

COUNTY OF GREENE EMPLOYEE HANDBOOK



GREENE COUNTY
BOARD OF COMMISSIONERS

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TABLE OF CONTENTS

| <u>CHAPTER</u> | <u>SUBJECT</u> | <u>PAGE</u> |
|-----------------------|---|--------------------|
| 1 | INTRODUCTION | 6 |
| | Introductory Statement | 6 |
| | Administrative Control | 6 |
| | Professional Management | 7 |
| | Facilitating the Work of the Governing Body | 7 |
| | Employee Relations | 7 |
| 2 | GENERAL EMPLOYMENT POLICIES | 7 |
| | Employment At-Will | 8 |
| | EEO/Non-Discrimination | 8 |
| | Workplace Harassment Policy | 9 |
| | Citizenship and Residency | 10 |
| | Disability Accommodations | 11 |
| | Religious Accommodations | 12 |
| | False Information | 12 |
| | Outside Employment | 13 |
| | Employment Clearances | 13 |
| 3 | COMPENSATION PLAN STANDARDS | 14 |
| | Compensation Plan | 14 |
| | Classifications and salary schedule | 14 |
| | Appointments | 14 |
| | Longevity | 14 |
| | Cost of Living pay increases | 14 |
| | Salary increases | 15 |
| | Position Reclassifications | 15 |
| | Promotions | 15 |
| | Position changes | 16 |
| 4 | DEFINITIONS | 16 |
| | Introductory Period | 16 |
| | Employment Categories | 16 |
| | Regular Full-Time Employee | 17 |
| | Temporary Employee | 17 |
| | Regular Part-Time Employee | 17 |
| | Seasonal Employee | 18 |
| | Casual Employee | 18 |
| | Contract Employee | 18 |

TABLE OF CONTENTS
(continued)

| <u>CHAPTER</u> | <u>SUBJECT</u> | <u>PAGE</u> |
|-----------------------|---|--------------------|
| 5 | PERSONNEL RECORDS STANDARDS | 18 |
| | Personnel Records | 18 |
| | Personnel Data Changes | 19 |
| | Performance Plan and Performance Review | 19 |
| 6 | BENEFITS | 20 |
| | Health Insurance | 20 |
| | COBRA | 20 |
| | Life Insurance | 21 |
| | Retirement | 21 |
| | Worker’s Compensation Insurance | 21 |
| 7 | LEAVE POLICIES | 22 |
| | Holidays | 22 |
| | Vacations | 23 |
| | Sick Leave | 24 |
| | Conference and Training Leave | 25 |
| | Family Medical Leave | 25 |
| | Military Leave | 32 |
| | Funeral Leave | 34 |
| | Jury Duty and Witness Leave | 34 |
| | Special Leave of Absence without Pay | 35 |
| | Absence without leave | 36 |
| | Personal Day | 37 |
| | Sick Leave Bank Donation Policy | 37 |
| 8 | PAYROLL POLICIES/HOURS OF WORK/ OVERTIME | 40 |
| | Timekeeping | 40 |
| | Payroll Deductions | 41 |
| | Hours of Work | 42 |
| | Overtime | 42 |
| | Compensatory Time | 43 |
| | Travel Time | 44 |

TABLE OF CONTENTS
(continued)

| <u>CHAPTER</u> | <u>SUBJECT</u> | <u>PAGE</u> |
|-----------------------|---|--------------------|
| 9 | MISCELLANEOUS | 44 |
| | Training | 44 |
| | Travel Expense Policy | 45 |
| | Mileage | 45 |
| | Other Methods of Travel | 45 |
| | No Smoking Policy | 49 |
| | Employee Parking Policy | 49 |
| | Employee Identification Badges | 50 |
| | Recruitment, Selections and Promotion Standards | 51 |
| 10 | STANDARDS OF CONDUCT | 51 |
| | Personal Conduct | 52 |
| | Dress Code | 52 |
| | Conflicts of Interest | 53 |
| | Ethical Standards and Code of Conduct | 55 |
| | Misuse of Public Property | 55 |
| | Telephones/Cell Phones | 57 |
| | Confidential Information | 57 |
| | Whistle Blowing Standards | 58 |
| | Employee Discipline Standards | 58 |
| | Progressive Discipline Policy and Procedure | 59 |
| 11 | SAFETY | 61 |
| | Vehicle Safety Policy Statement | 62 |
| | Vehicle Use and Operation Policy | 63 |
| | Workplace Violence and Weapons Policy | 67 |
| 12 | SUBSTANCE ABUSE POLICY | 72 |
| 13 | COMPLAINT PROCEDURES | 77 |
| 14 | COMPUTER NETWORK, INTERNET AND E-MAIL POLICY | 77 |
| 15 | SOCIAL MEDIA POLICY | 85 |

TABLE OF CONTENTS
(continued)

| <u>CHAPTER</u> | <u>SUBJECT</u> | <u>PAGE</u> |
|-----------------------|---------------------------------------|--------------------|
| 16 | TRANSFERS/TERMINATION | 87 |
| | Transfers | 87 |
| | Layoffs and Recalls | 88 |
| | Misconduct | 88 |
| | Suspensions, Demotions and Dismissals | 89 |
| | Termination of Employment | 89 |
| 17 | OPEN FLAMES POLICY | 89 |
| | EMPLOYEE ACKNOWLEDGEMENT FORM | 91 |

1. INTRODUCTION

1.1 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the County of Greene and provide you with information about general policies and procedures. It is intended to be a guideline regarding these policies and procedures. No employee handbook can anticipate every circumstance or question.

This handbook revises, amends, supersedes and replaces all prior handbooks. Nothing in this handbook is intended to be, nor should it be construed as, a contract of employment of any nature. Only the Greene County Board of Commissioners, by specific signed writing, can bind the County to any contract of employment. The County of Greene reserves the right to revise, amend, supplement, or rescind any provisions of the handbook, with the exception of the employment at-will policy, at any time as it deems appropriate, with or without notice, with the express approval of the Greene County Board of Commissioners. Nothing in this handbook shall be construed to in any way limit the inherent power of the County of Greene to hire, discharge, and direct the manner of the performance of work of its employees.

This handbook applies to all County employees; however, in the event of a conflict between the provisions of this handbook and any provision(s) in an enforceable collective bargaining agreement, the provision(s) of this handbook that is (are) in conflict with that collective bargaining agreement shall not be applicable to those employees who are covered by that collective bargaining agreement. Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Certain employees in Human Services or CYS may also be covered by the County Merit System Operating Policy. For details see Human Resources. The remainder of these policies and procedures shall remain in full force and effect.

You must thoroughly review, understand, and comply with all provisions of the handbook. If you have any questions concerning any of the policies and procedures in the handbook, immediately raise them with your supervisor or the Human Resource Director. Any Court employee with questions about this provision should contact the Court Administrator.

1.2 ADMINISTRATIVE CONTROL

Executive management and administration have control of County properties, facilities, and the activities of its employees. With the exception of Court employees, the County of Greene has the right to determine qualifications and conditions of initial and continued employment or assignment; to promote, demote, or transfer any employee to a position of less than equal, equal, or higher pay grade classification; and discharge from employment.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Any Court employee with questions about this provision should contact the Court Administrator.

1.3 PROFESSIONAL MANAGEMENT

Each Department Director is responsible for general administrative and management matters including, but not limited to, budget preparation, oversight of their respective department, purchasing, general fiscal management, and the hiring and firing of municipal employees, with the consent of the appropriate elected official or governing body.

Elected officials are permitted by Section 1620 of the Pennsylvania County Code to hire, supervise and discharge their Department personnel, union and non-union, at their discretion. (See Section 2 Standards for Hiring.)

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Any Court employee with questions about this provision should contact the Court Administrator.

1.4 FACILITATING THE WORK OF THE GOVERNING BODY

The Directors shall provide the Board of Commissioners with regular reports which keep members of the governing body informed on such matters as the status of budget (revenue and expenditure data to date), work of the departments, personnel problems, needs, and complaints. The staff assists in agenda preparation for regular meetings of the governing body including, but not limited to, raising possible agenda items for the Board of Commissioners' consideration, and providing necessary background information on all agenda items.

The Director and staff shall alert the Board of Commissioners to potential problems and opportunities and recommend a course of action based on sound data and thorough investigation.

1.5 EMPLOYEE RELATIONS

The County of Greene strives to provide working conditions, wages, and benefits that are competitive with those offered by other public employers in this area. If employees have concerns about work conditions or compensations, they are strongly encouraged to voice these concerns openly and directly to their supervisors or to the Human Resources Director.

2. GENERAL EMPLOYMENT POLICIES

The following general employment policies apply to County employees.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Section 2 does not apply to Court employees. Court employees are subject to the Unified Judicial Systems Code of Conduct and Policy on Nondiscrimination and Equal Employment Opportunity. Any Court employee with questions about these policies should contact the Court Administrator.

2.1 EMPLOYMENT AT-WILL

Except for those employees who are covered by a collective bargaining agreement, employment with the County is at-will, meaning that any at-will employee or the County may terminate the employment relationship at any time, for any reason, with or without notice.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Section 2 does not apply to Court employees. Court employees are subject to the Unified Judicial System's Code of Conduct and Policy on Nondiscrimination and Equal Employment Opportunity. Any Court employee with questions about these policies should contact the Court Administrator.

2.2 EQUAL EMPLOYMENT OPPORTUNITY/NON-DISCRIMINATION

The County of Greene is an Equal Employment Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the County of Greene will be based on merit, qualifications, and abilities unless otherwise provided by applicable state or federal law, collective bargaining agreement.

The County of Greene prohibits discrimination against any employee or applicant for employment in regard to any terms or conditions of employment on the basis of race, color, religion, religious creed, ancestry, national origin, sex (including pregnancy), gender, age (40 or older), physical or mental disability, non-job related handicap or disability, genetic information, the use of a guide or support animal because of the blindness, deafness or physical handicap of any individual or other characteristic protected by applicable law. All employees of the County of Greene are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, recruiting, hiring, compensation, benefits, transfers, training, promotions, layoff and recall, demotion, leave of absence, termination, opportunities for advancement, and upgrading promotion and other terms and conditions of employment. An exception to this policy may occur when a bona fide occupational requirement exists.

Similarly, the County of Greene prohibits retaliation against individuals who have complained of discrimination, who have assisted in or served as a witness in an investigation into or proceeding concerning alleged discrimination, or who have filed any formal action of discrimination against the County of Greene.

Any employee with questions or concerns about any type of discrimination or retaliation in the workplace is encouraged to immediately bring these issues to the attention of his/her immediate supervisor, the Human Resource Director, or the Chief Clerk. Any Court employee with questions about discrimination or retaliation should contact the Court Administrator.

Anyone found to have engaged in unlawful discrimination or retaliation will be subject to disciplinary action, up to and including termination of employment.

2.3. WORKPLACE HARASSMENT POLICY

The County of Greene respects the dignity and professionalism of each of its employees and is committed to maintaining a work environment that is free from discrimination and unlawful harassment. In furtherance of this commitment, **the County absolutely prohibits unlawful workplace harassment on the basis of sex (with or without sexual conduct), gender, race, color, age (40 and older), national origin, religion, religious creed, ancestry, physical or mental disability, non-job related handicap or disability, genetic information, the use of a guide or support animal because of the blindness, deafness or physical handicap of any individual non-job related handicap or disability, genetic information, the use of a guide or support animal because of the blindness, deafness or physical handicap of any individual protected activity (i.e., opposition to prohibited discrimination or participation in the complaint/investigatory process) or other protected status.**

Harassment consists of unwelcome conduct, whether verbal, physical or visual, on the basis of sex (with or without sexual conduct), gender, race, color, age (40 and older), national origin, religion, physical or mental disability, genetic information, protected activity (*i.e.*, opposition to prohibited discrimination or participation in the statutory complaint process) or other protected status which unreasonably interferes with an individual's job performance or otherwise creates an intimidating, hostile or offensive working environment, or which results in a tangible employment action such as hiring, firing, promotion or demotion. Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed or visual material (including through the internet, e-mail or text message) or offensive physical actions.

Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes unnecessary touching of an individual or unwelcome physical contact such as patting, pinching or brushing against another, subtle pressure or request for sexual activities, referring to or calling an individual by an endearing, demeaning or sexual term, a display in the workplace of sexually suggestive objects, pictures, cartoons

or posters, graphic verbal commentaries about or leering at an individual's body, sexually degrading words used to describe an individual, sexually explicit, suggestive or offensive comments, jokes or teasing, preferential or derogatory treatment based on gender, verbal abuse of a sexual nature, physical or sexual assault, or other similar behavior.

All employees are responsible for helping to enforce the County's policy against harassment. Any individual who believes that he or she has been the victim of prohibited harassment or who has witnessed such harassment must **immediately report** such conduct to a supervisor so that the situation can be promptly investigated and remedied. An employee should immediately report **any** incident of suspected harassment to the County before it becomes severe or pervasive. Anyone who is uncomfortable for any reason in bringing such matter to the attention of a supervisor, or who is not satisfied after bringing the matter to the attention of a supervisor, should report the matter to the Human Resource Director, to the County Solicitor or to a County Commissioner. Any supervisor who receives a complaint of harassment must immediately report the matter to the Human Resource Director. Any questions about this policy or suspected harassment should also be brought to any of the same persons. Any Court employee with questions about workplace harassment should contact the Court Administrator.

Employees should report unlawful harassment without fear of reprisal or retaliation. The County will not retaliate against anyone who files a bona fide complaint of harassment or participates in an investigation. In addition, the County will not tolerate any retaliatory conduct by any County employees against anyone who files a bona fide complaint of harassment or participates in an investigation.

The matter will be promptly, thoroughly and impartially investigated and all allegations of harassment will be kept confidential to the extent possible. The alleged harasser will not have any direct or indirect control over the investigation. Employees should be aware that the County may, under certain circumstances, use an outside source to investigate such complaints. Such investigation at a minimum will include an interview of the employee who complained of harassment, the alleged harasser, and others who could reasonably be expected to have relevant information. If the County determines that harassment occurred, it will take immediate measures to stop the harassment and ensure that it does not recur.

The County absolutely will not tolerate unlawful workplace harassment. The County also will not tolerate retaliation against anyone who files a bona fide complaint of harassment or who participates in an investigation. Any employee who is determined to have violated this policy will be subject to disciplinary action, up to and including termination.

2.4 CITIZENSHIP AND RESIDENCY

All employees must be citizens of the United States or legally authorized to work in the United States but are not required to be residents of Greene County, Pennsylvania. Wherever possible, however, it is the general policy of the County of Greene that residents of Greene

County will receive priority consideration over non-residents, when all other qualifications, education and experience are relatively equal.

2.5 DISABILITY/REASONABLE ACCOMMODATION

The County of Greene is committed to complying with the Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Act Amendments Act (ADAAA) the Pennsylvania Human Relations Act (PHRA), and all applicable local fair employment practices laws, and is committed to ensuring equal opportunity in employment for qualified persons with disabilities. In compliance with the Americans with Disabilities Act, the County provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the County. Consistent with this commitment, the County will provide a reasonable accommodation to an employee or applicant with a disability unless doing so will create an undue hardship for the County.

Employees who believe they need an accommodation because of a disability should request a reasonable accommodation from the Human Resources Department. The request may be made orally or in writing, but the County encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting;
- The reason you need an accommodation;
- How the accommodation will help you perform the essential functions of your job; and
- The anticipated duration of the requested accommodation.

After receiving your oral or written request, the County will engage in an interactive discussion with you and/or your treating medical professionals to determine if there is a suitable reasonable accommodation that can be made to allow you to perform the essential functions of your job that will not impose an undue hardship on the County. In connection with the interactive discussion, you may be required to provide medical substantiation of the need for and type of the reasonable accommodation sought. You may also be required to sign a medical release to allow the County to obtain medical information from your treating medical professional(s) concerning whether you are a qualified individual with a disability and any reasonable accommodation sought. All medical records associated with any individual's disability and request for a reasonable accommodation will be kept confidential and will only be disclosed to those with a legitimate business need to know the information.

All employees are expected to report for work in a condition fit for duty, meaning that they are expected to perform their job properly and in a safe and efficient manner. Any employee taking legally prescribed or over-the-counter medication is responsible for being aware of any potential effect or impairment such drugs may have on his/her reactions, judgments, or ability to perform his/her duties. If the medication will negatively affect or impair the employee's ability to perform his/her job properly or in a safe and/or efficient manner, the

employee is responsible for requesting a reasonable accommodation from the Human Resources Department before working while using the medication.

Do not wait until you are in the midst of disciplinary action or performance counseling to request a reasonable accommodation for a disability. Advise the County of your disability and the need for a reasonable accommodation as soon as you are aware of it.

This policy governs all aspects of employment, including selection, job assignment, classifications, compensation, discipline, access to benefits and training, leaves, and termination. Please see the Human Resources Department if you have any questions or concerns about this policy.

Any Court employee with questions about disability or reasonable accommodation should contact the Court Administrator.

2.6 RELIGIOUS ACCOMMODATION

An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with the County's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to Human Resources. Any Court employee with questions about religious accommodation should contact the Court Administrator.

The written request must include the type of religious conflict that exists and the employee's suggested accommodation. The immediate supervisor will evaluate the request considering whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on the County's business. Employees may apply earned unused personal days or vacation days for other religious holidays which they may desire to observe.

2.7 FALSE INFORMATION

If (in a pre-employment background check or at any time during employment) it is discovered that any information provided by an applicant on an application, resume or in the pre-employment process is false or fraudulent, or if an applicant fails to supply requested information, the applicant will be withdrawn from further consideration for employment or, if the applicant has already been employed, he/she will be subject to discipline, up to and including termination of employment.

Anyone who provides false information to or falsifies of any information or document submitted to or prepared for the County is subject to disciplinary action up to and including termination of employment.

Any Court employee with questions about these policies should contact the Court Administrator.

2.8 OUTSIDE EMPLOYMENT

Outside employment, in addition to regular County employment, is discouraged. If an employee seeks employment in addition to his/her regular County job, such employment must be compatible with that of his/her County position and pose no actual or apparent conflict with the employee's performance for the County of Greene. Before accepting outside employment in addition to his/her regular County job, an employee must notify in writing his/her supervisor and the Human Resource Director of such action. The employee must also notify his or her supervisor and the Human Resource Director in writing once he or she no longer holds outside employment.

Outside employment that constitutes an actual or apparent conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the County of Greene for materials produced or services rendered while performing their County jobs.

Regular full-time, paid public officials and employees may engage in regular part-time, outside employment not exceeding twenty (20) hours per week as long as the official or employee meets the performance standards of his/her job with the County of Greene. All employees will be judged by the same performance standards and will be subject to the County of Greene's scheduling demands regardless of any existing outside work requirements. If the County of Greene determines that an employee's outside work constitutes an actual or apparent conflict of interest or interferes with performance or the ability to meet the requirements of the County of Greene as they are modified from time-to-time, the employee may be asked to terminate the outside employment if he/she wishes to remain with the County of Greene.

Any Court employee with questions about these policies should contact the Court Administrator.

