

RAY COUNTY PERSONNEL POLICY



The mission of the Ray County government is to provide efficient, effective, responsive government that achieves the Board of Commissioners' vision for Ray County: an outstanding place in which to live and work.

Authorities

The Ray County Commission, which bears ultimate responsibility for the County's budget, has adopted the following policies. Executing the policies necessarily must rely on a great deal of teamwork on the part of each of the other elected officials. Given the historic goodwill that has prevailed between officials in Ray County, it is assumed this cooperation will be readily provided.

The Commission is not attempting to direct any elected official how to manage their office. Each office has made a separate pact with the voters of Ray County to felicitate their office. The Commission is, however, attempting to bring a great degree of uniformity to personnel policies to result in minimizing the risk position into which the county is placed and the resulting liability for all Ray County.

TABLE OF CONTENTS

Introduction-----4

County Code of Ethics-----5

Definitions-----6-11

Overview/Intent/Compliances-----12

Changes in Policy/Hiring, Vacancies, and New Employees-----13

Physical Exams/Employee Record Form/Probationary Period-----14

Full-Time/Part-Time/Temporary Status/Social Networking/Nepotism-----15

Information Required from Employee/Furnished to New Employees/
Probation Period/Injury Accident-----16

Leave Policies-----17

Maternity Leave/Bereavement Leave/Citizenship Leave-----18

Vacation-----19

Family & Medical Leave-----20

Overtime-----21

Exemptions/Evaluations-----22

Discipline-----23

Time Sheets/General Policies-----24

Holidays/County Property/Training Policy-----25

Travel & Reimbursement Policy-----26

Meals/Sexual Harassment-----27

Disabilities Policy/Drug Free-Workplace-----28

Marijuana Policy/Smoking-----29

Approval-----30

RAY COUNTY PERSONNEL POLICY

INTRODUCTION

As an employee of Ray County, it is important to be aware of the benefits as well as the rules and regulations that will be covering you. This employee handbook is designed to be concise. Contents are taken from the more comprehensive and official Personnel Administration Manual maintained in the County Commission office.

This handbook is a guide to what you can normally expect in terms of the policies that affect you. It is not a contract of employment, and the County reserves the right to change, modify, suspend or cancel any part of the official policies of the County or of this handbook as the need may arise. Any statement in this handbook that is now or may later prove to be in conflict with the state or federal laws or regulations will be superseded by those laws and regulations.

Ray county employees, like most Missouri employees, by law serve on an at-will basis. Employment may be suspended or terminated at will, either by employer or by employee. This handbook is not intended to create any contractual or other legal rights for any employee of Ray County. It is rather designed solely as a guide for employment. Please keep and read this handbook. Other informational materials may be posted from time to time by the Commission or called to your attention by your department head.

You are urged to also recognize that the nature of county government dictates that your first loyalty is to your department head. It is there you should normally look for guidance on day-to-day personnel matters.

We welcome you to Ray County government! It is important that you enjoy your work in county government and equally important that you give your best. We have the responsibility as employees of all of the people of the county dedicate ourselves to the high standards required of public employees.

The success of governmental service in meeting the needs of the citizens who have placed their trust and confidence in us is dependent on teamwork. Welcome to the team!!

County Code of Ethics

Courtesy- County personnel are expected to maintain a courteous demeanor in all dealings, whether with member of the public or county officials and employees. Recognizing that this is at times difficult, employees are urged to avoid argument, maintain patience even in the face of unreasonable complaint, and extend themselves beyond being civil. Courtesy toward the public ultimately pays great dividends for the county.

Truthfulness – Personnel are expected to be truthful at all times. When matters are confidential and banned from disclosure, inquiries should be declined respectfully.

Malicious Gossip or Criticism – Employees are not to engage in activities that would bring discredit upon the county and the way it is viewed by its citizens. Criticism of employees or officials, their work habits, dress, or mannerisms properly is reserved for one-on-one evaluation sessions.

False Information- No employee shall knowingly or willfully enter into county records any information that is false. The county's records are its history, are permanent, and will continue long after current employees and officials are forgotten. It is essential that they be maintained with complete accuracy.

Misappropriation of Property- Property belonging to the county, or property in the county's custody as lost, found, stolen, or unclaimed may not be converted to personal use by county employee duty or official duty.

Liability- No employee or official shall make, orally or in writing, any statement as to liability of the county in a given situation. Informal individual acceptance or even suggestion of blame could place the county at a severe disadvantage in legal action. Liability determination must be left to the courts.

