

Union County Government Employee Handbook

We are pleased to introduce the revised Union County employee handbook. This handbook has been designed to outline and summarize basic personnel policies, employee benefits, employee responsibilities and employee rights. This handbook is intended to be useful for Union County employees.

This handbook revokes and supersedes all prior handbooks, amendments, and any policy or communication related to the employee handbook.

This handbook was developed to provide general guidelines about Union County's policies and procedures for employees; however, it does not contain promises to any employee about how any particular situation will be handled. It is a guide to assist employees in becoming familiar with some of the benefits and obligations of employment, including our policy of at-will employment. None of the guidelines in this handbook are intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or by Union County at any time, without advance notice.

It is the intention of Union County to adhere to all State and Federal laws. Any personnel policy found to be in conflict with a State or Federal law will be changed to ensure compliance with the law.

Amendments to the handbook may be made periodically and communicated to all Union County employees.

It is your responsibility to ensure you have the most up-to-date version of the Handbook. All questions pertaining to information found in this handbook should be discussed with your supervisor.

Union County Health Department employees DO NOT follow this handbook. All Health Department employees follow the human resource policies and all other policies provided by The State of Tennessee Department of Health. (Effective January 1, 2024)

STATE AND FEDERAL POLICIES

Equal Employment Opportunity Policy

Union County maintains an equal employment opportunity policy and does not discriminate in hiring practices or terms and conditions of employment. All applicants and employees receive equal employment opportunities and all personnel decisions, actions, and conditions affecting employees, including, but not limited to assignment, transfer, promotion, and compensation, will be governed by the principles of equal opportunity.

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or discipline because of political or religious opinions or affiliations or because of race, religion, national origin, sex, age, disability, veteran status, or any other category protected by law, shall be prohibited. Administrators and supervisors with the government of Union County are familiar with and will comply with all laws, regulations and guidelines governing various forms of discrimination.

Equal Employment Opportunity Grievance Procedure

It is the policy of Union County to establish a procedure for employees to follow in order to bring grievances of discrimination or harassment to the attention of management.

Procedure:

1. If there is a question or complaint regarding employment practices that you are unable to resolve with your immediate supervisor, you are encouraged to make that question or complaint known to the Equal Employment Opportunity (EEO) Officer (the County Mayor's Administrative Assistant). You will be asked to state in writing the nature and detail of the complaint. Any employee filing a complaint will not be subject to retaliation.
2. The EEO Officer will investigate the complaint with your supervisor and any other person with knowledge of the situation.
3. You will be advised in writing of the results of the investigation and Union County's decision regarding the complaint.

4. A record of the complaint and findings will become a part of the complaint investigation record, and the file will be maintained separately from your personnel file. If you do not agree with the decision of the EEO Officer, you have the right appeal with the U.S. Equal Employment Opportunity Commission.

No Harassment

The County does not tolerate the harassment of applicants, employees, customers, or vendors. Any form of harassment relating to an individual's race, color, sex (including same sex), religion, age, national origin, handicap or disability, citizenship status, veteran status, political affiliation, retaliation for protected activity, or any other protected activity or category is a violation of this policy and will be treated as a disciplinary matter.

Violation of this policy may result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive pictures, drawings, photographs, or other graphic conduct or communications, including e-mail, faxes, and copies pertaining to an individual's race, color, sex, religion, age, national origin, handicap or disability, citizenship status, or any other protected category
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved

- Threatening an employee for refusing to respond to requests for sexual favors, for reporting a violation of this policy, or for participating in an investigation conducted under this policy.

Our supervisors and managers also are covered by this policy and are prohibited from engaging in any form of harassing conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager. Such conduct is a direct violation of this policy.

Harassment of our employees in connection with their work by non-employees also may be a violation of this policy. Any employee who experiences or observes any harassment of an employee by a non-employee should report such harassment to a member of management.

Employees who believe that our No Harassment policy may have been violated should immediately report the matter to their immediate supervisor. You should report any actions that you believe may violate our policy not matter how slight the actions may seem.

We will investigate the report and, where appropriate, take prompt remedial action including disciplinary action up to and including immediate termination. The County will protect the confidentiality of employees making complaints about suspected violations of this or any other County policy to the extent possible consistent with our investigation and applicable law.

You will not be penalized or retaliated against for reporting improper conduct, harassment, or other actions that you sincerely believe violate this policy.

We are serious about enforcing our policy against harassment. However, we cannot resolve a potential policy violation unless we know about it. You are responsible for bringing your concerns about possible policy violations to our attention so that we can take appropriate actions to address your concerns.

Americans with Disabilities Act

Union County complies with the Americans with Disabilities Act of 1990, US Code annotated 101-336 (ADA), which prohibits discrimination on the basis of disability with respect to selection and hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment as amended by the ADA Amendments Act of 2008 (ADAAA).

We will make every effort to reasonable accommodate qualified individuals with a disability so that they can perform the essential functions of a job. Employees in need of accommodation due to a disability should make the need known to their supervisor or manager. Union County will treat all employee accommodation requests and related information confidentially.

Reasonable documentation from an appropriate healthcare or rehabilitation professional will be required to establish that you have an ADA disability, and that the disability necessitates a reasonable accommodation.

Title VI of the Civil Rights Act of 1964

Union County Government complies with Title VI of the Civil Rights Act of 1964. This Act requires that agencies receiving federal money develop and implement plans to ensure that no one receiving benefits under a federally funded program is discriminated against on the basis of race, color or national origin.

HIPPA (Health Insurance Portability and Accountability Act)

Union County Government complies with the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and follows guidelines involving the protected health information of employees and dependents.

Immigration Law Compliance

All offers of employment are contingent on verification of the candidate's right to work in the United States. On the first day of work, every new employee will be asked to provide original documents verifying his or her right to work, as required by state and/or federal law and sign Federal Form I-9, Employment Eligibility Verification Form.

CODE OF ETHICS

Ethical Conduct

It is the policy of Union County Government to uphold, promote, and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out

their public duties; avoid any improprieties in their roles as public servants; and never use their county position or powers for improper personal gain.

You are required to maintain the highest ethical standards in the conduct of your duties. This also applies to non-work situations when you identify yourself as a County employee (i.e. wearing a County uniform, driving a County vehicle, distributing a County business card, etc.) In order to fulfill this requirement, the following will apply:

- Personal characteristics such as honesty, courtesy, dependability and use of sound judgement are required for all employees in all classes of work in the County government.
- There shall be no activity which is in conflict with the interest of your official duties
- You cannot use your position with the County for private interest.

