

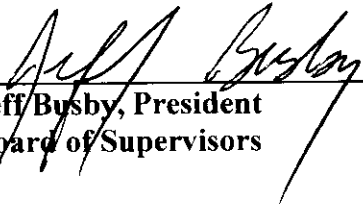
ORDER: AUTHORIZE UPDATES TO EMPLOYEE HANDBOOK

Motion was made by Mike Roberts, duly seconded by Chad McLarty, to authorize updates to employee handbook.


The vote on the motion was as follows:

Supervisor Kevin Frye, voted yes
Supervisor Jeff Busby, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, voted yes

After the vote, President Busby, declared the motion carried, this the 20th day of November, 2017.



Jeff Busby, President
Board of Supervisors



Sherry Wall, Chancery Clerk

LAFAYETTE COUNTY, MISSISSIPPI



EMPLOYEE HANDBOOK

Revised November 2017

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I. INTRODUCTION

Purpose of Rules and Regulations

This handbook is designed to serve as a general guide for Lafayette County employees under the preview of the Lafayette County Board of Supervisors. Other elected officials may adopt their own system of personnel administration or adopt the Board of Supervisor's personnel system. However any other system or amendments thereto adopted by elected officials other than the Board of Supervisors must be filed with the board. The information in this handbook is not intended to and does not provide any County employee additional rights or privileges of employment not otherwise provided in State or Federal law. Employees are at-will employees and either the County or employee may terminate the employees employment at any time, for any reason, with or without cause or notice. Each employee must sign the Handbook Agreement (Attachment B) and is responsible for reading the Handbook and being familiar with the information it contains. Each employee shall refer any questions about the contents of this handbook to the appropriate department director or the County Administrator.

As a County employee, the general public is your customer. Contacts with individual citizens will often be the only basis on which the County will be judged. It is important that each employee make the best possible impression at all times. Each job with the County is an essential part of the overall operation of the government. When you begin work in a county department, everyone in the County is relying on you to give honest, efficient and courteous service. Nothing contained in this Handbook is to be construed as a guarantee of continued employment. The County administration reserves the right to amend, modify or cancel this Handbook as well as any or all of the various policies, rules, procedures, and programs outlined within it. Whenever the masculine gender (he, him, and his) is used, it also refers to the feminine gender (she, her, and hers).

II. EMPLOYMENT

Equal Employment Policy

It is the policy of the County to provide equal opportunity in employment to all employees and applicants for employment. There will be no discrimination against any employee because of race, creed, color, religion, national origin, sex, age, or veteran status. The County will not discriminate against qualified applicants and employees on the basis of disability. The County will provide a reasonable accommodation to the known physical or mental limitation of a qualified applicant or employee with a disability unless the accommodation will impose an undue hardship on the County.

Hiring Authority

Elected officials and the Road Manager will have final authority to hire employees within their allocated allotment. The County Administrator, upon recommendation of the appropriate department head, will have final authority to hire employees other than those

employees which, according to the Mississippi Code, must be hired by the Board of Supervisors. The Department Head or County Administrator may reject any application which indicates that the applicant does not possess the minimum qualifications required for the particular position. Applicants will also be rejected if the Applicant:

1. Is physically unfit to perform the duties of the particular position;
2. Is addicted to drugs or intoxicants;
3. Has been convicted of a felony or have on record an excessive number of misdemeanors;
4. Has made any false statements or committed fraud in his application;
5. Has failed to properly complete his application form;
6. Has a contagious disease.
7. Applicant tests "confirmed positive" on drug and alcohol pre-employment screen test.

Hiring Procedure

Lafayette County may advertise for vacant positions. Advertising may be conducted by the County Administrator at the request of an elected official, the Road Manager, or other department director.

All applications including the Sheriff Department supplemental application should be turned in to the County Administrator's office. The County Administrator will distribute applications as requested and to other departments as appropriate. Applications forty-five (45) days old may be destroyed.

Subsequent to interview and selection of candidates, background checks, employment verification and immigration compliance (E-verify) will be conducted on applicants considered for hire. Upon completion of background checks County Administrator's office will conduct a pre-employment drug and alcohol screen test on all individuals recommended for hire. Applicants in positions that require a Commercial Drivers License may also be required to pass a physical examination in accordance to Department of Transportation guidelines.

Employment Classifications

Full time employment is considered to be 40 hours per week for the majority of County positions. Sheriff department employees work an average of 168 hours per month and are eligible for overtime compensation above 171 hours per pay period. Part time employees

work 20 hours or less per week. The County does utilize seasonal workers to mow County right-of-way during summer months and they work 20 hours per week.

Age Requirement

Age requirements that constitute a bona fide occupational qualification may be established. As a general rule, applicants must be eighteen (18) year of age to be eligible for employment. However, the minimum age requirement for jailor or deputy sheriff applicants is twenty one (21) years of age.