2.9 EMPLOYMENT CLEARANCES

Employees and applicants may be required, based upon job duties, to submit Pennsylvania Child Abuse History Clearances, FBI and/or Pennsylvania State Police Criminal Record Check clearances or reports prior to being considered for position within the county.

All employees and applicants will also be subject to a criminal background check. Employees that drive for County business will also be subject to a motor vehicle background check, and periodically may be required by the County to provide proof that the employee holds a valid driver's license.

Any Court employee with questions about these policies should contact the Court Administrator.

3. COMPENSATION PLAN STANDARDS

3.1 COMPENSATION PLAN

The County of Greene strives to maintain a competitive compensation plan for employees. The basis for the salary/wage paid for each position is a classification plan which evaluates each job on factors such as complexity, responsibility, authority and discretion exercised, working conditions, etc.

3.2 CLASSIFICATIONS AND SALARY SCHEDULE

All appointed non-union positions in the County of Greene government have been analyzed so that each position that requires similar aptitude, skills, duties and/or experiences, regardless of the office or department where it may be located, is consistently described. Each position has a starting salary range on the management salary schedule. Each year the starting salaries on the management salary schedule maybe increased by the Commissioners, at their sole discretion.

3.3 APPOINTMENTS

All appointments will be made by the Board of Commissions or appropriate elected official who is/are responsible for the operations of the particular office or department in which an appointment is to be made. All positions and wages for these positions are set by the County Salary Board.

3.4 LONGEVITY

Longevity is how long a person has been an employee of the County of Greene. Longevity bonuses are awarded because of the experience and knowledge of County operations the employee has gained over his or her length of employment. Longevity is based on the hire date.

A County of Greene regular full-time or regular part-time, non-union employee receives a longevity increase at the beginning of the fifth (5th), ninth (9th), thirteenth (13th), seventeenth (17th), twenty-first (21st), twenty-fifth (25th), and thirtieth (30th) year of service. The longevity increase is added to the employee's base rate of pay in \$1,250 increments. Regular part-time employees' longevity amount is prorated based on hours worked.

3.5 COST OF LIVING PAY INCREASES

Once each year, typically on July 1st, the Commissioners, at their sole discretion, may declare a cost of living pay increase for regular full-time and regular part-time, non-union employees, with at least (1) one year of County service. The amount of the increase is calculated based upon the Consumer Price Index (1) one year or (3) three-year average. The Board of Commissioners may adjust the approved percentage above or below the stated CPI

average at their discretion. For budgetary reasons, salary moratoriums may be declared occasionally.

Cost of Living increases for union employees are addressed in the current collective bargaining agreement.

3.6 SALARY INCREASES

It is important to note that salary increases are not automatic but are dependent upon an employee's satisfactory performance of his/her duties. Subject to such satisfactory performance of duties as documented in a performance appraisal, the recommendation of the employee's immediate supervisor, and the financial condition of the County, employees may be granted salary increases under the following conditions:

1. After (1) one year of service in a new management position, the employee will be reviewed for a possible increase in salary, up to a maximum of 5%, depending on the circumstances.
2. Upon satisfactory completion of additional education or certification that directly relates to and benefits the current position, the employee may be reviewed for a salary increase.
3. If the salary schedule includes a level II on any position, the employee may be reviewed for a promotion to the level II position after two years of experience as a level I, granted all of the criteria listed above have been met (i.e., Secretary I to Secretary II). Positions will not be created at the time of the request.

3.7 POSITION RECLASSIFICATION

At the discretion of the Board of Commissioners, positions on the salary schedule may be reclassified to a higher pay grade. Requests for a position reclassification must be made in writing to Human Resources and a formal review of the job description will be completed. Reclassifications will only be considered for approval if the position has undergone a substantial increase in job duties that are progressively more complex in nature.

3.8 PROMOTIONS

A promotion shall mean the advancement of an employee to a position in a higher pay grade. If promoted, the employee will receive a minimum of 5% increase on their current base salary.

All promotions will be made by the appointing authority and are generally based on considerations including seniority, qualifications, and employment record. Whenever appropriate, vacancies shall be filled from within the organizational unit.

Court employees are advised that the Court has exclusive control over matters related to their supervision, including promotion decisions.

3.9 POSITION CHANGES

When a position change moves an employee from a union position to a non-union position, the employee will move to the applicable pay grade in the management pay schedule but will be given credit for all earned longevity increases while in County service. If said move is a promotion, they will be granted at least the minimum 5% increase in salary as stated above.

An employee who is appointed as an “Acting” official to fill in for an elected official who has vacated a position generally will not have a change in employment status to match the salary and benefits of the elected position, as the employee in the “Acting” capacity has not been elected into the position in accordance with the County Code. However, the Salary Board may, at its discretion, approve a temporary salary increase or bonus payment for the employee who works in the “acting” capacity, depending on the circumstances.

Occasionally an employee will move to a position in a lower pay grade on the management pay schedule. When this happens, the employee will move to the applicable lower pay grade but will be given credit for any earned longevity increases while in County service.

4. DEFINITIONS

4.1 INTRODUCTORY PERIOD

Each person hired to fill a position in the classified service of the County of Greene will be required to work in an introductory status for a period of three (3) months. The employee will not receive benefits during this period. During this introductory period, the employee’s position may be terminated at any time, for any reason, without any recourse of action. All new employees, whether in a collective bargaining unit, or at-will, will be evaluated by their immediate supervisor and may be dismissed during the introductory period at the discretion of the County of Greene.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge and has the authority to dismiss Court employees during the introductory period.

If, at the conclusion of three months in introductory status, the employee has satisfactorily completed the introductory period, he or she will be transferred to regular status and will accrue certain benefits as of the original date of employment. Attainment of regular status does not alter the at-will nature of employment (unless otherwise provided by a collective bargaining agreement), nor does it guarantee the longevity of the particular position or continued employment.

4.2 EMPLOYMENT CATEGORIES

It is the intent of the County of Greene to clarify the definitions of employment classifications to help employees understand their employment status and benefit eligibility.

These classifications do not alter the at-will nature of employment or guarantee employment for any specified period of time.

Employees should read the information in the plan document for each applicable benefits program for details on eligibility requirements. If there is any conflicting language between this handbook and the plan document, the wording in the plan document shall control. Employees may direct any questions regarding the County's benefit programs to the Human Resource Director.

Each employee is designated as either NONEXEMPT or EXEMPT from receiving overtime under applicable federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay for all hours worked over forty (40) in a work week under the specific provisions of applicable federal and state laws. EXEMPT employees are excluded from specific provisions of applicable federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the County of Greene.

Regular employees are those employees who are considered by the County of Greene to be its regular employees, as opposed to employees hired on a temporary, leased, contract, seasonal, casual or other non-regular basis.

In addition to the above categories, each employee will belong to another employment category, described below.

4.3 REGULAR FULL-TIME EMPLOYEE

A regular "full-time employee" is defined herein as any regular employee who is hired to fill a position and is regularly scheduled to work at least thirty-five (35) hours per week. Generally, regular full-time employees are eligible for the County's benefit package, subject to the terms, conditions, and limitations of each benefit plan, after successful completion of three (3) months of employment with the County of Greene.

4.4 REGULAR PART-TIME EMPLOYEE

A regular "part-time" employee is defined as any regular employee who is hired to fill a position and is regularly scheduled to work less than thirty-five (35) hours per week. Regular part-time employees with one year of service shall be entitled to a reduced share of the benefits provided by this policy, excluding the pension plan, based upon the employee's total hours of work in the previous calendar year, subject to the terms, conditions and limitations of each benefit plan.

4.5 TEMPORARY EMPLOYEE

A "temporary employee" is defined as any non-regular employee who is hired as a temporary replacement for a full-time employee who is on an extended leave and who is expected to return to employment. A temporary employee is also hired to perform a specific non-

recurring project or task for a discreet or fixed period of time. Temporary employees are subject to the policies and procedures described in this Handbook. Temporary employees receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance) but are not eligible for any other benefits offered by the County of Greene.

4.6 SEASONAL EMPLOYEE

A seasonal employee is defined as any non-regular employee hired for a specific time period during a season of the year to complete specific duties related to that particular season. Seasonal employees are regularly scheduled to work up to forty (40) hours per week, but not greater than forty (40) in any weekly pay period. Seasonal Employees receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance) but are not eligible for any other benefits offered by the County of Greene and may not work in excess of 1,000 hours in any calendar year.

4.7 CASUAL EMPLOYEE

A casual employee is defined as an employee assigned to work on an irregular or unpredictable basis as needed by the County of Greene. Casual employees receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance) but are not eligible for any other benefits offered by the County of Greene.

4.8 CONTRACT EMPLOYEE

A contract employee is defined as an employee hired to work on a specific project for a specific term. Contract employees receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance) but are not eligible for any other benefits offered by the County of Greene.

5. PERSONNEL RECORDS STANDARDS

5.1 PERSONNEL RECORDS

A comprehensive file is maintained on each employee that includes such documents as: application; record of hire, job changes and promotions; commendations; disciplinary actions; performance evaluations; and training.

Separate and distinct files will be maintained for employees' medical records. Medical records include test results, doctor excuses, and other medical information. These records will be kept locked and confidential. Only designated County of Greene officials may access the medical records for a legitimate business purpose including, but not necessarily limited to, considering a request for reasonable accommodation of a disability.

The County of Greene has established a policy governing security of records, access by employees to their record and provisions for their challenge of items in the record, and

purging of records (e.g., how long disciplinary actions will be maintained in an employee's record).

Individual personnel files shall be confidential. Employees will receive copies of correspondence being placed in his/her personnel file when related to discipline.

An employee or the employee's designated representative may inspect the employee's personnel file once each calendar year in the presence of an individual appointed by the County of Greene to maintain the files. Employees who wish to review their own file should contact the Human Resource Director. With reasonable advance notice, an employee or the employee's designated representative may review the employee's personnel files during regular business hours and during an employee's/designated representative's free time in the County's office. The employee must designate the representative in writing. During such review, the employee or the employee's designated representative may take notes and may also request copies of the documents in his or her personnel file. Copies will be provided so long as the employee pays the reasonable expense of reproduction and executes a written release of information.

If the personnel file is duly subpoenaed in accordance with the law, the employee shall be notified at the earliest possible time.

Upon termination, the respective employee's personnel file will be designated "inactive" and retained for three (3) years.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Court employees should contact the Court Administrator regarding files kept with Court Administration.

5.2 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the County of Greene of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resource Director as soon as possible.

5.3 PERFORMANCE PLAN AND PERFORMANCE REVIEW

Generally, employee performance reviews are on an annual basis.

Performance plans and performance reviews are maintained as part of each employee's personnel record.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Court employees should contact the Court Administrator regarding performance evaluations.

6. BENEFITS

6.1 HEALTH INSURANCE

The County's group health insurance plan provides eligible employees (regular full-time employees who have worked for the County of Greene for at least 90 calendar days) and their dependents access to medical insurance benefits, subject to the terms and conditions of the agreement between the County and the insurance carrier. If the eligible, full-time employee chooses to utilize the County's health plan, the employee's cost will be established by the County of Greene on an annual basis. Employees may add additional family members to their coverage for a higher contribution as set by the County annually.

Details of the health insurance plan are described in the Summary Plan Description ("SPD"). A SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. The SPD will govern the specific plan and the handbook will not modify or add to the benefits. The County of Greene reserves the right to change providers and coverage at any time and will provide employees notice of any changes. Contact the Human Resource Director for more information about health insurance benefits and eligibility.

The County of Greene may, at its discretion, implement cost containment and/or cost management programs through its carriers. The County also reserves the right to change the provider, type, level and/or amount of coverage, or to eliminate coverage. Employee contributions for monthly benefits shall be set by the County of Greene and circulated to each employee during the open enrollment period.

Change of family status or other circumstances relating to health insurance coverage is the sole responsibility of the employee; however, upon request, the County of Greene will provide appropriate forms for this purpose.

6.2 COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) an employee who terminates employment with the company may be entitled to continue participating in the company's group health plan for a prescribed period of time, usually eighteen (18) months. (In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents). COBRA coverage is not extended to employees terminated for gross misconduct.

If a former employee chooses to continue group benefits under COBRA, he/she must pay the total applicable premium plus a two percent (2%) administrative fee. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan that does not exclude pre-existing conditions, or become eligible for Medicare.

Upon the death of an employee, if the employee had family coverage at the time of death and timely elects COBRA continuation coverage, the County will pay the COBRA continuation premium for family coverage for one (1) month following the employee's death.

For detailed information or questions on COBRA, contact the Human Resource Director.

6.3 LIFE INSURANCE

At the time of employment, the County of Greene furnishes each eligible employee (regular full-time employees who have worked for the County for at least ninety (90) days), at County expense, a Group Life Insurance policy which includes a death and dismemberment clause. Coverage is in the amount of \$25,000, unless addressed under a separate collective bargaining agreement. Eligible regular full-time employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the County of Greene and the insurance carrier. Further information regarding this plan is available in the booklet provided by the insurance carrier through the Human Resource Director.

This policy is convertible at the time of termination of employment if the employee so elects.

Change of beneficiary, family status or other circumstances relating to life insurance coverage is the sole responsibility of the employee; however, upon request, the Human Resource Director of County of Greene will provide appropriate forms for this purpose.

6.4 RETIREMENT

All eligible County of Greene employees are provided with a retirement program after 90 days of regular full-time employment with the County of Greene.

Established by resolution in 1993, the Greene County Employee Pension Plan is mandatory for all regular full-time employees and is funded by the employee and the County of Greene. Additional information concerning details of either of the employees' retirement plans may be obtained from the Human Director upon request.

Participation in the retirement system shall be in accordance with applicable law. Details concerning the retirement system are available from the Human Resource Director.

Any employee who retires from the County at or after age 55 and with 20 or more completed years of service or at or after age 60 with 5 or more completed years of service with the County is eligible for a one-time Retirement Incentive payment of Five Thousand Dollars (\$5,000.00). This payment is subject to normal payroll withholding and deductions and shall be reported to the IRS on Form W-2.

6.5 WORKERS' COMPENSATION INSURANCE

The County of Greene provides a comprehensive workers' compensation insurance coverage at no cost to all employees. This program covers any injury or illness sustained in the course

of employment that requires medical, surgical, or hospital treatment, subject to applicable legal requirements.

Employees who sustain work-related injuries or illnesses should inform their supervisor and must file a written report by the end of the work shift. The employee must give the written report to his or her immediate supervisor. All work-related injuries must be reported to and filed with the County Human Resources Office. All employees reporting off work due to an injury which occurred at work shall be required to specify same when reporting off work and shall be required to complete the necessary forms and/or accident reports.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable the County to comply with all workers' compensation laws and ensure that employees qualify for coverage as quickly as possible.

Employees who are eligible for Workers' Compensation payment are not eligible to earn any benefits, rights or entitlements (i.e., vacations, sick leave) when on Workers' Compensation nor shall any such employee be paid sick leave if the employee is determined eligible for Workers' Compensation. In the event sick leave has been paid, the employee shall reimburse the County for all days paid.

The County of Greene provides a listing of physicians and physical therapy centers who are preferred for Workers' Compensation cases.

The County of Greene will pay health insurance and other insurance premium coverage for employees on Workers' Compensation for a period up to six (6) months beginning with the effective date of the Worker's Compensation leave.

7. LEAVE POLICIES

7.1 HOLIDAYS

The following observances are recognized as legal paid holidays for all regular full-time employees of the classified service:

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Columbus Day
9. Veterans Day
10. Thanksgiving Day
11. Day after Thanksgiving Day
12. Day before or Day after Christmas

13. Christmas Day

The paid legal holiday for the above observances shall be on those days determined annually by the Board of Commissioners.

Holidays observed during an employee’s vacation would be considered a holiday and not a vacation day.

In order to qualify for paid holiday time, employees must be in compensable status the last scheduled workday before the holiday and the first scheduled workday immediately following the holiday.

Holiday time is paid at each eligible employee’s straight time pay rate. All eligible regular full-time employees shall be paid the equivalent of seven (7), seven and a half (7.5), eight (8) or twelve (12) hours, or straight time pay for each holiday. All eligible regular part-time and temporary employees shall be paid based on the number of hours the employee would have otherwise worked on that day.

7.2 VACATIONS

All regular full-time employees of the County of Greene are eligible for vacation time as follows:

| <u>Years Worked</u> | <u>Days Per Year</u> |
|---------------------|----------------------|
| 1 through 3 | 12 |
| 4 through 6 | 15 |
| 7 through 10 | 18 |
| 11 through 20 | 21 |
| 21 through 30 | 23 1/2 |
| Over 31 | 26 |

An employee’s vacation eligibility accrues over time. All employees who are eligible to accrue vacation time accrue it at a rate of one-twenty-four (1/24) of their yearly vacation total biweekly. New vacation accruals increases will be calculated on the 15th of each month and will be based upon the employee’s anniversary date and calculated forward. The County will permit regular full-time employees with 3 or more years of service to use 5 days of vacation prior to earning the vacation time. Employees are responsible to repay the County for any and all Vacation time that is used but not earned when leaving the employment of the County of Greene.

All vacation time must be taken during the year in which it is earned. Vacation time generally may not be accumulated or carried over from year-to-year and no reimbursement will be made for vacation that is not used. Any special requests to carryover vacation from one year to the next must be approved by the Supervisor, and then must be submitted to the

Human Resource Director with the reason for said request in writing. Approval will be at the sole discretion of the Board of Commissioners of the County of Greene.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for vacation leave are subject to the exclusive approval of the Court.

Regular part-time employees are eligible for a reduced amount of paid vacation days; check with the Human Resource Director for specific eligibility. All other non-regular employees are not eligible for paid vacation time. Employees who are not eligible for paid vacation time must request time off without pay.

Vacation requests must be approved by an employee's immediate supervisor prior to the time in which it is actually taken. No employee will be granted a paid vacation until after he/she has finished his or her probationary period.

Vacation time is subject to supervisory approval, staffing needs and County of Greene procedures. Accrued but not used vacation time will be paid to the employee when they leave employment with the County of Greene.

7.3 SICK LEAVE

The County of Greene has provided for paid sick leave so as to prevent loss of income to eligible County employees when ill to the extent they are unable to perform their County jobs. Sick leave will be granted when an employee is required to be absent from work because of illness of the employee, serious illness of a member of the employee's immediate family requiring his/her personal care and attention. (See also FMLA Leave.)

Employees cannot use sick leave until they have successfully completed the probationary period. Each regular full-time employee in the classified service of the County of Greene begins to earn sick leave on the first day of his/her employment at the rate of one day per month. Regular part-time employees are eligible for a reduced amount of paid sick leave days; check with the Human Resource Director for specific eligibility. All other non-regular employees are not eligible for paid sick leave. Employees who are not eligible for paid sick leave time must request time off without pay – no advanced sick leave will be given. (See also Disability Accommodation.)

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court.

Medical substantiation is required to support any absence of three (3) or more consecutive working days. Employees may not request to use sick leave they have not earned.

