



SALINE COUNTY POLICY MANUAL

APPROVED BY:

SALINE COUNTY QUORUM COURT

REVISED AUGUST 18, 2015- ORDINANCE 2015-8, 28, 42, & 47

PERSONNEL POLICY MANUAL

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**DENOTES policies exclusively under the jurisdiction of the quorum court, except where context indicates otherwise

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SECTION 1 NATURE OF EMPLOYMENT

There are several things that are important to keep in mind about this policy manual. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Personnel Department. Neither this policy manual nor any other County document confers any contractual right, either express or implied, to remain in Saline County's employ. Nor does it guarantee any fixed terms and conditions of your employment. Employees of Saline County have voluntarily entered into their employment. EMPLOYEES OF SALINE COUNTY ARE "AT WILL" EMPLOYEES. Employees are free to resign at any time, with or without notice or cause. Similarly, the DEPARTMENT HEAD, as an Elected Official of Saline County, Arkansas, may terminate the employment relationship at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this Personnel Policy are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Saline County, Arkansas or ANY ELECTED OFFICE of Saline County, Arkansas ("THE OFFICE") and any of its employees. The provisions of this policy have been developed, and may be amended or canceled at any time, at the sole discretion of the Quorum Court.

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These provisions supersede existing policies and practices of The Office and employment matters within the jurisdiction of The Office may not be amended or added to without the express written approval of The Office and the Quorum Court of Saline County, Arkansas.

The Quorum Court of Saline County, Arkansas, is responsible for promulgating employment policies of a general nature, pursuant to Ark. Code Ann. § 14-14-805, and the Quorum Court's policy on any such matter shall take precedence over the statement of policy set forth herein. Section headings marked with an asterisk (**) denote policies exclusively under the jurisdiction of the Quorum Court, except where the context indicates otherwise. In matters of employee policy and practice that relate specifically to the work performance of employees for whom the ELECTED OFFICIAL is directly responsible for hiring and terminating, this policy statement shall take precedence over any policy statement of the Quorum Court, provided that any policy of an Elected Official does not violate federal or state law.

SECTION 2 EMPLOYEE RELATIONS

If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly following the correct chain of command to their immediate supervisors first. If concerns cannot be resolved at this level, the employees should voice these concerns to the ELECTED OFFICIAL.

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Our experience has shown that when employees deal openly and directly with their supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.

SECTION 3 EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle of Saline County where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability or any other protected characteristic.

Any employee with questions or concerns about any type of discrimination in the workplace should promptly bring these issues to the attention of the ELECTED OFFICIAL. If the ELECTED OFFICIAL is the source of the problem, you should report the problem to the County Judge or the Personnel Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

SECTION 4 DISABILITY ACCOMMODATIONS

It is Saline County's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Saline County is also committed to not discriminating against qualified employees or applicants because they are related to or associated with

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a person with a disability. All employment practices and activities are conducted on a non-discriminatory basis.

Consistent with this policy of nondiscrimination, Saline County will provide reasonable accommodations to a qualified individual with a disability, as defined by the Americans with Disabilities Act (ADA), who has made Saline County aware of his/her disability, provided that such accommodation does not constitute an undue hardship on Saline County. Any employees with a disability who believes that he/she needs a reasonable accommodation to perform essential functions of his/her job should contact his/her supervisor. Saline County encourages individuals with disabilities to come forward and request reasonable accommodation. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

On receipt of an accommodation request, a member of the Personnel Department and your supervisor will meet with you to discuss and identify the accommodation the County might make to help overcome those limitations. Saline County will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of overall financial resources and the accommodation's impact on the operation of Saline County, including its impact on the ability of other employees to perform their duties and on Saline County's ability to conduct business.

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Saline County will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement to the Elected Official of The Office explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require Saline County to make the best possible accommodations, to reallocate essential job functions, or to provide personal use items (i.e.; eyeglasses, hearing aids, wheelchairs, etc).

Because Saline County provides services to the public, no employee of Saline County shall withhold any service of The Office from a citizen because of that citizen's disability.

