

BONNEVILLE COUNTY

EMPLOYEE HANDBOOK



Board of County Commissioners
Bonneville County



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COUNTY GOVERNMENT

Bonneville County is a political subdivision of the State of Idaho. State law establishes and proscribes the duties and responsibilities for the following elected county offices: The Board of County Commissioners, Assessor, Clerk, Coroner, Prosecuting Attorney, Sheriff, and Treasurer. Each of these elected public officials is ultimately responsible to the voters of Bonneville County.

The Board of County Commissioners serves as the governing body for Bonneville County, carrying out local legislative duties and fulfilling other obligations as provided by law. As the governing Board the Commissioners have the primary authority and responsibility for establishing general policies for all county operations. Some of the responsibilities of the Board of County Commissioners include setting operating budgets, authorizing all expenditures and contracts for goods and services, and establishing general terms and conditions governing county employment.

The Board of County Commissioners may directly appoint officials to assist in carrying out its responsibilities as provided by law. Other elected county officials may also appoint deputies to assist them in carrying out their responsibilities subject to the approval of the Board of County Commissioners. However, State and Federal law recognize Bonneville County as a single employer and all personnel appointed by any elected or appointed official of Bonneville County are considered Bonneville County employees.

The terms and conditions set forth by the Board of County Commissioners in this policy, and in the resolutions and policy statements which support it, shall not be superseded by any representation, either verbal or written, by any elected or appointed official of Bonneville County without the express written consent of the Board of County Commissioners. However, to the extent that they do not conflict with this policy, other elected and appointed officials may develop and implement additional policies, procedures and/or work rules which are more detailed or specific to their operations as they deem appropriate.

While comments and suggestions are welcome, the Board of County Commissioners reserves the right to interpret, add to, modify, or revoke any of the policies or benefits contained or provided for in this policy without prior notice or consent of any other party.

INTRODUCTION

Welcome to Bonneville County. We hope you will find your work experience here a rewarding one. The purpose of this personnel policy handbook is to promote a safe, efficient and cooperative working environment; establish standards of conduct and work performance; and provide information regarding benefit programs for all County employees. It is designed as a guide to provide employees with important information about working conditions, employee benefits, and some of the policies affecting employment with Bonneville County.

Although this handbook is designed to answer many of the questions which employees may have regarding employment with Bonneville County, it is impossible to anticipate every circumstance or question which may arise. As conditions change and Bonneville County continues to grow, it may be necessary to make changes to this handbook from time to time. Accordingly, the Board of County Commissioners reserves the right to make changes when it deems it necessary or appropriate.

To promote the development and implementation of sound policies the Board of County Commissioners will establish, at their discretion, committees made up of the elected officials of Bonneville County, and/or other key managers including the Human Resource Director as advisory members to assist in developing, implementing and maintaining general County policies, procedures, compensation and benefit programs. Employees are also encouraged to submit comments or suggestions for changes in County policies or benefit programs to the Board of County Commissioners for consideration. However, the Board of County Commissioners reserves the exclusive right at its discretion to add to, modify or revoke any of the policies or provisions of this handbook as it deems appropriate without the consent of employees or the approval of any other body.

All employees are required to read and become familiar with the contents of this handbook. Employees who have questions regarding the interpretation or application of this policy are encouraged to contact the Human Resource Office for clarification. In cases where the policy may be incomplete or unclear the Board of County Commissioners reserves the sole right to interpret and apply the policy as it deems reasonable and appropriate.

This handbook has been developed under the authority of the Board of County Commissioners and supersedes or replaces all previous general County personnel or employment policies in their entirety. This handbook is not to be construed as creating a contract of employment between Bonneville County and its employees. It is not intended to limit the reasons for which the employment relationship may be terminated or create any contractual obligations between the county and its employees with regard to terms, conditions, or duration of employment.

Board of County Commissioners:

Karl T Casperson, Commissioner

Jonathan D. Walker, Commissioner

Michelle Mallard, Commissioner

101 Nature of Employment

Effective Date: 3/7/2011

Revision Date: 3/7/2011

FOR-CAUSE EMPLOYMENT - With the exception of non-disciplinary administrative actions, regular employees of Bonneville County, other than those designated as employed-at-will, shall not be suspended without pay, demoted with an accompanying change in pay, or discharged except for cause related to the performance of their assigned duties or violations of reasonable standards of conduct including but not necessarily limited to established policies or procedures. The basis for such actions shall be communicated to the employee in writing and the employee shall be given an opportunity to present a response in a hearing with their manager or supervisor. It is the responsibility of the employee to show by clear and convincing evidence that the factual basis for the action is inaccurate or that the reasons for the action are contrary to existing county policy or state or federal law.

Employees shall not be entitled to a hearing in connection with non-disciplinary administrative actions which are the result of general financial considerations, changes in demands for services, reorganization or restructuring of work assignments, changes in compensation or benefits plans, or other similar issues.

AT-WILL-EMPLOYMENT - In order to promote flexibility in the management of county operations it is important for the elected officials of Bonneville County be able to appoint and remove key managers and professionals who share and support their management goals and objectives to assist in them in the management and administration of their operations and to supplement the workforce as needed with temporary and on-call employees without unnecessary restrictions. Accordingly, all key executive, administrative and professional employees in positions designated as "EXEMPT" and all employees employed on a temporary or on-call basis are designated as employed-at-will. They serve at the pleasure of the appointing authority for an indefinite period and may be terminated with or without cause or notice for any reason which is not otherwise prohibited by law.

It is also important to allow supervisors and managers a period of time to evaluate the fitness of new employees and employees who are promoted or transferred to a new position before making the appointment or promotion final. Accordingly, all regular nonexempt employees are required to complete an initial introductory period. Regular nonexempt employees who are promoted or transferred to new positions may also be required to complete an introductory period. During the introductory period regular nonexempt employees are employed-at-will and are subject to termination with or without cause or notice for any reason which is not otherwise prohibited by law. (See Introductory Period Policy 205)

The status of employees designate as employed-at-will shall not be modified or changed by any provision of this policy or by any verbal or written statement or representation by any elected or appointed official of Bonneville County without the written authorization of the Board of County Commissioners.

103 Equal Employment Opportunity

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law.

Bonneville County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including recruitment, selection, job assignment, scheduling, training, advancement, compensation, discipline, termination, and employee benefits.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resource Department. Retaliation against an employee for raising concerns regarding discrimination in good faith or for cooperating in an investigation is prohibited.

104 Business Ethics and Conduct

Effective Date: 3/7/2011

Revision Date: 3/7/2011

It is the policy of Bonneville County to fully comply with the Idaho Ethics in Government Act, Idaho Code 59-703 or its successors. Bonneville County employees are expected to maintain the highest standards of personal and professional integrity in the performance of their public duties and responsibilities and conduct themselves in a manner which will promote public trust and confidence in county government. Employees are expected to comply with all applicable laws and refrain from any illegal, dishonest, or unethical conduct.

The principles outlined in this policy are intended to provide some guidance to employees in maintaining acceptable conduct. However, it is impossible to address every circumstance or situation which may arise. Employees are expected to use good judgment, based on high ethical principles, in performing their duties and responsibilities. When situations arise where it is difficult to determine the proper course of action, employees should discuss the matter with their immediate supervisor and, if necessary, contact the Human Resource Department or legal counsel for advice.

The ethical county employee should actively promote trust and confidence in county government by:

- Safeguarding and making appropriate use of public funds, property and other resources;
- Faithfully discharging all official duties and responsibilities without bias;
- Fully disclosing any personal interests or associations which may compromise their ability to objectively carry out any official duty or responsibility;
- Showing proper courtesy, respect and consideration for the public and fellow employees;
- Cooperating with other county employees and officials to promote the efficient and effective operation of county government;
- Complying with the letter and intent of applicable federal, state, and local laws and regulations;
- Cooperating fully with law enforcement or county officials in the investigation of any crime, complaint or report of improper conduct;
- Applying all applicable laws, ordinances, rules, and regulations in a fair and consistent manner;
- Responding promptly to requests for information and assistance; and
- Ensuring equal access to all programs and services administered by the county.

The ethical county employee should not:

- Knowingly engage in outside employment, activities or other interests that may compromise the impartial and objective performance of his or her duties and responsibilities;
- Improperly use the authority or influence of their office or position to directly or indirectly promote their own personal interests; or
- Accept bribes, gifts or anything of value offered for the purpose of obtaining special consideration in the discharge of their official duties or responsibilities.

Compliance with this policy of business ethics and conduct is the responsibility of every Bonneville County employee. Disregarding or failing to comply with this standard of business ethics and conduct may result in disciplinary action, up to and including termination of employment.

105 Personal Relationships in the Workplace

Effective Date: 3/7/2011

Revision Date: 2/4/2021

It is the policy of Bonneville County to comply with the Idaho Code sections 18-1359 or its successor and other applicable laws and regulations which govern the employment of relatives in county government. In particular, no person related to a County Commissioner by blood or marriage within the second degree shall be appointed to any office or position in the county. County policy prohibits any employee from participating in or attempting to influence any decision related to the employment, advancement or promotion of a family member. County policy further prohibits any appointment, promotion or transfer which would result in a direct or indirect supervisor/subordinate relationship between family members.

If a new family relationship is established between employees currently in a supervisor/subordinate relationship, it is the responsibility of the supervisor involved to disclose the relationship to management. A reasonable effort will then be made to allow one of the affected employees to transfer to another position within the county to resolve the conflict. If no acceptable alternative is available, then the manager shall determine which of the employees will be laid off. Employees who are laid off under this policy shall be entitled to the same considerations as employees laid off for other administrative or financial reasons.

For purposes of this policy, a family member is any person who is related by blood or marriage within the second degree, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Other family or personal relationships between employees may also have serious implications in the workplace. In addition to perceptions of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships. For this reason, the county also reserves the right to take appropriate action, including transfer or lay off of employees, to resolve actual or potential conflicts which may arise due to other family or personal relationships not covered above, even if there is no direct line of authority or reporting involved.

Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to the County to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

Employees with close personal relationships should also refrain from public displays of affection in the workplace or excessive personal contact.

106 Employee Medical Examinations

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Some positions with Bonneville County, particularly law enforcement positions, may require employees to meet specific physical requirements in order to perform the essential functions of the job safely and effectively. For these positions, medical examinations may be required as a condition of employment.

Required medical examinations for new employees will be conducted only after a conditional offer of employment has been extended. The offer of employment and assignment to duties shall be contingent upon satisfactory results of the exam. Periodic medical examinations may also be required as a condition of employment for current employees in designated positions to establish continuing fitness for duty. The County will pay for the cost of medical examinations for this purpose.

Employees may be required to furnish a statement from a qualified health care provider that they are able to safely perform all of the essential functions of their job before being allowed to return to work after an illness or disability. The county reserves the right, at its expense, to obtain a second opinion from a qualified health care provider of its choice regarding the employee's fitness for duty before allowing an employee to return to work after an illness or disability.

Information on an employee's medical condition or history is confidential and will be kept separate from other employee information. Access to this information will be limited to those who have a legitimate need to know.

107 U.S. Citizenship and Immigration Law Compliance

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County is committed to employing only United States citizens and aliens who are properly authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Bonneville County within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions regarding this policy are encouraged to contact the Human Resource Department. Retaliation against employees for filing a complaint regarding discrimination is prohibited.

108 Conflicts of Interest

Effective Date: 3/7/2011

Revision Date: 3/7/2011

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 Bonneville County wishes 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. Employees should consult with the Human Resource Department or Legal Counsel regarding questions about actual or potential 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 Bonneville 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 Bonneville County 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 Bonneville County 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 Bonneville County.

110 Outside Employment

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Employees will generally be allowed to take outside employment as long as it does not create a real or perceived conflict of interest or adversely affect the employee's work performance or availability for work. Employees in some positions may be required to obtain prior approval from their manager or supervisor before accepting outside employment.

Employees may not use any authority or influence associated with their County position in connection with outside employment or for personal gain. County equipment, supplies, facilities, communication systems and other resources may not be used in connection with outside employment or for personal gain. Employees are also prohibited from performing work for another business or employer while at work or accepting any compensation, gifts or other considerations from an outside party for materials produced or services rendered while working for the County.

Outside employment will not be considered an excuse for poor work performance, absenteeism, tardiness, leaving work early, refusal to travel, refusal to accept changes in work schedules or refusal to work overtime when required. If outside work creates a conflict or interferes with an employee's ability to meet work requirements, the employee may be required to terminate outside employment if they wish to continue working for Bonneville County.

114 Disability Accommodations

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal employment opportunity for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed to provide persons with disabilities meaningful employment opportunities. Job applications will be made available in alternative, accessible formats, or assistance will be provided in completing employment applications upon request. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional offer of employment. Medical records are confidential and will be kept separate from other employment records.

When requested, reasonable accommodations will be made for employees with disabilities which affect the performance of job functions except when such accommodations would impose an undue hardship. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Bonneville County does not discriminate against qualified individuals with disabilities with regard to employment, compensation, benefits, working conditions, work assignments, work standards, training, promotions, advancement, transfers, or assignment of overtime.

Bonneville County does not discriminate against qualified employees or applicants on the basis of a relationship or association with a person with a disability or who is regarded as having a disability. Bonneville County will comply with any applicable state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Bonneville County is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

116 Job Posting

Effective Date: 3/7/2011

Revision Date: 11/13/2014

Bonneville County is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, national origin, age, gender, disability, or any other characteristic protected by law. Generally, job openings for positions which are not filled internally by promotion, advancement or transfer of qualified county employees within a department will be posted for at least three workdays. However, the county reserves the right to fill any vacancy without a public announcement when it is determined to be necessary or appropriate.

Job announcements will generally be posted on the county web site, and with Idaho Job Service. Notice of job openings may also be posted in the local newspapers and in such other places as the manager and the Human Resource Department shall determine appropriate. Job announcements will usually include the dates during which applications will be accepted, job title, department, location, pay rate or grade, job summary, essential duties, and minimum qualifications required for appointment.

Elected officials and department heads may, at their discretion, fill vacancies within their respective offices or departments by promotion, advancement, or transfer of qualified county employees without a public or internal announcement, subject to the approval of the Board of County Commissioners.

Qualified employees may submit a current employment application during the announcement period and will generally be given preference over other equally qualified applicants. Applications should include the employee's education, training and work experience including their current work experience with Bonneville County. Employees' supervisors generally will be contacted to verify qualifications, work experience and performance. Any staffing limitations or other circumstances that might affect a prospective transfer or promotion may also be considered.

Employees who have questions regarding opportunities for training or advancement are encouraged to talk with their supervisor or the Human Resource Department. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

201 Employment Categories

Effective Date: 3/7/2011

Revision Date: 4/28/2025

It is the intent of Bonneville County to define employment classifications so that employees understand their employment status and eligibility for benefits.

Each position has been evaluated and designated as excluded, exempt or nonexempt for purposes of compliance with overtime requirements of the Federal Fair Labor Standards Act based on the type of work performed by employees in each position:

EXCLUDED - Includes elected officials of Bonneville County. Elected officials are not considered regular employees. Terms of elected officials are governed by state law. Compensation for elected officials is set by the Board of County Commissioners on an annual basis and they receive employment benefits in accordance with a resolution adopted by the Board.

EXEMPT- Includes positions which qualify for Administrative, Executive, or Professional exemption from the overtime requirements of the Federal Fair Labor Standards Act (FLSA) based on the actual duties performed by employees in those positions. Employees in positions designated as exempt are paid on a salaried basis which is not entitled to overtime compensation. The work week for an exempt or salaried employee is full time, or 40 hours or more per week. Flexibility is allowed for exempt employees to achieve the 80 hours per pay period at the discretion of the elected official or department head. All employees in positions designated as exempt are employed-at-will for an indefinite period, and subject to termination with or without cause or notice. This status shall not be modified by any of the provisions of this policy or by any representation whether oral or written by any elected or appointed official of Bonneville County without written approval of the Board of County Commissioners. (See Nature of Employment Policy 101)

NONEXEMPT- Includes all other positions which do not qualify for exemption from FLSA general overtime requirements. Employees in these positions are paid on an hourly basis and are entitled to overtime compensation under the provisions of federal and state wage and hour laws. Special provisions apply to employees actively engaged in qualified law enforcement and fire fighter positions. (See Overtime Policy 507)

In addition, each employee will be designated as follows:

REGULAR FULL-TIME employees are those who are regularly scheduled to work a minimum of 36 hours per week or 1,872 hours per year who are not employed on a temporary or on-call basis. Regular full-time employees are eligible for all employee benefits offered by Bonneville County.