Sick leave is a privilege—it is not a right. Improper use of such leave or the falsifying of proof of illness will be subject to discipline, up to and including termination of employment. The County may also require an employee to provide medical substantiation to support the absence due to a pattern of excessive absenteeism, recurrent last-minute call-offs, or perceived abuse of sick leave.

In January of each year the County of Greene will buy back any sick days in excess of twenty-two (22) that the employee wishes to sell. Sick days accumulated after January 1, 1998 will be bought back at \$50.00 per day. Employees may accumulate a maximum of eighty (80) sick days in case of short-term leave needs.

7.4 CONFERENCE AND TRAINING LEAVE

Any employee who would like the County to pay for a job-related conference or training seminar should submit a written request to his/her supervisor detailing the dates, registration fees, subsistence and travel cost estimate believed necessary.

The employee's supervisor must then submit the employee's request, recommending either approval or disapproval, to the department head and then to the Chief Clerk for approval.

The above procedure will be the only acceptable method of securing approval for conferences and training seminars. All authorized expenses incurred in connection with such will be paid by the County of Greene in accordance with the travel and meal policy.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court.

7.5 FAMILY AND MEDICAL LEAVE (FMLA LEAVE)

The Family and Medical Leave Act ("FMLA") requires covered employers to provide up to twelve (12) weeks, or twenty-six (26) weeks, of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

To be eligible for FMLA leave, an employee must have been employed by the County of Greene for at least twelve (12) months and must have worked at least one thousand two hundred fifty (1,250) hours during the twelve (12) month period preceding the beginning of the leave. The County of Greene uses the "rolling method," which means that it will measure the twelve (12) month period backward from the date the employee's second FMLA leave is scheduled to begin.

Effective January 1, 2019, employees are required to exhaust all available accrued paid leave benefits (*e.g.*, vacation, sick leave, personal leave, etc.) concurrently with FMLA leave.

Reasons for Taking Leave: Employees are eligible for FMLA leave for the following reasons:

- For the birth of an employee's child;
- For the placement of a child for adoption or foster care with an employee;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the functions of the employee's job; or
- For a "qualifying exigency," as defined below.

Qualifying exigency leave allows families of members of the National Guard and Reserves to manage their affairs while they are on active duty or called to active duty status in support of a contingency operation. Family members may use all or part of the regular allotment of 12 weeks of FMLA leave. A "qualifying exigency" includes: (1) short notice deployment; (2) military events and related activities; (3) childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation (up to five days); (7) post-deployment activities; and (8) any additional activities not listed but agreed to by the employer and the employee.

The FMLA also provides eligible employees who are family members of covered service members up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for a service member who has a serious illness or injury that was incurred in the line of duty while on active duty. The twenty-six (26) weeks of military caregiver leave is provided for each service member and for each illness or injury incurred and covers more extended family members than those who may take FMLA for other reasons, such as next of kin.

Eligible spouses who are both employed by the County of Greene are entitled to a combined total of twelve (12) weeks' leave (rather than twelve (12) weeks each) in any twelve (12) month period for the birth or care of the employees' child, for the placement in adoption or foster care of a child and care after placement, or for the care of a relative with a serious health condition. Eligible spouses who are both employed by the County of Greene are entitled to a combined total of twenty-six (26) weeks (rather than twenty-six (26) weeks each) in any twelve (12) month period to care for a servicemember who is the spouse, child, parent or next of kin of the eligible employee. Eligible spouses who are both employed by the County of Greene are entitled to a combine total of twenty-six (26) weeks leave in any twelve (12) month period for a combination of FMLA leave to care for an injured service member and any other type of FMLA leave.

An employee who takes FMLA leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position may not engage in outside employment while on FMLA leave. Any employee who fraudulently obtains FMLA leave is not protected by the FMLA or its job restoration or maintenance of health benefits provisions. In addition, the County of Greene will take all available appropriate disciplinary action against such employee due to such fraud.

Request for FMLA Leave: Employees must provide the County of Greene at least thirty (30) days advance notice before FMLA leave is to begin if the need for FMLA leave is foreseeable based on an expected birth, placement for adoption or foster case, or planned medical treatment for a serious health condition of the employee or family member. The request for FMLA leave should:

- Be in writing;
- Set forth the reason for the requested leave;
- Contain the anticipated duration of the leave; and
- Designate the expected start date of the leave.

If thirty (30) days advance notice is not practicable, such as because of the lack of knowledge of approximately when leave will begin, a change in circumstances, or a medical emergency, notice must be given as soon as possible and practical, taking all of the facts and circumstances in the individual case into account. This means that employees must use customary call-off procedures for reporting absences unless unusual circumstances prevent doing so.

When the leave is for planned medical treatment, the employee must consult with the County of Greene and make a reasonable effort to schedule the leave so as not to unduly disrupt the County of Greene's operations, subject to the approval of the health care provider.

In those cases where an employee has not designated an absence/leave as FMLA leave and the County of Greene receives information indicating that the employee's absence/leave may be for FMLA-covered reasons, the County of Greene reserves the right to designate such absence/leave as FMLA leave, and to count that time toward the employee's total twelve (12) week, or twenty-six (26) week, entitlement of FMLA-covered leave. In such a circumstance, the County of Greene may require the employee to have certification completed by a health care provider to confirm that the leave is for an FMLA-covered reason.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court.

Required Certification: The County of Greene will require certification to support FMLA leave. The Human Resource Director will provide each employee who may qualify for FMLA leave with an appropriate form requesting certification concerning the need for the employee's absence. The employee must return the certification form to the Human Resource Director within a *reasonable* time period (*normally* fifteen (15) calendar days after the employee receives the County of Greene's certification form). Failure of an employee to return the certification form on a timely basis in cases of foreseeable leave may delay the taking of FMLA leave. Failure of an employee to return the certification form on a timely basis in other cases may delay the continuation of FMLA leave. Failure of an employee to return the certification form at all will result in the loss of all FMLA benefits and protections, because the leave will not be considered an FMLA leave. Upon return of an incomplete or

insufficient certification form, the County of Greene will inform the employee in writing what additional information is necessary to make the certification complete and sufficient. The County of Greene will allow the employee seven additional calendar days to cure any deficiencies. Additional time will be given only if it is not practicable under the particular circumstances despite the employee's good faith efforts. Failure to cure deficiencies in the certification may result in the denial of FMLA leave. A certification that is not returned is not considered incomplete or insufficient but constitutes a failure to provide certification.

If the minimum duration of the period of incapacity furnished by the health care provider is more than thirty (30) days, no re-certification will *normally* (see exceptions set forth below) be required until the minimum initial period of incapacity has passed. Recertification will also not normally be required if leave is on an intermittent or reduced leave schedule basis unless the minimum period specified on the original certification as necessary for such leave and treatment has passed. The County of Greene reserves the right, however, to request recertification every six months in connection with an absence. The County of Greene further reserves the right to request subsequent and/or additional certification of FMLA leave where:

- The employee requests an extension of FMLA leave;
- Circumstances described by the previous certification have changed significantly;
- The County of Greene receives information that casts doubt upon the employee's stated reasons for the absence; or
- The County of Greene has reason to question the appropriateness of the leave and/or its duration.

Where the employee's need for FMLA leave is due to the employee's own serious health condition or the serious health condition of a covered family member and the serious health condition lasts beyond a single leave year, the County of Greene may require the employee to provide new certification in each subsequent leave year.

The County of Greene may require certification for employees taking FMLA leave because of a qualifying exigency or to care for a covered servicemember. In such a case, a certification form will be given to the employee, which is different than the form given to employees seeking other types of FMLA leave.

The County of Greene may require a second medical opinion at its own expense by a health care provider designated by the County of Greene (but who is not employed on a regular basis by the County of Greene) if it doubts the validity of a certification. If the first and second opinions differ, the County of Greene may require the opinion of a third health care provider. The third health care provider must be approved jointly by the County of Greene and the employee and must be paid for by the County of Greene. The opinion of the third health care provider will be final and binding on the County of Greene and the employee. Pending receipt of the second (or third) medical opinion, the employee is provisionally entitled to FMLA leave. The employee is not entitled to be paid for the time or travel costs spent in acquiring the certifications, but the employee may request a copy of the second (or third) medical opinion. If the certifications do not ultimately establish the employee's

entitlement to FMLA leave, the leave will not be designated as FMLA leave, and may be treated as paid or unpaid leave by the County of Greene under its other applicable policies.

Intermittent or Reduced Schedule Leave: Leave may be taken on an intermittent or reduced-leave schedule under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from regular full-time to regular part-time. Eligibility for intermittent or reduced schedule leave will be determined as follows:

A. Intermittent/Reduced Leave Schedule after the Birth or Placement of a Child for Adoption or Foster Care

When leave is taken after the birth or placement of a child for adoption or foster care, an employee may take leave on intermittently or on a reduced leave schedule only if the County of Greene agrees. If, however, a mother has a serious health condition in connection with the birth of her child or if the newborn child has a serious health condition, County agreement is not required, and such leave may be taken as long as proper certification of the necessity of such leave is provided.

B. Intermittent/Reduced Leave Schedule for Serious Health Condition

Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition. In addition, intermittent leave may be taken to provide care or psychological comfort to an immediate family member with a serious health condition. Finally, intermittent leave may be taken because of a qualifying exigency. Examples of such leave include:

- Where treatment for the serious health condition is required periodically, rather than for one continuous period of time, and may include leave periods ranging anywhere from an hour or more to several weeks.
- Where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic or serious health condition even if he or she does not receive treatment by a health care provider.

When intermittent or reduced leave schedule is requested, the employee must attempt to work out a schedule with the County of Greene which meets the employee's needs without unduly disrupting the employer's operations, subject to the approval of the health care provider. Where leave is taken on an intermittent or reduced leave schedule basis, the County of Greene reserves the right to limit such leaves to the shortest period of time (one hour or less) that the County of Greene payroll system uses to account for absences or use or leave.

Further, where intermittent or reduced schedule leave is requested, the County of Greene may require the employee to transfer temporarily (during the period the intermittent or reduced schedule leave is required) to an available alternative position that better accommodates recurring absences or to a regular part-time schedule (provided that the employee is not required to take more leave than is medically necessary by virtue of such transfer). The alternative position will have equivalent pay and benefits but will not necessarily have equivalent duties.

In cases of intermittent or reduced leave schedule, the amount of leave used toward an employee's total 12-week FMLA entitlement will be determined on a pro-rated basis by comparing the employee's former normal schedule with the new FMLA leave schedule.

Delay/Denial of FMLA Leave: The County of Greene may delay and/or deny FMLA leave under the following circumstances:

- Where the employee fails to give timely advance notice when the leave for FMLA is foreseeable, the County of Greene may delay the taking of FMLA leave until thirty (30) days after the date the employee provides notice to the employer of the need for FMLA leave;
- Where an employee fails to provide in a timely manner a requested certification to substantiate the need for FMLA leave due to a serious health condition, the County of Greene may delay continuation of FMLA leave until the employee submits the certification; or
- Where an employee never provides requested certification to substantiate the need for FMLA leave due to a serious health condition, the leave is not FMLA leave.

Job Protection and Health Benefits:

While on approved FMLA leave, eligible employees will have health benefits maintained through the County of Greene's group health plan as if the employee had continued to work instead of taking the leave. Employees who are granted an approved FMLA leave must arrange to pay their share of premiums to the County of Greene in their absence.

- If the leave is paid, the premiums may continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the County of Greene receives premium payments by the normal payroll dates.
- If the employee chooses not to return to work after an approved FMLA leave, the County of Greene may recover the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of serious health condition or reasons beyond the employee's control.

Employees on FMLA leave may be required to periodically report their status, intent and ability to return to work. Employees are requested to notify the Human Resource Director at least two weeks in advance of their anticipated return to work date so that their availability for work can be included on the applicable work schedule.

- Where an employee has taken FMLA leave for his or her own serious health condition that made the employee unable to perform his or her job, the employee may be required to obtain and produce certification of their ability to return to work and undergo a fitness for duty examination that specifically address the employee's ability to perform the essential functions of the specific job. This requirement will only be imposed where all similarly situated employees in the job classification are required to undergo such examination before returning to work from workers' compensation, disability or FMLA leave. The fitness for duty certification for return from FMLA leave will only be sought concerning the particular health condition that caused the employee's need for FMLA leave.
- If a reasonable job safety concern exists, the County of Greene may require a fitness for duty test before an employee returns from intermittent leave.
- Upon return from FMLA leave, the County of Greene will attempt to restore the employees to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Employees have no greater right to reinstatement and to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

The use of FMLA leave cannot result in the loss of any employment benefit that was earned prior to the time of an employee's leave. However, employees on FMLA leave will not continue to accrue seniority or benefits during the period that they are not working while on FMLA leave. With regard to pension or retirement plans, any period of paid or unpaid FMLA leave will not be treated or counted toward a break in service for purposes of vesting and eligibility to participate.

If at the conclusion of the twelve (12) weeks of FMLA leave, the employee is unable to return to work, the employee no longer has the protections of the FMLA. However, in certain situations where the employee's own serious health condition also constitutes a disability within the meaning of the Americans with Disabilities Act (ADA), the employee may request extended leave or other reasonable accommodation in accordance with the ADA. Please contact the Human Resource Director for details.

“Key Employee” Exception: Under the FMLA, a “key employee” is defined as a salaried FMLA-eligible employee who is among the highest paid ten percent (10%) of all the employees employed by the County of Greene within seventy-five (75) miles of the employee's worksite. Under the FMLA, the County of Greene is permitted to deny reinstatement to key employees if it in good faith determines that substantial and grievous economic injury will result if a key employee is reinstated.

A key employee will be given written notice at the time he/she gives notice of the need for FMLA leave (or at the time the leave commences, if earlier) that he/she qualifies as a key employee. The County of Greene will also inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if the County of Greene determines that substantial and grievous economic injury to the County of Greene's operations would result if the employee is reinstated from FMLA leave.

Once the County of Greene makes a good faith determination, based upon the facts available, that substantial and grievous economic injury will result if the employee is reinstated at the end of FMLA leave, the County of Greene will notify the employee in writing by delivery in person to the employee or by certified mail:

- Of its determination;
- That it cannot deny FMLA leave;
- That it intends to deny restoration to employment on completion of FMLA leave;
- The basis of its findings that substantial and grievous economic injury will result; and
- (If FMLA leave has already commenced) that it will provide the employee a reasonable time to return to work (taking the circumstances into account, such as the length of leave and the urgency of the need for the employee to return.)

If the key employee does not respond to or return to work following the County of Greene's notice, the key employee may still request reinstatement at the end of the leave period. The County of Greene will then again determine whether there will be substantial and grievous economic injury from reinstatement, based upon the facts at that time. If it is determined, based upon the facts available, that substantial and grievous economic injury will result if the key employee is reinstated at the end of FMLA leave, the County of Greene will notify the employee in writing by delivery in person to the employee or by certified mail of the denial of restoration.

7.6 MILITARY LEAVE

The County of Greene will grant a military leave of absence to employees who are absent from work because they are serving in the active military service or other military capacity in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Pennsylvania Military Leave of Absence Act ("the Pennsylvania law"). You are requested to give your supervisor advance notice of upcoming military service.

Employees are entitled to paid leave for up to fifteen (15) days per year on which you are engaged in training or other military duty under orders authorized by law for any reserve component of the United States Armed Forces. For days beyond fifteen (15) days on which you are on military leave, the leave will be unpaid, but you may request payment of earned but unused vacation time and/or personal days. If salaried employees perform services for the employer in a week when they take military leave, that employee shall be paid for the entire week.

Continuation of health insurance benefits is available as required by USERRA and the Pennsylvania law and based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible. To the extent health benefits are not governed and/or preempted by ERISA, your health insurance and/or other benefits will be provided at no cost for your first thirty (30) days of military duty. Following the first thirty (30) days, we will provide you the option to continue coverage, at your expense, at the same cost as we previously paid to provide you coverage.

Fringe benefit accruals, such as vacation, sick leave, or holiday benefits will be suspended during a military leave and will resume when you return to active employment.

Employees who are on military leave for up to thirty (30) days must return to work on the first regularly scheduled work period after service ends, plus eight hours (allowing for reasonable travel time). Employees who are on military leave from thirty-one (31) to one hundred eighty (180) days must apply for reinstatement no later than fourteen (14) days after completion of your service. Employees who are on military leave for one hundred eighty-one (181) days or more must submit their application for reinstatement no later than ninety (90) days after completion of your service. Longer periods of time will be granted if necessary due to reasons that are not the fault of the individual. Failure to adhere to the above reinstatement application deadlines may subject you to disciplinary action up to and including termination of your employment.

When you return from military leave (depending on the length of military service in accordance with USERRA and the Pennsylvania law), upon proper request for reinstatement in accordance with applicable law, you will be placed either in the position you would have attained if you had remained continuously employed or in a comparable position, unless a change in our circumstances makes it impossible, unreasonable, and/or would cause an undue hardship.

For the purpose of determining benefits that are based on length of service or seniority, you will be treated as if you had been continuously employed. If you are eligible to participate in a defined contribution plan, you have the option of either:

- (1) Continuing to pay into the fund during your period of military leave, as if you had remained actively employed while on leave. The employer will make contributions on the same basis as used to compute the employee contributions. Time periods for making payments will be mutually agreed upon, but no less frequent than semi-annually.
- (2) Discontinuing payment into the fund during your period of military leave. The employer will also discontinue making contributions during this period.

If you choose option (2), above, and upon return to employment, desire to receive the benefits of option (1), you may do so upon complying with the following requirements:

- (1) Within six months after returning to employment, you must give written notice to the plan of your desire to receive option (1)'s benefits.
- (2) You must pay into the fund in an amount equal to the total payments that you would have made had you exercised option (1). Payment can be spread out of a mutually agreed-upon time not to exceed a period longer than the military leave of absence.
- (3) Then, the employer will pay into the fund an amount equal to the total payments it would have made under option (1) and has the same time period as the employee to make the payment.

If you have questions about military leave, please contact the Human Resources Director for more information.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court. Any Court employee who has questions about military leave should contact the Court Administrator.

7.7 FUNERAL LEAVE

A regular full-time employee who has completed at least ninety (90) calendar days of employment with the County of Greene shall be entitled to leave of absence of up to three (3) days with pay for the purpose of attending the funeral or administering to the affairs of a member of his/her immediate family (i.e., husband or wife, child, brother or sister, parent or grandparent, grandchild or parent-in-law). The regular full-time employee is also entitled to a leave of absence of up to one (1) regular work day with pay for the purpose of attending the funeral or administering to the affairs of a near relative (i.e., sister- or brother-in-law, great-grandparent, aunt or uncle) other than a member of his/her immediate family provided the employee is prepared to offer valid proof of death and relationship upon request.

Regular part-time and non-regular employees are eligible for bereavement leave without pay in accordance with this policy.

Time paid as bereavement leave will not be calculated as time worked for payment of overtime premiums.

The County may, at its discretion, extend funeral leave with pay as provided for in the section.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court.