Conflict of Interest

Employment with Union County Government is a public trust. You must not have any financial interest in, or receive any financial benefit from, any acquisition or expenditure related to County activities that interferes or conflicts with the full discharge of your duties.

Political Activity

You may join or affiliate with civic organizations of a partisan or a political nature and may attend political meetings. You may advocate and support the principles or policies of civic or political organizations in accordance with the Constitution and laws of the State of Tennessee and in accordance with the Constitution and the laws of the United States of America.

However, you may not:

- Engage in any political activity while on duty;
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
- Be required as a duty of employment or as a condition of employment, promotion, or tenure of office to contribute funds for political or partisan purposes;

- Coerce or compel contributions for political or partisan purposes from another employee of the County; or
- Use any supplies or equipment of the County for political or partisan purposes.

Nepotism

You are not permitted to directly supervise a relative. Direct or immediate supervision includes, but not limited to, any participation in the hiring decision, promotional decision, work assignment decision, shift assignment decision, disciplinary decision or the evaluation process of another employee. Violations as a result of marriage, living arrangement, promotion or reorganization shall be resolved by transfer to another department or resignation/termination to eliminate the violation.

This policy does not apply to "immediate family" who already are employed by Union County as of the effective date of this policy; this waiver, however, may not be used as a basis for further exceptions subsequent to the effective date of this policy. (April 2019)

For the purpose of this policy, relative means: parent, foster parent, step-parent, parent-in-law, child, spouse, brother, brother-in-law, foster brother, step-brother, sister, sister-in-law, foster sister, step-sister, grandparent, son-in-law, daughter in law, grandchild, aunt, uncle or other person who resides in the same household. A court-appointed legal guardian or an individual who has acted as a parent substitute is also included within this definition.

County Equipment

County equipment, materials, vehicles, and/or other resources assigned to you shall be used with care and economy and shall be used only for County purposes. Waste or misuse of County resources may result in disciplinary action, up to and including discharge.

Gifts and Contributions

You may not solicit or accept, either directly or indirectly, for yourself or for any member of your household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee or anything of monetary value from any person who:

- Has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Union County by which you are employed; or
- Conducts operations or activities that are regulated by the department of Union County in which you are employed; or have an interest that may be substantial

It shall not be considered a violation of this policy for an official or employee to receive, food, refreshments, meals, health screens, immunizations, vaccines, or items necessary to the performance of the official or employees' duties that are provided by the County, or in connection with a conference, meeting or employee fair sponsored by the County, other governmental entity, or an established and recognized organization of such state-wide association of county government officials, or professional organization, association or licensing board.

CLASSIFICATION AND COMPENSATION

Change of Personal Data

It is important that you promptly report any change in personal information. A Personnel Action Form must be submitted to the Finance Office. Contact your supervisor or the finance office to obtain this form.

Be sure that the Finance Office always has:

- your correct address and contact numbers such as home telephone, cell phone, pager, etc;
- your marital status;
- any increase or decrease in number of dependents;
- any change affecting Social Security records; and
- your correct beneficiary

Introductory Period

All new employees will be considered on "introductory" status for the first ninety (90) days of employment. At the end of the regular introductory period, the supervisor can elect to remove the introductory status, or extend the introductory period. During the introductory period, the full-time employee will accrue sick days at the stated rate, but will not be eligible for vacation days until successfully completing six (6) months of consecutive employment. Successful completion of an introductory period does not alter the employee's at-will status.

Employment Terms

"Full-Time Regular Employee" is defined as an employee who works 30 or more hours per week on a regular and continuous basis throughout the calendar year. The single word "employee" will be used to designate a full-time or regular employee on leave policies. These employees may be exempt or non-exempt, as defined by the Fair Labor Standards Act (FLSA).

"Part-Time Regular Employees" are defined as an employee who works 29 or fewer hours per week on a regular and continuous basis throughout the calendar year.

"Temporary Employee" is defined as an employee who is engaged to work either full-time or part-time with the understanding that their employment will terminate upon the completion of a specific assignment. These employees may be "exempt" or "non-exempt" as defined below.

"Exempt Employee" is defined as an employee who is not required to be paid overtime or receive comp time in accordance with federal wage and hour laws, for hours worked over forty (40) in a work week. Executive employees, professional employees and certain employees in management positions are typically exempt. However, classifying a position as exempt is made on the basis of comparing actual job duties with criteria established by the Fair Labor Standards Act (FLSA).

"Non-exempt Employee" is defined as an employee who is required to be paid overtime or receive comp time at time and one-half of their regular rate of pay, in accordance with the federal wage and hour laws for hours worked over forty (40) in a work week.

*Classifying a position as “exempt” is made on the basis of comparing actual job duties with criteria established by the Department of Labor. A job title, for example is not a sufficient data to classify a job as exempt from overtime status.

Employment at-Will

Union County Government is an at-will employer and as such there is no specific length or guarantee of continued employment. Either you or the County may terminate your employment at-will, without cause or prior notice, at any time. None of the County’s policies may be construed to create a contract of employment or any other legal obligation, express or implied and any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, at the sole and absolute discretion of Union County.

Pay Periods

Union County Government pays its employees on a bi-weekly basis. Payroll checks are paid by direct deposit, and pay stubs will be available using the online platform. Some pay dates may occur earlier due to holidays.

Wage and Hour

The Fair Labor Standard Act (FLSA) establishes minimum wage, overtime pay, record keeping and youth employment standards affecting employees in the private sector and in Federal, State and local governments. Covered non-exempt workers are entitled to a minimum wage rate. Overtime pay is required after 40 hours of work in a work week.

Compensatory Time / Overtime

In accordance with the Fair Labor Standards Act, Union County grants nonexempt employees compensatory time off instead of payment for the time worked in excess of forty (40) hours in a work week. Compensatory time shall be granted at a rate of 1.5 (one and a half) hours earned for each hour worked over forty (40) hours. The use of compensatory time is subject to approval of the officeholder or supervisor. Such approval will not be denied unless undue disruption to the office will occur.

Compensatory time is cumulative to a maximum of 240 hours (160 hours of actual overtime worked) for all eligible Union County employees. No hours of compensatory time may be accrued beyond the maximum of 240 hours, except under the following circumstances:

If your additional work hours were for public safety activity, an emergency response activity or a seasonal activity, you may accrue no more than 480 hours of compensatory time (320 hours of actual overtime worked).