REGULAR PART-TIME employees are those who are regularly scheduled to work 19 hours or less per week who are not employed on a temporary or on-call basis. Part-time employees receive only those benefits which are required by federal or state laws or regulations. Unless authorized in writing by the appointing authority and the Board of County Commissioners, an employee's classification and/or level of benefits shall not be modified due to occasional or temporary changes in work hours.

Positions that allow employees to regularly work a minimum of 20 but less than 36 hours per week are an exception to Bonneville County policy and require approval by the Board of County Commissioners.

NOTE: All regular non-exempt full-time, and regular part-time employees are required to complete an initial introductory period which varies depending on the position. (See Introductory Periods Policy 205)

TEMPORARY employees are those who are hired to meet seasonal or other recurring work demands, supplement the work force when needed to meet unusual or unexpected work demands, replace regular employees during temporary absences, or to assist in the completion of specific projects. Employment assignments in this category are of a limited duration and/or hours per week. Employment beyond any initially stated or expected period does not in any way imply a change in employment status. Temporary employees retain that status unless and until a change of status is approved by the appointing authority and the Board of County Commissioners. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance, Medicare, and Social Security), they are ineligible for all other County benefit programs. Temporary employees are employed-at-will and may be terminated at any time with or without cause or notice.

ON-CALL employees are those who have established an employment relationship with Bonneville County who are assigned to work on an intermittent, on-call or as needed basis. Outside actual hours worked, On-Call employees are allowed to use their time for personal reasons and are not limited to one geographical location but must respond to a telephone call within a reasonable amount of time. On-call employees are employed-at-will and may be terminated at any time with or without cause or notice. While they receive all legally mandated benefits (such as workers' compensation insurance, Medicare, and Social Security), they are ineligible for all other County benefit programs.

CONTRACT employees are those with a separate written contract or employment agreement authorized by the Board of County Commissioners for a specified period. Terms and conditions of employment are governed by the contract and not by the provisions of this policy.

202 Access to Personnel Files

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County maintains an official personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, disciplinary actions, personnel actions, and other employment actions.

Employee medical records are maintained in a separate confidential file. Medical records may include results of drug and alcohol tests, pre-employment medical examinations, worker's compensation claims and other health-related information.

Personnel files are the property of Bonneville County, and access to the information they contain is restricted. Only supervisors and other authorized personnel of Bonneville County who have a legitimate reason to review information in employee personnel records are allowed to do so. Generally, the county will release only the employee's job title and duties, current employment status, dates of employment and wage to outside parties without the employee's written authorization.

Employees who wish to review their own file should contact the Human Resource Department. With reasonable advance notice, employees may review their own personnel files in Bonneville County's offices and in the presence of an individual appointed by Bonneville County to maintain the files.

203 Employment Reference and Background Checks

Effective Date: 3/7/2011

Revision Date: 5/1/2024

The purpose of this policy is to protect against acts or conduct which may endanger the safety and welfare of the public and protect County assets and applies to all regular full-time, part-time, seasonal, temporary, and on-call employees. Unpaid interns and volunteers may also be subject to a background check.

Reference and background checks are coordinated to determine that the person has not misrepresented or omitted pertinent information from their application, meets the minimum standards for employment, possess the necessary educational requirements, has not engaged in conduct or a pattern of conduct that would jeopardize public trust, and is of good moral character. Consideration will be given to all violations of the law, including but not limited to: felony conviction, misdemeanor conviction, driving record and traffic violations, military record, fish and game violations, and any withheld judgments, discharged or dismissed charges and/or any pending charges

Personal information provided for the purpose of conducting background investigations shall not be used to discriminate in employment of any applicant on the basis of any characteristic protected by law. (See Equal Employment Opportunity Policy 103)

Reference Check

In coordination with Human Resources, elected officials or their designated official may elect to conduct reference checks for potential candidates. Such reference checks shall be documented, and securely stored for the length of time designated by the laws governing the retention of records.

Inquiries from outside parties regarding current or past employees of Bonneville County will be responded to by the Human Resource Department. Generally, the County will release only information regarding positions held, job duties, dates of employment, and pay rates without written authorization from the employee.

Background Check

All offers of employment at Bonneville County are contingent upon results of a thorough background check. Background checks will be conducted on all final candidates. Additionally, current employees may be subject to a background check for promotional and/or transfer opportunities, as deemed necessary. Some positions may be subject to routine background checks (e.g., Sheriff's Office, and Prosecutor's Office). Final candidates must complete a background check authorization form and return it to Human Resources. Some positions within the Sheriff's Office and Bonneville County Prosecutor's Office require more extensive background investigations and will be facilitated separately. Candidates being considered for these positions will be required to complete and return additional background check authorization forms to the respective Office.

The background check will be initiated by Human Resources after a job offer has been extended to the applicant.

The Human Resources' representative will notify the hiring manager regarding the results of the check. In instances where negative or incomplete information is obtained, the appropriate manager and the director of Human Resources will assess the potential risks and liabilities related to the job requirements and determine whether the individual should be hired/promoted/transferred. Decisions shall be made based on several factors, including, but not limited to the nature and gravity of the offense, the time that has passed since the conviction and/or completion of the sentence, and the nature and qualifications required of the job.

Any applicant who fails to disclose or misrepresents his or her background information may be considered

unsuitable for employment. Any current employee who fails to disclose or misrepresents his or her background may be subject to disciplinary action up to and including termination.

Fair Credit Reporting Act (FCRA)

Bonneville County shall comply with the Fair Credit Reporting Act (FCRA) which restricts access of consumer credit information to those who have a legitimate need for the information and have the written consent of the individual whose records are being reviewed. Bonneville County may review consumer credit reports of applicants and employees in certain law enforcement and cash-handling positions. Prior to seeking the consumer credit report, Bonneville County will notify the individual of his or her rights under FCRA and obtain his or her written consent.

204 Personnel Data Changes

Effective Date: 3/7/2011

Revision Date: 3/7/2011

It is the responsibility of each employee to promptly notify the Human Resource Office of any changes in personnel information including mailing addresses, telephone numbers, marital status, dependent information, emergency contact information, changes in required licenses or certifications, and other related information.

Changes in marital status or dependent status may affect eligibility for various benefits. Generally, employees should notify the Human Resource Office of any event which may affect their benefits as soon as practical but not more than 30 days from the date of the event. Failure to notify the Human Resource Office and submit changes in benefits enrollment or beneficiaries in a timely manner could result in delay or loss of coverage or benefits.

205 Introductory Periods

Effective Date: 3/7/2011

Revision Date: 4/28/2025

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Bonneville County also uses this period to evaluate employee capabilities, work habits, and overall performance. During the introductory period all employees are employed-at-will and may be terminated with or without cause or notice for any reason not otherwise prohibited by law. Some benefits may be restricted or subject to waiting periods during the introductory period for all benefit eligible new hires. (See Health, Vision, and Dental Insurance Policy 316)

All new and rehired non-exempt full-time and part-time employees are required to complete an initial introductory period of six to twelve months depending on the position to which they are appointed. Introductory periods will automatically be extended to compensate for any significant absence during the introductory period. The introductory period may also be extended at the discretion of the supervisor if it is determined that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance. Upon satisfactory completion of the initial introductory period, non-exempt employees will be granted "Regular" For-Cause employment status. (See Nature of Employment Policy 101 and Employment Categories Policy 201)

Employees who are promoted or transferred within Bonneville County may also be required to complete an additional introductory period as determined by the appointing authority. In cases of promotions or transfers within Bonneville County, an employee who, in the sole judgment of management, is not successful in the new position may be terminated from that position at any time during the introductory period with or without cause or notice. Consideration will be given to returning current employees who are unsuccessful in completing the probation period in a new position to their former position or a comparable position for which the employee is qualified, depending on the availability of such positions and needs of the County. Employees who are not returned to their former position or transferred to another satisfactory position will be granted the same opportunity for reemployment as if they had been laid off. (See Termination of Employment Policy 405)

The status of employees designated as employed-at-will shall not be modified by completion of an introductory period. (See Employment Categories Policy 201 and Nature of Employment Policy 101)

208 Employment Applications

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data provided by applicants throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 Performance Evaluations

Effective Date: 3/7/2011

Revision Date: 3/7/2011

It is the policy of Bonneville County to conduct formal evaluations and to document regular full and part-time employee's work performance. Formal evaluations should generally be conducted at least every 12 months. Additional evaluations should be conducted anytime there is a significant change in an employee's work performance, work assignment or the employee's supervisor.

During the evaluation period, supervisors and employees should routinely discuss work performance standards and goals informally as needed. Supervisors should maintain a record of significant issues discussed with employees during the evaluation period for use in preparing formal evaluations. Evaluations should reflect the employee's work performance for the entire period being evaluated.

Current job class specifications provide a basis for evaluating required job knowledge, skills and abilities. Supervisors should consider the employee's ability to perform the essential functions of the job as indicated in the job class specification. Other factors to be considered may include the quality and quantity of work performed, attendance, reliability, cooperation, customer service, ability to understand and follow directions, initiative, judgment, ability to work without direct supervision, ability to set and achieve reasonable goals and objectives, ability to accept additional responsibility and adapt to unusual situations or demands, etc.

In addition to meeting other eligibility requirements for merit pay increases, promotions or other advancements, the employee's supervisor or manager must certify that any current or pending disciplinary issues have been resolved and that the employee's work performance currently meets or exceeds work performance standards for their position. If an employee's most recent evaluation is more than six months old, below standard, or the employee has received a formal disciplinary action since their last evaluation, a new evaluation must be completed and submitted with the personnel action request documenting that the employee's work performance currently meets or exceeds standards and that all disciplinary issues have been resolved. Otherwise, the supervisor or managers signature on the personnel action shall be sufficient to indicate that the employees work performance currently meets standards and all other eligibility requirements have been met.

Forms are provided by the Human Resource Department for documenting employee work performance. Elected or appointed officials may use alternative methods of evaluating and documenting work performance provided they meet the requirements and objectives of this policy and provide the necessary written documentation.

210 Job Class Specifications

Effective Date: 3/7/2011

Revision Date: 3/7/2011

It is the policy of Bonneville County to create and maintain accurate job class specifications (also referred to as Job Descriptions) for all positions within the county. Each job class specification includes information about the general purpose of the position, essential duties and responsibilities, supervision, minimum qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and required licensing or certification), physical requirements, and work environment.

Bonneville County maintains job class specifications to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities. Job class specifications are also used to determine appropriate levels of compensation for each position in accordance with the county salary administration plan. (See Salary Administration Policy 212)

The Human Resource Department and the appointing authority prepare job class specifications when new positions are created subject to approval of the Board of County Commissioners. Existing job class specifications should be reviewed periodically and when hiring or evaluating employees to ensure that they are current. Job class specifications should also be reviewed and modified periodically to reflect any significant changes in duties, responsibilities, or requirements. Managers, supervisors, and employees are expected to help ensure that job class specifications are accurate and current, reflecting the type of work actually being performed.

Employees should remember that job class specifications do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees should contact their manager or the Human Resource Department if they have questions or concerns regarding a job class specification.

212 Salary Administration

Effective Date: 3/7/2011

Revision Date: 10/8/2019

It is the policy of Bonneville County to develop and maintain a salary administration plan for regular non-exempt employees to insure compliance with federal and state regulations. The salary administration plan is also designed to attract and retain qualified employees, promote consistency in the application of pay practices, provide appropriate incentives for employees to develop job knowledge, skills and abilities and maintain high work performance standards.

In accordance with these objectives the county has established a pay classification plan. All regular non-exempt positions have been allocated to a pay grade within the plan. The pay classification plan establishes the minimum, maximum and interim pay rates for each pay grade. Allocation of positions to a pay grade is based on a variety of both external and internal factors, including but not limited to prevailing wages, internal equity, ability to pay, and other organizational and financial considerations.

Market Analysis - The Board of County Commissioners, with the assistance of the Human Resource Department, periodically reviews the classified employee salary administration plan and makes market and other adjustments as they deem necessary and appropriate. Elected officials and managers may request consideration for changes in the allocation of specific positions within the pay plan based on material changes in the minimum requirements or duties of a position, changes in prevailing or market wages for similar positions, or other relevant factors.

For unclassified salaried positions and shared positions, the Board of County Commissioners, with the assistance of the Human Resource Department, periodically reviews the salary administration plan and may make market and other adjustments as they deem necessary and appropriate to established salary ranges and wages. Established salary ranges for all unclassified salaried positions are periodically adjusted according to projected budget considerations and market analysis. Elected officials and managers may request consideration for changes in the salary ranges and wages of specific positions within the established salary ranges based on material changes in the minimum requirements or duties of a position, changes in prevailing or market wages for similar positions, or other relevant factors.

The Board of County Commissioners have the discretion to grant cost of living, market increases, merit increases as they deem necessary and to withhold wage increases for those outside the established pay and salary ranges.

Reallocation - Reallocation of a position from one pay grade to another generally will not affect the pay rate of employees currently in the position unless their current pay rate is outside the range for the pay grade to which the position is assigned. If an employee's current pay rate falls within the new pay grade they will usually be assigned the pay step which is commensurate with their current rate. If an employee's current pay rate is below the minimum for the new pay grade the employee's rate will be adjusted to the minimum rate for the new pay grade. If an employee's current pay rate is higher than the maximum for the new pay grade their pay rate will be red lined or frozen until it falls below the maximum for the assigned pay grade.

Merit Pay or Step Increases - Non-exempt employees who meet all established work performance and other requirements may be granted merit pay increases or step increases in accordance with the provisions of the pay plan subject to the approval of their manager and the Board of County Commissioners. All requests for personnel actions including promotions, transfers and merit pay increases must be submitted to the Human Resource Department in a timely manner with all required documentation for the consideration and approval of the Board of County Commissioners.

Promotion - Promotion is generally defined as the transfer, or advancement of an employee from one position to another position with a higher pay grade with an associated pay increase.

Qualified employees may be promoted from entry to working or advanced level positions within a designated job group without a vacancy. Qualified employees may also be promoted to fill vacancies within their department or work group without a competitive job announcement. Qualified employees may also apply for and be promoted to vacant positions in other county offices or departments. Generally, current employees will be given preference over otherwise equally qualified applicants.

Employees who are promoted to a position with a higher pay grade may be granted a pay increase depending on their qualifications and experience, generally not less than the established entry rate or more than rate for the corresponding pay step in the pay range for the new position. However, managers may underfill a position with an employee or applicant who does not meet the minimum requirements for the position at a rate below the established entry rate for the position when it is deemed necessary or appropriate.

Temporary Assignments - Bonneville County reserves the right to make changes in work assignments or responsibilities as needed to meet temporary demands due to absence and other circumstances. Temporary changes in an employee's work assignment or responsibilities generally shall not affect the employee's regular employment status or pay classification. However, employees temporarily assigned, by a supervisor, to a position with a higher pay grade for a period which exceeds four full pay periods shall be granted a temporary pay increase commensurate with the position. Pay increase will begin after the fourth pay period and continue for the duration of the temporary assignment.

Transfer - A transfer is defined as the voluntary or involuntary reassignment of an employee from one job class to another without an accompanying change in pay generally for reasons not associated with misconduct or work performance issues.

Demotion - A demotion is defined as the voluntary or involuntary reassignment of an employee from one job class to another with an accompanying reduction in pay. Employees who are demoted shall generally be required to take a pay reduction equivalent to at least one pay step or the maximum for the position to which they are demoted to, whichever is greater.