Probationary Period

An employee who has been hired as a prospective regular employee and who has not completed his probationary period is a probationary employee. At the end of six months the department head will evaluate the employee's work performance to determine whether he should continue in the position, and the evaluation will be maintained by the County Administrator as a permanent part of the employee's record. The probationary period will be regarded as an intrinsic part of the performance evaluation process and will be utilized for closely observing the employee's work, for securing the most effective adjustment of the new employee to his position, and for terminating the employee if his performance does not meet the required standards. The employment of a probationary employee may be terminated at the discretion of the respective department head or County Administrator during the probationary period. After the probationary period, the employee becomes a regular employee and is entitled to the grievance rights of a regular employee.

Policy against Workplace Violence and Harassment

It is the policy of the County to maintain a work environment that is free from the hostile atmosphere created by sexual harassment or intimidation. Such conduct will not be tolerated. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, (2) submission to a rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. If any employee believes they have been subjected to sexually harassing or intimidating conduct by another county employee, including supervisory personnel, they should immediately report the incident to their department head or the County Administrator. Such charges will be promptly investigated and if substantiated, the offending individual will be appropriately disciplined. To the extent possible, all persons involved in a complaint of sexual harassment will be given the utmost protection or privacy. Persons complaining of sexual harassment will also be protected from reprisals and retaliation by coworkers as a result of such complaints.

Employment of Relatives

No employee can work in a department in which a member of his immediate family is employed. For purposes of this policy, immediate family includes children, brothers, sisters, aunts, uncles, parents, grandparents, and in-laws of the employee or spouse. Exceptions to this policy can be made in emergency employment situations and with the concurrent approval of the Board of Supervisors. This will not affect those persons employed at time of adoption of this policy. A relative will not supervise a relative; however, a relative employed at the time of adoption of this policy may maintain employment status.

Orientation

Orientation and training programs are conducted to familiarize new employees with the County. As part of orientation, a County representative explains the employee's position, salary, benefits, and personnel policies. The employee is given a copy of the Employee Handbook and is given an opportunity to ask any questions that he may have.

Training Programs

The County has the discretion to require each employee to attend and successfully complete training programs related to the employee's job. Each employee must attend all training programs at a time offered by the County. Each employee for whom training is required by the County or Mississippi law must successfully complete the required training within the time limits prescribed or be subject to discipline up to termination. Each employee who is required to maintain a certification for his job must maintain the certification or be subject to discipline up to termination.

Job Performance

Job duties must be explained to each employee by their supervisor or other designated personnel. If any questions exist, it is the employee's responsibility to ask those questions necessary to fully understand each job duty. County business may require employees to conduct duties other than those normally prescribed; in that situation it is the employee's responsibility to conduct those duties assigned.

Hours of Work

Scheduled hours of work and lunch periods shall be determined by the department head and may be changed as the workload requires. Work weeks of County employees vary by departments and needs of the County. The normal work week for County employees is a 40 hour week of five eight hour days. Offices are open from 8:00 A.M. until 5:00 P.M., with an hour for lunch, as scheduled by the department head. Starting and quitting time in some departments vary depending on the service they provide. Employees are expected to faithfully observe their working hours, report for work on time, and be regular in attendance.

Outside Employment

No employee may engage in employment which could cause a conflict of interest, or use his County employment for personal gain. Outside employment must not interfere with performance of duties for the County. Any outside employment must have prior approval of the employee's department head. A copy of such approval must be included in the employee's personnel file.

Attendance

In order to operate the County efficiently, it is necessary to have a reliable work force. It is important to an employee, fellow employees, and the County that an employee comes to work regularly and on time. Employees are also expected to remain on the job during work time. If an employee wishes to leave a job for any reason, the supervisor or department head must be notified. The County recognizes that an employee may have to be absent from work occasionally. Therefore, disciplinary action will not be taken against an employee for a single absence if proper notice is given to the supervisor and a satisfactory reason is given for being absent. If an employee knows they will have to be absent from work, prior approval must be given from the department head. A department head may require an employee to submit a form requesting time off. Although the County recognizes that an employee may have to be absent from work occasionally, excessive absences, or taking time off in excess of accumulated leave (excluding approved FMLA) will result in disciplinary action, including termination.

Tardiness

Those employees more than 30 minutes late for work or a shift must notify their supervisor when they will be at work. While allowances are made for occasional tardiness beyond the control of the individual, an employee who is habitually late may be disciplined up to termination.

Drug-Free Workplace

It is the policy of the County that all County work-sites shall be Drug Free Workplaces. All potential employee candidates must submit to a pre-employment alcohol and drug exam. The Sheriff's department, Solid Waste, and Road department require random alcohol and drug testing in compliance with Department of Transportation guidelines and the County Alcohol and Controlled Substance Policy. The County also reserves the right to test for reasonable suspicion including post accident in accordance with the County Alcohol and Controlled Substance Policy. If an employee refuses to take a random test or receives a "confirmed" positive result, employment will terminate immediately. In furtherance of this policy, information about drug counseling, rehabilitation and employee awareness programs are available through the County Administrator.