SECTION 51 IMMIGRATION LAW COMPLIANCE

Saline County is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form 1-9 and present documentation establishing identity and employment eligibility. If employees are authorized to work, but are unable to present the required

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document(s) within three (3) business days, he/she must present a receipt for the application of the document(s) within three (3) business days and the actual document(s) within ninety (90) days. Former employees who are rehired must also complete the form if they have not completed an 1-9 with the Personnel Department within the past three years or if their previous 1-9 is no longer retained or valid.

Employees who have questions or want more information about immigration law issues are encouraged to contact the Personnel Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

SECTION 6 CONFLICTS OF INTEREST, ETHICS AND NEPOTISM**

(Revised April 15, 2003, Ordinance 2003-19)

(Revised October 21, 2014, Ordinance 2014-44)

Saline County expects our employees to conduct business according to the highest ethical standards. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Saline County wishes its business to operate. The purpose of these guidelines are to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the Quorum Court of Saline County and by State law. Business dealings with firms should not result in unusual gains for those firms. Unusual gain refers to bribes,

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special fringe benefits, unusual price increases, and other windfalls designed to ultimately benefit the outside firm, the employee, or both.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of business dealings with Saline County. For the purposes of this policy, a family member is mother, father, mother-in-law, father-in-law, son, daughter, stepchildren, husband, wife, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, and granddaughter.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose it to his/her supervisor/elected official and Personnel Department as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership interest in a firm with which Saline County does business, but also when an employee or family member receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving Saline County. Saline County recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to *OUR* activities. However, the employee must disclose conflicts so that Saline County may assess and

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prevent potential conflicts of interest from arising. For more information, refer to A.C.A §14-14-1202.

No official or employee of Saline County who is responsible for hiring may hire a member of his or her family to a permanent fulltime or part-time position directly or indirectly responsible to such official or employee. No family member as defined *ABOVE* shall be allowed to supervise another family member who is an employee of Saline County.

A violation of this policy will result in immediate and appropriate discipline up to and including immediate termination.

SECTION 7 OUTSIDE EMPLOYMENT

From time to time Saline County employees may seek to obtain outside employment. Outside work activities are not allowed when they:

- a. prevent the employee from fully performing work for which he or she is employed at Saline County, including overtime assignments;
- b. involve organizations that are doing or seeking to do business with Saline County, including actual or potential vendors or customers; or
- c. violate provisions of Saline County policies or rules.

From time to time, Saline County employees may be required to work beyond his/her normally scheduled hours. Employees must perform such work when requested. In cases of conflict with any outside activity, the employees' obligation to

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Saline County must be given priority.

Full-time employees of Saline County may not volunteer to work for another department. For example, an employee working in the County Judge's office may not volunteer to work for the Collector after his/her scheduled hours.

Detention officers may not volunteer as a reserve deputy because the duties are too similar. (Wage and Hour Opinion Letter, April 21, 1995).

SECTION 8 JOB POSTING**

Saline County encourages employees to indicate their interest in open positions and to advance within the organization according to their skills and experience. As a rule, notices of all regular full-time job openings are posted by the Personnel Department.

Job openings will be posted on the employee bulletin board and will normally remain open for five (5) consecutive workdays. Each job posting notice will include the date of the posting, job title, department, location, grade and hourly rate or salary authorized for the position.

Employees who have had a written warning, suspension, or other disciplinary action within the past six months are not eligible to apply for posted jobs, unless approved by the HR Committee. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees must submit an application to the

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Personnel Department for the position.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring official. Other recruiting sources may also be used to fill open positions.

SECTION 9 EMPLOYMENT CATEGORIES
(Revised April 15, 2003, Ordinance 2003-19)

It is the intent of The Office to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the ELECTED OFFICIAL.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to compensatory time or overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by the ELECTED OFFICIAL and approval by the Quorum Court.

NON-EXEMPT EMPLOYEES are paid on an hourly basis.

