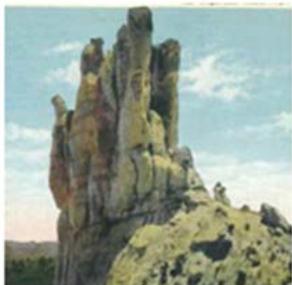


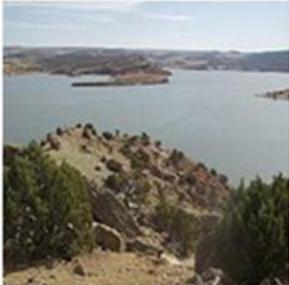
EMPLOYEE HANDBOOK



NATRONA



C O U N T Y



NATRONA COUNTY EMPLOYEE HANDBOOK

EMPLOYEMENT-AT-WILL:

This Handbook is intended as a guide for the efficient and professional performance of your job. All employees, unless otherwise defined by statute or contract are considered at-will employees, whose employment may be terminated with or without cause. Nothing contained herein shall be construed to be a contract for employment, either express or implied. Additionally, this handbook should not be construed by any employee as containing binding terms and conditions of employment. Natrona County retains the absolute right to terminate any employee at any time, with or without cause. The employee retains the absolute right to quit or resign at any time, with or without cause.

Designated Sheriff Department employees, as defined by W.S. § 18-3-611 (2007 LexisNexis) are exceptions to employment-at-will.

Natrona County retains the right to change or modify the contents of this Handbook at any time, with or without notice.

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RECEIPT OF NATRONA COUNTY EMPLOYEE HANDBOOK

I have received a copy of the September 6th 2011, edition of Natrona County's Employee Handbook, which supersedes all previous editions. I understand it is my responsibility to read and become familiar with this information, as doing so will acquaint me with the County's personnel practices, rules, employee benefits and basic organizational philosophy.

It is important to understand that these policies and any other county administrative or department policies and procedures do not create an express or implied employment contract or a guarantee of employment of any specific duration between myself and the County and either of the parties may decide to terminate the employment relationship at any time. Further, I understand that:

- I have the right to end my work relationship with the organization, with or without advance notice for any reason or no reason at all. The County has the same right.**

- The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for a specific duration.**

- These policies are general guidelines only and are not all-inclusive, but are intended to provide me with a summary of some of the County's guidelines.**

This edition replaces all previously issued handbooks. The need may arise to change the guidelines described in the handbook. The County therefore reserves the right to interpret them or to change them without prior notice.

I understand that no supervisor, Department Head, Elected Official, or representative of the County, other than the County Commissioners, has the authority to make any written or verbal statements or representations to enter into a contract or agreement of employment for any specified period. Such agreement must be in writing, approved by the County Commissioners and signed by the Chairman at a public hearing and myself. We have not entered into such an agreement.

As the County grows and changes, personnel policies may also change. The County, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate by the Board of County Commissioners.

If I have questions about these policies or any other policies of the County, such questions should be directed to a Supervisor, Department Head, Elected Official, County Attorney's Office or the Human Resources Department.

Employee's Signature

Date

SHERIFF'S DEPARTMENT
SWORN PERSONNEL

I understand it is the responsibility of the employee to read and become familiar with the policies and rules in the Employee Handbook and the Natrona County Sheriff's Office Policies and Procedures Manual, and to contact management for explanation of any policy or rule. I agree that, if I do not return certain items which have been issued to me, the County assigned cost may be deducted from my final paycheck.

I understand that the Employee Handbook is available to employees in the following ways:

- Copies issued to the employee
- Copies kept in the Human Resources Office and County Clerk's Office

I hereby acknowledge receipt of the 2011 Natrona County Employee Handbook and the Natrona County Sheriff's Office Policies and Procedures Manual.

Employee Signature

Date

EMPLOYEE HANDBOOK
NATRONA COUNTY, WYOMING
RESOLUTION

IT IS HEREBY RESOLVED by the Board of County Commissioners, Natrona County, Wyoming, in accordance with applicable federal and state statutes, the following Employee Handbook standards, guidelines, rules, and regulations are adopted to govern all employees of Natrona County. These policies replace all prior policies, resolutions, and practices governing all employees of Natrona County.

Approved and adopted this 6th day of September 2011, by the Board of Natrona County Commissioners.

Ed Opella, Chairman

SEAL

Bill McDowell, Vice Chairman

Robert L. Hendry, Commissioner

Matt Keating, Commissioner

Terry Wingerter, Commissioner

Renea Vitto, Natrona County Clerk

INTRODUCTION

County employees belong to one of three classifications - (1) employees of a department of the Board of County Commissioners (i.e. employees of Road and Bridge, Information Technology, County Legal Department), (2) employees of Boards appointed wholly or in part by the Board of County Commissioners, or (3) employees of elected officials.

These personnel rules contain the rules and policies for employees of the County Commissioners and County Boards, (1) and (2) above. Elected officials may, at their sole option, adopt this policy in whole or in part. Employees of elected officials (3) above should check with their Elected Official to determine which policies have application to them.

All County employees are considered Employees at Will, whose employment may be terminated at any time, with or without cause, unless specifically modified by a written contract of employment or statutory provision.

INTENT OF POLICIES

This Employee Handbook is not a contract of employment. Nothing contained in this handbook or in any other statements of County philosophy, including statements made in the course of performance evaluation and wage reviews, should be construed as constituting a contract or an express or implied promise of continuing employment. Employees must understand that no Supervisor, Department Head, Elected Official, or other representative of the County, other than the Board of County Commissioners, has the authority to enter into any contract or agreement with an employee for employment for any specified period or to make any written or verbal commitments contrary to the foregoing. Natrona County has the right to modify its policies and procedures at any time at its discretion, with or without notice.

SCOPE OF EMPLOYEE HANDBOOK

This Employee Handbook applies to all County employees with the following exceptions:

- Contract employees are exempt from the at-will provisions of the Employee Handbook.
- Sheriff's deputies are exempt from at-will provisions of the Employee Handbook, pursuant to Wyo. Stat. Ann. §18-3-611.

EMPLOYEE HANDBOOK **REVISIONS / INTERPRETATION**

The Board of County Commissioners or Elected Official may, at their sole discretion, modify these policies. The Board of County Commissioners, through the County Attorney's Office and the Human Resources Department, shall be charged with interpreting these policies, in the event

of a conflict among provisions of this Handbook. The County may deviate from these policies under emergency circumstances, in order to achieve the primary mission of serving the County's citizens.

ADMINISTRATION

Each Elected Official and Department Head shall have the duty and responsibility to administer their offices in conformance of these policies, to the extent that they apply to their office. Natrona County, having formally written and adopted policies governing personnel, requires all levels of management and staff is familiar and cognizant of all policies.

- (a)** The Elected Official, Department Head or Supervisor, shall:
 - (i)** administer the personnel policies in accordance with the terms and conditions herein set forth;
 - (ii)** make the policies available to all employees; and
 - (iii)** discuss or explain the policy as necessary to generate understanding of the policies among employees.

Employees are expected to read and be aware of the policies, and to request assistance with, or explanation of, any policy or policies, which may not be understood.

DEFINITIONS

Board: The group of persons appointed to sit in council for management of a County organization (i.e., Fair, Hospital, etc.)

Commissioners: The elected Board of County Commissioners of Natrona County, five in number, consisting of a chairman, vice-chairman, and three commissioners, and designated by statute as the governing board of Natrona County.

Compensatory Time, Non Exempt: Paid Time off in lieu of wages, which may be taken with pay for overtime worked by a non-exempt employee, figured at time and one half for each hour worked in excess of forty (40) hours in one work week. (SEE: Non-exempt)

Contract Employee: An employee whose work is performed pursuant to an individual personal services contract must be approved by the Board of County Commissioners.

Demotion: Changing an employee from one position to a position of less responsibility, at a lower pay range based upon performance.

Department: Division of county government which may be statutorily mandated, usually delineated by specific service function, and supervised by an Elected Official or Department Head, or Supervisor.

Department Head or Supervisor: Appointed Department Head or Supervisor of a county department, responsible for normal daily office procedures and workflow, employee training, appraisal, direction and proficiency, departmental supplies and equipment; having the authority to exercise management rights, develop management policies or to effectively make such recommendations requiring the use of independent judgment not of a routine nature. Supervisors are responsible to and under the direction of a specific Elected Official or Department Head. A Department Head is an employee who is responsible for managing, supervising and directing one or more departments and reports directly to the Board of County Commissioners.

Disciplinary/Corrective Action: Actions or communications (formal or informal, verbal or written) taken by a Supervisor, Department Head, Elected Official, or the Board of County Commissioners toward an employee for the employee's failure in the performance of their duties, for the employee's conduct or as an attempt to change the employee's behavior or job performance.

Elected Official: An individual elected by popular vote to administer statutorily mandated responsibilities and duties on a county level; directs the work of Supervisors of specified departments; has the authority to appoint or not appoint, according to Statute, employees of departments under his or her authority; regularly exercises discretionary powers.

Emergency Leave: Paid leave as a result of inclement weather/emergency closure of County facilities.

Exempt Employee: An employee who is not eligible for overtime pay. The County classifies exempt employees through the guidelines established by the Fair Labor Standards Act.

Full-time Employee: An employee who is normally scheduled to work forty (40) hours per week (or in the case of sworn Sheriff's Deputies, one hundred and sixty-five (165) hours in a twenty eight day period). Full-time employees are eligible for County benefits as outlined in this Employee Handbook.

Layoff: The involuntary separation from employment because of lack of work, lack or reallocation of funds, changes in budgetary priorities, reorganization or other reasons.

Non-exempt Employee: An employee eligible for overtime pay. Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of forty (40) hours per workweek or, the case of sworn Sheriff's Deputies, one hundred and sixty-five (165) hours over a twenty eight day period. The County classifies non-exempt employees through the guidelines established by the Fair Labor Standards Act.

Part-time Employee: An employee who is normally scheduled to work less than a forty (40) hour workweek. Part-time employees are eligible for participation in County benefits on a pro-rated basis as outlined in this Employee Handbook.

Position: A group of duties and responsibilities requiring the employment of one person on a regular or temporary basis. Position is used interchangeably with the term "job" in this Employee Handbook.

Position Description: The summary of the primary duties, responsibilities and minimum qualifications assigned to a position.

Regular Employee: A part-time or full-time employee hired for an indefinite period of time to fill a regularly budgeted position.

Temporary or Seasonal Employee: An employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees are not eligible for participation in County benefits.

Transfer: A lateral change of an employee from one position to another position of equivalent responsibility and pay grade with no component related to performance.

GENERAL PROVISIONS

Authority: This Natrona County Employee Handbook is promulgated by the Natrona County Board of County Commissioners in accordance with internal procedures and applicable State and Federal laws.

Employment-at-Will:

a. This Handbook is intended as a guide for the efficient and professional performance of your job. All employees, unless otherwise defined by statute or contract are considered at-will employees, whose employment may be terminated with or without cause. Nothing contained herein shall be construed to be a contract for employment, either express or implied. Additionally, this handbook should not be construed by any employee as containing binding terms and conditions of employment. Natrona County retains the absolute right to terminate any employee at any time, with or without cause. The employee retains the absolute right to quit or resign at any time, with or without cause.

b. Designated Sheriff Department employees, as defined by W.S. § 18-3-611 (2007 LexisNexis) are exceptions to employment-at-will.

c. Natrona County retains the right to change the contents of this Handbook at any time, with or without notice.

Coverage: These policies apply to all employees of Natrona County Government and replace all previous versions of the Natrona County Employee Handbook. Elected Officials and Department Heads may establish policies particular to their own offices, as specified herein. **Exception:** The policies and procedures of the Natrona County Employee Handbook shall apply to all employees of the Natrona County Sheriff's Department, except as specified in the Sheriff's Department Personnel Policy. Where conflict arises, the Sheriff's Personnel Policy and Procedure shall be applied and followed.

Interpretation: Upon request, the Human Resources Director and County Attorney shall assist in providing interpretations of these policies in cases of internal conflicts between policies, or when questions arise about application to specific situations, procedures or policies.

Enforcement and Agency Responsibility: Natrona County Government Elected Officials, Department Heads and the offices of Human Resources and County Attorney shall work together in ensuring the Personnel Policies in the Employee Handbook Manual are administered and applied uniformly by all departments. Elected Officials or Department Heads may have interdepartmental policies that deviate from these policies herein.

(a) Elected Officials and Department Heads and Supervisors are responsible for the actions of management employees to whom they have delegated authority to act on their behalf or in a supervisory capacity. Elected Officials and Department Heads and Supervisors have the responsibility to complete departmental employee orientation and to discuss and explain the policy as necessary to generate employee understanding.

(b) The Accounts Payable/Payroll Department provides all Elected Officials, Department Heads and Supervisors, and employees with copies of the Natrona County Employee Handbook. The Accounts Payable/ Payroll Department is responsible for new employee enrollment and sign-up.

(c) All Natrona County Employees are responsible for familiarizing themselves with Personnel Rules in the Natrona County Employee Handbook, and are expected to contact their Supervisor, Elected Official, Department Head or the Human Resources Office for explanation of any rule.

(d) The Human Resources Department shall distribute any revisions or added policies to the Natrona County Employee Handbook to all Elected Officials, Department Heads and Supervisors, and to all Natrona County employees, once approved by the Board of County Commissioners.

Equal Opportunity Employer: Equal employment opportunity shall be provided in the administration of all personnel practices to include recruitment, appointment, promotion, performance appraisal, discipline, retention, training, compensation and other benefits. Terms and conditions of employment are administered in a manner which does not discriminate on the basis of age (40 or older), color, political affiliation, race, religion, handicap, citizenship, national origin or ancestry, sex (including pregnancy), genetic information, disability, (except where disability is a bona fide occupational disqualification), or any other legally protected status in accordance with applicable local, state, and federal laws.

Americans with Disabilities Act and its Amendment (ADAA): The Americans with Disabilities Act and its Amendment (ADAA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Natrona County to comply with all federal and state laws concerning the employment of persons with disabilities. To see the complete County ADAA policy please see appendix #1.

Family Medical Leave Act (FMLA) Policy: The Family and Medical Leave policy of Natrona County shall be in accordance with Public Law 103-3 Family and Medical Leave Act 1993 and regulations as revised, effective 1-16-2009 and 10-28-2009. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. For the complete Natrona County policy on FMLA please see appendix #2.

Alcohol & Drugs – Drug Free Workplace Policy: Employees of Natrona County are its most valuable resource and, therefore, their health and safety is of primary importance. This policy has been developed to provide a clear set of rules and procedures to provide a drug-free work place for County employees. This policy is consistent with the provisions of the Drug-Free Work Place Act of 1988. The intent of the policy is to promote a work environment free from the effects of drugs and alcohol by:

- Screening applications for public safety and other at-risk County positions.
- Providing for a screening of substances when a supervisor has reasonable suspicion that an employee is impaired by drugs or alcohol.

- Requiring appropriate discipline for employees who violate Natrona County policies on the use and/or the distribution of controlled substances at the work site.

For the complete Natrona County policy on Alcohol and Drugs – Drug Free Workplace Policy please see appendix #3.

Conflicts of Interest: Employees shall not enter into any financial or other relationship with another county government or other government agency, private business, or other organization, which would constitute a conflict of interest with their County employment. Employees shall not permit themselves to be placed under any personal or other obligation, which could lead any person, group, or organization to expect official favors.

Personnel Forms: The Human Resources Office shall make available standardized forms which shall be used by all County Departments in personnel administration, i.e. FMLA notification and request, workers safety and compensation report of injury, ADA request for accommodation, and related personnel forms.

ANTI-VIOLENCE & WORKPLACE HARASSMENT POLICY

Natrona County is committed to doing everything possible to protect the life, safety and health of its employees by preventing workplace violence and creating a safe work environment. Given the increasing violence in society in general, Natrona 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.

Anti-Violence: The County takes the safety of its employees very seriously. As a result, the County will not tolerate any form of violence in the workplace. The County considers violence to include, but not be limited to domestic violence, property damage, physical harm, shoving, pushing, harassing, intimidating or coercing another person. In addition, threatening, talking, or joking about violence is considered violence as well. It includes acts of violence committed by employees, members of the public, relatives, acquaintances or strangers against a County employee in the workplace, without regard to location. County employees have a role in preventing violence as well. If you believe a co-worker may become violent or you see a violation of this policy, you must immediately report this to your Supervisor or other management official with whom you feel comfortable.

If you are threatened or witness a threat and you believe there is immediate danger, call 911 to get emergency assistance. All threats or actual violence, both direct and indirect, should be reported as soon as possible to your immediate Supervisor or Department Head, Elected Official and then Risk 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.

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

Violent conduct while not at work may also be grounds for disciplinary action, up to and including dismissal if there is a potential adverse impact on a County employee's ability to perform their assigned duties and responsibilities.

Anyone determined to be responsible for threats 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.

See the next section on how to formally report a claim and how the investigation process may be handled.

Sexual Harassment and Other Unlawful Forms of Harassment: Natrona County is committed to offering employment opportunities based on ability, merit and performance, and in a productive environment, free of discrimination and harassment. The County is opposed to and prohibits any employee from harassing another employee for any reason. These protected statuses include harassment on the basis of:

- age (40 or older)
- color
- race
- religion
- handicap
- disability
- citizenship
- national origin or ancestry
- sex (including pregnancy)
- genetic information
- sexual orientation.

Prohibited harassment includes, but is not limited to ethnic or racial slurs or the types of behavior that interfere with an employee's work performance or create an intimidating, hostile or offensive work environment. Harassment in any form by Supervisors, Department Heads, Elected Officials and/or co-workers will not be tolerated.

Natrona County will not tolerate any form of harassment or discrimination from outside contractors, the general public, or any other individuals coming in contact with the County's employees while engaged in the scope of their employment regardless of their location.

Sexual Harassment: Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000E (a) (1). The Equal Employment Opportunity Commission (EEOC) has adopted the following definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Each Supervisor, Department Head, Elected Official and employee has a responsibility to maintain the workplace free of any form of sexual harassment. Such conduct includes, but is not limited to:

- Sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- The display of sexually suggestive objects or pictures, including nude and provocative photographs.

Workplace Harassment: is defined as unwelcome speech or conduct based upon race, sex, gender, religion, national origin, age, color, or disability or other protected status that creates a hostile work environment or constitutes quid pro quo harassment. Prohibited behavior may include, but is not limited to, the following:

- Written form such as cartoons, e-mail, posters, drawings or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs or jokes, innuendos or insults.
- Physical conduct such as unwanted physical contact, threatening behavior, assault, blocking an individual's movements or other negatively-perceived nonverbal conduct.

Hostile Work Environment: is defined as unwelcome speech or conduct that unreasonably interferes with job performance or creates an intimidating, hostile or offensive working environment. Whether a hostile work environment exists may depend upon, among other things, the following factors: (i) whether the harassment was verbal or physical or both; (ii) how frequently the harassment was repeated; (iii) how hostile and clearly offensive; (iv) the identity of the harasser (co-worker or Supervisor); (v) whether other people joined in the harassment; and (vi) whether the harassment was aimed at more than one person. In addition to actual verbal or physical behavior, some examples of things that could contribute to a hostile work environment include posted written materials and/or cartoons, radio or recorded audio played and computer images or websites that another person could find offensive based on one of the protected statuses listed above.

Quid Pro Quo Harassment: is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or 2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

You have the responsibility to report harassment to an appropriate authority as soon as possible. You may report to your Supervisor, Department Head, Elected Official or the Human Resources Director. Your complaint of harassment must be investigated promptly and impartially, with confidentiality maintained to the greatest extent possible. You will be advised of the findings following the investigation.

Retaliation: Any retaliation against an employee who, in good faith, reports the behavior described in this section will be strictly prohibited. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat, harassment or act of violence. Information will only be released on a need-to-know basis.

Natrona County encourages its employees to report any acts of discrimination, violence and/or harassment. It is our policy that an individual may not be discharged, demoted, harassed, or otherwise "retaliated" against for filing a charge of discrimination, participating in a discrimination proceeding (as a witness, etc.), or otherwise opposing discrimination. Retaliation occurs when an employer or other employees take an adverse action against a covered individual because he/she engaged in a protected activity.

Covered individuals are individuals who have opposed unlawful practices or participated in proceedings based on age (40 or older), color, race, religion, handicap, disability, citizenship, national origin or ancestry, sex (including pregnancy) and genetic information. Individuals with a close association with the person who has engaged in such protected activity may also be covered individuals (e.g., spouse). Individuals who report or refuse to participate in what they believe is unlawful behavior are also protected under Federal law.