The Public- Personnel of the county are expected to behave as if the public were their supervisors, because they are. It is the public for whom the county operates, and for whom it exists.

Definitions

Applications Process

Refers to the administrative process by which a prospective employee seeks County employment

At-Will Employment

A term which permits an employee to leave employment at any time without liability to the employer, and permits an employer to discharge an employee at any time for any lawful reason

Classification

Refers to the category of positions based on the kind, difficulty, and responsibility of work to be performed. Classification is used to determine fair and equitable placement on the salary/wage scale.

Commission

Refers to the three-member administrative body charged with management of Ray County's affairs in general, including budgetary and operational authorities.

Demotion

A movement of an employee to a lower classification

Department

A functional unit of Ray County that has its own leadership, whether by Elected or Appointed Official.

Department Head

An Elected Official, appointed official or an Appointed Official.

Dismissal

A involuntary separation of an employee from duties and compensation.

Elected Official

Refers to those put into their positions by the voters of Ray County or gubernatorial appointment With duties provided by the Revised Statutes of Missouri.

Emergency

A sudden or unforeseen happening requiring action by Ray County employee(s) to protect the health, welfare, or safety of the county and/or its facilities.

Employee

Refers to staff member paid on either a salaried or an hourly basis, and to Elected Officials paid as the statutes provide

Employer

Refers to both Ray County and the individual elective or appointive office to which an employee is responsible.

Exempt Employees

Are those qualifying under FLSA definitions as executive, administrative or professional and not subject to overtime pay or compensatory time.

FLSA

Refers to the federal Fair Labor Standards Act in its applications to Ray County as employer.

General Departmental Order

A written request and/or requirement issued by a department head.

Grievance Procedure

A procedure, outlined in this manual for review of employer action.

He/His/Him

Where used are general and not gender-specific.

Introductory Period

The first 60 days after the 1st of the month.

Job Elimination

Reduction of the workforce of Ray County, usually because of financial exigency, by closing position(s), or due to attrition.

Layoff

Temporary job elimination.

Leave

Time taken off without pay.

Maternity

Time off from a job given a mother to take care of a newborn child.

Non-Discrimination

The legal and policy requirement that decisions, particularly regarding employment, are made without regard to age, race, sex, handicapped status, or political affiliation, or other non-job-related factor.

Office policy

Guidelines by which each individual office manages their employees and is an addition to the County policy.

Order

An action by the County Commission, in writing.

Overtime

Hours worked beyond forty in the workweek for most Ray County Employees. Exception: those having the power to arrest. Bi-weekly is 86 hours. Section 553.230 FLSA

Part-Time Employee

An employee, hired by an Elected Official, and works 29 hours or less per week.

Pay Period

Pay is Bi-weekly

Personnel Files

Are of two sorts. The general personnel file containing payroll and salary information is public, and is maintained in the office of the County Clerk. The performance personnel file is confidential, and is maintained in the office where the employee works.

Probationary Period

A 60-day period plus any remainder of the 1st partial month to evaluate an employee for continued employment.

Promotion

Upward movement of an employee, following review usually at a higher

Resignation

Voluntary separation of an employee
From duties and compensation.

Salary/Wage Schedule

The matrix of classifications and
compensation rates.

Salary/Wages

The level of compensation paid to
An employee.

Social Networking

The limited use of County computers.

Supervisor

The department head or Elected
Official. For Road and Bridge
Workers, the County Commission.

Vacation Time

Paid time away from the job, earned
As provided by Ray County policy.

Volunteer

Refers to an unpaid worker for the
County.

Overview/ Intent/ Compliances

Ray is a historic and exceptional county. There is a total of 16 elected officials in the county, all with their own individual specific duties, but still reaching for one

common goal, to help the citizens of Ray County.

The listing below itemizes employment laws with which this manual is intended to

Secure compliance.