EXEMPT EMPLOYEES are paid on a salary basis as defined in CFR (Code of Federal Regulations) §541.602. This means that the employee regularly receives a

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predetermined amount constituting all or part of the employee's compensation. Exempt employees may not be paid by the hour. An exempt employee's salary can not be subject to reduction because of variations in the quality or quantity of the work performed. Also, the exempt employee must receive his or her full salary for any week in which he or she performs work, without regard to the number of days or hours worked, unless one of the following exceptions is met:

1. the employee is absent from work for one or more full days for personal reasons, other than sickness or disability;
2. the employee is absent for one or more full days because of sickness or disability (including work related accidents) and the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness and disability;
3. the employer imposes penalties in good faith for infractions of safety rules of major significance;
4. the employer imposes, in good faith, unpaid disciplinary suspensions of one or more full days for infractions of certain workplace conduct rules;
5. the employee takes leave under the Family and Medical Leave Act; or
6. the employee is absent the entire workweek or performs no work during an entire work week.

Deductions are not permitted for absences caused by jury duty, attendance as a witness or temporary military leave. It is our policy to comply with the salary basis

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requirements of the FLSA (Fair Labor Standards Act). Therefore, the Quorum Court prohibits all County supervisors from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the County does not allow deductions that violate the FLSA. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, Elected Official, or to the Personnel Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME (NON-EXEMPT OR EXEMPT) employees are those who are not in an introductory status and who are regularly scheduled to work a full-time schedule. As a general rule, regular full-time employees are eligible for Saline's County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees (**NON-EXEMPT** unless otherwise specified upon employment) are those employees who are schedule to work on an as needed basis. These employees do not qualify for Saline County's benefit package.

INTRODUCTORY or **PROBATIONARY (NON-EXEMPT OR EXEMPT)** employees are those whose performance is being evaluated to determine whether further employment is appropriate. All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. During this time, the new employee

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will be provided with training in and guidance from his or her supervisor. He/she may be discharged at any time during this period if his/her supervisor concludes that he/she is not progressing or performing satisfactorily. Any significant absence will automatically extend an introductory period by the length of the absence. If the ELECTED OFFICIAL determines that the introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Additionally at all times during an employee's employment with Saline County, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice. During the introductory period, new employees are eligible for benefits such as workers' compensation insurance, Social Security, to accrue sick and compensatory time but not for other benefits provided by Saline County. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

PROFESSIONALS are those persons, such as attorneys or other recognized professional disciplines, employed by The Office to perform specific professional services at agreed upon rates, fees, or contract prices. Professionals are EXEMPT persons with respect to federal and state wage and hour laws.

GRANT WORKERS are persons hired or appointed by the ELECTED OFFICIAL to perform specific tasks described in a grant program and shall be hired only for the period of the grant and shall be paid only the amount specified in the grant.

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POLITICAL APPOINTEES are persons appointed by the ELECTED OFFICIAL to serve in sensitive positions that affect the making of policy for The Office or involve the handling of confidential matters pertaining to The Office. These persons are EXEMPT persons with respect to federal and state wage and hour laws. These persons are eligible for Saline County group insurance if the position provides for it.

ACTING TEMPORARY FULL-TIME (NON-EXEMPT OR EXEMPT) employees are those persons who are regular full-time employees but who are appointed for emergency or other reasons to fill a vacancy in a higher grade regular full-time position. Such temporary appointments shall not exceed sixty (60) days in duration, subject to reappointment. This classification does not apply to persons appointed by a lawful appointing authority to fill a vacancy in an elected office.

SECTION 10 CONTENT OF AND ACCESS TO PERSONNEL FILES

Each respective Office and the Personnel Department may both maintain a personnel file on each employee. The personnel files maintained in the Personnel Department will be considered the file of record. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, disciplinary records, and other employment records.

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Personnel files are the property of Saline County, and access to the information they contain is restricted. Only supervisors and managers who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own files should contact the Personnel Department. With reasonable advance notice, employees may review their own personnel files in the Personnel Department and in the presence of an individual appointed by the County Judge to maintain the files.

SECTION 11 EMPLOYMENT APPLICATIONS

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

SECTION 12 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who are employed by Saline County are well qualified and have a strong potential to be productive and successful, it is the policy of Saline County to check the employment references of all applicants. An authorization for reference check is attached to the Application of the employee. By granting authorization the

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employee is consenting and authorizing Saline County and/or its designated agents to make reference inquires.

The Personnel Department will only respond in writing to reference check or verification of employment inquiries that are submitted via fax or mail. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held.

SECTION 13 PERSONNEL DATA CHANGES

It is required of each employee to promptly notify the Personnel Department and Supervisors of any changes in personal data. Personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, change in marital status and other such information should be accurate and current at all times. If any personal data has changed, notify the Personnel Department.