Protected activities include, but are not limited to, the following:

- Complaining to anyone about alleged discrimination against oneself or others;
- Threatening to file a charge of discrimination;
- Refusing to obey an order reasonably believed to be discriminatory;
- Filing a charge of employment discrimination;
- Cooperating with an internal investigation of alleged discriminatory practices;
- Serving as a witness in an EEO investigation or litigation;
- Requesting a reasonable accommodation based on religion or disability.

You have the responsibility to report harassment to an appropriate authority as soon as possible. You may report to either your Supervisor, Department Head, Elected Official or the Human Resources Director.

Sheriff's Office Employees: All Sheriff's Department employees, sworn and unsworn, are subject to the same sexual harassment and workplace violence policies as all other Natrona County employees.

Discrimination, Harassment, Retaliation, or Workplace Violence Reporting & Investigation Procedure: In order to exercise reasonable care to promptly prevent and correct any harassing behavior occurring in or at the workplace, the County must be informed of the offensive behavior. Incidents of offensive behavior must be brought to the attention of the employee's Supervisor or those parties listed below. The employee subject to the unwelcome behavior must take advantage of the preventive or corrective opportunities provided by Natrona County in an effort to stop the harassing behavior. In order for sexual harassment to be actionable, the behavior must be unwelcome.

Each Supervisor, Department Head and Elected Official is responsible for creating and preserving an atmosphere free of discrimination, harassment, retaliation or violence. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if an employee believes they have experienced conduct which may violate the Harassment, Discrimination or Anti-Violence policies stated above, including the provisions in those policies prohibiting retaliation.

The employee has the option to describe the behavior to the person responsible for the behavior and request that it stop. In the event such informal direct communication is either ineffective or impossible, or the employee is uncomfortable with such an approach, the employee should

discuss their concern immediately with their Supervisor or with their Department Head. If the employee does not feel that any other reporting option is appropriate, the employee should discuss their concern with those parties listed below.

Any employee who has been subjected to unwelcome behavior must immediately report the behavior to one of the persons below with whom the employee feels the most comfortable.

Complaints may be made orally or in writing to:

- The employee's immediate Supervisor, or
- The employee's Department Head or Elected Official, or
- The Human Resources Director, or
- The County Attorney

Employees have the right to ignore the normal chain of command in selecting which person to whom to make a complaint.

Reports received by any Supervisor or any observation by a Supervisor of conduct which may violate these policies, shall immediately be brought to the attention of the Human Resources Director who is responsible for coordinating the investigation of such reports. Supervisors may not promise any employee that a report will remain confidential, or that the Supervisor or the County will not take action in response to a report.

The Human Resources Director, or another person designated by the Human Resources Director and County Attorney, shall investigate all reports or observations of conduct which may violate the policies stated above. All such investigations shall be conducted as confidentially as possible recognizing the need to interview witnesses, the employee making the report and the employee accused of misconduct. All complaints will be thoroughly investigated and will be treated with the utmost confidence consistent with resolution of the problem. If the allegations are found to be true following an investigation, recommendations to the Department Head or Elected Official will be made concerning the appropriate corrective and/or disciplinary action. Recommendations may include the discharge of offending employee and/or employees, as well as a recommendation for criminal prosecution of the individuals or individuals responsible.

The Human Resources Director shall follow up with employees who make reports or participate in investigations under this procedure to ensure that no retaliatory conduct is occurring, and any reports of retaliatory conduct will be investigated and resolved according to this procedure. Retaliation against anyone who complains of unwelcome behavior or who participates in an unwelcome behavior investigation will not be tolerated; appropriate corrective and/or disciplinary action may be initiated, up to and including the discharge of the offending employee(s) (retaliators).

Risk Management will respond to all workplace violence incidents, communicate with law enforcement agencies, as appropriate, and provide training and assistance to departments on workplace violence incident prevention and response. If evidence of false reporting is found during an investigation, appropriate corrective and/or disciplinary action may be initiated, up to and including the discharge of the offending employee(s).

ON – THE – JOB

General Rules of Conduct and Business Ethics: Natrona County will comply with all applicable laws and regulations and expects its Department Heads, Elected Officials, Supervisors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises that is difficult to determine the proper course of action, the matter should be discussed openly with your immediate Supervisor and, if necessary, the Department Head or Elected Official for advice and consultation.

You are required to maintain the highest ethical standards in the conduct of your official duties. This also applies to non-work situations when you identify yourself as a County employee (i.e., wearing a County identification badge, distributing a County business card, wearing a County uniform, driving a County vehicle, etc.).

The proper conduct of all employees is necessary to ensure a safe, productive and pleasant working environment. **Notwithstanding any statement in this Employee Handbook describing specific misconduct which may lead to discipline or termination, the County reserves the right to terminate the employment of any employee at any time, with or without reason or cause.** The following actions are not permitted. Any employee discovered committing any of the following offenses while on duty is subject to disciplinary action up to and including dismissal. This list is not all inclusive:

- Displaying disrespect toward or refusing to carry out the instructions of a Supervisor or other authorized person.
- Repeatedly disappearing from the work area without permission or without an acceptable reason.
- Intentionally falsifying County records.
- Using internet access, e-mail, the telephone, a facsimile machine or any other means to view, generate, send or receive materials that could be construed as fraudulent, illegal, harassing, obscene, indecent, profane or intimidating.
- Fighting or provoking a fight on County property; using abusive, obscene, profane or threatening language; or engaging in immoral conduct while on duty.
- Falsification of any timekeeping records or repeated failure to record time appropriately.
- Behavior or attitude which affects the efficiency or effectiveness of the operations of the County.
- Tampering with, posting or removing notices from bulletin boards contrary to County policy.
- Falsification of employment application or misrepresentation of facts in obtaining employment.
- Participation in, or involvement (other than as a victim) with a serious crime, on or off duty, without regard to whether or not the employee's conduct results in a criminal conviction.
- Insubordination or other disrespectful conduct.
- Violation of safety or health rules.

- Unauthorized absence from the work station during the workday.
- Sleeping on the job or gross inattention to duties.
- Walking off the job or leaving the facility without notifying your Supervisor.
- Violation of personnel policies.
- Unsatisfactory performance or conduct.

As an “at will” employer, Natrona County is not required to give causes of disciplinary action, either in these polices or at the time of the adverse personnel action or is Natrona County required to dismiss only for “just cause.” These reasons are neither mutually exclusive nor collectively exhaustive. Natrona County may discipline for any combination of reasons, for reasons not listed or for non-communicated reasons at any time as long as the employee’s constitutional protected liberty interests are not violated.

Outside Employment: Within certain limitations, County employees may hold second jobs. Natrona County employment shall be the principal employment of regular full-time employees, but an employee may engage in outside employment subject to the following conditions:

- It does not interfere with efficient job performance, scheduling, attendance or any other issue;
- It does not conflict with the interests of Natrona County; the interests of the County will prevail;
- It is not a type of employment which would reasonably give rise to criticism or suspicion of conflicting interests or duties;
- Under no circumstances should a County employee use County property, equipment or material in the conduct of approved secondary employment;

If, in the County’s sole determination, an employee’s outside employment is or becomes inconsistent with his/her employment with the County, the employee may be asked to choose between his/her employment with the County and his/her outside employment.

If you work another job, you must notify your Department Head or Elected Official either verbally or in writing. This job cannot conflict with your primary job at Natrona County.

Customer Service: The County expects all employees to be courteous and helpful to the public. Maintaining high moral standards and abiding by the law, guard the privacy, personal, and legal rights of others and be fair and scrupulously honest in all dealings with and for the people.

If a complaint is received, regard it as an opportunity to help the County improve its standing with the public.

Advice to Customers: No employee of Natrona County is authorized to give legal advice to any member of the public. Any employee doing so is acting outside the scope of his/her employment and job duties.

Personal Appearance: Personal appearance on the job is important. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Natrona County presents to customers and visitors. No matter the assignment, it is important that every employee project a neat, professional appearance appropriate to the work being done. Exceptions may be granted by the Board of County Commissioners, Elected Officials or Department Heads for participation in designated events, activities or celebrations.

Each Elected Official or Department Head determines the policy for personal appearance to be followed for his/her department. However, in the absence of a specific departmental policy the following policy will apply. If a supervisor feels an employee's personal appearance is inappropriate, the employee may be asked to leave the workplace until he or she returns properly dressed or groomed. Under such circumstance, the employee will not be compensated for the time away from work. Consult the appropriate supervisor, Department Head or Elected Official if there are questions as to what constitutes appropriate appearance. Where it is necessary, reasonable accommodation may be made to a person with a disability. It is also important that appearance, clothing and/or shoes not constitute a safety hazard.

Disclosure of Confidential Information: County employees may be in a position to receive confidential information about County residents or other employees, such as details about the conditions of someone's finances or health. It is vital to preserve and protect confidentiality of the information received through employment with the County. Disclosure of confidential information or documents by an employee is prohibited unless such disclosure is with the prior approval of the Department Head or Elected Official. Violation of this rule is grounds for dismissal.

Employees Driving Personal Vehicle on County Time: Certain persons are either required or authorized to use their privately owned vehicle on County business. Reimbursement to the employee is provided at a rate designed to cover cost of operation. Authorization is provided by the Department Head or Elected Official to use a private vehicle, after proper verification of Wyoming Driver's License is provided by the employee. Any employee operating a vehicle must maintain a valid Wyoming Driver's license which authorizes operation of the vehicle and is in compliance with Wyoming Statutes on the maintenance of insurance on the personal vehicle.

If an employee's personal vehicle is involved in an accident while conducting County business, the damages to the vehicle or bodily injury to the employee will be the responsibility of the employee's personal insurance as the primary insurance policy. The County's insurance would be secondary. For the County's Driving Policy see the appropriate section.

Non-Smoking Policy: In keeping with Natrona County's intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas by the County Property Manager. Smoking is prohibited inside the Natrona County facilities or vehicles. All employees, volunteers, public,

and other visitors are expected to comply with this policy. Employees who violate it may be disciplined.

- Employees shall observe all “No Smoking” signs, and shall not smoke in proximity to flammable material or gases, whether on property occupied by the County or on the premises of others.
- Employees at gasoline filling stations shall not smoke, or permit others to smoke, or allow flame of any kind near a motor vehicle while it is being filled.
- Matches, cigars, cigarettes, and pipe ashes shall not be discarded while still burning, unless placed in a proper receptacle or otherwise disposed of safely.
- Smoking is defined as a lighted cigar, cigarette, pipe, [electronic cigarette](#), or any lighted tobacco product. ([Amended February 4, 2014 by Resolution 05-14](#)).

Employees are protected from retaliatory action or from being subjected to any adverse personnel action for exercising or attempting to exercise his/her rights under the smoking policy. Any violation of this policy may result in disciplinary action, up to and including release from employment.

Possession of Firearms: The carrying of any concealed or unconcealed firearm, ammunition, or articles of a similar nature by any employee in any building owned by Natrona County or in any vehicle owned by Natrona County will only be permitted if he/she is a Deputy Sheriff, or has a valid license to carry a weapon and the written authorization of his/her Department Head or Elected Official.

Attendance / Punctuality / Dependability: Absenteeism and tardiness place a burden on other employees and on Natrona County. The County is committed to providing the highest level of government services and functions to better serve the community. In order to accomplish this, prompt and regular attendance is required. Department Head or Elected Officials may have department guidelines and may treat occasional tardiness by allowing the employee to make up the lost time during the same work day, or if this is not possible, record reduction in pay or charge sick or vacation leave for the time lost that work day in 15-minute increments. The Elected Official, Department Head or Supervisor may have a specific departmental policy that governs how and when to report when an employee is going to be late or absent for work. Poor attendance and excessive tardiness is disruptive. Either may lead to disciplinary action, up to and

You must report to your Supervisor (or Department Head or Elected Official) to give notification of absence or tardiness.

including termination of employment.

Anti-Nepotism: Pursuant to Wyoming State Statute 9-13-104, no Elected Official, Department Head, Supervisor or County employee shall advocate or cause the employment, appointment, promotion, transfer or advancement of a family member to an office or position of the state, a county, municipality or a school district. No Elected Official, Department Head, Supervisor or County employee shall supervise or manage a family member within the same department. No

County employee shall participate in any matter related to the employment or discipline of a family member. **Family Member Definition** – a person who is the spouse, parent, sibling, child, grandparent, grandchild, or is a member of the individual’s household.

The family member, or persons living in the same household, of current County employees and Board of County Commissioner members shall not be employed by the County where:

- One party would handle confidential material, including payroll and personnel records, that creates improper or inappropriate access to that material by the other;
- One party would be responsible for auditing, verifying, receiving or entrusted with money handled by the other; or
- Other circumstances exist that might lead to potential conflict between the interest of one or both parties and the best interest of the County, as determined by the County.

Personal Relationships in the Workplace: Each Elected Official or Department Head determines the policy for personal relationships to be followed for their department. However, in the absence of a specific departmental policy the following policy will apply. (Each Elected Official or Department Head shall notify their employees if they have adopted a departmental policy that differs.)

No employee may directly supervise another employee with whom they are involved in a dating relationship.

By its discouragement of romantic and sexual relationships, the County does not intend to inhibit the social interaction (such as lunches, dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment.

Any employee, who believes that he or she has been adversely affected by such a relationship, is encouraged to make his or her views about the matter known to the Department Head, Elected Official, or Human Resources Director.

Solicitations / Distributions / Bulletin Boards: Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas during work time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

In order to protect employees from unwanted interruptions, it is the policy of Natrona County that solicitation by outsiders must be approved by the Elected Official or Department Head. Solicitation by co-workers should only be done with the prior approval of the Department Head or Elected Official. With approval of the Department Head or Elected Official, fundraiser brochures may be left in a central area or break room for co-workers to view during breaks and lunch hours. This policy does not apply to any County Commissioners-approved events or community activities such as the United Way and Blood Drives.

Bulletin boards maintained by Natrona County are to be used only for posting or distributing material of the following nature: notices containing matters directly concerning Natrona County

business; and community announcements which are equally applicable and of interest to employees.

Political Rights: Every employee has the right to register and vote on all political issues. As employees of the County of Natrona, there are certain limits on your political rights because of your special position as a public employee.

Those limits include but are not limited to:

- A County employee may not engage, nor Supervisors allow, other County employees to engage in campaign activities of any sort, including soliciting political contributions while on County property. Employees are not permitted to use County property, such as copiers, printers, fax machines, computers or telephones for political activities.
- An employee may not campaign or participate in political activities while in uniform. This includes wearing of political buttons or signs when at work and/or on duty, and placing signs on County property. However, this does not exclude an employee's right to display a bumper sticker on an employee's personal vehicle. Political activity is to be kept separate from the job and away from the workplace.

ACCIDENTS, EMERGENCIES & INJURIES

Accidents and Emergencies: Natrona County is committed to maintaining a safe and healthy environment for all employees. All accidents, injuries, potential safety hazards, safety suggestions, and health and safety related issues are to be reported immediately to your Natrona County Elected Official, Department Head and/or Supervisor. Seek help from outside emergency response agencies, if needed. A Worker's Compensation Wyoming Report of Injury Form must be completed for all injuries, regardless of whether the injury requires medical attention. The Wyoming Workers' Compensation Act also requires that you report all illness or injury caused by the workplace, no matter how slight. Failure to report an injury may jeopardize an employee's right to collect Wyoming Workers' Compensation payments as well as health benefits. The required forms can be obtained from the appropriate Elected Official, Department Head and/or Supervisor.

County Vehicle Accidents / Driving Personal Vehicle on Duty: If an employee is involved in an accident while driving a County vehicle, the employee shall follow these instructions:

- Stop immediately and investigate, regardless of how minor the accident may appear. **Do not move any vehicle until authorized by law enforcement. Check for any injuries to self, passenger, persons in other vehicle(s), and pedestrians.**
- Prevent further accidents by warning other drivers with a light, flag or similar device **when appropriate.**
- **Call 911 for any assistance needed, including ambulance service. The appropriate law enforcement agency MUST be called immediately to investigate all accidents.** Follow the directions of the law enforcement officer. Do not discuss the accident with anyone except law enforcement, the proper representative of Natrona County (Elected Official, Department Head, Supervisor, County Attorney, Risk Manager), or a properly identified claim representative of the County's insurance company. **Do not discuss liability with anyone.**
- When driving a personal vehicle, give the other driver(s) involved your name, address, license number, and insurance agent; getting the same information from the other driver(s).
- The County's insurance agent is:
Wyoming Association of Risk Management
P.O. Box 427
Cheyenne, WY 82003
Phone 307-433-9400

Employees may be required to submit to a post-accident drug test and will be directed to report to the collection site so that a drug test may be performed. The employee involved may not consume alcohol for (8) eight hours after the accident or until he/she has taken an alcohol test, whichever comes first. The employee must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.

In all cases where there is injury or death or significant property damage, a post-accident drug test shall be done.

Report the accident as soon as possible to the County Risk Manager and to your Supervisor, Department Head or Elected Official.

Observe and record all information in a written accident report to the Risk Manager, attaching a copy of the police report. If the damage is estimated to be \$1,000 or more, or in case of death or

You must report workplace accidents, incidents, or injuries to your direct Supervisor as soon as possible. You will also have to complete a report and return it to the Risk Management Department.

bodily injury, a Wyoming Traffic Accident Report SR21 must be submitted to the Wyoming Department of Transportation and the Risk Manager within ten (10) days of the incident.

Medical Emergency or Injury to the Public/Employee: If an employee or member of the public experiences a medical emergency or injury on County property, the employee witness must notify the County Risk Manager as soon as possible.

If an employee is injured on the job, his/her Supervisor, Department Head or Elected Official must be informed, and a Wyoming Workers Compensation Report and Incident Accident Report filed with the County Risk Manager.

Failure to report accidents is a serious matter that may preclude an employee's coverage under Wyoming Worker's Compensation Insurance.

Safety: It is the County's intent to provide a safe workplace for an employee's protection. All employees are expected to participate in safety programs and meetings, promote safety awareness, submit safety suggestions, wear protective equipment as provided, and follow safety rules. Safe work practices protect employees, their families, fellow employees, and the County.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their Supervisor, Department Head, Elected Official or Risk Management. Reports and concerns about workplace safety issues may be made anonymously, if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Supervisor. Employees, who cause hazardous or dangerous conditions, fail to report such conditions or where appropriate, remedy such conditions, may be subject to disciplinary action, up to and including termination of employment.

Security: All County employees share a responsibility to take precautions to ensure that their work area is free from danger. All files, disks, and documents should be locked in a secured area each night before an employee leaves. Unauthorized persons are not allowed into work areas. Questionable situations or suspicious-looking individuals should be called to the attention of the appropriate Supervisor, Department Head or Elected Official.

While at work, care should be taken to secure any personal items or valuables, such as purses or money, in desks and cabinets. When traveling to or from a vehicle, employees are encouraged to pay attention to their surroundings and report suspicious activity to the appropriate authority (supervisor, security, etc.). If an employee must work late, the employee is encouraged to move his or her vehicle closer to the work site, if possible, and/or arrange for an escort when leaving the building.

COMPUTER & TELEPHONE SYSTEMS POLICIES

Acceptable Use Policy: The Natrona County Acceptable Use Policy specifies policy for the use of information resources and information technology systems. Natrona County provides information technology resources and systems to assist County employees in performing their job duties and to communicate business related matters quickly and effectively. The purpose of this policy is to establish guidelines for the appropriate and responsible use of information technology resources and information technology systems.

Scope: All information transmitted by, received from or stored in these systems are the property of Natrona County and should be used solely for job-related purposes. In addition, all technology equipment is County property and is provided for the use of County employees for conducting County business. Information technology resources and systems shall be interpreted to include all Natrona County computing and telecommunications equipment, hardware, software, networks, services and data which are used for the support of the County's business activities. This includes but is not limited to:

- Personal computers, laptops, PDAs, GPS devices, digital cameras, removable media cards, and other related items
- Internet
- E-mail
- BLOGS
- Instant Messaging (IM)
- Telephones, cell phones, cell phone text messages, and other cellular data transmissions including video, applications and pictures
- Internet enabled PDAs and Smartphone's such as Blackberries, Droids or iPADS
- Software applications including data management systems, financial management systems and office applications such as Microsoft Office
- Social Media (Facebook, Twitter, MySpace, LinkedIn, etc.)

Policy: This policy is mandatory for all Elected Officials, Department Heads, Supervisors, employees, and contractors of the County. This policy applies to all Natrona County information technology resources, systems and data that are used for Natrona County business regardless of its location.

