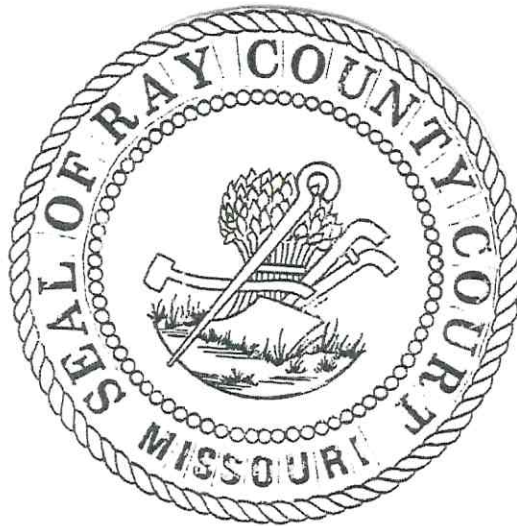


RAY COUNTY EMPLOYEE HANDBOOK



2023

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

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 necessarily policies 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 on how to manage their office. Each office has made a separate pact with the voters of Ray County to congratulate their office. The Commission is, however, attempting to bring a great degree of uniformity to personnel policies to result in minimizing the risk in which the county is placed and the resulting liability all Ray County.

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INTRODUCTION

As an employee of Ray County, it is important for you 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 the County. It is 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 Elected Official.

You are urged to also recognize that the nature of county government dictates that your first loyalty is to your Elected Official. 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 members 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.

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 right act and amendments
- ❖ The Age Discrimination in Employment Act and succeeding amendments
- ❖ The Fair Labor Standards Act and succeeding amendments
- ❖ The Rehabilitation Act of 1973
- ❖ 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

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 at the time of employment. Birth Certificate will take the place of the Social Security Card.

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, disability status, or political preference. When necessary, reasonable restructuring of duties to accommodate the disability will be made.

Under the Americans with Disability 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, with reasonable accommodation, perform the essential job functions does 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 maybe required for all new employees prior to reporting on the first day of work. All current employees will be subject to random drug testing and/or testing at the request of the County with probable cause. Testing will be at a location determined by the Commission and paid for by the county. Drug test will be required any employee involved in an accident.

Employee Record Form

All Elected Officials will do their own beginning and end sheets and email to the Clerk's office.

Probationary Period

New employees are subject to an introductory period of 60 days from their start date. During this period the 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. Upon completion of 60 days of employment and eligible for benefits with the County, every new employee shall receive a review from the appropriate supervisor. A copy of the review will be furnished to the payroll office for inclusion in their file.

Full-time employees are eligible to receive sick leave, insurance, and other employee benefits upon completion of probationary status. Credits for sick leave and vacation will be retroactive to the first day of employment.

Full-Time/Part-Time/Temporary Status

Full Time Employees: 30 – 40 hours per week and more than 1500 hours per year. **Mandatory CERF Retirement of 4% if full time**

Part Time Employees: Less than 1000 hours per year. **Mandatory CERF Retirement of 6% if you work over 1000 hours.**

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.

Social Networking

Social Networking is not allowed during working hours on personal or county owned property. (Facebook, Twitter, Skype, Tic-Tok and etc.) Any further permission of internet use is at the discretion of each Elected Official.

Nepotism

Ineligible person related by blood or marriage within the 4th degree to the person hiring, appointing, or naming to position is ineligible 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 Employee Handbook. 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.

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 Elected Official. The employee needs to call the Nurse Now Telephone Triage at # 1-855-342-6942. The Nurse Now will report to Workman's Comp and turn the report into County Clerk's office. If the employee/Elected Official is required to see a doctor or go to the emergency room at the local hospital, the employee/Elected Official 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/Elected Official 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 2 hours of incident at the location designated by the commissioners.

Leave/Sick 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 ½ hour increments basis as long as it is not abused.