SECTION 14 PERFORMANCE EVALUATIONS

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Performance evaluations will be completed every six (6) months. Performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

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SECTION 15 WORK SCHEDULES

(Revised April 15, 2003, Ordinance 2003-19)

(Revised November 20, 2007, Ordinance 2007-96 as amended by Ordinance 2007-105)

Saline County, with limited exceptions, maintains hours on a full-time basis, five days a week from 8:00 a.m. until 4:30 p.m. It is the policy of Saline County to comply with all state and federal laws regarding meals and breaks. All full-time, nonexempt employees are permitted a 15 minute break for each four-hour work period. Breaks should not be permitted at either the beginning or end of the work day to offset arrival and departure times. At the elected official's or supervisor's discretion, both rest breaks may be combined with the 30 minute lunch period, not to exceed 60 minutes. Employees who voluntarily work through their break periods will not be permitted additional compensation.

Meal breaks do not count toward worked hours. Employees must be completely relieved from duty during their meal breaks excluding employees employed at the road department, law enforcement officers such as patrol and detention officers and 911 communications operators since those employees are not completely relieved from duty during the meal period (29 CFR 553.223-- Meal time).

If you need to attend to personal business during working time, you must have your supervisor's approval prior to leaving your duty station.

Some offices and departments of Saline County work on a 24-hour basis, 365 days per year. The ELECTED OFFICIAL is responsible for developing the work schedules of

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those employees under his control and supervision. Work schedules shall conform to the best interests of Saline County and The Office and to federal and state wage and hour laws. No county employee will be regularly scheduled to work more than 40 hours in any seven-day work period. In the case of law enforcement personnel, no employee shall be regularly scheduled to work more than 85.5 hours in a 14 day work period. To the fullest extent possible, uniform maintenance must be performed during regularly scheduled working hours. No County employee shall perform work outside his or her regularly scheduled shift without the express permission of the employee's immediate supervisor. It is the duty of each supervisor to document in writing each instance of permission given to an employee to perform work outside the regularly scheduled shift, and record such information on the biweekly time sheet. As an employee, you do not have a right to work a particular schedule and your schedule may be modified to suit the needs of The Office.

SECTION 16 TIMEKEEPING AND WORK PERIOD**

(Revised November 20, 2007, Ordinance 2007-96 as amended by Ordinance 2007-105)

Saline County maintains accurate time records in order to calculate non-exempt employee pay and benefits. It is the duty and responsibility of every non-exempt Saline County employee to accurately record his or her time on a daily basis on timesheets provided by the County. It is the duty and responsibility of each Supervisor to ensure that all time is recorded accurately. All time records of the County shall be maintained as a permanent record by the County Clerk's Office. Each separate County

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Official shall collect from each employee his or her timesheet and shall see that the timesheets are delivered to the County Clerk's Office no later than Monday on which pay checks are issued on the following Thursday. All timesheets must be signed by the County Official. It is the duty of every employee who keeps a timesheet to amend the timesheet as soon a possible after he or she realizes that the timesheet contains an error, regardless of whether or not the timesheet has been delivered to the County Clerk's Office.

The "work period" for Saline County employees, with the exception of law enforcement personnel is defined as seven (7) consecutive days (seven consecutive 24-hour period), Non-exempt employees will earn overtime pay (either in the form of money or compensatory time off) after working 40 hours in a designated work period.

The "work period" for law enforcement personnel (those persons who are certified law enforcement officers working in patrol, detention, criminal investigation, warrants or administrative services) is hereby defined as fourteen (14) consecutive days (14 consecutive 24-hour periods). Non-exempt law enforcement personnel will earn overtime pay (either in the form of money or compensatory time off) after working 85.5 hours in a designated 14 -day work period.