7.8 JURY DUTY AND WITNESS LEAVE

As a good citizen, the County of Greene encourages all employees whenever they are requested, to participate as an active participant on a jury. Any regular full-time employee who has worked for the County of Greene for at least ninety (90) calendar days and who is called to serve as a juror will be compensated for the difference in the employee's regular daily wage and the amount paid to the employee by the court, up to a maximum of forty (40) hours of leave per calendar year. Regular part-time employees and non-regular employees are eligible for jury duty and witness leave without pay.

If a regular full-time employee is required to serve jury duty beyond the period of paid jury duty leave, the employee may use any available paid time off or the employee may request an unpaid jury duty leave of absence.

This benefit does not apply to employees who volunteer for jury duty. A copy of the jury summons and pay voucher must be submitted to your immediate supervisor. You also may be required to show proof of the time that you reported for and were excused from jury duty on any particular date(s).

All employees may request paid time off when subpoenaed or otherwise required to testify as a witness by the County of Greene outside of the employee's regularly scheduled shift. Employees should notify their supervisor immediately after receiving a subpoena. Employees will not be granted paid leave to appear in court as a witness at the request of any party other than the County of Greene. However, employees are free to use any available vacation time to appear as a witness.

Employees who are excused for jury duty or witness leave and can work two (2) hours or more of their regular shift that day are expected to do so.

Time paid under this benefit will not be calculated as hours worked for the purpose of paying overtime premiums.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court.

7.9 SPECIAL LEAVE OF ABSENCE WITHOUT PAY

A regular full-time employee will be considered for a special leave of absence under the following conditions:

1. The employee is temporarily either mentally or physically incapacitated to perform his/her duties but is ineligible for or has exhausted Family and Medical Leave and Sick Leave;
2. The employee desires to engage in a course of study which will increase his/her usefulness upon his/her return to service;
3. The employee, whom for any reason considered by the appointing authority and the Board of Commissioners, wishes to secure leave from his/her regular duties.

A leave of absence without pay, if approved, generally will be for a period of no longer than six (6) months unless an additional extension is granted.

Any employee requesting special leave without pay shall submit his/her request in writing stating the reasons, in his/her opinion, why the request should be granted, the date he/she desires to begin the leave, and the probable date of his/her return to duty.

For a medically related leave of absence, the employee must provide appropriate medical substantiation of disability, and necessity for and duration of leave when submitting the written request for leave. If, on the expiration date of the leave of absence, an employee is incapable of returning to work, a written request for extension of the leave may be made. The maximum extension will be six (6) months (not to exceed a total time of one (1) year). (See Section 2.3 Disability/Reasonable Accommodation.) If the employee is not granted an extension, employment shall automatically terminate on the expiration date of the original leave of absence.

Any employee who is absent without authorization shall be considered absent without leave and receive no compensation for the period of absence. An employee may be terminated for any instance of unauthorized absence in excess of one (1) day. In the event the unauthorized absence exceeds three (3) days, unless a compelling circumstance exists, the employee automatically terminates his/her employment.

The following violation of leave provisions shall be cause for discharge:

1. Failure to return to work as scheduled upon the expiration of authorized leave.
2. Falsifying a leave application form.
3. Unauthorized absence in excess of one (1) day.

When an employee returns to work from an authorized leave of absence, he/she is considered to have continuous service credit for computation of future earned benefits but will not accrue any additional sick leave, vacation leave, or other benefits during the actual period of the leave of absence.

Employees will not be considered for leave without pay until all accrued paid and other unpaid leave (e.g., sick, vacation, personal, FMLA Leave) is exhausted.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court.

7.10 ABSENCE WITHOUT LEAVE

Falsification of the stated reason for leave may result in immediate termination of the approved leave and disciplinary action, up to and including immediate termination from employment.

7.11 PERSONAL DAY

All regular full-time employees are eligible for one (1) personal day per each calendar year. Personal days shall not be taken in less than fifteen (15) minutes increments. The employee will forfeit personal days not taken within the calendar year earned. Regular part-time and non-regular employees are not eligible for paid personal time off but may request unpaid leave.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court.

7.12 SICK LEAVE BANK DONATION POLICY

The County recognizes that employees may have a family emergency that causes a severe impact to them resulting in a need for additional time off in excess of their available sick/vacation/personal time. To address this need, all eligible employees will be allowed to donate Sick Leave from their unused balance to a "Sick Leave Bank to assist their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees who wish to donate or receive Sick Leave must have accrued or had a balance of a minimum of twenty (20) sick days as of January that occurs in the preceding one hundred and twenty (120) month period.

Employees hired within the first six (6) months who have not had an opportunity to bank said minimum may also be eligible to participate to receive leave from the Sick Leave Bank but **may not** donate time to the bank.

Guidelines

Eligible employees who would like to make a request to receive time from the Sick Leave Bank must have a situation that meets the following:

1. **Family Health-Related Emergency** - Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

Application to Become a Sick Leave Bank Recipient:

- A. An eligible employee may make a written request to the Human Resources Department to become a Sick Leave Bank recipient on the designated form. If the employee is not capable of making the request on his or her behalf, a personal representative of the potential Sick Leave Bank recipient may make the written request.

- B. Each Sick Leave Bank request shall contain the following information concerning the potential recipient:
 - 1. Name, job title and department.
 - 2. The Relationship of the family member requiring the care of the recipient because of a serious medical condition (if applicable).
 - 3. The approximate number of hours required by the potential Sick Leave recipient. This number must coincide with the amount of time that the employee's (or family member's) Doctor has disabled them after exhaustion of all earned paid time off.
 - 4. Documentation from employees seeking donations for Sick Leave Bank must submit to the Human Resources Department a medical certificate stating the period of time that the doctor is disabling the employee (or family Member) and the reason for the absence.

Human Resources will notify employees and appropriate department head of the decision regarding their written request within two (2) weeks of receipt of the request. Denials will include a specific reason for ineligibility.

Sick Leave recipients may receive no more than 480 hours (12 weeks) within any calendar year from the Sick Leave Bank. Sick Leave received from the Sick Leave Bank will be withdrawn at the employee's current hourly rate.

Methods of Soliciting Sick Leave Donations

Upon the approval of Sick Leave request, Human Resources shall contact the Sick Leave recipient (or personal representative who made the request) to discuss the solicitation process. Human Resources shall ask the Sick Leave recipient (or personal representative who made the request) where they want the solicitation to occur. The Sick Leave recipient may opt to limit the solicitation to their specific department or outside their department etc.

The county will not solicit donations of Sick Leave into the Sick Leave Bank. Employees may voluntarily participate in the program. The County prohibits the solicitation of donations through the county-wide email system--unless written authorization is received from the employee. Unsolicited phone calls, posting written requests, or coercion directly or

indirectly intimidating, threatening or coercing any other employee for the purpose of receiving Sick Leave donations is prohibited.

Based upon the conversation with the Sick Leave Bank recipient (or personal representative), Human resources shall be responsible for sending out the any solicitation of Sick Leave donations as agreed upon with the employee.

The Transfer from Sick Leave to Sick Leave Bank:

- A. Eligible employees requesting that a specified number of hours of his or her earned Sick Leave be transferred from his or her Sick Leave balance to the Sick Leave Bank are required to complete a Donation of Sick Leave Request Form and submit it to the Human Resources Department with a copy to their Department Head. Employees who donate Sick Leave from their unused balance must adhere to the following requirements:
 - Donation minimum – four (4) hours
 - Donation maximum – forty (40) hours or no more than fifty percent (50%) of your current balance.
- B. Employees who are currently on an approved leave of absence cannot donate to the Sick Leave Bank.
- C. Employees who are terminating employment from the County are not eligible to donate Sick Leave to the Sick Leave Bank unless the election to donate hours was made sixty (60) days prior to their resignation notice.
- D. The Human Resources Department will notify the employee and their department head of the transfer and reduction of the Sick Leave time once the Donation of Sick Leave Request Form is approved or of a denial if appropriate within 10 working days.

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future sick/personal time to donate.

Sick Leave Bank

The Human Resources Department will maintain the Sick Leave Bank ongoing total value.

- A. Donation of hours will be calculated and converted to an equal cash value based upon the donating employee's current hourly rate. (i.e. 1 hour = \$12.00 Employee who donates 4 hours equal to \$48 will be converted into the Sick Leave Bank and added to the current balance.

- B. Human Resources shall notify the Sick Leave Bank recipient and their department head in writing of the amount of Sick Leave hours that have been donated to the Sick Leave Bank and are available.
- C. In cases where there are multiple Sick Leave Bank donors, Human Resources shall process the donations on a first-come, first-served basis.
- D. Employees may withdrawal the donation request if they have not been processed and added to the Sick Leave Bank.
- E. Human Resources shall review the time records of the Sick Leave Bank recipient each pay period to determine how much sick time is needed for that pay period and transfer said amount from the Sick Leave Bank to the sick time recipient. The amount of Sick Leave hours donated to the recipient will not exceed the amount of hours that the employee's (or family member's) doctor has disabled them.
- F. Sick Leave Bank recipients who submit a revised and updated doctor's slip may increase/revise their Sick Leave Bank donation hours.
- G. Once the Sick Leave Bank recipient returns to work, in order to be eligible for further donation, the employee must re-apply for Sick Leave Bank donations according to the previously outlined procedures.

The County reserves the right to rescind this policy at any time with or without notice.

8. PAYROLL POLICIES/HOURS OF WORK/OVERTIME

Employees will be paid in accordance with the County of Greene's approved payroll policies.

Employees are encouraged to use Direct Deposit for payroll disbursement. To begin direct deposit, complete a direct deposit form and forward it to the Human Resource Director.

Employees will receive vouchers for official record of the payment for hours worked and deductions.

8.1 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the County of Greene to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time spent on the job performing assigned duties. All employees are required to document their hour worked on the designed timecards.

All non-exempt employees should accurately record the time they begin and end their work in the Kronos timekeeping system, as well as the beginning and ending time of each meal period. All work time shall be recorded on the day such work was performed.

No employee, supervisor or manager may require an employee to inaccurately report time worked. Altering, falsifying, tampering with time records, recording time on another employee's time record, or other violation of this policy may result in disciplinary action, up to and including termination of employment.

Non-exempt employees should report to work no more than seven (7) minutes prior to their scheduled starting time nor stay more than seven (7) minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

All employees working more than a six (6) hour day (with the exception of the prison, 911, maintenance and recreation employees) are to take an uninterrupted unpaid meal period near the middle of that time. All employees must accurately record the beginning and ending time of each meal period on the same day the employee meal period was taken. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. From time to time, employees may be called from a meal break period if the needs of the County of Greene's dictate. In such a circumstance, the employee will be compensated and may be allowed to take the remaining time later.

8.2 PAYROLL DEDUCTIONS

The County of Greene issues paychecks biweekly and reserves the right to correct errors or deduct obligations due the County by an employee with a written explanation to the employee.

The law requires the County of Greene to make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. The County of Greene must also deduct Social Security taxes on each employee's earnings up to a specific limit that is called the Social Security "wage base." The County of Greene matches the amount of Social Security taxes paid by each employee.

Payroll deductions may include, but are not limited to:

- Federal Withholding Tax
- FICA
- State Income Tax
- Local Wage Tax
- Local Services Tax
- Retirement
- Unemployment Compensation

The County of Greene takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, or if there has been an improper deduction from pay, the employee should promptly bring the discrepancy to the attention of the Human Resource Director so that the problem can be investigated and

corrections can be made as quickly as possible. The County of Greene reserves the right to correct errors or deduct obligations due to the County by an employee with a written explanation to the employee.

The County of Greene will also make deductions from employees' paychecks if required to do so by law. The County of Greene reserves the right to withhold any amount ordered by the Court to be withheld from the paycheck of an employee. Employees thus affected will be notified by the County of Greene prior to the deductions being made. If the County of Greene makes any deductions other than the legally required or permitted deductions it will seek the employee's written authorization.

If an employee has any questions concerning deductions from his or her paycheck, such questions should be directed to the employee's supervisor or the Human Resource Director.

8.3 HOURS OF WORK

The regular work week for all County offices, not including the prison, shall consist of thirty to forty (30-40) hours Monday through Friday with a one-hour lunch break. Lunch periods will be so scheduled that the office will remain open during the entire normal workday. Employees shall be entitled to one paid break period of fifteen (15) minutes during their regular workday. Some Departments may have non-standard work hours requiring work beyond the normal workday of 8:30 a.m.– 4:30 p.m. and Monday through Friday. Work times are established by individual Department Heads in conjunction with the Chief Clerk based upon work related activities. Check with your Supervisor to determine the regular hours of work in your Department.

Whenever an employee is delayed in reporting for a scheduled work assignment, he/she shall contact his/her supervisor in advance if possible.

8.4 OVERTIME

Overtime is defined as any time worked beyond forty (40) hours in a work week. When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. It is the policy of the County of Greene that overtime work is in cases of emergency or whenever the public interest or necessity requires.

All non-exempt employees are entitled to overtime for all hours worked over forty (40) in a workweek, regardless of whether the non-exempt employee is salaried or hourly. Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour laws and regulations. Non-exempt employees will be compensated for overtime at one and a half times their regular rate for all hours worked in excess of forty (40) hours in a workweek. Overtime pay is based on actual hours worked. Time off for any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

All employees must receive the supervisor's prior authorization prior to working any overtime hours. In the event that an employee works overtime without prior approval, the employee will be paid for the time worked but will be subject to disciplinary action for working overtime without proper approval.

8.5 COMPENSATORY TIME

Compensatory time off (i.e., time off in lieu of receiving pay for time worked) is available to certain non-exempt County employees on a limited basis. Non-exempt employees who directly report and are only accountable to elected officials are not eligible for compensatory time. Depending on the Department and job, a non-exempt employee may be regularly scheduled to work a thirty-five, thirty-seven and one-half, or forty (35, 37 1/2 or 40) hour workweek, or a total of seventy, seventy-five or eighty (70, 75 or 80) hours in an individual pay period.

Before accumulating compensatory time off, any eligible non-exempt employee who works extra time (i.e., time worked beyond his or her regularly scheduled hours) in an individual workweek must first request permission from his or her respective supervisor to take equivalent time off (i.e., hour-for-hour ratio to the extra time worked) *during the same workweek* in lieu of payment for the extra time and/or in lieu of accumulating compensatory time off. If the non-exempt employee is not able or permitted to take equivalent time off during the same workweek, he or she should request permission from his or her respective supervisor to take extra time off (hour for hour for all hours up to forty (40) worked in the previous work week, and at a time and a half rate for all hours worked over forty (40) in the prior workweek) *within the same pay period* in lieu of payment for the extra time and/or in lieu of accumulating compensatory time off. If the non-exempt employee is not able or permitted to take extra time off during the same pay period, then he or she may accumulate compensatory time for the extra time worked (hour for hour for all hours up to forty (40) worked in the previous work week, and at a time and a half rate for all hours worked over forty (40) in the prior workweek).

The maximum amount of compensatory time that an eligible non-exempt employee may accumulate is three (3) days. Supervisors and employees must continually monitor accumulated overtime to ensure that employees are scheduled in a manner to avoid accumulation of compensatory time in excess of the three (3) day maximum amount.

Any employee who works extra time beyond the three (3) day maximum of accumulated compensatory time will be paid for the extra time worked at the appropriate straight time or overtime rate.

Exempt employees are expected to work during regularly scheduled hours and any additional hours necessary to perform their assigned duties. Exempt employees are not entitled to overtime pay or compensatory time off. In unusual circumstances where an exempt employee has been required to work an extraordinary amount of extra time, the exempt employee may request permission from the Board of Commissioners or elected official and/or Chief Clerk to take up to two (2) days of time off with pay.

8.6 TRAVEL TIME

The County of Greene follows applicable federal and state wage laws when paying for travel time. Time spent by a non-exempt employee in travel as part of his or her normal work duties, such as travel from job site to job site during the workday hours for that employee, is working time and is counted as hours worked.

An employee who travels from home before the beginning of the workday hours and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not counted as time worked.

Travel time out of town is not calculated in the same manner as time worked in the workplace. Out-of-town travel is covered by two (2) sets of rules, depending on whether the assignment is for one (1) day or requires an overnight stay.

ONE (1) DAY TRAVEL

If a non-exempt employee is required to travel as a work assignment and the assignment does not require an overnight stay, ALL the time spent traveling between the County work site and travel site are counted as time worked. In addition, the hours spent at the travel site conducting the specific work assignment are counted as time worked.

OUT-OF-TOWN TRAVEL

If a non-exempt employee is required to travel as a work assignment and the assignment requires an overnight stay, time spent traveling between the County work site and travel site OUTSIDE the regular workday schedule (i.e., outside of 8:30 a.m. – 4:30 p.m.) is NOT counted as time worked. Travel that occurs during hours of the day in which the employee normally works (i.e., 8:30 a.m. - 4:30 p.m.) is counted as time worked, even if it falls on a day that is normally a non-working day for the employee (i.e., Saturday or Sunday). Time spent in travel away from home outside of regular working hours (i.e., outside of 8:30 a.m. – 4:30 p.m.) as a passenger on an airplane, train, boat, bus, or automobile does not count as time worked.

Exception: Out-of-town travel for employees, exempt or nonexempt, in which actual work is performed while the employee is traveling outside the regular workday hours (i.e., outside of 8:30 a.m. – 4:30 p.m.), will be counted as time worked for all time the employee is driving or actually working while traveling.

9. MISCELLANEOUS

9.1 TRAINING

Training for all employees is encouraged by the County of Greene and top management and opportunities for training, both on and off the job site, are made available to employees.

The County of Greene will budget for training of employees and other officials. This includes funds to attend professional conferences for appropriate officials.

Training needs and opportunities are periodically surveyed and evaluated by management.

9.2 TRAVEL EXPENSE POLICY

It is the policy of County of Greene to reimburse employees only for approved travel, and other expenses incurred by them in the official conduct of their business in accordance with the following procedures.

Mileage

Employees who are on approved travel will be reimbursed at a rate equal to the state rate (as published by the U.S. General Services Administration). Mileage will be based upon the distance between the County work site and the designated temporary work site or travel destination. Employees who leave from other sites and the distance is lesser will only be reimbursed the lesser amount. Employees will be not reimbursed for travel from home to the County work site and the reverse.

Other Methods of Travel

The County will reimburse the employee for other methods of travel i.e. airplane, train, bus etc. The Department Head must evaluate and complete a cost comparison to determine the most cost-effective method of travel and submit a travel request to the Chief Clerk or his designee for consideration including all the related documentation.

Meals Subsistence

Non-overnight Travel Status

1. An employee who is assigned to travel but does not stay overnight will be reimbursed for the costs of meals when the work assignment involves the employee to drive 50 miles (one way) or more from both residence and County site and spent in excess of 3 hours of time on said travel. The rate for these meals will be based on the GSA Per Diem Rates for the particular zip code of travel.
2. The subsistence allowance of employees in travel status attending luncheon meetings, dinner meetings, seminars, or conventions at which meals are provided shall have their total subsistence allowance **reduced** by the amounts for meals provided at such meetings. The rate for these meals will be based on the GSA Per Diem Rates for the particular zip code of travel.

