



FARIBAULT COUNTY, MINNESOTA

PERSONNEL POLICIES

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This Faribault County Personnel Policy supersedes the Handbook/Personnel Policy adopted by the Faribault County Board of Commissioners effective July 1, 2001, and any other County personnel plans or regulations for Faribault County employees presently in effect, that are, or may be, in conflict with the provisions of this policy.

Chapter 1 – Organization and Administration

1.1 WELCOME

Welcome to employment with Faribault County. These personnel policies have been developed in order to aid all new and existing employees to become knowledgeable about policies in effect and to serve as a reminder and reference tool. Employees should become familiar with its contents. The current version of the policy will be available in the Human Resources Department and also located online at www.hrconnection.com (*Faribault—Username, Faribault1—password*).

When there is a change in a policy, the County will update this document. Comments, questions or concerns about anything contained in the personnel policies are encouraged and should be directed to your Department Head.

The material in these policies is not exhaustive. Although the policies have attempted to cover matters of general applicability to employees, they do not cover every situation which may arise from day to day. The County reserves the right to interpret these policies and procedures at the sole discretion of the Board of Commissioners and to make changes at any time, with or without notice. These personnel policies shall be administered by the Faribault County Board of Commissioners or its designees.

NO PROVISION IN THESE POLICIES IS INTENDED TO CREATE A CONTRACT OR PROMISE BETWEEN FARIBAULT COUNTY AND ANY EMPLOYEE. THESE POLICIES ARE GENERAL STATEMENTS OF POLICY, TO BE MODIFIED AND APPLIED BY THE COUNTY AT ITS DISCRETION.

If any one of these policies is held invalid by judicial or legislative action, the remainder of these policies shall continue in full force and effect.

1.2 PURPOSE, ADOPTION AND ADMINISTRATION

Purpose

The purpose of these rules and policies is to provide a uniform, comprehensive, and efficient system of personnel administration for Faribault County employees based upon principles including:

- Serving the citizens of Faribault County and their best interests by the employment of the highest possible caliber of personnel.
- Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills;
- Training employees as needed to assure high quality performance;
- Retaining employees on the basis of adequate performance, correcting inadequate performance, separating or otherwise disciplining employees in

those instances where the County has determined that the employee's poor performance cannot be or has not been corrected;

- Assuring consistent treatment of applicants/employees in all aspects of personnel administration without regard to political affiliation, race, color, disability, age, national origin, gender, sexual orientation or religious creed, marital status, familial status, status with regard to public assistance, or other protected class status and with proper regard for their privacy and constitutional rights as citizens;
- Assuring that employees are protected against coercion for partisan and political purposes and are prohibited from using their official authority for the purpose of interfering with or affecting the results of an election or nomination for office;

Adoption

The following policies have been approved by the Faribault County Board of Commissioners and shall govern the personnel system of the County of Faribault, except where superseded by state or federal law, or an applicable collective bargaining agreement.

Administration

These policies shall be administered by the Human Resources Department. The Human Resources Director shall develop and provide the necessary forms, procedures and instruction for the implementation of these personnel policies.

Electronic copies of these policies will be made available to all employees, appointing authorities and interested union representatives upon request to the Human Resources Department; and shall be available for public review upon request. Printed copies of these policies shall be on file in the Human Resources Department.

The Human Resources Director shall be responsible for maintaining all necessary personnel records and information for all County employees.

Severability

In adopting the policies contained in the Faribault County Personnel Policy, it is the intent of the Faribault County Board of Commissioners to comply with all applicable federal, state and local laws and regulations. If any provision within this Personnel Policy or related administrative procedure conflicts with any federal, state, or local law or regulation, that provision will be invalidated. All other provisions of this Personnel Policy and related administrative procedures will remain in effect.

1.3 SCOPE

It is the intent of the Faribault County Board of Commissioners, to the extent permitted by the laws of the State of Minnesota, to establish a uniform County personnel policy manual. These

rules, regulations and policies shall apply to all employees of the County under the direct and indirect jurisdiction of the Board of Commissioners. Said policy is also applicable to all County employees who are members of unions with which the County has labor agreements, except that where said rules, regulations and policies are in conflict with said agreements, the agreements shall take precedence over this policy.

The Faribault County Board of Commissioners reserves the right to delegate certain functions of personnel administration to its representatives in accordance with the authority granted in Minnesota Statute, when the Board of Commissioners deems such delegation to be appropriate and in the best interest of Faribault County.

These personnel policies do not apply to the following except as noted herein:

- Elected officials;
- Individuals appointed to an elected office;
- Members of boards, commissions and committees;
- Volunteer personnel;
- Consultants, independent contractors and others rendering professional services on a fee basis; and
- Any other person specifically exempted by the Faribault County Board of Commissioners.

1.4 MANAGEMENT RIGHTS

The Board of Commissioners retains the full and unrestricted right to operate and manage all employees, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules and to perform any inherent managerial function not specifically limited by state and federal law, current collective bargaining agreements, these policies and procedures and Board of Commissioners resolutions.

1.5 DEPARTMENTAL POLICIES & PROCEDURES

Each Department Head may establish departmental rules of procedure which further the efficient operation of such department in providing services for the County. Such rules of procedure shall not conflict with these policies and procedures. All departmental policies and rules of procedure for the administration of personnel matters unique to that department shall be provided to the Personnel Committee.

1.6 AUTHORITY

The provisions of this Personnel Policy may be revised or amended at any time at the sole

discretion of the Board of Commissioners. Interpretation of these policies or decisions on items not covered within them will be made by the Board's designee.

1.7 DEFINITIONS

Administrative Leave

A paid, non-disciplinary, temporary removal from official duties as ordered by the employer.

Anniversary Date

The employee's anniversary date shall be the day of the month in which the employee begins work in a position.

Appointing Authority

Appointing Authority means Faribault County Board of Commissioners, or officials authorized by statute or lawfully delegated authority to make appointments to positions.

Benefit Eligible Employee

Personnel employed by Faribault County and regularly scheduled to work 30 or more hours per week, depending upon classification (including elected officials).

Board or County Board or Board of Commissioners

Faribault County Board of Commissioners.

Call Back

Return of any employee to a specified work site to perform assigned duties at the express authorization of the employer at a time other than an assigned shift. An extension of, or early report to, an assigned shift is not a call back.

Compensatory Time

Time credited to a non-exempt employee in lieu of overtime payment. This time is accrued at one and one-half hour for every one hour of overtime worked (over designated overtime threshold). Time worked by non-exempt (working a 37.50 hour work week) beyond 37.50, and up to 40 hours, shall be credited as straight time. 100 hours of compensatory time is allowed to be accrued.

Department Head

Those elected or appointed officials or hired employees who are responsible for the management of a department.

Employee

A person holding an appointed/hired paid position within the County.

- Full Time - An employee who is regularly scheduled to work 30 or more hours per week.

- Part Time - An employee who is not temporary or seasonal and scheduled to work less than 30 hours per week.
- Provisional - An employee whose employment is contingent in whole or in part upon non-County tax levy dollars such as grant or contractual agreements.
- Intern - An individual who is working in a temporary status as part of an educational program or experience that may be paid or unpaid.

Employment/Hire Date

The original date the employee begins employment with Faribault County.

Grievance

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions as outlined in this policy.

Immediate Family

Immediate family is defined as parents, spouse or children of the employee, the employee's siblings, parents-in-law, grandparents, grandchildren, or any relative or ward of the employee who has resided in the employee's household, legal guardian, fiancé, or fiancée.

Job Description

Written document that identifies the purpose(s), duties, responsibilities, accountabilities and working conditions of a job; the knowledge, skills and abilities needed to perform the job satisfactorily and other special consideration, if any.

Outside Employment

Any employment or contractual relationship for which pay or other direct or indirect compensation is received from a source other than the County.

Overtime

Work performed at the authorization of the employer in excess of forty (40) hours within a seven day period, said period beginning on Sunday of each pay period. For non-exempt employees who are subject to a partial exemption (Sheriff's Office) under the Fair Labor Standards Act, overtime shall be work performed in excess of the hours in the relevant work period.

Performance Evaluation

A process whereby the Supervisor or Department Head reviews an employee's performance as it relates to the responsibilities and duties set forth in the position description.

Personnel File

An employee's record of employment history with the County located in the Human Resources Department.

Promotion

A promotion is a change of an employee's status from a position in one classification to a position in another classification with more responsible duties and a higher pay grade. Probationary periods will be six months for a promoted employee.

Reclassification

A change of a position to a higher, lower or equivalent grade within the compensation plan.

Separation

An event whereby the employee is no longer employed by the County.

- Resignation - An action taken by an employee to voluntarily separate themselves from County employment.
- Retirement - An action of an employee to separate from County employment when they qualify for benefits under County and State sponsored retirement programs.
- Lay Off - The separation of an employee or group of employees from the County payroll due to such situations including, but not limited to, lack of work, lack of funds, loss of revenue, and the abolition of a position or an organizational change.
- Termination - An action taken by the County to separate an individual from County employment for just cause.

Transfer

The movement of an employee from one position to another position.

Veteran

Any individual who meets the definition of "veteran" set forth in Minnesota Statute of the Veteran's Preference Act.

Veteran's Preference

Preference granted to veterans as required by Minnesota Statute.

Work Schedule

A work schedule is the employee's hours of work as established by the employer.

Chapter 2 – Employment

2.1 AFFIRMATIVE ACTION – EQUAL EMPLOYMENT OPPORTUNITY

It is the policy and intent of the Faribault County Board of Commissioners to provide equal employment opportunity to all persons in compliance with all applicable Equal Employment Opportunity/Affirmative Action federal, state and local laws, directives and regulations, including the Minnesota Human Rights Act.

This policy prohibits discrimination against or harassment of any employee or applicants for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, gender, sexual orientation, veteran status, familial status, status with regard to public assistance or other protected class status.

This policy applies to all aspects of Faribault County personnel policies, programs, and practices for full-time, part-time, temporary and seasonal employment. Faribault County will take affirmative action to ensure that all employment practices are nondiscriminatory. Such employment practices include but are not limited to: recruitment, advertising, hiring, placement, promotion, demotion, transfer, lay-off, recall, discipline and discharge rates of pay or other forms of compensation and selection for training. This policy also applies to the use of all facilities and participation in all County sponsored employee activities.

Faribault County has established that the Human Resources Director is responsible for overseeing the Equal Employment Opportunity/Affirmative Action policy. County Supervisors and Department Heads are responsible for addressing all reports of discrimination including harassment. If an employee or applicant for employment believes he or she has been discriminated against, they must immediately report and contact the Human Resources Director, County Coordinator, or the County Board Chair.

Discrimination is a violation of state and federal civil rights laws. Consistent with our policy, all Faribault County employees will foster environments that value diversity and support the elimination of discrimination in the workplace.

For further information, please contact the Human Resources Department.

2.2 APPLICATIONS/JOB POSTINGS FOR COUNTY EMPLOYMENT

The selection of all candidates for County employment are covered by these policies except where prohibited by law, governed by the specific provisions of a collective bargaining agreement or an employment contract.

Pre-Posting Requirements

New Unbudgeted Positions. All new unbudgeted position openings shall be subject to review

by the Personnel Committee and approval by the Board of Commissioners. Department Heads shall complete the Request for Approval to Hire Form (15.4) and any supplemental information (job description, qualifications, etc.) needed to determine the approval or denial of the request for the position opening and submit to the Human Resources Director.

Department Head Positions. All Department Head position openings shall be subject to review by the Personnel Committee and approval by the Board. Request for Approval to Hire Form and any supplemental information (job description, qualifications, etc.) needed to determine the approval or denial of the request for the position opening shall be coordinated by the Human Resources Director.

Budgeted Replacement Positions. All budgeted position openings that are a replacement shall be subject to review by the Department Head and the Human Resources Director. Department Heads shall complete the Request for Approval to Hire Form and any supplemental information (job description, qualifications, etc.) needed in determining the approval or denial of the replacement.

Upon receipt of authorization from the County Board to fill a vacant or new position, the Human Resources Department shall prepare a job announcement. When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.

Posting/Advertising Requirements

Prior to posting a vacant position announcement, the recruitment and selection process must be defined as "open" or "internal" as determined by the Department Head and Human Resources Director.

- Open-- All applicants who meet the minimum qualifications as stated in the posting announcement.
- Internal-- All current County employees or employees in designated departments.

Each job posting includes the position title, pay range and/or classification, description of responsibilities, minimum qualifications, and time deadlines for submitting application materials. This posting can be internal, external or concurrent with advertising in the media (including the official county newspaper). The advertising shall be done in accordance with Affirmative Action Plan in such a manner that will provide open competition and an adequate number of qualified candidates. Ads will contain an EEO/AA statement.

All vacancies shall be posted on the Faribault County website. Notices of job openings will be posted, for not less than 10 working days, on the employee bulletin board(s).

Separate applications are submitted for each vacancy for which an applicant wants to be considered. However, applicants may submit copies of completed applications in lieu of

completing a new application for each vacancy. Resumes will not be accepted without an attached application.

County employees (including temporary) may apply for open and internal vacancies. Employees interested in applying must complete/submit an application to Human Resources by the posted deadline date. Applications received after the stated closing date will not be considered.

Submission of false data or information during the hiring process will result in the immediate disqualification of the applicant, and may result in termination of employment if the applicant is hired.

2.3 *HIRING*

Designation of Data

Except for applicants to undercover law enforcement positions, the following personnel data on current and former applicants for employment by the County is public data:

- Names of applicants who are considered by the employer to be finalists for a position
- Veteran's status
- Relevant test scores
- Rank on eligibility list
- Job history
- Education and training
- Work availability

Filling of Vacancies

Faribault County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of political affiliation, race, color, disability, age, national origin, gender, sexual orientation, religious creed, age, marital status, familial status, status with regard to public assistance, other protected class status and with proper regard for their privacy and constitutional rights as citizens. *See also Affirmative Action-Equal Opportunity Employment* (Chapter 2).

Any testing requirements will be conducted by the Human Resources Department, and will only be used for testing skills specifically required or related to the job.

Job Description

A written position classification or job description shall be on file in the Human Resources office for all full time and part time positions at the County. In addition, copies of appropriate job descriptions can be obtained by contacting the Human Resources Department. A listing of the job classification system ranking is also available in Human Resources Department.

The required classification system ranking shall be in place prior to any recruiting for any Faribault County position. *See also Position Reclassification* (Chapter 4).

Selection Process

The selection process will consist of the Human Resources Director and/or Department Supervisor and/or Department Head, completing an Experience and Training Rating Form. This form scores applicant's in the following categories: minimum qualifications, professional certification, department and/or position related experience qualifiers. Each applicant is also scored based on Veterans Preference Form completion, awarding additional points to a Veteran and a Disabled Veteran. Veterans considered for screening will need a minimum of 50 points on the Experience and Training Rating Form to receive Veterans Preference points. Point scores are tabulated, ranked. The Human Resources Director and Department Head will evaluate the ranking and determine interview selection.

Interview

Once the applications are screened, scored and a determination has been made that applicants are eligible for an interview, the following will take place:

- The candidate will be asked prepared interview questions. The same questions will be asked of all candidates being interviewed. Follow-up questions may be asked based on the individual's response.
- The results of the interviews will be recorded on the Interview Score Form.

The interview teams for all positions will include a representative from the Human Resources Department, the Supervisor or designated representative, and the Department Head or designated representative. Board of Commissioners designees (two members) may be consulted on the hiring process and may choose to participate in the interview portion if the opening is for a Department Head position.

Information will be provided by the Human Resources Department regarding questions that are allowable and recommended.

Any candidate not receiving an interview will be notified in writing. If a candidate is interviewed, but not selected for the position, the Human Resources Department shall notify the candidate in writing.

Background Checks

All finalists for employment with the County may be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the Human Resources Director and Department Head hiring, will determine the level of background check to be conducted based on the position being filled.

Pre-Employment Medical Exams

The Human Resources Director or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any County position. Where a medical examination is

required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the County with the cost of the exam paid by the County (psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the Human Resources Director or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the Human Resources Director or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

2.4 PROFESSIONAL LICENSURE

All employees shall be qualified by licensure, certification and/or training to perform the duties of their position as required by local, state and federal law.

2.5 EMPLOYEE ORIENTATION

Employee orientation will provide all employees the occasion to become familiar with Faribault County's organizational structure, benefits programs, employment policies, and safety procedures. Human Resources and the hiring Department Head will take the steps necessary to ensure that newly hired employees participate in new employee orientation.

All new hires, prior to their start date, will complete required employment forms and documents with the Human Resources Department, in addition they will coordinate that employees have read and understand personnel policies.

The hiring Department Head will coordinate and continue new employee orientation with regards to department policies and procedures.

2.6 EMPLOYMENT OF RELATIVES

Faribault County does not restrict employment of more than one member of a family or persons related by blood or marriage.

However, to avoid conflict of interest, no County employee may directly take part in decisions to hire, retain, promote or determine the salary of his/her spouse or immediate family member. In addition, no County employee is to be assigned direct responsibility for supervising and directing the work of his/her spouse or immediate family member.

If two employees within the same department marry during the period of their employment, and if they become ineligible because of the general rule as stated above, one of the employees shall be transferred to another department if a position is available. If no position exists and the parties do not indicate a preference as to who shall resign, a termination notice shall be given to the person with the least seniority.

The Faribault County Personnel Committee, in consultation with, the County Attorney, shall be the final arbiter of when a conflict exists. See also Outside Employment (Chapter 2) and Rules of Conduct/Code of Ethics (Chapter 11). All staff is given an opportunity annually to sign a Conflict of Interest Form (15.5 or 15.6) to insure compliance with various Minnesota statutes.

2.7 IMMIGRATION LAW COMPLIANCE

The County complies with the Immigration Reform and Control Act of 1986 and is committed to employing only United States citizens and individuals who are authorized to work in the United States.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Faribault County within the past three years, or if their previous I-9 is no longer retained or valid.

2.8 PROBATIONARY PERIOD

The probationary period shall be regarded as an integral part of the qualifying process and shall be utilized for closely observing the employee's work for securing the most effective adjustment of a new employee to his/her position.

All employees hired, rehired or transferred after the adoption of this policy will serve a six (6) month (for part-time, 1044 hours) or otherwise defined by state statute probationary period. Employees hired into departments covered by collective bargaining agreements may have different requirements. If Faribault County determines that the designated probationary period does not allow sufficient time to evaluate the employee's performance, the probationary period may be extended for a specified period. The employee will be notified in writing by their Department Head of the extended probationary period as part of performance evaluation process. At any time during the probationary period a hired or rehired employee may be terminated at the sole discretion of the employer.

During the initial probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance, Public Employees Retirement Association of Minnesota (PERA) and Social Security. Employees will be given information for additional benefits programs, including details on eligibility requirements.

All employees who are promoted or transferred will serve a secondary six (6) month probation period. Employees hired into departments covered by collective bargaining agreements may have different requirements. At any time during the secondary probationary period, the promoted or transferred employee may be returned to their former position or classification. Promoted employees may voluntarily choose to return to their former, without loss of seniority or pay, for a one month period following the promotion or transfer.

Completion of Probationary Period

A performance evaluation should be completed and reviewed with the employee before the end of the probationary period. The Department Head will then notify the Human Resources Director whether or not the employee's performance has been satisfactory, and whether or not the employment relationship should be continued.

In the case of non-statutory appointed Department Heads, the Personnel Committee of the Board will evaluate the situation and recommend whether or not to upgrade the employee's status to that of a non-probationary employee.

2.9 OUTSIDE EMPLOYMENT

Faribault County does not restrict employees from engaging in outside employment. However, the County expects regular, full-time employees to consider County work their primary employment. The County will not permit outside employment that interferes with the performance of the employee's duties with the County or which represents a conflict of interest or violates departmental policy; *see also Rules of Conduct/Code of Ethics* (Chapter 11) and *Employment of Relatives* (Chapter 2). The County will not change the employee's work hours to facilitate the scheduling of any outside employment. The County requires employees to inform their Department Head of accepting outside employment; violations shall constitute just cause for disciplinary action.

Generally, being an elected official such as a school/hospital board member and township official will not be considered outside employment (although they should declare any potential conflict of interest issues). Also, volunteers who receive a per diem for their services will not be considered to be doing outside employment.

