

Personnel Policies & Procedures Manual Summary of Modifications in Chronological Order

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

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

5.3. a. Comp Time	Prohibiting the use of comp time during the last 2 weeks of employment	Personnel Committee 8/1/2019
3.5.1 Maternity-Paternity Leave	2 weeks of paid leave for birth or adoption	Personnel Committee 8/1/2019
3.3.11 Sick Leave	5 days of sick leave upon hire.	Personnel Committee 8/1/2019
3.1 Vacation	Revised Vacation Schedule adopted	Personnel Committee 3/5/2020
3.1 Vacation Carry Over	5 days of vacation carry over regardless of length of service.	Personnel Committee 5/7/2020
3.5.1 Maternity-Paternity Leave	Includes Regular Part-Time Employees	Personnel Committee 8/6/2020
3.15.3 Income Continuation Insurance	Authorizes the use of ICI once applicable sick leave is exhausted.	Personnel Committee 8/6/2020
3.6 Bereavement	Policy to include Step-Parents, exclude step grandchildren.	Personnel Committee 9/3/2020
Appendix B, Vacation Schedule	Modified years of employment and amount of vacation.	Personnel Committee 10/9/2020
4.1 Standards of Employee Conduct	Various updates. Traffic and other offense reporting, code of ethics update, Gifts/Gratuities.	Personnel Committee 08/05/2021
3.6 Funeral Leave	Added significant others, leave for color guard, aunt, uncle, niece, nephew, child of significant other. Employees who are assigned Human Services duties shall be paid two dollars (\$2.00) per hour. Employees who are on-call and who are called out shall receive two hours compensatory time or compensatory time for time worked in accordance with the Fair Labor Standards Act, whichever is greater. On-call matters that can be resolved via phone shall be compensated with a minimum of one hour of compensatory time. Multiple calls within a sixty-minute period are afforded a single minimum of one hour.	Personnel Committee 06/02/2022
3.20 On-Call		Personnel Committee 04/07/2022
3.1.6 Vacation Carry-Over	Vacation carried over to the following year must be used within 6 months.	Personnel Committee 08/18/2022
3.21 Tuition Assistance Program	Increase max reimbursement amount to \$1,000 per semester and \$2,000 per calendar year.	Personnel Committee 12/01/2022
4.1 Standards of Employee Conduct	Various updates. Adding items to section 4.1.4 Conduct. Added Appendix G: Gifts and Gratuities Scenarios/Examples	Personnel Committee 01/05/2023
3.1.5 Vacation Payouts at End of Employment	Pay out of vacation earned during the current year will also include in the event of the death of an employee.	Personnel Committee 03/02/2023