Discipline

It is necessary to have certain standards of conduct to insure the highest level of service to the county. When it becomes necessary to enforce these standards of conduct, it will be the policy of the County to ensure fair treatment of all employees. Any regular employee who feels that discipline has been unfairly administered is encouraged to use the County's grievance procedure.

When discipline is necessary the following is a representation but is not an exclusive list of the kinds of misconduct that will result in disciplinary action. Violation of any of the following offenses may result in a supervisor conference, written reprimand, or suspension without pay for up to five days, or termination. These offenses include, but are not limited to:

1. Unacceptable job performance.
2. Insubordination.
3. Failure to clock in or falsifying an employee's timecard or punching another employee's timecard.
4. Absence from work for two consecutive days without notifying the department head or supervisor.
5. Leaving work without Supervisor approval.
6. Violation of any applicable state or federal statute or code of ethics.
7. Excessive tardiness.
8. Excessive absenteeism.
9. Violation of, or refusal to comply with, an established law or regulation when such conduct impairs the effectiveness of the County or brings it into public disrepute.
10. Improper use of a position or of authority for personal gain or advantage.
11. Discourtesy, improper conduct or abusive language to the public or another employee.
12. Willful and negligent violation of safety rules.

13. Excessive garnishments or levies, or attachments resulting from more than one debt during a one year period.
14. Failure to follow the chain of command.
15. Being arrested or served arrest warrant while on County property.
16. Improper use of County property or equipment.
17. Possession of drugs or alcohol on or in County property.

Violation of any of the following offenses may result in a suspension without pay for up to five days, or termination. These offenses include, but are not limited to:

1. Carrying or bringing a weapon on County property or in a County vehicle without proper authorization. This does not apply to the authorized carrying of weapons by law enforcement personnel.
2. The use, possession or sale of intoxicating beverages, Marijuana or hallucinogenic drugs on duty or working under the influence of any of these substances.
3. Stealing, embezzlement, dishonesty, falsification of records or willful misrepresentation of facts.
4. Fighting and physical violence or disturbance on County property or at any place at which work is being performed by or for the County.
5. Destruction, abuse, removal or attempted removal of property or materials of the County or of another employee.
6. Acceptance of money or other valuable consideration given with the intent of influencing an employee in the performance of his official duties.

When discipline is necessary; the department head will attempt to follow the following procedure:

- A. The department head and another supervisory employee will meet privately with the employee to discuss any disciplinary action to be taken and the reasons for the action. Unless terminated, the

employee will be told what action will be considered if another violation occurs.

- B. The department head will prepare a record of the meeting which can take the form of a warning notice which summarizes the disciplinary action taken or to be taken.
- C. The department head will review the warning memo with the employee. The employee will be offered a copy of the warning memo and an opportunity to sign it. The original will be placed in the employee's personnel file.

Grievances

In the event permanent status employees wish to file a complaint against another employee or grieve discipline administered by their supervisor. The County has a system for handling these problems, complaints or grievances. If a permanent employee has a problem, complaint or grievance, they should follow the following procedure:

- 1. Within three days of the grievance, arrange a private meeting with the department head to try to resolve the problem.
- 2. If the problem is not resolved (no agreement reached) the employee and the department head will arrange a meeting within three days with the County Administrator to attempt to resolve the problem.
- 3. If the problem is not resolved, the employee may, within 15 days of the meeting with the County Administrator, request a meeting with the Board of Supervisors. This request should be made to the County Administrator. The hearing will be placed on the agenda for the next scheduled Board meeting if at least 72 hours notice prior to the next Board meeting is given. Otherwise, a hearing will be put on the agenda for the next Board meeting. The Board will make every attempt to notify the employee of its decision within 30 days after the hearing. All grievance meetings will be informal in nature. By rule probationary employees do not have the right to grieve disciplinary matters but these rights do exist for matters of harassment or disclamation based on disabilities.

The Grievance policy excludes departments working under the direction of an elected official. The elected official has the ultimate authority to administer discipline or terminate an employee.

Layoff

The department head with prior approval of the Board of Supervisors may lay off an employee due to a shortage of funds or work, the abolition of the position or for other reasons which are outside the employee's control and that do not reflect discredit upon the employee. An employee who is laid off will be given two weeks' advance notice if possible.

Resignations

In the event of an employee's resignation a minimum of two weeks' notice should be given so that proper arrangements can be made in work schedules. All issued equipment must be turned in to their supervisor prior to the issuance of the employee's last payroll check. In the event the employee provides less than two (2) weeks' notice in advance of the last day of employment, the employee will not be eligible to receive payment for accrued leave; the leave will be credited to the employee's state retirement account.