No supplies, equipment, offices, or property of Faribault County shall be used for any function or business other than approved County programs or services. An employee shall not accept other employment or involvement in other business or activity that will lead to or require

him/her to disclose or use confidential information obtained within the County and/or performance of assigned County duties.

When an employee believes the potential for a conflict exists, it is his/her responsibility to take action to avoid the situation. Sign a *Conflict of Interest Form* (15.5) or a written statement describing the matter requiring action or decision and the nature of the conflict of interest. The Faribault County Personnel Committee, in consultation with, the County Attorney, shall be the final arbiter of when a conflict of interest exists.

The Board of Commissioners reserves the right to review any other employment held by an employee and insist that jobs which may interfere with employees work performance, or present a conflict of interest, be terminated. All staff is given an opportunity annually to sign a *Conflict of Interest Form* (15.5 or 15.6) to insure compliance with various Minnesota Statutes.

2.10 PERSONNEL FILE

The Human Resources Department shall maintain the official personnel file for each employee. Personnel files will contain a minimum of identity/name, salary information, job title and description, applicable license information, application for employment, resume, residence, employee performance evaluation, training records/requests, benefit and pension enrollment information, emergency contact information, disciplinary action and any Board of Commissioners resolutions pertaining to the employee. Personnel file information may be made available to Human Resources Department, Supervisor, Department Head, or the applicable employee.

The employee may authorize anyone to review the information in their file. The authorization shall be in the form of a written release provided by the Human Resources Department and shall be signed by the employee. Under no circumstances will the file be taken from the Human Resources Department without prior authorization. An employee shall submit a request in writing if the employee wishes to review his or her personnel record. The employee shall contact Human Resources to schedule an appointment. All information about an employee shall be maintained according to Minnesota Government Data Practices Act.

Other files such as ADA, HIPAA, FMLA, and medical, drug testing, garnishments, I-9 Form and any other documentation required by law will be maintained in separate files in a secure location.

Change in Employee Information

It is important that personnel records are accurate and up-to-date. The employee shall notify the Human Resources Department when there is a change in any of the following:

- Name
- Address
- Beneficiaries for life insurance and retirement

- Telephone number
- Emergency contact

2.11 EMPLOYEE RECORDS RETENTION SCHEDULE

Faribault County will follow the Minnesota County General Records Retention Schedule as obtained from the Minnesota Department of Administration, Data and Records Management Division. Records retention and destruction is governed by the provisions of said schedule.

The Human Resources Records Retention schedule has been adopted by the Board, which is on file at the MN Historical Society. A copy of this schedule is available in the Human Resources Department.

2.12 REFERENCE CHECKS

Only the Human Resources office will respond to reference check inquiries in writing or by phone and in accordance with the Government Data Practices Act. Response to such inquiries will confirm only dates of employment, wage rates, position(s) held. Only personnel data classified as public will be released without a written authorization signed by the individual. At no time will a Supervisor or Department Head give out any information to a potential employer. All inquiries should be sent to the Human Resources Department.

2.13 EMPLOYEE PARKING

Employees are expected to park in designated parking areas to ensure convenient parking spaces remain available to citizens who need access to County services (generally marked by visitor parking signs).

Chapter 3 – Hours of Work

3.1 WORK WEEK

The normal work week for full time County employees will be 37.50 – 40 hours per week with the first work day being Sunday and the last work day being Saturday, except in those departments where the Board of Commissioners have adopted different hours for the normal work week. The normal work day shall be from 8:00 a.m. to 4:30 p.m. unless dictated by department procedures or if notified by the employer.

3.2 ATTENDANCE

Every County employee has an important role to play in maintaining a productive work place. Therefore, it is essential that non-exempt employees report to work during all required hours. Unsatisfactory attendance, including reporting late and leaving early, may be grounds for disciplinary action.

If an employee must be absent from work for any reason, other than approved time off, the employee must notify their immediate Supervisor prior to the start of their normal working hours. If the employee is unable to notify the employer, the employee is expected to call as soon as possible during the work day.

The County reserves the right to require an employee to provide documentation from the health care provider verifying the illness or injury which results in absence from work.

3.3 BREAKS

Lunch Period

Non-exempt employee lunch periods are unpaid and 60 minutes long. They shall generally be taken at approximately the same time each day. With the approval of an employee's Supervisor, lunch periods may be taken earlier or delayed. A lunch period can not be used to shorten the workday without Supervisor approval in advance.

Rest Periods/Breaks

The purpose of rest periods is to provide short breaks from the regular work period to mentally and physically refresh.

Non-exempt employees may take a 15 minute rest period for each approximate four hours of work as scheduled by Supervisor or Department Head. Rest periods should not be taken at the beginning or end of the scheduled work day.

- Rest periods are paid time; therefore, they should not interfere with the proper performance of work responsibilities or work schedules of each department.
- Any employee whose rest break is interrupted for necessary job duties should receive additional time to provide for a combined fifteen minute rest period. The rest period commences when work ceases and stops when work starts. Travel time is part of the rest period time.
- Rest breaks are not to be combined with the lunch period nor used to shorten the workday.

Nursing Mothers

Employees who are nursing are provided with reasonable break times to express breast milk after the birth of a child as long as providing such break time does not unduly disrupt operations. Faribault County will make reasonable efforts to provide a private location, in close proximity to the work area, which is free from intrusion, and includes an electrical outlet. Employees will not be retaliated against for exercising their rights under this policy.

Chapter 4 – Position Classification Plan

4.1 POSITION CLASSIFICATION

Since organizations and jobs change, and in order to provide equitable compensation, to ensure proper relationships between positions, and to provide a sound basis for recruitment, selection and progression, job classifications must be maintained and updated at periodic intervals.

The following steps will be taken in the classification of all positions within the County:

- The applicable Department Head will develop a position description. In consultation with a job evaluation consultant, the Human Resources Director must approve of the position description prior to moving on in this process.
- The Human Resources Director will make a final recommendation on classification and salary range to the Personnel Committee.
- The Human Resources Department will maintain the official records of positions, position descriptions and compensation ranges.

4.2 POSITION RECLASSIFICATION

An employee may make a request for reclassification to their Department Head. The cost of the reclassification request will come from the Department budget.

An employee may request a reclassification no more than once every 36 months. Any request must include specific justification for reclassification. Documentation must be provided to establish that the duties and responsibilities of the position have changed by at least 25% since the last evaluation. Should an employee wish to have their job description re-evaluated, the following procedures will be followed:

Reclassification Due to an Employee/Department Head Request

- An employee must complete a Request for Job Evaluation Form (15.3) and give the form to their Department Head. At this point, the Department Head will review the form and determine if a reclassification is merited. If the Department Head determines the process should move forward, the job description for this position should be modified.
- The Department Head will forward to the Human Resources Director a Request for Job Evaluation, the new job description and the old job description marked with corrections so it is clear which changes have been made.
- Once the Human Resources Director agrees the position should be submitted for reclassification, the documents, including the job description(s) and Request for

Job Evaluation are forwarded to the Personnel Committee for review and approval to proceed.

- If the documents are approved by the Personnel Committee, the description and the Request for Job Evaluation will be forwarded to the Classification Consultant for evaluation and recommendations. The employee and Department Head may be asked to have a conversation with the Consultant about specific questions or concerns.
- Once the recommendation from the Classification Consultant is received, the Human Resources Director will present the recommendation from the Consultant to the Personnel Committee and Department Head. The Board of Commissioners will have the final authority to approve the higher ranking from the Classification Consultant. The reclassification to a higher classification will become effective upon final disposition by the Board of Commissioners.
- If the duties of the position changes and the recommended classification grade are lower than previously held, the employee will be placed on the lower grade at the closest step to the wage they currently receive.
- If during a County wide compensation study, the recommended classification grade is lower than previously held, the employee's wages will be frozen, until such time the scale equals their wage.

4.3 TEMPORARY/SEASONAL POSITIONS

Temporary Employee Definition (per Public Employers Labor Relations Act) - Part-time employees whose service does not exceed the lesser of 14 hours per week or 35% of the normal work week in the employee's appropriate unit.

Seasonal/Temporary - Employees whose positions are temporary in nature or seasonal in character and who work 67 days or less in a calendar year and as further defined by the Minnesota Public Employment Labor Relations Act.

Seasonal/Student - Employees who are full-time students, under the age of 22 and whose positions are temporary in nature or seasonal in character and who work 100 days or less in any calendar year. Students must indicate if they are enrolled at an educational institution for the next academic year or term or intend to continue as a student during or after their temporary employment. Temporary employees retain that status unless and until notified of a change. All legally mandated benefits are provided. All intermittent, seasonal or temporary employees are considered to be on probation for the length of employment and not eligible for County benefits.

Chapter 5 – Compensation

5.1 PAYEQUITY

Faribault County supports and promotes pay equity through the administration of a job evaluation process that assigns a point value to the description of duties included in all County positions.

Faribault County utilizes the services of a professional consultant for a formal evaluation of positions. All new jobs or revised jobs shall be reviewed prior to formal evaluation. Requests for job evaluation forms should be obtained from the Human Resources Department.

5.2 PAYROLL SYSTEM

All persons employed by Faribault County, or those paid through the County payroll system, shall be paid on a bi-weekly basis for 14 days beginning Sunday through Saturday, with payday to be every other Friday (the Friday following the final Saturday of payroll period).

A minimum of **two (2) hours of pay** will be paid if an employee is called in for emergency work.

Accurately recording time worked is the responsibility of every employee. Time worked is all the time actually spent on the job performing assigned tasks. The Department Head shall be responsible for submitting employee time sheets in the formats prescribed to the Human Resources Department. Time sheets must be received in the Human Resources Department no later than 11:00 a.m. on the Monday following the end of the pay period. Time sheets will cover the two weeks ending Saturday before the Monday on which the time sheet is to be submitted.

Time sheets must be signed by the employee and the designated Supervisor or Department Head. Failure to receive the time sheets as scheduled may result in the employee's paycheck being delayed. Once the time sheet is received, the employee will be compensated in the following pay period. Department Head time sheets will be signed by the County Coordinator, where appropriate.

- Time sheet may require segregation of hours within different departments for appropriate tracking.
- The signature of the Department Head or their designee on a time sheet certifies that all overtime, banked sick leave, PTO, and hours worked are correct as utilized, and approved by the Department Head. Department Heads may delegate authority to a designee to sign time sheets, but they may not delegate responsibility of certification of accuracy.

- If corrections or modifications are made to the time record, the Department Head must verify the accuracy of the changes.

All salaries, whether based on an annual, monthly, or other method, shall be based on hours per annum for calculation purposes, with hourly rates rounded off and no adjustments to be made at year's end. Employees shall be paid on regular payroll dates only.

In the unlikely event there is an error in the payroll processing, the employee should contact Human Resources Department with the discrepancy for further clarification or verification. Faribault County will correct a discrepancy as quickly as possible and as lawfully required.

5.3 DIRECT DEPOSIT

A direct deposit is the electronic transfer of funds to an employee's specified financial institution. Direct deposit for payroll compensation is required of all employees. The Direct Deposit Form is obtained at initial employee orientation or upon request with the Human Resources Department. Employees will receive an itemized statement (pay stub) of wages when the County makes direct deposits.

5.4 PERFORMANCE REVIEWS/PERFORMANCE STEP INCREASES

Employee performance should be reviewed annually to encourage communication and establish annual work goals. These goals are considered to ensure that the highest quality services are provided to the public. These reviews provide an opportunity for employees, department leadership, and the County to assess individual employee job performance, provide feedback and develop work goals for the next year. Annual reviews help the County to:

- Motivate and develop employees to their fullest potential;
- Clarify roles and mutual expectations of Department leadership and employees;
- Ensure open and ongoing communication between employees at all levels; and
- Establish future departmental and individual goals.

A written evaluation of the employee's job performance can be completed by the employee's immediate Supervisor in consultation with the Department Head after three months of employment (this three month probationary evaluation period is at the discretion of the Department Head to determine as related to the employees overall performance), and is required to be completed at the end of the six month probationary period (probationary step increase) and annually thereafter.

Annually, no later than July 1, all employees due step increases will be reviewed by the immediate Supervisor, in consultation with the Department Head.

At all times, the written evaluation shall be completed by the employee and Supervisor in consultation with the Department Head. The County encourages the use of this opportunity to then meet with the employee and discuss mutual concerns, ideas, goals and objectives, training needs, etc. The evaluation will indicate that performance merits an increase or that standards have not been met and that no pay increase should be granted.

Documentation of the annual review will be maintained in the employee's personnel file. Step increases for the employees, Supervisors and Department Heads will not be granted until a completed written evaluation is received by Human Resources Director. The written review must be signed by the employee and the Supervisor. The signature by the employee indicates they have received the evaluation. If the employee disagrees with the Supervisor's assessment they are encouraged to complete a written explanation in the document. In the event the employee refuses to sign the evaluation, the Department Head shall note the date and time on the evaluation. The fact that the employee refused to sign the evaluation shall be communicated to the Human Resources Director.

The Supervisor, in consultation with the Department Head may choose to conduct evaluations more frequently should poor performance require. A performance improvement plan should be discussed with the individual in order to address specific plans for improvement.

5.5 *COMPENSATION*

Employees will be compensated according to the classification system established by the Board of Commissioners. This plan is reviewed periodically to ensure that responsibility levels and salaries are commensurate with the work performed.

Initial placement will normally be made at the minimum rate of the salary range applicable to the class. Exceptions may be made to the starting rate at the discretion of the Personnel Committee and/or the Board of Commissioners based on recruitment difficulties, additional education, training, qualifications and/or experience above that normally required of the position.

Wages are paid according to the wage schedules and procedures established by the Board.

5.6 *SALARIES - ELECTED POSITIONS*

Salaries for the following positions shall be set by the Board of Commissioners and reviewed annually thereafter.

Elected Department Heads will be paid on an annual basis and no overtime will be earned, accrued or paid. The salaries of County Commissioners shall be set at the December Board meeting prior to the first date on which applicants may file for office. The Board shall set, by resolution, the minimum salary to be paid the elected official for the term following and will review same annually thereafter. Salaries of elected officials shall not be reduced during the

term for which that official was elected, without Board of Commissioners action. If there is a vacancy, the Board of Commissioners will consider the individual's experience, qualifications and performance, and duties of the office to establish a salary.

All County personnel, not covered above, will have wage amounts set and approved by the Board of Commissioners. The salaries shall be set at the December Board meeting prior to the first of each calendar year.

5.7 PROMOTION

It shall be the practice of Faribault County to encourage promotion of employees from within the County organization.

Promoted employees shall retain all accrued benefits. Compensation levels for promoted employees will be determined by the employer.

5.8 TRANSFER

Employees shall be authorized to transfer from one County department to another when approved by the Board of Commissioners.

Transferred employees shall retain all accrued benefits including longevity where applicable. Employees transferred, may be transferred to the same step and pay grade, or at a lower pay grade if the position to which the employee is transferred is at a lower pay grade. The anniversary date of transferred employees will change to the date in which transfer occurred.

A letter from the Department Head confirming the transfer indicating the starting date, pay information and other details of the transfer will be submitted to the Human Resources Department for inclusion in the employee's personnel file. All employees who transfer will serve a six (6) month probation period.

5.9 FAIR LABOR STANDARDS ACT (FLSA)

Faribault County has established this policy to comply with applicable state and federal laws governing the accrual and use of overtime. Based on FLSA, the Human Resources Director and Board of Commissioners will determine whether an employee is designated as "exempt" or "non-exempt" from earning overtime.

Non-exempt employees are eligible for overtime compensation pursuant to the rules and regulations governing overtime elsewhere in this policy.

Exempt employees are expected to work whatever hours are necessary in order to meet the performance expectations outlined by their Supervisor(s).

5.10 OVERTIME/COMPENSATORY TIME

Employees designated as non-exempt are eligible for overtime payments or compensatory time.

All employees, in all departments, may be required to work overtime as requested by their employer. Refusal to work overtime may result in disciplinary action. The employer will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. All overtime must be authorized in advance according to procedures established by the Department Head. An employee who works overtime without prior approval may be subject to disciplinary action.

Certain employees, who are covered by exemptions in the Fair Labor Standards Act (FLSA), will have hours that are governed by the union contract(s).

Calculation

Except for employees covered by a partial exemption under the FLSA, hours worked beyond 40 hours in a work week will be compensated at one and one half times the employee's regular rate of pay (wage) or in compensatory time accrued at one and one-half hours for each hour worked beyond 40. P.T.O., holidays, sick leaves, and compensatory time used are considered hours worked for purposes of computing eligibility for overtime.

Payment

Overtime pay or compensatory time will be processed through payroll.

Compensatory Time Accumulation

County policy allows for compensatory time to be accumulated up to 100 hours.

The employer may schedule when the compensatory time may be taken by the employee. Employees are encouraged to request compensatory time off throughout the year to avoid large accrued balances.

When an employee is separated from the County for any reason, they will be paid at the employee's regular rate of pay for accumulated compensatory time.

5.11 SEVERENCE PAY

Upon written two (2) week notice of voluntary resignation by a benefit eligible employee (including elected officials) or if a benefit eligible employee dies while still employed by Faribault County, and after ten (10) years of service, the County will pay to the employee or his/her estate an amount of \$400; and for each additional year of service, \$400 per year.

Chapter 6 – Benefits

6.1 HEALTH AND LIFE INSURANCE

It is the policy of Faribault County to provide health and life insurance benefits for eligible employees (including elected officials). The Board of Commissioners, from time to time, may adopt new provisions or revise existing programs and benefit levels. Newly hired, benefit eligible employees are eligible for coverage the first of the month following completion of 30 days of employment. Employees are encouraged to contact the Human Resources Department for specific benefit provisions affecting them and to complete applicable enrollment forms.

Individuals employed for 30 or more hours per week are eligible for health and life insurance benefits. Individuals employed for less than 30 hours per week will not be covered under the insurance program.

The County will determine whether ongoing employees are regularly scheduled to work 30 or more hours per week for purposes of insurance coverage under the Affordable Care Act by using a look back period/standard measurement period of 12 months to determine if the employee worked an average of 30 or more hours per week. This standard measurement will be October 1 through September 30. The County will utilize a 90 day administrative period from October 1 through December 31. If the employee is determined to work an average of 30 or more hours per week, the employee will be determined to be eligible for insurance “full-time” status under the ACA during a subsequent 12 month stability period of January 1 through December 31.

The County will pay the premium for \$30,000 term life insurance coverage for all benefit eligible employees at Faribault County.

Retired Employee Health Insurance

For employees beginning active service with Faribault County prior to January 1, 2002, and who retire after December 31, 2011, the County shall contribute an amount toward the retiree’s insurance coverage equal to the amount of the County’s contribution toward active employees. If the monthly contribution toward a retiree’s single or family insurance coverage is in excess of the monthly premium, the contribution shall be limited to the premium cost.

Employees beginning active service with Faribault County on or after January 1, 2002, they shall not be eligible for any County contribution toward retiree health insurance benefits. The

retiree will be allowed to continue coverage for themselves and for dependents that are

covered on the date of retirement, with the entire cost being the responsibility of the employee. Health insurance benefits for employees hired after January 1, 2002, including dependent coverage, shall be an optional election; the option should be exercised by written notice to the Human Resources office, no later than the 25th day of the month following the date of cessation of employment. The retiree or retiree's dependents shall pay premium expense to the County one month in advance in the Auditor/Treasurer's office.

Premium costs and benefits shall be determined by the insurance carrier and accepted by the Board of Commissioners on an annual basis. A retiree must enroll in Medicare when eligible so that coverage may be coordinated with benefits provided primarily by Medicare.

The County's contribution toward retiree health insurance benefits shall terminate on the death of the retired employee, except that the deceased retiree's spouse may continue the insurance following the death of such employee until such time the spouse remarries and as allowed by law. Said spouse coverage (single or family coverage) shall be paid in full by the surviving dependent.

Term life insurance coverage can be extended in retirement, and paid by the benefit eligible employee until reaching the age of 70 or death. The employee shall pay premium expense to the County one month in advance in the Auditor/Treasurer's office.

Open Enrollment Period

The annual open enrollment period (December) is a time when employees may make necessary changes or additions to their insurance, HSA/VEBA, flexible spending accounts, other voluntary insurance, and other programs without needing a qualifying event. A qualifying event would allow for changes to be considered or made for benefit eligible employees (including elected officials).