Emergency personnel, please see page 34 and 35 for the requirements of the 7(k) exemption.

Meal Period

It is Union County Government's policy that each department is responsible for implementing a Lunch Break procedure. It is the Supervisor or Elected Official's responsibility to their employees to implement a fair and equitable plan for lunch breaks.

A special meal time rule applies to law enforcement personnel using the special 7(k) exemption. Under these circumstances, the county may exclude meal time from hours worked on tours of duty of 24 hours or less, provided that the employee is completely relieved from duty during the meal period, and all the other tests are met.

Rest Breaks

Employees are permitted a 15-minute rest break for each four (4) hours of work. This time is considered "time worked" and is compensable. Such rest periods shall be considered a privilege and not a right, and shall not interfere with proper performance of the work responsibilities and work schedule of each office.

Working Before/After Regular Hours

You may not voluntarily begin work early, work after hours or extend your workday for the purpose of accumulating compensatory time. Prior approval from your immediate supervisor is required for any adjustment to the work schedule.

GENERAL PERSONNEL POLICIES

Attendance

You are an important member of the Union County Government team. We are committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, your prompt and regular attendance is required.

In case of an illness or injury that would prevent you from reporting to work at the scheduled time, you are required to speak directly to your supervisor. If your supervisor is unavailable, you are required to speak directly to the next level manager or director to the person designated by your supervisor.

Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll as having resigned without notice. Employees who resign under such circumstances may be deemed not eligible for rehire. Unexcused absenteeism will be addressed through the Progressive Disciplinary Procedure. (see page 13)

Work Hours and Time Sheets

Each Office Holder must display an official poster outlining the requirements of the FLSA. Employers must also keep employee time and pay records. Each employee's records shall show the exact hours worked during the work day and shall show sick leave, vacation leave, holiday leave and comp time. Employees are required to record their hours on the forms provided in each office for this purpose. Both exempt and non-exempt employees are required to fill in this form daily and/or at the end of the work week, sign and forward to his/her office holder/supervisor for review and for his/her signature and approval. Employee time sheets shall be maintained and kept in the office holder/supervisor's office. The Timesheet Summary form must also be submitted to the Finance Office no later than three (3) days prior to the pay date. This is necessary for payroll calculation of your earnings.

Canvassing or Solicitation

Non-employees are not permitted to solicit verbally or by distribution of written material to Union County employees or the general public for commercial purposes during work hours in work areas.

Solicitations by Union County employees made to other Union County employees are permitted only in non-work areas and during non-work hours.

Non-work areas include lobbies, hallways, elevators, stairs, sidewalks, parking areas, patios, lunchrooms or other areas not regularly scheduled for work activities. Non-work hours include before and after scheduled work hours, lunch periods and approved breaks.

Inclement Weather

Inclement weather usually does not warrant closing of County offices. The County Mayor will decide on the delayed opening and/or closure, and may consult with other Elected Officials before deciding. Official notification will be communicated from the County Mayor's Office and will be given to WBIR television station.

The safety of our employees as well as citizens coming into our different offices will be of utmost importance. The determination relative to closing will be made as soon as it is deemed to be reasonably necessary.

Inclement Weather with/without Official Closing:

Absence due to inclement weather requires you to make a personal judgement pertaining to your safety in traveling to and from work. Loss of work time for this reason is charged to your accrued compensatory time or vacation time. If you have no compensatory time or vacation time, then the time is charged time off without pay.

If the decision is made to officially close Union County Offices, full time employees will be paid for such time off. Part time employees will be paid if they are scheduled to work.

Personnel Files

Personnel files are public record and are maintained by the Office Holder and the Finance Office. To review a file, contact the Office Holder and/or the Finance Office to obtain and complete an Inspection/Duplication of Records Request Form.

Tennessee law requires that "all state, county and municipal records...shall at all times, during business hours, be open for...inspection by any citizen of

Tennessee.” The statute applies to personnel records and allows you to review your personnel file, as well as allowing any member of the public to do so. (Medical records are not part of the personnel file.)

There is, however, restricted access to certain types of employee information.

Progressive Discipline Procedure

In cases where an employee displays inappropriate conduct or poor performance – and the circumstances do not warrant prompt dismissal from employment – Union County generally employs a progressive discipline process. Although the County typically prefers to utilize the steps below, the County reserves the right to employ any level of discipline that it considers under the circumstances.

Verbal: The first step is often a verbal warning from the supervisor which identifies the issue and the corrective action needed from the employee. The supervisor documents this step and it is placed in the employee’s personnel file. The employee may submit a statement for the file, if desired.

Written: The second step is often a written warning, which appropriately describes the issue and the corrective action needed. The written warning will be discussed with the employee and a copy of the warning is filed in the employee’s personnel file. The employee may submit a statement for the file, if desired.

Adverse Action: If previous attempts at correction have not been successful, the County may take a form of adverse action such as suspension, demotion or termination.

You may not take vacation time, sick time, or comp time while on suspension.

The progressive discipline process will be followed prior to suspension, unless the situation warrants automatic suspension.

Basic Work Rules

The County has certain policies and rules to govern the conduct and performance of our employees. Our most important rule is to use “good sense” at all times. We also have established some other basic work rules that should not be violated. Violation of these or similar rules may result in discipline up to and including immediate termination.

Absenteeism or Tardiness: When an employee fails to report to work as scheduled, it makes it more difficult for us to serve our citizens. Every employee plays an important role in our operation, and his or her absence or tardiness places an unnecessary burden on fellow employees. Employees are expected to report to work on time as scheduled, to limit breaks to the time allowed and to stay on the job until the end of his or her scheduled work day.

Breach of Confidence or Security: Because of the nature of our work, we cannot tolerate any breaches of our security measures or of our confidential relationships.

County Premises: Except for areas that are open to the general public, you are allowed on County premises only during your scheduled work hours, unless otherwise authorized by your supervisor.

Damage of Property: We have made a tremendous investment in our facilities and equipment to better serve our citizens and to make your job easier. Deliberate, reckless or careless damage to the County's property or property of others, will not be tolerated. If appropriate, damage to property will be reported to law enforcement agencies.

Discourtesy or Disrespect: We expect all employees to be courteous, polite and friendly to our citizens and others, and to their fellow employees. No one should use profanity or show disrespect to a citizen or co-worker, or engage in any activity which could harm our reputation.

