, and the injury qualifies the employee for benefits under the FMLA, the employee shall be placed on FMLA leave by notification of the Director of Human Resources. After notification, any qualifying time shall be counted towards the entitlement of FMLA leave.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 23, 2016

POLICY NO. 50.10

SUPERSEDES: March 12, 2016

SUBJECT: Holidays

A. Declared holidays are designated annually by the Board of County Commissioners. Any pay or time-off calculations with regard to a holiday is made for your regularly scheduled work time or eight (8) hours, whichever is less. Only full-time employees are eligible for paid holidays.

B. The employee must be in pay status (working or using approved leave) for the entire scheduled shift prior to and after the holiday in order receive any compensation for the holiday.

C. When declared holidays fall on a regular work day, and the department is closed, eligible employees will receive one (1) day's pay at their regular straight-time rate ("one day" not to exceed eight (8) hours). Eligible employees who must work on a holiday will receive one (1) day's pay (not to exceed eight (8) hours) at their regular straight-time rate, and an additional payment of one and one-half times their regular straight-time rate for actual time worked that day or their regularly scheduled work time.

D. If the declared holiday falls on a regular day off for the employee, they will be paid up to eight (8) hours of holiday at the employee's straight time rate. These hours will not be counted as hours worked for overtime purposes.

E. If a holiday falls within an eligible employee's approved annual leave period, the eligible employee will not have to take that day as an annual leave day.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 50.12

SUPERSEDES: January 2002

SUBJECT: Jury Duty and Civil Leave

Geary County realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the County with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep your supervisor informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. Employees on jury duty leave must return jury duty payment, excluding mileage payment, to the County as the employee will get full pay while on jury duty.

Civil duties that also qualify for this leave include:

- a. Appearing in court as a party in a civil law suit related to the performance of the employee's official duties with the County;
- b. Serving as an expert witness because of professional knowledge related to the employee's County position;
- c. Serving as a witness before equal opportunity or civil right commissions or bodies;
- d. Performing emergency civilian duty in connection with national or state defense or emergency preparedness operations. (Does not include military reserve or National Guard activation.)
- e. For the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.
- f. Rural firefighting if the employee is a trained volunteer firefighter. In each instance, granting of civil leave for rural firefighting will be at the discretion of the supervisor or department head with consideration for workload and departmental schedules. This is for emergency call-out firefighting only.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018

POLICY NO. 50.14

SUPERSEDES: September 1, 2010

SUBJECT: Bereavement/Funeral Leave

A. We know the death of an immediate family member is a time when you wish to be with the rest of your family. If you are a full-time or part-time employee working over 25 hours per week, you will be allowed paid time off of up to four (4) days. "Day" is defined as your usually work day schedule not to exceed 8 hours. The number of funeral days approved shall be commensurate with distance traveled, type of service, arrangements to be made, etc. Funeral leave may be augmented with accrued sick, compensatory or annual leave at the discretion of the department head.

B. Bereavement/Funeral Leave for any other friend or family member must be taken from your annual leave balance.

C. You must inform your Supervisor prior to commencing bereavement leave and your department head must approve the leave. In administering this policy, the County may require verification of death.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 50.16

SUPERSEDES: January 2002

SUBJECT: Military Leave

A County employee who is a member of any reserve component of the United States Armed Forces will be allowed leave of absence for required training or duty.

To be eligible for military leave, you must provide your supervisor/department head with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. This notice must include a copy of your official orders. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please contact Human Resources for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away. An employee who takes military leave of two (2) weeks or less during a twelve (12) month period will be unpaid, but will continue to accrue annual and sick leave during the absence.

An employee may choose to use accrued annual or compensatory leave credits for their annual active-duty training but will not be required to do so. If the employee does not elect to use annual leave during annual active-duty training and the employee's net military earnings are less than the expected net county pay for the period, the employee will be paid by the County an amount equal to the difference so that the employee will not be penalized financially for participation in military reserve duty. Payment by the County in this case shall be limited to annual active-duty training which occurs on scheduled working days up to a maximum of 80 hours per year.

If an employee desires to keep his/her life insurance, health insurance or any other voluntary benefits in effect during the military leave, the employee must make arrangements with the County Payroll Clerk to pay the amount that is regularly deducted from his/her paycheck while on paid status. The county will continue to pay its share of payment for life and health insurance for an employee on military leave of two weeks or less.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018

POLICY NO. 50.18

SUPERSEDES: March 11, 2017

SUBJECT: Health Insurance and Other Employee Benefits

A. Health Insurance. As determined by the Geary County Board of County Commissioners, all regular full-time employees may be eligible for group health and other medical insurance coverage at the beginning of the month following the employee's 30th day of employment. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.