III. BENEFITS

Employee Benefits

Lafayette County provides the following benefits to all full-time employees. Full-time employees are those employees who are expected to work 30 hours or more each week as part of the job description or duties. Full-time employees are eligible to enroll on the first (1st) day of the month following one month employment. Part-time employees are those employees who are not expected to work 30 hours or more each week. Part-time employees may receive Full-time employee benefits if it is determined during their "Initial Measurement Period" or a subsequent "Standard Measurement Period" the employee has averaged 30 or more hours each week during any measurement period. A newly hired employee will have an Initial Measurement Period of twelve (12) months beginning on the first (1st) day of the month following one month of employment. Part-time employees who do not average 30 hours or more during their Initial Measurement Period will be reconsidered during each subsequent Standard Measurement Period. Standard Measurement Periods begin each March 1st and end on February 28th. Hours of service that count toward full-time status are: (1) those hours for which you are paid to work (2) the hours for which you are paid for vacation, holiday, illness or disability; and (3) the hours you do not work due to jury duty, military duty under USERRA, and leave under FMLA.

Part-time employees who are determined to average 30 hours or more each week during either their Initial Measurement Period or a subsequent Standard Measurement Period will be eligible to enroll in the benefits during the immediately following thirty (30) days. If an employee elects to waive enrollment during an administrative period, the employee

will not be eligible to enroll until the employee has been determined to be a full-time employee under a subsequent Standard Measurement Period.

Employees who enroll after their Initial Measurement Period or a subsequent Standard Measurement Period will be eligible to remain enrolled in the benefits during the "Initial" or "Standard Stability Period". The Initial Stability Period begins the 1st day of the month following the Initial Measurement Period and Initial Administrative Period and continues for twelve (12) months. The Standard Stability Periods begin on April 1 and ends March 31 of each year.

In order to maintain eligibility for coverage, Part-time employees who are determined to be Full-time because they have averaged 30 hours per week during the subsequent Standard Measurement Period. If an employee's average hours worked during a subsequent Standard Measurement Period fall below the 30 hour minimum, the employee will be given notice of the right to continue coverage under COBRA or State Continuation requirements

Full-time employees are entitled to certain fringe benefits offered by the County that are intended to provide security and peace of mind to the employee and the employee's family during employment. Part-time and temporary employees will not be entitled to any benefits except as specifically granted in the Handbook. Part-time employees are employees who are scheduled to work twenty (20) hours or less each week. Temporary employees are employees whose employment is not expected to last more than six (6) months.

Holidays

The County recognizes the following holidays as paid leave:

1. New Year's Day (January 1)
2. Robert E. Lee/Martin Luther King Birthdays (Third Monday in January)
3. George Washington's Birthday (Third Monday in February)
4. Good Friday (Friday before Easter Sunday)
5. National Memorial Day and Jefferson Davis' Birthday (Last Monday in May)
6. Independence Day (July 4)
7. Labor Day (First Monday in September)
8. Veterans' Day (November 11)

9. Thanksgiving Day (Last Thursday in November)
10. Christmas Day (December 25)

In addition to these holidays, the County shall recognize any other holidays proclaimed as such by the Governor of Mississippi. In the event any of these holidays falls on a Saturday, the holiday will be celebrated on the Friday before unless otherwise specified by the Board of Supervisors. In the event any of these holidays falls on a Sunday, the holiday will be celebrated on the following Monday unless otherwise specified by the Board of Supervisors.

It is the policy of the county to insure that all regular employees enjoy the same number of holidays each year. The standard is the number of holidays in a particular year which will be celebrated by regular employees working a 40 hour week Monday through Friday. If any of the observed holidays fall on a normal day of work within a scheduled personal leave period, one additional day of personal leave will be granted. Employees whose work requires them to be on the job on a scheduled holiday will receive an additional day off to be determined by the department head and shall be taken within the pay period in which the holiday occurs, if an additional day can't be taken within the pay period, the employee shall receive pay for the holiday. To receive pay for an observed holiday, an employee must not have been absent without approved leave either on the work day before or after the holiday.

Personal Leave

The County provides paid personal leave as a benefit for all full-time employees. Leave accrual begins the first day of the month following thirty (30) days employment. Part-time employees, temporary employees, and student employees are not eligible for personal leave. Personal leave is expressed in terms of working days. Except for those departments that normally work on holidays, holidays observed by the County are not considered working days for personal leave purposes.

The amount of personal leave given an employee will be based on the following seniority schedule:

1. One month - 3yrs = 12 hrs a month.
2. Thirty seven months - 8yrs = 14 hrs a month.
3. Ninety seven months - 15yrs = 16 hrs a month.
4. Over fifteen yrs = 18 hrs a month.

Any employees hired on or after May 1, 2016 will be given personal leave based on the following seniority schedule:

1. One month- 3 years = 12 hrs a month
2. Thirty seven months – 8 years = 14 hours a month
3. Over 8 years = 15 hours a month

Personal leave will not accrue while on unpaid leave. Employees accrue personal leave to no maximum days. However a maximum of 30 days or 240 hours accrued personal leave may be paid upon separation of employment. Any remaining accrued personal leave will be credited toward the employee's state retirement account. Refer to page 8 for limitations on receiving paid leave or that receipt of paid leave upon voluntary resignation of employment requires a two week notice.