Fighting, Threats or Weapons: We do not allow fighting, threatening words or conduct, loud or abusive language, or any other actions that could injure a citizen, fellow employee, or member of the public, regardless of where such words or actions occur. We also do not allow the possession of weapons of any kind on County premises, with the exception of authorized law enforcement officials.

Fraud, Dishonesty or False Statements: No employee or applicant may falsify or make any misrepresentations on or about any application, resume, document establishing identity or work status, medical record, insurance form, invoice, paperwork, time sheet, time card, or any other document. If you observe such a violation, please report it to your supervisor immediately.

Gambling: Employees may not engage in any form of gambling on County premises. Fundraising for charities is permitted.

Harassment: Our No Harassment Policy, which we have set forth in detail in this Handbook, strictly prohibits harassment based on race, color, religion, sex, national origin, citizenship, age, handicap or disability, or any other category protected by law.

Injuries and Accidents: Every injury, no matter how slight, must be immediately reported to your supervisor for first aid treatment or medical care. If you have a job-related injury/accident, you must choose a provider from the County's panel of physicians. We may require that you present a doctor's release before returning to work.

Insubordination: We all have duties to perform and everyone, including your supervisor, must follow directions from someone. Employees must not refuse to follow the directions of a supervisor.

Misuse of Property: Employees may not misuse or use without authorization any equipment, vehicle, or other property of customers, vendors, other employees, or the County.

Poor Performance: We expect all employees to make every effort to learn their job and to perform at a satisfactory level. Employees who fail to maintain a satisfactory level of performance are subject disciplinary action.

Shortages: Employees who handle cash as part of their job duties will be held accountable and may be required to pay for all shortages. Employees who handle cash as part of their job duties may also be disciplined for such shortages, up to and including immediate termination.

Unlawful Activity: Employees should not engage in any unlawful or unethical activity, including, but not limited to activity either on County property, or off the job, since such activity can adversely affect the County's reputation and/or the employee's ability to effectively perform the duties of his or her position.

Violation of these or similar rules may lead to discipline, up to and including immediate termination.

This list is not all inclusive and there may be other circumstances for which employees may be disciplined or terminated. If you have any questions about these rules, or what is expected of our County employees, please discuss them with your supervisor.

Employment Termination/ Resignation

Your employment with Union County Government is a voluntary agreement between you and the County. We regret when it becomes necessary to terminate the employment of one of our employees. An employee's service will terminate and no further time of service will accrue if any one of the following conditions occurs:

- You resign;
- You are discharged;
- You fail to report to work for three (3) consecutive days without notification;
- You fail to report to work at the termination of a leave of absence or a vacation;
- You signify your intent to leave employment and leave the premises

You may resign at any time; however, Union County requests that you submit your intent to resign in writing at least two (2) weeks prior to the effective date of resignation. Failure to provide such a notice will be recorded in your personnel file and may constitute deeming you not eligible for re-hire. Whenever an employee desires to resign, the County may choose to either allow you to continue to work until the effective date of resignation, request that you cease work immediately depending on the circumstance surrounding the resignation, or any mutually acceptable combination of the above. When you resign, all property of Union County must be returned immediately.

Upon termination, either voluntarily or involuntarily, you will be paid for all regular earnings which are due, accrued vacation and accrued compensatory time. The employee will not be compensated for any unused sick time. Office Holders must complete a Personnel Action Form and submit to the Finance Office for final paycheck.

Reduction in Force

A reduction in force is the release of an employee due to lack of funds, curtailment of work, or reorganization. If a reduction in force becomes necessary, a decision will be made based on the needs of the Department(s) affected and the job knowledge, skills, work performance and seniority of the employees.

Workplace Chemicals

The County maintains a Hazardous Communication Program which includes lists of all chemicals with which you work which may in any way be hazardous. We also maintain copies of Material Safety Data Sheets (MSDSs) on each chemical, which explain how to safely work with that chemical and a written description of our program. We will provide training before you are assigned to work with or be exposed to a chemical that OSHA has declared "hazardous" in any way. Before you start a job using chemicals, you should always read container labels or consult with your supervisor about the MSDS, including what, if any safety equipment you should use. You should evaluate any unusual or non-routine task for chemical hazards and approach your supervisor or manager if necessary. Immediately notify your supervisor of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical. If you buy new chemicals, always obtain a copy of the MSDS and give it to your supervisor before you use the chemical.

Safety

Union County is concerned for your health and safety in the performance of your job. You must observe all safety rules and report any unsafe activity to your supervisor. Any workplace accidents, incidents, or injuries must be reported immediately to your direct supervisor. If you are injured and unable to report the incident immediately, they you should report the incident as soon as possible.

Garnishments

In the event that garnishment or similar proceedings are instituted against an employee, Union County Government will deduct the required amount from the employee's paycheck.

Alcohol and Drugs Policy

Union County Government has the responsibility to maintain a safe and efficient working environment. Employees who use drugs or who work while under the influence of drugs or alcohol presents a safety hazard to themselves and fellow employees. Moreover, the use of drugs and alcohol by employees limits their ability to perform their work with the highest amount of efficiency. The purpose of this policy is to ensure employees the right to work in a drug and alcohol free environment. Union County Government will make an ongoing effort to maintain a drug free workplace. Employees are prohibited from being under the influence

of drugs or alcohol, while on duty or on County property. The violation of this policy is grounds for immediate discharge.

The County reserves the right to require employees, while on duty or while on County property, to agree to inspections of all County property at any time. Searches of individual or personal property may be conducted as authorized by law. If an employee withholds consent to such an inspection, the County may discipline the employee, up to and including discharge.

The County reserves the right to conduct drug/alcohol testing in the following situations:

- An applicant for employment
- Where an employee has been involved in an accident of the job that resulted in, or could have resulted in, substantial injury to person or property
- Reasonable suspicion

If an employee tests positive for the use of drugs or alcohol, a confirmatory test will be given. If the employee also tests positive on the confirmatory test, the County may discipline the employee, up to and including discharge. If an employee refuses to submit to a drug test when requested, the County may discipline the employee up to and including discharge.

Tobacco Policy

As required by Tennessee law, tobacco products are prohibited in County owned enclosed spaces, including County owned vehicles.

Electronic and Phone Communications

Computers, software and related items are County property and are provided for the use of County employees for conducting County business. These items include, but are not limited to hardware, software and computer files and documents.