Maximum sick leave eligibility that can be accrued is 210 hours. Upon voluntary separation, all employees with at least 5 years of consecutive employment shall receive pay for up to 168 hours of their unused sick leave. Terminated employees will receive NO accrued sick leave upon departure. Part-time employees do not receive sick leave. 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 days after 3 consecutive days require a doctor's excuse to return back to work.

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.

Illness necessitating use of sick leave shall be reported to employee's supervisor no later than 8:00 a.m. the first working day of absence and each succeeding day. Failure to notify may result in sick leave being denied or possible termination.

Each Elected Official is responsible for maintaining records of sick leave earned and used by each employee. 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.

Parental Leave

Full-Time employees are eligible for 6 weeks parental leave. If available, accrued sick leave and vacation hours must be used. If no sick leave or vacation time is available leave will be without pay. Elected Officials receiving such applications will forward a copy to the Payroll Clerk. Notification of employee's supervisor must be made no later than the seventh month of pregnancy.

Bereavement Leave

Upon the death of employee or their spouse's immediate family: current spouse; parent or step-parent; grandparent or great-grandparent; child or step-child; siblings, half-siblings, or step-siblings; sister, half-sister, or step-sister, aunt or uncle or grandchild, up to three days of paid leave may be granted. Elected Officials may, should the situation demand, extend this time as necessary and request appropriate documentation.

Citizenship Leave

Ray County employees whose work schedules interfere with them exercising their voting privilege may be granted leave during work hours to cast ballot. 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 an LES is required for that pay period. Military orders need to be turned in prior to training or mobilization. The county will follow the Solider/ Sailor Act.

Vacation

Full-time employees who have completed one year of employment will be eligible for vacation. Vacation will start on the anniversary of the employee's start date.

2nd – 7th Years of Employment – 10 working days

8th – Continued Employment – 15 working days

Vacation is available after one year of completed employment. Unused vacation days do not carry over to the next year.

Upon voluntary separation, an employee may receive compensation for all unused vacation time on the next bi-weekly paycheck. Elected Officials are in charge of keeping track of all employee vacation 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, son, 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 of 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 at the end of their probation period and at least annually thereafter. A record of the evaluation will be kept by the Elected Official.

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 Elected Official may suspend with or without pay any employee for up to 30 working days. 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.

Suspensions with pay are not noted in the employee personnel files. In unusual circumstances, County Commission intervention may be needed. 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 Elected Official. 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 Elected Official 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

Courthouse is open Monday through Friday from 8:00 am to 4:00 pm. 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. In order to be paid for the holiday, employees must be on the job the day before and the day following a holiday unless using a vacation day that was approved in advance by the Elected Official.

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.

Although full-time 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, vehicles, and similar county property. Only the employee is allowed to use the county property. Failure to comply with this requirement will delay or stop final compensation of the separating employee.

County vehicles shall only be used for county business, during work hours and related to the office it is assigned. No family members or non-work-related individual is allowed in county vehicles.

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 required to use personal vehicles for official County business will be reimbursed for actual mileage at the current state mileage allowable expense rate, as required by law. 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. Mileage will be paid only upon submission of reports, including date(s) to and from training only. Reports will be submitted after training is completed and initialed by Elected Officials.

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

Mileage will start from the place of your employment location to your final place of destination round trip. The county will NOT pay for any traveling you do throughout your training.

General Travel Regulations

Elected Officials and employees are expected to exercise the same care in incurring expenses as a prudent person would exercise if traveling on personal business. Reimbursable and direct billed travel expense are limited to expenses authorized and essential to the transaction of official business of the County.

Individuals on County business will provide themselves with sufficient funds or personal credit cards for necessary travel expenses. Expenses for non-employees shall not be reimbursed. No Elected Official or employee shall be allowed hotel stays within fifty miles of home unless the training or business exceeds one day. If you are going on training, please get a copy of our sales tax number from the County Clerk's office before you go. The county is tax exempt.

Meals

While on training, meals will be reimbursed at \$10.00 for breakfast, \$15.00 for lunch and \$25.00 for dinner. No alcohol beverages or tips will be reimbursed. In requesting reimbursement for meals, you must have the itemized original paid receipts and separate receipt per person initialed by Elected Official and returned to the Clerk's Office.

