COUNTY DEPARTMENT AGENDA REQUEST

Department:	Human Resources	Presenter(s):	Connie Boehnke
Meeting Date:	Wednesday, December 1, 2010	Type of Request:	New Business

Wording for the Agenda:

Consideration of request from Human Resources regarding updates and minor modifications to various Human Resources policies contained within the County's Policies and Procedures Manual.

Background/History/Details:

The current Policies and Procedures Manual was approved by the Board of Commissioners at their January 22, 2009 meeting. Since that time, typographical and page setup errors have been discovered that need to be corrected. Several policies require minor additions and or deletions to resolve discrepancies. A summary of the changes as well as the actual changes are provided in the backup documentation.

Most of these changes are not sustantative and are of a "housekeeping" nature.

What action are you seeking from the Board of Commissioners?

Approval to place item on 12/9/2010 Board of Commissioners consent agenda for approval of staff's recommended cleanup and updates to Human Resources Policies in the County Policies and Procedures Manual.

If this item requires funding, please describe:

N/A

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes:

PURPOSE

The purpose of this policy is to provide guidelines for handling personnel issues with respect to demotions.

POLICY

There shall be a consistent and uniform process for the demotion of a County employee.

PROCEDURE

Compensation

When an employee is demoted as a result of a disciplinary action, they shall receive a salary decrease of 10% or be placed at the minimum of the pay grade, whichever is less. In the event an employee requests a voluntary demotion, their salary reduction will be equal to the percentage of any promotional increase they received. In the event an employee is above the pay range of the pay grade to which they are requested to be demoted to, the employee shall be placed at the end of the pay scale of that pay grade. Demotion salary decreases shall be effective on the first day of the next pay period.

Probationary Period

A twelve-month probationary period shall be in effect for all demotions.

Evaluation

Whenever an employee is demoted to a new position classification his/her evaluation date shall be adjusted to the effective date of the demotion and ~~shall thereafter become the date used for evaluation purposes.~~ a demotion evaluation will be due one year after the new effective date. Thereafter, beginning with the next calendar year, the employee will receive an annual evaluation conducted in the time frame designated by the County.

PURPOSE

Recognize individual performance.

POLICY

~~The Board of Commissioners may establish an amount of Performance Pay, by department, during the budget process.~~ The Board of Commissioners will make an annual determination as to whether or not funds will be made available for performance pay and if so, the amount of funds that will be made available for that purpose.

PROCEDURE

1. ~~Department Heads will forward the completed annual performance evaluations to Human Resources by December 15th each year.~~ Employees will receive an annual evaluation conducted in the time frame designated by the County. Supervisors will enter a completed performance appraisal into Munis by the established deadline each calendar year.

2. Human Resources will compile a summary of the evaluation data and forward it to the County Administrator. ~~for review with the Board of Commissioners who shall determine if and what amount of performance pay may be made available for eligible employees.~~

3. Department Heads will communicate the decision of the Board of Commissioners to their employees.

<u>Eligibility Period</u>

1. Twelve months - January 1 through December 31.

<u>Employee Eligibility</u>

1. Employee must have received an evaluation ~~by December 31st of the~~ during the preceding ~~year~~ ~~and~~ evaluation period which is documented ~~as received in Human Resources (if applicable)~~ as being entered into Munis; and

2. Employee must be classified as regular full-time and hired for an indefinite period of time without a stated limitation as to length of service and who is employed to work forty (40) hours per week or its equivalency;

3. Employee ~~who have not attained~~ has not reached the end of their pay scale and;

4. Employee performance pay and promotional salary increases do not exceed 10% in a 6 month period; and

5. Employee must be employed on the date of the Performance Pay is distributed.

Effective ~~and Process~~ Date

1. Approved performance pay shall be processed and become effective in accordance with the time frame designated by the County. ~~during the first quarter of the year following the submitted December 31st annual evaluation.~~

Approved: 01/22/2009

PURPOSE

The purpose of this policy is to provide guidelines for handling personnel issues with respect to promotions.

POLICY

There shall be a consistent and uniform process for the promotion of a County employee.

PROCEDURE

Standards of Employment

Applicants must meet the specifications of the position as defined in the classification plan. Other reasonable minimum standards for the position may be established including, but not limited to, promotional examinations as established by the County Administrator with the advice of the Director of Human Resources and the Department Head.