Time not spent actually working, excluding a County recognized holiday, is not compensable and will not be credited as time worked for purposes of determining whether an employee has worked the requisite number of hours in a work period to qualify for overtime compensation. In other words, overtime will be calculated on the basis of hours

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actually worked in the work period. Examples of time that is not work time includes sick days, vacation days, or other authorized or unauthorized leave, and meal periods of 30 minutes or more. Non-exempt employees of Saline County shall be paid on an hourly basis for hours actually worked. All time entries on the biweekly timesheet shall be based on the actual time worked with no rounding of individual entries. At the end of a work period, the employee can round the total time for the work period up to the next quarter hour. For example, an employee who has recorded 81 hours 25 minutes for the entire work period can round the hours worked up to 81 hours 30 minutes.

Again, it is the duty and responsibility of each supervisor to ensure that each employee under his or her supervision accurately records actual working time. Any time worked before or after a regularly scheduled shift shall be identified on the biweekly timesheet that identifies the date the work is performed, the time the work is performed, the purpose of the work performed.

While attending the law enforcement training academy, the regularly scheduled shift of such employee shall be considered to be 8 am to 5 pm with one hour for lunch (or such other time period established by the training academy as the school day). Lunch is not considered as time worked and will not be compensated. Any class work or activity required by the training academy (other than study time) shall be recorded on the biweekly time sheet.

No employee shall perform work while traveling to and from work. No law enforcement employee shall perform law enforcement duties while on the way to or from

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the squad room or office to begin a shift or at the end of the shift except in the event of an emergency. For example, if an employee is scheduled to work from 5:00 am to 1:00 pm but leaves his or her home at 4:30 am in order to arrive at the squad room at 5 am, the shift does not begin at 4:30 am regardless of whether the employee checks 10-8 with the dispatcher. In the event the employee must perform emergency services while traveling to or from the squad room at the beginning or end of the shift, the employee shall record the time devoted to such emergency service that is outside the employee's regularly scheduled shift and shall report the incident to his or her supervisor and document the work on the biweekly time sheet.

Any employee who is told by a supervisor or County official not to record time worked shall report such incident immediately to the County Judge's Office. It is established as the policy of Saline County that failure to record all time worked on the timesheet is a serious violation of County policy that will result in disciplinary action up to and including termination. It is further established as County policy that any supervisor or County employee who instructs an employee not to record time worked is in violation of County policy and will be subject to disciplinary action up to and including termination. Any elected official found to be in violation of this ordinance shall be subject to censure by the Quorum Court to the fullest extent possible.

All nonexempt employees are required to follow the rules established by Saline County regarding timekeeping. Altering, falsifying, or tampering with time records, or

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recording time on another employee's time record, will result in disciplinary action, up to and including termination of employment.

UNIFORM AND EQUIPMENT TIME KEEPING POLICIES

The following are rules established regarding uniform and equipment maintenance for Saline County employees. All equipment provided to any employee of Saline County for the purpose of performing work shall be maintained, cleaned, serviced, repaired, and otherwise provisioned by employees during regularly scheduled working hours. Such equipment includes all badges, insignia, and other accoutrements related to uniforms provided to employees at County expense for the performance of their official duties. To the fullest extent possible, uniform maintenance must be performed during regularly scheduled working hours. It is the duty and responsibility of supervisors to ensure that such work is performed during regularly scheduled working hours and not after working hours. Any violation of this rule shall be reported to the County Judge's office immediately per Ordinance 2006-28 and Ordinance 2007-96.

SECTION 17 PAYDAYS** (Revised April 15, 2003, Ordinance 2003-19)

All employees are paid every other week (bi-weekly). Paychecks will be issued at 4 pm. Each paycheck will include earnings for all regular hours performed through the end of the previous payroll period.

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Employees may be paid by check or through direct deposit of funds to either a savings or checking account at their bank of choice (provided the bank has direct deposit capability). The employee must make note that the entire check will be deposited into the account(s) he/she specifies. To activate direct deposit, a Direct Deposit authorization form from the Personnel Department must be obtained and the employee should have his/her voided check attached to the form. The completed form must be returned to the Personnel Department. Due to banking requirements, it may take several weeks for activation of the direct deposit.

It is Saline County's policy that employee paychecks will only be given personally to the employee. If you would like your paycheck to be picked up by a relative or friend, that person must provide the County Clerk's Office with a request signed by you for that purpose.

Under no circumstances will Saline County make advances against an employee's salary.