Exempt Salaried Positions - Salaries for employees in positions designated as exempt are set by the respective elected officials and the Board of County Commissioners with consideration for the knowledge, skill and ability required for the position; prevailing wages for the type of work being performed; individual qualifications and experience; and other relevant factors. Request for pay increases for exempt employees should generally be submitted with annual budget requests for consideration by the Board of County Commissioners.

All advancements, promotions, transfers, demotions, and other changes in compensation or employment status must be approved by the appropriate elected official or their designated representative and the Board of County Commissioners.

Employees should bring pay-related questions or concerns to the attention of their immediate supervisor or manager. The Human Resources Department is also available to answer specific questions about the salary administration program.

214 Medical Information Privacy

Effective Date: 3/7/2011

Revision Date: 3/7/2011

This Medical Information Privacy policy describes how health information about employees may be used and disclosed by Bonneville County and how employees can get access to this information. Bonneville County is committed to maintaining and protecting the confidentiality of our employees' protected health information in compliance with the Health Insurance Portability and Accountability Act (HIPAA). The Human Resource Director is the designated Privacy Officer for all employee medical information.

This policy applies to the health plans of Bonneville County that are covered by privacy regulations, for example health benefit plans, dental plans, employee assistance plans, and pharmacy benefit programs (collectively referred to as the Benefit Plans). The Benefit Plans are required by federal and state law to protect the privacy of employees' individually identifiable health information and other personal information, and to provide employees with notice about their policies, safeguards, and practices. When the Benefit Plans use or disclose employees' protected health information, the Benefit Plans are bound by the terms of this policy.

The Benefit Plans will not use employees' protected health information or disclose it to others without the employees' authorization, except for the following purposes:

Treatment - The Benefit Plans may disclose employees' protected health information, or employees' covered dependents' protected health information, to a health care provider or administrator for its provision, coordination, or management of the employees' health care and related services. For example, prior to providing a health service to an employee, the employee's doctor may ask for information concerning whether and when the service was previously provided to the employee. The Benefit Plans may use and disclose employees' protected health information for treatment activities of a health care provider.

Payment - The Benefit Plans may use and disclose employees' protected health information to facilitate payment of premiums for employees' coverage, and to determine and fulfill their responsibility to provide employees' medical, dental, and EAP benefits. For example, employees' protected health information may be used to make coverage determinations, administer claims, and coordinate benefits with other coverage employees may have. The Benefit Plans may also disclose employees' protected health information to a health plan or administrator to determine employees' eligibility for coverage, or for the health care provider to obtain payment for health care services provided to the employee.

Health Care Operations - The Benefit Plans may use and disclose employees' protected health information for their health care operations, or the health care operations of a third-party administrator of the Benefit Plans. For example, the Benefit Plans may use protected health information to conduct quality assessment and improvement activities. Other health care operations may include providing appointment reminders, or sending employee's information about treatment alternatives or other health-related benefits and services. The Benefit Plans also may disclose employees' protected health information to another health plan or provider that has a relationship with an employee, so that it can conduct quality assessment and improvement activities (for example, to perform case management).

Disclosure to Employer or Operating Company - The Benefit Plans may disclose employees' protected health information to Bonneville County, or to a company acting on the behalf of Bonneville County, so that it can monitor, audit, and otherwise administer the employee health benefit plan in which employees participate. Bonneville County and its operating companies are not permitted to use protected health information for any purpose other than administration of employees' health, dental, and EAP benefits. The Benefit Plans will not disclose protected health information to Bonneville County for the purposes of employment-related actions or decisions, or in connection with any other benefit or employee benefit plan. The Benefit Plans will identify employees who are authorized to receive and use protected health information.

Disclosure to Health Care Vendors and Accreditation Organizations - The Benefit Plans may disclose employees' protected health information to companies with whom they contract, if they need it to perform requested services. For example, the Benefit Plans may provide protected health information to vendors who provide important information and guidance to plan members with chronic conditions such as diabetes and asthma. Protected health information may be disclosed to accreditation organizations such as the National Committee for Quality Assurance (NCQA) for quality measurement purposes. When the Benefit Plans enter into these arrangements, they will obtain a written agreement to protect employees' protected health information.

Public Health Activities - The Benefit Plans may disclose employees' protected health information for the following public health activities and purposes: 1) to report health information to public health authorities that are authorized by law to receive such information for the purpose of controlling disease, injury, or disability; 2) to report child abuse or neglect to a government authority that is authorized by law to receive such reports; 3) to report information about a product or activity that is regulated by the U.S. Food and Drug Administration (FDA) to a person responsible for the quality, safety, or effectiveness of the product or activity; and, 4) to alert a person who may have been exposed to a communicable disease, if the Benefit Plans are authorized by law to give this notice.

Health Oversight Activities - The Benefit Plans may disclose employees' protected health information to a government agency that is legally responsible for oversight of the health care system or for ensuring compliance with the rules of government benefit programs, such as Medicare or Medicaid, or other regulatory programs that need health information to determine compliance.

For Research - The Benefit Plans may disclose employees' protected health information for medical research purposes, subject to strict legal restrictions.

To Comply with the Law - The Benefit Plans may use and disclose employees' protected health information to comply with the law.

Judicial and Administrative Proceedings - The Benefit Plans may disclose employees' protected health information in a judicial or administrative proceeding or in response to a legal order.

Law Enforcement Officials - The Benefit Plans may disclose employees' protected health information to the police or other law enforcement officials, as required by law or in compliance with a court order or other process authorized by law.

Health or Safety - The Benefit Plans may disclose employees' protected health information to prevent or lessen a serious and imminent threat to employees' health or safety or the health and safety of the general public.

Government Functions - The Benefit Plans may disclose employees' protected health information to various departments of the government such as the U.S. military or the U.S. Department of State.

Workers' Compensation - The Benefit Plans may disclose employees' protected health information when necessary to comply with workers' compensation laws.

Other - The Benefit Plans may disclose employees' protected health information when necessary to file claims with re-insurers or stop-loss carriers, or to obtain coverage with re-insurers or stop-loss carriers. The Benefit Plans may also disclose employees' protected health information to subrogation vendors to recoup payments made by the Benefit Plans that were reimbursed by other insurance arrangements.

Uses and Disclosures with Employees' Written Authorization - The Benefit Plans will not use or disclose employees' protected health information for any purpose other than the purposes described in this policy without the employees' written authorization. For example, the Benefit Plans will not supply protected health information to another company for its marketing purposes or to a potential employer with whom an employee is seeking employment without the employee's signed authorization. Employees may revoke an authorization that has previously been given by sending a written request to the Human Resource Director, but not with respect to any actions the Benefit Plans have already taken.

Disclosure to Others Involved in an Employee's Care - The Benefit Plans may disclose protected health information about employees to a relative, a friend, the subscriber of employees' benefits, or any other person employees identify, provided the information is directly relevant to that person's involvement with employees' health care or payment for that care. For example, if a family member or a caregiver calls Bonneville County with knowledge of an employee's protected health information, Bonneville County may confirm protected health information or answer questions. Employees have the right to stop or limit this type of disclosure by contacting the Human Resource Director. If an employee is a minor, the employee also may have the right to block parental access to the employee's protected health information in certain circumstances, if permitted by state law.

Employees may request restrictions on the use and disclosure of the employee's protected health information for the treatment, payment, and health care operations purposes explained in this policy. While the Benefit Plans will consider all requests for restrictions carefully, the Benefit Plans are not required to agree to a requested restriction.

Employees may ask to receive communications of their protected health information from the Benefit Plans by alternative means of communication or at alternative locations. While the Benefit Plans will consider reasonable requests carefully, they are not required to agree to all requests.

Employees may ask to inspect or to obtain a copy of their protected health information that is included in certain records the Benefit Plans maintain. Under limited circumstances, the Benefit Plans may deny employees access to a portion of their records. If employees request copies, the Benefit Plans may charge employees copying and mailing costs.

Employees have the right to ask the Benefit Plans to amend protected health information that is contained in the Benefit Plans records. If the Benefit Plans determine that the record is inaccurate, and the law permits the Benefit Plans to amend it, the Benefit Plans will correct it. If the employee's doctor or another person created the information that the employee wants to change, the employees should ask that person to amend the information.

Upon request, employees may obtain an accounting of disclosures the Benefit Plans have made of their protected health information. The accounting that the Benefit Plans provide will not include disclosures made before April 14, 2003, disclosures made for treatment, payment or health care operations, disclosures made earlier than six years before the date of the request, and certain other disclosures that are exempted by law. If employees request an accounting more than once during any 12-month period, the Benefit Plans will charge those employees a reasonable fee for each accounting statement after the first one.

Employees may contact the Human Resource Director to obtain a paper copy of this policy, even if the employees previously agreed to receive notices electronically. Employees must also contact the Human Resource Director if they wish to make any of the requests listed above.

If employees want more information about privacy rights, do not understand their privacy rights, are concerned that the Benefit Plans have violated their privacy rights, or disagree with a decision that the Benefit

Plans made about access to protected health information, they may contact the Human Resource Director. Employees may also file written complaints with the Secretary of the U.S. Department of Health and Human Services. Bonneville County will not take any action against employees if they file a complaint.

Bonneville County may change the terms of this policy at any time. If Bonneville County changes this policy, Bonneville County may make the new policy terms effective for all protected health information that the Benefit Plans maintain, including any information the Benefit Plans created or received before Bonneville County issued the new policy. If Bonneville County makes any changes to the Medical Information Privacy policy, notice of the changes will be provided to employees.

284 Veteran's Preference

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County gives preference in hiring to qualified veterans and certain family members of qualified veterans who have or are serving in the United States Armed Services as required by law. Qualified veterans or family members must request preference during the application process and provide necessary documentation to support their eligibility for the preference. In cases where two or more applicants are determined to be otherwise equally qualified, qualified veterans and family members will be given preference in hiring over other applicants. This preference applies only to initial appointment to county service.

301 Employee Benefits

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County provides a wide range of benefits for eligible employees. Some programs such as Social Security, Medicare, workers' compensation, and unemployment insurance are required by federal or state law and cover all employees. However, Bonneville County offers other valuable benefits to eligible employees such as those listed below. Many of these benefits are provided by the county at little or no cost to eligible employees and their dependents.

The following benefit programs are available to eligible employees:

- Bereavement Leave
- Direct deposit for payroll checks
- Health, Vision and Dental Insurance
- Employee Assistance Program
- Family and Medical Leave
- Paid Holidays
- Jury and Witness Duty Leave
- Life Insurance
- Military Leave
- Pension Plan
- Uniform and Uniform Maintenance
- Vacation and Sick leave Benefits

In addition to employer sponsored benefits, Bonneville County offers a variety of optional voluntary benefits that employees, at their own expense, can enroll in and enjoy the convenience of payroll deduction for pre-tax and post-tax benefits. Voluntary benefits include but are not limited to the following:

- Voluntary Life insurance for employee and eligible dependents
- Deferred Compensation (PERSI Choice 401(k) and State of Idaho Deferred Comp 457)
- Flexible Spending Account (medical and dependent care)
- Short and Long-Term Disability

Eligibility for various programs or benefits is dependent upon a variety of factors, including employee classification. Employees should contact the Human Resource Department for assistance in determining which programs or benefits they may be eligible for. Information on many of these programs or benefits can be found elsewhere in the employee handbook or in summary plan documents available at the county Human Resource Department or on the county web site.

Except as noted above, employees will generally be compensated for a maximum of 168 hours of unused vacation leave at their regular hourly rate when they leave employment or when the employee becomes ineligible for benefits due to a change in employment status.

An employee's termination date for the purpose of calculating leave balances and eligibility for benefits shall be the last day worked unless the employee is retiring or is unable to return to work because of illness or disability in which case it will be the last day worked or the last day of authorized paid leave, whichever is later.

305 Holidays

Effective Date: 3/7/2011

Revision Date: 4/28/2025

It is the policy of Bonneville County to observe the following days and any additional days as designated by the Board of County Commissioners each year as holidays:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (December 25)

With the exception of essential functions, County offices will generally be closed on designated holidays and employees will be given the day off. With the exception of exempt or salaried employees, regular full-time employees will receive (8) eight hours of holiday pay at their regular rate for each holiday observed in addition to any other pay to which they may be entitled. Exempt employees receive their regular salary regardless of whether they work the holiday or not.

To qualify for holiday pay, eligible employees must work their regularly scheduled shift immediately preceding and following the day on which the holiday is observed. Paid leave shall be considered the same as time worked for the purpose of determining eligibility for holiday pay. The County reserves the right to require verification from a qualified health care provider before approving holiday pay if an employee is absent due to an illness or disability on either or both of these shifts.

A holiday which falls on a Saturday will generally be observed on the preceding Friday and holidays which fall on a Sunday will generally be observed on the following Monday. Departments which are not regularly scheduled to work on the day the holiday would normally be observed may schedule an alternate day off with the approval of the Board of County Commissioners.

Exempt employees who are required to work on a scheduled holiday may be given an alternate day off at the discretion of their supervisor or manager. Non-exempt employees with work schedules which do not generally require them to work on observed holidays may be given an alternate day off or overtime compensation for hours worked on an observed holiday in addition to holiday pay. Shift workers who are regularly scheduled to work on observed holidays will be paid at their regular hourly rate for hours worked on an observed holiday in addition to holiday pay.

The County recognizes that some employees may wish to observe, as periods of worship or commemoration, certain days which are not included in the regular holiday schedule. Employees who wish to take time off for such reasons may be permitted to do so with the approval of their supervisor or manager provided their absence would not result in an undue hardship. Employees may use accumulated paid leave or leave without pay for this purpose.

306 Workers' Compensation Insurance

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County provides comprehensive workers' compensation insurance which covers the medical costs of an injury or illness sustained in the course of employment in accordance with applicable state law. The county also provides disability benefits as required by state law while an employee is unable to work as a result of a qualified occupational illness or injury sustained in the course of employment.

There is generally a five-day waiting period before workers' compensation disability benefits begin unless the employee is hospitalized overnight or disabled for more than 15 consecutive calendar days, in which case disability benefits are paid from the date disability begins. Disability benefits are generally 67% of the employee's regular gross earnings at the time of the injury up to the maximum allowed by state law. However, the minimum benefit could be more than 67% of the employee's gross wage in some cases.

Reporting occupational injuries or illness in a timely manner is critical. Employees who sustain a work-related injury or illness are required to notify their supervisor as soon as practical (See Safety Policy 501). Employees should call 911 or go to the nearest hospital emergency room if immediate emergency medical attention is required or other treatment options are not available. Otherwise, employees should contact their supervisor or the Human Resource Office to receive directions for treatment at an emergency care clinic designated by the county. Failure to report injuries promptly and follow established procedures may affect eligibility for workers' compensation benefits and may be grounds for disciplinary action.

Employees who are involved in an accident at work are required to remain available for drug and alcohol testing and may not consume any alcohol for up to (8) eight hours or until they have been tested or released by their supervisor. Employees may be denied benefits in accordance with state law if intoxication is determined to be the proximate cause of an accident.

Employees are required to keep their supervisor informed of their status while they are on disability leave and notify them of any changes. (See Workers' Compensation Disability Leave Policy 381) Employees may also be required to provide a release from a qualified health care provider indicating that they are able to perform all of the essential functions of their position either with or without a reasonable accommodation prior to being allowed to return to work.

For more information on workers' compensation medical or disability benefits contact the Human Resource Department or the Idaho State Industrial Commission.

307 Sick Leave Benefits

Effective Date: 3/7/2011

Revision Date: 4/28/2025

Bonneville County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees include regular full-time employees. (See Employment Categories Policy 201).

Eligible full-time employees will accrue sick leave benefits at the rate of 8.25 hours for each full month of service. Sick leave will generally be accrued only for complete months of eligible service. Unused sick leave is accumulated without limit.

Eligibility exceptions require approval by the Board of County Commissioners.