Cobra

Upon termination of employment, eligible employees (including elected officials) and their eligible beneficiaries will have the option to continue applicable benefits at their own expense in accordance with COBRA regulations. Faribault County (in coordination with our third-party administrator) provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for continuation coverage. The notice contains important information about the employee's rights and obligations. *See also Continuation of Benefits (Chapter 12).*

The County may offer voluntary programs which participating employees may have the

opportunity to continue after the termination of their employment. Employees should consult with the Human Resources Department and the participating programs to determine the status of potential benefits.

6.2 RETIREMENT BENEFITS

All employees must participate in the Public Employees Retirement Association (PERA). PERA provides retirement benefits as well as disability benefits to members and benefits to survivors by State Statute. PERA is funded by mandatory employee deductions from gross wages and matched by an employer contribution level set periodically by the State Legislature. Employees are encouraged to contact the Human Resources Department for specific information about the program. *See also Health Insurance, Retired Employee Health Insurance (Chapter 6).*

At retirement, a benefit eligible employee in good standing shall receive pay for eligible, unused accrued paid time off (PTO), compensatory time and severance pay. The final payroll processing for a retiring employee will be coordinated with the Human Resources Department.

Deferred Compensation Plans

The County provides several optional deferred compensation plans that employees may use to supplement their retirement planning. Enrollment materials, vendor contacts and program specifics are available in the Human Resources Department.

6.3 VOLUNTARY EMPLOYEE BENEFITS

Several additional voluntary employee benefits are available to benefit eligible employees (including elected officials). The Human Resources Department can provide additional information pertaining to these voluntary plans. These voluntary plans are subject to change and are reviewed annually at open enrollment employee meetings for all benefit eligible staff.

HSA/VEBA Health Savings Accounts

The County offers a HSA/VEBA account in conjunction with the high deductible health plan (HDHP) established in Faribault County.

Flexible Spending Account

Faribault County has established a Flexible Spending Account (Section 125 Plan) as an optional benefit for eligible employees. There are two types of Flexible Spending Accounts; Healthcare and Dependent Care.

Voluntary Coverage Plans

The County offers employee paid options for the following insurance coverage plans: dental, vision, accident, critical illness, and hospital insurance.

Life Insurance

Benefit eligible employees may apply for additional life insurance coverage on themselves and their spouse subject to proof of good health. This coverage includes accidental death and dismemberment coverage. Dependent Life coverage for unmarried children and spouse is also available. This additional life insurance coverage is employee paid.

Long Term Care Insurance

Long Term Care insurance coverage is available for eligible employees, their spouse, parents and grandparents, subject to proof of good health. Subject to good health, benefits are based upon your attained age at the time that coverage is approved.

Short Term Disability Insurance

Short Term Disability coverage is available for individuals employed for 30 or more hours per week. Benefits begin on the 1st day of an accident and on the 8th day of an illness and can be payable up to 26 weeks. Employee may elect coverage, in increments of \$50, up to 60% of employee monthly income. Coverage is subject to health review.

Long Term Disability Insurance

Long Term disability coverage is available for individuals employed for 30 or more hours per week. Benefits begin in the seventh month of disability. Employee may elect coverage, in increments of \$100, up to 60% of your monthly income. Coverage is subject to health review.

6.4 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Any employee has available to them a confidential counseling service to assist with questions or concerns about a variety of personal issues. Faribault County's Employee Assistance program is coordinated through The Sand Creek Group Ltd/Minnesota Counties Intergovernmental Trust (MCIT) and can be reached by calling 1.800.550.6248 or 1.651.430.3383. Contact information may also be located on the website at www.mcit.org (services tab). Materials describing this service in detail are also available through the Human Resources Department.

This voluntary program provides short-term counseling services for issues related to finances, work, chemical dependency, stress, relationships or other life concerns. It is designed to provide problem assessment, short-term counseling and referral. If other or additional services

(that are not covered by EAP/MCIT's program) are requested, that cost is the responsibility of the employee.

6.5 DEATH BENEFITS

Any employee of the County who dies shall receive pay and benefits as explained in this policy and according to Minnesota Statutes. Termination pay of the deceased employee shall be paid pursuant to current payroll practices on file with the employer.

6.6 EMPLOYEE RECOGNITION

In an effort to maintain and recognize quality staff, the County has implemented a recognition program. Employees are awarded letters or certificates for outstanding service, based on their actual years of services with Faribault County. Annually, in December, the Board of Commissioners will recognize employees with at least 10 years of service (from initial hire date), at a public Board meeting.

Department Heads are encouraged to write letters of commendation to employees whose performance is clearly outstanding, and to have a copy placed in the employee's personnel file.

Individual Faribault County departments may have their own employee recognition program(s).

Excellence in Performance Program

The general purpose in this program is to identify, and formally acknowledge those employees of Faribault County deserving recognition for the special way in which this person functions on the job.

1. Nominations must be submitted by completing the Excellence in Performance Nomination Form (15.10) and returning it to the Human Resources Department.
2. The Department Head of the individual employee nominated will be notified, adding further details where necessary for this acknowledgement.
3. The employee's Department Head will notify the employee.
4. The employee will be invited to attend a Board of Commissioners meeting where appropriate recognition will take place.

6.7 PROFESSIONAL MEMBERSHIP

The purpose of employee membership and dues to various professional organizations must be directly related to the betterment of the functions of Faribault County and may be paid for by the County if approved within the departmental budget and the Board of Commissioners.

6.8 TUITION REIMBURSEMENT

Background and Requirements

Faribault County recognizes and values the continuing education needs of all staff. Tuition is interpreted to be the fee charged for the class and/or course. Employees may elect to participate in this program so long as--1) the education is required by Faribault County to keep your present position (salary, status or job) and serves a bona fide business purpose of Faribault County, or 2) the education maintains or improves skills needed in your present work, and 3) documentation of completed Tuition Assistance Request and Repayment Agreement Form (15.7) is on file in the Human Resources Department.

The tuition reimbursement program is an accountable plan. An accountable program provides the employer will not include the reimbursement on the employee's W-2 if the employee follows all IRS rules and regulations regarding the receipt of tuition reimbursement benefits. Faribault County will provide the employee with a description of the documentation the employee must keep for meeting the IRS rules and regulations.

Employees who work thirty (30) hours or more per week on an ongoing basis and have completed their probationary period may be eligible for tuition reimbursement. Resignation or termination of the employee automatically terminates their eligibility for education assistance benefits.

Approval of reimbursement must be granted in advance of enrollment in the course. An employee should complete a Training Request Form and submit it to their Department Head. The Department Head must acknowledge 1) the education is required by Faribault County to keep your present position (salary, status or job) and serves a bona fide business purpose of Faribault County, or 2) the education maintains or improves skills needed in your present work. The Department Head will forward the application to the Personnel Committee for review before presentation to the Board of Commissioners for final authorization.

The employee is required to enroll, pay the tuition and complete the course. Obtain evidence of satisfactory completion of the course, as well as a statement/receipt reflecting the amount of tuition paid. Reimbursement will not be given when an employee has not satisfactorily completed a course with a grade of C or equivalent. Submit the Tuition Assistance Request and Repayment Agreement Form, as well as completion information and receipts to the Human Resources Department for processing. This paperwork should be submitted within 60 days of course completion.

If the course is only offered during work hours, an employee may utilize leave time or be allowed to flex their schedule. This will be allowed only through prior Department Head approval.

Reimbursement Amount

The employee will be limited to a maximum reimbursement for all approved courses under this plan to the following annual amounts:

- Undergraduate Courses \$1200 per calendar year
- Graduate Courses \$2000 per calendar year
- Doctorate Courses \$3000 per calendar year

Under this plan, an employee will be reimbursed provided monies are available within the current year's County and/or Department training budget.

Retention Period

Employees who separate from employment within a two year period of the course completion, shall be required to reimburse the County.

This reimbursement to the County shall be paid either by direct payment, and the employee will be required to sign the Tuition Assistance Request and Repayment Agreement upon seeking reimbursement amounts that will enforce the Counties ability to withhold the amount from their wages/paycheck.

6.9 EMPLOYEE WELLNESS

Faribault County is dedicated to creating a healthy work environment that supports employee and workplace health. The County feels it is important to provide employees with healthy physical activity opportunities to support our efforts to prevent disease and attain optimum health. Employee wellness and recognition programs may be established and operated and that Faribault County may expend funds as necessary to achieve the objectives of the program.

The Board of Commissioners will support and promote the goals and objectives of this employee wellness and recognition program along with providing funding.

Goals

- Support/promote employee wellness
- Create a culture that fosters positive change and teamwork within and between departments
- Become an employer of choice
- Improve employee morale

Objectives

Faribault County, as an employer, believes that employees in a positive and healthy work environment exhibit higher morale, experience less sick days and show higher productivity. In support of health, wellness and rapport of Faribault County employees, the County will promote at least 1-2 health related screenings, seminars, programs or fitness activities per year. These categories may include but are not limited to:

Health Screenings/Seminars

- General Health Screening (cholesterol level, blood glucose levels, BMI measurements, blood tests, or similar)
- Health Fair
- Nutrition Presentations
- Diabetes Awareness

Programs

- Nutrition or dietary related
- Stress Management
- Smoking cessation
- Diabetic Education

Fitness Activities

- Walking program/contests
- Yoga
- Pedometer program
- Exercise classes
- Martial Arts

Employees will be allowed the use of the County's facilities for the purpose of promoting employee health and wellness programs. Every effort will be made to allow wellness events, programs or activities to be affordable for employees/family. Some programs may ask employees (and family members) to pay a fee to participate and if applicable, an Activity Waiver Form (15.9) shall be completed prior to the activity by the employee.

Chapter 7 – Leave

7.1 HOLIDAYS

The following holidays are official holidays of Faribault County:

New Year's Day	January 1
Martin Luther King Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Juneteenth	June 19
Labor Day	1 st Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve Afternoon*	December 24 afternoon only
Christmas Day	December 25

**Christmas Eve afternoon is observed when it falls on a regular work day (Monday-Friday) only.*

When New Year's Day, Juneteenth, Independence Day, Veteran's Day or Christmas Day falls on Sunday, the following Monday shall be a holiday, or when any of said days fall on Saturday, the preceding Friday shall be a holiday.

The Faribault County buildings will be closed on the above listed holidays and no public business shall be transacted on those days.

Eligibility

Employees are eligible for paid holidays in accordance with the schedule published at the beginning of each calendar year. To be eligible for holiday pay, the employee must be in active employment status or on a paid leave at the time the holiday is observed. New employees are eligible for recognized holidays on or after the first day of employment. Holiday pay will be calculated based on the employee's straight-time pay rate and their number of hours normally worked.

If an eligible non-exempt employee (including part-time) works on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday. Holiday pay will NOT be counted as hours worked for the purposes of determining overtime.

An employee cannot claim a holiday as their last day of employment. Employees must work or be on approved paid leave the last scheduled day immediately preceding and the first scheduled day immediately following the holiday to be eligible for holiday pay.

7.2 MILITARY LEAVE

Employee

State and federal laws provide protections and benefits to County employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the County as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the County at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of PTO accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Family Members

State and federal laws provide protections and benefits to County employees to attend military events of an immediate family member (spouse, child, parent, grandparent, legal guardian, sibling, grandchild, fiancé, or fiancée). The employee is required to give reasonable notice when requesting time off for such events, and the employer must provide a reasonable amount of unpaid leave as stated in statute.

Faribault County may not compel an employee to use accumulated PTO for these events; use of paid time off will be left to the employee's discretion. *See also Family Medical Leave Act* (Chapter 7).

7.3 PAID TIME OFF (PTO) LEAVE

Employees are encouraged to take advantage of the County's paid time off leave benefits. Paid time away from work each year contributes to the employee's health and effectiveness and is a positive benefit to the individual and the customers we serve. This paid time off leave is a single bank of flexible leave that incorporates sick leave, funeral leave and vacation leave into a single bank of hours.

Eligibility

All benefit eligible County employees will be eligible for PTO accrual. Regular part-time employees do not accrue PTO. The amount of PTO time employees receive each year increases with the length of their employment as shown in the following schedule:

PTO SCHEDULE(S)

<u>YRS of SERV</u>	<u>BASE HRS</u>	<u>TOTAL HRS EARNED</u>	<u>DAYS/YR</u>		<u>YRS of SERV</u>	<u>BASE HRS</u>	<u>TOTAL HRS EARNED</u>	<u>DAYS/YR</u>
0-4	1950	150.00	20.00		0-4	2184	168.00	20.00
5-9	1950	172.50	23.00		5-9	2184	193.20	23.00
10-14	1950	195.00	26.00		10-14	2184	218.40	26.00
15-19	1950	217.50	29.00		15-19	2184	243.60	29.00
20-24	1950	240.00	32.00		20-24	2184	268.80	32.00
25-29	1950	262.50	35.00		25+	2184	285.60	34.00
30+	1950	285.00	38.00					
YRS of	BASE	TOTAL HRS	DAYS/YR		YRS of	BASE	TOTAL HRS	DAYS/YR

<u>SERV</u>	<u>HRS</u>	<u>EARNED</u>		<u>SERV</u>	<u>HRS</u>	<u>EARNED</u>	
0-4	2080	160.00	20.00	0-4	2223	171.52	21.44
5-9	2080	184.00	23.00	5-9	2223	198.40	24.80
10-14	2080	208.00	26.00	10-14	2223	225.28	28.16
15-19	2080	232.00	29.00	15-19	2223	252.16	31.52
20-24	2080	256.00	32.00	20-24	2223	279.04	34.88
25-29	2080	280.00	35.00	25+	2223	296.96	37.12
30+	2080	304.00	38.00				

Although newly hired, benefit eligible employees will earn paid time off benefits calculated from the day of employment; they may not utilize the accrued time until after completing (6) six month probationary period.

The minimum usage of PTO shall be ¼ of an hour. Employees are allowed a maximum PTO balance of 600 hours. Any unused amount in excess of the maximum allowed will be forfeited.

All employees entitled to use PTO time shall indicate their desire to take time off to the Department Head following department procedures. Use of PTO shall be subject to reasonable notice requirements and approval of the Department Head.

When an employee wishes to take sick leave, the employee shall notify the Department Head through procedures specified by the department. Such notice shall be given at the earliest possible time and preferably before the start of the scheduled working hours. Failure to make a diligent effort to give such notice may result in a payroll deduction of the time taken.

Should an employee, or someone acting for the employee, not notify the Department Head of the fact that the employee is unable to work, prior to the time the employee is scheduled to work, each day of absence may be considered unauthorized absence.

Before returning to work from a sick leave absence of 30 calendar days or more, an employee must provide a fitness for duty certification from a healthcare provider.

At separation of employment in good standing, an employee is allowed to cash out their entire PTO balance, up to 600 hours.

7.4 BANKED SICK LEAVE

History

Sick leave hours were frozen as of 04/01/2007 at the time of conversion to PTO leave. Those banked sick leave hours are available to the employee during an extended illness situation, after the initial three (3) days (per illness per 12 month period) of PTO used on that illness. A physician certification/note may be requested by a Department Head or the Human Resources Director for absences lasting more than 5 days. Banked sick leave can be used in minimal increments of ¼ of an hour.

Utilization of Banked Sick Leave

Banked sick leave earned may be used by employees under the following circumstances:

- Personal illness or physical incapacity, medical care, including pregnancy which renders the employee unable to perform the essential functions of their position, after completing a benefit waiting period of three (3) days due to their illness before banked sick leave benefits will begin. If a holiday falls within the waiting period requirement, these holiday hours will not count against the waiting period.
- Illness or injury in the immediate family (as defined in Minnesota Statute, *see also Definitions*, Chapter 1) that requires the presence and attendance of an employee, after the benefit waiting period of three (3) days has been completed and may require an acceptable medical verification that the absence qualified before using their banked sick leave hours. The County may require evidence from a medical professional. If such requirement is made, the cost of such examination shall be the responsibility of the County.
- Exposure to contagious disease under circumstances in which the health of the employees with whom the employee is associated or members of the public with whom the employee deals would be endangered by the employee's attendance on duty.

Notification

When an employee wishes to take extended sick leave, the employee shall notify the Department Head through procedures specified by the department. Such notice shall be given at the earliest possible time and preferably before the start of the scheduled working hours. Failure to make a diligent effort to give such notice may result in a payroll deduction of the time taken.

Should an employee, or someone acting for the employee, not notify the Department Head of the fact that the employee is unable to work, prior to the time the employee is scheduled to work, each day of absence may be considered unauthorized absence.

Before returning to work from a sick leave absence of 30 calendar days or more, an employee must provide a fitness for duty certification from a healthcare provider.

7.5 SEVERE WEATHER – EMERGENCY CLOSING –CONTINUATION OF SERVICE

It is the policy of Faribault County to continue to provide service to its citizenry whenever and wherever possible, following Minnesota Statute. Faribault County expects employees to participate in Faribault County emergency operations regarding, but not limited to,

environmental, natural, manmade and nuclear disasters, when so declared by the President, the Governor and/or the Faribault County Board of Commissioners.

In attempting to provide such service, the County also acknowledges the need for the safety and welfare of its employees. The balancing of these considerations should be taken into account in each hazardous weather or emergency situation(s).

Employees who are unable to report to work must contact their Supervisor or Department Head who may approve the use of paid time off or compensatory time off for the hours which they are unable to work. A Supervisor or Department Head may also approve working the time missed back in a manner that will not qualify as overtime. Management reserves the right to deploy County employees to alternative worksites in varied County operations in order to carry out functions. Employees deployed to perform functions, whether or not the assignment is within their home department are expected to report to work.

The decision to close County facilities will be made by the Board of Commissioners and/or the County Coordinator and/or Sheriff. This decision may be retroactively approved by the Board at the next succeeding meeting.

7.6 FAMILY MEDICAL LEAVE ACT

Family and/or Medical Leave of Absence - An approved absence available to eligible employees for up to twelve weeks of leave in any eligible 12-month period (measured forward from the first date leave is used, a rolling 12-month period) under certain circumstances.

Leave will be granted to all eligible employees (male and female) for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position; and
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave). *See also Military Leave* (Chapter 7).

Substitution of Other Paid Leave

An eligible employee must use PTO, compensatory time or banked sick leave, before going into an unpaid leave status, as part of the 12 weeks of leave to which the employee may be entitled under this policy. An employee who is receiving temporary disability benefits, such as workers' compensation weekly wage loss benefits, is not required to use PTO, compensatory time or sick leave, but may choose to do so. However, the County will not provide paid leave in any situation that it does not normally provide such leave for the purpose requested.

Eligibility

To be eligible for leave, an employee must have worked for the County for at least twelve months in total, and must have worked at least 1,250 regular-pay hours (excluding overtime, compensatory time, and other premium pay) during the twelve-month period immediately prior to the request for leave. A twelve-month period is determined by the date of hire.

Employment Restoration

As a general rule, any eligible employee who takes a leave for a purpose authorized by this policy is entitled upon return from such leave to be restored to the same position of employment as held when the leave began, or to be restored to an equivalent position with equivalent employment benefits, pay, and working conditions.

A health care provider's certificate of fitness for duty will be required if the employee is returning from a medical leave of three or more days.

Basic Conditions of Leave

- The County will require medical certification from a health care provider to support a request for leave for an employee's own serious health condition, or to care for a child, spouse, or parent with a serious health condition.
- At its discretion, the County may require a second medical opinion at its own expense and periodic recertification at the employee's expense.
- If medically necessary for a serious health condition of the employee or the employee's spouse, child, or parent, leave may be taken on an intermittent or reduced work schedule. If leave is required on this basis, however, the County may require the employee to transfer temporarily to an alternative position that better accommodates recurring periods of absence or a part-time schedule, provided the position has equivalent hourly pay and benefits.

Notification and Reporting Requirements

When the need for leave can be planned, such as the birth or placement of a child, or scheduled medical treatment, the employee must provide 30 days prior notice, and make efforts to schedule the leave to minimize disruption to the County and/or departmental operations. In cases of illness, the employee may be required to report bi-weekly on leave status and intention to return to work.

If the need for the leave was not foreseeable, the employee must provide certification within 15 days of the request for leave or as soon as reasonably possible under the circumstances. In this case, the County will require the use of FMLA paid leave until proper documentation is received and Human Resources Director determines eligibility for leave status under this policy.