B. Dental Insurance. As determined by the Geary County Board of County Commissioners, all regular full-time employees may be eligible for group dental insurance coverage at the beginning of the month following the employee's 30th day of employment. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.

C. Prescription Coverage. As determined by the Geary County Board of County Commissioners, all regular full-time employees may be eligible for prescription insurance coverage at the beginning of the month following the employee's 30th day of employment. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.

D. Life Insurance. As determined by the Geary County Board of County Commissioners, all regular full-time employees may be eligible for a Geary County paid life insurance policy. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.

E. Optional Employee Benefits. As determined by the Geary County Board of County Commissioners, other optional group benefits may be offered from a variety of carriers. These benefits may include life insurance, long term-care insurance, disability insurance, accident insurance, flexible spending account and deferred compensation plans. Eligibility will be determined by the plan offering. Geary County is not under any obligation to offer or continue any plans or carriers. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.

F. The plan year runs from August 1st of the current year to July 31st of the following year. Open enrollment is held one time per year, prior to the benefit year beginning August 1st. The plan year and open enrollment may be changed if it is in the best interest of the County.

G. If the employee owes a portion of their insurance premiums (health, dental, vision, life, etc.) and does not have enough pay to cover the cost, the employee will be responsible for making timely payments to the County in order to keep the insurance in effect. If the employee does not make payment as directed by the County, the insurance may be cancelled. Reinstatement of the insurance may be subject to the rules in place on the individual plan.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

SUBJECT: Health Insurance and Other Employee Benefits

POLICY NO. 50.18

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H. Disability Benefit: If an employee suffers total disability, as defined by the Kansas Public Employee Retirement System (KPERs), Geary County shall then pay fifty percent (50%) of that employee's current wage or salary for a maximum six (6) month period preceding the start of KPERs payments. Geary County shall base the decision to pay the percentage of salary on a properly filed KPERs claim for disability benefits, and submission to Geary County of a physician's statement that the employee suffers total disability. The fifty percent (50%) Geary County payment shall commence after the employee's accumulated sick leave, approved shared leave, and vacation leave are used in full. Geary County's payment shall apply only to the period between the time the employee left Geary County service and the time of the KPERs disability payments either start or are denied. The Geary County fifty percent (50%) payment shall be paid for a maximum of six (6) month and shall cease upon the employee being approved or denied KPERs disability status. Geary County's disability payment shall not apply to any period of time otherwise covered by paid leave of any kind. If such disability arises from a job-related accident or injury and the employee received Workers Compensation benefits as a result, such Workers Compensation benefits shall be offset against any Geary County payment. Total disability is defined as a disability that prevents the employee from performing each and every duty of any occupation for which one is reasonably qualified by education, training or experience for a period of one hundred eighty (180) continuous days and in any case, disability that requires the regular and continuous care of a physician unless such care would serve no useful purpose. The employee must provide supporting documents from a qualified health care provider to support this condition.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 4, 2019

POLICY NO. 50.20

SUPERSEDES: September 1, 2010

SUBJECT: KPERS Retirement & Long-Term Disability

A. Eligible employees are required to participate in the Kansas Public Employees Retirement System (KPERS). Geary County will comply with all rules and regulations associated with KPERS.

B. Eligible employees may be covered by a long-term disability plan upon membership in KPERS (Kansas Public Employee Retirement System) subject to all terms and conditions of the agreement between KPERS and the insurance carrier. There is a 180-day waiting period commencing the day after the employee's last day actively at work in a KPERS covered position.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018
SUPERSEDES: September 1, 2010

POLICY NO. 50.22

SUBJECT: Reserved

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018
SUPERSEDES: September 1, 2010

POLICY NO. 50.24

SUBJECT: Reserved

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: May 9, 2019

POLICY NO. 50.26

SUPERSEDES: September 1, 2010

SUBJECT: Workers Compensation

A. Employees that are injured on the job, no matter how slightly, are required to report the incident immediately to their supervisor. Failure to follow County procedures may affect their ability to receive workers compensation benefits. This notification is required even if the injury/illness seems minor and/or time is not lost from work. This is necessary to ensure that any subsequent claim is handled correctly and to comply with legal reporting and record maintenance requirements.

B. All medical treatments must be provided by an authorized treatment provider. The coordination of these benefits are made through the workers compensation provider.

C. Medical appointments that are made by the authorized treatment provider during the employee's normal work hours will not be charged to the employee's accumulated leave. Medical appointments that are made by the authorized treatment provider outside of the employee's normal work hours will not be eligible for overtime compensation.