Personal leave approval will be granted in such a way as to meet the needs of the particular department. Each employee must complete a personal leave request form and submit it to his department head for approval and scheduling of work. The department head may approve or disapprove the request taking into consideration special projects, heavy workloads, and department assignments. Any employee requesting four weeks or more of leave time, must submit the request to their department head and then have it approved by the Board of Supervisors (this includes when requesting to use vacation days prior to retirement).

Sick Leave

Each full-time employee of the County is eligible to earn sick leave. Leave accrual begins the first day of the month following thirty (30) days employment. Only full-time employees are eligible to accrue sick leave. The following policy will govern the amount of sick leave allowed except for leave governed by the Family and Medical Leave Act:

Sick leave will be granted when an employee is incapacitated from the performance of their duties by sickness, maternity, or injury, including injuries suffered on the job. Sick leave shall also be granted under the Family and Medical Leave Act (see section V. below). Up to three (3) days of such leave also can be used when there is a death of a member of the immediate family. Immediate family includes a parent, grandparent, spouse, sibling, child, step-parent, step-child, grandchild, son or daughter-in-law, mother or father-in-law, or brother or sister-in-law. After using all available sick leave, the employee must then use all accrued personal days prior to using ~~available~~ unpaid leave under the County's Family and Medical Leave policy.

Sick leave will be based on a five-day work week, and overtime will not be used to accumulate additional sick leave. Sick leave is accrued at eight (8) hours per month. Sick leave will not accrue

while on unpaid leave. No payment will be made for unused sick leave upon termination of employment. Upon termination of employment, all accumulated sick leave up to the limit allowed by law, will be credited toward the employee's state retirement fund.

Sick leave will not be allowed in advance of being earned.

The payroll department must be notified in writing on the County's leave request form of any sick time lost or time lost for any reason.

To qualify for sick leave, the employee's department head must be notified within two hours after the normal starting time on the day of the illness.

Employees absent due to illness for more than two (2) days will be required to have a doctor's excuse verifying the nature of the illness. At the discretion of the department head, a doctor's excuse may be required for illnesses of less than two (2) days. Failure to present such an excuse from the doctor within one week following an employee's return to work will result in the employee being charged with leave without pay.

Sick leave must be utilized in increments of one (1) hour.

Each department must keep accurate records of leave accumulated and used by the employees of the department.

Departments will submit their information to the accounting department when payroll time sheets are turned in. For accounting purposes, the employee's anniversary date is the date of employment into a full-time position.

Abuse of sick days may result in disciplinary action.

Employees who bring documentation from their physician of receiving their "Healthy You", or "Wellness Check Up" will not be charged for sick leave and are allowed a full day off work.

Donation of Personal or Sick Leave

A county employee may donate a portion of his earned personal and/or sick leave to another county employee who is suffering from a catastrophic injury or illness, or to another county employee who has a member of his immediate family who is suffering from a catastrophic injury or illness, subject to the following conditions and restrictions.

For purposes of this section the following definitions will be used:

“Immediate Family” shall mean spouse, parent, step-parent, sibling, child, or step-child.

“Catastrophic Injury or Illness” shall mean a severe condition or combination of conditions affecting the mental or physical health of an employee or a member of the employee’s immediate family that requires the service of a licensed physician for an extended period of time and that forces the employee to exhaust all personal and sick leave time earned by that employee, and to lose compensation payable from the County for that employee.

“Employee” shall mean a regular full-time employee.

The county employee donating the leave (the “Donor Employee”) shall designate the county employee who is to receive the leave (the “Recipient Employee”) and the amount of earned personal and/or sick leave by the Donor Employee that is to be donated. The Donor Employee’s supervisor shall verify the amount of earned, but unused leave to be donated, and shall then notify the Recipient Employee’s supervisor of the amount of leave that is to be donated by the Donor Employee to the Recipient Employee.

The maximum amount of earned personal and/or sick leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the unused personal and/or sick leave of the Donor Employee.

Before an employee may receive donated leave, he must provide his supervisor with a physician’s statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, the prognosis of recovery, and the anticipated date that the Recipient Employee will be able to return to work. Copies will be retained in the personnel files of both the Donor Employee and the Recipient Employee.

The Recipient Employee must have exhausted all of his earned personal and sick leave before he will be eligible to receive any donated leave from another employee.

The failure of a supervisor of any employee to properly deduct and employee’s donation of leave to another employee from the Donor Employee’s earned leave shall constitute a violation of this Employee Handbook, and shall constitute just cause for disciplinary actions.

Insurance

Full-time employees of the County may be enrolled in the County's Group Medical and Life Insurance program. Employee’s become eligible on the first day of the month following thirty (30) days of employment. The County pays a portion or the entire premium for the employee as the County's budget permits.

Hospital Wings

Employees and family members living with the employee are also eligible to be enrolled in the Hospital Wings air transport program at no cost to the employee.

Voluntary Deductions

Other benefits, such as cancer, accidental death, term life, vision and dental insurance, Federal Credit Union and dependent medical coverage are available. The County does not pay any portion of the cost of these benefits. Additionally, the County offers a Cafeteria Plan option and Deferred Compensation Plan if the employee wishes to participate.