- Users shall protect the physical and electronic integrity of equipment, networks, software, and accounts on any equipment that is used for Natrona County business in any location.
- Employees of each office are responsible for the proper care and the use of County property assigned to them and property in their department.

- Every employee will promptly report to their Supervisor any loss, damage, destruction or defect of County property.
- Sending, displaying, circulating, or storing inappropriate, illegal, or sexually explicit material is prohibited. Your Supervisor should be notified of unsolicited, offensive materials received by any employee on any of these systems.
- Users must not harass other users using computer resources or make repeated unwelcome contacts with other users.
- Do not use information technology resources and systems for unlawful purposes, including political campaigning, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (i.e. spreading of computer viruses).
- Users shall not knowingly introduce worms or viruses or other malicious code into the information technology systems nor disable protective measures (i.e. antivirus, spyware, firewalls).
- Employees may not use the information technology resources or systems to operate a privately owned business, solicit funds, disseminate political causes or promote religion/personal beliefs to others.
- Software or hardware installed or downloaded on County computers is prohibited. Installation requests will be considered and performed at the discretion of the Information Technology Department. They must also request permission from the Department Head or Elected Official before doing so.
- Users shall not connect or install unauthorized equipment or media, which includes but is not limited to: personal computers, laptops, USB thumb drives, digital cameras, removable drives, wireless access points, printers, PDAs, iPODs, and MP3 players or other USB devices. These devices can carry viruses and malicious software that pose a threat to the security of the network.
- No software or hardware shall be deleted from the County information technology systems without first consulting the Information Technology Department.
- The copying of software for personal or non-work-related activity is prohibited.
- Playing computer games that are required to be installed, are online or played via a social network such as Facebook, on County computers is prohibited.
- Employees shall not provide internal network access to unauthorized users.
- Users shall not use their account or County information technology property to gain unauthorized access to external networks and systems.

The County has the right to monitor any and all of its computers with or without its employees' consent. This includes, but is not limited to:

- Monitoring Internet usage,
- Reviewing any downloaded or uploaded material,
- Reviewing e-mails sent or received by employees, and/or,

- Monitoring the content of stored files on employee computers.

Network Monitoring: Natrona County employs monitoring software for the purpose of enforcing The Acceptable Use Policies. This includes blocking access to certain websites for which access is deemed to be a contravention of this policy.

E-mail Monitoring: The e-mail systems and services used at Natrona County are owned by the County and are therefore its property. This gives Natrona County the right to monitor any and all e-mail traffic passing through its e-mail system. This monitoring may include, but is not limited to, inadvertent reading by Information Technology staff during the normal course of managing the e-mail system, review by the County Legal Department during the e-mail discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee efficiency.

Privacy: Information technology resources, systems and data are the property of the County. User files and communications may be subject to access by authorized employees of Natrona County during the course of official business. **No employee should have any expectation of privacy in his/her use of any files, data, information transmitted or received, stored or otherwise maintained, using the County's equipment and systems.**

- The County may monitor the use of information technology resources and systems at any time and at its discretion.
- E-mail has been determined by the courts to be subject to discovery by plaintiff's attorneys, similar to written material, and may be entered into evidence in a lawsuit. Employees should assume their messages may be saved and that they may end up as a poster size exhibit in a court of law.
- E-mail, instant messages, and text messages sent and received on County-issued equipment are considered public records and must be made available upon request and upon payment of reasonable costs for reproduction to members of the public.
- Employees who are terminated, laid off or placed on administrative leave pending disciplinary action have no right to the contents of their electronic communications and are not allowed access to the County's electronic communications tools or information systems.

Confidentiality and Restricted Access:

- Users must not attempt to access restricted files or portions of operating systems, security systems or administrative systems to which they have not been given authorization.
- Users must not access without authorization: e-mail, data or programs or information protected under state and federal laws.
- Users must not release another person's restricted information. Restricted information pertains to information which is not public information, but can be disclosed to or used by organization representatives to carry out their duties, so long as there is no legal bar to disclosure.

- Users shall not send restricted or confidential data over the Internet or via e-mail or other information technology resources unless appropriately encrypted and is generally discouraged.
- Employees are prohibited from accessing any County records for personal reasons.
- Users shall not access confidential information that they are not authorized or privileged to see.
- Public use shall be restricted to all computers with the exception of those set aside for public use.

Security:

- All login and passwords are the property of the County. Sharing or publishing these confidential items with unauthorized personnel, County or otherwise, are strictly prohibited.
- Login and passwords are not to be openly displayed.
- Users must not use other users' passwords, logins or accounts or attempt to capture or guess other users' passwords.
- Do not use your County password for any personal accounts, websites, PINs or any non-County use.
- Users must not hide their identity for malicious purposes or assume the identity of another user.
- All passwords must be provided to the Department Head, Elected Official, or the Information Technology Department upon request.

Backup:

- Users should use network drives to store data, files and e-mail archives to insure files are included in the nightly backups.

Reporting Misuse: Information Technology shall immediately limit access to the equipment in situations where there is illegal activity or the integrity of the resources and systems are at risk. In the event access is limited, the Elected Official or Department Head shall be immediately notified.

Users shall report suspicious, unauthorized or illegal activity to their Supervisor, Elected Official, Department Head or the Information Technology Department.

Disclaimer: Natrona County assumes no liability for direct and/or indirect damages arising from the user's use of Natrona County's e-mail system and services. Users are solely responsible for the content they disseminate. Natrona County is not responsible for any third-party claim, demand or damage arising out of use of the County's e-mail systems or services.

Natrona County does not accept liability for any loss or damage suffered by an employee as a result of that employee using the County's Internet connection for personal use.

Failure to Comply: The Information Technology Department will notify Department Heads, Elected Officials and Supervisors of infractions for further action, if any. The Information Technology Department will have authority to restrict access, but has no disciplinary authority over users who violate this Policy.

Violations of this Policy will be reported to Human Resources and a record of the incident will be retained in the users' personnel file.

Each Department Head or Elected Official shall determine the punishment for violations on a case by case basis. In case of disputes between departments, the Commissioners shall be the ultimate arbitrators. Punishment for violation of this Policy may include oral or written reprimand, suspension of employment and/or dismissal from employment.

Sanctions for inappropriate use of the information technology resources or systems may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
- Disciplinary action according to applicable Natrona County Policies;
- Termination of employment; and/or
- Legal action according to applicable laws and contractual agreements.

Authorized Use: Individuals at Natrona County are encouraged to use information technology resources and systems to further the goals and objectives of Natrona County. It is expected that all employees will communicate professionally with colleagues, partners, and the public at all times. The types of activities that are encouraged included:

- Communicating with fellow employees, partners of Natrona County, and within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Users are restricted from using information technology resources and systems for personal use. Some limited personal use is acceptable as detailed in the next section.
- Communication with, and providing service to, the public.

Limited Personal Use: Authorized users of Natrona County's information resources and information technology systems are for business purposes and use of these resources and systems for personal business is prohibited. Using County information resources, property and systems for personal business can abuse your position as a County employee, may be unethical, and, in some case, illegal. This is defined as any personally-initiated activity (such as e-mail and Internet usage) that is conducted for purposes other than those listed above. It is **limited** by the following considerations:

- It shall not cause any additional expense to the County.

- It shall be infrequent and brief.
- It shall not have a negative impact on overall employee productivity.
- It shall not interfere with the normal operation of your department.
- It will not compromise your department or the County in any way.
- It will be ethical and not contravene the Acceptable Use Policy of the County.

Examples of Limited Personal Use: Personal use is, by definition, up to the individual. These examples are offered only to illustrate the kinds of situations where it is hoped employees would exercise their good judgment.

Limited Personal Use	Access Abuse
Alice keeps in touch with a circle of friends from high school via e-mail. Occasionally she will take a few minutes to read and respond to an e-mail from one of those friends.	Rob is the convener of a local amateur sports association. He has given his work e-mail out as his main contact. During the sports season, he spends up to 90 minutes each morning responding to queries and complaints, and otherwise conducting league business.
Nauman is a big fan of international cricket. During the world championships, he takes a few minutes every morning to check a website that carries the overnight scores from Asia.	Mike frequents websites that are clearly prohibited by the County’s Acceptable Use Policy. Co-workers have been offended by some of the images clearly displayed on Mike’s computer.
Mary reads a review of a new novel by Stephen King. While at work the next day, she logs onto Amazon.com and purchases the book for delivery to her home address.	Todd needs a new fishing rod and spends over an hour browsing different models at a sporting goods website.
Jeremiah takes a few minutes to contact his spouse using Instant Messaging to make arrangements to meet for lunch.	Jeremiah uses Instant Messaging all day long chatting with his spouse and friends about personal issues distracting him from his work related tasks.
Ralph checks Facebook in the morning to touch base with his son who is away attending college.	Ralph has Facebook open all day and is constantly checking on his ‘friends’ status, making comments and participating in social media activities.
Mary is interested in baking and checks her favorite BLOG for a few minutes each morning to pick up any newly posted tips.	Mary spends hours discussing recipes and baking tips with members of her favorite BLOG.
During her break Jessica uses her County cell phone to call her daughter to make sure she made it home from school.	Jessica is using her County issued cell phone to communicate with her children, siblings, parents, friends, and spouse frequently throughout the day.

Detailed Parameters for Specific Information Technology Resources and Systems: Specific information technology resources and systems have certain details that require additional requirements and are included in the following sections.

Users should recognize that computing resources are limited and user activities may have an impact on the entire network. To that end, the following parameters are in place.

E-mail:

- Users shall not misuse e-mail by spreading e-mail widely (chain letters, recipes and jokes) and without good purpose or flood an individual, group or system with numerous or large e-mail messages. Nor shall users send unreasonably large e-mail attachments that are not work related.
- Users shall not open e-mail from unknown senders or e-mail that seems suspicious.
- Users shall not open e-mail attachments from unknown or unsigned sources or click on embedded Internet links. Attachments and embedded Internet links are the primary source of computer viruses and MalWare and should be treated with utmost caution.
- E-mail users are responsible for mailbox management, including organization, archiving and cleaning. For assistance in managing your e-mail box, please contact the Information Technology Department.
- E-mail users are expected to remember that e-mail sent from the County's e-mail accounts reflects on the County. Please comply with normal standards of professional and personal courtesy and conduct.
- Use extreme caution when communicating sensitive information via e-mail. Keep in mind that all e-mail messages sent outside of Natrona County become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.
- Be aware that e-mail messages are not entirely confidential. They can be forwarded to others without the original sender's knowledge. E-mail can be viewed by others who may improperly use a password to breach the security of the system. In addition, disclosure of e-mail messages may be required in lawsuits against the County. As a rule of thumb, nothing should be sent by e-mail if you would not put the information in a formal memo or would not like the information to become public knowledge.
- County e-mail may not be used to solicit or to conduct personal business ventures.
- E-mail taglines shall not include personal, political, religious remarks, puns, comical notations, icons or quotes or other non-sanctioned phrases.
 - If you send or forward e-mails with any libelous, defamatory, offensive, racist or obscene remarks, you or the County might be held liable.
- If you unlawfully forward confidential information, you and/or the County might be held liable.

- If you unlawfully forward or copy messages without permission, you and/or the County might be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and/or the County might be held liable.
- If email is used for commercial purposes, you and/or the County might be held liable.
- By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of email. If any user disregards the rules set out in this policy, the user will be considered as acting outside the scope of and not within the course of the user's employment. Users violating these rules will be considered solely liable for the consequences of their actions. Also, in use of email or voicemail for County purposes, you should be aware that such messages are not entirely confidential. They can be forwarded to others without the original sender's knowledge.
- The following disclaimer will be added to each outgoing e-mail:

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

Internet: Internet access is provided to employees of Natrona County for the purpose of conducting the County's business and providing services to the public as well as for professional development and the education or training of employees. This must always be the primary rationale for Internet use.

Internet use is a privilege, not a right, and may be removed at any time by your Supervisor, Department Head, Elected Official or the Natrona County Information Technology Department.

- Use streaming audio, video or real time applications such as: stock ticker, weather bug and internet radio are restricted by available bandwidth.

Instant Messaging: Instant Messaging (IM) is currently being use by Natrona County as a form of real-time communication with individuals both inside and outside the organization. IM carries some security risks that must be addressed.

- Natrona County has selected Microsoft as its sole provider of County IM services. Non-sanctioned and free IM services commonly used within the consumer market are NOT approved or supported by the Information Technology Department. The non-supported IM services could affect network resources and, therefore, it is at the sole discretion of the Information Technology Department to block non-sanctioned IM services.
- Users shall not send unreasonably large IM attachments.
- Using non-sanctioned IM services may be restricted by available bandwidth.
- Users shall use caution when opening attachments from unknown or unsigned sources.

- Many IM services support the transmission of attached files. These attached files may carry viruses. If an employee receives an attachment via IM, he or she must save the file to disk and scan the disk using anti-virus software.
- Some IM services allow automatic execution of attached files. This feature must be disabled immediately, as it offers no protection against viruses. If the introduction of a virus to the network can be traced to an individual user's use of IM, that individual's IM privileges may be suspended. For assistance in disabling this feature, please do not hesitate to contact the Information Technology Department.

Cellular Telephones: Cell phones may be issued to County employees when use of a cell phone is necessary for the performance of duties and approved by the Department Head or Elected Official. County issued cell phones should be used and reported according to the following policies:

- Cell phones are for the conduct of County business;
- Minimal personal use of a County-issued cell phone is permitted or on an occasional basis;
- Cell phone records can be reviewed randomly by the Department Head or Elected Official and employees will be required to account for any in appropriate use if apparent or overage in minutes is reported.
- There is to be no downloading of applications that have associated costs.
- Use of a cell phone while driving is dangerous and specifically prohibited while on working time. Employees are prohibited from using a cell phone at any time while driving a County vehicle or while on County business in a personal vehicle. If an employee must use a cell phone for an emergency purpose while driving, he or she should pull to the side of the road and stop before using the cell phone.
- Please comply with normal standards of professional and personal courtesy and conduct by not taking calls or texting during meetings.
- Cell phones should be silenced at work related meetings.

Social Media: The role of technology in the workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability, and collaboration. Commonly used social media websites, such as Facebook, Twitter, MySpace, YouTube, Flickr, Blogger, and LinkedIn, have large, loyal user bases and are increasingly important outreach and communication tools for government entities.

- All social media sites posted by and representing a Natrona County Department will be subject to review and approval by the Board of County Commissioners.
- Employees shall use social media sites following the acceptable use and limited personal use requirements as stated in this policy.
- Playing games on social media sites is prohibited.

- Uploading pictures, videos and other content via County information resources and systems to a social media site for personal benefit or enjoyment is prohibited.
- Employees shall not use their current Natrona County login, e-mail, or password when accessing and using social media sites.
- Employees shall not represent the County on their personal social media site.

Limited Personal Use: Employees who have personal social networking sites must ensure that these sites remain personal in nature and be used to share personal opinions or non-work related information. This helps ensure a distinction between sharing personal and county views. In addition, employees should never use their County e-mail account or password in conjunction with a personal social networking site. During normal business hours, employees may use personal social networking for limited family or personal communications so long as those communications do not interfere with their work and follow the Limited Personal Use requirements set forth in this Policy.

Use of Social Media for Professional Use: Use of social media of a business nature such as LinkedIn or a “members only” site may be permitted if limited to a professional rather than personal nature and kept short in duration in terms of time accessed. Short is defined as less time than would typically be taken as a personal break during the workday that would be deemed acceptable by your Supervisor.

Social media policies may continually evolve as new technologies and social networking tools emerge.

Personal Communications/ Personal Cell Phones: Natrona County realizes we all have personal matters that need to be attended to from time to time while at work. However, personal communications can be a disruption in the workplace and should always be kept short. Personal communications includes personal use of the County’s or a personal cell phone, computer, texting device or any other electronic equipment. Cellular phones have become a common convenience to many employees. However, such convenience should not interrupt work for the County. Therefore, except in emergency situations, employees are encouraged not to use their cell phones during working time.

EMPLOYMENT POLICIES

This subsection does not apply to Elected or Appointed Officials whose term is set by statute or to employees who have an express written contract with the County or an agency thereof. Employees whose department head is an elected official are deemed to have resigned at the end of the elected official's term of office or when the Elected Official is removed from office and replaced in accordance with Wyoming law.

Selection of employees is based on various personal qualifications and work experience.

Decisions to employ or promote an individual are vested solely with the Elected Official, Board or Department Head. Salaries and the total number of persons employed will not be increased to cause the annual budget for personnel to be exceeded except with the explicit consent of the Board of County Commissioners.

Recruiting Policy: Natrona County recruiting practices shall be conducted solely on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, disability, age or any other characteristic protected by state or local law. Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the County's official application form.

Any employee who has been found to have submitted false or misleading information on their application form or resume is subject to immediate termination.

Internal Posting / Vacancy Announcements: The County encourages promotion from within the organization whenever possible. All openings shall be posted so that employees may become aware of opportunities and apply for positions in which they are interested.

Notices of job vacancies, which provide promotional opportunities, may be posted on the County website, at the same time as the position is advertised to the general public. Posting will include a brief job description and job requirements. Regular employees are encouraged to apply, and requests for consideration will be directed to the Department Head or Elected Official. The Department Head or Elected Official retains the management right of selection. Applications shall be retained for at least two (2) years.

Hiring Manager: Elected Officials, Department Heads and Supervisors shall be the hiring managers for filling vacancies within their departments.

Temporary Employees: Elected Officials, Department Heads and Supervisors may use temporary employees to replace regular employees who are on annual leave or other leave, to meet peak workload needs or to temporarily fill a vacancy until a regular employee is hired. All hiring processes must comply with state and federal laws.

Temporary employees shall not receive retirement, annual leave, sick leave, health insurance or any other benefits during their employment. Temporary employees may be paid holiday pay as long as they meet the established requirements set forth for full-time employees.

Reference and Pre-Employment Background Checks: Natrona County conducts pre-employment background screenings which may include criminal background checks, credit checks, and employment verification on all job applicants. (Amended August 19, 2014 by Resolution 32-14).

Application Procedures: Application for employment is made on County application forms. A separate application form is submitted for each position for which application is made. Applications are to be filed with the Department Head or Elected Official on or before any specified final filing dates.

Examinations: The Human Resources Department and other County Departments use such forms and professionally acceptable examination techniques as may be appropriate for the classification. Specific departments may have separate testing policies.

References and Verifications: Only the Accounts Payable/Payroll Department or Human Resources Department shall be authorized to provide employment verifications on current or former County employees, except that the Sheriff or their designee shall have the authority to provide employment verifications for current or former Sheriff's Department employees. Employees shall refer requests for references to their Elected Official, Board or Department Head. References shall be limited to verification of employment and salary unless the employee has completed a written waiver and release.

Termination / Reappointment / Rehire: Any employee reappointed or rehired to a position with Natrona County after termination shall not retain seniority, and shall accrue leave benefits at the level of a new employee, and not at the levels attained at termination. Length of service gained before any break in service shall not be counted toward any vesting requirement regarding sick leave payout.

Transfers: An employee may voluntarily transfer to another position through application via the job posting process if they have the skills needed for the position. Due to specific needs, an Elected Official may, in cooperation with affected Elected Officials or Department Heads, initiate an involuntary transfer.

Promotions: It is the policy of the County to promote from within whenever possible. Promotions must involve a definite increase in duties and responsibilities and shall not be made merely to affect an increase in the employee's compensation.

Position Status: The status of each position shall be designated, on the basis of authorized funding, as one of the following types:

Regular Full-Time	Regular Part-Time (20-29) ½ Time
Seasonal/Temporary	Regular Part-Time (30-39) ¾ Time
Contractual	

Regular Full-Time, ¾ Time, and ½ Time status employees are eligible for sick, vacation and health benefits at a 100%, 75% or 50% level.

All contracts with employees, volunteers and interns should be reviewed by the County Attorney and Human Resources, and approved by the Board of Commissioners when required, prior to the person beginning work.

Position Descriptions: All Natrona County employees shall have Job Descriptions stating the duties, responsibilities and requirements of each position for which an employee is hired. Such job descriptions shall be on file in the Human Resources Department. Elected Officials, Department Heads and Supervisors may administrate more detailed job related tasks on a departmental basis.

Revised or new descriptions shall be prepared when there are substantial and permanent changes in tasks performed by the incumbent, or when required by restructure.

Elected Officials, Department Heads and Supervisors have the authority and responsibility to assign tasks as necessary to accomplish the program goals of the department. Class specifications do not prohibit the assignment of job related tasks not specifically listed.