Overnight Travel Status

1. While on overnight travel status, employee will be reimbursement for meals and other subsistence expenses up to a maximum of the amount per US GSA Per Diem rate for that particular zip code, a day (a day is defined as a calendar day), which includes tips and sales tax. Tips will be reimbursed up to 20%. This allowance covers all meals and subsistence expenses not specifically provided for elsewhere.

The subsistence allowance of employees in overnight travel status attending luncheon meetings, dinner meetings, seminars, or conventions at which meals are provided shall have their total subsistence allowance **reduced** by the amounts for meals provided at such meetings. The rate for these meals will be based on the GSA Per Diem Rates for the particular zip code of travel.

Employees will not be eligible for meal subsistence when all meals are included in the hotel/lodging costs or conference costs.

Department Heads must submit a request for Meal Subsistence Exceptions in advance to the Chief Clerk or his designee when meals are expected to exceed the allowable subsistence due to unavoidable circumstances.

Note: At no time will the County reimburse employees for alcoholic beverages.

Luncheon or Dinner Meetings

1. Employees on official business attending a luncheon or dinner meetings are eligible for reimbursement for actual costs incurred when the price or cost is preset/predetermined by the hosting entity. Luncheon or dinner meetings must meet the following criteria:
 - A. The luncheon or dinner meeting must be planned in advance, and approval granted by the Chief Clerk or his designee or his designee prior to attending. The County will prepay luncheon or dinner meeting costs when feasible. Employees are required to forward a copy of all relevant documentation to the Chief Clerk or his designee requesting approval.
 - B. The meal must be an integral part of the meeting.
 - C. The meal must be served at the same establishment that hosts the meeting.
 - D. The purpose of the meeting must be to discuss business and nature of the business must be stated and explained on the initial request to the Chief Clerk or his designee or his designee.

Reimbursement of Expenses Incurred on Behalf of Others

1. Department Heads are authorized to incur subsistence expenses on behalf of others who are not County employees in the course of their official duties consistent with the allowances previously listed. Department Heads are authorized to approve reasonable subsistence expenses incurred by their staff on behalf of others in the course of their official duties.
2. Department Heads are authorized to incur subsistence expenses and to approve subsistence expenses incurred by their staff when the expenses are incurred as part of a business meeting under the following circumstances:
 - a. The purpose of the meeting is to discuss official business;
 - b. The meeting includes either persons who are not employed by the County or employees of the Commonwealth or appointed persons i.e. Board members, family members, consumers;
 - c. The meal is an integral part of the meeting;
 - d. The meeting participants do not have an alternative reimbursement option.
3. A complete Justification list of incurred expenses must be attached to the Travel Expense Report. Justification should include but is not limited to:
 - a. A list of names, positions, and agencies of the individual for whom the expenses were incurred.
 - b. An explanation of the nature and circumstances requiring the incurring of expenses on behalf of others.
 - c. Receipts for the expenses incurred.

Lodging

The County will reimburse employees for lodging expenses when required to travel on overnight status.

Lodging rate allowances may not exceed the US GSA rate for the zip code of stay. Employees should ask for the government rate when reserving a room. In those instances, when lodging cannot be secured with the established lodging rate allowance, employee may exceed the allowance if written justification is provided in a Memorandum to the Chief Clerk. Employees are required to provide in the memorandum the reason for selecting the lodging facility (i.e. closest lodging facility to workshop- next hotel 25 miles away; no rooms available at hotel with lowest rate; lodging facility booked by Conference at discount rate; inclement weather, safety, etc.) Although employees are not required to list lodging

establishments contacted, they are however, still expected to secure lodging at the available facility offering the best lodging rate in the immediate area of the travel.

Lodging rate allowances may be exceeded when an employee must stay at the specific lodging facility where rooms within the allowance are not available and where the employee's presence is required by the nature of the official business. A written explanation must be provided on the memorandum to the Chief Clerk.

Department Heads must submit to the Chief Clerk or his designee lodging rate allowance exceptions at least 10 days prior to date of reservation for approval.

The County will pay Individual/Single occupancy reimbursement requests. Any other type of room will require the Department Head to submit a request to the Chief Clerk or his designee for said request outlining the justification to grant the exception.

Other Expenses

The County will reimburse employees for other related travel expenses i.e. tolls, parking, telephones calls to office or other necessary businesspersons while traveling on official County Business. Employees shall attach receipts to their Travel Expenses Report to be eligible for reimbursement for expenses. Travel expenses other than those mentioned in this policy require written prior approve from the Chief Clerk or his designee to be eligible for reimbursement.

The County will not be responsible for speeding, parking, or other traffic violations incurred by employees while on official County business.

Travel Advances

The County will provide travel advances to employee upon requests. Employees need to complete a detailed travel estimate and forward to their Department Head for review and consideration. Department Heads are to forward the travel advances to the Chief Clerk or his designee for final approval.

County Credit Card

The County may make available a County credit card for Department Heads traveling on official county business if necessary. All charges made to the County Credit Card must be in compliance with the above-described policy. Requests to use the County Credit Card must be submitted to the Chief Clerk or his designee for approval. The County Credit Card and all receipts must be turned in to the Chief Clerk or his designee the next business day upon the employees return to the County.

Expense Reports

All employees shall complete and submit a County Travel Expense Report (See attached form) to their supervisor on a MONTHLY basis. Department Heads shall review and sign all Travel Expense Reports and forward to the County Controllers office for processing. Receipts, exceptions, justifications and related documentation shall be attached to each report.

The Controller's Office shall review and audit expenses for reimbursement and process check for payment within 30 days of receipt of Travel Expense Report. Disputed expenses shall be deducted from report and the balance paid. The Controller's Office shall notify the employee and respective department head of disputed expenses and identify remedial solutions.

Falsification of expense reports, receipts, and related documentation will result in denial of reimbursement and disciplinary action, up to and including termination of employment.

9.3 NO SMOKING POLICY

The County of Greene is committed to providing a safe and healthy environment for employees and visitors. To accomplish this, smoking and the use of smoke free tobacco is prohibited within any Greene County building. Smoking and the use of smoke free tobacco is also prohibited within fifteen (15) feet of all entrances and exits to Greene County buildings. When working for the County of Greene outside of the County's buildings, employees must refrain from smoking in any designated non-smoking area or building. Employees are only permitted to take smoke breaks with the permission of their supervisor, and when operations are not negatively impacted by said breaks. Excessive smoke breaks are prohibited. All employees are expected to abide by this policy while at work. Employees smoking in any non-smoking area may be subject to disciplinary action, up to and including discharge.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Court employees will be subject to the supervision of the Court with respect to this policy.

9.4 EMPLOYEE PARKING POLICY

The County of Greene is making available Restricted "Employee Only" Parking sites for ALL Elected Officials and County employees. The Restricted "Employee Only" Parking sites are as follows:

1. **County Office West Lot**
(Located next to the County
Office Building)

2. **Courthouse South Lot**
(Located in the south rear of the County Courthouse)
3. **Greene County North Lot**
(Located at the Corner of Morgan and Strawberry, formerly Lot #1)

Each of the Restricted “Employee Only” Parking lots will have parking stickers.

Parking Stickers will be issued to ALL Elected Officials and Employees. The Parking Stickers will be required to be on the vehicle’s windshield, above the inspection sticker when using the restricted lots. Employees may not park in a reserved Elected Official parking spot within the restricted parking sites without the authorization of the designated official.

Parking Stickers will be issued and recorded by the Human Resources Director. Parking Stickers must be destroyed upon separation of employment with the County. Parking Stickers may **not** at any time be transferred or reassigned by anyone other than the Human Resources Director. Employees may be issued more than one parking sticker if they drive different vehicles on a regular basis.

The Waynesburg Borough Police Department will be responsible to patrol each of the Restricted “Employee Only” Parking Lots and ticket vehicles who do not have a visible County Parking Sticker.

Employees will not be permitted to violate local street parking restrictions (i.e., two (2) hour maximums). Employees shall not be at any time permitted to leave their work site to move vehicles to avoid local street parking violations. Employees may park in the local street parking areas to load or unload vehicles or when only reporting to worksite for less than one hour.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Court employees will be subject to the supervision of the Court with respect to this policy.

9.5 EMPLOYEE IDENTIFICATION BADGES

The County of Greene will supply all employees an Employee Photo Identification Badge during their orientation process including their photo, name, title, work department and the County logo.

Employee identification badges will give employees access to worksites after hours, if access is needed and approved. Employees may also use identification badges to clock-in and clock-out in certain Departments. Employees may not allow any other individual to use his or her identification badge to access any County property. Violation of this policy will result in disciplinary action, up to and including termination of employment.

Employees shall wear the Identification Badges at all time when performing work functions. The Identification Badges shall be visible and in plain view at all times and not hidden by any clothing article (i.e., coat, jacket, or shirt, etc.) unless authorized by directive by the Department Head for safety reasons.

Identification Badges shall not be worn after work hours or for non-work-related activities.

Employees should immediately report lost or stolen Identification Badges to their Department Head and the Human Resources Director. The County will assume responsibility for replacement of the first lost or stolen Badge. Subsequent occurrences will become the financial responsibility of the employee.

Upon employment separation from the County, Employees shall return their Identification Badges to the Human Resources Director for inclusion into the Personnel File of the departing employee.

9.6 RECRUITMENT, SELECTION AND PROMOTION STANDARDS

The Human Resource Director is responsible for recruitment of the County of Greene employees. All open positions are publicly advertised on the County website, Indeed.com and with the Career Link, which assists in its recruitment efforts.

All qualifications/requirements for open positions are job-related. Job descriptions, based on an analysis of each job, are the basis for setting principal job requirements and for structuring applicable examinations.

The County of Greene is an Equal Employment Opportunity Employer.

10. STANDARDS OF CONDUCT

The following standards of conduct apply to County employees. Any County employee who has questions about these policies should contact Human Resources.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge and these Standards of Conduct do not apply. The Unified Judicial System's Code of Conduct is applicable to Court employees. Court employees are advised to contact Court Administration with respect to issues arising under the Unified Judicial System's Code of Conduct.

10.1 PERSONAL CONDUCT

All employees are expected to act with courtesy and respect towards all other employees and persons with whom they must come into contact while on the County of Greene's business. Any employee who violates this policy is subject to disciplinary action, up to and including discharge.

10.2 DRESS CODE

Employees of the County of Greene are expected to convey a professional image at all times while conducting business on behalf of the County.

County employees who work in the County office environment are expected to wear business professional dress. Professional office attire for men includes dress slacks with collared shirts, dress slacks and shirt and tie, sports jackets and dress slacks and business suits when appropriate. Professional office attire for women includes dress pants or skirts paired with professional blouses, sweaters or jackets, dresses, or business suits (with skirts or pants).

In addition, certain County employees who work outside the County office environment may be permitted, when approved by their respective Department Head, to wear professional, casual attire to conduct County business. Certain employees in the prison, maintenance workers, Sheriff's Department, Transportation and Recreation Departments may be assigned a uniform that must be worn at all times, except when directed otherwise by the Department Head or elected official. In addition, certain days may be designated as "Casual Days" by the County. On those occasions, County employees may wear professional, casual clothing that is suitable for their designated work location, whether working in an office or other environment. Certain days may also be designated for special attire, such as "Steeler Pride" days, where employees may wear attire consistent with the designated theme of the day.

Generally, when considering appropriate casual clothing for work, clothing that works well for the beach, yard work, bars or dance clubs, exercise sessions, and sports contests may not be appropriate for a professional, casual appearance at work. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not appropriate for a place of business. Clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to the general public, our visitors, or other employees is unacceptable. Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire for work, please ask your supervisor or the Human Resource Director.

If clothing fails to meet these standards, as determined at the sole discretion of the employee's supervisor or the Human Resource Director, the employee may be sent home to change clothes and will receive a verbal warning for the first offense. Non-exempt

employees will not be paid for the time the employee has left the workplace to change clothes. Progressive disciplinary action will be applied if dress code violations continue.

10.3 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the County of Greene wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resource Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the County's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the County of Greene as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the County of Greene does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the County of Greene.

Confidentiality and Disclosure: No public official or employee shall disclose, or use for his/her own benefit, or the benefit of others, confidential information acquired by reason of his/her public position.

Gifts/Entertainment: No public official or employee shall accept a gift of substantial value or reasonable business entertainment that is not ordinary or customary in local business relationships or violate any law:

1. from a person seeking to obtain a contract, grant, loan, employment, or any financial relationship from or within the County of Greene;
2. from a person or business having a financial relationship with the County of Greene;
3. from a person or business whose operations or activities are regulated or inspected by the County of Greene;

4. from a principal and/or attorney in proceedings in which the municipality is an adverse party; or
5. from any person or business where the performance or non-performance of any official duty may be affected or influenced.

Exceptions:

1. The acceptance of a gift from a “family member” or close personal friend when the circumstances make it clear that the motivation for the gift is due to the family relationship or traditional practices among close friends such as the exchange of birthday or Christmas gifts.
2. Acceptance of an award for meritorious achievement from a charitable, religious, professional, recreational social, fraternal, public service, or civic organization.
3. Acceptance of a plaque or memento of nominal value offered as a token of esteem or appreciation on the occasion of a speech or public appearance.
4. Small tokens or favors given to everyone attending a function or celebrating an occasion.
5. A legal political contribution made to, and reported by, a duly registered campaign committee.
6. Reasonable gifts or entertainment not of substantive value that are ordinary and customary in local business relationships and that do not violate any law.

Financial Disclosure:

The requirements for disclosure of financial interests shall be those set forth in legislation of the Commonwealth of Pennsylvania.

No public official or public employee shall engage in any business transaction or private employment, or shall have any financial or other private interest, direct or indirect, which is in conflict with the proper discharge of his/her official duties. Nor shall public officials or public employees use, or attempt to use, their position to obtain financial gain, a contract, license, privilege, or other private or personal advantage, either direct or indirect. Nor shall a public official or public employee attempt to influence the course of any proposals in which he/she, or a family member or business associate, has a present or potential interest, direct or indirect.

Every public official or public employee shall publicly disclose any direct or indirect financial or other private interest in any proposed legislation coming before the governing body, and public officials shall not vote for legislation in which they have such an interest.

10.4 ETHICAL STANDARDS AND CODE OF CONDUCT

The County of Greene expects all employees to accept personal responsibility for maintaining reasonable standards of conduct, job performance and observing established rules and policies. Employees must refrain from taking part in or exerting influence in any transaction in which their own interests may conflict with the best interests of the County of Greene.

The County of Greene's Code of Conduct is consistent with federal regulations and requirements related to codes of conduct expected from recipients of federal funds, and as describes specifically in HUD, 24CFR84.42, GPO, 2004, as follows:

The County of Greene shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of Federal contracts. No employee, officer or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officer, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

Designated County employees on an annual basis shall be required to complete and submit to the Human Resource Director Pennsylvania Financial Ethic Forms.

10.5 MISUSE OF PUBLIC PROPERTY

County equipment or materials are for the exclusive use of County-related operations. Employees are forbidden to use any County equipment or materials for purposes other than those necessary for County business or operations.

An employee is expected to exercise due care in the use of County property and utilize such property only for authorized purposes. Negligence or abuse in the care, maintenance and use of County property will be deemed misuse and a violation of this policy. Employees must immediately report damage to County property to the supervisor who in turn must report the incident to the Chief Clerk.

Unauthorized removal of County property from the premises or its conversion to personal use shall be deemed to be a theft.

All County property issued to an employee must be returned to the County at the time he/she terminates employment or when it is requested by the supervisor or a designated representative.

The County of Greene assumes no responsibility for loss or damage to the personal property of an employee on the County's premises unless in the line of duty.

No documents or records or copies thereof shall be removed or transmitted from the County premises or office where kept without the express written approval of the supervisor/department head and appropriate elected official.

Any employee who observes another employee stealing or misusing County property must report his/her observations immediately to his/her immediate supervisor.

Employees of the County of Greene are not permitted to borrow or use any property or equipment of the County while off duty. Employees shall not borrow or take for their own the personal property of other employees.

Any employee falsification of time records is deemed to be theft of time including, but not limited to, sick leave, vacation, or hours of work.

Submission of falsified or inflated expense reports for reimbursement is also deemed theft.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

All use of vehicles and equipment is for County work only. Under no circumstance may the County of Greene vehicles or equipment be used for personal reasons. This restriction includes, but is not limited to, personal errands and transportation of any individual unassociated with the job being performed.

Violations of this policy shall be subject to disciplinary action, up to and including discharge. In appropriate case, legal action, including criminal prosecution, may be pursued against violators.

In addition to violating County policy, personal use of a County vehicle creates tax ramifications for the employee. A County-owned vehicle that is used for County business purposes (and that business use is properly documented) is not considered taxable income. However, when an employee uses the vehicle for personal use, the personal use of the County vehicle becomes taxable to the employee and must be reported on the employee's W-2 as income to the employee. Personal use includes any time that the County vehicle is used for non-work-related purposes including, but not limited to regularly commuting between

home and work, use on a weekend or vacation, or use by someone other than an employee of the County (which also creates liability issues).

10.6 TELEPHONES/CELL PHONES/ETC.

Telephone lines must be kept open for County purposes. Incoming calls of a personal nature must be limited to emergency situations only. Emergency messages will be relayed as quickly as possible. Please do not have friends call you while you are working. Outgoing personal calls should not be made using County of Greene telephone lines unless there is an emergency. No long-distance phone calls of any personal nature may be made.

Excessive or inappropriate personal cell phone use is prohibited.

While at work employees are expected to exercise the same discretion in using personal cellular phones, smart phones or other similar electronic device as is expected for the use of the County of Greene's phones, except in Departments where cell phone use is specifically prohibited. Excessive personal communications during the workday, regardless of the means of communication used, can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal communications during work time to no more than one per day as needed. Employees are therefore asked to make any other personal communications on non-work time and to ensure that friends and family members are aware of the County of Greene policy. Flexibility will be provided in emergency or special circumstances demanding immediate attention. The County of Greene will not be liable for the loss of personal communication devices brought into the workplace.

It is unsafe to operate a vehicle or equipment while using a cell phone, smart phones, or similar device. Employees should not operate a vehicle or equipment while using a cell phone except in extraordinary circumstances. Employees who absolutely must use a cell phone while operating equipment or driving a vehicle, must use a hands-free device or stop the equipment or vehicle and safely pull to the side of the road. Where it is prohibited by law to drive a vehicle while using a cell phone or similar electronic device, you must observe the law at all times.

Violation of this policy shall be subject to disciplinary action, up to and including discharge.

10.7 CONFIDENTIAL INFORMATION

The protection of confidential information is vital to the interests and the success of the County of Greene. Such confidential information includes, but is not limited to, the following examples:

1. Compensation data
2. Financial information
3. Labor relations strategies
4. Pending projects and proposals
5. Research and development strategies

6. Client/Consumer/Family/Individuals

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees working in the Courts or with access to confidential court information, may be required to sign a separate confidentiality agreement. Employees who improperly use or disclose confidential information will be subject to disciplinary action up to and including termination of employment.