COBRA

If group coverage for the employee or employee's dependents is due to end because of separation of employment with the County, the employee is allowed to continue in the plan for eighteen (18) months through COBRA. The individual is required to pay 100% of the cost of coverage.

Retirement

Participation in the Public Employees Retirement system is mandatory for all full-time employees and for part-time employees working no less than 20 hours per week. The employee and County will each contribute a portion of the salary to the retirement system on the employee's behalf. Upon separation of employment, accrued personal leave in excess of 30 days and all sick leave up to the limit allowed by law, will be credited toward the employee's state retirement account.

Workers' Compensation

All County employees are covered by Workers' Compensation which may compensate an employee for injuries suffered on the job. All job-related injuries, no matter how minor, should be reported to a supervisor immediately, but in no case later than two (2) working days after the incident occurred.

As soon as possible after an on-the-job injury, the injured employee and his immediate supervisor must complete a Report of Personal Injury and forward the completed report to the County Administrator for review and recording. Failure to comply with reporting guidelines may cause the denial of the worker's claim for Worker's Compensation benefits. When an employee's absence is due to a work-related injury for which the employee is receiving temporary disability benefits under Section 71-3-17(b) or 71-3-21, the injured employee shall not use accrued personal and/or medical leave and receive workers' compensation benefits simultaneously if the combined receipt of both benefits results in the employee being paid, while absent due to the work-related injury, a total amount that exceeds one hundred percent (100%) of his wages earned in employment with the County at the time of injury. In such cases, the injured employee may use only as much of his accrued personal and/or medical leave as necessary, which may be fewer

than eight (8) hours of accrued personal and/or major medical leave in a day, to constitute the difference between the amount of temporary disability workers' compensation benefits received and one hundred percent (100%) of his wages earned at the time of injury in County employment. No County employee who is absent and disabled from work due to a work-related injury shall receive more than one hundred percent (100%) of his wages earned in County employment at the time of injury through the use of accrued personal and/or medical leave combined with the temporary disability benefits under the Worker's Compensation Law.

Safety

Each employee of the County is encouraged to take an active part in the safety program of the County. This can be accomplished by working in a safe, accident-free manner, and by offering suggestions to the department head on any matter concerning safety.

Occupational Injury Leave

Employees injured while performing job duties may be granted leave without pay if they have no accrued sick leave, and have used all available leave under the County's Family and Medical Leave Policy. The County may require a doctor's certificate to substantiate the necessity for leave or continuation of leave.

Unemployment Compensation

Unemployment compensation is an employee benefit, paid by the County upon approval by the MS Employment Security Commission.

IV. PAY PRACTICES

Time Records

Each employee who is required to punch a time card must only punch his card, according to established procedure, whereby all hours worked are accurately reported. Each employee will initial the Payroll Time Sheet acknowledging his information is correct before it is turned into the Payroll Department by the Department Head.

Overtime

All employees of the County are urged to make every effort to schedule work during regular hours and to avoid working overtime. When overtime work cannot be avoided, every attempt will be made to fairly distribute overtime work among eligible employees. All overtime must be approved in advance by the department head.

Compensatory Time

Non-exempt employees are eligible to receive compensatory time in lieu of overtime pay. Employees must sign an overtime waiver form (Attachment C) on an annual basis in order to be eligible to earn compensatory time rather than receive overtime pay. Compensatory time will be given to non-exempt employees at the rate of 1 1/2 times the time worked over 40 hours per week. Employees will receive compensatory time only in emergency situations or when scheduled by the department director. Lunch time cannot be used as compensatory time. Compensatory time can only be taken when scheduled by the Department Head and should be taken within the month earned. A maximum of 240 hours of compensatory time may be accumulated. All remaining hours of compensatory time will be paid to the employee at year end at a rate of one and a half times the employee's hourly rate.

Payroll Deductions

The County is required by law to make the following deductions from your paycheck:

1. Federal withholding tax
2. State withholding tax
3. Social Security tax (FICA)
4. Garnishments and child support
5. State retirement (PERS)

Voluntary deductions may be made for:

1. Insurance offered by County
2. Flexible Spending Accounts
3. Deferred Compensation
4. Federal Credit Union
5. Health Club Dues

V. LEAVES OF ABSENCE

Family and Medical Leave

In accordance with the leave rights provided by the Family and Medical Leave Act ("FMLA"), the County provides for up to twelve (12) weeks of unpaid medical or parental leave per year to eligible employees. "Eligible employees" are those who have

been employed by the County for at least twelve (12) months and have worked at least 1,250 hours during the 12 month period preceding their request for FMLA leave.

(a) Medical Leave

Eligible employees may take FMLA leave to care for their spouse, son, daughter, or parent who has a serious medical condition. Similarly, an employee may take leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.

Employees must give thirty (30) days advance notice of the need for such leave except in emergencies and such notice should then be given as soon as practicable. Employees taking leave under this policy may be required to provide appropriate medical certification of their need for such leave.