D. Employees who are medically unable to work (temporary total disability or TTD) due to a workplace injury must use sick leave or annual leave until such time as workers' compensation begins paying for missed work. At that time, employees will receive approximately two-thirds (2/3) of their weekly pay from Workers' Compensation. Geary County allows augmentation of accrued leave, if available, to make up compensation to equal a full check on a normal work week. Employees medically unable to work because of a worker's compensation illness/injury will also be placed on Family Medical Leave to run concurrently with workers compensation. If workers compensation pays the employee back for lost time, the employee may turn in the check to Geary County and receive an equivalent amount of leave time restored to the employee's accruals.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: March 24, 2018
SUPERSEDES: September 13, 2010

POLICY NO. 50.28

SUBJECT: Reserved

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 50.30

SUPERSEDES: January 2002

SUBJECT: Cellular Phone Reimbursement or Taxation

Department Heads may determine it is necessary for a key employee to have a cell phone for county business.

The department head must obtain County Commission approval through Human Resources to provide any of these benefits.

County Owned Cell Phone:

Under current IRS regulations, employees who make or receive personal phone calls on a county-owned cell phone must be taxed for that benefit. Employees who are issued county-owned cell phones must annually select an option regarding that cell phone:

Option 1: Each call shall be recorded in a log and duly noted whether it is a personal or business call. Personal usage shall be reimbursed to the County by taking the total of the bill, divided by the number of total minutes used times the minutes of personal usage. The bills must be audited by the department head monthly and compared to the call log.

Option 2: The employee affirms that they will use the County owned cellular phone for County business only, that they will also carry a personal cell phone for personal use, and that the County owned cell phone will remain at the worksite at the end of their shift. It will be the department head's responsibility to audit the monthly bill of the county-owned cell phone to assure that it is not being used for personal calls.

Option 3: The employee chooses to use a county-owned cell phone for county business and for limited personal use and agrees to authorize Geary County to include \$10 per month in their gross income for taxation purposes on this benefit.

Personal Cell Phone Also Used for County Business:

Option 1: Employees shall record in a log and duly noted whether it is a personal or business call. Business usage shall be reimbursed by the County by taking the total of the bill, divided by the number of total minutes used times the minutes of personal usage. The bills must be audited by the department head monthly and compared to the call log.

Option 2: Geary County will pay a cell phone stipend of \$30 which will be included as taxable income through their paycheck to any employee approved by the County Commission to receive such stipend because of business use of their personal cell phone. Employees must provide proof that they are in a cell phone contract and must notify their department head immediately if they no longer have a cell phone for use.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 50.32

SUPERSEDES: January 2002

SUBJECT: Employee Assistance Program

Geary County provides an employee assistance program for employees. The employee assistance program (EAP) is an agreement between Geary County and Pawnee Mental Health Services to provide assessment and referral in order to help employees and their families deal with problems that affect their personal lives and/or job performance.

Any employee or family member can take advantage of this job benefit. The request for help can be initiated by calling to arrange an appointment. Confidentiality is assured. No one will be informed of your request for help. The EAP is free to you and to your immediate family members. Each individual may make up to two assessment/referral visits per problem per year. If more help is needed, referrals are made with consideration for the employee's regular health insurance and/or other benefits and, when possible, to services which base fees on ability to pay.

Appointments with the Employee Assistance Program during work time must be reported as sick leave or annual leave time as appropriate to the nature of the appointment. Employees need to use normal leave request/scheduling procedures.

A mandatory referral may be made to the Employee Assistance Program by a department head in conjunction with the Human Resource Director. This mandatory referral may be made if documented work performance problems or interactions with co-workers or the public deem it advisable. The referral and assessment visit(s) will be conducted during paid work time with no leave time necessary. Further counseling activities beyond referral and assessment will be the responsibility of the employee.

Quarterly and annual reports are sent to Geary County Human Resources on the number of individuals who have used the program and the number of referrals that have been made. No names or other identifying information are included.

The EAP deals with any problems that affect an employee's personal well-being and ability to perform on the job. These include: Stress, Marital, Divorce, Family, Drugs, Alcohol, Financial, Emotional, and Psychological.

Contact the Employee Assistance Program at 785-587-4300.