Employees do not have personal privacy rights or any reasonable expectation of privacy when it comes to information composed, created, received, downloaded, retrieved, stored, transmitted, viewed or sent using Union County Government's electronic communications devices. While the county respects the privacy and security needs for all individuals, authorized County representatives have the right to access and review electronic files, messages, mail, websites accessed,

etc. for legitimate business reasons. Computer Use Agreements are required and maintained in personnel files for employees with computer access.

The County has the right to monitor any and all of its computers. This includes, but is not limited to:

- Monitoring your Internet usage;
- Reviewing any downloaded or uploaded material;
- Reviewing information technology sent or received by you, and/or;
- Monitoring the content of stored files on your computer

Electronic communications and the internet are for use on job-related activities. However, it is okay to use email and the internet for personal (not for profit) use on a very limited basis. But, remember, this is a privilege. Any and all communications may be monitored, and if you abuse this privilege, the County may take it away. Any use of the County's information technology systems to violate any policy of the County, including but not limited to the Harassment policy or the Code of Ethics, is also a violation of the policy and will be grounds for discipline up to and including termination.

Passwords: All passwords must be provided to your supervisor or designated department upon request.

Prohibited Uses: Creating, sending, downloading, displaying, viewing, circulating or storing inappropriate, illegal, threatening or sexually explicit material is prohibited. The email system may not be used to solicit or to conduct personal business ventures.

Workplace Violence Policy

The potential for workplace violence is an unfortunate reality. Employees are prohibited from making threats, gestures or other acts of violence toward other employees. No matter what the reason, Union County Government will not tolerate any type of violence or threats of violence of any sort committed by or against employees. Union County Government will actively intervene, whenever possible, at any indication of an act or threat of violence. Violations of this policy will result in disciplinary action.

Personal Appearance

Our professional atmosphere is maintained, in part, by the image we present to our constituents and vendors. We expect all employees to present a neat, well groomed appearance and a courteous disposition. These qualities go further

than any other factors in making a favorable impression on the public and your fellow workers. You should avoid extremes in dress.

Employees should dress in a businesslike manner. Good personal hygiene is also important in terms of our constituents' favorable opinion and in terms of your respect for your fellow employees. Accordingly, employees are expected to come to work in a clean condition.

Employees are expected to observe our Personal Appearance Policy at all times while at work. Employees who report to work in unacceptable attire or appearance may be requested to leave work and return in acceptable attire or appearance. Such time off will be without pay for non-exempt employees.

Managers are responsible for insuring that employees project a professional image and adhere to our Personal Appearance Policy.

Work Schedules

The normal workweek consists of 37.5 per week. Core business hours are 8:00 a.m. to 4:00 p.m. Some jobs may require other hours of service, for example, the Sheriff's Department employees work both 8 and 12 hour shifts. In such cases, the immediate supervisor will inform you of your work hours.

Worker's Compensation

Any employee sustaining an injury or an illness during the course and scope of his or her employment which is determined to be compensable under the provisions of the Workers' Compensation Law shall be entitled to receive in-line of-duty injury leave. This leave shall not be counted against any accrued sick leave that the employee has accumulated. The employee is not permitted to substitute any other paid leave. Benefits that are receivable by the employee will be determined by the provisions of the Workers' Compensation Law.

If you should experience an on-the-job injury or illness, you are required to:

- Report the incident to your supervisor
- Provide a notification of your injury within forty-eight (48) hours
- Supervisor will complete an injury report and e-mail it to the Finance Office
- Choose a physician from the panel of primary physicians provided to you by your supervisor
- Keep all appointments with physicians as scheduled.

- Notify your supervisor if the physician tells you not to return to work, to work with restrictions, and when he/she releases you to full duty
- Give your supervisor a copy of Return to Work forms you receive from the physician

If you require emergency medical treatment, you must choose from the Union County's panel of physicians. Notification, by the supervisor, should be made immediately to the Finance Office.

Travel and Mileage Procedure

Travel may not be undertaken unless it is authorized in advance by the Supervisor. Approved travel is on the basis of reimbursement for the necessary business expenses incurred subject to limitations set forth herein. Receipts are not required as the reimbursement will only be for the preset, current per-diem for each meal. The employee is considered to be on official travel status, and as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official travel station or residence, whichever is applicable, for the purpose of traveling on Union County business. Expenses for lodging will be allowed when overnight travel or occasional excessive hours of work are required outside of Union County business.

Claims for travel expense:

The State of Tennessee Claim for Travel expense form will be used for all claims for travel expense. Any recovery of the cost of travel by other methods is not allowed. This form must show movement and detail of expenses day by day. Receipts must accompany this form for each expense claimed. Each claimant must file their own expense form for reimbursement and forms must be typed or in ink. All signatures on an expense claim or travel claim must be original.

Mileage for use of personal vehicle:

If a personally owned vehicle has been authorized in the daily performance of duties, or if an employee has been approved to use his personally owned vehicle, employees shall be reimbursed at the standard mileage rate equal to that rate as set by the State of Tennessee for Travel Per Mile.

Parking Fees:

Necessary charges for airport parking are allowed, provided that airport parking fees should not exceed normal taxi fare to and from the airport. Necessary charges for overnight hotel parking are allowed. Reimbursement for necessary parking fees incurred due to business will also be allowed. Receipts must be furnished for any parking fee.

Common Carrier:

If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier, including but not limited to the reasonable cost of one round trip taxi fare, or parking of the employee's personal car at the location of the common carrier, plus mileage of one round trip or mileage of two round trips in the employee's personal car.

Lodging:

If traveling more than seventy-five (75) miles (one way) and overnight travel is required, lodging will be allowed based on a reasonable average government rate for the applicable geographic area. In route; lodging will be allowed only for one day each way on trips of long duration except with proper written approval by the supervisor. In circumstances of a convention or conference, a higher rate for lodging at the location of the convention or conference will be allowed without special approval, up to the amount indicated by the organizer of the event. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. An itemized receipt is required for all lodging reimbursement. If a room is shared with other than a Union County employee, actual cost for single occupancy subject to the maximum above will be allowed. The receipt for the entire amount should be submitted with the expense report.

Meals:

A daily meal allowance of \$50.00 per person will be provided for out-of-county travel. The maximum expense allowed per person for each meal is as follows: Breakfast-\$10.00, Lunch-\$15.00, Dinner-\$25.00. Receipts for daily meals are not required as the daily allowances are preset. Please submit a claim for travel expense form, approved by supervisor, to the Finance Department.