- ❖ The Civil Right Act of 1866, succeeding civil rights acts and amendments
- ❖ The Age Discrimination in Employment Act and succeeding amendments
- ❖ The Fair Labor Standards Act and succeeding amendments
- ❖ The Rehabilitation Act of 973
- ❖ The Americans with Disabilities Act
- ❖ The Family and Medical Act
- ❖ Chapters 105 to 110, Revised Statutes of Missouri, Public Officers and Employees
- ❖ Chapters 285 to 295, Revised Statutes of Missouri, Labor Relations
- ❖ Chapter 213, Revised Statutes of Missouri, Human Right
- ❖ Such other federal laws as may apply to the county as employer and regulatory interpretations of the above acts
- ❖ The Constitutions of Missouri and the United States
- ❖ Such other state laws as may apply to the county as employer
- ❖ Applicable court rulings and administrative determinations
- ❖ Medical Marijuana
- ❖ Drug Free Workplace
- ❖ Affordable Care Act
- ❖ HIPPA

Policies and procedures contained herein, with such additions and corrections as may from time to time be necessary, and hereby adopted for Ray County.

Policies can, by their very nature, provide only general guidance toward addressing specific problems that arise. It is not intended that the contents of this manual answer every question merely that they provide a framework for the seeking of such answers. Judicious use by, and interpretations of, manual contents by offices and departments of the county, along with regular inter-office cooperation, will implement the policies that are adopted.

Changes in Policy

When changes in the policy handbook become necessary, change will be hand-noted in the master manual maintained by the County Commission. Notations will include the date of adoption of the change. Employees will be provided with copies of changes made and the change should be inserted in the proper place.

Hiring, Vacancies, and New Employees

All Job openings, regardless of individual office plans for filling, the procedures to be followed, the outside advice, or selection assistance involved, needs to file in duplicate with the County Clerk's office when the announcement is made. Handling of payroll by that department makes this essential, even for positions funded by outside funds. (Example: A deputy partially paid by several counties, must be on one county's Worker's Compensation policy). While each official is totally responsible for selecting the persons to fill vacancies that may occur in their office, bookkeeping and reports make necessary duplication of many records in the clerk's office. No person is considered an employee until all paperwork is completed in Clerk's Office. A valid Driver's License, Social Security Card, and voided check is required. (Birth Certificate will take the place of the Social Security Card)

Applications accepted when no specific openings are pending will be retained in an open file in the County Clerk's office for six months. Road & Bridge and Planning & Zoning applications will be retained in the Commission office. Upon request, notification of openings announced during that period may be furnished to applicants in the open file. No standing application will be submitted for an open position without request by the applicant following public announcement.

All openings may be filled from among applications on hand at closing. In the event no qualified applications are received by closing date, a new announcement and reopening may be made. All selections will be made without regard to age, race, sex, creed, handicapped status, or political preference. When necessary, reasonable restructuring of duties to accommodate the handicap will be made.

Because of the requirements of the Americans with Disabilities Act, it is essential that each supervisory officer consider each employee position carefully. Essential job functions and non-essential job functions must be separated under this law. A person who cannot, even with reasonable accommodation, perform the essential job functions do not have to be considered for employment. Ultimately a written position description will probably be necessary for every employee.

Physical Examinations

Medical examination and/or drug testing may be required, at county request and county expense, of current and/or prospective employees should the need arise. The purpose of this is to protect the health and well-being of citizens and other employees.

Employee Record Form

Every employee must complete the Employee Record Form available from the County Clerk's office. This form is necessary for compliance with the Fair Labor Standards Act, and includes hourly equivalent wage, workweek (or work Period) and either overtime exemption or compensatory time agreement. Exempt employees must also complete the proper exemption form, which will be attached to the employee record. Copies of these forms are in the appendix.

Probationary Period

New employees are subject to an introductory period of 60 days after the 1st of the month. During this period the department head or supervisory elected official may dismiss employees found unsuitable, unsatisfactory, or inadequate to the assigned tasks without notice or right of appeal. No written evaluation or notice of discharge is required during the probationary period if an employee is terminated.

Completion of probation insures regular employee status, as set forth in this manual, but no permanent status. All county employees are, as stated on applications and in each employee's file, at-will employees. Employee benefits eligibility begins upon the completion of the 2 months plus any time of a partial month of their probationary period.

Full-Time/Part-Time/Temporary Status

Full Time Employees: 30 – 40 hours per week and more than 1500 hours per year.

Part Time Employees: 29 hours or less per week and less than 1500 hours per year

Temporary Status: Seasonal help.

On hours worked, the exception is those having the power of arrest. A 7-day work week has been established. Time worked is recorded Monday-Sunday. Anyone who works over 43 hours in a week time will receive overtime pay at a rate of 1 ½. (Section 778.114 of the Fair Labor Act on fixed salary for fluctuating hours). Sheriff's Department is 86 hours bi-weekly. You will receive your paycheck bi-weekly. Overtime will be added as necessary (Statute 57.251). This applies only to law enforcement employees having the power of arresting. Full-Time employees will accumulate sick leave, vacation, and holiday pay while part-time employees will not. Effective 12/01/2012, employee's working 30 or more hours per week will be eligible for employer paid benefits.