Employees can request use of paid sick leave as soon as it is earned. Eligible non-exempt employees may use sick leave increments of 15 minutes. As required under FLSA provisions, the salary of exempt employees shall not be reduced for absences of less than a full day regardless of whether the employee has sufficient available paid leave to cover the absence. However, exempt employees may use sick leave in increments of 15 minutes to reflect the time absent should the employee not complete the standard full time (80 hours) of work over the course of the pay period. Time off shall be arranged with the department head or elected official, and adjustments shall be made at the discretion of the elected official or department head.

Eligible employees may use sick leave for an absence due to illness or disability and routine appointments with a qualified health care provider when such appointments cannot be reasonably scheduled while the employee is off duty. Sick leave may also be used to care for an employee's immediate family member (spouse, child, parent, sibling, grandparent, grandchild, or the same relation by marriage).

Absences for scheduled treatments or other health care appointments must be approved by the employee's supervisor in advance. Employees who are unable to report to work due to unexpected illness or injury should notify their direct supervisor as soon as practical, generally before the start of their next scheduled shift. Employees are also required to keep their supervisor informed of their status on a regular basis while they are absent on sick leave.

Sick leave may not be utilized if it will result in pay in excess of the employee's normally scheduled workweek. For example, if a full-time employee calls in sick on Monday, then works 9 hours per day on Tuesday through Friday, that employee's timesheet would reflect:

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
REG				9	9	9	9	36
SICK			4					4
								40

Employees who are eligible to receive worker's compensation disability benefits for absences due to an injury or illness covered by worker's compensation may choose to use accumulated sick leave to supplement their disability benefits. (See 381 Workers' Compensation Disability Leave).

Employees may be required to provide verification of disability from a qualified health care provider anytime there is reason to believe that the employee may be abusing sick leave privileges. Employees may also be required to provide verification from a qualified health care provider that they are able to safely perform the essential functions of their job with or without a reasonable accommodation before being allowed to return to work.

Sick leave benefits will be paid for qualified absences at the employee's regular pay rate at the time of absence not including, shift differential. Employees will be compensated for unused sick leave in excess of 480 hours at one quarter of their regular base hourly rate when they leave employment or when the employee becomes ineligible for benefits due to a change in employment status.

Improper or unauthorized use of sick leave shall be considered grounds for disciplinary action up to and including termination of employment (See Attendance and Punctuality Policy 704).

309 Bereavement Leave

Effective Date: 3/7/2011

Revision Date: 4/28/2026

Bonneville County recognizes that the death of a loved one is a difficult time that brings both emotional and logistical challenges. We are committed to supporting our employees by providing paid time off to grieve, plan, and attend funeral services, and carryout after death duties of the Estate.

All regular full-time employees (See Employment Categories Policy 201) are eligible for up to five (5) workdays of paid bereavement leave for their immediate family members (spouse, child, parent, sibling, grandparent, grandchild, or the same relation by marriage).

Employees who are eligible, and wish to use paid bereavement leave, should notify their supervisor immediately. Leave may be taken within 3-months of the loss to accommodate funeral planning, delayed memorial services, and duties of the estate, and does not need to be taken consecutively however, employees must receive prior approval from their supervisor for intermittent bereavement leave or leave outside of the 3-month period.

Employees who wish to extend their leave beyond the five (5) days of paid bereavement leave may use accrued sick leave, at the discretion of the department head or elected official.

Employees who wish to take leave for the death of other relatives or friends, may request to take accrued vacation leave, comp time, or leave without pay. Leave requests may be granted at the discretion of the department head or elected official.

Bereavement leave may not be used when calculating overtime.

311 Jury and Witness Duty

Effective Date: 3/7/2011

Revision Date: 4/28/2025

Bonneville County encourages employees to fulfill their civic responsibilities by serving jury duty and appearing in court as a witness when summoned or subpoenaed by proper judicial authority. County employees who are subpoenaed or otherwise required to appear as a witness to testify in their official capacity will be compensated on the same basis as for other hours worked in their regular capacity.

Regular full-time employees (See Employment Categories Policy 201) who are required to serve jury or witness duty for non-work-related reasons will be placed on civil leave and compensated at their regular base hourly rate for the hours they would normally have been scheduled to work in addition to any compensation which may be provided by the court. Benefits will continue without interruption for eligible employees (leave accrual, insurance etc.) while on civil service leave.

Regular part-time employees authorized to regularly work up to 19 hours per week (See Employment Categories Policy 201) who are required to serve jury or witness duty for non-work-related reasons will be placed on civil leave and compensated at their regular base hourly rate for the hours they would normally have been scheduled to work, not to exceed 19 hours per week, in addition to any compensation which may be provided by the court.

Employees must notify their immediate supervisor as soon as practical when they are scheduled to appear for jury or witness duty and provide a copy of the summons or subpoena if requested. Employees are expected to keep their immediate supervisor informed of their schedule and report for work whenever court schedules permit.

Once the supervisor has been notified by the employee of their civil service summons, they must notify Payroll as soon as possible to ensure the appropriate pay codes are available to record their time accurately.

313 Benefits Continuation (COBRA)

Effective Date: 3/7/2011

Revision Date: 3/7/2011

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the option of continuing health insurance coverage under Bonneville County's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Bonneville County's group rates plus an administration fee. Bonneville County, via their insurance carrier, provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Bonneville County's health insurance plan. Eligible employees and their dependents will also be notified in writing of their options and given an opportunity to elect continuation coverage when a qualifying event occurs. These notices contain important information about the employees' rights and obligations.

Employees who have questions regarding COBRA continuation coverage should contact the Human Resource Department.

316 Health, Vision, and Dental Insurance

Effective Date: 3/7/2011

Revision Date: 4/28/2025

Bonneville County offers group health, vision and dental insurance benefits for regular full-time employees and any employee who is approved by the Board of County Commissioners to regularly work 30 or more hours per week on a continual basis. Employees and eligible dependents must enroll within 30 days of the date they initially become eligible for coverage or wait to enroll during an open enrollment period.

Coverage for eligible employees begins on the first of the month following 30-days of eligible service. Coverage eligibility is subject to the terms and conditions of the agreement between Bonneville County and the insurance carrier, compliance with Federal and State regulations, and is subject to change with or without notice.

Subscriber Certificates or Summary Plan Descriptions and all County health insurance plans and contracts are available for inspection through the electronic employee benefits portal located on the “Employee Access” tab on the County web site. Employees may contact the Human Resource Department for more information about employee benefits.

The County pays the full cost of health and vision coverage for eligible employees and 70% of the additional cost for dependent coverage, and the full cost of dental coverage for eligible employee and their dependents, if elected by the employee. All rates, terms and conditions of health, vision and dental insurance benefit plans are subject to change by the Board of County Commissioners with or without notice.

Coverage under the County health, vision and dental benefit plans will terminate at the end of the month in which an employee or dependent becomes ineligible if the disqualifying event occurs on or before the 15th of the month. Otherwise, coverage will terminate at the end of the following month. However, employees and their dependents that become ineligible for health, vision and/or dental coverage under County Health Benefit may qualify for continued coverage at their own expense under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

COBRA generally allows employees or their dependents to continue their health coverage under employer sponsored group health insurance at their own expense for up to 18 months or more after they become ineligible for coverage. Employees and their dependents usually have 60 days from the date of the qualifying event to elect continuation coverage under COBRA and another 45 days from the date they make the election to pay any premiums due. (See 313 Benefits Continuation COBRA)

Employees may contact the Human Resource Office for more information regarding employee benefits or COBRA continuation rights.

317 Life Insurance

Effective Date: 3/7/2011

Revision Date: 4/28/2025

Bonneville County provides a basic life insurance plan including Accidental Death and Dismemberment for all regular full-time employees and any employee who is approved by the Board of County Commissioners to regularly work 30 or more hours per week on a continual basis (See Employment Categories Policy 201) Eligible dependents also receive basic life insurance coverage at no cost to the employee.

At the expense of the employee, eligible employees and eligible dependents may participate in the offered voluntary life insurance plan subject to all terms and conditions of the agreement between Bonneville County and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Human Resource Department for more information about employee benefits.

320 Retirement Plans

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County has elected to participate in the Public Employee Retirement System of Idaho (PERSI). All eligible employees are required to participate in the PERSI base plan as a condition of employment with Bonneville County. Generally, employees who work 20 or more hours per week for a period of five consecutive months or longer are considered eligible to participate in the PERSI Base Plan.

The PERSI Base Plan is a defined benefit retirement plan with employee and employer contribution rates set by the legislature and the retirement board. All plan assets are managed by the Fund. Retirement benefits are based on a formula which takes into consideration the employee's average income and length of qualified service.

Because the PERSI Base Plan may not provide all the retirement income employees may need or want, the County also provides two defined contribution plans which employees may participate in on a voluntary basis. Employees may choose to participate in the 401(k)-plan sponsored by PERSI, referred to as the PERSI Choice Plan, and/or the State of Idaho 457 Deferred Compensation plan administered by Nationwide Retirement Solutions. Both plans allow employees to make voluntary tax deferred contributions through payroll deduction. Earnings on both plans are also tax deferred.

Funds in the PERSI Choice Plan and the Deferred Compensation Plan are managed by the employee and their investment counselor. Balance available at retirement depends on how much an employee contributes and how funds are managed. Generally, employees may not withdraw funds from either plan until they leave employment although both plans do allow for withdrawals during employment under certain circumstances. Early withdrawals from the PERSI Choice Plan may be subject to tax penalties in addition to regular income tax in some cases.

Details of the PERSI Base Plan, PERSI Choice Plan and Deferred Compensation Plan are contained in plan summary information available from the Human Resource Department. Summary information will also be provided to all eligible employees upon request. Early retirement planning can help provide security for employees and their families now as well as when they are ready to retire. Employees are encouraged to Contact the Human Resource Department for more information about the available retirement plan options.

324 Employee Assistance Program

Effective Date: 3/7/2011

Revision Date: 10/1/2018

Bonneville County is concerned about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, sometimes employees need professional assistance and advice.

Bonneville County provides eligible employees confidential access to professional counseling services through the Employee Assistance Program (EAP), in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, emotional distress, and legal or financial issues. The EAP is available to all employees and their dependents offering problem assessment, short-term counseling, and referral to appropriate community and private services.

The EAP is strictly confidential and is designed to safeguard your privacy and rights. Information given to the EAP counselor may be released only if authorized by you in writing. All counselors are guided by a Professional Code of Ethics. Personal information concerning employee participation in the EAP is confidential. No information related to an employee's participation in the program is entered into the personnel file.

Up to five sessions per case will be provided with an EAP counselor at no cost to eligible employees or their dependents. If further counseling or professional care is necessary, the EAP counselor will outline appropriate community and private services which are available to assist the employee or their dependents. Employees will be informed in advance of any costs associated with EAP or private services which may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Employees are encouraged to access the Employee Assistance Program before minor concerns become major problems. No issue is too small or too large, and a professional counselor is available to help you when you need it. Contact information is available through the Human Resource Department or on the county web site.

326 Flexible Benefit Plan

Effective Date: 3/7/2011

Revision Date: 11/25/2013

Bonneville County provides a Flexible Benefit Plan that allows regular full-time employees and regular part-time employees (See Employment Categories Policy 201) who are authorized to work at least 30 hours per week or 1,560 hours annually to pay for eligible out-of-pocket expenses including health and disability insurance premiums and unreimbursed medical and dependent care expenses through payroll deduction. Deductions for eligible expenses under the Flexible Benefit Plan are not subject to Social Security, Medicare, federal or state income tax. Paying eligible expenses through the Flexible Benefit Plan reduces taxable income without reducing real income, allowing employees to take home more of what they earn.

Participation in the Flexible Benefit Plan is optional and eligible employees may enroll or change their elections on an annual basis. Eligible employees may contribute up to the maximum allowed by law, whichever is less each year to a Health Care Flexible Spending Account (FSA). This tax-free money is then available to reimburse the employee for out-of-pocket medical expenses incurred during the plan year.

Eligible employees may also contribute the maximum allowed by law each year to a separate Dependent Care FSA. This tax-free money is available to reimburse the employee for out-of-pocket dependent care expenses paid during the plan year.

The plan year runs from January 1st through December 31st. At the end of a plan year, participants may carry over a limit of unused health care flexible spending account balance to the next plan year. However unused dependent care dollars may not be carried over. Employees should contact Human Resources to inquire about eligible health care flexible spending account rollover amounts for each year. With the exception of this maximum rollover amount that may be carried over for the health care flexible spending account, no other amount may be carried over to the next year or refunded, and employees should take care not to set aside more money than they expect to use during a plan year.

Details of the Flexible Benefit Plan and Flexible Spending Accounts are described in the Summary Plan Description available through the electronic employee benefits portal. Contact the Human Resource Department for more information on the Flexible Benefit Plan and Flexible Spending Accounts.

380 Leave Sharing

Effective Date: 3/7/2011

Revision Date: 01/01/2019

With the approval of the appointing authority for both the transferring and receiving employee, a maximum of 40 hours of accrued vacation may be transferred in any 12-month period from one employee to another employee due to a serious health condition or disability of their own or to care for a child, spouse or parent with a serious health condition as defined by the Family and Medical Leave Act and who is or will be on Family Medical Leave. The request for Donated Leave must be approved and requested by the Elected Official or designated representative. Donated vacation leave will be converted to sick leave for the receiving employee.

A serious health condition as defined by the Family and Medical Leave Act means an illness, injury, impairment, or physical or mental condition, including temporary disabilities associated with pregnancy, childbirth, or other related medical condition that requires inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.

Employees may also request Donated Leave in connection with the birth or adoption of a child, or placement of a child in their home for foster care regardless of medical disability.

The maximum donated leave which an employee may receive under this policy is limited to 240 hours in any 12-month period. The gaining employee must use all available paid leave before donated leave may be used. Employees who receive and begin to use Donated Leave will be placed on FMLA leave for any qualified absence which will run concurrently to any donated leave used. Donated leave will be applied as needed in the order in which it is received. Unused donated leave will be returned to the respective donor(s).

381 Workers' Compensation Disability Leave

Effective Date: 3/7/2011

Revision Date: 11/13/2014

Eligible employees who are temporarily disabled and unable to work due to a work-related illness or injury covered by workers' compensation may be entitled to disability benefits in accordance with applicable state law. (See Workers' Compensation Insurance Policy 306)

Employees receiving temporary disability benefits may be placed on disability leave. Employees on authorized disability leave may elect to use available paid leave to supplement disability benefits provided the employee's combined compensation and disability benefit shall not exceed the employee's regular base wage. The county will continue to provide health insurance benefits for otherwise eligible employees on authorized disability leave provided arrangements are made with the Payroll Office to pay the employee portion of the premium if applicable.

Special rules may apply under the Idaho Peace Officer and Detention Officer Temporary Disability Act (72-1104, 72-1105) to peace officers and detention officers who are temporarily disabled as a result of an injury sustained in the performance of their duties when responding to an emergency, or in the pursuit of a person or persons who have violated, or who are suspected of violating the law, or when the injury is caused by the actions of another person and is temporarily incapacitated from performing his or her duties. Employees who qualify under the Act will be paid at their regular rate for the hours they would normally be scheduled to work while they are temporarily disabled and required to remit any temporary worker's compensation disability benefits which they receive to the county.

Employees may receive PERSI retirement credit for some or all of the time they are on disability leave depending on PERSI eligibility requirements.

Employees are required to keep their supervisor informed of any change in their status while on leave in connection with a work-related accident or illness and provide a release from a qualified health care provider prior to returning to work.

401 Employee Time Records

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County is required by law to keep an accurate daily record of time worked by nonexempt employees. All nonexempt employees are required to keep an accurate record of hours worked and paid or unpaid leave taken on a daily basis. Hours should be recorded to the nearest 15 minutes. If an employee works a shift which starts on one day and ends on another, all hours for the shift should be recorded on the date the shift ends.