Resignation: Employees are requested to submit written notice of resignation as far in advance of the resignation date as possible.

Full-time employees leaving the County are encouraged to discuss their experience with the Elected Official, Department Head or Human Resources Department. This “exit interview” is intended to provide the County with valuable, objective separating employee input.

Retirement: "Retire," "retired" or "retirement" means the termination of an employee's working career as a County employee for a salary and the fulfillment of the requirements for eligibility to receive either a retirement or disability benefit under the Wyoming Retirement System. The Wyoming Retirement System is governed by the Wyoming Retirement Act, Wyo. Stat. Ann. § 9-3-401 *et seq.*

Employees seeking to retire should contact the Wyoming Retirement Systems to determine if they meet the current eligibility requirements for retirement.

For purposes of retirement, disability means the mental or physical incapacitation of any employee including:

(A) "Total disability," a disability condition that renders an employee unable to engage in any occupation for which he is reasonably suited by experience or training and which is reasonably expected to last at least twelve (12) months; and

(B) "Partial disability," a disability condition which renders an employee unable to perform the occupation for which he is reasonably suited by training and experience but still allows him to function in other employment and which is reasonably expected to last at least twelve (12) months.

An employee who meets any of the qualifications for retirement and chooses to retire from employment with the County must indicate at the time of separation of employment his/her desire to be retired from service.

COMPENSATION

Salary Schedules: Salary schedules for offices and departments are established by Elected Officials, Boards, and Department Heads in accordance with Wyoming Statutes and with the concurrence of the Board of County Commissioners.

No employee shall be paid salary or wage by any one department of the County while on paid leave from any other department of the County, except with the express approval of the Board of County Commissioners.

Paydays: Employees are paid once a month, on the last working day of the month. When a pay day falls on a holiday or weekend, paychecks will be issued on the preceding workday. At the employee's option, payment is made by check or direct automatic bank deposit. No salary advances will be given.

Compensation after Separation: Pursuant to Wyoming State Statute 27-4-104, an employee will be issued a final paycheck within five (5) working days of separation from County employment. Upon separation, if an employee has not returned County owned equipment or property issued to them, the value of said equipment or property and/or reimbursement shall be deducted from their final compensation.

- **Vacation Leave.** A separated, regular-status employee shall receive payment for the current balance of unused vacation leave, computed using the employee's hourly compensation rate at the time of separation, if after one year of service.
- **Sick Leave.** A separated, regular-status employee, vested with ten (10) continuous years of employment with Natrona County shall receive payment for unused sick leave at the rate of one-third (1/3) of the total accrued hours. This is not to exceed eighty (80) hours total and is computed using the employee's hourly compensation rate at the time of separation. If separation occurs before ten (10) continuous years of employment, the employee is not eligible to receive payment for any accrued sick leave hours.
- **Compensatory Time.** A separated employee shall receive payment for the current balance of unused compensatory time, computed using the employee's hourly compensation rate at the time of separation.

Official County Work Week: Each workweek will begin at 12:01 a.m. Sunday, continue for seven (7) consecutive days (173.33 hours) and end at 12:00 a.m. on Saturday.

Interdepartmental Appointments: An employee who is appointed to a position in a different department shall not lose any unused vacation leave, compensatory time, or sick leave as a result of the interdepartmental transfer, promotion, or reappointment.

Overtime and Compensatory Time: The overtime policy of Natrona County shall be in accordance with the provisions of the Federal Fair Labor Standards Act of 1938, as amended, 29 U.S.C. § 201 *et seq.*

Management Responsibility:

- 1) Authorization of overtime work and approval of premium payments which do not exceed funding.
- 2) Enforcement of overtime policies to insure that overtime work is not performed if such work has not been officially authorized.
- 3) Weekly documentation for each non-exempt employee of the actual hours worked and verification, by employee and supervisor signature, that the hours are correct.
- 4) Management of overtime worked so it is not excessive, or the opportunity for available overtime disproportionately distributed.

Non-Exempt employees receiving payment for overtime worked shall be paid at one and one-half times the compensation rate for all hours worked in excess of forty (40) hours per workweek (Sheriff's work week may differ). Overtime hours are calculated on the basis of hours worked. Vacation, sick, holiday, compensatory, and other leave time shall not be included as hours worked for overtime calculation. Overtime earned in a particular workweek should be paid on the regular payday for the period in which such work was performed. Non-exempt employees may request compensatory time off in lieu of salary, calculated at one and one-half the regular hourly rate.

A Compensatory Time Agreement must be completed and submitted with each time sheet, indicating the employee's request for compensatory time for all overtime hours worked during that pay period.

A non-exempt employee may not carry over more than forty (40) hours of compensatory time at the end of a calendar year. Management may require salary be paid for specific overtime worked, but may not require compensatory time be given in lieu of salary for overtime worked.

An employee may request to use accrued compensatory time and shall be allowed to use such time within a reasonable period after the request, if the use does not unduly disrupt the operations of the office, department, or County. The reasonable period will be determined by considering the customary work practices of the office, department, or County, including the normal schedule of work, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff.

Exempt employees are not eligible for overtime compensation or compensatory time accrual. See definition of exempt employee on page 7.

Overtime shall be calculated only on the basis of hours worked.

Holidays are not counted as hours worked toward the calculation of overtime. When a non-exempt regular status employee works a designated Holiday, the employee is paid for the Holiday at the regular rate of Holiday Pay.

Holiday hours are not banked or accrued. Holiday Pay is included in the paycheck for the month in which it is recorded on the time sheet submitted for that pay period.

Natrona County intends to comply with the salary basis requirements of the FLSA. Improper deductions from the salaries of exempt employees are prohibited. If an exempt employee believes an improper deduction has been made, it should be reported immediately to the Elected Official, Department Head or the Accounts Payable/Payroll Department and if founded, the employee will be reimbursed.

Breaks and Meal Periods: Although the Fair Labor Standards Act does not require employers to provide breaks, full-time employees may be allowed a fifteen (15) minute discretionary break every four hours. All breaks shall be approved by the immediate Supervisor so that they do not interfere with County business or service to the public.

Breaks are not to be tacked on to the end of the work day if they are not taken during the day. Breaks are a privilege not a requirement.

Meal periods shall be at least thirty (30) minutes in length and shall be unpaid unless the employee is required by their Elected Official, Department Head or Supervisor to work during the meal period. Discretionary breaks shall not be used as meal periods.

PAYROLL REPORTING

Employee Responsibility: Employees are required to maintain and regularly submit accurate records reflecting the exact hours and days worked and all leave taken during each pay period as established by the Accounts Payable/Payroll Department. Exempt status employees are required to submit accurate records reflecting only all types of leave taken each pay period.

On the last working day of each pay period, all employees are required to complete a Daily Time Sheet reporting all hours of work and leave on a form prescribed by the Accounts Payable/Payroll Department. Exempt status employees are required to record only all hours of all types of leave on the Daily Time Sheet. The Daily Time Sheet shall be signed by the employee and submitted to the Elected Official, Department Head, or Supervisor for approval and signature.

You will be subject to immediate dismissal if you willfully falsify your time record. The same consequence applies if you falsify, or interfere with, the time record of any other employee.

Management Responsibility: Elected Official, Department Head or Supervisor shall review and sign the payroll voucher, verifying hours worked, leave hours are correct, and any additional required forms are attached and submit original payroll voucher to the Accounts Payable/Payroll Department.

Time Sheet Error: Each department is responsible for devising procedures for both the individual employee and management to verify information on the Daily Time Sheet and for reporting errors to the Accounts Payable/Payroll Department by the deadlines established by that office.

The information to be verified includes the following:

- Total hours of sick, vacation, and compensatory time used.
- Total hours worked.
- Rate of compensation.

Any errors on the payroll voucher noted by the Accounts Payable/Payroll Department will be reported to the employee and the Elected Official, Department Head or Supervisor.

Any errors on paychecks or direct deposit slips shall be reported to the Accounts Payable/Payroll Department immediately.

Status Change Record: The following Status Change Records shall be submitted by Management to the Accounts Payable/Payroll Department immediately upon any change in the employee's status:

- Leave status indicated including Workers' Compensation.
- Change in classification.
- Employee on leave without pay.

The following shall be submitted directly to the Accounts Payable/Payroll Department:

- Hours worked in the first month if partial month for new hires.

The following shall be submitted simultaneously to the Accounts Payable/Payroll Department and the Human Resource Office in writing:

- Terminations –Accounts Payable/Payroll Department receives copy of termination letter and original Daily Time Sheet.

Departments shall notify the Information Technology Department immediately of a status change that involves computer system access.

ATTENDANCE

Every employee is expected to report for work in accordance with the work schedule, and request leave according to the Natrona County Leave Policy.

Employee Responsibility: Whenever an employee is unable to report to work due to illness or emergency, the employee shall call the Supervisor as far in advance of the shift as possible and no later than fifteen (15) minutes prior to the expected arrival time at work. The employee should explain the circumstances and give an expected time of arrival. If the Supervisor is absent, the employee should notify the next Supervisor in authority. Employees are expected to report to work whenever scheduled and be at their work stations at the starting time and again after any breaks at the prescribed time. Failure to provide proper notification of, or obtain a Supervisor's approval for, an absence or lateness, unexcused absence, late arrival or early departure from work may result in disciplinary action. Elected Officials or Department Heads may have interdepartmental policies that deviate from these policies herein.

Management Responsibility: Elected Officials or Department Heads may treat occasional tardiness by allowing the employee to make up the lost time during the same work day, or if this is not possible, record reduction in pay, or charge sick or vacation leave for the time lost that work day in fifteen (15) minute increments.

Excessive Tardiness: Excessive tardiness is unacceptable conduct which may result in disciplinary action. Elected Officials and Department Heads may have department guidelines and may judge whether tardiness is excessive.

Unscheduled Absences: Natrona County recognizes sudden illness or emergencies may result in unscheduled absences, and each case shall be handled on an individual basis. Refer to the Leave Policy section. Unscheduled absences are those for which there is no prior approval, and are generally due to sudden illness or emergency. A Supervisor may excuse these absences by accepting the reason given and approve the use of leave applicable in the Leave section. Whether unscheduled absences are excused or unexcused, the Supervisor may apply department guidelines regarding an unacceptable number of unscheduled absences, which may result in disciplinary action.

Excessive Absences: In general, more than ten (10) unscheduled absences in a calendar year, whether excused or unexcused, may be considered excessive. Excessive absence may impact performance and the effective operations of the department, and may result in disciplinary action.

Constructive Resignation: Any employee who fails to report to work at the designated time, and fails to contact their Elected Officials or Department Head may have such actions construed as a constructive resignation from the employee's position with Natrona County. (Refer to the Leave Policy)

LEAVE

Employee Responsibility: Failure to provide notification of absence for three (3) consecutive workdays may result in removal from the payroll with the employee being deemed to have resigned without notice unless extraordinary circumstances can be provided. Employees who resign under such circumstances are not eligible for rehire.

Department Responsibility: It shall be the responsibility of the Elected Official, Department Head or Supervisor to authorize; document and report at the end of each pay period any leave hours used by employees during the pay period.

Annual Leave: You are provided with annual leave that you may take subject to the approval of your supervisor. Annual leave shall be earned by all full-time and regular part-time employees from the date of their initial employment. Temporary employees will not accrue sick leave or annual leave. Leave will be accrued as follows:

<u>Years of Service</u>	<u>Vacation</u>
0-9 years	12 days
10-19 years	18 days
20 years and over	24 days

Regular part-time employees working from twenty (20) to twenty-nine (29) hours per week will accrue annual leave on a half-time basis. Regular part-time employees working from thirty (30) to thirty-nine hours per week, will accrue annual leave on a 3/4 basis.

Annual Leave Scheduling: You may take your annual leave at any time of the year as long as you have accumulated the time and the needs of the department are met. You must submit your annual leave request to your Supervisor and receive approval prior to taking the leave. A Natrona County Leave Request Form, Department Leave Request Form, or other written documentation should be used for all leave records in all departments. A leave record shall be signed by the employee and supervisor, and be kept on file in the department, for all leave taken. Your department may have a special form or a procedure for requesting use of annual leave.

Authorized Use: Elected Officials, Department Head and Supervisors shall consider the needs of the employee and the staffing requirements of the department in approving vacation leave. Vacation leave should be prior approved and requested according to the individual department policy. Vacation leave is not to be used for sick leave purposes unless sick leave is not available.

Availability: Vacation leave shall become available upon accrual at the end of each pay period, and may not be used before accrual.

Compensation: While on vacation leave, pay shall be calculated based on the employee's current pay rate.

Maximum Accrual: Regular status employees may carry forward a balance of vacation hours not to exceed 192 hours. All accrued hours over this respective amount shall be deleted.

Sick Leave: Sick leave shall be accumulated and earned by regular full-time and part-time status employees, according to the number of hours worked, based upon 173.33 hours per calendar month worked. This policy applies to employees whose work schedules change.

Monthly Accrual Rates: Regular status employees shall accrue eight (8) hours of sick leave per month, based upon working 173.33 hours per month. The number of hours of sick leave is prorated depending on the actual number of hours worked in a month.

Authorized Use: Accrued sick leave may be used during scheduled work hours when an employee is incapacitated by illness or injury; for pregnancy, childbirth, or related medical or mental health conditions; for medical, dental, optical or mental health examinations or treatment; for illness or injury of a parent, spouse, dependents or child, or when an employee has been exposed to a contagious disease requiring quarantine. If an employee reports to work ill or injured, the Elected Official, Department Head or Supervisor shall have the authority to send the employee home with that day charged against his/her sick leave.

Negative Leave: Sick hours shall not be advanced to any employee. In the event an employee has received advanced sick time and the employee leaves employment with the County before the advanced sick time is paid back, the amount owed shall be deducted from the employee's final paycheck. This amount shall be calculated using the employee's regular hourly wage at the time of separation with the County.

Notice and Documentation: Employees requesting sick leave shall notify their immediate Supervisor as soon as possible of any absence or anticipated absence, at least within fifteen (15) minutes of the beginning of a shift. If such notification is not given, the absence may be charged to sick leave, vacation leave or leave without pay, and disciplinary action may be considered. Medical certificates may be required by the Elected Official, Department Head or Supervisor for any absence chargeable to sick leave. Leave Request Forms shall be on file for sick leave absences.

Availability: Sick leave hours are accrued at the end of each pay period, and may not be used before accrual.

Compensation: While on sick leave, pay shall be calculated based on the employee's current pay rate.

Maximum Accrual: Regular status employees may carry forward a balance of sick leave hours not to exceed 480 hours, at the end of each calendar year.

Workers' Compensation: In the event of absence resulting from an injury compensable under the Wyoming Workers' Compensation Act, the [time away from work, while receiving workers' compensation payments will count towards the employee's Wyoming Retirement System experience. The County will continue to make contributions on behalf of the employee, including the County's and the employee's portions, as set by Wyoming State Statutes.](#)

- An employee will receive a full paycheck from the County so long as the employee turns in any workers' compensation payments received to the Accounts Payable/Payroll Department. An employee turning in workers' compensation payments will be required to sign a form or acknowledgment before receiving a full paycheck.
- An employee turning in any workers' compensation payments to the Accounts Payable/Payroll Department will accrue vacation time at the usual and customary rate, but the employee shall not accrue sick time while absent.
- An employee receiving workers' compensation payments shall not use accrued paid leave while absent for a compensable injury or illness.

An employee who is receiving Wyoming Workers' Compensation for injury/illness is not eligible for donated leave. (Amended January 7, 2014 by Resolution 01-14).

Return to Work: An employee returning to work after a sick leave absence or any absence due to illness or injury may be required to provide a physician's release stating whether or not he/she may perform the essential functions of the position.

Sick Leave Donation:

Eligibility to Receive and Request for Donations: Eligible employees who have been employed by Natrona County for at least twelve (12) months, and worked at least 1,250 hours during the preceding 12-month period, and who have exhausted all paid leave may apply for donated leave for an employee's own qualified health condition or for an immediate family member's qualified health condition. An employee receiving Wyoming Workers Compensation for the same injury/illness is not eligible for donated leave.

When requesting sick leave donations, or at any time during the use of sick leave donations, an employee may be required by the Department Head, Elected Official or Human Resources Director to provide a physician's statement or other medical evidence necessary to establish that the illness, injury, impairment, or physical or mental condition of the employee or immediate family member is serious, extreme, or life-threatening and keeps the employee from performing regular work duties. If the employee fails to provide the required evidence, the use of shared leave may be denied or terminated by the Elected Official or Department Head.

Process to Request Donations: The employee submits the Request for Donated Sick Leave Form found in appendix #4 to the Department Head or Elected Official.

The Department Head or Elected Official shall send the request to the Accounts Payable/Payroll Department. The Accounts Payable/Payroll Department shall verify eligibility. If eligibility is established, Accounts Payable/Payroll Department shall notify the Department Head or Elected Official. The Elected Official or Department Head shall approve or deny the request based on the criteria established. If the Request is approved, the Elected Official or Department Head may then post a notice of the request or transmit the request to other County departments.

Eligibility to Donate: An employee who has accrued in excess of one hundred (100) hours of sick leave may donate up to twenty-four (24) hours of sick leave in eight (8) hour increments, to another County employee who has an immediate and reasonable need for such assistance. An

employee donating disability leave must maintain a minimum of seventy-five (75) hours of disability leave in their accrual record. An employee may donate disability leave to the same recipient only once during each calendar year. Donor(s) shall give their Department Head or Elected Official, who must approve or disapprove the donation, a completed Request to Donate Sick Leave Form found in appendix #4 specifying the number of hours donated and the name and department of the employee to whom the donation is being made. A copy of this form and the Department Head or Elected Official's approval shall be filed in both the donor(s) and the recipient(s) individual file in the Accounts Payable/Payroll Department.

The total amount of donated leave for an employee to receive is set at a maximum of twelve weeks (480 hours) for full-time employees (or prorated for regular part-time employees) during the course of their employment with the County.

Periods of leave during which donated leave is used shall continue to be classified as Family and Medical Leave Act (FMLA), if the recipient's leave was previously designated FMLA leave. Recipients who return to work on intermittent FMLA leave may use donated leave for doctor visits, treatments and periods of convalescence associated with the serious illness or injury.

The Sick Leave Donation Program does not supplant or modify any established employee policies or procedures, nor shall an employee's eligibility to receive sick leave donations guarantee employment for any period of time.

Shared leave shall not be transferable to any employee other than the employee for which it was requested and donated.

When an employee who has received donated time returns to work without having exhausted their donated leave, any remaining donated leave will be returned to those employees who had previously donated leave on a pro rata basis.

Bereavement / Funeral Leave: In the event of the death of a member of the immediate family, each employee that is full-time or part-time and upon completion of six (6) months of continual employment, will be granted time off and entitled to three (3) days leave with pay for funeral arrangements and attendance. Under extraordinary circumstances this leave may be extended, but without pay.

Immediate family is to include: spouse, children, grandchildren, step-children, parent or step parent, grandparent, brother or sister, step-brother or sister, father-in-law, mother-in-law, brother-in-law and sister-in-law or other close relative or significant other who resides in the employee's household.

When a funeral for a death in the employee's immediate family occurs and the distance to the funeral is in excess of 1,000 miles, or at the discretion of the Department Head or Elected Official in other circumstances, two (2) days of accrued sick leave may be approved in addition to the regular three (3) day bereavement leave.

Employees may be granted two (2) hours to attend the funeral of a fellow County employee or an employee's spouse or child or close friend at the discretion of the Department Head or Elected Official.

Funeral leave shall not be granted for settlement of estates, nor any other reason, except as necessary to make arrangements, and for time to travel to, attend, and return from a funeral. For funerals of other relatives or friends, employees may take annual leave, compensatory time off, or unpaid leave upon the approval of their Supervisor.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Upon returning to work, the employee must record his/her absence as Bereavement Leave on his/her attendance record.

Temporary and part-time employees working less than 20 hour periods are not eligible for holiday pay. Part-time employees working over 20 hours per week are eligible for holiday pay on a prorated basis.

Holiday Leave: Paid holidays shall be observed by all County employees except where observance is impossible because of the duties of the office or department. An official list of holidays will be published in January of each year by the Board of County Commissioners and included in its minutes of the meeting establishing such holidays.

When any holiday falls on Saturday, the preceding Friday will be observed as a legal holiday. When the holiday falls on Sunday, the following Monday will be observed as a legal holiday.

Departments that have employees working on a holiday will grant those employees a day off within a thirty (30) day period of the holiday worked.