Mandatory CERF Retirement of 4% if full time

Mandatory CERF Retirement of 6% if you work over 1000 hours

Social Networking

No personal Social Networking is allowed during working hours. (Facebook, Twitter, Skype, and etc.) Any further permission of internet use is at the discretion of each elected official.

Nepotism

No person related by blood or marriage within the 4th degree to the person hiring, appointing, or naming to position is eligible for appointment under the Constitution of Missouri. This prohibition covers both county officers and county employees having hire or appointing authority. Officers or employees violating this provision forfeit their office or employment upon doing so.

This requirement does not mean that no one may work for the county who is related to anyone who works for the county. Rather, it means relatives may not hire or appoint. Improperly hired persons keep the jobs to which they are appointed. Officers making the improper appointments lose their job.

Information Required From/Furnished to New Employees

Every new employee, upon completing the hiring process, will be furnished a copy of the current personnel manual. This will not be done until all information requested is in the employee's personnel file. A signed form stating that the employee has received the handbook will be put in their personnel file.

Probation Period

Upon completion of 60 days, after the 1st of the month, of employment with the County, every new employee shall receive a review from the appropriate supervisor. A written acknowledgement, signed or initialed by the employee and the supervisor, must be completed and inserted in the employee's personnel file. A copy of the verification will be furnished to the payroll office for inclusion in their file.

Leave, vacation, insurance, and other employee benefit policies begin upon completion of probationary status. Credits back to initial date of County employment become effective when the employee achieves regular status at probation completion.

Injury Accident

Every reasonable effort should be made to avoid accidents. If such occurs while at work, it needs to be reported immediately to the department head and a Workman's Comp report needs to be filled out by the department head and turned into the County Clerk's office within 24 hours. If the employee is required to see a doctor or go to the emergency room at the local hospital, the employee will not be able to return to work without a doctor's written permission slip to return to work without any restrictions. If an employee is hurt or has an accident on the job the employee must submit to a drug screening on the day of the incident or within 24 hours of incident.

Leave Policies

Full-time employees earn compensated sick leave at the rate of one day for each completed calendar month worked. Although accrual begins with the date of initial employment, sick leave may not be taken during the probationary period. Probationary employees may, with supervisor permission, take leave without pay if necessary, for illness. Sick leave may be used on an hourly basis as long as it is not abused.

Maximum sick leave eligibility that can be accrued is 168 hours. Sick leave needs to be taken in 1 hour increments. (Example) If you use 1 ½ hours it will be counted as 2 hours. Part-time employees do not receive sick leave. Days earned beyond that limit are not credited. In cases of extended illness, employees may be granted on a discretionary basis leave without pay during which a portion of medical insurance will continue to be provided but no further benefits accrue. Employee would have to pay their portion of the medical insurance. This may continue for a maximum of 1 year, with review at the end of each 90-day period upon the approval by the governing body. All sick and vacation hours must be used before they can ask for any other assistance.

Full-time employees, upon either retirement or other separation, receive compensation of their accrued sick time up to 168 hours maximum. Compensation of accrued sick leave will be at the final rate of pay, will be paid within 2 weeks of separation or on the last paycheck.

Illness/injury/disability of an employee covered under Worker's Compensation will be coordinated with sick pay eligibility so that total compensation does not exceed regular salary. Worker's Compensation-covered absence is not deducted from sick pay eligibility, but may be deducted from retirement eligibility.

At the option of the County or employee's supervisor, medical verification of illness may be requested. If the employee should request one, a second medical opinion may also be sought in this instance.

Illness necessitating use of sick leave shall be reported to employee's supervisor no later than 8:30 a.m. the first working day of absence and each succeeding day. Failure to notify may result in sick leave being denied. Employee must have doctor's release before returning to work unless supervisor waives this requirement.

Each department head is responsible for maintaining records of sick leave earned and used by each employee. Monthly time sheets turned in by employees will reflect sick leave taken during the period. Road & Bridge records are kept in the office of the County Commission. Duplicate records of sick leave accrual and use are maintained on the payroll computer records.