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, or 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 that has the purpose or effect of creating an intimidating, hostile, or offensive working environment, unreasonably interfering with an individual's work performance or 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.

Sexual harassment includes the following: 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; making a rejection to submission of such conduct the basis for employment decision, or; 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 they have been the subject of harassment or who are aware of a violation of this policy should report the conduct immediately to your Elected Official 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. See form-Ray County Alleged Harassment Report From.

Disabilities Policy

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

Ray County intends to be fully in compliance with the Americans with Disabilities Act, both as an employer and as a 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 disabilities will be gratefully accepted and implemented. Employees are encouraged to offer suggestions. The County intends to fully integrate persons having disabilities on the same basis as those not.

Dress Code

All Employees are to be dressed appropriately to the elected official's discrepancy. No ripped, torn or frayed clothing, yoga pants, tank tops, shorts, explicit or derogatory shirts.

Drug-Free Workplace

In compliance with the Drug-Free Workplace Act of 1988, Ray County does not tolerate the illegal use of drugs as 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 employees.

The 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.

It is the policy of the County to provide safe, dependable, and economical services to its citizens and to provide safe working conditions for its employees, and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991. It is also the policy of the County to provide healthy, satisfying working environments for its employees.

To meet these goals, it is the policy of the County to ensure that its employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; to create a workplace environment free from the adverse effects of alcohol and drug abuse or misuse; to prohibit the unlawful manufacture, distribution, dispensing, possession or use of alcohol and drugs; and to encourage employees to seek professional assistance when personal problems, including alcohol and drug substance dependency, adversely affect their ability to perform assigned duties.

The purpose of this policy is to assure worker fitness for duty and to protect employees and the public from the risks posed by the use of alcohol and drugs. It is also the purpose of this policy to comply with all applicable federal and state regulations governing workplace alcohol and drug abuse programs mandated under the above-noted acts. These acts mandate urine drug testing and breathalyzer alcohol tests for safety-sensitive positions and prevent performance of safety sensitive functions when there is a positive test result. The federal law has also established standards for the collection and testing of urine and breath specimens, for the reporting of certain drug related offenses, for protective measures for certain employees tested, for the preservation of confidentiality, and for certain reporting.

Applicability. This policy generally applies to all employees in addition to the specific policies regarding employees in safety-sensitive positions as defined below. Additionally, all contractors of the County shall be required to state in writing that they comply with the provisions of the Act and its implementing regulations while engaged in services for the County or in activities while on County

property as a condition of the award of any such contracts for services or work and the continuation of same.

Definitions. Policy Administrator - designated by the County Commission

Commercial motor vehicle - as defined in state and federal law requiring commercial drivers' licenses.

Delay - any failure to immediately report to the test site to participate in the required testing under this policy.

Alcohol – includes but is not limited to, liquor, beer, wine, malt liquor, or other substance containing any form of alcohol.

Drugs – The term includes drugs or controlled substances which are not legally obtainable or which are legally obtainable but have not been legally obtained. Additionally, prescribed drugs that may be legally obtained, but are not being used for prescribed purposes or in accordance with prescribed directions and marijuana.

Safety-Sensitive Positions - Employees who perform safety-sensitive functions include those persons and activities as defined in the Omnibus Transportation Employee Testing Act and its implementing regulations ("DOT Regulated Employees"), including but not limited to, employees in safety-sensitive positions who operate a vehicle with a gross weight of 26,0001 or more pounds, transports 16 or more occupants, or transports hazardous materials that require the vehicle to be placarded.

Additionally, safety-sensitive positions include those employees who are required to possess a CDL license for the operation of the operation a commercial motor vehicle.

Additionally, safety-sensitive positions include those employees in which legal use of a lawful marijuana product affects in any manner a person's ability to perform job-related employment responsibilities or the safety of others or conflicts with a bona fide occupational qualification that is reasonably related to the person's employment which shall include the following positions: [Sheriff's Department, Jail and Road and Bridge]

Non-Safety Sensitive - Employee positions not included in the Safety Sensitive Definition.