Employees must work or be on an authorized vacation or sick leave the day before and the day after a holiday in order to receive pay for the holiday.

Religious Holiday Leave: If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with their Department Head or Elected Officials approval, take the day off using annual leave, compensatory time or leave without pay.

Family Medical Leave Act (FMLA) Policy: The Family and Medical Leave Act policy of Natrona County shall be in accordance with Public Law 103-3 Family and Medical Leave Act 1993 and regulations as revised, effective 1-16-2009 and 10-28-2009. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. For the complete Natrona County policy on FMLA please see appendix #2.

Voting Leave: Wyoming State Statute § 22-2-111 states that employees who do not have three (3) consecutive non-working hours while the polls are open are entitled to one (1) paid hour leave (excluding meal times) to vote. The employer can set the time for leave to vote.

No employee will be penalized or retaliated against for requesting time off to vote.

Jury and Witness Leave: Natrona County supports employees in fulfilling their civic responsibilities by serving jury duty or as a witness when required. Employees must show the jury duty summons or other court papers to their Elected Official or Department Head as soon as possible so that arrangements can be made to accommodate their absence.

An employee should, while serving the required jury or witness duty, submit payment for jury duty or witness fees to the Elected Official, Department Head or Supervisor, who shall then submit the payment to the County Treasurer and the receipt to the Accounts Payable/Payroll Department. The employee is then paid a regular amount for the time period by the County, so that retirement contributions remain consistent. If the receipt is not submitted, the employee's County salary for the time period is reduced by the amount of the jury duty payment or witness fee amount. Employees will keep funds received for expenses (food, mileage, etc).

You will be expected to report for work during your service whenever the court schedule

*Notify your Supervisor if you must appear for jury or witness duty.
Witness duty must be job-related in order to receive your regular pay.*

permits. This requirement does not apply to an employee who is excused from duty within the last working hour of their workday.

Either Elected Official, Department Head or Supervisor may request an excuse from jury duty if, in their judgment, the employee's absence would create serious operational difficulties. Natrona County will continue to provide health insurance benefits for the full term of the jury duty absence.

If an employee is required to attend a court or administrative tribunal hearing during off duty periods, the employee shall be compensated for a minimum of two (2) hours. If total hours worked for the work period exceed forty (40) hours, the employee will be compensated at one and one-half times their hourly rate of pay for the excess hours.

Employees may be requested to provide written verification of your attendance from the court clerk.

Legislative Leave: Full-time employees who have been duly elected and certified as members of the Wyoming Legislature are given leave to attend regularly called sessions of the legislature, special sessions of the legislature, or such other official meetings of the legislature or committees of the legislature.

Time taken to seek election or reelection to the legislature is not eligible for legislative leave consideration.

Salary received for legislative service, but not reimbursement for expenses, is withheld from the employee's monthly salary so that two salaries are not received for the same day's service.

Military Leave: Natrona County supports employee participation in the United States Armed Forces. It has done so by enacting rules and regulations consistently more advantageous for the employee than federal and state requirements.

A Military Leave of Absence will be extended to any Natrona County employee who:

- Is inducted (drafted) into military service.
- Voluntarily enlists for active military service.
- Is a member of the National Guard or U.S. Military Reserve and is called to military service.

Annual service of fifteen (15) days or less (Paid Leave): Any employee of Natrona County who is a member of the National Guard or United States Military Forces Reserve shall be given a military leave of absence with pay at the regular salary or wage which the employee normally receives, not to exceed fifteen (15) calendar days in any one (1) calendar year to attend duly authorized encampments, training courses and similar training programs, in addition to any other leave or vacation time to which the employee is otherwise entitled.

Annual service of more than fifteen (15) days duration (Unpaid Leave): Any employee of Natrona County who is a member of the National Guard, Reserve Forces or any other component of the United States Military Forces or who is inducted into the military service of the United States, is entitled to a military leave of absence without loss of seniority, status, vacation, sick leave, or other benefits while engaged in active military training or service ordered or authorized by proper authority pursuant to law exceeding fifteen (15) days in any calendar year. This leave is in addition to any other military leave or vacation to which the employee may be entitled by law if the required military service is satisfactorily performed, which is presumed unless the contrary is established.

When an employee utilizes unpaid leave, and their military base pay for this time is less than their County base pay for the same time frame, the County will compensate the employee for the difference. If the military base pay is greater than the base pay the employee would have received from the County for the same time period, the employee shall keep the difference.

Vacation/Disability Leave/Length of Service: A military leave of absence will be in addition to any other leave or vacation time to which the employee is entitled. Length of service will continue to accrue during a military leave of absence. Vacation and sick leave will continue to accrue, subject to the County's Employee Handbook, or any amendments there to, while the employee is on military leave.

Health and Life Insurance Benefits: Natrona County will continue to pay for the employee's health and life insurance premiums while the employee is on a paid military leave.

When an employee is placed on an unpaid military leave, the employee has the option to continue their participation in the Natrona County health and life insurance plans. Employees on unpaid military leave will be required to pay their portion of the monthly premium for health and life insurance coverage.

Military personnel returning from Active Duty will be reinstated under our health insurance plan with no initial "waiting period" or exclusion for pre-existing conditions. Coverage will begin upon notification to resume County employment, assuming that he or she is at that time ready to return to work. This ensures that our returning service people are covered in the event that the County cannot provide them with a position immediately. Coverage will initially be based upon the status (i.e. single or family coverage) in effect at the time the employee was placed on military leave. It should be noted that our plan will not cover services or supplies required as the result of disease or injuries due to war or acts of aggression, as determined by the Secretary of Veterans Affairs.

Retirement: Natrona County, and employees placed on military leave, will continue participation in the Wyoming Retirement System (WRS), based upon the requirements and policy set by the WRS.

Notice of Leave: Notice of military leave and orders must be given to the employee's immediate Supervisor as soon as they are available to the employee. Providing advanced notice (either written or verbal) is a requirement that may affect re-employment eligibility. The Supervisor will forward this notice to the Department Head or his/her designee, who will route it to the Accounts Payable/Payroll Department for processing. When the employee is ready to return to work, the immediate Supervisor will inform to the Department Head or his/her designee and then on to the Accounts Payable/Payroll Department.

Active Duty Job Provisions: Natrona County will provide a job for an employee returning from Active Duty for up to four (4) years from his or her date of activation, unless the period beyond four (4) years (up to an additional year) is at the request and/or convenience of the federal government. Said job shall not be available if he or she receives a dishonorable discharge. A copy of the discharge orders shall be required. If an employee can no longer be placed in the position he or she vacated, a position may be found in an equivalent salary range. If in the employee's vacated position, promotions are given automatically due to tenure, then an employee on military leave will receive the applicable promotion upon his or her return. If in the employee's vacated position promotions are based upon merit, then an employee on military leave of absence is not entitled to an automatic advancement upon his or her return.

Employees Returning from an Unpaid Military Leave: Employees must notify Natrona County in accordance with the Uniformed Services Employment and Re-employment Rights Act of 1994, as it may, from time to time be amended (copy available in the Human Resources Department). This is to inform the County that the unpaid military leave has been completed, and the returning employee is ready to resume a position with Natrona County. Once reapplication has been made, the employee must be ready, willing, and able to report for work, at the date and time set by the County.

To the extent that Federal law or State Statutes grant employees other or greater rights, such rights shall be recognized by the County.

If a Supervisor perceives an employee's military leaves to be excessive, he or she should discuss the situation with the employee. If this does not yield satisfactory results, the Supervisor should contact Human Resources who will interface with the military unit commander.

Private Litigation: Absence of a County employee to appear in any unsubpoenaed capacity in private litigation is charged to annual leave or to leave without pay. An employee subpoenaed to appear in court in private litigation in which the employee has no personal interest may receive leave with pay for a maximum of five calendar days per year. Any fees paid for such services may be retained by the employee.

Travel Time Pay:

- Home to Work: ordinary situations generally, commuting from home to work is not considered working time and is not paid. (29 CFR 785.35)
- Home to Work-Emergency Situations: during emergency situations, travel from home to work is work time and will be paid. (29 CFR 785.36).
- Home to Work special assignment: a non-exempt employee will be paid for time spent traveling to a seminar, training session or work assignment that lasts for a day. Plus, they will be paid for all time spent at the seminar or training session, or while working on the assignment. However, the employee's normal commute time to work and any meal periods not spent performing work or in the seminar will be deducted. (29 CFR 785.37)
- Travel as part of the day's work: all travel of non-exempt employees except for law enforcement personnel beyond a radius of 150 miles shall be approved by the Department Head with the consent of the Commissioners. Time an employee spends traveling as part of their principal activity, such as travel from job site to job site during the workday, will also be counted as hours worked and paid as such. In addition, if an employee must report at a meeting place to receive instructions, perform other work, or pick up certain items for work, the travel from the meeting place to the work site is part of the day's work and counts as hours worked.
- Overnight travel: Department Heads shall approve non-exempt employee overnight travel. Commissioners' Department Heads shall advise the Commissioners of overnight travel. If a non-exempt employee travels to a seminar, training session or work assignment and leaves the day before the seminar or work begins, they will be paid for travel time. Travel time on non-working days is also considered work time. Again, meal periods will be deducted from travel time as long as the employee doesn't perform work during the meal period. (29 CFR 785.39)

Note-Item 5 reflects County policy and is more than is required by 29 CFR 785.39.

Education Leave: Natrona County supports staff development through required and encouraged training and education.

- Job related seminar/workshops/continuing education/college credit classes attended during normal working hours are considered a County expense and are subject to the

Reimbursable Expenses Policy and Procedures, and the approval of the Elected Official, Department Head or Supervisor.

- Non-Job related seminars/workshops/continuing education/college credit classes attended during working hours may be approved by the Elected Official, Department Head or Supervisor. Time away from work for this purpose is subject to policies on Leave with Pay, Leave of Absence without Pay, Vacation Leave, or Flex Time. Non-Job related training expenses do not qualify for County reimbursement.
- An employee requesting reimbursement for training/classes/seminars may be required to provide documentation of passing grades to the Elected Official, Department Head or Supervisor, to receive reimbursement.

Emergencies or Inclement Weather Leave: At times, emergencies such as severe weather, fires, power failures or civil disturbances, can disrupt County operations. In extreme cases, these circumstances may require the closing of the work facility. Natrona County is closed only when the County Commissioners makes an official notification. Essential public safety and emergency response personnel as defined by the Department Head or Elected Official may still be required to report to work. In the event that such an emergency occurs during nonworking hours, local radio, county website and TV stations will be asked to broadcast a closing notification.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. If an employee does not report to work because of inclement weather or other emergency and County operations remain open despite that condition, the lost work time will be vacation, sick time or without pay. Unexcused time as a result of natural disasters/inclement weather must be compensated with accrued vacation, or compensatory time, or otherwise shall be docked as unpaid leave. Employees who work on a day when operations are officially closed will receive regular pay though this is not encouraged. The essential public safety and emergency response personnel who are required to work on those days shall be paid at the overtime rate of 1.5 times their regular rate of pay.

This policy has no application to County employees who are otherwise on normal days off or on excused leaves of absence, such as annual leave, sick leave, maternity leave or military leave during periods of operations closure.

Volunteers: Natrona County Government believes that, in addition to being employees, we are citizens and members of our respective communities. To encourage and support positive contributions to communities, the Elected Official or Department Head may grant leave to pursue approved volunteer activities such as County representative type Habitat for Humanity and United Way.

The Elected Official or Department Head may provide regular full-time and part-time employees serving as volunteers with paid leave provided the employee makes every effort to give advance notification to his/her Supervisor and so long as the leave will not adversely affect the operations of the Elected Official or Department Head. The Elected Official or Department Head reserves the right to determine the length of the paid leave.

Unpaid Leave of Absence: Sometime you may find it necessary to take time off other than sick leave or vacation. The County provides for such leave but it must be taken without pay. Leave of absence, without pay for reasons other than employment elsewhere, may be granted by an Elected Official or Department Head upon written request by an employee and must indicate the reasons for your request for leave, the beginning date, and the date of your return, if such leave is not in conflict with the best interest of the County. Approval of such request shall be forwarded to the Accounts Payable/Payroll Department so that resumption of benefits can be made upon the return of the employee. Employees granted leaves of absence who desire to keep their medical insurance in force must sign a request for such with Accounts Payable/Payroll Department and make arrangements to pay their insurance premiums during the time they are on leave of absence.

Leave of absence without pay will not be granted for a period in excess of ninety (90) days. During the first thirty (30) days, the employee may return to his or her previously assigned position with no loss in pay. During the second thirty (30) days, the employee may return at no loss in pay but may be reassigned to other duties. During the final thirty (30) days, the employee may return to work but may be reassigned and may be paid at the rate of newly hired employees. Employees who are granted leave of absence without pay may be allowed such time off in addition to any sick or annual leave accumulated, which must be used first.

Regardless of the reason for the leave, it is essential that the Accounts Payable/Payroll Department be notified to ensure that benefits are properly administered.

While on a personal unpaid leave of absence employee's medical coverage will end on the first day of the month following the start of such leave. Employees will have the opportunity of continuing their benefits for a maximum period of 18 months by paying the monthly premiums as required by COBRA legislation. Unemployment Insurance benefits cannot be collected while on a leave of absence without pay.

An Elected Official or Department Head may or may not approve a request for a leave of absence. The decision is at his/her discretion, unless the leave qualifies under the Family Medical Leave Act. Some of the matters considered in approving the request are length of employment, employment record, and the reason for the absence. If your request is denied, you may appeal that decision.

If an employee fails to return to work at the conclusion of a leave of absence, the employee will be terminated from employment. If an employee is unable to return to work, the employee is responsible for requesting an extension (in advance) from his or her Elected Official, Department Head or Supervisor.

Suspension of Leave: Any leaves or holidays provided for in this section may be suspended during any period of emergency declared by the County Commissioners.

Termination - Preservation of Benefits: If an employee's employment is terminated for any reason and subsequent to termination the employee desires to again work for the County, said

employee is entitled to no more privileges or benefits than any other individual who is obtaining employment with the County for the first time, other than time in service.

LAWSUITS AGAINST EMPLOYEES **& THE COUNTY**

County employees are expected to function only within the scope of their jobs and duties, and to perform such duties with the standard of care and caution required by the job. County and department policies and procedures must be studied, understood, and observed. Failure on an employee's part to carry out duties properly may expose the County to liability and lawsuits. In the event an employee knowingly or willfully violates County and/or department rules and procedures, that employee may be exposed to personal liability.

Employee Responsibility: All County employees are expected to work in accordance with good safety practices. All County employees are expected to continually be aware of situations where they may reduce liability to the County. Any employee having knowledge of events or occurrences which may give rise to liability allegations against him/her or against the County shall immediately notify the Elected Official, Department Head, Supervisor or County Attorney and the County Risk Manager of the pertinent facts.

Wyoming Governmental Claims Act: The County retains all immunities and limitations on its liability as afforded by the Wyoming Governmental Claims Act, and no waiver of such immunities or limitations is intended.

The Wyoming Governmental Claims Act, Wyo. Stat. Ann. 1-39-104, provides a governmental entity and its public employees while acting within the scope of duties immunity from liability for any tort except those acts of negligence specifically described in Wyo. Stat. Ann. 1-39-105 through 112.

- The Act also states: When liability is alleged against any public employee, if the governmental entity determines the employee was acting within the scope of his duty, whether or not alleged to have been committed maliciously or fraudulently, the governmental entity shall provide a defense at its expense.
- A governmental entity shall assume and pay a judgment entered under this act against any of its public employees, provided the act or omission upon which the claim is based has been determined by a court or jury to be within the public employee's scope of duties.

Management Responsibility: The County will assist in providing appropriate legal protection for the County and its employees if determined they were acting in the scope of their duties.

If the County provides legal counsel for an employee and the employee has a counter-claim or other claim arising out of the incident which may result in recovery by the employee, the County is not obligated to represent the employee on the claim, if the employee was found to be not acting in the scope of their duties.

This section of the manual is designed to acquaint you with some of the significant features of the County's benefit programs. However, it is important to remember that more detailed information is set forth in the official plan and other legal documents that govern benefits. Accordingly, if there is any conflict between the brief summaries contained in this manual and the terms, conditions or limitations of the official plan or other legal documents, the provisions of those documents govern. Employees who wish to inspect those documents should contact their immediate Supervisor.

EMPLOYEE BENEFITS

This section of the Employee Handbook describes in general terms the benefit plans available to County employees. In most cases, benefits are described in more detail in the actual plan documents themselves. If there is a conflict between the description of benefits in the Handbook and the plan documents, the description in the plan documents will control.

Some benefit programs require contributions from the employee, while others are fully paid by Natrona County.

Eligible employees at Natrona County are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The following benefit programs are available to eligible employees:

Health / Dental / Vision: Blue Cross/Blue Shield of Wyoming is the current administrator for the County's health insurance plan. Temporary employees, seasonal employees, and interns are not eligible for health, dental or vision coverage.

The County currently provides group health insurance benefits for its employees. Regular full-time and part-time employees, who are working at least twenty (20) hours per week and their dependents, shall be eligible to participate in the County's various insurance programs beginning on the first day of the month following the first thirty (30) days of employment.

Part-time employees working at least twenty (20) hours per week, but not more than twenty-nine (29) hours per week, provided that they sign an election form and pay one-half of the current premiums are eligible for health benefits.

The day benefits become effective for new hires will be on the 31st consecutive calendar day of employment. For coverage to begin, a completed enrollment form with all required attachments (e.g., marriage certificate, birth certificates, or other documents) must be submitted to the Accounts Payable/Payroll Department on the date of hire.

Employees are required to enroll in the County health benefits unless they have other group health insurance and timely sign a declination form certifying that other coverage. All employees will be enrolled in health benefits and enrolled in all three components (medical, dental and vision). Individual component participation is not allowed. The cost of health coverage depends on the number of dependents.

Contact the Accounts Payable/Payroll Department to make payment arrangements for insurance premiums if you miss a paycheck because of absence.

Most routine questions about health insurance coverage can be answered by referring to the plan document. For questions not answered by this handbook, visit the Blue Cross/Blue Shield website or call their customer service department at 1-800-442-2376. Questions can also be directed to the Accounts Payable/Payroll Department.

When Health Benefits End: Benefits will end on the last day of employment. Benefits will also end on the due date of any unpaid employee contribution.

If an employee misses a paycheck due to work absence or unpaid time, the employee is responsible to contact the Accounts Payable/Payroll Department to make payment arrangements.

Health Benefits for Dependents: The County pays the premiums for employees. Eligible dependents can be paid for by the employee, this includes a legal spouse and unmarried children (natural, adopted, foster and step-children). Dependent children certified with a disability prior to reaching the limiting age may continue to be covered regardless of age. For information about adding and deleting dependents from health insurance, see the “Making Changes to Health Insurance” section.

Employees are responsible to review their paychecks to ensure the appropriate benefit deductions have been taken.

Making Changes to Health Insurance: Natrona County Government has established a Section 125 Benefit Plan allowable by the IRS, which allows you to *avoid paying* state, federal and FICA taxes on your portion of the health premiums. All full-time employees are entitled to enroll

in this pre-tax premium plan. You must request and sign a waiver if you do not want to pay your premiums with pre-tax dollars.

In exchange for this tax-favorable treatment, the IRS requires that an employee have a valid family status change in order to change the amount of the pre-tax premium or reimbursement account. Any change requested must also be consistent with the actual family status change that has occurred. Valid family status changes, as defined by the IRS, include:

- Change in legal marital status (marriage, divorce, legal separation, annulment, death of spouse).
- Change in number of tax dependents (birth, adoption, or placement for adoption, death).
- Change in work schedule (including reduction or increase in hours by employee, spouse, or dependent).
- Dependent satisfies or ceases to satisfy dependent eligibility requirement (attainment of age, student status, etc.).
- Change in residence or worksite of employee or dependent.
- Termination or commencement of employment by employee, spouse, or dependent.
- Change in coverage of a spouse under another employer's plan.
- Receipt of a legal court order specifically requiring insurance coverage for a dependent child.

If an employee wishes to make a change to health coverage, he or she must complete and sign the appropriate paperwork within 30 days of one of the valid family status changes listed above. In most cases the employee will be required to provide written proof of the family status change.

To add or delete dependents from your insurance, you must notify the Accounts Payable/Payroll Department within 30 days of the qualifying event.

Because health premiums are deducted in advance, if the required paperwork is not completed at least one month in advance, the employee will be required to pay missed premiums.

During the annual open enrollment for Section 125 benefits, dependents may be added or deleted without a valid family status change. (See Annual Open Enrollment for Section 125 Benefits section.)