(b) Parental Leave

An eligible employee may take FMLA leave because of the birth, adoption, or placement for foster care of a son or daughter.

This leave must be taken within twelve (12) months of the child's birth, adoption or placement for foster care. Employees must give at least thirty (30) days advance notice of the need for such leave except in emergencies and such notice should then be given as soon as practicable.

Employees may request paid leave, to the extent it is available, for all or part of the unpaid medical or parental FMLA leave. It is the County's policy that any employee requesting unpaid FMLA leave must use any other accrued paid leave available under the County's leave policies (i.e., personal, sick leave, etc.). Similarly, any employee requesting leave under any of the County's other leave policies will be required to use FMLA leave if they qualify for such leave. Stacking of FMLA leave with leave available under other policies is not permitted.

Employees must make arrangements with the County Administrator in advance of any FMLA leave with respect to the employee's job benefits and their obligations to keep benefits and insurance in force.

FMLA leave may be taken intermittently or on a reduced leave schedule when medically necessary to care for a seriously ill family member or when the employee is seriously ill and unable to work. Appropriate and sufficient medical certification must be provided to the County before such leave may be taken. The County reserves the right to transfer

employees taking intermittent leave or working a reduced leave schedule to an alternative position.

Any request for FMLA leave must be made in writing to the department head and must be approved by the County Administrator. Employees will be required to support any request for FMLA medical leave with appropriate medical certification from an authorized health care provider. Employees on leave may also be required to report from time to time on the status of their leave and their intent to return to work.

Employees must provide appropriate medical authorizations or fitness-for-duty certificates prior to their return to work. Upon an employee's timely return to work from FMLA leave, the employee will be returned to their former job or an equivalent job.

FMLA leave is not available to all employees; therefore, check with the County Administrator if you wish to utilize this leave to see if you are eligible. The County Administrator can provide additional information regarding the Family and Medical Leave Act.

Civic Leave for Jury Duty

Employees will be granted civic leave if summoned for jury duty, or subpoenaed to attend Court as a witness. The employee will be paid the difference between jury pay or the witness fee and eight hours at the regular rate of pay for each day of jury duty. A copy of any summons or subpoena must be submitted to the department head. When returning to work, employees must provide a statement of attendance and the amount paid by the Court from the Clerk of the Court. If released from jury duty four hours or more prior the end of a shift, employees must report to work within one hour after being released by the Court. Time spent on civic leave will not be counted as hours worked for the purpose of computing overtime pay.

Leave Without Pay

Upon application in writing and upon recommendation of the department head, a regular employee may be granted a leave of absence, without pay, by the County Administrator not to exceed one (1) year for the reason of personal illness in the immediate family, maternity, disability for the purpose of furthering the employee's education that will benefit the County, or for other reasons acceptable to the department head. Service credit may be granted for the entire leave; however, personal and sick leave benefits will not accrue. The employee must also pay the total premiums required for hospitalization and life-insurance premiums.

Military Leave

To the extent provided by law, an employee will be granted a leave of absence for up to five years in the military. Employees receive full straight time pay for the first 15 days to participate in regularly scheduled training activities at any of the reserve branches of the

military service in a calendar year. All other military leave will be unpaid. Employees, whenever possible, are required to give notice that they intend to take military leave. Normally, intermittent leaves of absence for military service will be counted cumulative when determining whether the allowable five years of available leave has been exhausted.

Upon return from leave, employees are required to give notice of their intent to return and may be required to submit applications. To the extent provided by law, employees will be promptly re-employed in the position they would have (with reasonable certainty) held had they remained on the job. In certain circumstances, an employee may be placed in a job similar with regard to pay, skill and seniority to the one he held prior to his leave. During the military leave period, an employee will continue to accrue seniority and seniority-based benefits that would have been attained with reasonable certainty had he remained continuously employed.

VI. PERSONAL CONDUCT

Courtesy and Decorum

Employees are the representative of the County in all dealings with the public. Employees should conduct themselves as such and should endeavor at all times to convey a favorable impression to the public through their dealings with them. If a controversy or disagreement should arise with a member of the public, matters should be referred to the applicable supervisor immediately.

Political Activity

The County believes all employees have a civic duty to cast their votes for candidates and issues as they chose. Employees also should have the right to support candidates and issues with personal efforts and volunteer contributions. However, no such activity will be conducted during working hours, or at the expense of the County. Employees cannot use County equipment or be in a County uniform while engaging in such activity. Employees will not be subjected to coercion, intimidation, or threat of reprisal because of their political activities.

No employment decision will be made in return for the promise or receipt of any personal benefit by a County official or employee. An employee also cannot use his official authority to interfere with or affect the result of a nomination or election for public office.

Phone Calls

The use of County phones for personal reasons should be kept to a minimum. Occasional personal phone calls are permitted so long as they do not interfere with the normal routine of business. No long distance calls are permitted for personal reasons. Use of personal cellular phones while on duty is discouraged and must be kept to a minimum. Occasional use may be permitted so long as they do not interfere with the normal routine of business.