Compensation

When an employee is promoted, he/she shall receive a minimum salary increase of 10%. Whenever an employee receives performance pay within a six month period prior to receiving a promotion, said employee shall be limited to a maximum salary increase of 10% for both changes (performance pay and promotion), or shall be classified at the minimum of the pay grade, whichever is greater.

Probationary Period

A twelve-month probationary period shall be in effect for all promotions.

Evaluation

Whenever an employee is promoted to a new position classification his/her evaluation date shall be adjusted to the effective date of the promotion and ~~shall thereafter become the date used for evaluation purposes.~~ a promotion evaluation will be due one year after the new effective date. Thereafter, beginning with the next calendar year, the employee will receive an annual evaluation conducted in the time frame designated by the County.

Selection

A promotion will be granted upon recommendation of the Department Head, Division Director and approval of Human Resources.

Approved: 01/22/2009

PURPOSE

The purpose of an annual employee evaluation is to have constructive, open, two-way communication that will document and accomplish the following:

- Recognize and highlight strengths and achievements; Provide positive feed back; and motivate.
- Identify areas that could use improvement, and provide specific ways (plans/training) to improve performance.
- Help to facilitate the achievement of organizational goals.
- Clarify responsibilities and performance expectations. Determine if job responsibilities are current and relevant. Modify job description if necessary.
- Discuss and provide guidance for career growth.
- Enhance rapport and working relationship between Management and employee.
- If applicable, support disciplinary or other legal issues.
- Review County and department policies and procedures.

POLICY

It is the policy of Fayette County that conducting a regular dialogue between supervisors and their subordinates serves to improve the efficiency of county government by clarifying performance expectations and focusing the efforts of the staff on those outcomes and services which advance the mission of the organization. Consequently, annual evaluations will be conducted for all regular full time employees.

Although employee evaluation should be an ongoing process, the annual review meeting should be one of the most important communications that a manager has with an employee all year. Therefore, it is extremely important to be prepared by keeping notes during the year, be thorough, be honest, and be fair. Consider the employee's entire performance and not just the most recent or a single event that stands out. Communication is to transpire with the employee to ensure they are informed about the specific job responsibilities and goals upon which they will be evaluated on during the evaluation year, January to December.

PROCEDURE

Timetable for Performance Appraisals

1. Employees shall have a performance appraisal conducted prior to the end of the initial 12 month probationary period of employment. It is recommended that a newly hired employee's performance be evaluated after six (6) months in the position and close to the end of their probationary period.

2. Performance will be reviewed annually in accordance with the time frame designated by the County and entered into Munis. ~~during October and November for the current calendar year. A completed performance appraisal will be submitted by December 10th of each calendar year and be documented as being received by Human Resources.~~

3. ~~The review date is changed to the effective date of the promotion, demotion, reclassification, or in case of a transfer, when the job title or pay grade changes.~~ When an employee is promoted, demoted, reclassified, or in the case of a transfer, when their job title or pay grade changes, the appropriate evaluation will be conducted one year from the effective date of the respective personnel action. Thereafter, beginning with the next calendar year, the employee's annual evaluation will be conducted in the time frame designated by the County.

4. If an employee accepts a lateral transfer, to the same job title or pay grade, the annual review date will remain the same.

5. If a supervisor vacates a position, the supervisor is required to submit performance appraisals on all employees under his/her supervision who have not been evaluated within the previous six (6) month period.

Review Process

1. Supervisors should prepare employees for periodic performance appraisal sessions by scheduling them 10 to 14 days in advance and by asking the subordinate to complete a separate self-assessment prior to the session. The supervisor will complete an employee evaluation for each employee. The supervisor will consolidate and reconcile the results of the supervisor's and subordinate's assessments. The employee's self-assessment will be returned to the employee. All employees should be evaluated using this form. For each category of appraisal, check the appropriate line or box. Checks are converted to numeric scores at the end.

2. The same form will be used for all employees, except that employees who do not have supervisory responsibilities will not use page 6; employees who have supervisory responsibilities will use page 6. In using this instrument, the supervisor should consider the extent to which the employee meets the expected standards for the major job duties and factors listed. Performance ratings should not be made for job behaviors that were not observed during the appraisal period, or which were not identified as a performance appraisal factor prior to the review period. Reviewers should indicate the employee's level of performance by checking the appropriate box. Although some judgment is required in assessing overall performance, summary findings for each section should reflect the ratings assigned in sub-categories. All employees should complete a self-assessment prior to the face-to-face interview. Employees' self-assessments will not be retained after the appraisal interview, or become a part of their files.