If the normal payday falls on a Saline County recognized holiday, paychecks will be distributed one workday prior to the schedule. In the event of a lost paycheck, the Payroll Department must be notified in writing as soon as possible before a replacement check can be issued. In the event that a lost paycheck is recovered and Saline County identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to Saline County within 24 hours of the time it is demanded.

A statement of earnings is given each pay period to employees indicating:

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Gross Pay

Statutory Deductions

Voluntary Deductions

The amount of Federal withholding is affected by the number of exemptions claimed on the W-4: "Employee's Withholding Allowance Certificate". If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new form W-4 must be submitted to the Personnel and Payroll Departments.

Under no circumstances will Saline County release any paychecks prior to the announced schedule.

If you have any questions regarding your paycheck, contact the Payroll Department located in the County Clerk's office or the Personnel Department.

SECTION 18 OVERTIME AND COMPENSATORY TIME**

(Revised December 30, 2002, Ordinance 2002-89)

(Revised November 20, 2007, Ordinance 2007-96 as amended by Ordinance 2007-105)

Each elected official shall establish and maintain written policies detailing the reasonable anticipated needs of The Office to have employees work overtime or be on call after regularly scheduled work hours. The Quorum Court may modify such policies from time to time if it appears to the Quorum Court that the policies established by any elected official are inconsistent with the policies established by the Quorum Court or are inconsistent with the best financial interest of the County.

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Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour requirements. Non-exempt non-law enforcement employees shall be paid time and one-half after physically working 40 hours in a work period with the exception of holidays and call outs. Non-exempt law enforcement employees shall be paid time and one-half after physically working 85.5 hours in a work period with the exception of holidays and call outs.

When any employee is on call and receives a call related to work, it is the duty and responsibility of that employee to accurately record the time and date of the call, the duration of the call, the purpose of the call, and the identity of the person who initiated the call. These call records shall be reported on the timesheets. Each employee involved in telephone calls regarding official business of Saline County shall record on his or her timesheet the time devoted to all such phone calls. It is the policy of Saline County that utilization of overtime shall be kept to an absolute minimum and shall be utilized only for operational necessities that cannot be addressed by employees during regularly scheduled work hours or by other employees who are working a regularly scheduled shift.

The Quorum Court of Saline County hereby defines a "call out" as the time an employee is called from home or while off duty to perform work that occurs after scheduled work hours. Call out time shall be paid at the time and one-half regardless of whether the employee has completed his/her regular work period (40 hours for non-law enforcement or 85.5 hours for law enforcement). Continuation of work on an employee's shift or when an employee is called to assume another's shift will not be considered a

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"call our. The County call out policy shall only apply to the following departments: Office of Emergency Management, Sheriff's Office Administration, Patrol during major incidents, Sheriff's Office Warrants Division, Criminal Investigation Division, Detention Administration, Detention Transport Officers, Saline County Maintenance, Saline County Road Department and Saline County Juvenile Court.

Non-exempt regular full-time employees who are required to work outside regularly scheduled hours (such as to attend an official meeting, scheduled training classes or course certifications or when subpoenaed to court) shall receive overtime pay only if the additional hours causes the employee's hours during the work period to exceed the number of regularly scheduled hours (40 hours for non-law enforcement or 85.5 hours for law enforcement).

Non-law enforcement employees and law enforcement employees may choose to accrue up to 120 hours of compensatory time. The Payroll Department is mandated to pay all accumulated compensatory time each pay period back to the allowable limit set by the Quorum Court (current policy is 120 hours maximum) in Ordinance 2003-61. However, if Saline County has no funds from which to pay overtime, employees may accrue compensatory time until funds become available. Overtime payments and compensatory time accrual shall be reviewed by the Quorum Court on a quarterly basis.

Saline County encourages employees to utilize compensatory time within thirty (30) days of its accumulation. The utilization of compensatory time must be in increments of at least one (1) hour. The ELECTED OFFICIAL can direct when an employee may use

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compensatory time to ensure that the best interests of Saline County and The Office are served.

Saline County reserves the right to redeem unused compensatory time from any employee at any time and may restrict the accumulation of compensatory time when the aggregate accumulation of compensatory time by all employees exceeds a level which could be redeemed by Saline County at one time.