Annual Open Enrollment for Section 125 Benefits: The annual open enrollment period for Section 125 benefits is normally held during the first few weeks of May. For health changes made during open enrollment, the new premium is deducted from the June paychecks with coverage changes effective July 1st.

Health Plans, Benefit Designs, Eligibility Rules, and Premiums: Plans subject to change each year based on the previous year's claims experience. Announcements concerning changes for the upcoming plan year are made during annual enrollment/transfer period each fall. Employees are

required to review notices, home mailings, and department memos for information about the benefits for the upcoming year.

Accounts Payable/Payroll Department accommodates those needing assistance and information regarding benefit changes. It is the employee's responsibility to stay informed of benefit changes.

Health Benefits Upon Retirement or Being an Elected Official: Retired employees and Elected Officials may continue with the County's health insurance coverage provided they pay 100% of the premium and meet the following conditions, however, the County reserves the right, with or without notice, to change its health insurance coverage by increasing deductibles and changing coverage and insurance company as it sees fit.

- Retire with twenty (20) or more years of service with the County
- Or one (1) full term as an elected official.

All retirees upon reaching 65 years of age will be converted to primary coverage by Medicare, with the option of continuing the County program as a "carve-out."

All employees must complete at least twenty (20) years of active service with the County to be eligible to continue insurance coverage in retirement, except under the provision of the

You are required to review your notices, home mailings, and department memos for information about benefits for the upcoming year. Failure to do so may result in no coverage for the new year.

Consolidated Omnibus Budget Reconciliation Act (COBRA), or those employees who qualified for coverage under previous personnel policy provisions.

All Elected Officials taking office for the first time must complete at least one (1) full term in office to be eligible to continue coverage after leaving office, other than under the provisions of COBRA.

Retirement Benefits / Pension Plan: Retirement benefits are provided through the State of Wyoming Retirement System (WRS). The County will pay [the County's and the employee's portion of contributions into the WRS, as set by Wyoming State Statutes. The employee shall pay his or her portion of contributions into the WRS, as set by Wyoming State Statutes.](#) (Amended January 7, 2014 by Resolution 01-14).

If an employee leaves County service to work at another public agency within Wyoming, reciprocity may be available, under certain conditions. Reciprocity means that money may be left on deposit with WRS, when an employee enrolls in the new retirement system, and upon retiring, the employee can utilize benefits from both agencies.

For questions regarding retirement plans, refer to the WRS web site at <http://retirement.state.wy.us/> or contact WRS by telephone at (307)777-7691.

Life Insurance: Life insurance offers employees and their families' important financial protection. Natrona County provides a basic life insurance plan for eligible regular fulltime employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between Natrona County and the insurance carrier. Contact the Accounts Payable/Payroll Department for more information about life insurance benefits.

Life insurance is provided for County employees in an amount of \$10,000.

Deferred Compensation: The plans are offered to all County employees. Employees may participate in these compensation plans provided they have been employed by Natrona County.

Natrona County offers plans which are designed to help employees save systematically and conveniently to supplement retirement income. However the plan offers employees the opportunity to shelter contributions and earnings from taxes until funds are withdrawn at retirement or when an employee leaves employment.

Employees may enroll in or make changes to retirement plans at any time during the year. More detailed information about enrollment in each of the plans is available from the Accounts Payable/Payroll Department.

Once enrolled, employees may contact the plans directly at:

WRS 457 Plan 307-777-3325

ICMA 800-729-4457

VALIC 307-745-7427 or 800-892-5558 Ext. 88770

AFLAC (American Family Life Assurance Company): Offers supplemental insurance to County employees. Employees can elect to enroll in AFLAC supplemental insurance at the next benefit open enrollment period. Participation includes a payroll deduction for coverage amounts. Employees can choose from several types of plans. Contact the Accounts Payable/Payroll Department for more information.

Social Security Contribution:

- **Employee Contribution** The County of Natrona withholds 4.2% for Social Security and 1.45% for Medicare from employee's payroll warrants.
- **County Contribution** The County matches the employee's 6.2% for Social Security (FICA 1) and 1.45% for Medicare (FICA 2). Combined with the employee contribution, there is a total of 10.4% of covered waged contributed to each employee's Social Security account.

Service Awards: Upon achieving a specified number of years of service, permanent employees are eligible to receive a recognition award which is symbolic of their achievement and which demonstrates the County's appreciation for their service. Awards are provided in conjunction with the following service anniversaries: 5, 10 year, 15 year, 20 year, 25 year, 30 year, and 35 year.

Gym Memberships: Employees of Natrona County may be eligible for a discount at particular fitness centers in town.

Direct Deposit: Direct deposit of paycheck to any banking institution is available to all County employees. Employees may contact the Accounts Payable/Payroll Department to obtain an application.

Patient Protection and Affordable Care Act: Enacted March 23, 2010, the patient Protection and Affordable Care Act requires employers subject to the Fair Labor Standards Act to provide unpaid, reasonable break time for an employee to express breast milk for a year after her child's birth. This provision of the act becomes effective immediately.

Natrona County is committed to the families of its employees and work environments that are family friendly.

- County employees will be allowed time to express milk while at work.
- A private area will be made available for breastfeeding employees to express milk, other than a bathroom.

Worker's Compensation Benefits: County employees are protected under the State of Wyoming's Workers' Compensation Law for injuries and occupational diseases that result "out of and in the course of employment." This includes injuries that take place when employees are performing tasks they were hired to perform at times and in places where they were hired to work. When an injury is sustained while at work, it must be reported immediately to the employee's Supervisor, who in turn will notify Human Resources of the incident. Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

If an employee experiences an on-the-job injury or illness he or she is required to:

- 1) Report the incident to a Supervisor.
- 2) Provide written notification of the injury within 48 hours.
- 3) Complete a Natrona County Incident/Accident Report and a Wyoming Workers Compensation Report of Injury. It is the employee's responsibility to send or fax it to the Risk Management Office.
- 4) Keep all appointments with physicians as scheduled or notify Wyoming Workers Compensation in order to have the appointment rescheduled.
- 5) Be aware that Natrona County has a Return to Work/ Light Duty Program for employees, see more information below.
- 6) Notify Risk Management and a Supervisor if the physician directs an employee not return to work, to work with restrictions, and when an employee is released to full duty.

- 7) Give a Supervisor a copy of Return to Work forms received from the physician.

If the authorized treating physician releases an employee to return to work with specific temporary restrictions (i.e., light duty) and Natrona County can provide a job within the

You must return to work and attempt light duty if authorized by your treating physician. Failure to report for light duty may result in termination of disability benefits.

recommended restrictions, the employee must return to work and attempt the light duty. The authorized physician determines what light duty work is appropriate. If clarification of light duty restrictions is needed, contact Risk Management. Failure to report for light duty may result in termination of disability benefits. Employees may qualify for benefits if Natrona County cannot provide a job within the restrictions given by the authorized physician.

The County may require a fitness for duty examination at its own expense, performed by a physician of the County's choosing, to determine when the employee is capable of returning to work and if they will be capable of performing the duties of the position.

Return to Work / Light Duty Program: Natrona County has a Return to Work Policy which assists employees in returning to work when they are unable to perform regular job duties due to injury. The County, Wyoming Workers' Compensation Services, and the treating physician will work with employees to provide a temporary limited work assignment that is within the particular medical restrictions. Employees receive regular salary while on limited duty. Temporary limited work assignments normally do not exceed six (6) months.

If the employee is permanently unable to return to his or her regular job, the department will determine whether or not it is possible to permanently modify the job, consistent with the essential functions required for that position, in order to accommodate the employee's permanent medical restrictions. If the Elected Official or Department Head determines that permanent modification of the job is not possible, the Elected Official or Department Head will research other vacant jobs within the department for which the injured employee is qualified and will place the employee in an alternate position whenever possible.

Contact the Risk Management Office at 235-9279 for questions regarding a Wyoming Worker's Compensation issue.

COBRA:

Rights as an Employee: Employees of Natrona County, covered by one of the County's group health plans, have the right to choose continuation coverage for up to 18 months if:

- An employee is terminated for any reason other than gross misconduct.
- An employee's work hours are reduced, causing ineligibility under the terms of the plan.

EXCEPTION: The maximum continuation period may be extended to 29 months if the Social Security Administration determines an employee was totally disabled under Title II or XVI of the Social Security Act on the day of the qualifying event. If an employee qualifies under these conditions a copy of the Social Security Determination Notice must be provided the Accounts Payable/Payroll Department before the end of the initial 18-month period. This copy must be sent to the Accounts Payable/Payroll Department within 60 days of the date of the determination notice.

Dependents' Rights: If an employee's dependents are covered by one of the County's group health plans, the employee has the right to choose continuation coverage for up to 36 months when any of the following events occur:

- The employee's death.
- The employee's divorce or legal separation.
- The employee becomes entitled to Medicare benefits.
- The dependent child ceases to be eligible under the terms of the plan due to age, marriage, etc.

Under the law, an employee, an employee's spouse, or another family member has the responsibility to inform the Natrona County Accounts Payable/Payroll Department within 60 days of the event if a dependent becomes ineligible for coverage for any reason (e.g., divorce, legal separation, aging out, marriage, becoming eligible for Medicare at any age, etc.).

Cost of Continuation Coverage under COBRA: Employees do not have to provide evidence of insurability to elect continuation coverage. However, if continuation coverage is elected, the employee will be responsible for paying 100% of the premium rates (including any portion that Natrona County now pays for you). This will include an additional 2% administrative charge. Premium rates are subject to change whenever Natrona County's premiums change.

Termination of Continuation Coverage under COBRA: Continuation coverage may be terminated for any of the following reasons:

- Natrona County no longer provides group health coverage for its employees.
- The premium for the continuation coverage is not paid within the required time frame.
- The continuing person becomes entitled to Medicare.
- The continuing person becomes covered by another group health plan due to their employment, remarriage, etc.

NOTE: If a continuing person becomes covered by another group health plan which has a waiting period for pre-existing conditions, that person will be allowed to remain on the County's group health plan until their new plan covers pre-existing conditions.

USE OF COUNTY PROPERTY

County property is purchased with taxpayer money for use in conducting the County's business. Excessive use of County property for personal reasons is unethical and, in some cases, illegal. No employee, Department Head or Elected Official shall use or permit the use of County property for other than official activities, and shall protect and conserve County property, equipment, and supplies entrusted to them. Theft or misuse of County property or services (e.g., mailing personal items, personal use of a County vehicle, extensive use of office phone for personal calls, making personal long distance phone calls at the County's expense, personal use of tools or supplies, using County digital cameras, projectors and GPS devices for personal use, etc.) may be grounds for dismissal.

Employees who use or operate equipment improperly, carelessly, negligently or unsafely, may be subject to disciplinary action, up to and including discharge. In addition, employees may be held financially responsible for any loss to Natrona County because of such mistreatment. The examples given above do not include all possible misuse of these tools. Requests made for the personal use of County property will be considered on a case by case basis by the appropriate Elected Official, Department Head, or Supervisor.

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

Notify a Supervisor, Department Head or Elected Official if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury. Questions about the maintenance and care of any workplace equipment should be directed to an Elected Official, Department Head or Supervisor.

County Owned Vehicles: All travel within the state should use a County vehicle when possible. The following is the Natrona County policy concerning use of County owned vehicles. This policy shall apply to all vehicles purchased with public funds allocated by the Board of County Commissioners. Enforcement of this policy shall be the responsibility of the Department Heads and Elected Officials. Violation of any part of this policy could result in the loss of the privilege. Violation of this policy may also result in personal liability to the driver.

Use of County Vehicles:

- County owned vehicles shall be used only for official County business.
- The County has the right to search any County vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to County vehicles.
- Any employee operating a County vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will be immediately terminated.
- County vehicles shall only be used by County employees, reserve deputies, volunteers, or other individuals that are authorized by the Department Head or Elected Official. Operators must hold a valid driver's license, be subject to a motor vehicle report check

and meet the driving criteria to be authorized to use vehicles for official County business. Violation of this policy may result in personal liability to the driver.

- If required to use a County vehicle on the job or if allowed by management to take a County vehicle home on an evening, weekend, or holiday, remember that the vehicle is to be used only for transportation to and from work and is not to be used for personal business.
- As a condition of continued employment, each County employee whose job requires a valid drivers' license must notify their Supervisor prior to reporting for their next scheduled shift of their conviction of any offense that causes their license to be revoked or suspended.
- Fines for traffic or parking violations against a County vehicle are the responsibility of the employee to whom the vehicle is assigned, unless an emergency condition exists, is justified, and approved by the Department Head or Elected Official. Traffic violations must be reported to the Department Head, Elected Official or Supervisor, and then to the County Risk Manager.

Proof of Insurance: State law requires that any person operating a vehicle have proof of insurance. Certificates of insurance are provided for all County owned vehicles. Employees who operate these vehicles are responsible for having this proof of insurance in their possession while operating the vehicle. Employees are responsible to pay any fine incurred for not having proof of insurance.

Vehicle Damage or Maintenance: Whenever a County vehicle is damaged or involved in an accident, the Supervisor, Department Head or Elected Official must be notified immediately. The Risk Management Office must be contacted. If an employee is involved in an accident while using a County vehicle, the employee must immediately file a report with the local police, highway patrol, or other appropriate law enforcement agency in accordance with the law. Information regarding the proper process for reporting an accident is located in the glove compartment of the vehicle along with proof of insurance.

If during a trip the vehicle experiences a mechanical breakdown or defect, the vehicles should be taken only to an authorized dealer for that brand of vehicle. If further assistance is needed on the road, the Road and Bridge Department should be notified during regular working hours.

Lease Value Rule:

- **Personal Use Vehicle:** A personal use vehicle is a County vehicle assigned to an employee to commute to and from work, unless the vehicle qualifies as a non-personal use vehicle, as defined in IRS Publication 15B. (Not applicable for Elected Officials.) The assignment of a personal use vehicle is considered a benefit and requires that the benefit be added to the wages of the employee using a vehicle to drive from home to work and from work to home (also, work to lunch and lunch to work). Employees must maintain a vehicle log detailing miles driven for business and personal use. The log is to be turned into the County Clerk's office. The personal use of the vehicle will be calculated and the taxable value of the benefit calculated using the lease value rule contained in IRS Publication 15B. The benefit will then be added to the employee's wages for the year as a noncash benefit. Use of County vehicles for personal use other than for commuting or incidental personal use (such as a stop for a personal errand on the

way between a business delivery and the employee's home) is prohibited. Personal use of a vehicle is all use that is not for County business. (IRS Publication 15B)

- **Non-Personal Use Vehicle:** A non-personal use vehicle, as defined in IRS 15B, includes the following:
 - Clearly marked police and fire vehicles.
 - Unmarked vehicles used by law enforcement officers if the use is officially authorized.
 - An ambulance or Coroner vehicle used for its specific purpose.
 - Any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds.
 - Delivery trucks with seating for the driver only, or the driver plus a folding jump seat.
 - Tractors and other special purpose farm vehicles.

Unacceptable/Acceptable Personal Use Examples:

Unacceptable:

- Taking the County vehicle to a drinking establishment after or during work hours.
- Taking the County vehicle on evening or weekend trips for non-County business.
- Going home to pick up the kids or spouse to go run errands.

Acceptable:

- Leaving work and stopping by the grocery store on the way home.
- Picking up or dropping off the kids on the way to or from work and only if children are in proper child safety restraint systems.

Driving Criteria Guidelines: Drivers of County vehicles must abide by the Natrona County Driving Criteria guidelines, in order to qualify for employment and for continued employment. Guidelines are listed in appendix #5. Driving records are verified at pre-employment and annually, for those employees assigned to drive County vehicles or their own vehicles for County purpose.

Seat Belt Usage Policy: Natrona County recognizes that seat belts are an important and effective item of personal protective equipment. The County intends to provide a safe and healthy work environment for employees and reduce unnecessary injuries and death. The County's official seat belt policy usage is as follows:

- Whenever a County worker is on County business and drives any motor vehicle that is equipped with a seat belt, that worker is required to wear the seat belt.
- Whenever a person rides as a passenger in any County vehicle or any other vehicle utilized for County business, that person is required to wear a seat belt.
- The driver of the vehicle is responsible for enforcing seat belt use by all occupants. The ranking occupant, if other than the driver, shares this responsibility.

Penalties for violation of this policy:

- The penalty for first-time noncompliance; the employee shall receive a reminder and warning of the possibility of disciplinary measures.
- The penalty for the second-time noncompliance within any given timeframe is termination from employment.

- Seat belt usage is required by Wyoming Law and it is the County's intent to obey this law.

Checking Out a County Vehicle: County employees having need of transportation for approved purposes may proceed as follows:

- Submit the Natrona County Transportation Request Form found in appendix #6 to the Department Head or Elected Official for approval and forward to the Human Resources Office to arrive a minimum of five (5) working days prior to the need. The date and time of departure, return, number of passengers, and destination must be indicated. If the trip is of overnight duration, please note a telephone number where you may be reached. (Request received after the (5) five-day minimum will be considered, contingent on vehicle availability.)
- All drivers must be 18 years old and must submit information needed to obtain an official driving history record through the Wyoming Department of Motor Vehicles. You may be refused privileges to operate a County vehicle or personal vehicle for County business if you do not meet the Natrona County Unacceptable Driving Criteria Guidelines found in appendix #5.
- The authorized person requesting the vehicle should be the person to pick up and return the keys.
- County employees and Elected Officials may elect to take their own private vehicles if prior approval is secured. If a County vehicle is available, but the employee prefers to use their own, the County will reimburse at a rate of \$.20 per mile below the IRS mileage reimbursement rate for round trip mileage determined by AAA calculation. If no County vehicle is available and employees elect to use their own vehicle the County will reimburse at the current IRS rate per mile determined by AAA calculation. The IRS rate is the rate in effect as of January 1st each calendar year. Please complete the County's expense report (found in appendix #7) and submit it along with the approved Natrona County Travel and Credit Card Policy form (appendix #8) to the County Clerk's office for reimbursement.
- The Road and Bridge will let the employee know if there is a vehicle available for their travel and where the County vehicle shall be picked up at.
- When the vehicle is returned it should be parked outside the Road and Bridge yard and the keys returned to the office. All trash should be removed from the vehicle. Any damage or malfunction must be reported at the time of the key return.

Priority given for County vehicle usage requests will be as follows:

- Board of County Commissioners
- Elected Officials and Department Head
- Employee use (i.e., seminars, workshops, conferences, etc.)

County Purchased Clothing: Any clothing purchased by the County for employees to wear at work, or on official County business, is County property. When an employee leaves employment, the clothing must be returned.

Leaving Employment: Upon leaving employment with the County, all County materials and property will be returned to the respective Elected Official or Department Head. This would include any keys, laptops, cameras, cell phones and/or cards as necessary.

EMPLOYEE REIMBURSEMENT AND/OR PAYMENT OF TRAVEL EXPENSES

Education / Training Expenses: Continuing education which is directly job related and described as a seminar, workshop, or designations other than college credit classes must be approved by a Department Head, Elected Official or Supervisor to be reimbursable.

Travel Expenses: Department Heads, Elected Officials or employees required to travel on overnight trips for official County business are eligible to receive reimbursement for transportation expenses, lodging expenses, meal and incidental expenses submitted according to the following sections.

Definitions:

- “Destination” means the location of the employee at midnight, or if still traveling at midnight, the location where lodging is secured.
- “Incidental expense” means fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships and hotel servants within reason.
- “Meal” means expenses for breakfast, lunch, dinner, snacks and related tips and taxes, but does not include expenses incurred for alcoholic beverages, entertainment or any expenses incurred for other persons.

Approval: All travel must be pre-approved by a Department Head, Elected Official, or Supervisor. Out-of-state travel and travel beyond a 150 mile radius of Casper or travel with a non-County employee, such as a spouse or friend, requires a Natrona County Travel and Credit Card Policy form signed by the employee and Department Head, Elected Official, or Supervisor.

Meal Expenses: Meals included in registration, seminar and conference fees paid by the County on behalf of the official or employee are considered part of the meal and incidental expense reimbursement and no duplicate meal reimbursement will be allowed.

Travel for a one day meeting, seminar, or conference not in excess of a 150 mile radius of Casper does not meet the Internal Revenue Service standards requiring an overnight stay or “substantial rest or sleep”, any reimbursement made for meals incurred under such travel will be reimbursable only if you are out of town during the lunch hour.

Employees traveling out of the County for a period over twenty four (24) hours shall receive an allocation for all meals and incidental expenses but said allowance shall not exceed the published federal travel regulation rates in effect at the time of travel.