Maternity Leave

Full-Time employees are eligible for 6 weeks maternity of unpaid leave for the mother. Elected Officials receiving such applications will forward a copy to the County Commission. Notification of employee's supervisor must be made no later than the seventh month of pregnancy. Accrued sick leave and vacation eligibility is required. Once sick and vacation hours are used up any additional time off will be at no pay.

Bereavement Leave

Upon the death of immediate family: current spouse; parent or step-parent; grandparent or great grand-parent of spouse; child or step-child; brother, half-brother, or step-brother; sister, half-sister, or step-sister' or grand-child, up to three days of paid leave may be granted. Elected Officials may, should the situation demand, extend this time as necessary.

Citizenship Leave

Ray County employees whose work or personal schedules prevent exercise of the voting franchise may be granted leave during work hours to cast ballots. County employees called for jury duty will be paid during their service. Regular pay continues during appearance as a witness in court.

Regular employees who are members of the military reserves will be granted up to fifteen calendar days per year of training leave. The employee will be paid the difference between regular salary and military pay, provided the latter is at a lesser rate. Application for military leave should be made with notice in writing from commanding officer at least thirty day prior to regularly scheduled training. For call-ups of greater than 15 days, County pay does not continue, but a position of the same or equivalent grade will be preserved for the employee.

Vacation

Full-time employees are eligible to accumulate vacation credits based on the schedule below. Vacation time is accrued every two weeks based on work week. Only full-time employees who have completed the probationary period are eligible for vacation. New full-time employees will be awarded back credit of vacation time when the probationary period is completed, to their starting date.

1st – 7th Years of Employment – 2 Weeks (based on average work week)

7-hour employees will get 70 hours

8-hour employees will get 80 hours

12-hour employees will get 84 hours

8th – Continued Employment – 3 Weeks (Based on average work week)

7-hour employees will get 105 hours

8-hour employees will get 120 hours

12-hour employees will get 126 hours

An employee confirmed ill or injured, desiring to do so, may use accrued sick and vacation leave time. Once everything is exhausted additional time off is at the discretion of the Office Holder.

Every employee is expected to take at least some vacation time every year. If an employee doesn't take any vacation time it will be maxed out and no accrual will take place until vacation time is taken.

Upon voluntary separation, an employee may receive pay at the next bi-weekly paycheck. Elected Officials are in charge of keeping track of all employee vacation and sick leave.

Family and Medical Leave

As provided by federal law, employees with at least 12 months of employment and at least 1,250 hours worked may take up to 12 weeks of unpaid leave, at the employee's request, for any of the following reasons:

- ❖ Birth, adoption, or foster care placement of a son or daughter
- ❖ Serious illness of a spouse, so, daughter, or parent
- ❖ Serious illness of employee personally

Certification or second opinion may be required. Advance notice is requested if possible.

Employees taking family leave remain covered under regular employee benefits. Vacation and sick leave credits do not accrue. Upon return from family leave, the employee is guaranteed the job from which leave was taken, or equivalent, as required by law.

The County follows the Family & Medical Leave Act.

Overtime

Employees of Ray County are covered under the Fair Labor Standards Act as amended and interpreted by rulings. This means that all salaries must be at least the current minimum wage level, and that all overtime hours worked must be compensated at the required premium rate. As a public employer, Ray County may, and has exercised its option to use compensatory time off in lieu of overtime pay.

For overtime purposes only two factors count: work period and hours worked within that work period. Any employee, except those in the Law Enforcement, who work more than 40 hours should receive overtime. Example: those having the power to arrest. Per week is 43 hours and bi-weekly is 86 hours. (Section 553.20) Note that the hours are counted as they are actually worked. While the employee may receive a day pay for holiday, or a sick day, or a vacation day, those do not represent hours worked. There is no premium for the weekend work nor is there a night shift differential. Each week (or bi-weekly) is calculated separately. Combination Dispatchers/Jailers are eligible for the bi-weekly/86 hour

Schedule only if no more that 20% of work is spent dispatching. The 80/20 rule applies to exempt/non-exempt positions.

Overtime accrues at a 1 ½ to 1 rate. Two hours of overtime work is 3 hours of compensatory time. There are maximums that may be accrued. For most 240 hours of compensatory time (which is 160 hours of overtime). For Sheriff Deputies it is 480 hours of compensatory time (which is 320 hours of overtime work). Hours worked beyond this level must be paid at 1 ½ time regular pay rate. These are lifetime totals with no flexibility.