3. The appraisal process will be conducted in electronic format. The supervisor will complete the appraisal electronically and review it with the employee. The supervisor will provide the employee with an opportunity to add any comments and to electronically sign the performance appraisal. The electronic signature will acknowledge that the employee has read and discussed the annual review with their supervisor and that they may or may not agree with all of it contents. Employees will be instructed on how they can access their performance appraisal electronically from home and print their own copy if they so desire. The county will provide computer access to those individuals who do not have internet access at home.

Ratings

1. The ratings shall be based upon the following three (3) levels of performance:

   Development Needed – means performance is frequently below expected standards and needs improvement. Characteristic performance in this category is of the type that clearly fails to meet expected standards.

   Meets Expectations – means performance which meets expected standards. Overall, work is acceptable and rarely needs improvement.

   Exceeds Expectations – means performance of an exceptional nature. Performance exceeds expectations when it consistently or frequently surpasses expected standards.

2. EVALUATION INDICATING "DEVELOPMENT NEEDED" - A performance score of 63 or below for non-supervisory employees or 87 and below for supervisory employees shall be deemed "development needed" and shall result in the employee being placed on performance probation for 3 months. The Department Head shall provide the employee with a plan outlining specific steps on how to improve their overall performance. The employee shall then be reviewed in 30 day increments. At the end of the 3 months a determination will be made as to the improvement of work and whether to retain or dismiss the employee.

Scoring

Evaluators should make an overall determination of performance level for each of the ten (or eight for non-supervisory personnel) categories. An overall determination for each of the ten categories will be valued as follows: a determination of "Development Needed" will receive a score of one (1), "Meets Expectations" will receive a score of two (2), and "Exceeds Expectations" will receive a score of three (3).

Compensation Distribution and Eligibility

1. The Board of Commissioners will make an annual determination as to whether or not funds will be made available for performance pay and if so, the amount of funds that will be made available for that purpose.

2. Performance Pay ~~will be distributed to employees no later than the month of March following the year for which the appraisal was conducted.~~ shall be processed and become effective in accordance with the time frame designated by the County.

3. The employee must have been employed prior to January 1st of the evaluation year.

4. The employee must have ~~been evaluated as of November 30th of the evaluation period and the evaluation must be documented as being received in Human Resources by the deadline.~~ received an evaluation during the evaluation period which is documented as being entered into Munis.

5. The employee must be employed on the date that Performance Pay is distributed and the employee must not have attained the end of their pay scale.

6. Promotion and Performance Pay will continue to be limited to a maximum of 10% in a six (6) month period.

Confidentiality of Performance Appraisal

Performance appraisal documents, ratings and final scores are personal matters of business between the employee and management. Supervisory/management personnel shall endeavor to maintain the confidentiality of all performance appraisals to the best of their abilities. It is recognized that disclosure under certain circumstances, such as binding legal requests or administrative and/or employment related requests, would be required.

Changes in Performance Appraisal

In the event of extenuating circumstances, should a Department Director request a change of a performance appraisal after it has been forwarded to Human Resources, that request shall be submitted in writing and shall explain in detail the reason(s) for the change. The Human Resources Director shall make requested changes only after it has been demonstrated that such changes have been communicated by the Department Director/Elected Official to the respective employee and that the employee has received a copy of the changed performance appraisal document. It will be the department's responsibility to forward a copy of the revised/changed performance appraisal document to the respective employee.

PURPOSE

Establish training to meet position requirements, existence of maintaining a quality workforce, and assisting in the progress in skill development and employee advancement.

POLICY

It shall be the responsibility of the Department of Human Resources to pursue and promote, up-to-date, applicable training programs in accordance with the County Administrator, division/department directors, supervisors, and employees.

PROCEDURE

Each employee will be required to participate in the annually established hours of training. Required hours of training for new employees will be prorated on the basis of their employment date. This requirement is inclusive to all employee evaluations.

Registration:

Employees enrolling in a course must have their supervisor's approval. Enrollment may be completed by ~~submitting a request to the designated employee within your department, or submitted on the designated registration form for County training~~ accessing Munis Self Service and then clicking on Training Opportunities within the specified time frame for each course. Munis Self Service will generate an email to the employee confirming their enrollment selection.

~~Each employee will receive a confirmation of enrollment at least 5 days prior to the class. This will be the final notification communicated.~~

Required Courses:

Required training by position--A roster of all required courses will be included in the New Employee Orientation packet.

Required Equivalency Courses:

Required training for which the employee may select an equivalent course--A roster of all equivalency required courses will be included in the New Employee Orientation packet.