Policy Administrator. Unless otherwise designated by the County Commission, the designated policy administrator for the County. Any inquiries concerning this policy, its application, its administration, or its interpretation shall be made to the County Commissioners.

The County Commissioners shall develop and maintain a current list of the positions that are governed by this policy. The list shall be available for inspection in the County Clerk office of the County. Individuals who are applying for positions with the County and affected employees shall be notified of the positions that are covered by this policy.

The County Clerk shall develop all forms necessary to carry out the provisions of this policy, unless the forms are provided under the federal regulations. The forms shall be provided to appropriate persons who are responsible for the implementation and management of this policy.

Alcohol & Drug Prohibitions

An employee is prohibited from the unauthorized use, consumption, or possession of alcohol or drugs while on duty and/or on the County premises. Reporting for work or performing work under the influence of alcohol or drugs is prohibited.

Work-Related Functions

Employees are prohibited from driving or operating machinery under the influence of alcohol or drugs. An employee is prohibited from the operation of a commercial motor vehicle and/or from engaging in any work-related functions: (1) while consuming alcohol; (2) while having a blood alcohol concentration of 0.02 or greater; (3) within four (4) hours of consuming alcohol; (4) after refusing to submit to an alcohol test; and (5) from consuming alcohol within eight (8) hours after an accident as specified in this policy.

Convictions

Any employee convicted of illegal conduct related to alcohol or drugs or who fails to report such a conviction to the Policy Administrator shall be subject to discipline, including, but not limited to, immediate termination.

CDL License

Any employee whose job performance requires the possession of a valid CDL and who loses the CDL for a violation of or as a consequence of the law shall be subject to disciplinary action up to and including termination. The employee shall notify the Policy Administrator and the employee's immediate supervisor of the loss of the CDL. Failure to notify the Policy Administrator of the loss of the CDL shall result in immediate termination from service.

Prescriptions

Any employee who is consuming a prescribed or authorized drug or other substance of any kind whose side effects may inhibit or impair the employee's performance in safety-sensitive positions shall provide written notice to the Policy Administrator of such consumption upon reporting to work

and prior to engaging in any work-related activity, or earlier if possible. Failure to report shall be cause for disciplinary action up to and including termination. Note: Employees are responsible for requesting physician advisement as to whether a prescribed drug impairs one's judgement, mental faculties, or physical abilities, and if the drug may have such effect, to notify the Supervisor in writing, immediately

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 at the Courthouse is located at the benches on the west side. No smoking in front of entrance doors to any county facility.

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.

Dismissal

In an 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 appointed by the Governor

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.

Office policy

Guidelines by which each Elected Official manages their employees and is in 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 less than 1000 per year.

Parental Leave

Leave for an employee to take care of a newborn child, recently adopted child, foster child or a child otherwise needing parental care.

Pay Period

Pay is bi-weekly

Personnel Files (General)

The general personnel file containing payroll and salary information and is maintained in the office of the County Clerk.

Personnel Files (Performance)

The performance personnel file is confidential, and is maintained in the office where the employee works.

Probationary Period

A 60-day period starting from the date of hire.

Resignation

Voluntary separation of an employee from duties and compensation.

Sick Leave

Leave of absence because of illness or as otherwise allowed by the Elected Official

Vacation Time

Earned Paid time away from the job for full-time employees as provided by Ray County policy.

Volunteer

Refers to an unpaid worker for the County.

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

ORIGINALLY ADOPTED: 09/11/2020

REVISED: 04/26/2023

Ray County Commission



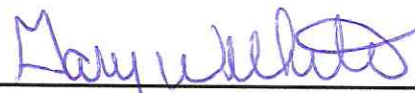
Dave Powell

Eastern District Commissioner



Billy Gaines

Presiding Commissioner



Gary Wilhite

Western District Commissioner

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. 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 Signature

Printed Name

Signature and date of Ray County employee receiving report:

Signature

Date