Non-covered expenditures:

Expenditures for entertainment (employee or others), laundry, valet service, theater, etc. are personal charges and will not be allowed. Any charges for alcoholic beverages will not be allowed in any circumstances.

Long Distance Phone Calls:

For required travel outside of the local area, a long distance telephone call, not to exceed three (3) minutes will be allowed to notify home of arrival. No other long distance calls will be refunded.

Registration Fees:

Registration fees for approved conferences, conventions, seminars, meetings, etc. will be allowed. This includes the costs of official banquets and/or luncheons upon approval of the supervisor. However, no separate claim for the corresponding meal will be allowed when a banquet or luncheon is claimed.

Travel advances:

Airline tickets will be paid and purchased in advance. Registration fees will be paid in advance, upon request. No other travel advances will be made unless approved by the Supervisor or officeholder.

LEAVE POLICIES

Vacation Hours

This policy applies to the following offices/departments:

County Mayor; County Clerk; Trustee; Register of Deeds; Assessor of Property; Administrator of Elections; Circuit, Sessions & Juvenile Court Clerk; Sessions & Juvenile Judge; Clerk & Master; Finance Department; Maintenance Department; Soil Conservation; Libraries and Senior Center

Vacation Hours

(7.5 hour employees)

- Employees are not eligible for vacation hours until one year (12 months) of continuous employment. After one year (first anniversary) and every anniversary thereafter, 75 hours of vacation will be loaded to the employee's leave account. These hours will be loaded on the first payroll after the employee's anniversary date.
- Vacation hours **DO NOT** carry over from year to year. Vacation hours must be used within the year awarded, and with prior approval from the department supervisor. Any outstanding vacation hours remaining on an employee's account at the time of their anniversary will be forfeited. Employees with ten or more years of service will be awarded 112.5 hours of vacation on their anniversary date and will follow the same policy.
- Employees **ARE** compensated for unused vacation hours upon leaving their position with the county.

(8 hour employees)

- Employees who work 8 hour days will receive 80 hours of vacation and 120 hours after ten years of service.

Sick Leave Hours

- Employees are awarded 7.5 hours (one day) of sick leave for every month of continuous employment, beginning immediately after their hire date. Sick days may be used for appointments with a licensed doctor, dentist, recognized practitioner or immediate family member.
- Sick leave hours **DO** carry forward from year to year with no maximum limitation. Sick hours may count toward an employee's retirement, provided this is permitted under the rules and regulations of the Tennessee Consolidated Retirement System.
- Employees **ARE NOT** compensated for unused sick days upon leaving their position with the county.

Bereavement Leave

In the case of death in the employee's immediate family, (immediate family defined as spouse, significant other, parents, step parent, child, step child, adopted child, brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, mother-in-law, father-in-law, niece, nephew, aunt, uncle, legal guardian, legal dependent or any other family who resides in the employees household). The employee will be given three (3) working days paid leave.

Holidays

Union County Government provides fourteen (14) paid holidays to all full-time employees. Part-time and temporary employees are not eligible to receive paid holidays.

The following holiday schedule will be uniformly observed:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day

Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day
 Election Day(s)

When a holiday falls on Saturday, Friday prior to the holiday is substituted. When a holiday falls on a Sunday, the Monday following the holiday is substituted. On occasions when Christmas Day falls on Monday, the Christmas Eve holiday will be observed on Friday preceding Christmas Day.

Every effort will be made to allow employees off on each designated holiday. If it is necessary for an employee to work on a holiday, the employee will be compensated at a rate which is one and one-half times the employees regular rate of pay for the hours actually worked. The employee may elect to receive Compensatory time, which will be earned at the rate of one and one-half hours for each hour actually worked during the holiday.

If the holiday falls within your vacation period, the day will be treated as a holiday and not a vacation day. If you are off sick the day before and/or the day after a holiday, your Supervisor may request a doctor's statement in order for the employee to be eligible for holiday pay.

Family Medical Leave Act (FMLA)

Union County Government offers leave under the Family Medical Leave Act (FMLA) for eligible employees. FMLA is an unpaid leave. Union County requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies. If both the husband and wife are employed by the county government and both want to take FMLA leave for the birth or placement of a child, they are limited to a combined total of twelve (12) workweeks.

Eligibility: If you have worked for at least one year and 1,250 hours during the twelve (12) month period preceding the request, you are eligible to take up to twelve (12) weeks of unpaid leave annually when the absence is necessitated by any of the following circumstances:

- the birth or placement for adoption or foster care of a son or daughter;

- your own serious health condition that prevents you from performing the essential functions of your job;
- or the serious health condition of a son or daughter parent or spouse if you are needed to help provide care; or
- for any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status

Applications: Applications for FMLA leave must be submitted in writing. Applications should be submitted at least thirty (30) days before the leave is to start, or as soon as possible if leave is not foreseeable. You should provide the County with an appropriate medical certification when you request FMLA.

Certification: If you request leave for your own serious health condition, or to care for the serious condition of a son or daughter, parent or spouse, you will be required to provide Union County with certification by a treating healthcare provider.

Measuring: Union County has chosen the “12-month measured forward” method. The 12-month period measured forward begins the first date an employee takes FMLA Leave. The next 12-month period would begin the first time FMLA leave is taken after completion of the prior 12-month period; or

- For example, Lucia’s FMLA leave begins on November 6, 2012 so her 12month period is November 6, 2012 through November 5, 2013.

Notification Notice: You are responsible for notifying your immediate supervisor, in writing, that a leave of absence will be required, the reason for the leave and the anticipated duration of the leave as well as a return date. Your supervisor will notify you with a FMLA notice.

Intermittent or Reduced-Time Leave: FMLA leave can be taken on an intermittent or reduced-time basis under certain circumstances. You may request intermittent or reduced leave for the following reasons:

- When medically necessary to care for a seriously ill family member or because of your own serious health condition
- For the birth or placement of a child for adoption or foster care. Intermittent or reduced time leave shall not exceed 12 weeks combined if both spouses are employed by the County

Only the amount of leave actually taken while on intermittent/reduced schedule leave may be charged as FMLA leave. If you need intermittent/reduced schedule leave for planned medical treatment, you should work with your supervisor to schedule the leave so it does not unduly disrupt the department's operations.

The County may, in its sole discretion, temporarily transfer an employee on intermittent leave to an alternative job with equivalent pay and benefits that accommodate recurring periods of leave better than the employee's regular job.