Elective Courses:

Suggested elective courses by position--A roster of all elective courses will be included in the New Employee Orientation packet.

Number of Participants:

Classes will require a minimum and a maximum number of participants depending upon course material. All technical (computer training) classes carry a minimum registration requirement of

five, with a maximum of nine participants.

Cancellation Procedures:

Cancellations will be accepted only in the event of an unavoidable situation. Cancellations must be received "in writing" prior to the date of the scheduled course. Every effort should be attempted to send an alternate. Alternate's name shall be sent to the Department of Human Resources. Although most courses require no enrollment fee, a cancellation fee may be imposed if the cancellation procedure is not adhered to.

Computer training cancellations must be received "in writing" no later than 15 working days prior to the date of the scheduled training. Failure to do so WILL result in a $100 (or applicable fee) charge-back to the employee's department to defray the cost of training.

COURSE EXEMPTIONS & OFF-SITE TRAINING CREDIT REQUESTS

Course Exemptions:

An exemption from a required course may be granted only after the Division/Department Director or employee submits the attached "Fayette County Training Credit" form accompanied by the required documentation of criteria to the Department of Human Resources.

Off-Site Training:

Request for Off-site training:
ALL off-site training must be approved by the appropriate Division/Department Head prior to registration and attendance.

Training Synopsis:

A brief overview (narrative) of off-site training must be submitted on the Training Synopsis form by the employee. The original shall be retained by the Division/Department Director and a copy shall be forwarded to the Department of Human Resources within ten working days of the off-site training. Excluded are off-site training requests submitted for actual certification tests.

Presenter Synopsis:

Employees who are asked to facilitate or conduct training sessions for companies, conferences, cities or counties outside Fayette County's training responsibility, shall complete a brief overview (narrative) of the training facilitated. The original shall be submitted to the Division/Department Director and a copy shall be forwarded to the Department of Human Resources within ten working days of the training conducted.

Credit Requests:

Training credit for off-site trainer/training credit (not conducted by Fayette County) must be applied for by completing a "Fayette County Training Credit" form, with all required documentation of criteria attached.

Application of Training Credit:

It is the responsibility of the Division/Department Director and/or employee to forward documentation of participation in off-site training to the Department of Human Resources on the appropriate Training Credit Request form, so that accurate training credit and records can be maintained. Following review of credit requests the Department of Human Resources shall forward a Training Credit form to the employee indicating credit awarded or denial of training credit based on job specific applicability. Training credit notification will include course title, date and hours of credit awarded to employee's training history (hour for hour may not be applied). All training credits should be requested within 60 days of training. Requests after 60 days will not be considered.

Training Records

Training records will be maintained in the Department of Human Resources for all employees. Division/Department Directors and employees ~~may request, in writing, a copy of an employee's training record. A copy of the employee's training record will be returned within 5 working days of request.~~ can view and print their training records at any time by accessing Munis Self Service and clicking on Training Opportunities and then View My Training.

Location of Training

Every effort will be made to provide required and requested on-site training. In the event travel is required, requests should be submitted to the employee's Division/Department Director for approval.

Approved: 01/22/2009

PURPOSE

Annual leave is a type of paid leave accrued by an employee based on length of service and utilized under certain conditions. Annual leave is considered a benefit for eligible employees. Employees are eligible to take accrued annual leave from the date of employment. No employee may take annual leave in excess of the number of hours he/she has accrued. Employees separating from County employment, who have been employed a minimum of three (3) months, shall be paid for unused annual leave, up to the allowed maximum, upon retirement, resignation, termination or death.

Provide guidelines for the request and assignment of annual leave.

POLICY

There shall be a consistent process for the accrual and use of annual leave of regular full-time and part-time County employees.

PROCEDURE

Eligibility for Annual Leave

All regular full-time and regular part-time employees of Fayette County shall be eligible to accrue annual leave. ~~Annual leave shall be charged to the nearest quarter hour.~~

Accrual Rate of Annual Leave

Annual leave for regular full-time employees shall be calculated on a per hour basis in accordance with the following schedule:

	40 Hr. Workweek			43 Hr. Workweek			53 Hr. Workweek	
Years of Service	Per Hr.	Days/year		Per Hr.	Days/year		Per Hr.	Shifts/year
Up to 1	.0231	6		.0615	16		.0696	8
1 up to 4	.0462	12		.0846	22		.0957	11
5 up to 9	.0577	15		.0961	25		.1088	12.5
10 up to 20	.0692	18		.1076	28		.1219	14
20+ years	.0808	21		.1192	31		.1349	15.5

Annual leave accruals for employees on a 43-hour workweek or a 24-hour duty schedule include holiday accrual.