Compensatory time is earnings of the employee. Within reason, it may be taken at the employee's option. The employer may not direct it be used at any certain time. It is a credit the employee has coming, at the employee's convenience and choice. Upon separation from the County employment, accrued compensatory time is payable at the final rate of pay or the highest rate within the final 3 years, whichever is highest. 10 days prior notice to supervisor of intent to use compensatory time is to be given if possible. Time sheets should show any overtime hours worked during any workweek work-period). If it is possible, extra hours worked on one day should be recovered on another day within the same workweek, so that compensatory time does not accrue.

Exemptions

Certain County employees are ineligible for overtime pay. No Elected Official may draw overtime. Executive, administrative, and professional personnel are not eligible. These categories are tightly defined, with ruling and court findings changing the boundaries from time to time. No employee in any of neither of these 3 categories nor any Elected Official is eligible to be paid overtime. Their pay stays the same, regardless of the number of hours worked.

Evaluation

Every employee is entitled to a periodic assessment of their performance. While this is difficult for both employer and employee, it must nonetheless be done.

Supervisors shall discuss strengths and weaknesses in the employee's performance of job duties at least once a year for each employee and after 60 days for new employees. This shall be done in private, with at least one days forewarning. Only the employee and the officeholder or supervisor may be present. Notes may or may not be kept, at the participants option. However, a verification from showing that it was done and the date, signature or initialed by both the employee and the supervisor shall be made and inserted in the employee's personnel file. A duplicate of the form verifying evaluation took place will be filed with the County Clerk's office for the payroll.

Discipline

Employees violating policies of the County or the particular office in which employed are subject to discipline in varying degrees, depending upon the seriousness of the offense and the judgment of the Elected Official in charge.

- Verbal warning for the 1st offense
- Written warning for the 2nd offense that is documented in employee's file
- 3rd warning could result in termination

The employing Official or the County Commission may suspend with pay any employee for up to 10 working days. This may, with concurrence of the Official and the Commission, be continued as necessary. The use of this disciplinary action is generally restricted to employees under charge or investigation for offenses which would make them detrimental to the County's best interests remaining on the job. The length of suspension with pay usually depends on resolution of charges brought or investigated. Suspensions with pay are not noted in the employee personnel files. For proven offenses, an employee may be suspended without pay for three days by the employing Official. This discipline should, if possible, be used by the Elected Official. In unusual circumstances, County Commission intervention may be needed. Suspensions without pay of up to 30 days may be ordered for serious offenses. Procedures for this are as follows: Supervising Official or citizen/customer files complaint with the County Commission along with the recommendation for suspension. Commission, employing Official, and employee meet in a closed hearing as provided in Chapter 610.021 section 3.

Timesheets

All compensation will be paid only upon completion of timesheets by the employee and timely submission by the supervisor. Timesheets must include hours worked during the pay period and be signed or initialed by both the employee and supervisor. Initial employment records (the employee record form) set forth the work week of each employee. This seven-day period is the basis for calculating compensation under Federal Wage-Hour laws. Timesheets, for all employees must show hours worked during each workweek. All employees must turn in timesheets Bi-Weekly.

Failure to submit timesheets, improperly completed timesheets, inaccurate information on timesheets, or timesheets lacking verification by employee and supervisor will result in delayed paychecks. While this may seem harsh, these records are essential for federal purposes, and lack of records could place Ray County in a position of severe liability.

General Policies of Ray County Courthouse & Courthouse Annex's Hours & Closing

With the exception of the Sheriff's office and Jail, county offices are open Monday through Friday from 8:00 am to 4:00 pm with remaining open during the noon hour strongly recommended by the Ray County Commission. All offices are open a minimum of seven hours between these times. All offices are open to the public during these hours, except in emergencies.

It sometimes may be necessary, in times of severe weather, to order the Courthouse closed. The authority for reaching such a decision lies with the County Commission by law. Every attempt will be made, in ordering closure, to notify every person affected in ample time to prepare. When weather forces early closure, all offices will be given equal prior notice if possible. Courthouse closure for non-weather reasons, such as some funerals and elections, will receive ample prior notification.

Holidays

Ray County holidays are set by the Commissioners. Employees must be on the job the day before and the day following a holiday to be eligible for holiday pay.

Holidays falling on Saturday are observed on the Friday preceding. Holidays falling on Sunday are observed on the Monday following. Holidays falling during an employee's vacation leave will not be counted as leave days. Employees required to work on holidays will receive regular pay and holiday pay for that day. If you work a normal 40-hour week, you should only work 32 hours that week with an 8 hour holiday.