Hours worked include any authorized break or meal period of less than 30 minutes and time spent attending work related seminars or training sponsored or required by the county. Travel time may also be considered hours worked if travel occurs during the employee's regular work hours even on days when the employee would not normally be scheduled to work such as weekends and holidays. Meal periods or rest breaks of 30 minutes or more during which an employee is not required to perform any work are not considered hours worked. Questions regarding recording of hours worked should be directed to the Human Resource Office.

All overtime must be authorized in advance. Nonexempt employees should not begin working prior to the start of their scheduled shift or continue working after the end of their scheduled shift without expressed, prior authorization from their supervisor. Employees who work outside regularly scheduled hours without proper authorization may be subject to disciplinary action.

All nonexempt employees are required to sign their time records to certify the accuracy of all time recorded. If an employee is unavailable to sign a time record, the employee's supervisor or manager may submit it without the employee's signature and provide a copy of the record to the employee for verification. Managers or supervisors will review and sign their employee's time records before submitting them for payroll processing. Any corrections or modifications to the time record should be acknowledged by the employee and the supervisor.

Exempt salaried employees are only required to submit a time record indicating paid leave days taken and any other days not worked during a pay period. The salary of exempt employees shall not be reduced for absences of less than a full day regardless of whether the employee has sufficient available paid leave to cover the absence.

Altering, falsifying, or tampering with time records may result in disciplinary action, up to and including termination of employment.

403 Paydays

Effective Date: 3/7/2011

Revision Date: 4/11/2024

Bonneville County employees are paid bi-weekly. Paychecks are issued every other Friday. In the event a regularly scheduled payday falls on a holiday, employees will generally be paid on the preceding day.

Advances

Bonneville County does not allow employees to receive pay advances.

Direct Deposit

Employees paid by Bonneville County are highly encouraged to use Direct Deposit to receive payroll related payments. In accordance with state and federal requirements regarding Direct Deposit of payroll, the employee may select an eligible financial institution of their choice to accommodate the receipt of Direct Deposit payments.

Employees not participating in direct deposit will continue to receive a paper check. Such checks will be mailed on the employee's designated payday. Paper checks will not be available for pickup in the Bonneville County Payroll Office. No paper check will be mailed prior to the designated payday. To avoid delays in the delivery of paper checks, employees receiving wage payments in this manner are required to provide and maintain a valid mailing address through the payroll system.

Employees who are in the direct deposit prenote status (account verification process) either as a new hire or current employee changing their bank information, will follow the paper check procedure above.

Payroll Deductions

Each paycheck will reflect total earnings for the two-week work pay period, as well as any mandatory or voluntary deductions. Mandatory deductions are deductions that Bonneville County is legally required to take such as Federal and State income tax, Social Security and Medicare (FICA) withholdings, and Public Employee Retirement Systems of Idaho (PERSI) contributions. Voluntary deductions are deductions that an employee has authorized such as health insurance, deferred compensation, and supplemental life insurance (See Policy 301 Employee Benefits).

Wage Discrepancies

In the event an employee has a wage discrepancy through the Payroll System, the employee and/or supervisor is responsible for notifying the Payroll Department immediately so a resolution can be made.

Record Review

All employees will have access to an itemized statement of leave and earnings for each pay period. Employees are encouraged to review leave and earning information each pay period to ensure that it is correct. The Payroll Department should be notified immediately of any discrepancies with the employee's leave and earning statement.

Personal information such as the employee's name, address, phone number and tax withholdings should also be reviewed to ensure that it is current.

Leave Accrual

Accrued leave may not be used until it shows as available (See Policy 303 Vacation Benefits, and Policy 307 Sick Leave Benefits).

Payouts at Separation

When leaving employment, employees will be compensated for any unused leave benefits in accordance with policy (See Policy 303 Vacation Benefits, and Policy 307 Sick Leave Benefits). Final checks will be issued

with the next regular payroll following separation from employment unless otherwise requested in writing (a minimum of 48 hours' notice is required).

405 Termination of Employment

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Some of the most common reasons are listed below:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and other criteria for retirement from the organization.

Generally, an employee's termination date for the purpose of determining final pay and eligibility for employee benefit programs will be the last day actually worked. However, for employees who are retiring or who are unable to return to work due to illness or disability, the termination date shall be the last day worked or on authorized paid leave, whichever is later.

Generally, the employees final check will be issued on the next regular pay day following termination of employment unless other arrangements have been made with the payroll office in advance. Payment for any unused leave will be included in the employee's final check in accordance with established policy. Any equipment, keys, credit cards or other county property must be returned in serviceable condition or accounted for prior to leaving employment.

Employees who are resigning or retiring should generally notify their immediate supervisor and the Human Resource Department in writing at least two weeks prior to their last work day. Failure to give adequate notice may affect an employee's eligibility for future employment with Bonneville County.

Employees who are laid off for administrative or other non-disciplinary reasons will be placed on a recall list to be maintained by the employee's department. When any vacancy occurs within the department, employees on the recall list shall be offered reinstatement or employment to any position for which they are otherwise qualified before any other promotions or appointments are considered. Eligible employees who are on a current recall list may also be considered for any available position in Bonneville County for which they are otherwise qualified without a competitive announcement.

Employees who have been laid off shall remain on the department recall list for one year or until the employee declines an offer of reinstatement to the same or a comparable position to that which they occupied at the time of the layoff, whichever comes first. Employees who are reemployed while on an active recall list shall receive seniority credit for eligible service up to the date they were laid off.

Supervisors shall notify the Human Resource Department of all terminations and submit a personnel action form indicating the effective date of termination and the reason for separation. An exit interview should also be scheduled with the Human Resource Department at the time of termination. The exit interview will provide an opportunity to discuss issues regarding employee benefits, conversion or continuation privileges, repayment of outstanding debts to Bonneville County, or return of county property. Employees may also voice complaints or make suggestions at that time.

501 Safety

Effective Date: 3/7/2011

Revision Date: 2/21/2024

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Bonneville County has established a workplace safety program. This program is a high priority for Bonneville County. The Emergency Management Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the attention and personal commitment of all employees.

Bonneville County also provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety committee has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues. Employees are encouraged to submit safety suggestions or concerns to their supervisor, manager, safety committee representative or the Emergency Management Department.

Details of the County Safety Program are contained in the County Safety Manual available to all employees. Additional safety policies and procedures may be developed and implemented for various work areas and occupations as needed. Employees are expected to read and become familiar with all safety policies and procedures which apply to their work areas and activities.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees who violate safety standards, who cause or contribute to hazardous or dangerous situations, or fail to report or remedy such situations when practical, may be subject to disciplinary action up to and including termination of employment.

Employees are required to report all accidents and unsafe conditions to their immediate supervisor immediately. The employee and the supervisor will then complete an accident or unsafe condition report and submit it to Emergency Management and Human Resource Department as soon as practical.

In the case of an accident which requires medical attention other than basic first aid the supervisor or manager will direct the employee to a designated medical clinic. If immediate medical attention is required or if the designated medical clinic is not available employees should be directed to the emergency room at the closest hospital. The supervisor and the employee shall also complete a first report of illness or injury for worker's compensation and submit it to the Human Resource Department as soon as practical. (See Worker's Compensation Insurance Policy 306 and Worker's Compensation Disability Leave Policy 381)

Supervisors should schedule drug and alcohol testing for employees involved in a reportable accident as required or appropriate. Employees who are involved in a reportable accident at work are required to remain available for drug and alcohol testing and may not consume any alcohol for (8) eight hours or until tested or released by their supervisor. (See Drug Testing Policy 714 and Drug and Alcohol Use Policy 702)

Employees, supervisors and managers may contact the Human Resource Department for forms and assistance in preparing workers compensation claims, accident reports and reports of unsafe conditions.

502 Work Schedules

Effective Date: 3/7/2011

Revision Date: 02/01/2019

The Board of County Commissioners in consultation with the various county elected officials shall establish business hours for all County operations. Most County business offices will be opened to the public Monday through Friday from 8:00 a.m. to 5:00 p.m. except on designated holidays. Business hours may vary however depending on the activity, business demands and other relevant factors.

With the exception of personnel actively engaged in law enforcement activities and support of these activities, the normal work period shall generally be one week beginning on Saturday and ending on Friday and consisting of 40 hours. The normal work day consists of eight hours of work with an unpaid meal period. However, daily work schedules may vary depending on work assignments.

Work periods for personnel actively engaged in law enforcement activities which qualify for partial exemption from overtime requirements under USC 29 Section 207(k) shall consist of 84 to 86 hours in a two-week period corresponding with beginning and end of the established biweekly pay period. However, daily work schedules may vary depending on work assignments.

Work schedules for employees in various work areas are Monday through Friday from 8:00 a.m. to 5:00 p.m. Exceptions to this work schedule would need to demonstrate a special need for the public or the county and receive approval from the Board of County Commissioners. Employees will generally be given advance notice of changes in work schedules. However, the County reserves the right to change or modify work schedules with or without notice as it deems necessary or appropriate.

All employees are expected to report to work on time and use their time productively while at work. Classified (non-exempt) employees may not report to work on scheduled days off, begin working before the scheduled starting time for their assigned shift, work during unpaid meal periods, or continue to work past the end of their scheduled shift without prior authorization.

Unauthorized or unexcused absences, tardiness, failure to use time productively while at work, abuse of break periods or paid leave privileges or other violations of this policy may result in disciplinary action up to and including termination of employment (See Attendance and Punctuality Policy 704).

504 Use of Phone and Mail Systems

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Employees should answer calls promptly using an approved greeting and conduct themselves in a courteous and professional manner when communicating on the phone. Phone calls on county equipment may be monitored for quality assurance and other business purposes. Use of county phones to make threatening or harassing calls or engage in other illegal activity is prohibited.

All employees are expected to use their time productively while at work. Employees may be allowed to make or receive occasional personal phone calls while at work. However, personal calls should be limited and brief so that they do not unnecessarily interfere with the employee's work. This includes limited personal use of county cell phones as authorized by the employee's manager or supervisor. Employees are required to reimburse Bonneville County for any charges resulting from their personal use of county phone services.

Use of cell phones or other electronic communication devices to send text messages, images or data while driving a county vehicle or a personal vehicle on county business is prohibited. Exceptions may be allowed for law enforcement personnel under specific conditions in accordance with Bonneville County Sheriff's Office policies and procedures. Federal, State and local laws may be more restrictive than County policy. Employees are required to comply with all laws restricting use of cell phones and other communication devices while driving. Individual departments or managers may also implement more restrictive policies regarding use of county and personal communication equipment and systems as they deem necessary or appropriate. (See Use of County Vehicle and Equipment Policy 508)

Use of Bonneville County postage for personal correspondence is prohibited. Personal correspondence other than packages may be included with other outgoing county mail provided it is properly addressed and correct postage applied. Employees should not have personal mail or packages delivered to their work address.

Illegal, improper or prohibited use of county mail, postage or phone systems may result in disciplinary action up to and including termination.

505 Smoking

Effective Date: 3/7/2011

Revision Date: 12/20/2017

In keeping with Bonneville County's efforts to provide a safe and healthy work environment, smoking including the use of electronic cigarettes in the workplace is prohibited. Smoking in county vehicles is also generally prohibited. However, managers may allow employees to smoke in vehicles or equipment which is generally assigned for their exclusive use except when non-smokers are present (See Use of County Vehicles and Equipment Policy 508).

This policy applies equally to all employees, customers, and visitors. The county employee assistance program is available to help eligible employees who would like to quit smoking. County health insurance benefits may also pay for medications to help employees quit smoking. For more information regarding the employee assistance and other smoking cessation programs, contact the Human Resource Department or visit the county web site.

506 Rest and Meal Periods

Effective Date: 7/13/2011

Revision Date: 3/21/2012

Work schedules for employees in various work areas are set by the respective elected official or their designated representatives and may vary depending on the nature of the activity, business demands and other relevant factors (See Work Schedules Policy 502).

When work schedules and demands permit, elected officials or their designated representatives may authorize a paid rest break not to exceed 15 minutes for every four hours worked. Paid break periods may not be used to allow an employee to report to work later than usual, leave work early or extend meal periods. Employees may not be given additional compensation for unused break periods or be allowed to accumulate unused breaks for later use.

To the extent that it is practical lactating employees who wish to express milk during the first year after the birth of a child should use their regularly scheduled break and meal periods for this purpose. However, more frequent or extended unpaid break periods will be provided if required. A suitable private area, other than a restroom, which is shielded from view and free from intrusion by co-workers or the public will be provided for this purpose. Generally, such breaks should not exceed a combined total of 30 minutes for each four-hour work period.

Meal periods are generally not considered hours worked. However, meal periods may be considered hours worked if an employee is not reasonably free to enjoy an uninterrupted period of at least 30 minutes during which they are not required or expected to perform any work.

Employees may be required to remain on the premises during breaks so that they can be recalled if necessary. Abuse of break or meal periods or other unauthorized absences from assigned work stations may result in disciplinary action up to and including termination of employment.

507 Overtime

Effective Date: 3/7/2011

Revision Date: 2/17/2018

Bonneville County reserves the right to modify work schedules and require employees to work overtime when necessary. To the extent that it is practical, employees will be notified of changes in work schedules in advance. However, the County reserves the right to change work schedules with or without notice when it deems it appropriate or necessary (See Work Schedules Policy 502). All overtime must be authorized by the employee's supervisor in advance. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Each job classification has been evaluated and designated as Exempt or Nonexempt for purposes of complying with the overtime requirements of the Federal Fair Labor Standards Act based on the duties actually performed by employees in each classification. Employees in positions designated as Exempt are paid on a salaried bases and are not entitled to overtime compensation because they perform Executive, Administrative or Professional duties which meet the qualifications for exemption from the overtime provisions of the Act.

All nonexempt employees will be compensated for overtime hours worked in accordance with federal and state wage and hour requirements. With the exception of qualified personnel actively engaged in law enforcement activities, employees will receive overtime compensation for all hours worked in excess of 40 in a one-week work period. In accordance with special provisions of the Federal Fair Labor Standards Act, qualified law enforcement personnel may be required to work up to 86 hours in a two-week work period before qualifying for overtime compensation. Authorized paid leave will not be considered the same as hours worked for purposes of performing overtime calculations and will be paid at the regular rate of pay.

In accordance with special provisions of the Federal Fair Labor Standards Act for state and local government, nonexempt employees will be compensated for overtime hours worked by one of the following methods as determined by their elected official or their designated representative: payment at 1.5 times the employee's regular wage; or accrual of compensatory time off (Comp Time) at 1.5 times the hours of overtime worked.

Compensatory time off for hourly general and qualified law enforcement employees may accrue to a maximum of 80 hours. Any overtime hours worked after these specified maximums are reached will be paid out as overtime pay.

Employees generally may not be allowed to accrue more than a maximum 80 hours of compensatory time off. However, the Board of County Commissioners may authorize exceptions not to exceed 240 hours for general employees or 480 hours for qualified law enforcement personnel.

Elected officials or their designated representatives may restrict maximum accruals of compensatory time off to less than 80 hours for their respective employees. They may also elect to cash out compensatory time off at the employee's current base rate at any time or require employees to use it before authorizing the use of vacation leave.

All compensatory time off will be paid out at the employee's regular base rate when transferring to another department, being promoted from a non-exempt to an exempt position, or when they leave employment.

Failure to work scheduled overtime or obtain proper authorization before working overtime may result in disciplinary action, up to and including termination of employment. Outside employment will not be considered a valid reason for refusing to work overtime when scheduled (See Outside Employment Policy 110).

508 Use of County Vehicles and Equipment

Effective Date: 3/7/2011

Revision Date: 5/11/2021

County vehicles and equipment, which includes all vehicles and equipment owned, rented or leased by Bonneville County, is intended for use in carrying out various business functions of the County. No person shall be allowed to operate any county vehicle or equipment without the authorization of the Board of County Commissioners, the appropriate elected county official or their designated representative. Any personal or other non-business use of county vehicles, equipment, or other property must also be authorized by the appropriate elected official or their designated representative.

All employees and volunteers are expected to exercise reasonable care to protect life and property, comply with all laws, regulations and policies governing the operation of county vehicles, and follow all operating instructions, safety standards, and guidelines when operating county vehicles and equipment and other vehicles used for county business (See Safety Policy 501).