Regular part-time employees who work thirty (30) hours or more but less than forty (40) hours during a work period shall accrue annual leave at the rate of one-half ~~(~~ (1/2) the schedule of regular full-time employees.

Request for Annual Leave

The earliest possible notice of intent to take annual leave shall be given by employees who are eligible to take annual leave. A request for annual leave shall be submitted to the employee's immediate supervisor a minimum of two weeks in advance. Department heads may grant annual leave with a shorter notice if the work load of the department permits. A Department may designate an annual sign up period.

Department heads shall be responsible for the scheduling of annual leave of employees without decreasing the operating efficiency of the department. The annual leave schedule shall be arranged in each department so that insofar as practicable, the department can function without hiring temporary help.

Annual Leave Carryover

Employees cannot accrue annual leave beyond the following year. For example, employees who accrue annual leave from January through and including December 2007 cannot carry over that accrued leave beyond December 2008.

Approved: 01/22/2009

PURPOSE

Bereavement leave shall be defined as leave with pay granted to regular full-time and regular part-time employees only upon the death of a member of the immediate family.

POLICY

There shall be a consistent process for granting bereavement leave to regular full-time and part-time employees.

PROCEDURE

Bereavement leave shall be granted by the department head if requested by the employee for a period not to exceed two (2) consecutive working days following the death of a member of an employee's immediate family. Bereavement leave may be extended by the County Administrator in unusual circumstances. Bereavement leave shall commence upon notification and approval by the department head. In the event of multiple deaths in the employee's immediate family, each death shall be treated separately and the Bereavement leave shall be granted accordingly.

If more than the allotted number of days leave is required, or if leave is desired for a death other than the immediate family, annual leave, leave without pay or accrued compensatory time may be used. ~~Advance emergency leave may be requested.~~

Public Safety Department employees on a 24-hour duty schedule shall be granted bereavement leave not to exceed 24-hours.

Immediate Family Member

Immediate family is defined as: spouse, parent, guardian, brother, sister, son, daughter, son-in-law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, grandchild, step-parents and step-children.

HR – ATTENDANCE
Time and Attendance Policy
432.01

PURPOSE

The purpose of this policy is to set standards for time and attendance issues in regards to non-exempt employees and to also outline disciplinary actions that will be used to enforce these standards.

POLICY

There shall be a consistent process for non-exempt employees to clock in and clock out for their scheduled work period.

PROCEDURE

Accurately reporting time is the responsibility of every employee. Fayette County must keep an accurate record of time worked in order to calculate employee pay and benefits. All employees will be required to clock in at the beginning and clock out at the end of their scheduled work period. Each employee must clock himself/herself in or out. Fayette County requires that all hourly or non-exempt employees, except poll workers and bailiffs, clock in and out at a time reporting device. ~~Exempt employees will be required to electronically record their arrivals and departures for security purposes as a part of the County's Continuity of Operations Plan. Their actual compensation will be determined by salary, not hours worked.~~

The normal working hours for employees shall be as scheduled by the various Agency/Department Directors, with such schedules to be established so that the needs of the department to deliver services to the citizens are met. Such schedules shall be approved by the County Administrator. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. The meal periods should be scheduled to allow for continuous staffing of offices with at least one person, except where more personnel are required to be on duty.

<u>Recording Time</u>

All payroll administrators are to adhere to the payroll policies and procedures to maintain accurate records for reporting and auditing of time. Payroll administrators are responsible for editing and reviewing missed punches, employee sick leave, vacation and other paid absences on a daily basis. Employees without access to the time and attendance system can review their time upon request with their payroll administrator. To ensure accurate reporting, all employees must sign their timesheet prior to payroll processing of those hours. All payroll documentation must be approved and forwarded to human resources for processing.

1. Not Clocking In - Employees that do not clock in or out must sign in at the designated area for their department at their required start and end time. Failure to properly record time may result in lost wages and disciplinary action up to and including discharge.

2. Miss Rule - Employees are expected to personally clock in and out each workday at their designated time and place using proper procedures. If an employee fails to clock in

and/or out more than three (3) times within thirty (30) consecutive work days, the employee will be subject to disciplinary action.

3. Wrongful Clocking In/Out - Fayette County will consider the action of one employee clocking in or out for another employee as an act of fraud. Improper actions include but are not limited to: clocking in or out for another employee, impersonation of one's identity for any purpose and/or any action that is defined by law as illegal.