SECTION 19 ATTENDANCE AND PUNCTUALITY

(Revised April 15, 2003, Ordinance 2003-19)

(Revised March 16, 2010, Ordinance 2010-13)

To maintain a safe and productive work environment, the ELECTED OFFICIAL expects his employees to be punctual and reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on both The Office and its employees.

Excessive absenteeism or tardiness will not be accepted by The Office and will be subject to disciplinary action up to and including termination. Three unexcused absences or tardiness during a three-month period are considered excessive. The following are guidelines regarding excessive absences and tardiness:

* Supervisors may, at their discretion, excuse employee absences without pay under

certain conditions. The following are guidelines for excusing absences:

- personal illness with doctor statement
- family emergency with documentation

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- personal leave when arranged in advance and approved by supervisor
- severely inclement weather conditions
- extraordinary traffic conditions.

In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Anyone absent for three (3) consecutive workdays without notifying his or her supervisor will be considered to have voluntarily quit and will be removed from the payroll.

Poor attendance and excessive tardiness are extremely disruptive. Either may lead to disciplinary action, up to and including termination of employment.

INCLEMENT WEATHER POLICY: County Offices may be declared closed for any reason **ONLY** by the declaration of the County Judge (see ordinance 2001-09). In the event of early morning severe inclement weather conditions, the County Judge's Office will determine whether the inclement weather policy will be placed into effect and will announce its implementation before 6:30 A.M. if at all possible. On days declared to be covered by the inclement weather policy, all employees should be at his/her work station by 10 A.M. or at a designated time declared by the County Judge. Employees arriving by 10 A.M. or the designated time will be given credit for a full day's attendance. Employees arriving after 10 A.M. or the designated time will be charged the full amount of time involved in the tardiness and employees not coming to work at all will be charged

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a full day's absence. When severe inclement weather occurs during office hours, the County Judge will determine whether or not to close offices early for safety reasons. The decision to allow employees to leave work early should recognize the requirement to maintain designated critical personnel and assure service delivery to the citizens for the full work day. Employees who were on the job and who were allowed to leave work early will not be charged for that time. If offices are not declared closed by the County Judge due to inclement weather or for any other reason, employees are expected to be at work or charge out some form of leave (compensatory, vacation, personal day, sick or leave without pay).

Elected Officials shall designate critical personnel, who will be required to reach his/her work stations by the time of regular office opening, regardless of weather related conditions, to assure that offices are open to the public and services are provided. Prior designation will allow critical personnel to prepare for weather conditions, and if need be, provide alternative methods of getting to work.

SECTION 20 EMPLOYEE BENEFITS**

Eligible employees of Saline 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.

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Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in this Personnel Policy.

The following benefit programs are available to eligible employees:

- Federal Social Security System and the Arkansas Public Employees Retirement System
- Cafeteria Plan
 - Health Flexible Spending Account (FSA)
 - Dependent Care
- Bereavement Leave
- Credit Union Membership
- Dental Insurance
- Family Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Medical Leave
- Military Leave
- Time Off To Vote
- Personal Leave

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- Vacation Benefits
- Sick Leave

Some benefit programs require contributions from the employee, but most are fully paid by Saline County.

SECTION 21 SICK LEAVE**

(Revised April 15, 2003, Ordinance 2003-19)
(Revised September 16, 2003, Ordinance 2003-60)
(Revised August 4, 2008, Ordinance 2008-65)
(Revised March 16, 2010, Ordinance 2010-13)
(Revised May 21, 2013, Ordinance 2013-30)
(Revised October 21, 2014, Ordinance 2014-43)

Only regular full time employees are eligible to accrue sick leave. Sick leave shall be accrued (earned) on the basis of eight (8) hours per month and shall be credited to an employee on his/her anniversary date of each month after the first full thirty (30) days of employment. Sick leave shall be deducted on an hour for hour basis (e.g. employees on a ten or twelve hour work day would deduct 10 or 12 hours sick leave for a full day off.) Sick leave must be approved by their supervisor before an employee can receive pay for such time off. When sick leave, annual leave and compensatory time are exhausted or not approved, the employee may be placed on leave without pay. Sick leave accrues as long as an employee is working or on paid time off. Sick leave will not be accrued during a calendar month which contains leave without pay totaling (5) or more days.