10.8 WHISTLEBLOWING STANDARDS

All public officials and employees should immediately report any information which he/she believes evidences a violation of any law, rule, or regulation to the Chief Clerk or County Solicitor.

All public officials and employees should immediately report any information which he/she believes evidences a gross waste of funds or other resources, an abuse of authority, or a substantial and specific danger to the public's health or safety to the Chief Clerk or County Solicitor.

The identity of any complainant or whistle blower will not be disclosed without his/her consent.

No public official or employee will be retaliated against for making such report.

No public official or employee should make a false or exaggerated report, or otherwise inappropriately use the whistle blowing procedures as a way to achieve personal gain or favor or as a means of retaliating against a public official or employee.

Violations of this policy shall be subject to disciplinary action, up to and including discharge.

10.9 EMPLOYEE DISCIPLINE STANDARDS

Greene County will generally follow progressive discipline when addressing employee disciplinary matters. However, there may be circumstances when the County determines that, under the circumstances, disciplinary action other than progressive discipline is warranted. The County has sole discretion to determine whatever level of disciplinary action is warranted under the circumstances, and may issue any level of discipline, up to and including discharge, or no discipline, as it deems appropriate.

Employee discipline will be documented using the County Employee Disciplinary Notice. Such notices are maintained by the supervisor for discipline less than suspension and maintained in the employee personnel file for all disciplinary notices at or above a suspension. All notices that are disputed by an employee will become part of the employee personnel file.

Progressive Discipline Policy and Procedure

The County of Greene has designed progressive discipline as the policy and procedure to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. It has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of the progressive discipline policy and procedure. County of Greene reserves the right to combine or skip steps depending upon facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. In some cases, the County may choose to issue no discipline, depending on the circumstances. Some of the factors that will be considered depend upon whether the offense is repeated despite coaching, counseling and/or training, the employee's work record and the impact the conduct and performance issues have on our organization.

For employees who report to an Elected Official who have Section 1620 Rights, those Elected Officials retain those rights to Hire, Fire and provide supervision. These Procedures do not circumvent those rights. For this policy Elected Officials will be viewed as the immediate supervisor and/or department director unless they have established Department Standard Operating Procedures (SOP) that outline a different chain of command.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. Requests for leave are subject to the exclusive approval of the Court. Discipline for leave abuse is subject to the discretion of the Court.

Procedure

Step 1: Counseling and Verbal Warning

Step 1 creates an opportunity for the immediate supervisor to schedule a meeting with an employee to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or violation of county or departmental policies and procedures. The supervisor is expected to clearly outline expectations and steps the employee must take to improve performance or resolve the problem.

Generally, within five (5) business days, the supervisor will prepare written disciplinary form of a step 1 meeting. The employee will be asked to sign this document. The employee's signature is needed to demonstrate the employee's understanding of the issues and corrective action needed. The completed written disciplinary form needs to be routed to Human Resources for review and inclusion in the Employee Personnel File.

Step 2: Written Warning

While it is hoped that the performance, conduct or attendance issues that were identified in step 1 have been corrected, County of Greene recognizes that this may not always be the

case. A written warning involves a more formal documentation of the performance, conduct or attendance issues and consequences.

During step 2, the immediate supervisor and a department director will meet with the employee and review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance and/or conduct expectations. The supervisor will prepare written disciplinary form of a step 2 meeting. The employee will be asked to sign this document. The employee's signature is needed to demonstrate the employee's understanding of the issues and corrective action needed. A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued generally within five (5) business days of a step 2 meeting. The supervisor or department director shall provide a draft PIP with Human Resources prior to issuing the PIP to the employee. The completed written disciplinary form and PIP needs to be routed to Human Resources for review and inclusion in the Employee Personnel File.

A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.

Step 3: Suspension and Final Written Warning

There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the department director may recommend suspension of the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure. Management's recommendation to suspend employment must be approved by HR/ Chief Clerk. Final approval is at the sole discretion of the Board of Commissioners/Elected Official.

Depending upon the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.

Post suspension the supervisor or department director shall develop and provide a draft PIP

to Human Resources prior to issuing the PIP to the employee. The completed final PIP needs to be routed to Human Resources for review and inclusion in the Employee Personnel File.

Step 4: Recommendation for Termination of Employment

The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment. Generally, County of Greene will try to exercise the progressive nature of this policy by first providing warnings, final written warning and/or suspension from the workplace before proceeding to a recommendation to terminate employment. However, County of Greene reserves the right to combine and skip steps depending upon the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by HR/ Chief Clerk. Final approval is at the sole discretion of the Board of Commissioners/Elected Officials.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may be reported to local law enforcement. Theft, intoxication at work, fighting and other acts of violence are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all performance improvement plans. The employee will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

11. SAFETY

Employees and the County of Greene will cooperate in maintaining and improving safe working conditions and health protection for the employees consistent with established safety standards and in the promotion of safety, safe working habits, and good housekeeping throughout the work environment.

Employees' complaints of unsafe or unhealthful conditions should be immediately reported to the immediate supervisor and will be promptly investigated.

Corrective action to remedy the condition will be initiated as soon as practicable. Employees are not required to work under conditions which are unsafe or unhealthful. An employee whose work is temporarily eliminated as a result of the foregoing may be promptly assigned on an interim basis to other comparable work for which the employee is qualified.

The County will maintain a Safety Committee including representation from as many departments as possible.

Any employee who has an accident or is injured during work hours must promptly file an accident report. (See Workers' Compensation.)

11.1 VEHICLE SAFETY POLICY STATEMENT

The County of Greene is extremely conscious of the safety of our employees and the citizens of our county. As an employer, we recognize our obligation to ensure the safest possible workplace for our employees. As a governmental entity, we also recognize our responsibility to provide a safe environment for the public we serve.

The purchase, maintenance, and upkeep of motor vehicles and equipment constitutes one of the largest categories of expenditures in county government. While these vehicles are essential in providing necessary services to our constituents, accidents involving these vehicles can exact a huge additional toll on the organization in terms of injury, suffering, and property damage. Add to this the cost of unnecessary repairs due to lack of preventive maintenance and abuse, and the magnitude of this problem becomes evident.

It is the firm belief of the County Commissioners that most motor vehicle accidents are preventable. It is the responsibility of the vehicle operator to obey all traffic regulations including speed limits and to drive defensively. Seat belts shall be properly worn by the operator and all other occupants of the vehicle at all times when the vehicle is in motion. All other safety devices on vehicles shall be used according to the manufacturer's instructions. This also applies to operators and occupants of private owned vehicles used for business.

All vehicles shall be maintained in accordance with the manufacturer's maintenance schedule and requirements.

Any vehicle to be operated for county business shall be safe to operate, be legally registered, and display a valid inspection sticker.

All employees are responsible for cooperating with and supporting our vehicle loss control policy and program including the adherence to all traffic regulations. All employees are expected to adopt the concept that the safe way to perform a task is the most efficient and only acceptable way to complete the task.

Loss control is every employee's responsibility! Only with your help can we continue to maintain a safe environment for both our employees and the citizens we serve.

11.2 VEHICLE USE AND OPERATION POLICY

Authorized Use

Use of a County-owned vehicle shall be used only for authorized county business. The operator shall have a valid vehicle operator's license from the state of residence. The valid driver's license shall have the driver's present home address and shall be current and valid. The valid driver's license shall be in the immediate possession of the operator at all times while driving a county vehicle.

If the vehicle driven requires a Commercial Driver's License (CDL), a valid CDL shall be required for the class of vehicle being operated.

All drivers must be at least eighteen (18) years of age.

Drivers with a conviction of DUI/DWI or reckless operation within the last thirty-six months shall not be permitted to operate a county vehicle.

Drivers with two (2) or more items on the motor vehicle report (MVR) from the state within the last twelve months shall be placed on driving probation. The two items shall include convictions of moving violations or automobile accidents. An individual placed on driving probation shall be required to complete a remedial or defensive driving course. Proof of course completion must be submitted to the Human Resource Department along with a request from the county for reinstatement of driving privileges.

Drivers with four or more items on the MVR within a twenty-four (24) month period shall not operate a county vehicle. This may include a combination of moving violation convictions and at fault accidents.

Drivers who use their own vehicles on county business must comply with this policy stated in paragraph one.

The County may require an employee who drives a County vehicle or who drives his or her own vehicle for County business to provide proof of proper licensure at any time.

Personal Use

A County vehicle shall not be used for personal use unless specifically authorized.

Personal use of a County vehicle may only be authorized by the Chief Clerk. The signed authorization, including specific requirements shall be maintained on file. There may be a central file for personal use authorization or maintained in the individual's personnel file.

Passengers

The transportation of passengers is limited to County staff and those having business with the County who require transportation in conjunction with that business.

Providing transportation to hitch hikers is strictly forbidden.

Seat Belts

The operator and all passengers in a County vehicle shall wear seat belts at all times when the vehicle is in motion. If children are transported in county vehicles, approved child safety seats shall be used at all times.

Cell Phones

Employees whose job responsibilities include regular or occasional driving and who must use a cell phone for business are expected to refrain from using their phone while driving. Safety must come before all other concerns. In situations where job responsibilities include regular driving and accepting of business calls, employees are required to use hands-free equipment. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options, refrain from complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

Employees must abide by any state or local traffic regulations that prohibit driving while using a cell phone. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Safety Rules

The following driving safety rules shall be followed when operating a vehicle on county business:

1. An employee shall not drive or operate a vehicle unless assigned or granted permission to do so.
2. It is unlawful for any person to operate any motor vehicle owned by the County for any purpose other than official business.

3. Drivers must have in their possession a proper, valid operator's license when operating vehicles. Drivers must comply with all local and state laws governing the operation of vehicles. This shall include checks for safety equipment as laws require.
4. Vehicles are to be driven in a manner such as to create a favorable impression to the public. Drivers shall exercise special precautions when:
 - a. Children are playing on the roadway, alley, or near the curb;
 - b. Passing schools or playgrounds;
 - c. Approaching persons on bicycles; or
 - d. Driving during inclement weather.
5. A licensed operator is expected to stay informed of current regulations and to periodically review publications concerning equipment operation. "Rules of the Road" for motor vehicle operators should be read and understood.
6. No vehicle shall be operated with any controlling part, such as steering mechanism, brakes, lights, horn or windshield wiper, in improper working condition. Do not operate a vehicle that is not in good mechanical operating condition. Report such conditions to the garage supervisor or to our supervisor. Vent the cab to prevent fogging of windshields and windows and to guard against carbon monoxide gas from defective exhaust systems.
7. Wear safety belts in enclosed and in open vehicles, even when there is roll-over protection.
8. If a vehicle is involved in an accident, the driver's first duty is to stop the vehicle. The police must be called. All laws regarding the reporting of motor vehicle accidents shall be followed. Employees must not make or promise settlements of damage. As soon as possible after any accident, the employee must notify the supervisor, who will notify the safety director.
9. All drivers are cautioned to devote their full attention to their driving. Drivers may not utilize a cell phone while operating a county vehicle. Many vehicle accidents can be attributed to driver distraction. Keep your mind on your driving.
10. Drivers must use proper signals when slowing down, stopping or making a turn.
11. Always give the pedestrian the right of way.
12. All drivers must give the right of way to emergency vehicles.
13. Flasher lights on trucks, cars, and equipment should be used only as emergency or work conditions require. Flasher lights are not to be used as an excuse to gain the right of way or to break traffic rules. Their purpose is for protection of the employees and work areas and as a warning device for pedestrians and vehicular traffic.

14. Keep windshields and door windows clean for good visibility.
15. Rearview vision is extremely important. Be certain you have a complete picture of all objects behind your vehicle before moving in reverse.
16. A person directing the driver must remain on the ground near the front or rear side of the vehicle so as to be in the full view of the driver. Use hand signals only when directing.
17. Do not leave the vehicle unattended with the motor running. Place the transmission in gear (or park for automatic transmissions), set the emergency brake, shut off the ignition switch, and remove the key.
18. Always use hand holds when entering or exiting heavy equipment. Face the cab when exiting from it. Step, do not jump, when getting off or out of any vehicle or piece of equipment.

Violation of this policy will result in disciplinary action, up to and including termination of employment.

11.3 WORKPLACE VIOLENCE & WEAPONS POLICY

Greene County strives to provide a safe workplace for all employees. To ensure the safety of employees, clients, contractors and the citizens of Greene County, and to reduce the risk of violence, the Greene County Board of Commissioners adopts the following Workplace Violence & Weapons Policy. All employees should review and understand all provisions of this policy.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. The Unified Judicial System's Code of Conduct is applicable to Court employees and the Court will address workplace violence and weapons consistent with that policy. Court employees are advised to contact Court Administration with any questions on this subject.

I. Definitions

- **Workplace**, when used in this policy, is defined as any county-owned or leased buildings, any county premises, any county work location, any county vehicle, any county-controlled site, or an area that is associated with county employment.
- **Workplace Violence** is defined throughout this policy as behavior in which an employee, former employee or visitor to the workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.
- **Threat** is defined throughout this policy as the implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
- **Intimidation** is defined throughout this policy as making others afraid or fearful

through threatening behavior.

Weapons include any of the following:

- Firearms, including but not limited to handguns, rifles, pellet guns, and similar devices;
- Knives, with the exception of pocketknives;
- Instruments capable of inflicting a heavy blow, including but not limited to nightsticks, clubs, and similar devices;
- Explosive devices, including but not limited to bombs, grenades, and similar devices; and
- Other devices whose primary purpose is the infliction of bodily harm.

11.3.1 Workplace Violence

A. Violent Behavior

Violent behavior of any kind, or implied or direct threats of violence, are prohibited in (a) any county-owned or leased buildings, on any county premises, at any county work location, in any county vehicle, on any county-controlled site, or at any time or an area that is associated with county employment (collectively, the “workplace”). Such conduct by a county employee will not be tolerated. An employee who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action up to and including dismissal. Greene County will promptly and thoroughly investigate all complaints filed and will also investigate any possible violation of this policy that are brought to the attention of the Human Resources Department. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

B. Prohibited Behavior

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a co-worker, supervisor or member of the public:

- Direct threats or physical intimidation.
- Implications or suggestions of violence.
- Stalking.
- Possession of weapons of any kind in the workplace, unless such possession or use is a requirement of the job and except as otherwise permitted in accordance with this policy.
- Assault of any form, including but not limited to assault with a weapon or firearm.
- Physical restraint or confinement.
- Dangerous or threatening horseplay.
- Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
- Blatant or intentional disregard for the safety or well-being of others.

- Commission of a violent felony or misdemeanor in the workplace or on other county property.
- Any other act that a reasonable person would perceive as constituting a threat of violence.

C. Reporting Acts or Threats of Violence

An employee who is the victim of violence, or who believes he or she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

- If an emergency exists and the situation is one of immediate danger, the employee shall dial *4 which is a direct line to 911 or push the department panic button or contact the local police officials by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area.
- If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or manager, or to the Human Resources Department/Chief Clerk's Office, as soon as possible.

Employees who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their employment with Greene County shall inform their supervisor immediately so appropriate action may be taken. The supervisor shall inform the Human Resources Director/Chief Clerk, who may inform the local law enforcement officials.

D. Incident Investigation

Acts of violence or threats will be investigated immediately in order to protect employees from danger, unnecessary anxiety concerning their welfare, and the loss of productivity. The employee's supervisor and the Human Resources Director will ensure an investigation is commenced into potential violation of work rules/policies. If necessary, the employee's supervisor and/or the Human Resources Director may refer the matter to local police.

Procedures for investigating incidents of workplace violence include:

- Visiting the scene of an incident as soon as possible.
- Interviewing injured and threatened employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking mitigating action to prevent the incident from recurring.
- Recording the findings and mitigating actions taken.

In appropriate circumstances, Greene County will inform the reporting individual of the results of the investigation. To the extent possible, Greene County will maintain the

confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The County will not tolerate retaliation against any employee who reports workplace violence.

E. Mitigating Measures

Incidents which threaten the security of employees shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notifying law enforcement authorities when a potential violent act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.
- Assurance that incidents are handled in accordance with this Workplace Violence Policy.

11.3.2 Weapons

A. Prohibited Conduct

All employees of Greene County are prohibited from carrying weapons in the workplace. This prohibition does not apply to the carry of County-issued/County-approved firearms or other weapons by employees who are specifically authorized to carry such firearms or other weapons in the course of their employment, such as sworn law enforcement officers, detectives, and probation officers.

Employees who are trained and required to possess a firearm or other weapon for collateral duties, such as corrections officers, shall utilize only those firearms and weapons purchased by Greene County, and shall use such firearms or weapons strictly for the completion of assigned duties related to county business.

B. Safekeeping of Weapon

All employees of Greene County are prohibited from bringing a firearm or other weapon onto a county-owned or leased parking lot, even if it is kept in his or her own vehicle. This prohibition does not apply to the carry of County-issued/County-approved firearms or other weapons by employees who are specifically authorized to carry such firearms/weapons in the course of their employment, such as sworn law enforcement officers, detectives, and probation officers.

Violation of Policy

Any County employee who violates this policy shall be considered as acting outside the course and scope of his or her duties and will be subject to disciplinary action up to and including termination. Greene County will not defend or indemnify an employee who carries or discharges a personal weapon on the job.

Courthouse/Court Facilities

Possession of firearm or other dangerous weapon in court facility is prohibited and defined as followed under 18 Pa.C.S. § 913:

(a) Offense defined. A person commits an offense if he:

(1) knowingly possesses a firearm or other dangerous weapon in a court facility or knowingly causes a firearm or other dangerous weapon to be present in a court facility; or

(2) knowingly possesses a firearm or other dangerous weapon in a court facility with the intent that the firearm or other dangerous weapon be used in the commission of a crime or knowingly causes a firearm or other dangerous weapon to be present in a court facility with the intent that the firearm or other dangerous weapon be used in the commission of a crime.

(b) Grading.

(1) Except as otherwise provided in paragraph (3), an offense under subsection (a)(1) is a misdemeanor of the third degree.

(2) An offense under subsection (a)(2) is a misdemeanor of the first degree.

(3) An offense under subsection (a)(1) is a summary offense if the person was carrying a firearm under section 6106(b) (relating to firearms not to be carried without a license) or 6109 (relating to licenses) and failed to check the firearm under subsection (e) prior to entering the court facility.

(c) Exceptions. Subsection (a) shall not apply to:

(1) The lawful performance of official duties by an officer, agent or employee of the United States, the Commonwealth or a political subdivision who is authorized by law to engage in or supervise the prevention, detection, investigation or prosecution of any violation of law.

(2) The lawful performance of official duties by a court official.

(3) The carrying of rifles and shotguns by instructors and participants in a course of instruction provided by the Pennsylvania Game Commission under 34 Pa.C.S. § 2704 (relating to eligibility for license).

(4) Associations of veteran soldiers and their auxiliaries or members of organized armed forces of the United States or the Commonwealth, including reserve components, when engaged in the performance of ceremonial duties with county approval.