If the employee has documented time off for a FMLA qualifying event prior to the formal request, the County will include, wherever appropriate, the previous time taken as part of the 12 weeks available through this policy.

Status of Employee Benefits during Leave of Absence

Employees who are granted an approved leave of absence under this policy will continue their health insurance coverage by arranging to pay their portion of the premium contributions during the period, employer premium contributions will continue. All other employee paid insurance will continue to be in force only if employee pays the full amount of the premium during the leave.

If an employee elects not to return to work upon completion of an approved leave of absence, the County may recover from the employee the cost of any premiums paid to maintain the employee's coverage.

Paid time off (PTO) leave accruals will not accumulate during any unpaid leave of absence; accrued amounts of leave shall remain on the record at the inception of the leave of absence and shall continue upon the return of the employee.

For purposes of determining the amount of leave used by an employee, the fact that a holiday may occur within the week taken as FMLA leave has no effect; the week is counted as a week of FMLA leave. However, if an employee is using FMLA leave in increments of less than one week, the holiday will not count against the employee's FMLA entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Employee Requests Leave Procedure

The employee must complete the request for Family and Medical Leave Act (FMLA) Request (15.11), sign it, and submit to the Supervisor or Department Head. The Supervisor or Department will forward to Human Resources for processing required paperwork pertaining to the FMLA request. If possible, the form should be submitted thirty (30) days in advance of the effective date of the leave.

County Designates Leave

Where the County has constructive knowledge of a FMLA triggering event as defined by the Federal Family and Medical Leave Act, Human Resources will place the individual on a Family and Medical Leave of Absence and notify the Supervisor or Department Head of this action.

7.7 MINNESOTA PARENTING LEAVE

To be eligible for Minnesota parenting leave, an employee must have worked for the County for at least 12 consecutive months immediately preceding the request for the leave, and must have worked an average of at least half time, per week during those 12 months.

The County will grant a leave of absence to an eligible employee who is a natural or adoptive parent in conjunction with the birth or adoption of a child. For purposes of the Minnesota parenting leave, “child” means an individual under 18 years of age or an individual under age 20 who is still attending secondary school.

The length of the leave may not exceed twelve (12) weeks. The leave may begin not more than 12 weeks after the birth or adoption, except that in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than 12 weeks after the child leaves the hospital.

During the leave, the employee must use PTO, compensatory time or sick leave, as part of the 12 weeks of leave to which the employee may be entitled under this policy. However, the County will not provide paid leave in any situation that it does not normally provide such leave for the purpose requested.

An employee returning from a Minnesota parenting leave is entitled to return to employment in the employee’s former position or in a position of comparable duties, number of hours, and at the rate of pay the employee had been receiving when the leave commenced plus any automatic adjustments in the employee’s pay scale that occurred during the leave period. Employees may continue group insurance coverage during their leave at the employee’s expense. By agreement with the County, an employee may return to work part-time during the leave period without forfeiting the right to return to employment at the end of the leave period.

The Minnesota Parenting Leave and Family Medical Leave Act will run concurrently for employees who are eligible for both types of leave of absence. *See also Family Medical Leave Act (Chapter 7).*

7.8 UNPAID LEAVE--ADA ACCOMODATION PROCESS

There are circumstances under the American Disability Act (ADA) whereby Faribault County would grant an unpaid leave due to a health condition.

Upon written request, an employee may be granted a personal leave without pay for a period not to exceed thirty (30) calendar days upon approval of the Department Head, when such a leave is for medical purposes and Family Medical Leave Act (FMLA) benefit options are exhausted or employee is not eligible for FMLA. A leave up to ninety (90) calendar days may be

granted only in exceptional cases. Such a leave requires not only the approval of the Department Head, but also of the Board of Commissioners. All leaves of absence shall be subject to the condition that the appointing authority may cancel the leave at any time upon prior notice to the employee. Decisions on the granting of the leaves of absence without pay will be at the sole discretion of the County and not grievable under the provisions of this handbook. Employees are required to exhaust use of FMLA benefits prior to requesting leaves without pay. Employees granted leave must utilize accumulated PTO, compensatory and extended sick leave bank prior to taking leave without pay. PTO does not accumulate during this unpaid leave of absence.

Unless otherwise provided by statute, the County's contribution towards an employee's benefits ends at the end of the month that an unpaid leave of absence begins. When the employee returns from unpaid ADA accommodation leave, the County shall again pay its portion of the employee's benefits. *See also Americans with Disabilities (ADA)* (Chapter 8).

7.9 SCHOOL CONFERENCES OR ACTIVITIES

Per Minnesota statute, an employee may take unpaid leave of up to a total of 16 hours during any 12 month period to attend school conference or school related activities related to an employee's child, when such conferences or activities cannot be scheduled during non-work hours. When the need for leave during work hours is foreseeable, the employee shall provide reasonable prior notice and make a reasonable effort to schedule the leave to minimize any work disruptions. An employee may substitute any accrued PTO for this time.

7.10 BEREAVEMENT LEAVE

All funeral leave time shall be deducted from paid time off leave or compensatory time leave. *See also Paid Time Off (PTO) Leave* (Chapter 7).

7.11 BONE MARROW LEAVE

In accordance with Minnesota State statutes, employees of Faribault County who perform services for an average of 20 or more hours per week will be allowed to take a paid leave of absence not to exceed forty work hours to undergo a medical procedure to donate bone marrow.

All employees, regardless of length of service with Faribault County are eligible to take bone marrow donation leave.

Employees must submit a written request for bone marrow donation leave including a doctor's statement verifying the purpose and length of the leave to the Human Resources Department.

In the event that there is a medical determination that the employee does not qualify as a bone marrow donor, paid leave granted prior to the medical determination is not forfeited.

7.12 VOTING

Every employee who is eligible to vote in an election has the right to be absent from work for a reasonable amount of time for the purpose of voting without penalty or deduction from salary or wages. An employer or other person may not directly or indirectly refuse, abridge, or interfere with this right or any other election right of an employee. Election means a regularly scheduled state primary or general election, an election to fill a vacancy in the office of United States Senator or United States Representative, or an election to fill a vacancy in the office of State Senator or State Representative.

Employees are required to notify their Supervisor prior to leaving work to vote. Employee may coordinate other time to be absent for voting with their Supervisor or Department Head.

7.13 JURY OR WITNESS DUTY

After notice to the employer, an employee shall be granted leave with pay for service upon a jury or appearance before a court, legislative committee, or other judicial or quasi-judicial body as a witness in an action arising from the performance of their official duties, or in a criminal action involving the Federal Government, State of Minnesota, or a political subdivision thereof, in response to a subpoena or other direction by proper authority. The employee shall submit a copy of the summons or subpoena to their Department Head as soon as possible so that arrangements to accommodate the absence.

Employees will remain on paid status during jury/witness duty. The employee shall turn in any per diem payment, received as a result of serving on a jury or as a witness as described above, to their Department Head. Monies received for expenses shall be kept by the employee. Time spent on jury duty will not be used for purposes of computing overtime eligibility.

Employees are required to report to work whenever the court schedule permits and when the employee's service on jury/witness duty ends. If excused as a juror, an employee shall immediately return to work for the balance of the day or use accrued PTO or compensatory time to make up remaining hours. Fitness for duty should be a consideration for employees with evening or night schedules. Either Faribault County or the employee may request an excuse from jury/witness duty if the employee's absence would create serious operational difficulties.

Any absence, whether voluntary or in response to a legal order to appear and testify in private litigation, not as an employee of the County but as an individual, shall be taken as paid time off or compensatory time.

7.14 LEAVE SHARE PROGRAM

The leave share program can help employees who face economic hardship due to a qualifying Family Medical Leave Act event or in the case of a major disaster that requires an employee's absence from the workplace. Employees may voluntarily donate accumulated leave to employees whose leave bank has been exhausted.

To be eligible to participate in the Leave Share Program an employee must:

- Be an employee of Faribault County.
- Have exhausted their paid time off (PTO) and compensatory time balances.
- Present a condition which would define the employee (or covered family members) as eligible to take leave under the Family and Medical Leave Act.
- NOT be participating in any other disability program (i.e., Long Term Disability, Short Term Disability, PERA, Social Security, Worker's Compensation, etc.).
- Have a major disaster declared by federal or state government officials for the area in which the participant resides.
- Not be in the process of terminating employment, an employee is not eligible to draw hours if ending employment.

If the employee has been determined to be eligible to participate in the Leave Share program, a request will be made from the Human Resources Director to all County employees. At that time the employee may attach a brief explanation to the request detailing the circumstances of their eligibility (employees may choose to remain confidential), either method is acceptable.

Once a request has been made employees may donate paid time off (PTO) to the employee. Participation in the leave share is completely voluntary. Leave must be donated in full hour increments and will be limited to 80 hours per employee per year. Hourly leave donations will be converted to a dollar figure based on the salary of the donor at the time of donation. At the appropriate time, those dollars will be given to the participating employee at their current salary rate.

Donated leave will be allocated to the participating employee in the order it was received in the Human Resources Department. Leave will be allocated in converted dollars to the participating employee as needed for each two week payroll. Participant will not accrue paid time off (PTO) during use of emergency leave share hours. A participants pay will continue to be taxed in accordance with State/Federal law. All authorized deductions will continue to be deducted from the participant's paycheck, providing that sufficient hours are available. If a participating employee resigns or is terminated while in the Leave Share program, they are no longer defined as a County employee and therefore no longer eligible to receive Leave Share donations, and not payable at time of separation.

To Donate Leave

If you wish to donate leave, complete a Leave Share Donation Form (15.2) indicating the number of hours you wish to donate to the affected employee (when known) or the leave bank. Employees must sign, date and submit the form to the Human Resources Department for transfer. Once a leave transfer is used by the participating employee it is irrevocable.

This policy may be revised at the discretion of the Board of Commissioners or in order to comply with applicable law.

7.15 Earn Sick & Save Time

Pursuant to Minnesota Law (Minn. Stat. Sec. 181.9445 to 181.9448) Faribault County is required to provide paid sick and safe time leave under the following instances:

(1) The employee's:

- (i) mental or physical illness, injury, or other health condition;
- (ii) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
- (iii) need for preventive medical or health care;

(2) care of a family member:

- (i) with a mental or physical illness, injury, or other health condition;
- (ii) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or other health condition; or
- (iii) who needs preventive medical or health care;

(3) absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:

- (i) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
- (ii) obtain services from a victim services organization;
- (iii) obtain psychological or other counseling;
- (iv) seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or
- (v) seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking;

(4) closure of the employee's place of business due to weather or other public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or another public emergency;

(5) the employee's inability to work or telework because the employee is:

- (i) prohibited from working by the employer due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
- (ii) seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the employee's employer has requested a test or diagnosis; and

(6) when it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Pursuant to this ESST law, family members are defined as follows:

1. The employee's child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. The employee's spouse or registered domestic partner;
3. The employee's sibling, stepsibling or foster sibling;
4. The employee's biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. The employee's grandchild, foster grandchild or step-grandchild;
6. The employee's grandparent or step-grandparent;
7. A child of a sibling of the employee;
8. A sibling of the parents of the employee;
9. A child-in-law or sibling-in-law;
10. Any of the family members described in 1-9 above of an employee's spouse or registered domestic partner;
11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. Up to one individual annually designated by the employee.

Coordination with Existing Leaves

Faribault County has selected the one hour for each 30 hours worked up to a maximum of 48 hours per year calculation and has selected the calendar year measurement period. Because Faribault County already provides PTO accruals at 5.77 hours per pay period (more for employees with greater length of service), provides for an extended sick bank (for employees hired before April 1, 2007), and allows a maximum carryover of 600 PTO hours from one year to the next, application of this statute will not result in additional accruals or carryovers for employees.

Because Faribault County already provides leave and accruals well in excess of that required by the Minnesota ESST law, the County's application of ESST leave time will be coordinated with its existing paid leave program as follows:

A. Paid leave time used under the County's PTO/Extended Sick Leave program will result in a corresponding reduction of the statutory ESST leave time except in instances where the employee is using PTO for a planned leave unrelated to a reason identified as an ESST permitted use.

- a. For example, if an employee chooses to take accrued PTO in order to go on a vacation that has previously been communicated to the County, the used PTO will not result in a reduction in accrued ESST leave.
- b. An employee using accrued PTO/Extended Sick Leave for a reason related to an ESST permitted use will have their available ESST reduced by the amount of that leave.
- c. An employee using accrued PTO/Extended Sick Leave that was not previously communicated to and approved by the County will have their available ESST reduced by the amount of that leave.
- d. An employee using 48 hours of ESST will not thereafter be eligible for ESST use for the balance of the year.

B. Employees qualifying for and using ESST leave as noted above may choose to follow the following notice requirements rather than the notice requirements of the County PTO policy:

- a. The County may require notice of up to seven (7) days in advance when the need to use ESST is foreseeable.
- b. If the need to use ESST leave is not foreseeable, the County requires notice as soon as practicable.
- c. Failure to comply with these notice requirements may result in denial of ESST use.

C. Employees qualifying for and using the ESST leave as noted above may choose to follow the following documentation requirements rather than the notice requirements of the County PTO policy:

- a. Reasonable documentation must be provided when the leave exceeds three (3) consecutive days.
 - i. Reasonable documentation may include medical documentation supporting the medical leave, court records or related documentation to support a safety leave.
- b. If the employee or family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then the reasonable documentation may

- include a written statement from the employee indicating that the employee is using, or used, ESST for a qualifying purpose.
- c. The County does not require an employee to provide specific details about the reason for using ESST, including details related to the employee's or their family member's medical condition.
- d. An employee will not be required to find a replacement worker to cover hours the employee will be absent.
- D. ESST and PTO use.
 - a. The leave can be used in increments of 0.25 hours - which is the smallest increment of time tracked by the County's payroll system.
 - b. The County will include the total number of earned sick and safe time hours accrued and available for use, as well as the total number of earned sick and safe time hours used, on the employee's earnings statement at the end of each pay period.

Non-Regular/On-call Part-Time, seasonal and temporary employees will accrue one (1) hour of ESST time for every thirty (30) hours worked, with a maximum accrual balance of eighty (80) hours. Subject to the same leave conditions as full-time employees described above.

Retaliation Prohibited

The County will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the County may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

Benefits and Return to Work Protections

During an employee's use of Earned Sick and Safe Leave, an employee will continue to receive the County's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the County and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.

Chapter 8 – Work Environment

8.1 ID BADGES

Identification (ID) badges are issued to every employee. They are intended to be worn prominently to provide a means of identification to other employees and the public. These badges are to be worn at all times while working at the County. ID badges can be obtained from the Human Resources Department. For security reasons, ID badges may list only the employee's first name. Department Heads may adopt additional procedures for use of County ID badges.

8.2 SMOKE-FREE ENVIRONMENT

Faribault County observes and supports the Minnesota Clean Indoor Air Act. The Faribault County Courthouse complex, Law Enforcement Center, Public Works, all County offices and County owned vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited at these locations.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees 18 and over are allowed to use tobacco or vape only during their breaks and lunch; smoking and tobacco or vape use are **permitted in a private enclosed vehicle parked in the parking lot(s)**. Smoking and tobacco use is not permitted in enclosed garages, under the building overhangs, or in a convertible, motorcycle or other open vehicle parked in a Faribault County parking area.

8.3 FIREARMS AT WORK

Possession or use of firearms, as defined in MN Statute, is prohibited on County property, in County vehicles, or in any personal vehicle, which is being used for County business (including

elected officials). Possession of a valid permit to carry authorized by the State of Minnesota is NOT an exemption under this policy.

The following exceptions to the policy exist:

- Employees (including elected officials) legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on County property.
- A person who is showing or transferring the weapon or firearm to a law enforcement officer as part of an investigation.
- Law enforcement officers (licensed under MN sections 626.84 to 626.863) who are in possession of a weapon or firearm in the scope of their official duties.
- A county attorney, or an assistant county attorney appointed under MN Statute, who lawfully possesses a permit to carry a pistol issued in accordance with Statute.

8.4 PERSONAL PROPERTY ON COUNTY PREMISE

Faribault County is not responsible for the theft, damage, or destruction of personal property on County premises unless specifically required by Department policy (i.e. Handguns in Sheriff's Dept., etc.).

Department Heads may require removal of any personal property deemed to be a health risk, unsafe, offensive or otherwise disruptive. The County is not responsible for and is not insured against loss or damage to personal property, including vehicles, while at work. Employees are encouraged to lock their vehicles.

If personal property is stolen or damaged, an Employee Incident Form needs to be completed and submitted to your Supervisor or Department Head.

8.5 OFFENSIVE CONDUCT, HARASSMENT AND VIOLENCE

It is the policy of Faribault County, hereinafter County, to maintain an environment that is free from offensive conduct, harassment and violence. The County is committed to creating and maintaining a work place free from harassment and discrimination.

The intent of this policy is to provide general guidelines about conduct that is not appropriate in the workplace and other County-sponsored social events. The intent of this policy is also to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the County's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of

their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Applicability

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all County employees, agents, officers, volunteers, members of boards and commissions and elected and appointed officials, both in the workplace and other County-sponsored social events.

Abusive Customer Behavior

While the County has a strong commitment to customer service, the County does not expect employees to accept verbal and other abuse from any customer.

An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Definitions/Prohibited Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

Violent Behavior:

Includes the use of physical force, harassment, bullying or intimidation; includes an act done with intent to cause fear in another of immediate bodily harm or death; includes the intentional infliction of or attempt to inflict bodily harm upon another; includes the threat to do bodily harm to another with present ability to carry out the threat.

Discriminatory Behavior:

Includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, gender identity, or gender expression, familial status, or status with regard to public assistance.

Offensive Behavior:

May include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly,

employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the County, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the Human Resources Director.

Sexual Harassment:

Can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.

Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Examples of sexual/gender harassment may include, but are not limited to:

- Unwelcome verbal remarks, jokes or innuendoes of a sexual nature or based upon gender;
- Unwelcome pressure for sexual activity;

- Unwelcome sexually motivated or inappropriate patting, pinching or other physical contact;
- Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats or overt promises or preferential treatment with regards to or concerning an individual's employment or access to public services or public accommodations;
- Any sexually motivated, unwelcome touching;
- Distribution or display of written materials, pictures or other graphics of a sexual or gender biased nature;
- Other unwelcome behavior or words directed at an individual because of gender.

Names and Pronouns:

Every employee will be addressed by a name and by pronouns that correspond to the employee's gender identity. A court-ordered name or gender change is not required.

Employee Reporting Procedures

All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should promptly advise a supervisor, the Human Resources Director, or other appropriate County official as designated by this policy.

Any person who believes he or she has been the victim of sexual harassment or discriminatory conduct, or any person who is aware of such conduct, must immediately report the conduct to a supervisor, the Human Resources Director, or any other appropriate County official designated by this policy.

The County encourages the reporting party or complainant to use the Complaints of Harassment, Discrimination or Unacceptable Behavior Form (15.8) which are also available from the Human Resources Department or the Department Head of any County department, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the County.

When the alleged conduct involves sexual harassment or discriminatory conduct, in addition to immediately reporting the conduct, the employee or individual who believes disrespectful or offensive conduct has occurred is encouraged to take the following steps, if the person feels safe and comfortable doing so.

1. If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.
2. If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor the Human Resources Director, or any other appropriate County official designated by this policy. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.
3. In some situations with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.
4. To reiterate, it's important you notify a supervisor, the Human Resources Director, or other appropriate County official as designated by this policy of your concerns. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the Department Head, Human Resources Director, County Attorney, or any other appropriate County official designated by this policy

Supervisor/County Response to Allegations Under this Policy

Employees who have a complaint of any type of disrespectful workplace behavior, including but not limited to harassment or discriminatory behavior, will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the Department Head. A supervisor must act upon such a report even if requested otherwise by the victim. Failure of a Supervisor to forward such a report to the Department Head, or other appropriate party, shall be grounds for discipline, including immediate discharge of employment.

Upon receipt of a report involving sexual harassment or discriminatory behavior, the Department Head must notify the Human Resources Director or County Attorney immediately, who will determine whether an investigation is warranted.