Employees should notify their supervisor if any equipment, machines, tools, or vehicles which 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. Questions regarding the employee's responsibility for maintenance and care of equipment or vehicles used on the job should be directed to the employee's supervisor.

No person shall be allowed to operate any county vehicle without valid operator's license or Commercial Driver's License (CDL) with appropriate endorsements as required by law or operate any county vehicle in violation of any driver's license restriction. A CDL is required to operate vehicles over 26,000 pounds gross vehicle weight, with a capacity of more than 15 passengers, or carrying hazardous materials. Employees who are required to maintain a valid operator's license or CDL as a minimum requirement in their position shall notify their supervisor immediately when their license is expired, suspended, or revoked.

All persons operating or traveling as a passenger in county vehicles or other vehicles, including equipment, while on county business are required to use seatbelts or other safety restraints as required by law. Idaho Code provides an exception which allows certified law enforcement personnel to dispense with wearing of safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, use of such restraints would hinder rather than increase safety.

Drivers should not engage in any unnecessary activity while operating any vehicle on county business which would distract their attention or interfere with their ability to safely control the vehicle and comply with all traffic laws and regulations. All employees are prohibited from texting while operating a county vehicle or any other vehicle on county business. Use of handheld cell phones while operating a commercial vehicle is also prohibited.

Smoking is generally prohibited in all county vehicles. However, employees may be permitted to smoke in county vehicles or equipment generally assigned for their exclusive use when authorized by their supervisor provided non-smokers are not present (See Smoking Policy 505).

In case of an accident involving a county vehicle, employees should check on the health and safety of all persons involved and seek medical attention if needed. All accidents involving a county vehicle should be reported to and investigated by the appropriate law enforcement agency. Employees should cooperate fully with law enforcement and authorized insurance agents or representatives of Bonneville County. They should not discuss fault with or sign anything provided by any other party.

No minor, defined as individuals under the age of 18, shall ride on or operate any equipment, when said equipment is used at the Bonneville County Fairground.

Employees are required to report all accidents involving county vehicles, property or employees to their supervisor as soon as practical and complete an accident report. Drivers who are involved in an accident while operating vehicle on county business are required to remain available for drug and alcohol testing and may not consume any alcohol within 8 hours of the accident or until tested or released by their supervisor. If an employee is injured and requires medical attention other than simple first aid, they will also need to complete an industrial accident claim with their supervisor as soon as practical (See Worker's Compensation Insurance Policy 306, Drug Testing Policy 714 and Drug and Alcohol Use Policy 702).

The illegal, improper, careless, negligent, destructive, or unsafe use or operation of county equipment or vehicles, including excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment. All fines, fees or other costs incurred by drivers as a result of violations of the law by the driver are the responsibility of the driver and must be paid promptly.

510 Emergency Closings

Effective Date: 3/7/2011

Revision Date: 3/7/2011

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt county operations. In extreme cases, these circumstances may require the closing of some county facilities or suspending of some operations.

When operations are suspended or facilities officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available vacation leave or compensatory time off.

In cases where an emergency closing is not authorized, employees may request available paid leave time if conditions make it unsafe or impossible to report to work.

Employees in essential operations may be required to work on a day when most County operations are officially closed because of emergency conditions. In these circumstances, employees who are required to work will be paid at their regular base rate for hours worked.

512 Business Travel Expenses

Effective Date: 3/7/2011

Revision Date: 4/9/2025

The purpose of this policy is to establish guidelines to provide for consistent reimbursements of travel and/or meal expenses incurred while conducting official County business outside employee's primary work routine areas and responsibilities.

Travel Arrangements

Employees traveling for a business purpose on behalf of Bonneville County are generally responsible for making their own travel arrangements. However, all business travel must be approved in advance by the appropriate elected official or their designated representative. Except in emergencies, authorization should be in writing and should include the business purpose for travel, mode of transportation, lodging arrangements, expected dates and times of departure and return and other relevant information. The Travel Expense Voucher is available from the Accounting Office and on the County website, <https://www.bonnevillecountyidaho.gov/page/county-forms-and-information>, for this purpose.

Employees should contact their supervisor or the Accounting Office for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues and/or questions.

With prior approval, employees on business travel may be accompanied by a family member or other companion, as long as it does not interfere with successful completion of business objectives. Any additional costs for the approved family member or companion are the responsibility of the employee.

Per Diem Allowance

The daily Per Diem is the amount given to a traveler to cover expenses such as meals, meal gratuities, and fees and tips given to those in the service industry (e.g. baggage carriers, hotel maids/servants) for business events outside employee's primary work routine areas and responsibilities (location where employee regularly performs their work duties). No portion of these costs shall be reimbursed as separate items. Meals provided by any other party as part of the cost of travel accommodations such as transportation, hotel or conference/seminar registrations should not be included in requests for reimbursement of meal expenses and will not be reimbursed.

Employees staying at a hotel during business travel that offers a continental breakfast can voluntarily deduct the Per Diem amount for breakfast, if they utilize that service, but it is not required. If the employee stays at an accommodation that has a continental breakfast, they may either use that service and deduct the Per Diem amount reimbursement or may utilize the standard Per Diem amount and eat elsewhere.

Per Diem allowance is generally based on the rate at the temporary work location, and on the final day of the travel, the allowance will be based on the location where the traveler last stayed the night prior to returning to their primary work location.

It is the policy of Bonneville County to follow the State of Idaho's daily and partial day Per Diem base allowance for in state and out of state travel according to their most current "State Travel Policy and Procedures", Appendix B. Per Diem rates. The rates will be updated each calendar year and will be listed on the County Travel Expense Voucher.

Meal reimbursements timeframes are as follows:

- Breakfast - Leave at 7:00 am or earlier

- Lunch – Leave before 11:00 am/return at 2:00 pm or later
- Dinner – Leave at 5:00 pm or earlier/return at 7:00 pm or later

Cash Advances, Purchases, and Reimbursements

Cash advances for meal expenses may generally be obtained by submitting a properly authorized claim to the Accounting Department with a copy of the Travel Expense Voucher at least one week prior to departure. The cash advance is given to the employee in the form of a County check. It is the responsibility of the employee to address their banking needs utilizing the cash advance.

Expenses must be actually incurred and must be obtained in the most economical and practical manner for the County. Lodging, transportation and registration fees should be billed directly to the County if possible or charged to a County credit card. Employees should inquire regarding special government rates when making reservations for lodging and transportation. With supporting documentation and approval, employees may receive reimbursement for other reasonable business travel expenses incurred while on assignments away from the primary work location. All requests for reimbursement of travel expenses are subject to the approval of the appropriate elected official or their designated representative and the Board of County Commissioners.

All purchases charged to a County credit card must adhere to the Bonneville County Credit Card Policy and Procedure administered by the Treasurer's Office.

All claims for reimbursement of travel expenses must include documentation indicating travel dates, business purpose, and receipts for all expenses incurred other than items covered by the Per Diem Allowance. Per Diem expenses not obtained prior to travel may not be charged on a County credit card (see Bonneville County Credit Card Policy & Procedure), but instead, claimed on the reimbursement Travel Expense Voucher. Credit card charges and other claims for payment or reimbursement of travel expenses along with the Travel Expense Voucher form should be submitted to the Accounting Office for payment as soon as practical but not more than 30 days from the date expenses are incurred. Meals will only be reimbursed up to the Per Diem limit.

Transportation

Employees are required to use the most economical and practical mode of transportation available. Authorized transportation expenses, when traveling by common carrier, shall be limited to the least expensive fare available. When traveling by automobile, a County vehicle will be provided if one is available. If a County vehicle is not available, other options such as privately owned, leased or rental vehicles will be considered and approved by the Elected Official or their designated Office on a case by case basis. A County credit card may be provided for fuel purchases, or the employee may be reimbursed for the actual cost of fuel.

In cases when privately owned vehicles are used, they must be properly licensed and insured. Employees who are authorized to use their personal vehicle for business travel, when the conditions identified below are met, will be reimbursed at the current IRS mileage allowance rate. Mileage will be calculated from the employee's primary work location to the destination using the most practical route unless prior written arrangements are made for an exception. Mileage will be determined by using a recognized reliable method. Odometer readings will generally be used only when other reliable means for calculating mileage are not available. Under no circumstance is the purchase of gasoline dispensed into a private vehicle an allowable expense when mileage reimbursement for using a private vehicle is authorized.

The use of privately owned vehicles may be authorized in lieu of a County vehicle when:

- County vehicle is not available, and
- Prior approval by the Elected Official or designated Official is authorized.

In circumstances when employees choose to use their privately owned vehicles, and other options are available, they may request reimbursement for fuel expenses only.

Vehicles owned, leased, or rented by Bonneville County may not be used for personal use without prior approval by the Elected Official or designated Official. Employees are required to comply with applicable laws and regulations at all times when operating County owned vehicles or when using personal vehicles for travel on County business. Persons who are not employed by the County generally should not be allowed to operate County owned vehicles without prior approval (See Use of County Vehicles and Equipment Policy 508).

Travel Status

A full day of travel is generally considered the equivalent of the employee's work shift. The employee is simply substituting travel for other duties. Regular meal period time is not counted. Bonneville County will not consider as worktime that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile unless they are engaging in productive work. Travel that occurs outside regular work hours out of necessity should be used as flex time within the same work week if possible. Travel time should be calculated using the most logical and reasonable method available.

The time an employee spends commuting to and from work is considered "home-to-work travel" and is not considered work time. Work assignments that require an employee to stay out overnight will qualify for expenses, but no time will be compensated beyond appropriate travel time and actual hours worked in accordance with FLSA rules and County procedures.

Overtime is not generally permitted while in travel status however, if applicable, overtime will be subject to Bonneville County's Overtime policy (See Overtime Policy 507).

Supervisors will review the following when considering approval or denial of overtime during travel:

- Is the training session outside the employee's regular work hours?
- Is the training session voluntary/required?
- Is the training session related to the employee's current job?
- Is productive work occurring during the training session?

Employees may be permitted to combine personal travel with business travel, as long as time away from work is approved in advance. Employees will generally be required to use vacation leave or compensatory time off to extend travel time for personal reasons. If official business travel includes personal travel components, allowable travel costs shall not exceed the amounts that would have been incurred had the traveler not combined personal travel with business travel.

Any changes to the original business travel itinerary resulting from unusual circumstances, such as severe weather, road conditions, airline delays, illness, or other situations beyond the traveler's control, must be fully documented and approved by the appropriate elected official or their designated representative to support the increase or decrease of allowable costs and time.

Vicinity Travel Expenses

Business related work being conducted at an organized event, not conducted at the employee's routine primary work location, is considered Vicinity Travel. If Per Diem is applicable, it will be calculated at the partial day allowance. Per Diem is only applicable for Vicinity travel in circumstances when meals are not provided as part of the event during regular business hours.

Accidents While on Travel Status

Employees who are involved in an accident while traveling on business must promptly report the incident to the proper authorities and seek medical treatment if necessary. The accident must be reported to the employee's immediate supervisor as soon as practical, and employee shall remain available for post-accident drug and alcohol testing if required. Any fines or fees incurred for violations of laws or regulations in connection with the operation of a vehicle for business travel are the responsibility of the employee (See Worker's Compensation Insurance Policy 306, Drug Testing Policy 714 and Drug and Alcohol Use Policy 702).

Failure to comply with the requirements of the travel policy or falsification of travel expense reports may result in disciplinary action, up to and including termination of employment.

517 Computer, E-Mail and Internet Usage

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Computer, e-mail and internet systems provided to employees are the property of Bonneville County and are intended for business use. All files, documents and other information transmitted or received through County e-mail or internet systems and information created or stored on county computers are considered County property and are subject to monitoring and disclosure to law enforcement or other parties. Information stored on County Computers and transmitted or received through e-mail or internet systems may also be subject to disclosure in accordance public records law and regulations. Improper, illegal or unauthorized use of county computer, e-mail or internet systems may result in disciplinary action up to and including termination of employment.

Authorized employees are assigned user identification codes and passwords in order to safeguard County information systems and confidential information. Employees may not share assigned passwords, access confidential information or allow others to access confidential information without proper authorization. Employees are expected to obtain proper authorization and use reasonable care to ensure the security of County computer information systems, including checking for viruses, when downloading or up loading information or installing software programs. All software installed on County systems must be properly licensed and authorized by the appropriate department official.

In addition to programs developed by the County, the County purchases and licenses the use of various computer software for business purposes. The County does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the County does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Illegal duplication of software and its related documentation for personal use is prohibited.

Access to Internet and e-mail systems is provided by the County to enhance communications and provide access to work related information and technology. Use of County internet or e-mail systems to compose, transmit, access, or receive materials or images with content which is illegal, unethical or inappropriate or which may be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to another person or group is prohibited. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Other examples of prohibited uses of e-mail and internet systems include but are not limited to the following:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the County time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material
- Engaging in unauthorized transactions that may incur a cost to the County or initiate unwanted internet or e-mail services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander co-workers or other individuals

- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to county business purposes or activities
- Using internet or e-mail access to promote political or religious causes or activities
- Using internet or e-mail to engage in gambling activities
- Jeopardizing the security of the organization's electronic communications systems
- Representing personal opinions or views as those of the organization
- Sending anonymous e-mail messages
- Unauthorized participation in or use of social networking sites, news groups or chat rooms
- Engaging in any illegal activities

As indicated in this policy, computers, Internet access and e-mail are provided primarily for work related activities. However, supervisors or managers may authorize limited personal use within the guidelines established by this policy provided that such use does not result in an unauthorized expense to the County or significantly interfere with county business operations, employee work performance, or availability of county equipment, information systems, or other resources for business use.

518 Workplace Monitoring

Effective Date: 3/1/2011

Revision Date: 3/1/2011

Workplace monitoring may be conducted by Bonneville County to enhance security; identify workplace safety issues, improve customer service, or evaluate employee work performance and conduct.

Monitoring may include but is not necessarily limited to:

- Video surveillance of non-private work areas to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.
- Monitoring or recording telephone conversations to identify and correct performance problems and improve customer service.
- Accessing computer files and monitoring internet and e-mail usage.

When workplace monitoring is determined to be necessary or appropriate it will be conducted in an ethical and respectful manner with consideration for employee's legitimate privacy concerns.

522 Workplace Violence Prevention

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society, Bonneville County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Dangerous or hazardous devices or substances are prohibited in the workplace without proper authorization except as required for law enforcement personnel or otherwise permitted by law.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's religion, gender, color, race, age, disability or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, shall be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in danger. Employees who see or hear a commotion or disturbance near should notify security immediately, and not try to intercede or see what is happening.

Bonneville County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected if practical. In order to maintain workplace safety and the integrity of its investigation, Bonneville County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resource Department before the situation escalates into potential violence. Retaliation against any employee for making a good faith report or complaint or for requesting assistance in resolving a dispute is prohibited.

526 Cell Phone and Mobile Communication Equipment Usage

Effective Date: 3/7/2011

Revision Date: 5/1/2025

Bonneville County provides cellular telephones and other mobile communication equipment and services to some employees for use in conducting county business. Supervisors may allow limited personal use of county mobile communications equipment or services provided it does not significantly affect work performance or availability of such equipment or services for business purposes.

If the position requires the use of a cell phone to perform regular job duties or other county business and at the discretion and upon approval from the Elected Official or Department Head, an employee may choose to use their personal cell phone and seek reimbursement for a portion of their plan through the Cell Phone Use & Reimbursement Agreement form. Offices/departments which require county issued phones are excluded from this agreement. All reimbursements/statements may be subject to periodic review for auditing purposes.

As a representative of Bonneville County, employees who use cell phones are reminded that the regular business etiquette is to be employed when conducting county business using cell phones or other mobile communication systems. Employees are prohibited from using county equipment or services to make threatening or harassing phone calls or engage in other illegal or prohibited conduct.