(5) The carrying of a dangerous weapon or firearm unloaded and in a secure wrapper by an attorney who seeks to employ the dangerous weapon or firearm as an exhibit or as a demonstration and who possesses written authorization from the court to bring the dangerous weapon or firearm into the court facility.

(d) Posting of notice.--Notice of the provisions of subsections (a) and (e) shall be posted conspicuously at each public entrance to each courthouse or other building containing a court facility and each court facility, and no person shall be convicted of an offense under subsection (a)(1) with respect to a court facility if the notice was not so posted at each public entrance to the courthouse or other building containing a court facility and at the court facility unless the person had actual notice of the provisions of subsection (a).

(e) Facilities for checking firearms or other dangerous weapons.--Each county shall make available at or within the building containing a court facility by July 1, 2002, lockers or similar facilities at no charge or cost for the temporary checking of firearms by persons carrying firearms under section 6106(b) or 6109 or for the checking of other dangerous weapons that are not otherwise prohibited by law. Any individual checking a firearm, dangerous weapon or an item

deemed to be a dangerous weapon at a court facility must be issued a receipt. Notice of the location of the facility shall be posted as required under subsection (d).

(f) Definitions. As used in this section, the following words and phrases shall have the meanings given to them in this subsection:

"Court facility." The courtroom of a court of record; a courtroom of a community court; the courtroom of a magisterial district judge; a courtroom of the Philadelphia Municipal Court; a courtroom of the Pittsburgh Magistrates Court; a courtroom of the Traffic Court of Philadelphia; judge's chambers; witness rooms; jury deliberation rooms; attorney conference rooms; prisoner holding cells; offices of court clerks, the district attorney, the sheriff and probation and parole officers; and any adjoining corridors.

"Dangerous weapon." A bomb, grenade, blackjack, sandbag, metal knuckles, dagger, knife (the blade of which is exposed in an automatic way by switch, push-button, spring mechanism or otherwise) or other implement for the infliction of serious bodily injury which serves no common lawful purpose.

"Firearm." Any weapon, including a starter gun, which will or is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas. The term does not include any device designed or used exclusively for the firing of stud cartridges, explosive rivets or similar industrial ammunition.

Employee Guidelines and Procedures for Dealing with Workplace Violence

While we endeavor to provide our employees with a safe and secure workplace, Greene County recognizes that crime and violence sometimes can spill over into the workplace. We are providing you with these guidelines so you can be better prepared to handle violent and threatening situations. This document summarizes actions you should and should not take to deal with threatening or violent situations. Taking a few moments to familiarize yourself with these guidelines is an important part of being prepared for workplace emergencies.

A. General Security Practices

- Never hesitate to call the police if confronted with a potentially violent situation. It is better to have called the police unnecessarily than not to have the police available when a threatening situation turns violent.
- Use the *4 to immediately alert 911 that there is a potential violent situation.
- Never attempt to physically restrain or physically remove a threatening or violent individual by yourself. Doing so puts you in danger.
- Always report violent, threatening, or harassing behavior to your supervisor and to the Human Resources Department. Alert your supervisor or Human Resources to the presence of strangers in your work area or the presence of any suspicious packages.
- In the event of armed robbery, comply with the robber's demands, including demands for County money or property.

B. Coping with Threatening or Violent Individuals

Effective handling of threatening or violent individuals requires you to use good judgment and common sense and rely on your own assessment of the particular situation. Nevertheless,

you might be able to resolve or cope with many types of threatening or violent situations by following the guidelines below.

When confronted with an angry or hostile individual:

- Stay calm.
- Listen attentively.
- Maintain eye contact.
- Be courteous and patient but try to keep the situation under control by expressing a willingness to sit and calmly discuss the matter with the individual.

When confronted with a person shouting, swearing, threatening violence, or engaging in bizarre or dangerous behavior:

- Stay calm.
- Be courteous and patient but maintain your distance from the individual.
- Signal a co-worker or supervisor that you need help. Do not call for help yourself if you are being directly confronted by the individual.
- Have the co-worker or supervisor call the security guard or the local police.

When confronted by someone with a gun, knife, or other weapon:

- Stay calm.
- Never try to grab the weapon.
- Quietly signal a co-worker or supervisor that you need help. Do not call for help yourself if you are being directly confronted by the individual.
- If possible, have a co-worker or supervisor call *4, 911 or local police.
- Be courteous and patient. Keep talking but follow the instructions from the person who has the weapon. Stall for time, but do not risk harm to yourself or others.
- Watch for a safe chance to escape to a safe area. Take direction from the police or Security personnel once they arrive on the scene.

12. SUBSTANCE ABUSE POLICY

The County of Greene is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a Substance Abuse program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. The Unified Judicial System's Code of Conduct is applicable to Court employees and the Court will address substance abuse consistent with that policy. Court employees are advised to contact Court Administration with any questions on this subject.

Applicability

County of Greene requires that all employees, including regular full-time, regular part-time and non-regular employees, comply with this Substance Abuse Policy as a condition of employment.

This policy applies at all times including while working on County business, traveling on County business, representing the County at any function, while in or operating County vehicles, while on or around County property or at any location while working on an assignment for the County, and during all working hours.

Legally Prescribed and Over-The-Counter Medication

Any employee taking legally prescribed or over-the-counter medication is responsible for being aware of any potential effect or impairment such drugs may have on his/her reactions, judgment, or ability to perform his/her duties. If the medication may negatively affect or impair the employee's ability to perform his/her job properly or in a safe and/or efficient manner, the employee is responsible for requesting a reasonable accommodation from his/her supervisor or from Human Resource Director before working while using the medication. Any employee requesting such reasonable accommodation may be required to present medical substantiation of the need for such accommodation. (See Section 2.3 Disability/Reasonable Accommodation.)

Marijuana Use

The County complies with all state and federal laws and regulations regarding marijuana use. Although the use of marijuana has been legalized under Pennsylvania law for medicinal use, it remains an illegal drug under federal law. Therefore, employees are prohibited from reporting to work or working while under the influence of marijuana, which can adversely affect their ability to safely and effectively perform their job duties. Employees are further prohibited from consuming, smoking or otherwise ingesting marijuana during work hours, including during meal and rest breaks. The County does not accommodate the medical use of marijuana in the workplace. Employees, including Pennsylvania-authorized medical marijuana users, are prohibited from using marijuana while at work. Employees who have a disability and need a reasonable accommodation for their disability should refer to the Disability Accommodations policy earlier in this Handbook.

The phrase “under the influence,” as it relates to marijuana, shall mean a concentration of more than 10 nanograms of active tetrahydrocannabinol per milliliter of blood in serum. Testing for the presence of illegal drugs, including marijuana, shall be conducted by a blood test instead of, or in addition to, urine testing, when:

- an employee's supervisor or other person in authority has a reasonable suspicion, based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee possesses or is under the influence of unlawful drugs, such as marijuana; or

- an employee is involved in an accident or other incident while on duty and the employee's supervisor or other person in authority reasonably suspects that employee drug use is likely to have contributed to the incident.

Notwithstanding the foregoing, consistent with Pennsylvania law, the County will not discharge, threaten, refuse to hire, or otherwise discriminate or retaliate against an employee based solely on the employee's certification to use medical marijuana.

Employees who fail to comply with this marijuana use policy are subject to discipline, up to and including termination.

Employee Assistance Program

The County of Greene strongly encourages employees to voluntarily seek help with substance abuse problems (including, but not limited to, misuse of alcohol, illegal drugs, prescription and over-the-counter drugs) ***before*** they face performance issues or disciplinary action. Any employee who believes that he or she has an alcohol or drug problem should contact the Employee Assistance Program (EAP), Mazzitti & Sullivan, at 1-800-543-5080 or infor@mseap.com for help on a confidential basis. All drug and alcohol treatment and rehabilitation are at the employee's expense and subject to the employee's eligibility for coverage by any applicable health insurance plan. Employees may utilize their accrued sick leave for time spent as an inpatient or outpatient in a rehabilitation facility. After exhausting his/her sick leave entitlement, the employee must apply for a leave of absence without pay, and if leave is granted, the employee will be governed by the County of Greene's leave of absence policy.

Prohibited Behavior

It is a violation of our policy to:

- Use, possess, sell or distribute alcohol or any Prohibited Substances (listed below) while performing duties for the County, including, but not limited to, while working on County business, traveling on County business, representing the County at any function, while in or operating County vehicles, while on or around County property or at any location while working on an assignment for the County, and during all working hours.
- Report for duty or remain on duty while having any detectable amount of alcohol or Prohibited Substances in the employee's system.
- Misuse or engage in the illegal or unauthorized use, distribution or possession of prescription and over-the-counter drugs.
- Refuse to submit to an alcohol or drug test.
- Attempt to or actually tamper with, adulterate or substitute a specimen in any alcohol or drug test.
- Refuse to sign the required testing and waiver forms.

- Refuse to cooperate in the testing process in such a way that prevents completion of the test.

Prohibited Substances¹ include: amphetamines (including methamphetamines), barbiturates, benzodiazepines (e.g., Valium, Librium, Xanax), cannabinoids (marijuana/THC), cocaine, benzoylcegonine, methadone, methaqualone, opiates/expanded opiates (e.g., heroin, opium, codeine, morphine), phencyclidine (PCP), propoxyphene (e.g., Darvon), and synthetic/semi-synthetic opioids and narcotics (i.e., hydrocodone, hydromorphone, oxymorphone; oxycodone). The County reserves the right to amend this list as it deems appropriate.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medication will be responsible for conferring with their treating physician and pharmacist about whether the medication may interfere with his/her ability to perform his/her job safely, productively and efficiently. If the use of a medication could compromise the safety of the employee or others, or if it could negatively impact the employee's performance, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave time, request change of duty, notify the Human Resource Director, request reasonable accommodation, etc.) to avoid performance problems and unsafe, unproductive, and inefficient practices.

Alcohol and Drug Testing

As a condition of continued employment, each employee is required to participate in reasonable suspicion alcohol and drug testing, upon selection or at the request of the County. Employees will be selected for and required to participate in reasonable suspicion testing based on observation of an individual's behavior or performance, or based upon specific, objective on facts where the rational inference to be drawn under the circumstances is that the person may be using, under the influence of, or impaired by alcohol or drugs.

In addition, those employees who must hold a valid Commercial Driver's License (CDL) to perform their County job and are subject to pre-employment and random testing requirements established by the U.S. Department of Transportation ("DOT").

Applicants for and employees holding the following safety sensitive positions are also subject to pre-employment and random testing:

- Warden
- Deputy Warden
- Deputy Sheriff
- Correctional Officer
- Van Driver

¹ To the extent that any of the Prohibited Substances are legally prescribed by the employee's treating physician and are being used in accordance with the prescribing physician's directives, such use or possession will not violate this policy.

- Transportation Associate
- Prison Shift Supervisor
- Chief Deputy Sheriff
- Transportation Program Specialist
- Fleet Manager
- Probation Officers
- Lieutenant Deputy Sheriffs

Those employees subject to random testing requirements will be selected for random testing through a third-party administrator which will select the names and notify the Human Resources Director of the employees selected for random testing.

All testing will be performed by a testing facility selected by the County. Testing may be conducted for alcohol and all Prohibited Substances listed above in this policy. Testing for the presence of alcohol may be conducted by breath analysis; testing for the presence of the metabolites of the Prohibited Substances will be conducted by urine analysis.

To ensure accuracy and fairness, all testing will be conducted in accordance with U.S. Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines. The process will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer (MRO) during which employees who test positive will have the opportunity to provide a legitimate medical explanation for the positive result such as a physician's prescription; and a documented chain of custody.

All alcohol and drug testing information will be maintained in separate confidential records.

Entering the County's property constitutes consent to searches and inspections. If an individual is suspected of violating this policy, he or she may be asked to submit to a search or inspection at any time.

Mandatory Conviction Notice

Employees are required to notify the Human Resource Director of the County of Greene of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The Human Resource Director of the County of Greene shall notify the appropriate funding source within ten (10) days after receiving an employee conviction notice as required above.

The County of Greene has the right to suspend any employee they reasonably suspect, even if mistakenly, to have violated the policy expressed herein.

Within thirty (30) days of receiving notification of any criminal drug statute conviction by an employee the County of Greene shall:

- (1) Impose appropriate personnel actions against such an employee, up to and including termination; or
- (2) Require such employees to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the federal, state, or local health law enforcement or other appropriate agency.

Consequences

Any employee who violates this policy or who allows substance abuse issues to negatively impact work performance, safety, productivity or efficiency will be immediately suspended without pay and subject to disciplinary action, up to and including immediate termination from employment.

13. COMPLAINT PROCEDURES

Any grievance or dispute arising between the employee and the County of Greene shall be brought to the attention of the Department Director through the use of a written statement concerning the complaint. The Department Director will take up the complaint with the employee's immediate supervisor generally within five (5) working days of notice of the written complaint. If the complaint cannot be settled by such means, then the employee may take the issue to the Human Resource Director. Final authority for decisions in complaint matters rests with the Board of Commissioners.

Employees subject to a collective bargaining agreement may use any other complaint or grievance procedures available under the collective bargaining agreement.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. The Court will address workplace complaints with respect to Court employees. Court employees are advised to contact Court Administration with any questions on this subject.

14. COMPUTER AND IT SYSTEM ACCEPTABLE USE POLICY

The computer hardware, software, e-mail system and voice mail system to which employees are given access are the property of the County of Greene. All documents stored on County computers are and remain County property. All contents of the County's electronic and internet resources and communications systems also are the property of the County. Therefore, employees should have no expectation of privacy whatsoever in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the County's electronic information and communications systems. Do not use the County's electronic and internet resources and communications systems for any matter that you desire to be kept private or confidential from the County.

Court employees are advised that the Court has exclusive control over the digital material that exists on County IT systems. Issues regarding access to the Court's digital material is subject to the Court's review. Additionally, the Unified Judicial System's Code of Conduct is applicable to Court employees and the Court will address improper use of technology consistent with that policy. Court employees are advised to contact Court Administration with any questions on this subject.

Definitions and Base Information

The **IT System** is defined as the total collection of computers, servers, data storage devices (to include hard drives, CD-ROM's, DVD-ROM's, Flash Drives, and Tapes), networking components (to include switches, routers, data lines, wireless devices, and fiber optic lines), and personnel employed by the IT Department (to include County IT personnel, Interns, other county personnel, and vendors).

Network Access is the most basic IT service provided by the County. This access allows all other services to be provided. TWO items are needed to log on to the network – YOUR Username and YOUR private password. System, application and user level passwords are required and must comply with the password policy standards. Unauthorized access to another employee's computer systems and files is a major breach of security and ethics and may result in disciplinary action up to and including termination.

E-mail accounts are provided by the County, at the discretion of the department head and/or elected official, to employees. Email can be accessed internally or remotely. Users should read e-mail daily and delete un-needed emails. An employee's County e-mail address is the property of the county and should not be used for non-business contact with outside organizations not affiliated with or doing business with the county. Employees should not provide their County e-mail address for personal activities. The County reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the County e-mail system for any purpose.

Voice mail accounts are provided by the County, at the discretion of the department head and/or elected official, to employees. Voice mail can be accessed internally or remotely. Users should listen to voice mail daily and delete un-needed voice mails. An employee's County voice mail is the property of the County. The County reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the county voice mail system for any purpose.

Internet Access is provided to all users once Network Access is established. Content filters regulate which sites are available to employees at any given time. "logged in access" provides specific departments with a way to bypass some of these restrictions and is regulated/approved in writing by the department head. IM is permitted but regulated by this policy (See "F." below)

VPN access to RDC (Remote Desktop Connection) allows employees to log into the County WAN from a remote location such as your home. RDC is provided currently only to employees who require access to County Servers/PC's while off-site.

Public Storage allows any employee to securely store files or copies of files on the County Servers such that they can be shared with other employees in the user's department. This storage is department specific and locked down to employees working in the department.

Profile Storage is provided to all employees and consists of the user's desktop, My Documents folder and various settings in the user profile (i.e., favorites, wallpaper). This storage is user-specific and locked down to the user.

JNET/HCSIS/LMS/AOPC/CLEAN Access is provided by the state/federal government to various employees within the County and according to the rules and regulations covering the use of those systems. Violations to the use and access of these systems could result in County, State and Federal legal penalties.

Social Media Use - Social Media may include, but is not limited to, blogs, RSS, discussion boards, social networking, wikis, video sharing sites, mashups, and social tagging. Only Authorized Users who have been granted approval to do so may utilize Social Media, and only if the use is directly related to an Authorized User's job responsibilities. Personal use of social media is never permitted on working time by means of the County's computers, networks, and other IT resources and communications systems. Employees may not use County computers, smartphones or other devices to access private social media accounts. (See also Social Media Policy below)

Mobile Technologies – Employees shall ensure that mobile devices are not compromised by securing them from access by unauthorized persons, using locking devices, passwords, or other appropriate protection, ensuring that unauthorized persons do not view information on the display screen. Employees are required to refrain from checking devices into airline luggage systems, with hotel porters, or from using other unsupervised handling or storage processes; securing or maintaining possession of mobile devices at all times; and immediately reporting a lost or stolen mobile device to their supervisor.

Employee-Owned Devices - Employees should not connect personal electronic equipment to County's network or any other electronic system unless authorized to do so by IT. Although use of personal devices may facilitate centralized and easy access to the county's computer system, it also presents unique risks, including the risk that the device may be lost or stolen, which could compromise County information. Accordingly, the following policies apply to the use of employee-owned devices:

- The County reserves the right to employ password protections on all employee-owned devices from which employees use or access county systems.
- Employees must report the loss or theft of such employee-owned devices to IT immediately. This will allow the county to take appropriate measures to prevent the loss or wrongful use of County-related information on such devices.
- By connecting employee-owned devices to the county computer system, employees consent to remote "wiping" of the device in the event that it is lost or stolen. Although the County will make reasonable efforts to wipe only County-related

information, employees should be aware of the risk that such wiping may also result in the loss of personal data contained on the device.

County Business Use

IT Resources are intended for County business use and should be used primarily for that purpose. IT resources are tools that the County has made available for County business purposes. Where personal use of IT resources does not interfere with the efficiency of operations and is not otherwise in conflict with the interests of the County, reasonable use for personal purposes will be permitted in accordance with standards established for business use. Such personal use shall be limited, occasional, and incidental.

Attaching personal electronics to the IT System to include laptops, computers, camera's, flash drives/MP3 Players or other devices is not permitted without the express permission of your Department Head and the knowledge and approval of the IT Department.

Employees/Vendors are not permitted to put BIOS passwords on any computer. Local Administrator passwords are to be entered only by the IT Department.

Computer Usage and Ethics

Access to this environment and the county's information technology resources is a privilege and must be treated with the highest standard of ethics. The County expects all individuals to use the computing and information technology resources in a legal, ethical, and responsible manner; respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, and all pertinent laws and county policies and standards. Employees are not permitted to share confidential information with anyone except on a "need-to-know" basis and the employee is authorized to do so.