The supervisor or Department Head may request, but may not insist upon, a written complaint by the complainant. A written statement of the alleged facts will be forwarded as soon as practicable by the Department Head to the Human Resources Director or County Attorney. If the report was given verbally, the Department Head shall personally reduce it to written form

within 24 hours and forward it to the Human Resources Director or County Attorney. Failure to forward any harassment or violence report or complaint as provided herein, shall be grounds for discipline, including immediate discharge of employment

In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.
2. Supervisors, when talking with the reporting employee will be encouraged to ask him or her what he or she wants to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the County cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.
3. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. Typically, the investigator will obtain the following description of the incident, including date, time and place:
 - Corroborating evidence.
 - A list of witnesses.
 - Identification of the offender.
4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The County will follow any other applicable policies or laws in the investigatory process. The investigation may be conducted by County officials or by a third party designated by the County.
5. After adequate investigation and consultation with the appropriate personnel, The Human Resources Director or County Attorney, or third-party investigator, shall make a written report to the Board Chairperson. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

6. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.
7. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Special Reporting Requirements

If the complaint involves the Supervisor, the complaint shall be made or filed directly with the Department Head or Human Resources Director.

If the complaint involves the Department Head, the complaint shall be made or filed directly with the Human Resources Director or County Attorney by the reporting party or complainant.

If the complaint involves the Human Resources Director, the complaint shall be filed directly with the County Attorney who will confer with the County Board regarding appropriate investigation and action.

If the complaint involves an elected or appointed County official, the report shall be made to the Human Resources Director and referred to the County Attorney who will undertake the necessary investigation. The County Attorney will report his/her findings to the Board, which will take the action it deems appropriate.

If the complaint involves the County Attorney and Human Resources Director, the report shall be made to the County Board Chairperson regarding appropriate investigation and action.

If the complaint involves the County Attorney, the report shall be made to the Human Resources Director who will confer with the County Board regarding appropriate investigation and action.

Pending completion of an investigation, the County may at its discretion take the appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed County official is the victim of disrespectful workplace behavior, the County Attorney will be consulted as to the appropriate course of action.

Discipline

Violations of this policy may result in discipline, up to and including termination from employment. Each situation will be evaluated on a case-by-cases basis.

Any County action taken against an individual pursuant to this policy shall be consistent with the requirements of:

- Applicable collective bargaining agreements;
- County policies; and
- State and Federal law.

Confidentiality

The County will process complaints made under this policy as discreetly as possible, consistent with the County's legal obligations and the necessity to investigate allegations of discriminatory harassment and violence and take disciplinary action when the conduct has occurred.

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation/Reprisal

Consistent with the terms of applicable statutes and County policies, the County may discipline or take other appropriate action against any employee, officer, commissioner, agent or other elected official, who retaliates against any person who reports alleged violations of this policy. The County may also discipline any individual who retaliates against any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to the report of alleged violations.

The County will not tolerate retaliation or intimidation directed towards anyone who makes a complaint of employment discrimination, who serves as a witness or participates in an investigation, or who is exercising his/her rights, including when requesting religious or disability accommodation. Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor or Department Head;
2. Human Resources Director;
3. County Attorney;
4. In the event an employee feels retaliation has occurred by the Human Resources Director or County Attorney, then a report may be made to the Chairperson of the Board.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the Human Resources Director or County Attorney.

Dissemination of Policy

This policy shall be posted in each County building in areas accessible to employees and members of the public. This policy shall be distributed to all employees upon its adoption and to all new employees upon hire.

8.6 AMERICANS WITH DISABILITIES (ADA)

An employee who believes he/she qualifies for a reasonable accommodation under the Americans with Disabilities Act (ADA) shall submit a request for accommodations to the Human Resources Department. The County shall engage in an interactive process with employees who request accommodation to identify the specific physical and mental abilities and limitations as they relate to essential job functions; barrier to the performance of essential job functions; and how these barriers could be overcome with reasonable accommodation.

The employee may be requested to provide written documentation from a health care provider related to the employee's medical condition and request for accommodation. If an employee refuses to provide such written documentation and/or sign an authorization allowing Faribault County to contact the health care provider, the County will evaluate the employee's request based on the information available. The County shall, in the process of evaluating potential accommodations, determine which, if any, potential accommodations present an undue hardship to the County or the department in which the employee works.

The County may request an employee to have a medical examination if the County believes it is necessary to assess the employee's continuing ability to perform the essential functions of his/her position and for other reasons deemed necessary by the County; in accordance with State and Federal law. *See also Unpaid Leave— ADA Accommodations* (Chapter 7).

8.7 EMPLOYEE DRUG AND ALCOHOL

All employees of the Faribault County Public Works Department and Transit Department (*see also department specific procedures*), whether or not they are covered under the testing provisions set forth below, are strictly prohibited from using, possessing, selling, transferring, or being under the influence of drugs or alcohol while working or performing job duties or while on the Employer's premises or while operating the Employer's vehicles, machinery or equipment. Exception: An employee may use such a substance or drug, if the substance or drug is prescribed by a licensed medical practitioner who is familiar with the employee's medical history and assigned duties; and has advised the employee that the prescribed substance or drug will not adversely affect the employee's work performance.

Refusal to Undergo Testing and Consequences of Refusal

All applicants and employees have the right to refuse to undergo drug and alcohol testing. If an individual refuses to undergo drug and alcohol testing required by this policy, no such test shall be given.

An applicant (pre-employment) who refuses to take a drug and alcohol test shall be disqualified from further consideration for the conditionally offered position.

An employee refusing to take a drug and alcohol test required by this policy shall not be permitted to perform job functions and may be considered insubordinate and may be subject to disciplinary action including possible dismissal.

Employee/Applicant Rights

All applicants and employees subject to the drug testing provisions of this policy have the right to request, at employee or applicant expense, a retest of the split urine sample within 72 hours of receiving notice of a confirmed positive test result.

If the employee requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a verified positive test, the Medical Review Officer (MRO, a licensed physician) shall direct, in writing, the laboratory to provide the split specimen to another certified laboratory for analysis. If an employee has not contacted the MRO within seventy-two (72) hours, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely making contact. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact within seventy-two (72) hours, the MRO shall direct the analysis of the split specimen.

If the confirming retest is negative, no adverse action will be taken against the employee and an applicant will be considered for employment.

Discipline

Any person found to be in violation of this policy may be subject to discipline up to and including termination, as set forth below.

Nothing in this policy limits or restricts the right of the Employer to discipline or discharge an employee for conduct which violates the Employer's policies or rules provided the employee is not tested for controlled substances or alcohol. Further, nothing in this policy limits or restricts the Employer's right to discipline or discharge an employee for loss of a commercial driver's license (CDL).

Refusal to Be Tested:

- **Applicant:** An applicant who refuses to take a drug and alcohol test shall be disqualified from further consideration for the conditionally offered position.
- **Employee:** equals a positive test and are grounds for termination of employment. The employee may not be given a second chance to test at a later date.
- A person refuses to be tested when they fail to provide adequate breath for alcohol testing, without a valid medical explanation; fail to provide an adequate urine sample for controlled substance testing, without a genuine inability to provide a specimen; or engage in conduct that clearly obstructs the testing procedures, as defined in detail above.

Verified Positive Drug or Alcohol Test:

- Applicant: job offer will be withdrawn.
- Employee: subject to termination.

If confirmation test shows an alcohol concentration between .02, and less than .04, the commercial motor vehicle (CMV) driver cannot perform safety sensitive duties for 24 hours and may be subject to discipline up to and including termination. If confirmation test shows alcohol concentration at .04 or greater, the employee cannot return to work and is subject to termination.

As an alternative to termination for a first positive test, the employee may be given the option to enter an Employer approved rehabilitation program, as recommended by substance abuse provider (SAP). He/she must successfully complete the program and will be monitored by random testing for up to five years after completion of the program. The employee will only be allowed to be reinstated pending completion of the rehabilitation program and approval by the SAP. The Employer is not responsible to provide or pay for alcohol or drug treatment or hold an employee's job open while he or she receives treatment. If at any time during this rehabilitation and monitoring program the employee tests positive, he/she may be terminated immediately. Nothing in this policy shall be interpreted as prohibiting the Employer from imposing discipline other than termination for a positive test or other violation of this policy.

Employees found in possession of illegal drugs or drug paraphernalia may be terminated. Employees found illegally selling or distributing drugs will be terminated.

Notification

Each employee shall receive educational materials that explain the requirements of Federal Regulations and a copy of the Employer's policy/procedures. Before drug and alcohol tests are performed, the Employer shall inform employees that tests are given in accordance with Federal Regulations.

Confidentiality of Test Results

All alcohol/controlled substances test results and required records are considered private information. Any information concerning an individual's test results and records shall not be released without the written permission of the individual except as provided for by regulation or law.

Alcohol and Controlled Substances Contact Person

The Employer designated contact person will coordinate the implementation, direction, and administration of the Employer's alcohol and controlled substances policy. The contact person is the principal contact for the collection site, the testing lab, the MRO, the breath alcohol technician (BAT) and the person tested. Employee questions concerning this policy should be directed to the contact person.

The designated contact person is the Human Resources Department located in lower level of the Faribault County Courthouse. The Employer retains the right to modify this policy to conform to changes in regulation or law.

Chapter 9 – Worker Safety

9.1 SAFETY PROGRAM

The Occupational Safety and Health Act (OSHA), requires the County to develop written, comprehensive workplace safety and health programs. This Minnesota Statute is known as A Workplace Accident and Injury Reduction (AWAIR) Act.

The health and safety of each employee of Faribault County and the prevention of occupational injuries and illnesses are of primary importance to the County. To the greatest degree possible, Faribault County will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. County Departments may have worker safety policies that are unique or specific to a department and/or unit within a department. Those policies within a department are the responsibility of each Department Head.

Faribault County maintains a separate *Safety Program Manual (including AWAIR)* that is reviewed and updated annually by the Safety Committee. All employees are required to be familiar with the policies and procedures contained in the *Safety Program Manual*.

Unsafe Behavior

Supervisors are authorized to remove an employee from the workplace immediately when the employee's behavior violates the County's Safety program or department policies, or creates a potential health or safety issue for the employee or others.

Equipment/Gear

Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee. Department Heads will evaluate and ensure that tools and equipment are in safe, working condition. When new operations or materials are introduced, appropriate training will be provided.

Safety Notification Responsibilities

Unsafe or unhealthful working conditions may be identified in several different ways; e.g., formal inspections, daily workplace inspections, surveys, accident investigations, employee notification.

1. Employees should contact their Department Head/Supervisor immediately if they identify a condition that could have an immediate harmful effect on the health of staff or the public.
2. Employees are encouraged to correct unsafe or unhealthful working conditions immediately if possible. If employees cannot correct these conditions, they shall immediately notify their department head/supervisor. Any employee can report the conditions verbally or in writing in any format.
 - a. If any injury requires medical attention, Human Resources should be contacted immediately for insurance/liability reporting. All accidents shall be reported within 24 hours.
 - b. Employees are responsible for filling out a First Report of Injury Form after an accident or incident occurs. *See also Workers Compensation* (Chapter 9).
3. Upon report of an unsafe or unhealthful working condition, the Department Head/Supervisor will immediately inspect the site to determine the extent of the condition and the degree of the hazard. To ensure that medical evaluation, treatment, and counseling recommendations are provided to persons who were exposed to accidents, hazardous conditions, or similar unsafe conditions the Department Head/Supervisor will take necessary action steps and document their findings/actions.
4. Department Heads/Supervisors will rely on an investigation conducted by an outside agency, where appropriate (law enforcement in a vehicular accident). A documented account of that investigation must be completed.
5. Department Heads/Supervisors will correct all hazards that are within their resources to do so. Hazards that are long term (more than 30 days) to correct or not within the resources of the Supervisor, will be reported to the Department Heads or appeal to the Board of Commissioners. Each level of management will use its resources to correct the hazard, when possible. The Board or their designee will investigate and recommend a solution; this is the final step in the County's safety concern/complaint procedure.
6. Department Heads will periodically review/analyze safety reports or incidents in order to evaluate trends.

According to the concept of Universal Precautions and the OSHA Blood borne Pathogen Standard, all human blood and certain other human body fluids are to be treated as if known to be infected with HIV, HBV, or other blood borne pathogens. All employees are responsible for following Universal Blood and Body Fluid Precautions as applicable to their employment duties.

Employees may not refuse to provide a service based on an individual's health condition. Coworkers who feel endangered by a fellow employee's health condition may not refuse to work with that employee if it is determined that the infected individual does not pose a significant health or safety risk.

If determined necessary, the County shall make reasonable accommodation to the employee's duties according to the medical recommendations of the employee's or Faribault County's consulting medical provider. Such determination is made on a case-by-case basis.

9.2 WORKERS' COMPENSATION

Reporting Accidents and Illnesses

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her Supervisor. The employee's immediate Supervisor is required to complete a First Report of Injury Form and any other forms that may be necessary related to an injury or illness on the job. OSHA standards of safety and common sense safety rules will be followed by all employees.

Within 24 hours, the employee or Supervisor shall file a First Report of Injury Form with their Department Head and submit it to the Human Resources Department (form is available from Human Resources Department).

Employees are urged to make every effort to expedite this reporting process, as the late receipt of a report could result in a delay of benefits to the injured employee. In the case of vehicle accidents, employees should also refer to the Employee Drug and Alcohol (Chapter 8) for possible testing requirements.

Compensation Coverage

Workers' compensation is governed by the State of Minnesota Department of Labor and Industry. Information can be obtained from the Human Resources Department or from the Minnesota Department of Labor and Industry website.

Compensation for time lost from work due to a compensable work-related injury or illnesses will be provided through workers' compensation insurance if an employee misses more than three consecutive days of work due to the compensable work-related injury or illness.

An employee who is receiving workers compensation wage loss benefits may, at the employee's option, take sufficient accrued PTO or compensatory time to make up the difference between workers' compensation and the employees regular pay. Employees who are on workers compensation coverage may continue their employee paid insurance benefits by arranging to pay their portion of the premium contributions during that period. This insurance will continue to be in force only if the employees pay the full amount of the premium during the workers compensation wage loss period. When the employees PTO and compensatory time are exhausted, the employee will receive workers' compensation only.

Use of Workers' Compensation benefits will be coordinated with the Minnesota County Intergovernmental Trust (MCIT).

9.3 WORKPLACE EMERGENCY ACTION

The County realizes the importance of having an emergency action plan in place in all facilities to keep employees and the public safe during emergency situations. Faribault County's complete *Emergency Action Plan* is located and available at the Law Enforcement Center. Departmental action plans will be designated by the Supervisor and/ or Department Head.

The following procedures are a general guideline during a workplace emergency. These procedures were developed for the protection and safety of Faribault County employees, customers and visitors.

Serious Injury/Illness

In the event that an employee, customer or visitor suddenly is injured or becomes ill, follow these procedures:

- a. Dial 911, trying not to leave the victim unattended;
- b. Employees are prohibited from driving and/or transporting co-workers or other individuals who are experiencing serious health problems;
- c. Have an employee posted at the stated entrance to wait for the ambulance and direct them to the proper department quickly;
- d. Perform CPR/First Aid on victim if necessary and if trained to do so;
- e. Attempt to isolate affected victim if possible;
- f. Do not remove the victim unless an evacuation is necessary;
- g. Notify the immediate Supervisor, if possible, or any other Supervisor and/or Department Head;
- h. After victim has been attended to, attempt to get his/her name and description of the injury/illness;
- i. In the event of death or injury that is suspicious in nature or criminal, law enforcement personnel will close off the area and maintain control, ensuring that the victim and evidence are protected;
- j. After care has been given to the victim, identify witnesses or suspects; if the victim is taken to the hospital for further treatment, a department member should remain with the victim until their assistance is no longer required. If it is a suspicious or criminal matter, an officer will accompany the victim; and
- k. Determine method of contact spouse, parents or relatives if needed.

All circumstances involving the loss of consciousness require a medical examination and a physician's medical certification prior to returning to work.

Fire

The Faribault County emergency preparedness policy requires the following be used upon the discovery of a fire:

- a. Dial 9-1-1

- b. Remain calm and avoid shouting “Fire”;
- c. Pull the nearest fire alarm, and notify those in immediate danger;
- d. If possible and safe, attempt to extinguish the fire with a fire extinguisher or by cutting off oxygen to the fire;
- e. Do not prop any fire doors open; and
- f. Evacuate, using appropriate exits and escape routes.

In the event that the fire alarm sounds, all employees must vacate the building following the outlined procedures:

- a. Stop what you are doing immediately;
- b. Remain calm and follow instructions;
- c. Do not look for other people or attempt to take along belongings;
- d. Do not prop any fire doors open;
- e. Using the nearest appropriate exit or escape route, leave the building quickly and calmly. Do not take elevators;
- f. Proceed to the building’s designated meeting area on safe ground away from the building;
- g. Do not obstruct fire hydrants or any fire/rescue workers; and
- h. Do not re-enter the building until fire officials or a Supervisor informs employees that they may enter the building.

Severe Weather

if a tornado warning is issued and/or the sirens are going off, immediately go to the designated “safe place” for the work area following the outlined procedures:

- a. Stop what you are doing immediately;
- b. Remain calm and follow instructions;
- c. Do not look for other people or attempt to take along belongings;
- d. Close office doors;
- e. Do not stay in vehicle, where applicable;
- f. Using the nearest appropriate exit or escape route, proceed to the designated “safe place” for the work area. Do not take elevators.
- g. Do not stand in front of glass windows or doors; and
- h. Remain in safe area until warning expires or until a Supervisor informs employees to return to work or leave.

State of Emergency

Faribault County’s commitment to public service will be the cornerstone to holding the function of our communities together during a community crisis, natural disaster and/or public health event. In order to fulfill essential services to citizens, all able employees are expected to report to work and perform duties, unless directed otherwise.

If an authority has proclaimed a state of emergency that threatens to impair County operations, employees are expected to follow provisions set forth within the *Emergency Action Plan*.

Within the plan, the County may assign employees to perform work outside their normal duties as the County determines necessary to provide emergency disaster services and provide priority citizen services. With minimal notice, employees may be assigned special duties, required to telecommute, work alternative schedules and/or hours of work, and/or work in alternative location.

The County may take whatever actions may be necessary to carry out the mission of the County in a declared emergency.

9.4 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Faribault County has Automated External Defibrillators (AED) located in County buildings. AED/CPR training will be offered to interested employees on an annual basis.

9.5 MEDIA COMMUNICATIONS

All Faribault County employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to the data practices authority. Any employee who identifies a mistake in reporting should bring the error to their Supervisor and/or Department Head.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Department Head or County Attorney. No County employee is authorized to speak on behalf of Faribault County without prior authorization from the Department Head or County Attorney. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, and web sites.

All news releases concerning County **personnel** issues will be the responsibility of the Human Resources Director and/or the County Attorney.

When/if the Department Head and/or County Attorney authorizes or approves a staff person to communicate on behalf of the County in interviews, publications, news releases, on social media sites, and related communications, it is important for an employee to remember that it is a reflection on Faribault County.

The following guidelines apply to personal communications such as social media (Face book, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements.

- Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would

not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper or on a billboard.

- Faribault County expects its employees to be truthful, courteous and respectful towards Supervisors, co-workers, citizens, customers and other persons associated with the County. Do not engage in name-calling or personal attacks.
- If you publish something related to County business, identify yourself and use a disclaimer such as, "I am an employee of Faribault County. However, these are my own opinions and do not represent those of Faribault County."
- County resources, working time, or official Faribault County positions cannot be used for personal profit or business interests, or to participate in personal political activity.
- Personal social media account name or email names should not be tied to the County.

Chapter 10 – Employee Training & Travel

10.1 EMPLOYEE TRAINING

It shall be the policy of Faribault County to foster and aid in programs of on-the-job and off-the-job training. A training program will be considered directly related to the employee's job if the training is designed to help the employee perform a desired activity or behavior with some measurable level of competence.

Department Heads are responsible for pre-approving conferences and training requests for their respective employees. The Board of Commissioners will have final approval on this. See *also Tuition Reimbursement* (Chapter 6).

10.2 CONFERENCES, LODGING AND MEALS

The Board of Commissioners supports attendance by employees, and in some cases committee members appointed by the Board, at schools, conferences, workshops and meetings which enhance their ability to perform their duties and services in a more efficient and economical manner, thus being beneficial to the operation of County government. Department Heads are responsible for approving schools, conferences, workshops and meeting requests using the *Training Request Form* (Chapter 15). Those requests are approved at each Board of Commissioner meeting.