Solicitation

Solicitation of or by employees for non-County related purposes during work time or in non-work-related areas is prohibited. This rule prevents unnecessary interference with work and protects employees from unwanted solicitation.

Garnishments and Attachments

The County expects each employee to keep his personal affairs in a good condition and meet his financial obligations promptly. Garnishments and attachments create an administrative burden on the County. For this reason, they are looked upon with disfavor and recurrences may result in disciplinary action.

Tobacco Free Facilities

All County facilities and property are tobacco free. While in any County facility or property and while on business time, employees are not to smoke or use tobacco.

County Vehicles and Other County-Owned Property

County employees who operate any County vehicle must have a valid Mississippi driver's license and maintain a good driving record. Each employee who is driving a County vehicle is expected to observe any and all safety and vehicle operation procedures and regulations. Only employees on official County business are allowed to operate or be passengers in any County vehicle. Each employee has the responsibility to use reasonable care to insure the security and care of all County property entrusted to his use and care. Therefore, any cellular phone use while driving a County owned vehicle or while driving a personal vehicle on County business is strictly prohibited. No county vehicle or equipment may be used by a county employee for personal use. Employees who carelessly or recklessly damage county property will be required to pay for such damage. Employees who violate traffic laws while operating a county-owned vehicle will be subject to disciplinary action, and will be required to pay all fines and court costs resulting there from.

In any vehicular accident involving County equipment, the operator of the equipment must immediately contact the department head and contact the Sheriff's Department and request an investigation of the accident. As soon as possible after the accident, the operator of the equipment must complete an Accident Report. A written statement must be completed for any damage or loss to equipment other than vehicles and the report must be submitted to the department head.

The use of County equipment for non-work related use is strictly prohibited. Employees understand that there is no expectation of privacy from any communications while at work or through the use of County equipment whether sent or received during the workday. Further, such activities not limited to telephone or computer use may be monitored for appropriateness.

VII. MISCELLANEOUS

Personnel Records

In an effort to maintain accurate personal information any change in name, address, telephone number, marital status, number of dependents, military status, or job-related training courses completed must be reported to the County Administrator. The accuracy of these records is particularly important in the case of mailing checks, W-2 forms, insurance payments, sick and accident benefits, etc. Employees may inspect their personnel records by contacting the County Administrator. All leave requests and other documents relating to leave time should also be filed promptly with the County Administrator.

Loan of Money

It is a violation of County policy for a department head or supervisor to loan money to an employee.

County Service Policy

It is the County's policy that all employees who do not have a written employment contract with the County for a specific fixed term of employment are employed at the County's will and are subject to termination at any time, for any reason, with or without cause of notice. All employees may also terminate their employment at any time for any reason.

This policy may not be modified by any statements contained in this manual or any other employee handbooks, employment applications, recruiting materials or other materials provided to applicants and employees in connection with their employment. None of these documents; whether singly or combined creates an express or implied contract of employment for a definite period; nor an express or implied contract concerning any terms or conditions of employment. Similarly, the County's policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the County's part or as stating in any way that termination will occur only "for cause." Statements of specific grounds for termination set forth in this manual as in any other documents are examples only, not all-inclusive lists, and are not intended to restrict the County's right to terminate at will.

ATTACHMENT A

LAFAYETTE COUNTY
EMPLOYEE HANDBOOK

AGREEMENT

I hereby acknowledge receiving a copy of the County Employee Handbook. Further, I acknowledge that it is my responsibility to read this handbook which outlines the goals, policies, benefits, and expectations of Lafayette County, as well as my responsibilities as an employee. A reproduction of this acknowledgement appears at the back of this booklet for your records.

I understand that the information contained in the County Employee Handbook represents guidelines only and that the County reserves the right to modify this Handbook or amend or terminate any policies, procedures, or employee benefit programs at anytime.

I understand that this Handbook is not a contract of employment between me and the County and that I do not view it as such. Furthermore, this Handbook is merely a guide to County policies and does not constitute an express or implied guarantee or contract of employment or benefits. It is expressly understood that I am an employee-at-will, and either the County or myself may terminate the relationship at any time, for any reason, with or without cause or notice.

(Print Name of Employee)

(Employee's Signature)

DATE:

WITNESS

[Employee's Copy]

ATTACHMENT B

LAFAYETTE COUNTY
EMPLOYEE HANDBOOK

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(Print Name of Employee)

(Employee's Signature)

DATE:

WITNESS

[Detach and Place in Employee's Personnel File]

ATTACHMENT C

LAFAYETTE COUNTY **COMPENSATION TIME-OFF AGREEMENT**

In accordance with the Fair Labor Standards Act, Lafayette County has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or other permissible work schedules for law enforcement and firefighting, emergency management, seasonal, and other employees. A copy of this policy dated December 3, 2012 has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week or other permissible work schedules. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of the policy and applicable law and regulations of the United States Department of Labor.

I knowingly agree to the provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the policy. I further understand that in the event any portion of the policy is interpreted to conflict with the Fair Labor Standards Act or its regulations, which the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Name

Date