The meal and incidental expense allowance shall be computed so as to pay seventy-five percent (75%) of the destination rate on the day of departure, one hundred percent (100%) on all interim days of official travel and seventy-five percent (75%) of the previous day's rate on the day of return.

Transportation Expenses: If rented, chartered or contracted vehicle transportation is used; reimbursement is limited to reasonable rates for necessary use with official receipts submitted for audit and payment. Shuttle service or public transportation is to be used when available.

- Reimbursement for rental cars will be made only with justification, only for business use, and only with prior approval by the Department Head or Elected Official through completion and processing of the Natrona County Travel and Credit Card Policy form. The form provides a specific section for written justification and approval for use of a rental car.

All travel within the state should use a County vehicle when possible. If a County-owned vehicle is used, the driver must hold a valid driver's license and be authorized to use County vehicles for official County business by the Risk Management Office. Reimbursement is limited to actual expense of fuel purchased and parking costs, if any. Fines for traffic or parking violations against a County vehicle are the responsibility of the employee to whom the vehicle is assigned and all violations must be reported to the Elected Official, Department Head or Supervisor, and then to the County Risk Manager.

If a personal vehicle is used, reimbursement is based on mileage allowance, otherwise known as mileage reimbursement, not to exceed the maximum nontaxable rate set by the Internal Revenue Service. The beginning and ending odometer readings are required with an approved expense report and voucher and other documentation for reimbursement. Reimbursement will consist of mileage reimbursement only and not reimbursement for fuel bought either with a County Credit Card or personal credit card. If a County Credit Card is used to purchase fuel for a personal vehicle used for County business, the amount of the fuel purchase will be deducted from the amount allotted for mileage reimbursement. Employees traveling out-of-state may choose to take their personal vehicle instead of flying; the County will reimburse for actual mileage or economy airfare to the destination city, whichever is less. See appendix #7 for a copy of the Expense Report.

All mileage is based on the nearest practical highway route as indicated on official state maps, plus a reasonable amount of travel within the destination vicinity.

If a personal vehicle is used on County business, the driver must hold a valid driver's license and be authorized to use County vehicles for official County business; it is the responsibility of the employee to maintain insurance on the vehicle. Mileage reimbursement is intended to reimburse the employee for all expenses incurred when using a personal vehicle for County business.

Lodging Expenses: Lodging will be reimbursed or paid directly to the vendor on the basis of a single occupancy rate unless two (2) or more County employees share accommodations.

If an employee is approved to travel with a non-County employee, such as a spouse, any amount over the single occupancy rate will be the responsibility of the employee.

Lodging reimbursements are limited to the night preceding, the night(s) of, and in some cases the night following the seminar, meeting or conference. No reimbursement will be made for

additional stays preceding the start or following the conclusion of the seminar, meeting or conference. Unless additional night's stay result in lower airfare that will create a net savings for the County, no meals will be reimbursed during these additional nights.

If the meeting, seminar or conference is held at a facility which includes lodging or recommends other lodging facilities, lodging reimbursement will not exceed the standard room rates at such facilities.

Legal and Miscellaneous Reimbursements: Hiring legal counsel other than already retained by Natrona County (County Attorney, Deputy County Attorney or Wyoming Association of Risk Management) requires the pre-approval by the Elected Official, Department Head or Supervisor and formal approval by the Board of County Commissioners.

Occasional, miscellaneous reimbursements such as for purchases of office supplies will be made to County employees upon submission of itemized receipts, and with Supervisor, Department Head or Elected Officials approval.

Procedure for Reimbursement and/or Payment: In order for Natrona County to maintain an "Accountable Reimbursement Plan" as defined by the Internal Revenue Service and to meet requirements set forth in state statute, all claims submitted for payment or reimbursement must be properly dated and itemized and the value of each item specifically described. No payment for traveling expenses will be made unless itemized receipts for all monies expended are properly submitted. Reimbursements must be based on what was actually spent as proven by concurrent receipts. All payments made under this section will require vouchers pursuant to the requirements of Wyo. Stat. Ann. 18-3-510 signed by an authorized Department Head, Elected Official or Supervisor under the conditions of Wyo. Stat. Ann. 6-5-303 (b).

Expenses requiring pre-approval will be paid upon submission to the County Clerk's Office of the Natrona County Travel and Credit Card Policy form with original, required signatures with the enrollment form, seminar or conference registration or other documentation attached.

Registration fees required to be paid prior to the start of the class, seminar, conference or meeting will be paid directly to the vendor. If the employee who is approved for the expense fails to attend, he/she is responsible for reimbursing the County for the fee unless the class, seminar, conference or meeting is cancelled by the vendor or an approved, substitute County employee attends.

Transportation costs, such as airfare, will be reimbursed to the County employee or paid directly to the vendor upon submission to the County Clerk's Office of an official fare receipt by the transportation company. Any payment or reimbursement made in advance of travel will require employee reimbursement to the County in the event the employee fails to travel in accordance with the pre-approval unless a reason for the failure is documented, substantiated and approved.

Lodging costs will be paid to the vendor or reimbursed to the County employee upon submission of an itemized billing from the lodging facility. Costs for meals charged to the room must be substantiated by itemized meal receipts attached to the billing invoice.

Meal costs, mileage reimbursement for use of personal vehicles, and reimbursement for fuel purchased for County-owned vehicles will be reimbursed to the County employee upon submission of itemized receipts and mileage statements to the County Clerk's Office attached to an expense report prescribed by the County Clerk's Office found in appendix #7.

SEVERABILITY

If any provision of this Employee Handbook is found invalid or inapplicable by a court of competent jurisdiction, such determination shall not affect the remaining provisions. Any provisions in conflict with Federal or State law are considered as having no effect.

AMENDMENTS

The Board of County Commissioners reserves the right to amend any portion of this Employee Handbook and may change any term of its policies at any time during a public meeting for any reason.

The Board of County Commissioners realizes that this Employee Handbook may not specifically apply in all instances for the entire various departments and Elected Official's departments. In order to satisfy all concerns, written exceptions shall be granted to those Department Heads and/or Elected Officials needing such exceptions.

This Employee Handbook, with any exceptions granted, supersedes all prior County, Department, Agency, and Board personnel policies and procedures.

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AMERICANS WITH DISABILITIES ACT and its AMENDMENT (ADAA)

The Americans with Disabilities Act and its Amendment (ADAA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Natrona County to comply with all federal and state laws concerning the employment of persons with disabilities.

It is our county policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Natrona County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace—when such threat cannot be eliminated by reasonable accommodation—will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until decision has been made in regard to the employee’s immediate employment situation.

The HR department is responsible for implementing this policy, including resolution of reasonable accommodation, safety and undue hardship issues.

If you have a disability and need an accommodation to perform your job duties or to receive any regular benefit or condition of employment, you should make the request to your Department Head, Elected Official or supervisor verbally, in a written note or memo, or by using a special form. Any other person may assist in making this request.

Definitions As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADAA policy.

“Disability” means a physical or mental impairment that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include the following:

- In general—Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- Major bodily functions—A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

“Direct threat” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

“Qualified individual” means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

“Reasonable accommodation” may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

“Undue hardship” means an action requiring significant difficulty or expense by the county.

In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources or the impact of such accommodation upon the operation of the facility.
- The overall financial resources of the employer; the number, type and location of facilities.
- The type of operations of the county, including the composition, structure and functions of the workforce; relationship of the particular facility to the county.

“Essential functions of the job” refers to those job activities that are determined by the county to be essential or core to performing the job; these functions cannot be modified.

FAMILY MEDICAL LEAVE ACT (FMLA) POLICY

The Family and Medical Leave policy of Natrona County shall be in accordance with Public Law 103-3 Family and Medical Leave Act 1993 and regulations as revised, effective 1-16-2009 and 10-28-2009. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Definitions For the purpose of this section only, the following definitions apply:

- **Child.** A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (in place of a parent). The child shall be under eighteen (18) years of age, or older than 18 years of age if incapable of self-care because of a mental or physical disability, as described under the Americans with Disabilities Act.
- **Spouse.** A spouse is a husband or wife.
- **Parent.** A parent is an employee's biological parent, or someone who stood in loco parentis (in place of a parent) to an employee.
- **Serious health condition.** An illness, injury, impairment, or physical or mental condition that involves inpatient care at a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.
- **Health care provider.** A doctor of medicine or osteopathy who is authorized to practice medicine or surgery in the State of Wyoming, or state of residence of the afflicted family member(s).
- **Exigency leave.** An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty, or who is already on active duty, may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities, and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave. *The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave, except that the person does not have to be a minor.)
- **Military caregiver leave (also known as covered servicemember leave).** Time taken to care for an ill or injured servicemember. This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

- **Key employee.** Are defined by the FMLA as salaried, eligible employees who are among the county's highest paid 10 percent of all workers within 75 miles of the facility where they are employed.

Eligibility Employees must have been employed by Natrona County for at least twelve (12) months and have worked at least 1,250 hours in those 12 months preceding the date the employee is seeking to begin Family and Medical Leave. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Under this policy, Natrona County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Types of Leave Covered To qualify as FMLA leave under this policy; the employee must be taking leave for one of the reasons listed below:

- The birth of a child and in order to care for that child.
- The placement of a child for adoption or foster care and to care for the newly placed child.
- To care for a spouse, child or parent with a serious health condition (described above).
- The serious health condition (described above) of the employee.
- Exigency leave for families of service members (described above).
- Military or service member caregiver leave (described above).

FMLA Leave Time Availability An eligible employee can take up to 12 weeks for the FMLA circumstances (i) through (v) above under this policy during any 12-month period. The county will measure the 12-month period as a rolling 12-month period from the date an employee uses any leave under this policy. Each time an employee takes leave, the county will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (vi) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the county will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the county and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the county and each wishes to take leave to

care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Benefits During Leave Taking leave under this policy shall not result in a loss of benefits. The county will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee's spouse or family is covered by the county's health insurance plan, the county shall continue to provide health insurance during FMLA leave on the same basis as during regular employment. After the paid leave is exhausted, the employee must then make arrangements with the accounts payable/payroll department to make their premium payments for the remaining unpaid portion.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the county will require the employee to reimburse the county the amount it paid for the employee's health insurance premium during the leave period.

When your circumstance qualifies for FMLA, you may not first use your accrued leave and then start FMLA leave. These two types of leave run concurrently – you are required to use them at the same time.

Employee Status After Leave An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. The county may choose to exempt certain key employees from this requirement and not return them to the same or similar position. Key employees are not excluded from FMLA coverage, but at the end of the leave the county may deny the employee restoration to their job if restoration would cause “substantial and grievous economic injury” to the county.

Employee Using Paid or Unpaid Leave An employee who is taking FMLA leave because of the qualifying reasons above, (i) through (v), must use all paid vacation, sick leave and compensatory time prior to being eligible for unpaid leave. Sick leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy. An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation sick leave and compensatory time leave prior to being eligible for unpaid leave.

An employee using FMLA military caregiver leave, (vi) above, must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the county's sick leave policy) prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced/Restricted Duty The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over

the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The county may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule. Instances where intermittent leave may be necessary include when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition, or to care for a child after birth, or placement for adoption or foster care. If an employee is unable to return to full duty work, but is able to return to work in a restricted duty capacity, the time spent performing "light duty" work doesn't count against an employee's FMLA leave entitlement.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the county before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Certifications The county may require certification for any of the above, (i.) through (vi.), circumstances that may qualify for FMLA leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the Department of Labors (DOL) Certification forms as follows:

- DOL Certification of Health Care Provider for Employee's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-E.pdf>)
- DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>).
- DOL Certification of Qualifying Exigency for Military Family Leave (<http://www.dol.gov/esa/whd/forms/WH-384.pdf>).
- DOL Certification for Serious Injury or Illness of Covered Service member (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

The county has the right to ask for a second opinion if it has reason to doubt the certification. The county will pay for the employee to get a certification from a second doctor, which the county will select. The county may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the county will require the opinion of a third doctor. The county and the employee will mutually select the third doctor, and the county will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

Recertification The county may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only

when circumstances have changed significantly, or if the county receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the county may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The county may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Procedure for Requesting or Being Designated Under FMLA All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Elected Official or Department Head who is then responsible for providing the employee with the county "FMLA leave of Absence Request Form". When the need for the leave is foreseeable, the employee must provide the county with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the county's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice or the county has become aware of a qualifying event for FMLA leave, the Elected Official or Department Head will then complete and provide the employee with the county "FMLA Notification Letter" and "Notice to Employees of Rights under FMLA". Natrona County must, according to law, designate FMLA leave for an eligible employee with or without an employee request, and give notification to the employee the leave will be counted as FMLA leave.

Return from Leave Upon return from leave, an employee may resume his or her job, consistent with pertinent law and depending upon his/her ability to perform the essential functions of the job, with or without reasonable accommodation. The employee may be required to provide a doctor's release or fitness test to return back to work.

When an employee has exhausted their twelve (12) weeks of FMLA leave, the Elected Official or Department Head will contact the employee to discuss the employee's ability to perform the essential functions of his/her position with or without reasonable accommodations. If, in the county's determination, the employee is not able to perform those functions, a recommendation for termination from their current position will be made to the Elected Official or Department Head. If an employee fails to return to work on the first work day following the expiration of their FMLA leave entitlement, their employment with the county may be terminated.

Couples Employed by the County If a married couple works for the county and they request leave for the birth, adoption or foster care placement of a child, to care for a new child, or to care for a sick parent, the total annual FMLA leave available to them as a couple for those purposes is twelve (12) weeks. This limitation does not apply however, to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child with serious health condition, or for the employee's own serious illness.

Leaves Related to Pregnancy If an employee takes leave for the disability phase of pregnancy or childbirth while they are physically unable to work, this time shall be counted against their annual twelve (12) week FMLA leave allowance. For example, if an employee takes six (6) weeks of FMLA leave for the disability phase of pregnancy, they are entitled to only six (6) weeks of FMLA leave after childbirth to care for their new child. If an employee is eligible for FMLA leave to care for the child, their time off shall be counted against both the employee's and the child's FMLA entitlement.

ALCOHOL AND DRUGS

DRUG FREE WORKPLACE POLICY

Employees of Natrona County are the most valuable resource and, therefore, their health and safety is a serious concern. This policy has been developed to provide a clear set of rules and procedures to provide a drug-free work place for county employees. This policy is consistent with the provisions of the drug-free work place Act of 1988, which was signed into law in November, 1988. The intent of the policy is to promote a work environment free from the effects of drugs and alcohol by:

- Screening applications for public safety and other at-risk County positions.
- Providing for a screening of substances when a supervisor has reasonable suspicion that an employee is impaired by drugs or alcohol.
- Requiring appropriate discipline for employees who violate Natrona County policies on the use and/or the distribution of controlled substances at the work site.

Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills. Natrona County Government and its employees share a commitment to create and maintain a drug-free workplace. It is not the County's intent to intrude into the private lives of employees. However, the effect of drug and alcohol abuse on safety and work quality require a drug-free workplace policy.

The County has a dual responsibility – provide a safe, healthful workplace for its employees and protect the safety and health of the public. So, a County employee under the influence of illegal drugs creates a potentially dangerous situation not just for other County employees but for the public as well. To help prevent such a situation from occurring, the County established a Drug Free Workplace Policy. The policy states that:

- The abuse of drugs, including alcohol, by Elected Officials, Department Heads, employees or contract personnel is unacceptable because it adversely affects health, safety, security and productivity as well as public confidence and trust.
- Use, swallowing, inhaling, injecting, attempt to possess or use, manufacture, distribute, dispense, or participate in the transfer, sale, offering, or possession of unauthorized alcohol, illegal drugs, prescription drugs, or other controlled substances while on the job or on County premises is dangerous and is absolutely prohibited at the workplace.
- Employees who are off duty and have been drinking or under the influence of drugs are obligated to refuse any emergency calls.
- It is a violation of county policy for any employee to report to work under the influence of or while possessing in his or her body, blood or urine, illegal drugs in any detectable amount.
- It is a violation of county policy for any employee to report to work under the influence of or impaired by alcohol.
- It is a violation of county policy for any employee to use prescription drugs illegally, i.e., to use prescription drugs that have not been legally obtained or in a manner or for a

purpose other than as prescribed. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

- As a condition of employment, County employees must abide by the drug free workplace policy.
- Violation of any element of this policy shall result in disciplinary action up to and including termination.

All employees are responsible for their own compliance with the Drug Free Workplace Policy and with all related federal, state, and local laws and regulations. Human Resources is responsible for dealing with violations or related matters by employees. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor, Department Head, Elected Official or the Human Resources Department without fear of reprisal.

It is the responsibility of Natrona County's supervisors, Department Heads and Elected Officials to counsel employees whenever they see changes in performance or behavior that suggest an employee has a drug or alcohol problem. Although it is not the supervisor's job to diagnose personal problems, the supervisor should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe work environment, and co-workers should encourage anyone who has a drug or alcohol problem to seek help.

The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the illegal use of drugs and the abuse of alcohol are incompatible with employment with Natrona County.

Natrona County offers resource information on various means of employee assistance in our community, including but not limited to drug and alcohol abuse programs. Employees are encouraged to use this resource file, which is located in the Human Resources Department. In addition, we will distribute this information to employees for their confidential use.

Any employee reporting to work visibly impaired will be deemed unable to perform required duties and will not be allowed to work. If possible the employee's supervisor will first seek another supervisor's opinion to confirm the employee's status. Next, the supervisor will consult privately with the employee to determine the cause of the observation, including whether substance abuse has occurred. If, in the opinion of the supervisor, the employee is considered impaired, the employee will be sent home or to a medical facility by taxi or other safe transportation alternative – depending on the determination of the observed impairment – and accompanied by the supervisor or another employee if necessary. A drug **and alcohol test will be required.** (Amended on May 6, 2014 by Resolution 17-14). An impaired employee will not be allowed to drive.

Law enforcement personnel drug testing policy. The Sheriff's Department has a separate drug use and drug testing policy which has been communicated to those affected by the policy.

Definitions

- Under the influence – For use in this policy the term “under the influence” means the use or misuse of any drug or controlled substance, or alcohol that result in a positive drug/alcohol test.
- Illegal drugs - As used in this policy, the term “illegal drugs” means a controlled substance included in Schedule I or II, as defined by section 802(6) of Title 21 of the United States Code, and as further defined in Regulation 21 CFR 1308.11- 1308.15, the possession of which is unlawful under Chapter 13 of that Title or the Wyoming Controlled Substances Act, Wyoming Statutes Sections 35-7-1001 through 35-7-1060. The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by law, however, it does include: (1) any drug which is legally obtainable but has not been legally obtained by the employee; (2) any prescribed drug not legally obtained by the employee; and (3) any prescribed drug not being used for the prescribed purpose or not being used at the prescribed dosage. Examples of illegal drugs are cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.
- Convictions - For use in this policy “convictions” means a finding of guilt (including a plea of nolo contendere), diversion or imposition of sentence or any combination of these, by any judicial body charged with the responsibility to determine violations of the Federal of State criminal drug statutes.
- Reasonable Suspicion - For the purpose of this policy, “reasonable suspicion” means a suspicion based on objective facts significant enough to lead a prudent person to conclude that a particular employee is unable to satisfactorily perform his or her job duties due to drug or alcohol impairment. Such inability to perform may include, but not be limited to, decreases in the quality or quantity of the employee’s productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices, slurred speech, the odor of alcohol, problems with physical balance or other erratic conduct indicative of impairment

A consequence of violating the Natrona County’s Alcohol and Drug Policy may include automatic dismissal.

may be examples of “reasonable suspicion” situations.

Required Types of Substance Abuse Testing

Pre-employment **Effective on the date of approval**, the County **will require** pre-employment drug and alcohol screening to **all** applicants **who have received a conditional offer of employment**. Current screening will be conducted by urinalysis, but may be conducted by blood testing, saliva testing or other reliable methods which might evolve in the future. The County will be responsible for testing methods and procedures. **Changes to this policy will cover any new changes required by Department of Transportation regulations for Commercial Driver’s License**

(CDL) holders and for those in safety sensitive positions. (Amended May 6, 2014 by Resolution 17-14).

After a conditional offer of employment and before an employee is hired, or, if the applicant has begun employment, the applicant's employment shall be immediately terminated if a positive test result is found. The conditional offer shall be withdrawn if the test indicates a positive result or if the testing facility staff, physician, or lab personnel believe the sample was tampered with or altered.