- Individuals will not be reimbursed for meals when conducting regular/normal work duties and/or routine business within Faribault County.
- Individuals will be reimbursed for reasonable costs of meals (maximum reimbursement amounts per meal may be established annually by Board resolution), mileage, lodging and other expenses to approved attendance at all schools, conferences, workshops and meetings. All reimbursement requests require statements, paid itemized/detailed receipts, or appropriate validating documents be submitted with request. Approved mileage may be reimbursed at the rate authorized by the Board of Commissioners without documentation. Gratuities shall not exceed 20% of the main billing amount.

- Employee reimbursements are not exempt from sales tax, only payments made directly by the County are exempt (effective 01-01-2014). Faribault County is not allowed to reimburse employees the amount of sales tax.
- Payroll taxes will be withheld from reimbursements for meals not associated with overnight travel, in accordance with IRS regulations. Only those meals included in conference or meeting registration fees will not be subject to the IRS withholdings, as these meals will be paid as part of an overall registration, paid directly by the County. An employee will not be reimbursed for meals eaten elsewhere when a meal has been paid for in the registration fee.
- Meal reimbursement as stated below will be allowed if the employee is traveling outside the County during the indicated times. Meal maximum reimbursement amounts may be established annually by Board resolution.
 - Breakfast is allowed if immediately preceded by overnight stay or if in a travel status prior to 6 a.m.
 - Lunch is allowed if in travel status between 11:00 a.m. and 2:00 p.m.
 - Dinner is allowed if immediately followed by an overnight stay or if in a travel status after 6:30 p.m.
- Expenses for alcoholic beverages are not reimbursable.
- No expenses shall be reimbursed unless said expenses are submitted on the Expense Reimbursement Claim Form and must be submitted to the Auditor/Treasurer's office after approval is received/signed off by the employee and Department Head.

10.3 TRAVEL TIME

Non-exempt employees may be authorized time for travel the day prior to, day of and/or the day following the training or conference meeting date(s) when extended travel is required. Time spent traveling to and from, as well as time spent attending training or conferences will be compensated time. Travel and other related expenses will be compensated based on receipts and documentation.

In general, normal travel to work is not compensated work time (whether or not the employee works at a fixed location or different job sites). Therefore, any time spent walking, riding or traveling to and from the actual place of performance of the principal activity is not compensable. In certain situations, and only where applicable and approved by a Department Head, employees may be compensated for home to work travel time.

10.4 OUT OF STATE TRAVEL

Minnesota Statute mandates that a policy for out-of-state travel must be adopted by Counties for elected officials. The following policy applies to all employees, including elected officials.

- Any travel by employees or elected officials is appropriate when the travel is to obtain ongoing education and training, receive updated information and technical expertise, or to attend an event related to County business. The Board of Commissioners supports attendance by employees, and in some cases committee members appointed by the Board, at schools, conferences, workshops and meetings which enhance their ability to perform their duties and services in a more efficient and economical manner, thus being beneficial to the operation of County government. The following shall be effective for all out of state travel:
 - All requests for travel will be submitted to the Board of Commissioners. Such requests should be made in writing, using the Training Request Form, with an accurate estimate of all costs, details of the planned travel including benefits to the organization.
 - Whenever possible, requests for attendance at such meetings shall be submitted when departmental annual budgets are presented to the Board of Commissioners.
 - Individuals will be reimbursed for reasonable costs of mileage, meals (maximum reimbursement amounts per meal, may be established annually) and lodging incident to approved attendance at all schools, conferences, workshops and meetings when the site of said meetings are located out of state. Airline travel costs shall be based on coach or similar type arrangement.
 - One day travel to any Iowa county contiguous to Faribault County is exempt from requirements.
- Employees and elected officials will be reimbursed for reasonable expenses incurred while conducting County business out of state. No expenses shall be reimbursed unless said expenses are submitted on the Expense Reimbursement Claim Form and must be submitted to the Auditor/Treasurer's office after approval is received/signed off by the employee and Department Head; along with statements, cancelled checks, paid detailed receipts, or appropriate validating documents except that approved mileage may be reimbursed at the rate authorized by the Board without documentation.

10.5 FARIBAULT COUNTY CAR/VAN USE

General

The use of County vehicles shall be managed with priority given to safety, cost effectiveness

and fuel conservation. The County reserves the right to prohibit any employee from operating the vehicle.

The following governs use of County vehicles:

- County owned vehicles are for official County business use only. Minnesota Statute prohibits the personal use of a County vehicle for other than authorized County business or specified authorized commuting. This means that any other use of a County vehicle for personal benefit is strictly prohibited. Unauthorized personal use of a County vehicle may be grounds for disciplinary action.
- Authorized drivers are County employees only. All drivers must have in their possession a current and valid driver's license. Only authorized persons are permitted to ride in County owned or leased vehicles. Authorized persons include County employees, or other persons/clients participating in County programs or functions.
- Operators of the County vehicle are required to operate the vehicle in accordance with safe practices and the Motor Vehicle Code of the State of Minnesota. The keys shall be removed and the vehicle locked when not in use.
- Drivers are required to observe and obey all traffic laws regarding the operation of a motor vehicle including speed limits.
- It is the responsibility of the driver to comply with all applicable seat belt laws. All passengers and drivers of County vehicles are required by law to use seat belts.
- Drivers of County vehicles are responsible for all fines and penalties imposed for parking or traffic violations with respect to the vehicle while the County vehicle is in their possession.

Utilization and Reimbursement

Employees are encouraged to use County vehicles whenever possible. When a fleet vehicle is not available or use of a personal vehicle is used to conduct authorized County business, the individual will be reimbursed mileage at the rate established by the Board of Commissioners.

Employees who use their personal vehicle for County business purposes must carry the minimum insurance required by Minnesota law for passenger hazard and public liability.

Scheduling

Scheduling the County car/van requires contacting the County Auditor/Treasurer's office and coordinating with them the date and destination requirements.

Commuting with County Owned Vehicles

Pursuant to Minn. Stat. 471.666, use of a County vehicle for commuting to and from an employee's residence is prohibited except under very limited circumstances with approval by respective department head and County Coordinator. A County vehicle may be used by a County employee to travel to and from the employee's residence under the following circumstances:

- On a day when it may become necessary for the employee to respond to a work-related emergency during hours when the employee is not normally working.
- Inclement weather conditions: When employee is on-call and has primary responsibility to respond.
- If the employee has been assigned the use of the vehicle for authorized local county business away from the workstation to which the employee is permanently assigned, and the number of miles traveled, or the time needed to conduct business, will be minimized if the employee uses the county vehicle to travel to the employee's residence before or after traveling to the place of local county business.
- All vehicles assigned to licensed Sheriff's officers and Investigators are exempt from these provisions.
- As a working condition benefit the vehicle used must be considered a qualified non personal-use vehicle which by IRS terms is considered to be any vehicle the employee is not likely to use more than minimally for personal purposes because of its design. Qualified non personal-use vehicles generally include:
 - Clearly marked police and fire vehicles
 - Unmarked vehicles used by law enforcement officers if the use is officially authorized
 - Pickup trucks or vans clearly marked with permanently affixed decals
 - Special Equipment Vehicles manufactured for special application or equipped with tools or devices for specific job applications.

Commercial Transportation

Employees may travel by commercial transportation when authorized. Air transportation is by coach class whenever possible.

Car Rental

Employees may use a rental vehicle at County expense when authorized or in emergency situations. When using rental vehicles, the lowest possible rate is to be selected.

Chapter 11 – Conduct

11.1 RULES OF CONDUCT/CODE OF ETHICS

These guidelines establish ethical standards of conduct which shall govern all Faribault County employees in the performance of County business and the duties of their respective jobs.

Definitions

Anything of value-- Money, real or personal property, a permit or license, a favor, a service, forgiveness of a loan or promise of future employment. Reasonable compensation or expenses paid to an employee by the County for work performed are excluded.

Business-- Any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, or any other legal entity that engages in either non-profit or profit making activities.

Confidential Information-- Any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affects the competitive position of an individual or a business.

Conflict of Interest-- Incongruity between one's obligation to the public good and one's private self-interest; financial or material interests incompatible with independence of judgment or action in the performance of official duties.

Gifts/Gratuities of Nominal Value-- Having value "in name only" with minimal or no retail or market value.

Local Official or Public Official-- An elected or appointed official of a county or city or of an agency, authority, or instrumentality of a county or city.

Own Time-- An employee's time outside of County work hours including the time before or after formal County work hours each day, approved compensatory time off, annual leave, holidays not otherwise assigned as work days and leave without pay.

Perception of a Conflict of Interest-- A situation which reasonably appears to others to be a conflict of interest although the situation in and of itself may not necessarily be a conflict of interest.

Private Interest-- Any interest, including but not limited to a financial interest, which pertains to a person or business whereby the person or business would gain a benefit, privilege, exemption or advantage from the action of the County employee that is not available to the general public.

Compliance with Minnesota Statutes and the Rules of Conduct—All elected officials, management and employees of the County shall conform to and aid in all proper ways in carrying into effect the provisions of Minnesota Statutes and these rules. The rules of conduct set forth in this section shall be deemed conditions of employment in the County service.

Conflict of Interest

County employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with their Department Head, Human Resources Director and/or the County Attorney.

Examples of activities which are not in accordance with Minnesota Statutes and these Rules of Conduct include, but are not limited to, the following:

- Entering into any sale, lease or contract in violation of Minnesota Statutes.
- Acceptance or receipt by a public official of any gift from an interested person in violation of Minnesota Statute. An employee shall not directly or indirectly receive or agree to receive any compensation, gift, reward, gratuity, payment of expense, or promise of future employment or other future benefit from any source except the County, for any matter or proceeding connected with or related to the duties of the employee. However, reasonable exceptions may be permitted including gifts of nominal or negligible value; plaques or similar mementos; reimbursement of actual expenses incurred for lodging, mileage, meals and other travel related expenses that are not reimbursed by the County but which have been approved in advance by the employee's Supervisor as part of the work assignment; or honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County.
- Activities which require an elected or public official or employee to interpret County codes, ordinances, or regulations when such activity involves matters with which the official or employee has business and/or family ties;
- Compensated consulting activities must not create a conflict of interest with the elected or public official's or employees County responsibilities or impair job performance. The performance of an act in other than his/her capacity as an official or employee which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the official or employee.
- The use of County time, facilities, equipment, position, prestige or influence or County owned or leased property or supplies for the purpose of private or personal financial gain or advantage;

-An elected or public official or employee may not use the individual's position to secure personal benefits, privileges, exemptions or advantages which are different from those available to the general public. The official or employee shall not secure benefits, privileges, exemptions or advantages for members of the official's or employee's immediate family or an organization with which they are associated.

-Improperly disclosing confidential information gained by reason of his or her official position or otherwise using such information for personal gain or the benefit of others.

No elected or public officials or employees shall conduct him/her self in any manner which shall reflect negatively on the County. All staff is given an opportunity annually to sign a Conflict of Interest Form (s) (15.5 and 5.6) to insure compliance with various Minnesota Statutes.

The Faribault County Personnel Committee, in consultation with, the County Attorney, shall be the final arbiter of when a conflict of interest exists. *See also Employment of Relatives/Conflict of Interest (Chapter 2). See also Outside Employment (Chapter 2) in this policy.*

Political Activity

County employees may participate in political or partisan activities of their choosing provided that such activities occur separately and apart from their employment with the County.

Prohibited Political Activities

- Use of County resources and/or property, including buildings for political or partisan activities;
- Participate in political or partisan activities on County time;
- Conduct political or partisan activities when in a County uniform or display on their clothing any button, badge or sticker or campaign literature relevant to any candidate or ballot issue while performing their regular County duties;
- Compel a person to apply for membership in or become a member of a political organization or solicit contributions for a political or partisan cause in their official capacity while working for the County.

Permissible Activities

County employees have the right to express their views as members of the public, to pursue involvement in the political system, become candidates in nonpartisan elections and become candidates in partisan elections if the Federal Hatch Act does not prohibit it. If the County determines that there is a conflict of interest between a County employee's job duties and candidacy for elected office, the County may require that the employee take a leave of absence during the period of the candidacy. An employee will be allowed to use PTO or compensatory time followed by an unpaid leave of absence. During the leave, an employee would not be eligible for promotion. Employee's benefits shall continue during the leave of absence. After the elections, the employee shall be returned to his/her position occupied before the leave of absence commenced.

County employees may support candidates for federal, state, County or other local office by working on behalf of such candidates outside of work hours.

The County will provide leave to employees who serve as election judges as per state and federal requirements.

Political Efforts on Behalf of the County

Any employee who is asked to provide expert testimony must inform their Department Head. Employees must not represent their views as those of the County's when lobbying for interests of personal views or gains. Additionally, any lobbying efforts which represent a conflict of interest with that of the County will be conducted on the employee's own time and expenses will not be reimbursed by Faribault County. Employees representing the interests of the County, when asked to provide expert testimony or information supportive of the County's view will be reimbursed upon proper authorization from their Department Head and/or the Board of Commissioners.

Procedure

- It is the employee's responsibility to avoid situations in which a conflict of interest or a perception of conflict of interest exists. The employee should seek the advice of their Department Head in determining whether a conflict or perception of a conflict of interest exists.
- If an actual or possible conflict of interest situation exists or if the perception of a conflict of interest exists, the employee must immediately inform their Department Head.
- It is the responsibility of the employee's Department Head to review or investigate the situation. The employee's Supervisor and Department Head shall be responsible for resolution of the conflict of interest. Unresolved issues will be brought to the attention of the Human Resources Director and/or the Board of Commissioners chair.

Responsibility

Annually, each Department Head will review the Conflict of Interest policy with their employees. Annually, all Department Heads, elected officials and any employee with a conflict will complete the *Conflict of Interest Form (s)* (15.5 and 15.6).

The Personnel Committee and/or County Attorney will be the final arbiter of whether a conflict of interest exists.

11.2 DRESS CODE AND APPEARANCE POLICY

It is expected that all County employees will maintain appropriate and professional standards of dress and appearance. Department or site specific standards of dress and personal appearance (piercing, tattoos, etc.) may apply and may vary. In general, clothes must be clean, neat and reflect professionalism. Clothing and appearance should ensure modesty at all times. Any

dress, appearance, or hygiene factor that interferes with safety, productivity, workforce or

customer relations, or otherwise compromises the image or reputation of Faribault County is prohibited. Employees should consult with their Supervisor and/or Department Head on individual department expectations.

Employees inappropriately dressed may be sent home and directed to return to work in proper attire. Individuals requesting accommodations should contact the Human Resources Department.

11.3 FARIBAULT COUNTY CREDIT CARD POLICY

The purpose of this policy is to provide an effective and efficient tool for selected Faribault County elected officials and employees to requisition, purchase and pay for goods and services used within the scope of their employment. This policy applies to all users approved by the Board of Commissioners to do Faribault County business using a credit card issued in the County's name.

The policy ensures internal controls for authorized credit, ensures that Faribault County bears no legal liability for inappropriate use, provides a convenient credit method, minimizes the number of credit cards issued to reduce the risk of inappropriate use, and empowers authorized users to increase productivity, flexibility and efficiency.

A complete, and Board approved policy copy can be obtained from the Faribault County Auditor/Treasurer's Office. This policy can be amended at any time and without notice.

11.4 SOLICITATION

An employee may not solicit customers or employees for their outside personal business while on County time or in relation to their County duties. This includes verbal solicitations, phone solicitations, advertising solicitations, business card distribution or use of e-mail or County internet connections to solicit or advertise one's business or fundraisers that result in personal gain.

Solicitation is permitted during customary break time, when confined to the employee break room. Persons not employed by the County may not solicit, petition or distribute materials on County property without authorization from the Human Resources Director and/or the County Coordinator.

11.5 BULLETIN BOARDS

Bulletin boards are located in the Courthouse, Public Works Building, Annex-License Bureau, and Law Enforcement Center. All official notices will be posted on the designated bulletin boards. Other information of interest to employees will be posted in break rooms. Employees

are requested to date any material placed on the boards in order that the notices may be removed on a timely basis. Official notices will take precedence.

11.6 DATA PRACTICES AND PRIVACY

The County is bound by the requirements of the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13.

It is important that employees be familiar with the data collected and stored by their department, and understand the classification of the data under the statute. Data on individuals may be classified as public, private or confidential. Data not on individuals may be classified as public, nonpublic or protected nonpublic. All information maintained by County is public unless there is a specific statutory designation that gives it a different classification. A person who violates the statute is guilty of a misdemeanor, and willful violation by any public employee constitutes just cause for suspension without pay or dismissal.

See also Faribault County Data Practices Policy, Data Practices Policy for Data Subjects and Data Practices Policy for Members of the Public. Employees who are uncertain whether or not the information should be released should contact their Department Head, County Attorney or the Human Resources Department.

11.7 INDEMNIFICATION

Subject to the limitations in Minnesota Statute, Section 466.04, a municipality or an instrumentality of a municipality shall defend and indemnify any of its officers and employees, whether elective or appointive, for damages, including punitive damages, claimed or levied against the officer or employee, provided that the officer or employee:

- was acting in the performance of the duties of the position; and
- Was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

Chapter 12 – Separations and Discipline

12.1 SEPARATION FROM EMPLOYMENT

Retirement

Employees desiring to retire in good standing shall give written notice of their intent to retire at least 30 days to their Supervisor, who in turn shall submit the written notice of the retirement to the Human Resources Department. Processing of retirement and severance benefits will be in accordance with regular payroll processing. *See also Retirement Benefits* (Chapter 6)

Resign

Employees wishing to resign in good standing shall give written notice not less than two weeks before such resignation shall be effective. Supervisors and Department Heads and those in a professional classification are required to provide thirty (30) day notice. Failure to give such notice may result in forfeiture of some fringe benefit payments authorized herein. Employees that do not resign in good standing are subject to loss of accrued and unused fringe benefits.

Unauthorized Absence

An unauthorized absence of an employee for three consecutive workdays shall be considered by the Human Resources Director and/or Department Head as resignation of such employee.

Final Pay Check Provisions

Unless otherwise provided in Minnesota Statute, employees leaving employment from County service will receive their final paycheck when the following actions have been taken and cleared through the Human Resources Department.

- All keys, fobs, security cards or ID cards returned to the Supervisor or Department Head
- Any County prepaid monies, including HSA Advance Funding, or property on loan or being utilized must be returned, including charge cards, credit cards, cell phones, and computers.

Employees are encouraged to complete an exit interview with the Human Resources Director.

12.2 LAST DAY OF EMPLOYMENT

Employees are not allowed to extend their employment with Faribault County by using paid time off (PTO) or compensatory time. The employee's last day of employment must be a working day for the employee and cannot be a holiday, sick leave or PTO day. On the employee's last day of work, he/she is expected to turn in keys and all equipment to the Supervisor and/or designee.

12.3 LAY-OFF

In the event that it becomes necessary to lay off employees for any reason, a number of factors will be considered in determining the employee to be laid off. Those factors are: the County's needs in fulfilling the work of the department, the employee's qualifications to perform the required tasks, the employee's performance and discipline history, and the employee's seniority. In the event of a lay off, the employee will be notified in writing, at least fourteen days before the effective date of the lay-off. The Department Head(s) will be informed of a pending lay-off sufficiently in advance to prepare for a staff reduction.

Determination of the positions in the County workforce subject to lay-off is at the sole discretion of the Board of Commissioners and cannot be appealed under this policy.

Temporary Employees

At the time of temporary hire or appointment, the Human Resources Director will notify the employee of the approximate date of separation. Written notice of termination may be given to a temporary employee at any time prior to the effective date of separation established at the time of appointment.

12.4 EXIT INTERVIEWS

Every employee separating from County employment is to be extended the courtesy of a final interview with the Human Resources Department. The Exit Interview Form will be completed by the interviewer and/or employee. This form is filed in the personnel file. In the event an interview is not possible, the Human Resources Department will mail the Exit Interview Form to the exiting employee, with a self-addressed stamped envelope. This interview will afford an opportunity to the employee to express observations and feelings freely and to offer constructive criticism and suggestions, based on their experience, in an effort to improve our County. Exit Interview information will be compiled and reviewed periodically to determine trends or corrective action that may be necessary.