Cell phones, including personal cell phones, being used for county business may be subject to disclosure of county business and related matters in accordance with public records laws and regulations.

Employees may have access to a cell phone while in their cars and should remember that their primary responsibility is driving safely and obeying the rules of the road. Texting while driving a county vehicle or other vehicle on county business is prohibited. Use of handheld cell phones while operating a commercial vehicle is also prohibited.

590 Employee Parking

Effective Date: 6/24/2016

Revision Date: 6/24/2016

Bonneville County controls the use of its public and employee parking areas for the benefit of the public and employees. All Bonneville County employees are expected to park personal vehicles in lots designated for employees with an Employee Parking Permit Sticker displayed in the lower left side of the windshield. Parking Stickers and Maps of designated employee parking areas may be found in the Human Resource Office. Failure to park personal vehicles other than in designated employee parking areas may result in a parking citation and progressive discipline up to and including termination.

601 Family and Medical Leave

Effective Date: 3/7/2011

Revision Date: 5/4/2023

Bonneville County provides up to 12 weeks of unpaid Family and Medical (FMLA) Leave for qualified employees who are temporarily unable to work due to a serious health condition or disability of their own or to care for a child, spouse, or parent with a serious health condition as required by the Family and Medical Leave Act. Employees with family members serving in the U.S. Uniformed Military Services may also qualify for FMLA leave in connection with a "qualifying exigency" in connection with military service. Under FMLA qualified employees may be allowed up to 26 weeks of leave to care for a family member with a serious illness or disability incurred in connection with U.S. military service.

A serious health condition as defined by the Family and Medical Leave Act means an illness, injury, impairment, or physical or mental condition, including temporary disabilities associated with pregnancy, childbirth, or other related medical condition that requires inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

Qualified employees are also entitled to 12 weeks of unpaid FMLA leave in connection with the birth or adoption of a child, or placement of a child in their home for foster care regardless of medical disability. However, if both parents are employed by the County they are limited to a combined maximum of 12 weeks of family leave for the birth, adoption or placement of a foster child in their home.

Employees with family members serving in the U.S. Uniformed Military Services may also qualify for FMLA leave in connection with a "qualifying exigency" in connection with military service.

In order to qualify for Family and Medical Leave an employee must be employed for at least 12 months and must have worked a minimum of 1250 hours during the preceding 12 months. Eligible employees should submit requests for medical leave to their supervisors at least 30 days in advance if possible or as soon as practical after the need is apparent. Family and Medical Leave is limited to a maximum of 12 weeks in a 12-month period. The 12-month period is determined using a "rolling" 12-month period measured backward from the first day of the employee's FMLA leave.

Pursuant to guidance from the Department of Labor (DOL), the County may place eligible employees on FMLA, if leave has been deemed an FMLA-qualifying reason.

Employees are required to use any accrued paid leave (sick leave, compensatory (comp) time, and vacation, in that order) concurrently with FMLA. Employees who have exhausted all accrued leave and become eligible to receive Donated Leave (See 380 Leave Sharing) will use any donated leave concurrently with the FMLA before unpaid leave is taken under the FMLA.

The FMLA states that a serious health condition may result from injury to an employee on or off the job. As such, an employee who is off work on workers' compensation leave will have that time designated as FMLA leave, which will count towards the 12-week FMLA entitlement.

Employees may be required to provide confirmation of a qualifying condition from a qualified health care provider including information as to when and how long the employee may need to be off work. Employees are required to keep their immediate supervisor informed of any change in their status while on leave. For extended absences, employees may also be required to provide additional verification from a qualified health care provider of the continuing need for Medical and Family leave. Prior to returning to work from medical leave, employees may be required to provide verification from a qualified health care provider of their fitness to return to work.

Bonneville County will continue to provide health insurance benefits in accordance with the requirements of the Family and Medical Leave Act during qualified absences subject to the terms, conditions, and limitations of the applicable plans. Arrangements must be made with the Payroll Office to pay the employee's share of health insurance premiums while on unpaid FMLA leave if applicable. Benefit accrual, such as vacation and sick leave will be suspended while an employee is on unpaid Family and Medical Leave if an employee is off more than 15 calendar days.

Employees will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified when they return from a qualified leave as required by the Family and Medical Leave Act. Employees who are unable to return to work after all available paid and unpaid leave is exhausted may be terminated or placed on a leave of absence without pay. Employees who choose not to return to work when they are released may be required to reimburse the County for the cost of health insurance benefits to which they would otherwise not have been entitled.

603 Leave of Absence Without Pay

Effective Date: 11/19/2012

Revision Date: 11/19/2012

A leave of absence without pay may be granted at the discretion of the appointing authority to employees who are ineligible for paid leave or who have exhausted all available paid leave. Requests for leave without pay will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Personal leave may be granted for a period of up to 90 calendar days in any 12-month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 90 calendar days.

All available paid leave must be exhausted before a leave without pay may be granted. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during periods of leave without pay exceeding 15 calendar days and will resume upon return to active employment.

Otherwise eligible employees who wish to continue health and dental insurance benefits during a period of leave without pay exceeding 15 calendar days will be responsible for the full costs of such benefits. Benefits will be terminated at the end of the month if an employee is on leave for more than 15 calendar days and fails to pay the full cost of these benefits in a timely manner. Employees who allow their benefits to lapse while on leave without pay will be required to meet the same eligibility requirements as a new employee. Coverage for new employees commences on the first of the month following a full calendar month of employment. (Exception - See Family and Medical Leave Policy 601)

Except as otherwise provided, periods of leave without pay in excess of 15 calendar days shall not be considered in determining eligibility for merit pay increases or other benefits based on seniority or time in grade. (Exception - See Family and Medical Leave Policy 601 and Military Leave Policy 605)

A reasonable effort will be made to return employees to the same position, if it is available, or to a similar available position for which the employee is qualified when returning from a leave without pay. However, Bonneville County cannot guarantee reinstatement in all cases.

Employees who fail to or are unable to report to work promptly at the expiration of the approved leave period may be terminated with or without cause depending on the circumstances.

605 Military Leave

Effective Date: 3/7/2011

Revision Date: 6/26/2025

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Group health insurance benefits will be continued as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible. Vacation leave, sick leave and holiday benefits will continue to accrue during a military leave of absence of 30 days or less.

Employees on military leave for 30 days or less are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

If required by USERRA, employees returning to employment from a qualified period of military service will be placed in a position comparable to that which they would have attained had they remained continuously employed and treated as though they had been continuously employed for purposes of determining benefits based on length of service.

Regular full-time employees and regular part-time employees who are regularly scheduled to work 19 hours or less per week who are not employed on a temporary or on-call basis, may elect to take Military Leave with Pay for up to 15 consecutive calendar days each year for active-duty annual training with a National Guard or Reserve unit. Employees requesting Military Leave with Pay will be paid the difference between their regular base pay and any compensation received while on military duty upon receipt of appropriate documentation. A military Leave and Earning Statement (LES) or other similar documentation showing the dates of active-duty service and the employee's military pay for the period will be considered appropriate documentation.

Employees may also elect to use available paid leave for any absence due to U.S. military service including monthly and annual training periods in National Guard or Reserve units. Employees who elect to use paid leave for qualified absences due to active-duty military training may convert paid leave to Military Leave with Pay and have their paid leave reinstated by submitting the appropriate documentation to the payroll office within 30 days after returning from military duty.

Employees with family members serving in the U.S. Uniformed Military Services may qualify for Family and Medical Leave to care for an injured family member or in connection with a "qualified exigency" in connection with military service. (See Family and Medical Leave Policy 601)

Contact the Human Resource Department for more information or questions about military leave.

701 Employee Conduct and Work Rules

Effective Date: 3/7/2011

Revision Date: 3/7/2011

To ensure orderly operations and provide the best possible work environment, Bonneville County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Employees are expected to report to work when scheduled, use time productively while at work and conduct themselves in an appropriate manner at all times. Appropriate conduct includes:

- Treating all customers, visitors and coworkers in a professional and courteous manner
- Reporting to work on time and using time productively while at work
- Completing all work assignments in a timely and effective manner
- Cooperating with management and co-workers to accomplish established goals and objectives
- Limiting personal activities such as personal calls and visitors during work hours
- Complying with all established policies, procedures, work rules and instructions
- Maintaining appropriate dress and appearance for the work being performed
- Complying with all safety procedures and maintaining a clean, orderly and safe work area
- Reporting suspicious, unethical or illegal conduct by coworkers or the public to management

Conduct which interferes with operations or creates a hostile, intimidating, offensive or unsafe environment for employees or the public is prohibited. It is impossible to list all behavior that may be considered unacceptable in the workplace. However, the following are examples of conduct or violations of policies that may result in disciplinary action, up to and including termination of employment:

- Failure to meet reasonable work performance and conduct standards
- Failure to obtain or maintain any required license or certification
- Failure to follow safety procedures and work rules
- Careless, negligent, improper or unauthorized use or theft of county funds, equipment, supplies, property or other resources
- Unauthorized or improper use of county mail, telephones, internet, e-mail and computer systems, or other county services or equipment
- Dishonesty including but not limited to providing false, deceptive or misleading information on employment applications, applications for benefits, time records, leave requests, or claims for reimbursement of business expenses
- Granting favors or special consideration in return for gifts or other items of value
- Failure to disclose personal relationships or business interests which may compromise ability to objectively discharging official duties
- Unethical conduct or other behavior on or off duty which undermines public confidence or adversely affects the public image of the county
- Tardiness, unauthorized absence and improper or unauthorized use or abuse of paid leave benefits
- Reporting to or working under the influence of alcohol or illegal drugs
- Possession, production, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace
- Insubordination and other conduct which is disrespectful or detrimental to good order and discipline in the workplace
- Disruptive or inappropriate activity in the workplace
- Use of crude, vulgar or other inappropriate language in the workplace
- Illegal harassment including sexual harassment or other unwelcome conduct which creates a hostile, offensive or intimidating work environment

- Possession of dangerous or unauthorized materials in the workplace except as required by law enforcement officials or otherwise permitted by law
- Fighting or threatening violence in the workplace
- Improper or unauthorized disclosure confidential information
- Participation in prohibited political activities
- Violation of personnel policies, procedures or work rules

While regular full-time and regular part-time employees may only be discharged for cause this policy is not intended to provide a complete or exclusive list of the reasons for which employees may be disciplined or discharged. Bonneville County reserves the right to discipline or discharge any employee for any reason which is not prohibited by law. Furthermore, employees who have been designated as employed-at-will may be terminated with or without cause or notice. (See Nature of Employment 101 and Employment Categories 201)

702 Drug and Alcohol Use

Effective Date: 3/7/2011

Revision Date: 3/7/2011

It is the policy of Bonneville County to maintain a safe and productive work environment that is free from the effects of alcohol and illegal drugs. To promote this policy, all employees are required to report to work in appropriate mental and physical condition to perform their jobs in a safe and effective manner.

All County employees are prohibited from using, possessing, distributing, manufacturing, selling or being under the influence of illegal drugs or alcohol while on county property or conducting work related activities either on or off county property. This includes the illegal use, possession, distribution, manufacture or sale of prescription medications. Employees are also prohibited from consuming alcohol within (4) four hours prior to reporting to work.

The legal use of prescribed drugs is permitted on the job as long as it does not impair an employee's ability to perform the essential functions of the job safely and effectively without endangering themselves, the public or other individuals. Employees are required to report any condition which may affect their ability to perform the essential functions of their job safely and effectively to their immediate supervisor. All medical information will be treated as confidential.

To ensure compliance with this policy, all employees and prospective employees will be required to submit to testing for illegal drugs as indicated in the County Policy 714 (Drug Testing). County employees, their personal belongings, work areas and any county equipment or property assigned or provided for their use are subject to surveillance (See Workplace Monitoring Policy 518) or search (See Security Inspections Policy 710) when there is reason to believe that an employee may be bringing illegal drugs or alcohol into the work area. This includes but is not limited to personal items such as purses, lunch boxes, tool boxes, and vehicles parked on county property as well as desks, lockers, file cabinets, vehicles and other county equipment or property assigned or provided for the employee's use while at work.

For the purpose of this policy the term "employee" shall include any individual who receives compensation through the regular county payroll. This policy excludes certain activities of county law enforcement and security personnel acting in their official capacity and within the scope of their assigned duties and responsibilities.

Employees will be terminated immediately for serious violations of this policy. Serious violations include but are not limited to:

- Use, sale, dispensing, distribution, manufacture or possession of illegal drugs or alcohol on county property or while at work
- Unlawful use, sale, dispensing, distribution, manufacture or possession of prescription medications on county property or while at work
- Reporting to work under the influence of illegal drugs, narcotics or alcohol
- Testing positive for illegal drugs or alcohol with a Blood Alcohol Content (BAC) of .04 or higher
- Refusal to submit to drug or alcohol testing when required to do so in a manner consistent with the terms and conditions of this policy
- Failure to provide an adequate breath or urine sample without a valid medical reason
- Attempting to obstruct the testing process or alter the results of a drug or alcohol test by submitting a false or adulterated sample
- Conviction for violation of drug laws

Other violations of this policy may also result in disciplinary action up to and including termination of

employment depending on the circumstances and the seriousness of the violation. At a minimum, employees will not be permitted to perform any safety sensitive functions and may be suspended without pay for up to 48 hours if they test positive for alcohol with a BAC of .02 but less than .04.

Under Idaho law, employees who are injured in a work-related accident while under the influence of illegal drugs or alcohol may also be denied worker's compensation benefits.

The county may share certain information obtained in an investigation with law enforcement agencies which could result in legal action. Under the Drug-Free Workplace Act, any employee who performs work for an agency with a government contract or grant must notify the County of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions regarding this policy or issues related to drug or alcohol use in the workplace may contact their supervisor or the Human Resource Department without fear of reprisal. Employees with questions or concerns about substance dependency or abuse are encouraged to use the Employee Assistance Program. Information regarding the Employee Assistance Program may be obtained through the Human Resource Department.

Employees with drug or alcohol problems that have not resulted in, and are not the subject of, a current investigation or disciplinary action may be authorized to take paid or unpaid leave to participate in a rehabilitation or treatment program if granting the leave will not cause an undue hardship. However, voluntary enrollment in a rehabilitation or treatment program does not exempt an employee from disciplinary action for violations which occur during or following treatment.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace may discuss their concerns with their supervisor or the Human Resource Department without fear of reprisal.

703 Sexual and Other Unlawful Harassment

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Bonneville County is committed to providing a work environment that is free from all forms of illegal discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Verbal or physical conduct which has the purpose or effect of interfering with another's work performance or creating an intimidating, hostile, or offensive work environment based on an individual's gender, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Employees are prohibited from using any authority or influence associated with their office or position to obtain sexual favors. Other verbal, visual or physical conduct which would constitute a violation of the County sexual harassment includes but is not necessarily limited to:

- Use of crude, vulgar, graphic or offensive language in the workplace
- Suggestive, derogatory or degrading slurs, jokes or comments directed at or referring to an individual
- Display or distribution of obscene, offensive or sexually suggestive objects, pictures, cartoons, posters, calendars or other similar materials in the workplace
- Suggestive or obscene e-mail, letters, notes, or invitations
- Nonverbal conduct of a sexual nature including leering, making sexual gestures, wolf whistles, etc.
- Unwelcome advances, propositions or flirtation including personal notes, flowers, gifts and requests for dates
- Physical conduct that includes touching, assaulting, stalking, impeding, blocking or trapping

Employees who witness or are subject to sexual or other prohibited harassment in the workplace should report it immediately to their supervisor, the Human Resource Department or any other member of management. Supervisors or managers who become aware of possible sexual or other prohibited harassment should notify the Human Resource Department and request assistance in performing a prompt and thorough investigation.

Reports or allegations of sexual harassment will be investigated promptly and discreetly and the results reported to the parties involved. All employees are required to cooperate in any investigation. All information related to complaints or reports of harassment or the investigation thereof will be treated as confidential. Retaliation against any employee for reporting harassment, making a good faith complaint or cooperating in the investigation is prohibited.