Although regular employees receive a full day pay for holidays, these are not "hours worked" for overtime calculation purposes.

County Property

Any employee leaving the employment of Ray County shall, before separation and final pay, return all County property in their possession. This includes keys, records, manuals, equipment, computer codes, uniforms, and similar County property. Failure to comply with this requirement will delay or stop final compensation of the separating employee.

Training Policy

Ray County intends to provide as many opportunities as is feasible for its employees to attend training that will enable them to maximize productivity and to integrate new technology and processes into operations. The completion of such training will not, however, result in automatic increase in compensation. Conversely, refusal to attend training will be reflected in the employee's annual evaluation.

Travel and Reimbursement Policy

Employees requested by department heads to use personal vehicles for official County business will be reimbursed for actual mileage at the current mileage allowable expense rate, as required by law. Mileage will be paid only upon submission of reports, including date(s). Reports will be submitted after training is completed and initialed by department heads. Anticipated mileage expenses should be a part of each department's annual budget request and excepting unforeseen emergencies, serve as maximums during that budget year.

Any trip for reimbursement by another source, i.e. professional association organization, state sources, etc., will not be reimbursed by the County.

Any training other than mandatory must have prior approval by the County Commission. Determining factor will be the financial condition of the current budget.

Personal vehicles eligible for reimbursed travel must be fully licensed and insured as required by Missouri law. Employee-drivers must be fully and properly licensed as operators to be eligible for reimbursement.

Any request for lodging on Mandatory Training should be submitted to the Commissioners. Request must be presented with a copy of your schedule before going to your training.

General Travel Regulations

1. Employees and Officials are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business.
2. Reimbursable and direct billed travel expense are limited to expenses authorized and essential to the transaction of official business of the County.
3. Officers or employees shall not incur expenses for the purchase of alcoholic beverages for reimbursement as a travel expense or payment directly by the office.
4. Individuals on County business will provide themselves with sufficient funds or personal credit cards for necessary travel expenses.
5. Expenses for non-employees shall not be reimbursed.
6. No Official or employee shall be allowed hotel stays within 50 miles of home.
7. If you are going on training, please get a copy of our sales tax number from the County Clerk's office before you go.

Meals

While on training, meals will be reimbursed at \$40.00 per day. No alcohol can be reimbursed.

In requesting reimbursement for meals, you must have the itemized original paid receipts and separate receipt per person.

Sexual Harassment in the Workplace

Harassment on the basis of sex, race, color, religion, national origin, age, disability, genetic information, or any other consideration made unlawful by applicable law is against the policies of Ray County.

Prohibited conduct includes unwelcome conduct, whether verbal, physical, and visual that is based on or relates to an individual's sex, race, religion, national origin, age, disability, genetic information, or any other status protected by the applicable law, and 1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; 3) otherwise adversely affects an individual's employment opportunities.

Sexual harassment includes (a) making unwelcome sexual advances or requests for sexual favors, or other verbal, or physical conduct of sexual nature a term, or condition of employment, or (b) making submission to rejection of such conduct the basis for employment decision, or (c) creating an intimidating or hostile environment by such conduct. See attached paperwork at end of handbook.

Disabilities Policy

Any employee or prospective employee in any manner impaired in the performance of a major life function will be accommodated if this is at all possible. Reasonable accommodation may include shifting of job functions between positions, duty reorganization, modification of workstations within reasonable financial limits, and similar steps. Accommodation does not include hiring of additional personnel as aides.

Ray County intends, so far as is fiscally feasible, to be fully in compliance with the Americans with Disabilities Act, both as employer and as provider of services to the public. The ADA contact person has been designated by the County Commission and publicly posted. The Ray County Prosecuting Attorney will be the contact person for ADA. Any suggestions for the improvement of County accommodation of various handicaps will be gratefully accepted and implemented within the County's financial limitations.

Employees are encouraged to offer suggestions. The County's aim is to fully integrate persons having handicaps on the same basis as those not impaired.

Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, Ray County does not tolerate the illegal use of drugs. Illegal use of drugs is defined as use of substances included in the Controlled Substances listing maintained by the federal government. This ban extends to all recipients of County funds, as well as the County itself.

Use of illegal drugs or alcohol in county workplace constitutes grounds for suspension, discipline, or discharge from employment. When appropriate, testing may be authorized to assure compliance with the provisions of this policy.