Payroll Calculations

The automated time and attendance system is programmed to calculate the hours on timecards in accordance with the Fayette County Policies and Procedures and the Fair Labor Standards Act (FLSA), Section 406, Examples of Non-compensable Time.

1. Clock-ins - The time system rounds the employee's punch in time to the start time of the scheduled work period if the employee punches in within seven minutes prior to their scheduled start time. Example: If an employee clocks in between 7:53-~~8:00~~ 8:07, they will be paid as arriving at 8:00.

2. Clock-outs - The time system rounds the employee's punch out time to the end time of the scheduled work period if the employee punches out within seven minutes after the end of their scheduled shift. Example: If an employee clocks out between 4:53-5:07, they will be paid as leaving at 5:00.

   Time waiting to clock in or out is considered non-compensable time.

3. Late Arrivals – Time recorded after the scheduled start time will be considered late and the employee will be subject to disciplinary action.

Request for Leave Time

The earliest possible notice of intent to take leave shall be given by the employee. All requests for leave shall be submitted to the employee's immediate supervisor at least two weeks in advance. Department heads may grant leave with a shorter notice if the work load of the department permits. A copy of the leave request form must be attached to the department's payroll for the appropriate time period. Failure to submit forms for approved leave within the appropriate pay period will result in loss of wages.

Tardiness and Absences

Vacation and compensatory time can not be used to compensate the employee for wages lost due to late arrivals, early departures and unauthorized absences.

Type	**Description**
Late Arrival	• Reporting to work station after the start time of the scheduled work period; • Returning to work station late from lunch.
Early Departure	• Leaving work station and/or clocking out before normal scheduled work period or assigned lunch period

No call/no show	• Not reporting to work at beginning of normal scheduled work period; • Failure to notify supervisor of absence no later than 1 hour prior to reporting time; • Failure to report to work for three (3) consecutive work days.
Authorized Absence	• Personal illness – a doctor's statement may be required; • Death in family – if covered by Funeral Leave; • Jury Duty and other court appearances required by law; • Military leave; • Event covered under the Family And Medical Leave Act; • County paid vacations and holidays; • Compensatory time; • Other absences approved by supervisor.
Unauthorized Absence	• Absence from the job during a scheduled work period without approval of the employee's supervisor or department head.

Unauthorized Time Off Corrective Process

Unauthorized time away from work, either tardy or absent, shall be subject to the following corrective actions:

Occurrence Type	**Accumulation Period**	**Corrective**
Late Arrivals, Early Departures, Unauthorized Absences	3 occurrences within 3 consecutive months 4 occurrences within 12 consecutive months 5 occurrences within 12 consecutive months 6 occurrences within 12 consecutive months	- verbal reprimand - written reprimand - suspension - termination
No call/no show	1st occurrence within 12 consecutive months 2nd occurrence within 12 consecutive months 3rd occurrence within 12 consecutive months	- written reprimand - suspension - termination

* In order to be excluded from corrective action, employees with qualifying events must fulfill their reporting and status update requirements as outlined in the County's FMLA Policy.

Overtime/Compensatory Time

All overtime/compensatory time must have supervisor's approval prior to commencing the work. Overtime/compensatory time must have the approval of the County Administrator. No overtime/compensatory time shall be paid to employees and other parties exempt from, or not covered by, FLSA.

Overtime is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off for sick leave, compensatory time or leave without pay will not be considered hours worked for purposes of performing overtime calculations.

Attendance at Training Classes or Meetings

Employees scheduled to attend a training class or meeting at the start or end of their normal scheduled work period, at an onsite location other than their normal work area, should clock in at the designated time clock for that area. If the training or meeting is offsite, time will be manually entered for that day by the payroll administrator. These exceptions should be approved in advance by the employee's supervisor.

Lunch Period

The County designates a specific lunch period for each employee. Employees who take extended lunch periods will be subject to disciplinary action and will not be compensated for time not worked unless prior approval has been granted.

Holiday Pay

In order to receive Holiday Pay, employees must work their scheduled hours before and after the holiday, or be on paid leave on the days before and after the holiday.

Violations

Clocking in or out for another employee will result in termination for all employees involved. All County employees are expected to abide by this policy and record their work hours. Failure to do so will result in disciplinary action up to and including discharge.

Editing timecards in order to falsify an employee's time will result in termination for all employees involved.

Approved: 01/22/200