GEARY COUNTY

PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: August 25, 2018
SUPERSEDES: September 1, 2010

POLICY NO. 50.34

SUBJECT: Uniform Allowance

- A. Employees as denoted below are eligible for a uniform allowance as provided below:
1. Deputy Sheriffs, Corrections Officers and Food Service Employees of the Sheriff Department will receive a uniform allowance of fifteen dollars (\$15) on each paycheck subject to the limitations below.
 2. Deputy Sheriffs will receive an annual footwear allotment of two hundred sixty dollars (\$260) payable on the first paycheck of November. Employees must wear approved footwear at all times while on duty.
 3. Corrections Officers and Food Service Employees of the Sheriff Department will receive an annual footwear allotment of sixty-five dollars (\$65) payable on the first paycheck of November. Employees must wear approved footwear at all times while on duty.
 4. VIN Inspectors and Administrative and/or Clerical Employees, as designated by the Sheriff, will receive an annual footwear allotment of one hundred dollars (\$100) payable on the first paycheck of November. Employees must wear approved footwear at all times while on duty.
 5. Full time non-exempt Public Works employees engaged in road maintenance, noxious weeds or shop personnel may be eligible for one hundred dollars (\$100) personal protective equipment (PPE) allotment payable on the first paycheck of November. The allotment must be used on approved PPE including gloves, insulated coveralls, coats (ANSI Class II Level II) and/or approved footwear (Leather work boots, slip oil resistant soles, 6" uppers). The Public Works Administrator will decide which employees are eligible, what PPEs are approved and if payment is to be made. The Public Works Administrator will provide the Human Resources Department and the payroll department, by October 1 of each year, a list of eligible employees.
- B. Employees that have a cleaning service provided will not be entitled to a uniform allowance.
- C. Employees are expected to practice good care and maintenance of the uniform. Any employee that willfully damages a uniform may be subject to discipline.
- D. A uniform allowance is intended to provide for the cleaning and maintenance of the uniform during the times when the employee is actually engaged in work. To that end, an employee must actually work forty (40) or more hours in a pay period in order to be eligible to receive the uniform allowance.
- E. Employees are responsible to ensure the uniform allowance is properly applied to their timecard. The County will not pay back any uniform allowance missed that is older than three (3) months.
- F. Employees are not eligible to receive a uniform allowance on their last pay check. Employees are not eligible for annual allotments denoted above if the employee has turned in

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

resignation or retirement paperwork prior to the end date of the pay period in which it will be paid.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 50.36

SUPERSEDES: January 2002

SUBJECT: Awards

There are special occasions for which certificates, plaques, or other mementos may appropriately be awarded to elected officials, appointed officials, department heads, supervisors, employees, or citizens. Such awards promote morale and further the efficiency of the County's business when appropriately given. The payment for such awards shall be made from the County's general fund or funds of the specific department concerned when appropriate, after consultation with the Board of County Commissioners. In no case, however, shall the expenditure exceed the amount of \$50.00.

Service awards will be arranged for by the Human Resources Department and given by the County Commissioners after five years, ten years, and at subsequent five-year intervals.

GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: September 1, 2010

POLICY NO. 50.38

SUPERSEDES: January 2002

SUBJECT: Training & Professional Organizations

Department heads and supervisors shall be responsible for the training and development of employees; however, on occasion it may be necessary to train employees other than on the job. In this case, Department heads may require employee to attend specific training sessions/meetings.

If any department head, supervisor or employee is required by ordinance or state or federal law to be a member of a professional organization, such membership dues or fees may be paid by the County. Other professional organization dues (not social organization dues) may be paid as approved by the Board of County Commissioners.

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GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

Receipt of Employee Handbook

This Employee Manual is an important document intended to help you become acquainted with Geary County. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the County's operations may change, the contents of this Manual may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Manual.

- I understand that this manual is available online and I have read, or I agree to read, a copy of Geary County's Employee Manual.
- I understand the policies, rules and benefits described in the Manual and have asked my supervisor for clarification if I had questions.
- I understand the policies, rules and benefits described in the Manual are subject to change at the sole discretion of the County at any time.
- I further understand that my employment is terminable at will, either by myself or the County, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.
- I understand that no contract of employment for any specific length of time has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" status except an express written agreement signed by the HR Director or Board of County Commissioners.
- I understand that my signature below indicates that I have read and understand the above statements, that I have received a copy of the County's Employee Manual, and that I agree to comply with the policies it contains, and such other policies and rules of which I am otherwise made aware from time to time.
- I further acknowledge receipt and understanding of the County's Non-Harassment policy, and if I suspect that I or another person is being harassed in the workplace I know that I am to immediately report that suspicion to my department head or to the County's Human Resources Department if the suspected harassment involves the Department Head or if I have not received a satisfactory response to my report from the Department Head within five days.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to your supervisor - it will be filed in your personnel file.