Serious Health Condition: "Serious health condition" means an illness, injury, impairment or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical care facility; or
- a period of incapacity requiring absence of more than **three (3) calendar days** from work that also involves continuing treatment by (or under the supervision of) a healthcare provider; or
- any period of incapacity due to pregnancy or for prenatal care; or
- any period of incapacity (or resulting treatment) due to a chronic serious health condition (e.g. asthma, diabetes, epilepsy, etc.); or
- a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g. Alzheimer's, stroke, terminal diseases, dialysis, etc.); or
- any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a healthcare provider for a condition that likely would result in incapacity of more than three consecutive days if left untreated (e.g. chemotherapy, physical therapy, dialysis, etc.)

The Elected official is responsible for compliance with this policy and ensuring that all employees eligible for FMLA are granted time off in a non-discriminatory manner. The Elected official is responsible for ensuring that you are provided with a written notice detailing the specific expectations and your obligations and explaining the consequences of a failure to meet these obligations. Medical certification is required for leave due to your own serious health condition or that of a family member **before** approving a request for family or medical leave or **before** an employee may return to work at the conclusion of a leave.

Your immediate supervisor may require you to report periodically (typically every two weeks) on the status of the situation and your intention to return to work. You are responsible for remaining in contact with your supervisor during your absence. Appropriate forms must be submitted to your supervisor to initiate FMLA leave or to return to active status.

Military Caregiver Leave: An employee who is the spouse, parent, child or next of kin of a current or past member of the armed forces who was injured while on active duty may be eligible for up to twenty-six (26) weeks of FMLA leave in a twelve (12) month period, for certain specific qualifying reasons related to the care of the family member.

Pay During Leave: You are required to use your available Sick Time during a FMLA because of your own serious health condition. After your sick time is exhausted, you may access your Comp Time and Vacation Time, if necessary. If you are taking FMLA to provide care of a serious health condition for your child, spouse, parent, you are required to use Vacation Time or Comp Time. You may not use Sick Time for anyone other than your own illness.

Accrued paid time and FMLA are used at the same time; you do not take your accrued time first and then take FMLA. You will continue to accrue vacation and sick time during an approved FMLA leave if you remain in pay status. You are considered to be in a pay status anytime the County is paying your salary/wages. However, employees taking leave shall not accrue vacation and sick time while in a no pay status.

Insurance Premiums: During FMLA leave, the County will continue to pay its portion of the medical/dental insurance premiums and you must continue to pay your portion of the premium. Your portion of the insurance premiums will continue to be payroll deducted as long as you are being paid. If you are not being paid while on FMLA, your contribution of insurance premiums should be paid continually according to our pay periods. You will be responsible for any other elected contributions while on FMLA. Premiums shall be made at the Finance Office.

Return to Work: When you are due to return to work from FMLA, from injury or illness to yourself you must present a fitness for duty certificate that you are able to resume work. The County may delay reinstatement until the certification is submitted by you. A fitness for duty certification from an employee's health care provider that you are able to return work shall be in accordance with Union County Government's customary and uniformly applied procedures. Fitness for duty certificate must be completed by the same healthcare provider that attended the illness that necessitated the FMLA absence.

If you are unable to return to work on the estimated date, you must notify your supervisor prior to the return date and must obtain another statement with another estimated or firm date of return. If you fail to notify Union County

Government or furnish this statement you may be subjected to disciplinary action up to and including discharge.

An employee who returns from FMLA within twelve (12) weeks from the commencement of the leave is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Maternity Leave

Pregnancy, childbirth and related conditions will be treated the same as any other temporary medical disability with regard to leave policies. Leave is available under the same terms and conditions as for other similar purposes, for a period not to exceed four (4) months which is counted as part of Family Medical Leave Act.

- the employee must have been employed by the County for at least twelve (12) consecutive months as a full-time employee;
- in cases of adoption or foster care, the child must be under the age of one (1) year at the time of placement;
- the employee must give the County at least three (3) months advance notice of the anticipated date the leave is to begin, except in cases of emergency; the entitlement to leave begins on the date of birth or placement and ends six (6) weeks thereafter

Parental Leave

The FMLA provides both male and female employees who have worked at least twelve (12) months and who have worked at least 1,250 hours during the preceding twelve-(12) month period are eligible for up to twelve (12) work weeks of unpaid leave in connection with the birth of a child or placement of a child for adoption or foster care. The leave may be with or without pay, at the option of the employer. This law requires that the employee give **at least three (3) months** advance **notice**, except in cases of medical emergency. The FMLA does **not** supersede the Tennessee law, since the Tennessee law provides greater benefits. Therefore, if you have 100 or more employees and an employee gives at least three (3) months advance notice, you must allow the employee to take leave up to a total of four (4) months (which can include the 12 workweeks of FMLA leave) for adoption, pregnancy, childbirth and nursing an infant.

Military Leave

The County allows employees who require time off from work to fulfill military duties to meet those commitments. Employees with such commitments are expected to notify their immediate supervisor and to provide the County with a copy of the orders as soon as possible.

Jury Duty or Court Appearance

The employer encourages all employees to fulfill their duty to serve as members of juries or to testify when called in both Federal and State courts. Therefore, the following procedures shall apply when an employee is called for jury duty or subpoenaed to court:

You must advise your immediate supervisor as soon as a summons or notification is received and also must provide the supervisor a copy of the notification letter. If you complete at any time during jury or witness duty, your assignment within three (3) hours, the employee must report back to the employer.

The employee will be granted a leave of absence when the employee is subpoenaed or directed by proper authority to appear in Federal or State court as a witness or juror.

The employee will receive his/her regular compensation during time served on jury duty or when subpoenaed as a witness. The employee may retain all compensation or fees received for serving as a juror or as a witness.

The above provisions concerning compensation for time in court do not apply if the employee is involved as a plaintiff or defendant in private litigation. On these occasions, the employee must take vacation leave, comp time or leave without pay.

EMPLOYEE BENEFITS

Benefits Eligibility

You are eligible for benefits when you work a minimum of thirty (30) hours per week, on a regular basis. These benefits include: medical and dental coverage, and supplemental benefit options.

If your hours drop below thirty (30) hours per week on a regular basis, you will lose eligibility for medical/dental and other insurance coverage. You and all covered dependents will be offered COBRA. You are responsible to list only

dependents that are eligible for coverage as defined by the plan rules. If a covered dependent becomes ineligible based on the plan rules, it is your responsibility to notify the Finance Office immediately.