In addition, employees should use common sense and sound judgment and be respectful in their use of the county's Computer system. For example, employees are prohibited from: accessing gambling sites; accessing hate sites; accessing pornographic sites; accessing any other websites that engage in or encourage illegal activity; using another employee's account or identity without explicit authorization from IT; or obtaining unauthorized access to any computer or information system. This list is not exhaustive but merely illustrative.

The County retains the discretion to limit or restrict an employee's access to the County computer system at any time and for any reason.

Personal Privacy

No Expectation of Privacy - Authorized Users should have no expectation of privacy when using County IT Resources.

All components of the IT System are County-owned; No private personal information, to include personal banking information, web-based email account information, personal PIN's

or any other personal information is to be stored, entered into, or transmitted over any portion of the IT System.

The IT Department is permitted to access your computer to troubleshoot system problems. The IT Department may randomly search any or all computers in a department, to monitor compliance with this AUP. Specific, continuous, recorded monitoring of a computer can occur at any time when the IT Department is directed by the appropriate administrative authority.

Your Supervisor, Department Head, or Elected Official(s) may at any time, view any information on the computer assigned for your use. In your absence, if files are needed from that computer, the IT Department will access those files for your Department Head and/or Elected Official(s) or change your password for the Department Head and/or Elected Official(s).

Any information stored on a server, while extremely secure from other users, may be accessed, as needed, by the IT Department.

Files that contain confidential, medical or financial information should be password protected. All passwords (other than the Network Log-on password) must be known by the Department Head.

Computer Systems Access and Data

No County employee shall distribute data owned by the County (including health-related records) without the proper authorization and direction by the County department head responsible for that data. When disclosing such data, all County procedures, as well as legal and/or regulatory requirements must be followed.

System, application and user level passwords are required and must comply with the password policy standards. Unauthorized access to another employee's computer systems and files is a major breach of security and ethics and can result in disciplinary action up to and including termination.

Employees should not open suspicious e-mails, pop-ups or downloads, nor should they connect foreign devices (such as unknown thumb drives) to the county's computer system. Contact the IT Department with any questions or concerns to reduce the release of viruses, or to allow the county to contain any virus immediately.

County employees in departments with regulatory requirements such as HIPAA, CJIS, PCI-DSS and IRS security standards are required to understand and adhere to those standards at all times.

Unacceptable Uses

A. Illegal Activities

Do not attempt to gain unauthorized access to the County IT System or go beyond your authorized access. This is illegal under PA Title 18, Section 3933

Do not download any files from the internet, install any program from any source, or bring in files or programs on other media types without first checking with the IT Department. Installation of toolbars, search engines, active desktop items, ActiveX apps, system tray items, and games from the internet is strictly prohibited.

It is illegal under PA Title 18, Section 3933 to make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Special care should be taken when dealing with email and email attachments. Email from unknown sources and E-mail's with attachments and/or an unexpected subject line should only be opened after confirming the source.

It is illegal under PA Title 18, Section 3933 to physically damage the computers or accessories intentionally, or through rough, abusive handling, or dismantling. Do not bring magnets near computer equipment, or accessories, or computer disks/ flash drives. Do not use the County computer system to engage in any other illegal acts, to include but not limited to; arranging for the sale, purchase or distribution of drugs; threatening the safety of a person; exploring the manufacture of explosives or other terrorist-related activities; development or deployment of viruses, keyloggers, hacking tools, port scanners, key generators, password crackers, AV killers, Flooders, Sniffers, Trojans, worms, or dialers, spamming and/or mail fraud. You may not use the county computer system or any part of it to mine bitcoin.

B. System Security

You are responsible for your individual account/password and should take all reasonable precautions to prevent others from being able to use your account. Your password should not be provided to any other person except IT Department personnel.

You are to immediately notify the IT Department if you have identified a possible security problem or if your password has been compromised. Do not search for security problems as this may be construed as an illegal attempt to gain access.

It is illegal, under PA Title 18, Section 3933 to disclose any information of a confidential nature viewed, downloaded or otherwise accessed on the network to any person or entity. Confidential information includes but is not limited to; any and all passwords, Social Security numbers, Personal pay information, Medical information, Password complexity rules, Network design and structure, TCP/IP addresses, MAC numbers, Usernames, User and Domain Policies or any other information that is of a personal, or confidential nature.

Attempting to access confidential information is strictly prohibited under this policy, PA Title 18, Section 3933, and United States Code 18, Section 1030.

You are responsible for all information that you take/send off the network and transport elsewhere to include CD's, DVD's, flash drives, other removable media or email. Do not put confidential information onto removable media unless you have the data encrypted. This would include HIPPA Data, Pay/Social Security information, or anything else that should be secured. Confidential data that needs emailed should be encrypted or sent over a secure system like JNET or DPW secure messaging.

C. Plagiarism and Copyright Infringement

Employees are required to respect the rights of copyright owners and the ideas and writings of others. It is illegal to use the works of others without their express permission and without due reference to the author/creator under federal copyright law.

D. System/Software Crashing/File Deletions

It is unacceptable (and illegal under PA Title 18, Section 3933) for employees to modify an operating system or software program past the point where it will function properly.

Employees/Vendors are permitted and encouraged to help other users learn the various programs and to navigate Windows. Employees are not permitted to setup services or modify programs with the intent of adding functionality or accessibility on their or another employee's computer. Sharing folders or drives on local computers is not permitted. Installation of programs by users or of software that is not properly licensed is prohibited.

Do not access the Registry, .INI files, .SYS files, .DLL files or the System or System 32, or WINDOWS folder. Employees are not permitted to delete cookies or modify folders that log information or delete any log file.

E. EULA infringement

The End User License Agreement (EULA) contained in most software prohibits the software's use on more than one computer at a time (in some cases it is permissible to use the software on a PC and a laptop). It is illegal under federal copyright law to copy the operating system or programs from one computer to another unless that program is netware, freeware or shareware, and that program has been licensed for multiple users.

F. Inappropriate Access to Material

Do not use the County computer system to access, receive or send material that is profane, sexual or obscene, extremely violent, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Instant Messaging conversations are to be for work-related purposes only and are not to contain words or phrases that contain the above referenced material. If you mistakenly access such material, you should inform the

Network Administrator to protect yourself against a claim that you have intentionally violated this policy.

If you receive E-mail that contains the type of material referenced above, you should immediately delete the E-mail from your Inbox and then from your Deleted Items. Under no circumstance are you permitted to send, forward, or store material that is obscene or profane (or that a recipient may consider obscene or profane) in or out of the county network.

G. Business Purchases over the Internet

It is illegal to obligate the County in any way by purchasing products or services via County Internet Access unless you have prior written approval (Purchase Order) signed by your Department Head and the Purchasing Officer, which clearly states your intention to purchase via the Internet.

H. Data Backups

All files you work on should be stored in the “My Documents” folder or in your departmental public storage folder. Greene County IT will not back-up local files not stored in your profile or anything stored in a folder outside the documents and settings folder, or files on storage media such as CD’s or flash drives. The “My Documents” folder and your Outlook file are located on servers and backed-up to offsite Storage systems. **Your desktop and profile are backed-up to servers when you log off. If you never log off, your local files will never get backed up.** You should log-off your computer at least once a week. Files not backed up to the Servers may be lost if your hard drive fails or during a computer transfer. Flash-drives are for transferring data, not storing data.

I. Other Forms of Unacceptable Use

Employee shall not use the County computer and IT systems to:

- Engage in any conduct that violates any County policy including, but not limited to its policies addressing workplace discrimination, harassment and/or retaliation, workplace violence, and/or ethics;
- Make any statement relating to the employee’s position with the County that interferes with the efficient functioning of the office/Department where the employee works or that has a detrimental impact upon the employee’s working relationship with the persons served by the office/Department where the employee works;
- Engage in vulgar or abusive language, personal attacks of any kind, or offensive terms; targeting individuals or groups;
- Endorse commercial products, services, or entities;
- Endorse or oppose political parties, candidates, or groups;
- Editorialize in social media posts by adding in personal opinions about posted topics;
- Make negative statements about residents, either generally or referencing specific interactions with residents you may have had;

- Discuss any agency or County-related information that is not considered public information. The discussion of sensitive, proprietary, or classified information is prohibited; or
- Violate any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself).

Failure to Comply

Failure to comply with the provisions of this policy may result in immediate loss of network access and employee's may be subject to disciplinary action, up to and including termination of employment. State and federal penalties may also apply with regards to some network services.

Termination of Employment

In the event that an employee terminates his or her employment with the County of Greene for any reason, the former employee will no longer be permitted to use the e-mail address of the County, and his/her access to the County's network, e-mail or Internet related systems will be discontinued as of the date of termination of employment.

All communications and information contained on the County's network, e-mail or Internet related systems is the property of the County, and neither employees nor former employees should have any expectation of privacy in such information. The County reserves the right to review all information prepared by, sent to, received by or stored by former employees on the County's network, e-mail or Internet related systems.

The County has no obligation to forward any communications or information of a personal or business nature to any terminated employee, and no terminated employee should have any expectation that this will be done.

15. SOCIAL MEDIA POLICY

The County of Greene recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, blogs, and wikis. However, County employees should recognize and understand that these types of tools can sometimes blur the line between professional and personal lives and interactions. Because of this, employees are reminded that the County's social media guidelines and existing standards should be taken into consideration when participating in these services at any time, but particularly when identifying themselves as employees of the County or when that conclusion could be drawn that their opinions are those of the County or impact their work on behalf of the County.

All County employees should understand the public and transferable nature of social media, regardless of security settings. Private communications posted on the internet can easily become public and County employees are responsible for understanding the rules and privacy

settings of the sites they use. If you don't want something to become public, do not put it on the internet—regardless of your security settings. Always consider how something could be construed or interpreted before posting, particularly where there is some connection to your work on behalf of the County or the County's services or mission.

All of the County's policies outlined in this Handbook apply to an employee's social media use. Social media should never be used in a way that violates any other County policies or employee obligations. If your social media activity would violate any of the County's policies in another forum, it will also violate them in an online forum. For example, employees are prohibited from using social media to:

- Engage in any conduct that violates any County policy including, but not limited to its policies addressing workplace discrimination, harassment and/or retaliation, workplace violence, and/or ethics;
- Make any statement relating to the employee's position with the County that interferes with the efficient functioning of the office/Department where the employee works or that has a detrimental impact upon the employee's working relationship with the persons served by the office/Department where the employee works;
- Engage in vulgar or abusive language, personal attacks of any kind, or offensive terms; targeting individuals or groups;
- Endorse commercial products, services, or entities;
- Endorse or oppose political parties, candidates, or groups;
- Editorialize in social media posts by adding in personal opinions about posted topics;
- Make negative statements about residents, either generally or referencing specific interactions with residents you may have had;
- Discuss any agency or County-related information that is not considered public information. The discussion of sensitive, proprietary, or classified information is prohibited; or
- Violate any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself).

Personal use of social media is never permitted on working time by means of the County's computers, networks, and other IT resources and communications systems. Employees may not use County computers, smartphones or other devices to access private social media accounts.

The County's Ethics policy restricts employees from disclosing information that is considered by law to be confidential. Such policy applies to employees' social media use. Employees may not disclose any County records except through records policy procedures. See the Ethical Standards policy and the Right to Know Law policy for more information.

Make it clear in your social media activity that you are speaking on your own behalf and not as an employee of the County. Write in the first person and use your personal email address when communicating via social media. If you disclose your affiliation as an employee of the County, it is recommended that you also include a disclaimer that your views do not represent those of your employer. For example, consider such language as "the views in this posting reflect my personal views and do not represent the views of my employer."

Use good judgment about what you post and strive to be accurate in your communications about the County. The County encourages professionalism and honesty in social media and other communications.

In addition to complying with the County's Workplace Harassment policy, do not post, or express a viewpoint on another's post, such as by "liking" a Facebook post, any vulgar or offensive content, including but not limited to racial or ethnic slurs or photographs, sexist comments, discriminatory comments, abusive language, obscenity, or information that is maliciously false.

Violations of this social media policy are subject to disciplinary action, up to and including termination of employment.

This policy is not intended to preclude or dissuade employees from engaging in legally required activities or activities protected by state or federal law, including the Pennsylvania Labor Relations Act, such as discussing wages, benefits, or terms and conditions of employment, forming, joining, or supporting labor unions, bargaining collectively through representatives of their choosing, raising complaints about working conditions for their and their fellow employees' mutual aid or protection.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. The Unified Judicial System's Code of Conduct and Policy on Non-Discrimination is applicable to Court employees and the Court will address improper use of social media consistent with those policies. Court employees are advised to contact Court Administration with any questions on this subject.

16. TRANSFERS/TERMINATION

The following policies on transfers and termination apply to County employees.

Court employees are advised that the Court has exclusive control over matters related to their supervision, discipline and discharge. The Court will address transfers and terminations for its employees and this provision is inapplicable to court employees. Court employees are advised to contact Court Administration with any questions on this subject.

16.1 TRANSFERS

A transfer shall be defined as the movement of an employee from one job assignment to another within his or her pay grade and position classification. An employee requesting a transfer to another department must do so with the cooperation of the Department Directors and with the approval of the appointing authority. The County of Greene reserves the right to transfer any employee from one job to another. If the Board of Commissioners feels such a transfer is deserving of a pay increase, a supplementary pay increment may be forwarded to the Salary Board for approval.

An employee may be demoted to a job classification with less pay than his/her present one.

16.2 LAYOFFS AND RECALLS

Should it become necessary for the County of Greene to lay off any of its employees, notice of such action will be given as far in advance of the layoff as possible.

Regular full-time employees within a department will not be laid off before any regular part-time, temporary or non-regular employees. However, grant-related employees may be laid off if funding for grant is lost or ends.

Whenever possible, the County of Greene will try to avoid layoffs by transferring, reassigning, or offering to demote employees to available vacancies. Employees are not required, however, to accept such demotions.

16.3 MISCONDUCT

Employees are also subject to disciplinary action, including verbal or written reprimand, suspension or termination of employment, or demotion for misconduct, incompetence, inefficiency, or failure to perform duties or to observe rules and regulations of the County of Greene. The following list of behaviors considered to be misconduct is not exhaustive but is intended to be a general guide. The County of Greene reserves the right to amend this list, and to issue any level of discipline it deems appropriate for these or any other behaviors, depending on the circumstances. Misconduct shall include, but is not limited to:

1. Dishonesty, theft or falsification of reports or records.
2. Insubordination
3. Excessive absenteeism, tardiness, early quits or extended breaks.
4. Disrespectful, discourteous or unprofessional conduct
5. Use of alcohol or violation of the drug policy at work, in County vehicles or on County property.
6. Sleeping on duty
7. Malicious, abusive, or destructive conduct toward persons or property
8. Inappropriate disclosure of confidential information.
9. Failure to perform duties.
10. Incompetence.
11. Inefficiency.

12. Violation of any County policy, procedure, rule or regulation.

16.4 SUSPENSIONS, DEMOTIONS, AND DISMISSALS

An employee may be suspended without pay for a continuous period of not to exceed sixty (60) calendar days in one (1) year.

16.5 TERMINATION OF EMPLOYMENT

Termination of employment is an inevitable part of personnel activity. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation – Voluntary employment termination initiated by an employee who chooses to leave or resign. Although advance notice is not required, the County requests the professional courtesy of at least two weeks' advance written notice of resignation from all employees.

Termination – Involuntary employment termination initiated by the County of Greene.

Layoff – Termination initiated by the County of Greene as a result of a reduction in force (either permanent or indefinite)

Retirement – Voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the County.

Employment at-Will - Either the employee or the County has the right to terminate the employment relationship at-will, with or without cause, at any time, except in the case of employees subject to a collective bargaining agreement. Employees will receive their final pay in accordance with state law.

Employee benefits may be affected by termination. Some benefits may be continued at the employee's expense, if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions and limitations of such continuance. All accrued, vested benefits that are due and payable at termination will be paid. Consult all SPD for more information on how benefits are affected by termination. In addition, contact the Human Resource Director for more information or questions regarding benefits and termination.

17. OPEN FLAMES POLICY

The burning of candles, sparklers, incense, paper leaflets, combustible figurines or pyrotechnic devices is prohibited on County Property and is subject to confiscation. Theatrical performances and ritualistic ceremonies involving the use of open flames, smoke foggers, or any type of open flame must be pre-approved by the Chief Clerk.

The use of fire, incense candles, and similar open flame producing items such as torches and welding equipment, shall be prohibited on/in all County Property/buildings except as described below:

1. Votive decorations used during catering events.
2. Welding activities, heat-producing equipment, heating plant tool room and shop for maintenance purposes.
3. Theatrical performances and/or recreational activities must comply with the local Fire Code.

All approved open flames must be kept a safe distance away from flammable and combustible material. In addition, a fire extinguisher and a person trained in its use must be readily available. Uses of open flames, other than above, must be approved by the Chief Clerk or designee on a case by case basis.

EMPLOYEE ACKNOWLEDGEMENT FORM

I agree that I have reviewed the County of Greene Employee Handbook.

I understand and agree that this handbook is provided for employees as a general reference and summary of the County of Greene’s personnel policies, procedures, work guidelines and benefits. I understand and agree to read and become familiar with the provisions of this handbook. If I have any questions concerning this handbook, I understand and agree to discuss them with the Human Resource Director.

I UNDERSTAND AND AGREE THAT THIS HANDBOOK IS NOT TO BE CONSTRUED AS AN EMPLOYMENT CONTRACT OF ANY KIND. I FURTHER UNDERSTAND AND AGREE THAT, UNLESS I AM COVERED BY A COLLECTIVE BARGAINING AGREEMENT, MY EMPLOYMENT WITH THE COUNTY OF GREENE IS AT-WILL, WHICH MEANS THAT I MAY VOLUNTARILY LEAVE EMPLOYMENT AT ANY TIME, FOR ANY REASON AND THAT I MAY BE TERMINATED FROM EMPLOYMENT BY THE COUNTY OF GREENE AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT NOTICE I understand and agree that, except by written employment agreement for a specific period signed by the County of Greene Board of Commissioners, no one at the County has the authority to enter into an oral or written contract of employment of any kind with me.

I understand and agree that the policies, practices and benefits in the handbook may change from time to time. I understand and agree that the County of Greene may amend, modify, supplement, rescind or revise any provision of this manual with or without notice as it deems necessary or appropriate at its discretion. I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Commissioners of the County of Greene has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that this handbook applies to all employees; however, in the event of a conflict between the provisions of this handbook and any provision in an enforceable collective bargaining agreement, the provision of this handbook that is in conflict with that collective bargaining agreement shall not be applicable to those employees who are covered by that collective bargaining agreement.

I understand that, if I am a Court employee, the Court has exclusive control over matters related to my supervision, discipline and discharge and that certain of these handbook provisions DO NOT APPLY to my employment. I acknowledge that I am subject to the Unified Judicial System's Code of Conduct and Policy on Nondiscrimination and Equal Opportunity in Employment.

EMPLOYEE’S SIGNATURE _____
DATE

EMPLOYEE’S NAME (Typed or Printed)