Marijuana

Ray County follows Article XIV of the Missouri Constitution regarding use of Marijuana.

Policy Regarding Smoking

In compliance with the Indoor Clean Air Act (smoking regulations) 191.765-777 Revised Statutes of Missouri, smoking is prohibited in all County facilities except in such areas that are designated for that purpose. The designated smoking area will be moved to the benches out front of Courthouse. No smoking in front of entrance doors.

Ray is a County of the Third Classification with the County Seat at Richmond.

Three Commissioners are the governing body of the County,

Responsible for the functions of all departments.

Eleven other Elected Officials are responsible for individual County Functions.

Circuit Clerk

Recorder of Deeds

Clerk of the County Commission

Prosecuting Attorney

Sheriff

Collector of Revenue

Assessor

Treasurer

Coroner

Public Administrator

Surveyor

Circuit and Associate Circuit Judges are also elected,

But under supervision of the Missouri Supreme Court and state-paid

Ray County was organized as a County by an act approved on

November 16, 1820

This Ray County Policy Manual has been adopted by the Ray County Commissions.

ADOPTED: _____

AMENDED: _____

Ray County Commission

Allen Dale

Associate East District

Bob King

Presiding

Jerry Bishop

Associate West District

**Ray County
Alleged Harassment
Report Form**

(It would be helpful if you would fill out this form when reporting an alleged sexual/verbal harassment incident. However, you are not required to fill out this form to report an alleged sexual/verbal harassment incident. You may request assistance in filling out this form)

Date: _____

Time: _____

Person filing report:

Address:

Telephone:

Report of incident(s). Please answer the questions who, what, when, where, and how and state the pertinent facts. (You can use the back of this form if necessary.)

Give date(s) of the alleged incident(s) occurred:

Give the location(s) where the alleged incident(s) occurred:

Have you reported this or similar behavior before? _____ if so, please indicate to whom and date reported

List all others who may have knowledge regarding this matter. Briefly state what the other persons are believed to know:

The foregoing information is true and correct to the best of my knowledge

Employee filing report:

Signature

Print Name: _____

Signature and date of Ray County employee receiving report:

Signature

Date

Harassment on the basis of sex, race, color, religion, national origin, age, disability, genetic information, or any other consideration made unlawful by applicable law is against the policies of Ray County.

Prohibited conduct includes unwelcome conduct, whether verbal, physical, and visual that is based on or relates to an individual's sex, race, religion, national origin, age, disability, genetic information, or any other status protected by the applicable law, and 1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; 2) has the purpose or effect of unreasonably interfering with an individual's work performance; 3) otherwise adversely affects an individual's employment opportunities.

Examples of prohibited conduct include, but are not limited to epithets, slurs, negative stereotyping, written or graphic material, including e-mails, that denigrate or show hostility toward an individual, or any other threatening, or intimidating act that relates to race, sex (whether same-sex or opposite-sex), color, religion, national origin, age, disability, genetic information, or any other status protected by applicable law.

Prohibited behavior may also include any unwelcomed behavior of sexual nature.

Sexual harassment includes (a) making unwelcome sexual advances or requests for sexual favors, or other verbal, or physical conduct of a sexual nature a term or condition of employment, or (b) making submission to rejection of such conduct the basis for employment decision, or (c) creating an intimidating or hostile environment by such conduct.

The following are examples of sexual harassment:

- **Verbal: Sexual innuendo, suggestive comments, insults, threats, jokes about gender, specific traits, unwanted sexual advances, or sexual propositions**

- **Nonverbal: Making suggestive or insulting noises, leering, pinups, drawings, cartoons, or whistling, or making obscene gestures**
- **Physical: Touching, pinching, brushing the body, sexual contact, or assault**
- **Retaliation for having reported or threatened to report harassment**

Any employee who believes he or she has been the subject of harassment or who is aware of a violation of this policy should report the conduct immediately to your Department Head or Commissioners. Include details of the incident or incidents, names of the individuals involved, and the names of any witnesses. The Commissioners will undertake an investigation of the harassment allegations and will attempt to resolve the situation as fairly and as confidentially as possible.

Any employee found by the County to have engaged in harassment will be subject to disciplinary action, up to and including termination.

The County will not retaliate against an employee for raising any concerns regarding sexual harassment and will not tolerate or permit any form of retaliation against the employee by management or co-workers. Knowingly untrue claims of harassment, however, will not be tolerated and may be grounds for discipline up and including termination.