The separating employee will be advised of separation matters including but not limited to final pay, PTO pay, compensatory time pay, severance, Cobra benefits and other benefit information. Some benefits may be continued at the employee's expense if the employee so chooses.

12.5 DISCIPLINE

The County retains the right to discipline any employee who is unwilling or unable to meet expectations for performance and conduct. All discipline shall be administered on the basis of just cause and coordinated with the Human Resources Department. Probationary employees may be dismissed without cause. Discipline will be administered in one or more of the following forms:

Oral reprimand - Normally given for first disciplinary infractions to clarify expectations and put the employee on notice that the performance or behavior needs to change, and the required changes. Oral reprimands shall be summarized in writing, presented to the employee and placed in the employee's personnel file upon approval of the Department Head.

Written reprimand - Generally but not necessarily follow oral reprimands in progressive discipline. A written reprimand is a statement addressed to the employee indicating the performance infraction which puts the employee on notice that the performance or behavior needs to change, and the required changes. The written reprimand is presented to the employee and placed in the employee's personnel file upon coordination/approval of the Department Head.

Suspension - The Department Head, in consultation with the Human Resources Director, may suspend (temporarily removed from official duties) an employee without pay for disciplinary reasons. Documentation will be kept in cases of suspension and a copy of any written documentation will be placed in the employee's personnel file.

Demotion - An employee may be demoted (involuntary change by an employee to a job classification with fewer responsible duties and a lower salary range) if the employer determines this to be the most appropriate disciplinary action. The employee must be qualified for the position to which they are being placed.

Dismissal/Discharge - The employer may dismiss any employee for just cause such as but not limited to substandard work performance, behavior not in keeping with County, State or Federal standards, or if, in its judgment, the employee is unsuited for employment with the County.

Employees will be notified in writing of the reason for dismissal and a copy of the notification will be forwarded to the Human Resources Department for inclusion in the employee's personnel file.

Department Heads have the authority to discipline employees as described above. Supervisors may take disciplinary action if authorized to do so by their Department Head. Only Department Heads, in conjunction with Human Resources Director, may discharge an employee.

All forms of discipline must be documented. The documentation will be included in the employee's personnel file and the employee will be given a copy of same. Except for oral reprimands, the employee will be requested to sign an acknowledgement that the documentation was read. Employees' signatures do not mean that they agree with the reprimand. Refusal of the employee to sign the acknowledgement if applicable will be noted on the letter, and the refusal will neither invalidate the disciplinary record, nor deter the placing of same in the employee's personnel file.

In the event of a disciplinary action, the employee will have the right to an appeal under *Chapter 13--Grievance Procedure*, and the grievance policy.

Employees who meet the definition of veteran as set forth in Minnesota are subject to removal from their position or employment according to the provisions of the Veterans Preference Act.

12.6 CONTINUATION OF BENEFITS UPON SEPARATION

Pursuant to state and federal law referred to as COBRA, benefit-eligible employees (including elected officials) who have separated from County employment for reasons other than gross misconduct may continue on the County's life insurance, group health, and/or voluntary coverage plans as defined in federal regulations at their own expense. *See also Health and Life Insurance* (Chapter 6).

An employee whose hours have been reduced to the point that the employee is no longer eligible for insurance may also continue enrollment with the County's group health and/or voluntary coverage plans at their own expense.

Other events, such as Medicare eligibility, may qualify an employee for continuing coverage of up to twenty-nine months.

Employees should consult with the Human Resources Department and the participating programs to determine the status of potential benefits.

Chapter 13 – Grievances

13.1 GRIEVANCE PROCEDURE

In the event a non-union employee believes that there has been a misinterpretation or misapplication of the provisions of this policy which adversely affects the employee, or which, in the employee's opinion, violates the employee's rights, the following grievance procedure will be followed.

Step One

The employee shall submit the grievance in writing to his/her immediate Supervisor in the form of a written statement. The grievance must state the specific rule or provision of this handbook which has allegedly been violated and the remedy sought by the employee. In the event the grievance concerns any subject which involves the Supervisor, and the employee does not wish to file the grievance with the Supervisor, the employee may file the grievance, in the following order, with the first person not involved: 1) Department Head; 2) Human Resources Director; If the grievance involves either party then the employee may file the grievance with the Chairman of the Board of Commissioners. In any event, the grievance must be filed within ten (10) calendar days after the alleged violation has occurred.

The person receiving the grievance will report it to the Department Head and Human Resources Director. Within 10 calendar days of receipt of the grievance, the Human Resources Director or County designee will respond in writing with a copy placed in the employee's personnel file. A meeting may be scheduled within those ten calendar days to discuss the grievance with the aggrieved employee.

In the event the grievance concerns sexual or general harassment, the employee should see *also Offensive Conduct, Harassment and Violence* (Chapter 8) portion of this Policy.

Step Two

A grievance not resolved to the satisfaction of the aggrieved employee may be appealed in writing to the next person not involved in step one: 1) Department Head; 2) Human Resources Director; and 3) Personnel Committee within ten calendar days of the grievance employee's receipt of an answer from the County Representative.

The County Representative will discuss the grievance with the employee and shall answer the grievance in writing no later than 10 calendar days.

Step Three

A grievance not resolved to the satisfaction of the aggrieved employee may be appealed in writing to the Board of Commissioners, within 10 calendar days of receipt of the answer from the Department Head/Human Resources Director. The Board of Commissioners will meet with

the aggrieved employee and respond in writing within 10 calendar days. The decision of the Board of Commissioners will be final.

Timeliness

If a grievance is not presented within the time limits set forth above, it shall be waived. If a grievance is not appealed to the next step within the specified time limit, or any agreed extension thereto in writing, it shall be considered "settled" on the basis of the last answer from the County Representative. If the appropriate County Representative does not answer a grievance or appeal within the specified time limits, the employee may treat the grievance as denied and immediately appeal to the next phase. The time limit may be extended for each phase by mutual agreement between the County Representative and the employee.

The filing or service of any notice or document herein shall be timely if it is personally served, or if it bears a postmark of the U.S. Postal Service within the time period.

Chapter 14 – Electronic Communications

14.1 TECHNOLOGY USER POLICY

Computer information systems and networks are an integral part of business at Faribault County. The County has made a substantial investment in human and financial resources in technology. The enclosed policies have been established in order to protect this investment, safeguard the information contained within these systems, and reduce business and legal risk, to protect the good name of the County consistent with statutory obligations for data security.

The Electronic Data System (EDS) of Faribault County is the integrated hardware and software used by the County to create, modify, store, and share data. As such, the EDS are an integral part of business at Faribault County. All data within the EDS of Faribault County is the property of the County. The EDS are not to be used for employee personal gain or to support or advocate non-County related business or purposes.

Responsibilities of IT/Human Resources

- Provide a secure, reliable computing network.
- Assist users in defining and planning for their technology needs.
- Provide the best technical solution available after consideration of user needs, department needs, County needs, costs, resources, availability, and timeliness.
- Provide consultation to users planning technology projects.
- Recommend appropriate hardware and software.
- Maintain inventory records of PC hardware and software used throughout the County.
- Support a standard set of hardware and software for the County to ensure compatibility, cost effective training, and volume discounts. The standard set of hardware and software may be supplemented to meet a department's identified technology needs, as coordinated with IT/Human Resources.
- Facilitate the purchasing of Department Head-approved hardware and software.
- Support County employees with their use of IT-approved information systems.
- Provide off-hours support.
- Track licenses for all IT-purchased software
- IT does **NOT** support employee-owned PC hardware and software.

Responsibilities of the User

- Provide detailed requests for service or support to IT/Human Resources.
- Understand the appropriate use of computer hardware and software.
- Contact IT/Human Resources immediately upon discovery of problems.

- Adhere to IT/County-wide policies and procedures.
- Track all other licenses for software that are not purchased by IT/Human Resources.
- Departments must maintain records to document the purchase and appropriate use of all licensed software within their departments not maintained by IT/Human Resources. Legal forms of record include a license certificate and/or an invoice/proof of purchase.

Rules of Use for Various Forms of Communication

Acceptable/unacceptable content:

- The employee's communications utilizing County equipment are subject to the Offensive Conduct, Harassment and Violence Policy. This applies during both work time and non-work time.
- Messages that disclose private or confidential data are prohibited, e.g., violation of Minnesota Government Data Practices Act, HIPAA, during both work time and non-work time.
- All communications utilizing County equipment must be respectful and professional, and should not be disparaging or derogatory about the County, its officials or its employees.
- Employees are prohibited from utilizing County equipment to access Face book, Twitter, MySpace, non-work related blogs, message boards, chat rooms, and other similar social media forms and means of communication, during both work time and non-work time. This would also include personal, web-based email accounts, such as g-mail or yahoo accounts.
- There is no expectation of privacy in information stored on employer property (computers, cell phones, pagers, Blackberries, smart phones, etc.) The County may monitor and audit employee Internet use, content of emails, content of text messages, photographs stored on County equipment, use of telephones, etc.
- Consequences for violating the policy may fall under Article 13, Separations and Discipline.

Computer Equipment

Hardware/Software - The County must ensure that computer technology is not misused. Hardware, software, and IT services will be purchased with compatibility for current applications and for future networking and data sharing. The County therefore requires the following:

- All hardware and software purchases must be coordinated with IT/Human Resources.
- Any contracting with vendors for IT projects, software, or equipment will be coordinated with IT/Human Resources.
- No software or hardware may be installed or run on County equipment that is not approved by the Department Head after consultation with IT/Human Resources personnel. This includes personally purchased

software, any download from the Internet, or any other services, as well as software provided by vendors and/or friends.

- No computer equipment can be connected to the network without first notifying IT/Human Resources.
- Computer equipment shall not be taken off-site without approval from the Department Head.

Data Storage

Default PC settings include having all data stored on a County server. Data stored on the servers is backed up regularly.

- No executables are allowed to be stored in your folders on the server without consulting the IT/Human Resources Department. (e.g. exe files)
- Space is limited on the server; delete unused data files regularly.
- Data stored on personal hard drives (such as the internal drive (e.g. C drive) on the computer) is not backed up; therefore, IT is not responsible for lost data on personal drives.

Personal Use of Computer Equipment

The County's computer equipment is provided to support County business and is to be used primarily for business related purposes. Except as authorized by an employee's Department Head consistent with the safe use provisions of this policy, personal use of the County's computer equipment is limited to occasional incidental use.

External Network Devices

Only devices approved by IT/Human Resources can be connected to the network. Support for approved devices is limited to basic installation, configuration, and troubleshooting only. Add-on programs will not be supported.

Networking

Any modifications to Faribault County's network and/or any connectivity issues must be approved by the IT/Human Resources Department. The Department will provide all networkingsupport including cabling consultation and contracting of services.

Wireless Networks

All wireless networks that either connect to Faribault County's network infrastructure or operate within Faribault County facilities must be designed, installed, and maintained by IT/Human Resources. Regular searches for installed wireless networks in Faribault County facilities to ensure security, effectiveness, and compliance with this section will be performed.

Nightly Log-Off of PC's

Nightly log-off of PCs is required to allow for all updates and modifications to software to be fully applied to your PC. Nightly PC log-off is required by all County staff. Utilize the Microsoft Windows process to log-off the PC at the end of the work day, and restart it at the beginning of

the next work day. Thursday night weekly virus scanning is initiated at 9:00 p.m., weekly patches or fix program will run Thursday-Monday night at 9:00 p.m.

E-Mail

Security

The Faribault County e-mail system is not intended to be a method of transmitting information in a secure manner outside of the County network. Data whose release to unauthorized individuals would be a violation of law or regulation or would subject the County or any employee to damages should not be placed on the e-mail system. Users of the e-mail system should always be aware that any communication may be accessed by unauthorized individuals either within or outside of the system. All in-bound e-mail messages are scanned and filtered for any viruses, spam, and questionable content. Using custom "stationery and fonts" option in the e-mail application set-up is strongly discouraged. Users should contact IT/Human Resources if they believe they are not receiving e-mail messages.

Data Classification

Messages are subject to the Minnesota Government Data Practices Act (MGDPA) and HIPAA compliance and are disclosable to the subject of the data and to others pursuant to the provisions of that statute. The content of the email message determines whether the message is a record. Messages that are subject to special controls, such as attorney-client communications, should be clearly marked as such and handled accordingly.

Retention

Normally e-mail is intended for communication of information that is not the subject of retention schedules and will be disposed of immediately after action or review. Unless designated and preserved in printed form by County staff, e-mail is not an official communication of the County and must not be used for transmitting information that is part of the official record. For business purposes, all inbox e-mail messages and sent or deleted messages on the County e-mail system, including attachments, will be retained for 12 months, at which time they will be permanently deleted from the system. In the event that record retention is involved, a permanent copy of the message must be made and handled in accordance with Minnesota Statutes. In the event of litigation that has or may result in a request for certain County e-mail messages, the County Attorney and/or Human Resources Director may direct staff to refrain from the destruction of messages until further notice.

Former Employees

Access to the e-mail system terminates at the time an employee leaves employment with the County.

Internet

Access

Access to the Internet is limited to the official business of Faribault County and must be done using the County network only.

Access to e-mail systems (via internet access) other than the County e-mail system is prohibited. Access to social media sites (Face book, Twitter, etc) is also prohibited.

Management Practices

IT/Human Resources can provide reports when requested by a Department Head of Internet usage within departments. Department Heads are responsible for ensuring that usage is appropriate to their departmental policies.

System Use

Users must limit their access to time actually spent searching for and reviewing information. Programs and tools that continually search and update information will not be permitted. Examples include: Web shots (with update notification enabled), Real Audio [Radio], News, and Stock Quote Update services. Interactive web programs, including weather alert programs and news update programs, do not comply with this policy. Thus, downloading and installing interactive weather alert programs are violations of this policy. These programs constantly interact with a “home” website somewhere on the Internet to update information on your PC. This interaction consumes valuable network bandwidth, PC resources, and presents the possibility to download malicious code and/or viruses.

Content Filtering

Faribault County utilizes a filtering program to limit and monitor access to websites. Department Heads are responsible for justifying exceptions to blocked websites. Even with the filtering program, Department Heads should still be diligent in monitoring staff usage of the Internet.

County Websites

Public Website

The public website is designed to provide citizens of Faribault County and other interested parties access to public information retained by the County. The site content will vary over time as improvements are made and as timely information is posted and removed. The County reserves the right to determine content. The Human Resources Department will maintain the site and adhere to direction provided by the Board of Commissioners and County Department Heads. Maintenance of the website will include timely updates of department web page content provided or authorized by the Department Head.

Internal Website—Employee Benefits

The website www.hrconnection.com is designed to provide the County employees access to information that relates to their workplace and to their County-offered benefits. The site content will vary over time as improvements are made and as timely information is posted and removed. The County reserves the right to determine content. The Human Resources Department will maintain the site.

Password

It is Faribault County's goal to provide a secure environment for all County data, hardware and software programs. To provide security for our computerized environments as demanded by the State of Minnesota, by our customers, and by our employees, we must maintain password security. The following information outlines the steps required of each employee to maintain password security--

- Passwords must be maintained by individual employees. Human Resources/IT will assign initial passwords when the employee is activated to the system. An IT System Account Request Form must be completed by Human Resources for an employee to be given the initial password. The first time the employee signs on to the system, he or she should change the password from the Human Resources/IT-assigned password to his or her own unique password.
- Employees are responsible for the security of their passwords.
- Human Resources will coordinate the system requirements involved with the resignation, termination or reassignment of staff. This is necessary to ensure that proper and timely changes are made to system access privileges, protecting our systems against unauthorized or improper access.
- Passwords that are obvious, such as nicknames, dates of birth, spouse's or children's name, hobbies, should not be used. Passwords should include 15 characters, upper & lower case letters, and a symbol.
- Passwords are not to be transmitted electronically, unprotected over the Internet, such as via e-mail.
- Passwords must not be shared with another person without approval of the Department Head. The only exception should be for testing by technical staff to resolve problems. If a password is shared for this purpose, it should be changed when the testing is completed.
- No employee is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. A permissible storage of passwords method would include using "Password Safe" software program.
- System software will enforce the changing of passwords and the minimum length and format. AS400 password will require changing minimally on an annual basis.
- Passwords used to gain access to County systems should not be used as passwords to access non-County accounts or information. If possible, do not use the same password to access multiple County systems.

- Users must never allow the system to remember (save) your password.
- If an employee either knows or suspects that his/her password has been compromised, it must be reported to Human Resources immediately.

Telephone

This policy is intended to cover the use of County telephones to assist employees in the performance of their tasks.

Use

County employees are expected to keep personal telephone calls to a minimum during normal working hours. County employees are not authorized to make personal long distance calls without reimbursing the County.

Retention of Voice Messages

Normally, voice messages are intended for communication of information that is not the subject of retention schedules and will be disposed of immediately after action or review unless designated and preserved in printed or recorded form by County staff. Voice messages are not an official communication of the County and must not be used for transmitting information that is part of the official record. In the event that message retention is required, a copy of the message can be made and handled in accordance with Minnesota Statutes. Voice messages more than 30 days old will be deleted whether reviewed or not. In the event of litigation that has or may result in a request for certain County voice messages, the County Attorney may direct that destruction of voice messages, or a certain portion of them, shall cease until further notice. *See also Mobile Device Policy (Chapter 14).*

14.2 MOBILE DEVICE POLICY

Purpose

Faribault County recognizes that mobile devices are tools needed to efficiently manage County business. This provision serves a public purpose in providing employees with the ability to more effectively perform job-related duties in providing service to the citizens of the County.

Nothing in this policy will limit Department Head discretion to allow reasonable and prudent personal use of telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal or political profit is gained or outside employment is served.
- It is expected that personal calls during work time will be kept to a minimum or limited to break times. If a personal call must be placed, it is expected that these calls will be brief and not occur with any frequency.
- Supervisors may prohibit employees from carrying their own personal device during working hours if it interferes with the performance of their job duties.

Administration

The Department Head will determine which positions require a mobile device; and whether the needs are best served through the allocation of a County purchased device or through a stipend allowance based on a monthly reimbursement to the employee based on the following criteria:

- a. Employee travels frequently for County business.
- b. Employee frequently needs to conduct County business while off site.
- c. Employee is concerned for personal safety while conducting business off site.

Types of Mobile Device Protocols

County Supplied Device

- Designated individuals by the County Board of Commissioners are authorized to enter into a contract with a (Board approved) telephone or wireless company.
- An approved employee is assigned a County-owned device.
- Employee must complete and sign a *Mobile Device Management Authorization Form*.

Personal Mobile Device Stipend

- The stipend amount will be added to the employee's regular pay. In order to meet IRS guidelines, any amount added for cell phone service will be identified as a taxable benefit (per IRS guidelines).
- The stipend will be paid as a flat rate per month. The County will pay only the agreed upon amount but in no instance shall the stipend be more than an employee's plan monthly fee.
- The stipend allowance is neither permanent nor guaranteed. The County reserves the right to remove a participant from this plan and/or cancel the stipend for business reasons. The stipend shall be offered at the lesser of the actual amount paid by the employee or an amount set annually by the Board of Commissioners.
- The user shall indicate to the approving Department Head and the Human Resources Director which type of plan they are requesting a stipend for. Procedures for applying for and cancellation of the stipend shall be the responsibility of the approving Department Head. Employee and Department Head must complete and sign a *Mobile Device Management Authorization Form*.

Personal Mobile Device/No Stipend

- Upon approval by a Department Head, the User may use his/her own personal mobile device to connect to the County's technology. The County is not responsible to support the User's device.

- Employee and Department Head must complete and sign a *Mobile Device Management Authorization Form*.

Rights and Responsibilities

County Owned Device

- The County may issue a device to the employee for work related use ONLY in completion of the employee's work duties. The full cost of the phone, equipment and service plan is paid by Faribault County. All equipment is owned by the County and is subject to all laws concerning data privacy compliance.
- Employees issued mobile devices will take every precaution to safeguard the equipment. Any misuse will subject the employee to discipline procedures as contained in this policy or applicable labor agreements. Should the cell phone be lost, the Department Head and the telephone or wireless company should be notified immediately. Upon leaving County employment, the phone will be returned to the Department Head.
- The appropriate calling plan will be selected based on estimated number of minutes per month needed by the position/employee. The Department Head is responsible for tracking the inventory for redistribution purposes. The designated Department Head assigning County-owned devices to employees is responsible for auditing the usage by reviewing the call log at least one month each quarter to assure that limited personal usage is taking place.
- Employees are required to review their monthly call list and reimburse any personal charges, unless the costs are so small that it is administratively impractical. Any amount due the County must be submitted no later than December 31 of each year.
- Any mobile devices/plans that could impact the County network infrastructure must meet the approval of the Human Resources/IT Department.