Natrona County will not discriminate against applicants for employment because of a past history of drug or alcohol abuse. It is the current illegal use of drugs and/or abuse of alcohol, preventing employees from performing their jobs properly, that Natrona County will not tolerate.

Suspected Impairment/Reasonable Suspicion When there is reasonable suspicion to believe that an employee is illegally using drugs or abusing alcohol. Among other things, such reasonable suspicion may be based upon, but not limited to, the following:

- Observable phenomena while at work such as direct observation of substance abuse or of the physical symptoms or manifestations of being impaired due to substance abuse;
- Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance;
- A report of substance abuse provided by a reliable and credible source;
- Evidence that an individual has tampered with any substance abuse test during his or her employment with Natrona County;
- Evidence that an employee has used, possessed, sold, solicited or transferred drugs while working or while on Natrona County's premises or while operating Natrona County's vehicles, machinery or equipment;
- Presence of observable symptoms consistent with drug or alcohol use; including but not limited to, glassy or bloodshot eyes, alcohol odor, slurred speech, poor coordination and/or reflexes;
- Involvement in an on-duty accident or incident. County employees who are involved in an on-duty accident or incident resulting in any of the following shall be subjected to drug and/or alcohol testing;
- Loss of life;
- Employee injury or injuries to others requiring medical treatment away from the place of the accident or incident. Provided however, this specific provision shall not apply to a sworn police officer who is the only individual injured;
- Damage, estimated to be greater than or equal to \$1,000.00, to property or vehicles while operating a County vehicle;
- Employee cited at the time of the accident/incident by a state or local law enforcement officer for a moving traffic violation; or
- Any factor, from which it is reasonable to infer that further investigation of the accident or incident, or the employee's behavior, is warranted.

Supervisors shall reasonably detail, in writing, the specific facts, symptoms, and/or observations, as well as any corroboration, which formed the basis for their determination that reasonable suspicion existed. This documentation shall be on the backside of the "Consent to Test and

Release of Information” form, available through Human Resources, or on a separate piece of paper attached to the consent form. In addition, this documentation is to be forwarded to the Department Head or Elected Official and the Human Resources Director.

The facts and documentation underlying the determination of reasonable suspicion shall be disclosed to the employee at the time the demand for testing is made.

An employee, pending a drug/alcohol test, shall be temporarily removed from his or her job duties pending an investigation, and shall be placed on unpaid administrative leave until the results of the drug/alcohol tests are received. The employee shall not be allowed to drive to or from the testing site, and the employee will be escorted to the testing facility and home by the supervisor, Department Head, Elected Official and/or the Human Resources Director. Employees who are required to submit to drug and/or alcohol testing due to reasonable cause will not be allowed to drive County vehicles until they have been released to do so by the Human Resources Director.

If an alcohol test is not administered within eight hours or if a required controlled substance test is not administered within thirty-two hours of the determination of its necessity, attempts to administer such test shall be abandoned and the reasons why the test was not administered shall be documented. Copies of this documentation shall be supplied to the Human Resources Director and maintained in a secure file.

Post Accident The County will conduct drug and alcohol screens for all employees involved in an accident while in the line of duty, when one of the following circumstances exists:

- If the accident involved loss of human life;
- Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene or the accident;
- If the driver received a citation under State or local law for a moving traffic violation;
- One or more motor vehicles incurring disabling damages as result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle; or
- County equipment or property is damaged.

All exceptions must be authorized by the immediate supervisor in consultation and agreement with the Human Resources Director, or his/her designee at the time of accident.

Searches Employees and their personal property may be searched when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Employees are expected to cooperate fully.

Refusal to Test Any employee who refuses to consent to drug or alcohol testing as required under this policy, tampers with a sample, or otherwise violates this policy may be placed on leave with or without pay until an appropriate corrective action is determined provided, however, that refusal to consent to testing is considered grounds for termination of employment.

Review of Drug Test Results The County will not rely on a positive drug test unless the confirming drug test results have been reviewed by a Medical Review Officer (MRO) designated by the County. The MRO shall be a licensed physician or doctor of osteopathy. The MRO shall review all confirmed positive drug results and interview individuals tested positive to verify the laboratory report. The MRO shall contact the employee within 48 hours of receiving the test results and offer an opportunity to discuss the confirmed test result. The MRO will inform the employee that he or she has 72 hours to request a retest of the sample. A retest is an analysis of an aliquot of the original sample. The retest will be performed by a laboratory approved or certified by the Substance Abuse and Mental Health Services Administration or of the employee's choice. The employee will be responsible for the cost of the retest and will be reimbursed by the County only if the sample comes back negative. If the MRO determines that there is a legitimate medical explanation for the positive test result, the MRO shall report the test as negative. Tests results that have been caused by legitimate use of prescription medication will be reported as negative.

The Human Resources Director or his/her designee shall inform an employee's supervisor of a confirmed positive test result.

Confidentiality of Results and Records Retention The Human Resources Director or her/his designee shall maintain records of alcohol, controlled substance, and drug misuse in a secure location with access restricted to the employee, the County Attorney, the Human Resources Director, the employee's supervisor, Department Head or Elected Official. The following records shall be retained for five years:

- Records of alcohol test results showing blood alcohol content.
- Records of verified positive controlled substance/drug test results.
- Documentation of refusals to take required alcohol or controlled substance/drug tests.
- Consent to test and release information forms.

The employee's test results shall be available for inspection by the employee. Records relating to an employee's drug/alcohol testing or misuse of drugs/alcohol may be used and disclosed in any and all termination or disciplinary actions or proceedings by the County. Such records shall not be released to other third parties without the employee's consent absent a court order.

The confidentiality of an employee's drug/alcohol testing and the records related thereto shall be waived for purposes of hearings and further proceedings if the employee appeals his/her termination, or brings or commences an action against the County in any court or administrative agency which is based on, or in any way related to the employee's drug/alcohol test. The County shall have the right to disclose and use the employee's drug/alcohol records and documentation only in the defense of, and in the course of any such appeal, court, or administrative action.

Prescription Drugs or Over – The – Counter – Medications You must not use or take prescription drugs above the level recommended by your prescribing physician and must not use prescribed drugs for purposes other than those for which they are intended. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees who are under a physician's care and taking

medication that may affect their ability to work safely are responsible for informing their supervisor, Department Head or Elected Official of their condition before beginning work.

If an employee is taking a prescribed medication that may impair their ability to perform job functions safely and efficiently, the employee is required to provide their supervisor, Department Head or Elected Official prior notice of such use, and may be requested to obtain documentation from their physician confirming their ability to safely and efficiently perform the functions of their position while taking the prescribed medication. An employee who is unable to perform their position safely and efficiently due to a prescribed medication may be entitled to paid or unpaid leave under other County policies.

Supervisors and Employee Training Employees with questions arising under this policy may contact the Human Resources Director. Also, the Human Resources Department can provide employees with educational materials regarding drug and alcohol use, treatment and rehabilitation. Employees may be eligible for paid or unpaid time off for the purposes of obtaining such treatment.

To inform employees about important provisions of this policy, Natrona County has established a Drug-Free Workplace class. The class identifies the hazards of drugs and alcohol use in the workplace, identify the symptoms that may indicate drug or alcohol use in the workplace, discuss drug testing, how it works and its' role in a drug-free workplace, and re view of Natrona Counties drug policy.

Testing Costs The County will pay the costs of all drug tests to which the County requires an employee to submit. Any additional testing requested by the employee will be at that employee's expense.

Rehabilitation Programs [There are currently a number of Drug and Alcohol Rehabilitation facilities in Casper and a list of current providers is available in the Human Resources Department. \(Amended May 6, 2014 by Resolution 17-14\).](#)

Voluntary Rehabilitation Natrona County intends to provide a drug-free environment for all its employees. Alcohol and drug addiction are illnesses, which, under many circumstances, can be successfully treated. The County encourages any employees with an alcohol or drug dependence problem to voluntarily enter a rehabilitation program.

If an employee self-discloses a drug and/or alcohol problem to their Department Head and/or the Human Resources Director before being suspected of being under the influence of drugs or alcohol, or before being selected for a random test for drugs/alcohol pursuant to this policy, no disciplinary action will be taken against the employee for the act of self-disclosure. Such an employee will be advised that he or she may access the Family Medical Leave Act (FMLA) policy to seek help from a substance abuse professional.

Any employee, who feels that he or she has developed a problem, addiction, or dependency on a drug, including alcohol, is encouraged to seek assistance.

Employees Driving County Vehicles Those employees chosen for employment (or employed) in County positions for which driving a County vehicle or County equipment is required, may be subject to drug testing as: pre- employment, reasonable suspicion, and post-accident. Those positions requiring a Class A Commercial Drivers' License are subject to provisions of the regulations of the United States Department of Transportation. Compliance with the minimum requirements of the U.S. Department of Transportation and its minimum consequences does not guarantee an employee will be returned to work following a violation of Natrona County Policy. Employees driving county vehicles are required to maintain an acceptable driving record and a valid driver's license. Any county driver whose status is in violation of the Natrona County Safety Manual driving record criteria guidelines, and/or whose driver's license becomes suspended or revoked, may not drive any vehicle on county business, and may be subject to duty reassignments, discipline or termination.

Disciplinary Action The County may take disciplinary action when an employee's job performance is impaired because they are under the influence of drugs or alcohol on the job. The County may also discipline or terminate an employee who reports for duty or works under the influence of alcohol or controlled substances.

Disciplinary action shall at all times be appropriate to the infraction committed and generally progressive in nature. However, some conduct may be serious enough to warrant more serious discipline without progression. Actions which may be considered to warrant disciplinary action, are illegal use of drugs or being under the influence of illegal drugs while on duty or at the work station.

The County shall notify all state and federal grantors/contracting agencies of such employee convictions as required by the federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

Access to Policy The County shall attempt to distribute to all present employees a copy of this policy. Additional copies of this policy are available upon request to the Human Resources Director. By continuing to work, the employee agrees that he/she will abide by the policy as a condition of employment.

Testing Procedures

1. Employees shall sign a "Consent to Test and Release of Information Form", located in the Human Resources Office, allowing the breath, hair and/or urine test to take place and permitting release of test results to the County and for the County's use in any and all employment disciplinary or termination actions or proceedings.
2. Employees, who refuse to sign the form, to be tested, or to otherwise cooperate in the testing process, shall be deemed to have tested positive and a recommendation for termination of employment shall be made.
3. Testing for drugs and alcohol and test sample verification shall be performed by certified personnel selected by the County. The test specimen for alcohol will consist of a breath sample. The test specimen for drugs shall be urine or other means deemed necessary.
4. Confirmation for a positive alcohol test shall be done by a second breath test. The employee may request, at their expense, a blood test as confirmation.

5. Confirmation for a positive drug test shall be by testing the urine specimen that tested positive, on the initial screen, by using a technologically different method from the initial screening method, such as gas chromatography/mass spectrometry. All positive drug test results shall be reviewed and interpreted by a Medical Review Officer (MRO) before they are reported to the employer. "Medical Review Officer" means the individual responsible for receiving laboratory results, who is a licensed physician. If the testing laboratory reports a positive result to the MRO, the MRO shall contact the employee, in person or by telephone, and shall conduct an interview to determine if there is an alternative medical explanation for the drugs found in the employee's urine specimen. If the MRO determines that there is a legitimate medical use of the prohibited drug, the drug test result shall be reported as negative to the employer.
6. Each test specimen for drug testing shall be subdivided into two bottles labeled as a "primary" and a "split" specimen. Only the primary specimen is opened and used for the urinalysis. The split specimen bottle remains sealed and is stored at the laboratory. If the analysis of the primary specimen confirms the presence of a controlled substance, the employee, at her/his expense, has 72 hours to request the split specimen be sent to another certified laboratory for analysis. The employee will be reimbursed if the confirmation shows a negative result. The MRO initiates this procedure.
7. The County shall pay the cost of all tests, which it requires. If an employee is required to submit to an examination or test, or await test results (except for reasonable suspicion testing) the employee shall be paid his or her normal rate of pay during the testing and waiting period.
8. In the event that an individual to be tested for drugs appears unable to provide a urine specimen at the time of the test, he or she shall be permitted no more than three (3) hours to give a specimen, during which time the individual shall remain in the testing area, under observation. The individual shall be given no more than 40 ounces of water to drink over the course of the three hours. Whenever there is a reason to believe that a specimen may have been altered or a substitution made, a second specimen shall be immediately provided by the employee. The testing facility will provide documentation to the Human Resources Director explaining the reasons for a second specimen. Failure to submit a specimen shall be considered a refusal to submit to a drug and/or alcohol test unless a physician provides a documented medical reason. A refusal to submit to the drug/alcohol test shall be deemed to be a positive test and a recommendation for termination shall be made.
9. The Human Resources Director or his/her designee shall be advised of the results of the drug and/or alcohol test by the Medical Review Officer.



NATRONA COUNTY DONATING SICK TIME FORM

Date: _____

_____, _____
Contributing Employee *Department*

wishes to donate _____ hours sick time to _____
Receiving Employee

Department

Contributing employee

Department Head or Elected Official



NATRONA COUNTY

UNACCEPTABLE DRIVING RECORD CRITERIA

Natrona County shall not permit any of their employees, volunteers department heads or elected officials to operate a motor vehicle in the course and scope of their duties for that entity if the employee, volunteers, department head or elected officials MVR, driving record information, reflects any of the following unacceptable driving criteria:

- 1) Three (3) or more on-duty or off-duty moving violations or on-duty or off-duty at-fault accidents within the previous 36 months (three separate, individual incidents);
- 2) Two (2) or more on-duty or off-duty moving violations or on-duty or off-duty at-fault accidents within the previous 12 months (two separate, individual incidents); or
- 3) An Administrative Suspension of a drivers' license, a conviction, or any form of deferred prosecution, within the previous 36 months. The following are examples of violations which may result in an administrative suspension, conviction or deferred prosecution:
 - a) Driving under the influence of drugs or alcohol;
 - b) Leaving the scene of an accident;
 - c) Fleeing to avoid arrest;
 - d) Reckless Driving;
 - e) Homicide or assault by motor vehicle; and
 - f) Driving without auto insurance [only for employees driving personal vehicles for county business].

If a department head or elected official permits one of their employees, volunteers to operate a motor vehicle in the course and scope of their duties in violation of the unacceptable driving criteria listed above, the WARM Board may modify Natrona Counties liability coverage by eliminating liability coverage for future occurrences arising out of motor vehicle accidents involving an employee, volunteer or elected official that meets any of the unacceptable driving criteria.



NATRONA COUNTY TRANSPORTATION REQUEST FORM

All trip requests need to be received by the Human Resources Department 5 days prior to trip date.

Person requesting transportation:

_____ Department: _____

Contact number: _____ Trip date(s): _____

Pick-up time: _____ Pick-up location: _____

Drop off time: _____ Drop off location: _____

Number of passengers: _____ Number of wheel chairs: _____

Destination(s) address:

Reason for trip

Signature of Department Head or Elected Official for approval

Human Resources Use Only

Request granted Request denied Date approved _____

Driver _____ Driver's signature upon checkout _____

Pick up time _____ Return time _____ Passenger count _____

Odometer upon check out _____ Odometer upon check in _____

Total trip miles _____

Special instructions or notes about the vehicle being taken. Be sure to note any flaws seen before leaving on trip. And note any flaws that occurred when on the trip.



NATRONA COUNTY EXPENSE RECORD

Name _____

Date _____

Destination _____

Reason _____

From _____, 20____

To _____, 20____

Description of Expenses	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	TOTAL
Lodging								
Meals								
Entertainment								
Tips								
Air Fare								
Auto Rental								
Gas								
Cab & Transportation								
Parking Fees								
Telephone								
Registration Fees								
Mileage								
Other								
TOTAL								

****Details of Entertainment***

Date	Person or Persons	Company	Reason	Where	Amount

Approved by _____ Date Submitted _____, 20____



NATRONA COUNTY TRAVEL AND CREDIT CARD POLICY

NAME: _____

DESTINATION: _ _ _

REASON FOR TRAVEL: _ _ _

DATES OF TRAVEL: _ _ _

- For all personnel traveling, there is a daily meals and incidental rate that is set by location by the federal government (www.gsa.gov). The daily per diem rate for your destination is \$ _ _ for travel days and \$ _ _ for non-travel days. Please do not exceed this amount for meals and incidentals each day. The per diem rate includes all meals, tips or additional transportation such as shuttle tickets, bus fares, etc. (with the exception of shuttles to and from the airport upon arrival and departure.) Any purchase in excess of the daily meals & incidentals rate is your responsibility to pay. Please remember that this amount includes any tips left for meals purchased.

INITIALS _____

- We ask that you do not exceed a 20% tip amount for any meal purchased. Any tip left in excess of 20% is your responsibility to pay.

INITIALS _____

- As per the county auditors, we are required to produce itemized meal receipts for any and all meals being purchased with county funds. This includes reimbursements for meals paid out of your own pocket, cash purchases, credit card purchases and debit card purchases.

This is an example of an itemized receipt.

Old Chicago Restaurant
Tenerac #0056
7717 East Hansden Ave.
Denver, CO 80231
303-695-5511

Server: Susan 04/27/2009
Table 110/1 10:21 PM
Guests: 2
#20049
Reprint #: 1

STEAK & SHRIMP COMBO PLAT	13.99
SIRLOIN STEAK	11.99
Complete Subtotal	25.98
Subtotal	25.98
Tax	2.10
Total	28.08
Balance Due	28.08

FOOD: 25.98

Win an Appetizer or Dessert!
Take our Guest Survey today!
Online @ www.pizza-n-beer.com

This is NOT an itemized receipt.

Old Chicago Restaurant
Tenerac #0056
7717 East Hansden Ave.
Denver, CO 80231
303-695-5511

Server: Susan DOB: 04/27/2009
10:23 PM 04/27/2009
Table 110/1 2/20049

VISA 1048607
Card #XXXXXXXXXXXX5879
Magnetic card present: SHERIFFS OFF NATRONA
Approval: 020058

Amount: 28.08
+ Tip: 5.00
= Total: 33.08

Guest Copy

PLEASE TURN IN BOTH RECEIPTS!!!

INITIALS _____



NATRONA COUNTY TRAVEL AND CREDIT CARD POLICY CONTINUED

- Please note that if you charge a meal to your hotel room, you must get an itemized receipt from the restaurant before you leave the restaurant.

INITIALS _____

- If you order room service, you must get an itemized receipt for the meal ordered from the room service carrier. If a charge appears on your bill, we must have the itemized receipt to back up that charge.

INITIALS _____

- **If an itemized meal receipt is not turned in for the meal you purchased, the county will have to ask for the cost of the meal to be paid by you personally.** Accounts payable can no longer accept receipts that are not itemized.

INITIALS _____

- If cash is provided by the county for you to travel, you are responsible for turning in any itemized receipts for items purchased and the remainder of the cash funds that were not spent upon your arrival back to the office. **NO EXCEPTIONS!**

INITIALS _____

- If upon receipt of the credit card statement, we find charges were incurred that we do not have a receipt for, you will be responsible for personally paying for those charges. All receipts must be turned into the County Clerk's office within 5 days upon your return. Receipts turned in late may not be accepted and you will be personally responsible for those charges incurred.

INITIALS _____

- The purchase of alcoholic beverages is not an allowable travel expense. If you choose to purchase an alcoholic beverage with your meal, please ask your server to put the purchase on a separate receipt. Most restaurants are very understanding in regards to business travel and have no problems with this request.

INITIALS _____

- Per county auditors, county credit cards are for county expenses only and should not be used for any expenses that are not related to county business. If you choose to travel with your spouse or other family member/friend, you may not at any time purchase meals or any other items for that person using the county credit card or any other form of county funds. **Please be sure to get separate checks and pay separately!** In the event that charges are made to the county credit card in error, you will be required to write a check to VISA for those charges. The check will then be forwarded to the county accounts payable office to be sent with the monthly VISA payment.

INITIALS _____



**NATRONA COUNTY
TRAVEL AND CREDIT CARD
POLICY CONTINUED**

- Reimbursement for rented vehicles will be made only with justification, only for business use, and only when prior approval has been received from your Department Head or Elected Official. The section below is where you can put your written justification for the use of a rental vehicle. If a rented vehicle will not be used during your travels put an N/A on the first line.

I have read and understand the above outlined guidelines regarding travel policy. In the event that I violate any part of the travel policy, I understand that I will have to have to pay the balance of any purchase in violation personally. I also acknowledge that I have received a copy of this policy in my travel packet and I understand the policy in full.

Signed _____ Date _____
Employee

Signed _____ Date _____
Department Head or Elected Official