Benefits Effective and Termination Dates

Currently, benefits begin on the first (1st) day of the month following thirty (30) days of employment. For example, if you were hired on January 18th, your medical and dental benefits will start on March first (1st).

Medical / Dental Coverage

Currently, you must enroll for coverage within thirty (30) days of employment or an eligible qualifying event. Temporary employees, seasonal employees, part time (under 30 hours), and interns are not eligible for medical/dental coverage.

Identification Cards

If you enroll in medical or dental benefits, identification cards will be mailed to your home address.

Annual Open Enrollment Period

Medical/dental plans, benefit designs, eligibility rules and premiums are subject to change each plan year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during the annual open enrollment period each spring. You are required to review your notices, home mailings and department memos for information about the benefits for the upcoming year. The Finance Office will conduct sessions at various locations to accommodate those needing assistance and information regarding benefit changes. Typically, the enrollment/change period is in May or June. It is your responsibility to stay informed of benefit changes.

Benefit Premiums/Payroll Deductions

You are responsible for reviewing your paycheck to ensure the appropriate benefit deductions have been taken. Deductions from your paycheck will begin the first pay period of the month in which your coverages start. Your medical and dental deductions will be taken out of 24 pay periods per year. If you miss a

paycheck due to work absence or unpaid time, it is your responsibility to contact the Finance Office to make payment arrangements.

COBRA

If you lose insurance coverage due to termination of employment, a reduction in work hours, or other qualifying event, you and your covered dependents may be eligible to continue coverage through COBRA.

Change in Status

Office Holders are required to report (Personnel Action Form) for employee's personal changes and/or changes in work status to the Finance Office within thirty (30) days of any status change. This includes:

- dependent status change;
- address change;
- divorce;
- marriage;
- birth or adoption;
- reduction in work hours, or
- any other change that could affect benefit plan eligibility

Supplemental Benefits

Currently, Union County offers supplemental voluntary benefits you may purchase such as: long term disability, short term disability, accident, term life, cancer, critical care, vision.

These additional benefit options can be administered through payroll deduction. Information on these products is provided at the beginning of your employment and during the annual open enrollment period. For more information on these products, contact the Finance Office.

Nursing Mothers

A nursing mother can take up to two (2) paid breaks (15 minutes each) per day to express breast milk for her nursing child for up to one (1) year after the child's birth. The supervisor should work with the employee to schedule break time that reasonably accommodates both the mother's needs and her work responsibilities. The supervisor is responsible to help the mother identify a place to express milk, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

Life Insurance

Union County Government provides all eligible employees with \$10,000 of basic term life coverage at no cost to you. You will need to make sure and fill out a beneficiary designation form.

Emergency Personnel: Overtime & Compensatory Time

Employees may be required to work overtime. The 14-day workweek begins on Monday (0001) and ends on Sunday (2400). Employees (deputies, CID and Corrections Officers) who fall under the special exemption (7k exemption) may work 86 hours in a 14-day pay period before being paid FLSA overtime.

Employees covered by the special exemption also include POST and TCI certified employees as well as sworn, bonded personnel actually working in law enforcement and corrections positions. If at all possible, the Sheriff or Chief Deputy, or their designees, should approve overtime in advance, although this is often not possible due to operational necessity.

Regular overtime are those hours worked beyond standard hours on a designated shift (i.e. 12 hours for correction officers and patrol deputies; 8 hours for CID, court services and civilian employees), and is limited to emergency, occasional peak load needs or hours critical to public safety.

Non-exempt employees shall receive compensatory time in lieu of overtime pay. Regular work schedule is 80 hours worked in a 14-day period. Employees working between 80 to 86 hours in a 14-day work period are compensated at the rate of one (1) hour compensatory time for one (1) hour worked. Employees required to work over 86 hours in a 14-day work period will receive compensatory time at the rate of one and a half (1.5) hours compensatory time for each hour worked. An employee will not accrue more than 480 hours of compensatory time (320 hours of actual overtime worked).

Compensatory time can be taken with approval of the Sheriff or Chief Deputy, who should make every effort to comply with an employee's request for compensatory leave without affecting the operational integrity of a division or unit. The Sheriff or Chief Deputy may direct that an employee use accumulated compensatory time during periods convenient to the division's operations in an effort to minimize disruption of services during times of peak service demand.

For purposes of computation, hours worked in a paid leave status are not considered hours worked toward eligibility for FLSA overtime. These include, but not limited to: military, vacation, sick, FMLA, civil (except when considered part of the employee's job) and worker's compensation leave. The only hours used in computing eligibility for FLSA overtime are hours actually worked on the job.

Normally when an employee is called to work from an off duty status, compensable hours of work begin when the employee leaves his or her domicile and ends once they return to their domicile.

Time associated with attending training related to maintaining certifications (such as in-service training required by P.O.S.T. and/or T.C.I.) is not compensable. Employees involved in continuous training relating to special units (such as SWAT, K-9, etc.), must, as much as possible, use compensatory time and/or adjust schedule within the 14-day work period.

A non-exempt employee may volunteer their time (without compensation) to work in another county department or agency and not be subject to overtime, as long as the work is totally different from the work the employee normally performs. As an example, a deputy could not provide security services for the School Department and not be subject to overtime rules. However, if that same deputy was to volunteer to assist in coaching a sports team at a county school, there would be no expectation of overtime since coaching is not similar to their job with the Sheriff's Office. The Chief Deputy should be consulted to clarify any such situation to ensure that the county is not obligated to pay overtime if an employee wishes to volunteer their services for another county agency.

Employee Handbook Acknowledgment Form

I acknowledge I have received, read and understand the policies outlined in the Union County Government Employment Handbook. I agree to conform to the rules and regulations of Union County Government as described in the handbook which is intended as a guide to policies and procedures.

I understand the County has the right to change the handbook without notice. It is understood that future changes in policies and procedures will supersede or eliminate those found in this book and that employees will be notified of such changes through normal communication channels.

I also understand and agree that the information contained in this handbook does not constitute an employment contract between Union County Government and me, and that either I or Union County may terminate our employment relationship at any time, with or without cause.

I understand no manager or representative of Union County has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I hereby acknowledge that neither this manual nor any of the policies or statements contained herein constitutes a contract nor guarantee of employment and that I am an employee-at-will.

Employee Signature:

Date:

Employee Name (please print):