Anyone engaging in sexual or other prohibited harassment will be subject to disciplinary action, up to and including termination of employment.

704 Attendance and Punctuality

Effective Date: 3/7/2011

Revision Date: 3/7/2011

All employees are expected to consistently report to work as scheduled and use their time productively while at work. Unscheduled absences and tardiness are disruptive to work schedules and place an unnecessary burden on other employees. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Unexcused absences and other violations of the attendance policy, including a pattern of unscheduled absences, may result in disciplinary action up to and including termination of employment (See Employee Conduct and Work Rules Policy 701).

705 Personal Appearance

Effective Date: 3/7/2011

Revision Date: 5/8/2025

Bonneville County strives to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances. As part of that effort, the County requires employees to maintain a neat and clean appearance that is appropriate for the workplace setting and for the work being performed. All Bonneville County employees are expected to present a professional, businesslike image to its citizens and visitors.

Supervisors should communicate any department-specific workplace attire and grooming guidelines to staff members during departmental new-hire orientation and evaluation periods. Any questions about the department's guidelines should be discussed with the employee's immediate supervisor.

Factors that management will consider when determining whether attire (meaning; clothing, headwear, jewelry or other articles of personal appearance) or tattoos pose a conflict with the employee's job or work environment include:

- Personal safety of self or others
- Productivity or performance expectations
- Offensiveness to co-workers, general public, vendors, or others in the workplace

The following general guidelines are provided to assist employees in determining appropriate dress and grooming standards:

- Shoes must provide safe, secure footing, and offer protection against hazards.
- Mustaches and beards generally should be clean and well-trimmed.
- Hair must be neat, clean, and well-groomed.
- Clothing should be neat in appearance and clean, not ripped, frayed, or disheveled.
- Tight, revealing clothing (e.g. tank tops, tube tops, belly shirts, shorts) or clothing that displays vulgar, crude or offensive language or images or otherwise workplace-inappropriate dress is not permitted.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Wearing facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is generally not appropriate for most professional workplace environments. In consideration of the position and workplace environment, supervisors may approve employees to wear one (1) facial piercing. Protruding or hanging facial piercings are not permitted, including gauges.
- Visible excessive tattoos and similar body art generally should be covered when working in customer service positions or other positions which require significant public contact. Tattoos containing extremist affiliations/messages (extremist philosophies, organizations, and activities advocating racial, gender or ethnic hatred or intolerance) are prohibited.
- Tattoos and similar body art, regardless of subject matter, are prohibited on the scalp, face (except for permanent cosmetic makeup), and/or throat that cannot be covered.
- Offensive body odor, poor personal hygiene, or excessive perfumes/colognes are not generally acceptable in the workplace.

If an employee's poor hygiene or excessive perfume/cologne is an issue, the supervisor should discuss the problem with the employee in private and should point out the specific areas to be corrected. If the problem persists, supervisors should consult with human resources for additional guidance.

Some employees may be required to wear a uniform and/or protective clothing or meet special dress, grooming, and/or hygiene standards depending on the nature of their job. Uniforms and other special clothing should be

neat, clean and in good condition. In some cases, a uniform or clothing allowance may be provided to assist employees in maintaining or replacing uniforms and other clothing as needed.

Bonneville County recognizes the importance of individually held religious beliefs to persons within its workforce. Bonneville County will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of safety issues for staff members. Those requesting workplace attire accommodation based on religious beliefs should be referred to the Human Resources Department.

Elected officials or their designated representatives shall be responsible for enforcing appropriate dress and grooming standards for their respective departments or work areas. Supervisors should consult with the Human Resource Department in developing additional or more specific guidelines for their respective work areas as needed.

Employees who do not meet established personal appearance, dress or cleanliness standards may be required to leave work, if necessary, until the problem is corrected. Employees generally will not be compensated for time lost when they are required to leave work to comply with established personal appearance requirements and may be subject to progressive discipline. Repeated violations may result in disciplinary action up to and including termination of employment.

The Board of County Commissioners are the only entity allowed to authorize any variations to this policy. Approved variations must not detract from the functions of the position which the employee is hired to perform.

706 Return of Property

Effective Date: 3/7/2011

Revision Date: 3/7/2011

Employees are expected to exercise reasonable care in maintaining and protecting all Bonneville County property, materials, or documents issued to them or in their possession or control. This includes but is not limited to the following:

- cell phones
- credit cards
- equipment
- identification badges
- keys
- manuals
- protective equipment
- security passes
- tools
- uniforms
- vehicles
- written materials

All Bonneville County property must be returned or accounted for by employees on or before their last day of work (See Termination of Employment Policy 405). The County will take appropriate action to recover any property which is not returned.

710 Security Inspections

Effective Date: 3/7/2011

Revision Date: 3/18/2020

Bonneville County is committed to maintaining a safe and secure work environment that is free of illegal drugs, alcohol, explosives, or other improper materials. Possession, transfer, sale, or use of such materials in work areas or on county property without proper authorization is prohibited unless required in connection with the employee's job or otherwise permitted by law. Bonneville County requires the cooperation of all employees in administering this policy.

Work areas, vehicles, desks, lockers, file or storage cabinets and other property or equipment provided by the County for the use or convenience of employees is the sole property of Bonneville County and may be inspected by any agent or representative of Bonneville County at any time, either with or without prior notice. Employees entering or leaving County property or work areas are subject to inspection as well as any personal property brought onto or stored on the premises if the county has a reasonable suspicion of danger. Any employee who wishes to avoid inspection of any personal articles or materials should not bring such items onto Bonneville County's premises.

Employees who refuse to submit to security inspections will be subject to disciplinary action up to and including termination of employment.

712 Solicitation

Effective Date: 3/7/2011

Revision Date: 3/7/2011

In an effort to ensure a productive work environment, persons not employed by Bonneville County may not solicit or distribute literature except in designated employee break areas during regular work hours. Solicitation in break areas may not interfere with the availability of break areas for employee use or other business use.

Bonneville County recognizes that employees may have interest in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- General notices or announcements
- Internal memoranda
- Job openings
- Legal notices regarding employee's rights

If employees have a message of interest to the workplace, they may submit it to the Board of County Commissioners for approval. All approved announcements should be removed promptly when they are no longer current.

714 Drug Testing

Effective Date: 3/7/2011

Revision Date: 08/14/2025

In connection with the County Policy 702 (Drug and Alcohol Use), all employees are subject to drug and alcohol testing as follows:

Pre-Employment Drug and Alcohol Testing: All prospective employees shall be required to submit to a pre-employment drug test as a condition of employment. Prospective employees who test positive for illegal drugs will not be offered employment or, if already employed, his or her conditional employment will be terminated. Refusal to submit to testing or failure to submit an acceptable urine sample shall be considered the same as a positive result. Candidates with a positive pre-employment screening test result will be ineligible for employment with Bonneville County for at least one (1) year from the collection date.

Elected Officials are allowed to implement more restrictive requirements for positions within their respective Offices.

Prospective employees being considered for positions as drivers or operators which require a (CDL) Commercial Driver's License shall also be required to provide the county with the names and addresses of all employers they have worked for as a driver or operator within the past (2) two years. The county will request information regarding any DOT drug and alcohol program violations.

Bonneville County participates in the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse as required by 49 CFR 40.382 for both current and prospective employees. This includes performing annual Clearinghouse queries for each currently employed driver and reporting any DOT drug and alcohol program violations to the Clearinghouse. Drivers are required to maintain an account with the DOT Clearinghouse and provide consent to pre-employment and annual queries as a condition of employment in positions that require a Commercial Driver License. A prospective employee must be queried before operating a commercial vehicle on public roads.

Reasonable Suspicion Drug and Alcohol Testing: Any employee may be required to submit to testing for illegal drugs or alcohol whenever there is reason to suspect that their ability to perform the essential functions of the job safely and effectively may be impaired.

Post-Accident Drug and Alcohol Testing: Employees who are involved in an accident at work may be required to submit to post accident drug and/or alcohol testing when there is reason to believe that their judgment or performance may have been impaired. (See Reasonable Suspicion Drug and Alcohol Testing). Drug and alcohol testing is required for employees who are involved in a vehicle accident which results in: **1.** A fatality or **2.** Results in one of the parties involved requiring medical treatment away from the scene or **3.** One of the vehicles being towed and the employee receiving and/or being referred to the prosecutor for a citation, or criminal charges.

Employees are required to report all accidents as soon as practical to their supervisor and remain available for testing until they have been tested or released by their supervisor. Employees may not consume any alcohol for up to (8) eight hours after an accident or until they have been tested or released by their supervisor.

Post-accident testing should be conducted as soon as possible after the accident, generally within (2) two hours for alcohol but not later than (8) eight hours and within (32) thirty-two hours for illegal drugs. Employees who are seriously injured and cannot provide a specimen will be required to authorize the release of relevant medical records or other documentation for the purpose of determining whether or not they were under the influence of illegal drugs or alcohol at the time of the accident.

Employees may return to work once it's been determined they have been released from testing, completed required testing, or considered fit for duty by a medical provider. Employees who test positive during post-accident required testing will be subject to disciplinary action up to and including termination (See Drug and Alcohol Use Policy 702).

Under Idaho law, employees who are injured in a work-related accident while under the influence of illegal drugs or alcohol may not qualify for worker's compensation benefits.

Random Drug and Alcohol Testing: All employees shall be subject to random drug and alcohol testing as a condition of employment. Separate random selection pools will be maintained for DOT and non-DOT testing.

Employees and prospective employees who test positive for illegal drugs will be given an opportunity to discuss the results with a Medical Review Officer (MRO) to determine if there is any legitimate explanation for the results before they are reported to the employer. If the MRO determines that the results were not caused by illegal drug use, the results will be reported to the employer as negative. If the MRO determines that results are positive for illegal drugs the employee may request a test of the split sample by another lab under DOT testing procedures or a retest of their sample by a different lab under non-DOT testing procedures. Employees must request a confirmation test within three days of the date the original results are reported to the employer. This test will be conducted at the employee's expense. If the results are negative the employee will be reimbursed for the cost of the test.

716 Progressive Discipline

Effective Date: 3/7/2011

Revision Date: 6/26/2025

It is the policy of Bonneville County to take prompt and appropriate action to deal with misconduct in the workplace and improve unsatisfactory work performance. The purpose of this policy is to establish a framework for administering prompt, consistent, and impartial disciplinary or corrective actions to address and resolve issues related to misconduct or unsatisfactory work performance and prevent recurrence by providing remedial training where appropriate.

Depending on the seriousness of the issue, the nature of previous corrective or disciplinary actions if any, and other relevant factors, disciplinary or corrective action may include one or more of the following: informal or verbal warning, formal written warning or reprimand, probation, suspension without pay, demotion, or termination of employment. These options generally will be administered in a progressive manner. However, the county reserves the right to administer any of these options or other corrective or disciplinary actions in any order deemed appropriate.

Examples of behavior or conduct which could result in disciplinary action are provided in Employee Conduct and Work Rules Policy 701.

Regular full-time and regular part-time employees regularly scheduled to work 19 hours or less per week who are not employed on a temporary or on-call basis, shall be allowed a hearing with the elected official responsible for their department or their designated representative in connection with any proposed action which would result a demotion with an associated reduction in pay, suspension without pay, termination of employment or other change in employment status which would result in a reduction or loss of compensation or benefits for disciplinary reasons. This shall not apply to temporary employees, employees in an introductory period or employees designated as exempt or employed-at-will (See Nature of Employment Policy 101 and Employment Categories Policy 201).

The responsible elected official or their designated representative shall provide eligible employees with written notice of the date, time and place where the hearing is to be held. The notice shall set forth the reasons for the proposed action including information or documentation which the county considered as a basis for the action. If the employee will be suspended with or without pay pending the outcome of the hearing, this information should also be included in the notice.

Employees shall respond within two business days to indicate their intent to attend the hearing or provide a written response for consideration. If the employee is unable to attend at the scheduled time, they may request an alternate date or time within two business days of the date of the notice. The employee will be considered to have waived the opportunity to be heard if they fail to respond within the required time or if they fail to appear or provide a written response when scheduled.

Hearings will be informal and generally will not exceed one hour. The employee will be allowed to present oral testimony or written statements from witnesses as well as any other information or documentation they wish to be considered. The employee may be assisted by an attorney or other representative at their own expense. It is the responsibility of the employee to show by clear and convincing evidence that the factual basis for the action is inaccurate or that the reasons for the action are contrary to existing county policy or state or federal law. Discussion generally will be limited to issues set out as a basis for the action in the notice. However, the employee may also present evidence that the actual reason for the proposed action, although not stated, is unlawful.

The official representing the county may ask questions for clarification of statements by the employee or witnesses. The employee shall not be permitted to question the county representative unless they introduce a

new reason for the proposed action which was not provided in the notice to the employee.

780 Salvaging

Effective Date: 3/7/2011

Revision Date: 3/7/2011

It is the policy of the county that any materials, equipment, supplies, or other property belonging to the county which are determined to have no usefulness or value shall be disposed of at the landfill or other appropriate disposal site unless it is determined by proper authority that it is in the best interest of the county to allow the public to salvage such property. Surplus property which is determined to be of some value will be disposed of at public auction.

Employees are prohibited from salvaging materials from work sites, storage, or disposal areas without authorization from the Board of County Commissioners or their designated representative. Violation of this policy will result in disciplinary action up to and including termination of employment regardless of the value of the property or materials taken.

781 Political Activity

Effective Date: 3/7/2011

Revision Date: 3/7/2011

It is the policy of the County to encourage employees to be informed on public issues and on the positions and qualifications of public officials and candidates for public office, to register and vote in elections and otherwise participate fully in political and public affairs to the extent that participation does not create a conflict of interest, adversely affect their work performance, or disrupt the operation or administration of their office or department. County funds, equipment, supplies and other resources shall not be used to influence or affect the nomination or election of any candidate for political office.

In keeping with this policy, employees are specifically prohibited from:

- a. Using any authority or influence associated with their office or position to actively support or promote the nomination or election of any candidate for political office or to interfere with or otherwise affect the nomination or election of any such candidate
- b. Using any county equipment, supplies, facilities or other resources to promote the nomination or election of any candidate for political office
- c. Participating in any political activity in work areas during regular business hours or while on duty, including but not limited to the display or distribution of political posters, buttons, stickers or other campaign materials, soliciting of support or contributions, etc.
- d. Displaying or distributing campaign materials or actively campaigning within 100 feet of any designated polling place while voting is taking place, including absentee voting; and/or
- e. Directly or indirectly coercing, attempting to coerce, commanding, or directing any other county officer or employee to pay, lend or contribute any part of his/her salary or compensation or anything else of value to any party, committee, organization, agency or person for political purposes

Employees who engage in prohibited political activities listed above may be subject to disciplinary action up to and including termination of employment.

In addition, an employee may be asked to resign or be terminated if they choose to seek election against a current duly elected official of Bonneville County of which they are a subordinate if there is a reasonable expectation that their candidacy would be disruptive to the operation of that office.

A "reasonable expectation of disruption" may be based upon any of the following factors:

- a. The size of the office in which the employee works. The smaller the office, the greater likelihood disruption will occur
- b. The relationship between the employee and the Elected Official. The closer the relationship in terms of trust and confidence or authority to act on behalf of the official, the greater the likelihood disruption will occur
- c. The nature and frequency of contacts and/or interaction between the employee and the incumbent Elected Official. The more frequent and/or sensitive the contacts, the more likely that disruption will occur
- d. The potential effect on current supervisor/subordinate relationships if the employee were elected. The possibility that the employee's current supervisor could be replaced or become a subordinate may reasonably be expected to be disruptive to operations

Any of the above factors may be considered sufficient reason to request an employee's resignation.

If the current elected official determines, based on the above factors, that there exists a reasonable expectation of disruption to the operation of his or her office due to an employee's candidacy and the employee refuses to

resign, he/she may be terminated. The bases for the determination should be submitted in writing with the notice of termination to the employee and a copy placed in the employee's official personnel record.

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