

**ORDER: SPREAD ON THE MINUTES CIRCUIT CLERK TO FOLLOW LAFAYETTE COUNTY HANDBOOK ALONG WITH ADDITIONAL POLICY FOR CIRCUIT CLERK EMPLOYEES**

Motion was made by Brent Larson, duly seconded by Chad McLarty, to spread on the minutes Circuit Clerk to follow Lafayette County handbook along with additional policy for Circuit Clerk employees.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes  
Supervisor Larry Gillespie, voted yes  
Supervisor David Rikard, voted yes  
Supervisor Chad McLarty, voted yes  
Supervisor Mike Roberts, voted yes

After the vote, President Roberts, declared the motion carried, this the 6<sup>th</sup> day of January, 2020.



**Mike Roberts, President  
Board of Supervisors**



**Sherry Wall, Chancery Clerk**

**Circuit Clerk's Office Policies**  
**Effective January 1, 2020**

**Duties**

Each person has assigned duties; therefore, those duties come first. Should you finish your assigned duties, you are required to assist others. **All the working of the Circuit Clerk's Office is your responsible.** Therefore, everyone must learn how to do every job and be able to answer intelligently all questions asked about the Circuit Clerk's Office. Every customer is to be treated courteously and with respect. **All customers are to be waited on immediately and not kept waiting until you finish what you are doing.** At no time are you to accept rudeness or abusive language. Refer all these customers to the clerk. It is strictly prohibited to discuss anything concerning the office with anybody unless what they ask is matter of public record. Repeating conversations that occur in the office is also strictly prohibited. Any breach of confidentiality will *result in termination*. Assigned duties are to be followed as I have instructed, do not change alter, rearrange, or make up your own instructions to suit yourself. If you do not understand assigned duties, please get clarifications from me.

Pleadings are to be documented, scanned and filed within 24-48 hours. Orders are to be documented, scanned and filed within 24 hours. If you have scheduled personal leave, make sure your desk is "clean", everything that needs scanning and filed is done before you leave. If you are holding something for a call-back, please leave a detailed note should someone else have to complete that job.

**Cell Phones and Personal Phone Calls**

Cell phones use and personal phone call are to be kept to a minimum. Cell phones must be on vibrate and placed in your desk drawer. Cell phones are not to be used, answered or texting while waiting on a customer. If you are on your cell phone and a customer enters the office, you must end your call and wait on that customer immediately.

**Personal Visitors During Working Hours**

Personal visitors during working hours must be kept to a minimum. If you have not had a break, you can take a 15 minute break to visit away from workstation.

**Workstation**

Every department, civil and criminal must staffed at all times. Work stations should be kept orderly at all times. Personal items on your desks are acceptable as long as it's kept to a minimum and does not interfere with work flow or is not offensive to the public and is non political.

**Social Media**

Posts on social media about anything associated with this office, cases, elections, candidates, co-workers, or any individual that is offensive or derogatory is *strictly prohibited*.

### Dress Code

Employees can dress business casual except during Court Term and Vacation Court Terms. Jeans, sneakers, sweatshirt, shorts, sweat pants, yoga pants, and t-shirts (shirt made of t-shirt fabric) with or without writing and/or slogan are not acceptable office attire. No "revealing" or extra tight clothing is acceptable office attire. Sweat shirt, t-shirts, jeans, flip flops and sneakers can be worn on Saturday work days or on special event days. **Court room attire will be restricted to business attire and suits (pants or skirts) only. The entire staff will dress for court during term and when in a jury trial during vacation court.**

### Personal Leave and Sick Leave

Leave must be requested at least 24 hours in advance and in person due to the fact another person(s) could have already requested the same day(s). Leave during the term of court must be kept to a minimum. If there are extenuating circumstances or emergencies; those will be taken in consideration. Any leave taken without approval may result in an unexcused day. Should the Circuit Clerk be out of the office a personal phone call (no text) is required before taking any leave or sick days.

Please schedule non-emergency doctors' appointment outside the terms of court.

Personal leave around holidays cannot be taken consecutive holidays by a single employee. Exceptions will be made for special events with prior approval.

No more than 2 people, including me, can be on leave at the same time during term. Outside the term it will be based on what is scheduled according to vacation court and elections.

### Training

All employees must attend and complete training on SEMS with the Secretary of State Office. If possible 2 employees can attend training on the same day provided it does not cause a hardship in the office. Travel expense and meals will be reimbursed at state approved rates. All employees must be cross trained to work in all departments and answer all questions pertaining to the Circuit Clerk Office.

\*\*These policies are in addition to policies set forth by the Board of Supervisor in Employees Handbook.