Personal Mobile Device Stipend (also applicable to No Stipend User)

- Any device stipend agreement will be immediately cancelled if:
 - a. An employee receiving a device stipend terminates employment,
 - b. The employee changes position within the County and is no longer an approved user,
 - c. A decision by management (unrelated to employee misconduct) that results in the need to end the program,
 - d. The employee does not want to retain their current vendor contract.
- The employee is responsible for purchasing the device and establishing a service contract with a service provider of his/her choice. The contract is in the name of the employee, who is solely responsible for all payments to the service provider.

- Because the device is owned personally by the employee the stipend provided is considered taxable income and the employee may use it for both business and personal purposes as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the employee is expected to work directly with the carrier for resolution. The County does not accept any liability for claims, charges or disputes between the service provider and the employee.
- Support from the County's Human Resources/Information Technology (IT) Department is limited to connecting a personally-owned device to the County-provided services. Any device that could impact the County network infrastructure must meet the approval of the Human Resources/IT Department.
- An employee must show at time of initiation their access plan information and, if requested by the County Coordinator, a copy of the monthly access plan charges confirming they continue to have a contract for the device.
- An employee using a personal device for business usage is subject to all the laws concerning Minnesota Government Data Practices Act (MGDPA) and HIPAA compliance. An individual user may be required to provide the County or a third-party access to their personal device for litigation or investigation matters. Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the stipend, and may result in disciplinary action. At all times, privacy and confidentiality of business-related information will be required. All personal cell phone statements are considered private individual data. (Billings associated with County owned, cell phone use are considered public data.)
- Should the personal device be lost or stolen, a Department Head should be notified immediately. If an employee terminates their service contract at any point, she/he must notify the Human Resources Office within 5 business days to terminate that stipend level. Upon leaving County employment, the stipend will cease. At that time, all work-related data will be required to be wiped off the personal device(s). If there is data to be preserved, that will be coordinated with the Department Head.
- Require surrender of the personal device to Human Resources Director and/or Department Head in the event of a security or privacy breach that has or is suspected to have occurred in connection with the device(s). Immediate termination of connectivity will occur and legal procedures may be enacted.

Chapter 15 – Forms and Acknowledgements

15.1 ACKNOWLEDGEMENT FORM



By signing below I acknowledge that I have read and understand these policies dated and effective in June, 2015 for Faribault County, Minnesota. I understand that these policies are not a full statement of County procedure or a legal contract.

I understand this document will be maintained on the Faribault County web-link (www.hrconnection.com) during my employment and will be updated periodically. I am responsible for understanding and following the contents of the personnel policy and copies are available by website link or by request to the Human Resources Department. I am required to sign this acknowledgement and understand failure to sign this document may be a violation of Chapter 13 Discipline.

I understand that only the current version of this personnel policy, as approved by the Board of Commissioners, together with any additional policies adopted by the Board, shall be in force and effect.

I understand this policy replaces previous County-wide personnel policies which have been in force and effect up to this time. This policy may be superseded by departmental procedures or labor contracts.

Employee Print

Employee Signature

Date

06.2015

15.2 LEAVE SHARE PROGRAM DONATION FORM



The leave share program can help employees who face economic hardship due to a medical or family emergency that requires an employee's absence from the workplace. Employees may voluntarily donate accumulated leave to eligible employees. To be eligible to participate in the leave share program an employee must:

- Be an employee of Faribault County.
- Have exhausted their paid time off (PTO) and compensatory time balances.
- Present a condition which would define the employee (or covered family members) as eligible to take leave under the Family and Medical Leave Act.
- NOT be participating in any other disability program (i.e., Long Term Disability, Short Term Disability, PERA, Social Security, Worker's Compensation, etc.).
- Have a major disaster declared by federal or state government officials for the area in which the participant resides.
- Not be in the process of terminating employment, an employee is not eligible to draw hours if ending employment.

Leave must be donated in full hour increments and **will be limited to 80 hours per employee per year**. Leave donations will be on a salary conversion basis. Participation in the leave share is completely voluntary. Faribault County's Human Resources Department will not disclose who has donated leave to the affected employee.

I understand that an individual qualifies for the leave share program. I hereby authorize Faribault County to transfer from my leave balance(s):

_____ Hours of PTO leave _____ Hours compensatory time

I understand that my leave contribution is completely voluntary and once the leave transfer is completed that it is irrevocable. If the accepting individual employee resigns or is terminated while in the leave share program, they are no longer defined as a County employee and therefore no longer eligible to receive leave share donation. Any unused portion will be held for a future approved request.

Donor Employee's Signature

Date

Received by Human Resources Dept for processing: _____

Leave transferred: _____

06.2015

15.3 REQUEST FOR JOB EVALUATION



Job Title: _____

Department: _____

Name: _____

Date: _____

Please complete the questions below as briefly and accurately as possible, explaining in specific terms how the job has changed since the last evaluation. Provide “then” and “now” quantitative data and/or specific examples when possible. Attach this document, along with the revised job description and return to the Human Resources Department. The Human Resources Department will examine these responses and make a determination on whether a re-evaluation is warranted.

1. Changes in the job’s formal duties and accountabilities since the last evaluation or within the present job description. Include any changes in the job’s know-how (the knowledge required to do the job), problem solving (how the know-how is applied when making decisions and resolving problems), accountability (responsibility for actions and their consequences or end results) and any other special conditions (hazards, unpleasant environment or particular demands for the job), especially if those changes required additional qualifications or training:

2. Changes in reporting relationships that may have affected the job, including changes of supervision, peers and/or subordinates (provide an organization chart if appropriate). Also include changes in the job’s formal authority, decision-making latitude and formal responsibilities:

3. Changes in the magnitude of the job: please describe any *significant* changes in the functions, work processes or activities for which the job is responsible (e.g., increased budget, vastly different work processes, etc.):

4. Any other changes in the job – please summarize here and on the back of this sheet if necessary.

06.2015



15.4 REQUEST FOR APPROVAL TO HIRE

Department Information					
Department:			Date:		
Person making request:					
Position title requested:					
Check all that apply:					
<input type="checkbox"/> Full Time	<input type="checkbox"/> New Position in Budget	<input type="checkbox"/> Permanent	<input type="checkbox"/> Hourly		
<input type="checkbox"/> Part Time	<input type="checkbox"/> New Position NOT in Budget	<input type="checkbox"/> Temporary (67 day)	<input type="checkbox"/> Exempt		
<input type="checkbox"/> Replacement	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Intern	<input type="checkbox"/>		
Anticipated Starting Grade:			Step:		
Hourly Rate \$	Anticipated Benefit Cost: \$	Total Cost: \$	Total Budgeted: \$		
Supervisor:			Proposed Start Date:		
Has this job classification been evaluated:			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the job description been reviewed for accuracy by the Department Head: (please attach copy of job description with request)			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
How does Faribault County Staff in this position compare to similar sized counties:					
Additional Comments: (please explain all options and alternatives considered including mergers, transfers of duties, impacts on County services and overtime etc. and elimination of the position)					
Department Head Signature:				Date:	

Human Resources Director

Did Human Resources Director Review Job Description:

☐

Yes

☐

No

Comments:

☐ Approve

☐ Deny

Human Resources Directors Signature:

Date:

County Personnel Committee/Board of Commissioners

Comments:

☐ Approve

☐ Deny

☐ Require Board Approval

Board Chairman Signature:

Date:

Advertisement (check all that apply):

☐

Faribault Co. Reg.

☐

Frmt Sentinel

☐☐☐

Others:

06.2015

15.5 CONFLICT OF INTEREST FORM



Name: _____

Department: _____

As a Faribault County Department Head, Elected Official, Elected Representative and County Employee, I have read, reviewed and am in compliance with the Rules of Conduct/Code of Ethics, Chapter 11 and Outside Employment and Employment of Relatives, Chapter 2 of the Faribault County Personnel Policy.

If an employee has a potential conflict of interest, employees are instructed to complete this ***Conflict of Interest*** form and return it to the Department Head who will forward the form to the Human Resources Department for inclusion in the employee's personnel file.

I am not interested directly or indirectly in any contract, work, labor or business which Faribault County is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by Faribault County or of which the consideration, price or expense is payable from Faribault County. As a result, I recognize that I may have a Conflict of Interest as stated below. *(Please identify and explain all interests which are described above including interest as a director or employee of any bank or savings association authorized as a depository for Faribault County.)*

Date

Signature

MY CONFLICT IS AS FOLLOWS:

06.2015

15.6 NO CONFLICT OF INTEREST FORM



Name: _____

Department: _____

As a Faribault County employee, I have read, reviewed and am in compliance with the Rules of Conduct/Code of Ethics, Chapter 11 and Outside Employment and Employment of Relatives, Chapter 2 of the Faribault County Personnel Policy.

If an employee has a potential conflict of interest, employees are instructed to complete the ***Conflict of Interest*** form and return it to the Department Head who will forward the form to the Human Resources Department for inclusion in the employee's personnel file.

I have not sold, procured for sale, possessed, or controlled for sale to any other officer or employee of Faribault County or any other political subdivision, any property or material that is owned by Faribault County or any subdivision except in compliance with MN Statutes. To the best of my knowledge, I certify that I am not in violation of this policy.

Date

Signature

06.2015

**15.7 TUITION ASSISTANCE REQUEST AND
REPAYMENT AGREEMENT FORM**



Faribault County has agreed with--_____,
(hereinafter "Employee") to reimburse an Employee for professional job related training
and/or tuition, as specified in Personnel Policy 6.8. Approval of reimbursement must
be granted in advance by the Dept. Head and the Board of Commissioners.

Annual reimbursement amounts limits are enforced. A retention plan is strictly enforced. Separation
shall be calculated from the date of completion. Employee shall be considered to have separated
employment from the County due to Employee voluntarily terminating employment or the Employee is
terminated for cause by the County.

Employee has executed an agreement in the amount equal to:

Tuition	\$ _____
Books or required material costs to complete course	\$ _____
Total Tuition Assistance Granted	\$ _____

Employee will be responsible for paying any penalties for missing a scheduled class without a valid
excuse; paying a penalty if Employee leaves the County after registering for a class; for failing the
coursework or for not completing the course. This agreement shall be forgiven in accordance with the
retention plan. In the event an employee separates from service prior to the time period specified from
the date of completion, this agreement shall become due and payable upon the last day of employment.
Employee authorizes Faribault County to withhold any outstanding wages due, including any
outstanding paid time off or compensatory time due; deducting the amount owed to satisfy this
indebtedness. Employee may also, prior to last day of employment, pay this amount in full to the
Auditor/Treasurer's office by direct payment.

If any provision of the agreement is declared by a court of competent jurisdiction to be invalid for any
reason, such invalidity shall not affect the remaining provisions of this agreement, which shall be full
severable and given full force and effect. This agreement shall be governed by the laws of Minnesota.
Employee declares this information submitted to be correct and accurate; acknowledging any
intentional false statement is considered an act of fraud.

Executed in Blue Earth, Minnesota, this _____ day of _____, 20____.

Employee

Human Resources Director

Department Head

06.2015

**15.8 REPORT FORM FOR COMPLAINTS OF HARRASSMENT,
DISCRIMINATION OR UNACCEPTABLE BEHAVIOR**

The complaint is protected by a policy of non-retaliation as long as the complaint has been made in good faith and belief. False complains by County employees may be subject to further action.



GENERAL INFORMATION

Complainant's Name: _____ Date of Report: _____

Complainant's Work Location: _____ Job Title: _____

Work Phone: _____ Home Phone: _____

Gender: ☐ Male ☐ Female

NATURE OF COMPLAINT

☐ Offensive Conduct ☐ Other: _____

☐ Harassment ☐ Discrimination ☐ Unacceptable Behavior ☐ Workplace Violence

ALLEGATION BASED ON

☐ Age (40 or over) ☐ Race/Color/National Origin ☐ Religion/Creed ☐ Disability
☐ Status with Regard to Public Assistance ☐ Marital Status ☐ Sex

☐ Sexual Orientation ☐ Retaliation ☐ Other, explain: _____

INCIDENT INVOLVED

☐ Terms/Conditions of Employment ☐ County Event or Program

☐ County Service ☐ Other, Explain: _____

Date of alleged incident: _____ Time: _____ A.M. P.M.

Location where alleged incident occurred: _____

Name of person who initiated the incident: _____

Gender: ☐ Male ☐ Female

Relationship to Complainant: ☐ Co-Worker/Employee ☐ Supervisor/Official

☐ Customer/Client ☐ County Employee delivering service ☐ Other, describe: _____

Witnesses to the incident (if any):

Name: _____

Phone: _____

COMPLAINT: Describe the nature of your complaint as clearly as possible. Include such things as what force or physical contact, if any was used or any verbal statements (i.e. threats, requests, demands, etc.) Has this type of incident occurred before? Was the person told their behavior was unwelcome, and if so, what was his/her reaction? Attach additional pages if necessary

Have you brought your complaint to the attention of any Supervisor, Department Head or State or Federal agency? ☐ No ☐ Yes

If yes, please state the name of the person or agency and date: _____

RESOLUTION SOUGHT

CERTIFICATION

I certify that the information I have provided on this Complaint Report Form is true and accurate to the best of my knowledge or belief.

Signature of Complainant

Date

RECEIPT ACKNOWLEDGED

Name of Interviewer

Title

Date

05.2019

15.9 ACTIVITY WAIVER FORM



Name of Employee: _____

Name of Activity: _____

Date(s) of Activity: _____

I understand and agree that the exercise program taking place on Faribault County's premises is a voluntary recreational program. I understand that I am not required to participate in the program and understand that any injury occurring during the recreation (exercise) activity will not be covered by the employer's workers compensation coverage. I have no medical condition that precludes participation in this recreational program.

Signature of Employee

If you have any questions regarding this release or the terms of this release please contact the Human Resources Department immediately and do not participate in any recreational (exercise)activities sponsored by the employer.

**Activity Waiver Form will be kept on file in the employee's personnel file*

06.2015

15.10 EXCELLENCE IN PERFORMANCE

NOMINATION FORM



Name of Nominee: _____

Job Title: _____

Department and Work Phone No. _____

Reason/Basis for Nomination:

Name of Nominator: _____ (Required)

Job Title: _____ Work Phone _____

The general purpose of this award is to identify, thank, and formally acknowledge those employees of Faribault County that fellow workers feel are deserving of recognition for the special way in which this person functions on the job. It may include any one or more of the following traits:

1. A positive, constructive force to strong productivity in a County department or to the County as a whole.
2. A major contributor toward keeping a department running smoothly even in the face of great stress or periods of high demand.
3. Consistently exhibits enthusiasm and a willingness to help fellow workers achieve without expecting personal reward.
4. Has very recently been the recipient of a special award or recognition given by a community, state, or professional agency for meritorious service or achievement.

Anyone who wishes to nominate an employee should complete this form and return it to the Human Resources Department. The names of all recipients will be announced on the first regularly scheduled Board of Commissioners meeting each month.

06.2015

15.11 FAMILY AND MEDICAL LEAVE ACT (FMLA) REQUEST



TO BE COMPLETED BY THE EMPLOYEE

Employee's Name: _____

Department: _____

REASON FOR REQUEST (Check one)

- ☐ Temporarily unable to work due to a serious health condition.
- ☐ Caring for a family member (spouse, child or parent) due to a serious health condition.
- ☐ Birth and care of a newborn child; the placement of a child for adoption or foster care and to care for the newly placed child.
- ☐ Military Family (Exigency) Leave ☐ Military Care Giver Leave

DATE(s) REQUESTED

Are you requesting intermittent leave? _____ If YES, explain schedule requested: _____

Are you requesting a reduced work schedule? _____ If YES, explain schedule requested: _____

CERTIFICATION

I understand that I am required to use accrued paid time off (PTO), compensatory time or banked sick leave until leave concludes or accrued balance is used.

I understand that I am required to complete forms in a specified time frame and submit them to Human Resources before my leave can begin. I understand that if my leave is approved, I am eligible for up to 12 weeks of leave per year under the FMLA and that I will be reinstated to my job after my leave. I understand that Faribault County will continue my health insurance during my leave and that I must contact Human Resources to make arrangements to pay my portion of employee paid benefit premiums.

It is also my understanding that when a health care provider certifies a need for FMLA leave for a period exceeding 30 days, an employer may not require additional certifications during that period unless a request is made to extend the leave, circumstances change significantly or the employer receives information that casts doubt on the need for leave.

Employee Signature

Date

Supervisor/Department Head Signature
Return Completed Form to Human Resources

Date

06.2015

Faribault County Data Practices Informed Consent



Request (to Release) from Individual

If an individual asks Faribault County to release his/her private data to an outside entity or person. Because the entity does not have statutory authority to release the data, it must get the individual's written informed consent.

Explanation of Your Rights

If you have a question about anything on this form, or would like more explanation, please talk to the Responsible Authority or Compliance Official before you sign it.

I, _____, give my permission for Faribault County to release data about me to _____ as described on this form.

1. The specific data I want Faribault County to release

2. I understand that I have asked Faribault County to release the data.

3. I understand that although the data are classified as private at Faribault County, the classification/treatment of the data at _____ depends on laws or policies that apply to _____.

This authorization release form will expire _____.

Individual data subject's signature _____ Date _____

Parent/guardian's signature *[if needed]* _____ Date _____

**Faribault County
Data Request Form
Members of the Public**



Date of request: _____

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: inspection is free but Faribault County will charge for copies.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

Phone number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

Faribault County Data Request Form Data Subjects



Date of request: _____

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: inspection is free but Faribault County will charge for copies.

These are the data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Data subject name _____

Parent/Guardian name (if applicable) _____

Address _____

Phone number _____ Email address _____

Staff Verification

Identification provided _____

TRAINING REQUEST FORM



Employee Name: _____

Education/Meeting Title: _____
(No abbreviation/acronyms, please)

Date of Offering: _____ Location/City: _____

Requestor: In a paragraph, explain why this training is being requested, course content, certification requirements, and what you expect to gain from the meeting.

Supervisor: In a paragraph, explain why this request is being made.

Is this training ☐ for professional certification (ie P.O.S.T. license)
☐ specific to employee's job title (ie: conference)
☐ other

Do we need to cut a check for: (requests made after the date of the training are not guaranteed payment)

1. Registration/tuition fee ☐ Yes ☐ No – they will bill us ☐ No – Charged to County credit card*

If the following are left blank, payment will **NOT** be made by the Auditor's office.

Fee amount: _____ Date to issue check: _____

Account #: _____ Attach and mark any documentation that needs to go with the check

Make check payable to: _____

Mailed directly to: _____

Do you wish to be considered for reimbursement for:

2. Hotel accommodations ☐ Yes ☐ No ☐ Charged to County credit card*
3. Meals ☐ Yes ☐ No
4. Mileage ☐ Yes ☐ No
5. Miscellaneous expenses ☐ Yes ☐ No

If yes, give brief explanation of expenses _____

Do you request an advancement on expenses? _____ If yes, how much \$ _____

Employee Signature

Supervisor Signature

REQUESTS NEED TO BE SUBMITTED TO HUMAN RESOURCES THE THURSDAY BEFORE A BOARD MEETING IN ORDER TO BE CONSIDERED FOR APPROVAL BY THE COUNTY BOARD.

****Note that neither Human Resources nor the Auditor Treasurer are responsible for making payments via County credit card on your behalf. You and/or your department head should make payments with your department's County credit card.**

***Faribault County
Personnel Rules and Policies
originally adopted 06/2015***

Policy Amended:

- 5.10 Overtime/Compensatory Time. Policy Amended on 03.15.2016 by Board.
- 8.15 Respectful Workplace and Policy Against Harassment on 12.19.2019 by Board.
- 6.1 Health and Life Insurance. Policy Amended on 12.19.2019 by Board, effective 1.1.2020.
- 6.3 Voluntary Employee Benefits. Policy Amended on 11.17.2020 by Board, effective 1.1.2021.

Appendices Revised:

- 15.8 Report Form for Complaints of Harassment, Discrimination, or Unacceptable Behavior