Sick leave should be requested in advance; however, if the nature of the illness makes advance notice impossible, notification must be given to the Supervisor or

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designated alternate on the first day of absence. If notification is not made the leave will be considered unauthorized and shall be subject to disciplinary action. Unauthorized leave will be charged to Annual Leave, Compensatory Time, or Leave Without Pay, at the discretion of the Elected Official. Absence, due to illness or disability, will be charged against cumulative leave totals in the following order: (1) Earned sick leave, (2) Earned Annual Leave, (3) Earned Compensatory Time, (4) Leave Without Pay.

Accrued sick leave may be granted when it is necessary for an employee to be absent because of illness or of the illness of the employee's immediate family with the approval of the supervisor. "Immediate family" shall mean: father, mother, husband, wife, child, sister, brother, grandfather, grandmother, grandchildren, whether by blood or by marriage or any other relative living in the household of the employee.

Sick leave may be accumulated to a maximum total of nine hundred and sixty (960) hours.

Frequent periods of illness, especially before and after holidays or weekends, should be verified by a certificate from a competent physician attesting the claim of illness by an employee. Sick leave of three (3) days or more shall be verified by a physician's statement. Sick leave is not regarded as additional annual leave time. Upon termination of a county employee for any reason, accumulated (unused) sick leave is forfeited. Extended illness that exceeds accumulated sick leave will be charged to annual leave. When sick leave, annual leave and compensatory leave are exhausted, the employee will be placed on leave without pay at the absolute discretion of the Elected Official. An

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employee returning to work after an extended illness that has exhausted all his or her sick leave in the previous calendar year shall be eligible for sick leave on the first of the month following a full thirty (30) days back on the job.

Supervisors shall notify the Personnel Department in writing by noon of the second day when an e-mployee is absent due to illness of self or immediate family. This information is mandatory to comply with the Family Medical Leave Act.

Employees may donate sick leave to a fellow employee on a dollar for dollar basis (e.g. Employee "A" making \$14/hr. could donate one hour of sick leave to employee "B" making \$7/hr. to give that employee two (2) hours of paid sick leave). Employees cannot donate sick time to an employee who has not passed his/her probation period. The maximum donated sick leave that an employee may receive in any single calendar year is four hundred eighty (480) hours. When donating sick leave to a fellow employee, the employee receiving must be out of all paid leave and shall provide to the Personnel Office a written statement from the treating physician stating the need for the patient to be off for 1 week or more before that employee is eligible to receive donated sick leave time. Any employee who chooses to donate sick leave must have their Department Head's approval for the transfer of sick leave from one employee to another within that department. Any employee who chooses to donate sick leave to an employee in another department must have their Elected Official's approval of the donation. The approval of any Department Head or Elected Official must be completed on a "Request for Transfer of Sick Leave Form". Donates sick leave may also be granted to an employee when it is

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necessary for that employee to be absent because of the illness of the employee's "immediate family" as defined above. The employee receiving the donated sick leave shall provide the Personnel Office a written statement from the family member's treating physician stating that the patient needs to be off 1 week or more and that the employee is needed to help care for the patient. The same procedures apply when an employee donates sick leave to another employee for the employee's immediate family as applies when an employee donates sick leave to an employee for his/her own use.

SECTION 22 HOLIDAYS**

(Revised April 15, 2003, Ordinance 2003-19}

(Revised November 20, 2007, Ordinance 2007-96).

(Revised June 17, 2008, Ordinance 2008-47}

Saline County will grant holiday time off to all employees on the holidays listed below:

- Sixteen (16) personal hours to taken after completing probation period of 90
days
- New Year's Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- George Washington's Birthday (third Monday in February)
- Good Friday
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)

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- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve
- Christmas Day (December 25)

All regular full-time non-exempt employees in every department receive 8 hours of straight time pay for an observed holiday. These 8 hours of straight time pay are referred to as holiday pay. If any eligible non-exempt employee is required to work on an observed holiday he/she shall receive pay for the time actually worked on the holiday at the rate of time and one half which pay will be in addition to the regular pay for the holiday.

To be eligible to receive the 8 hours of straight time pay (holiday pay), employees must work the last scheduled day immediately preceding, and the first scheduled day immediately following, the holiday (with the exception of up to one hour grace period for the day before and immediately following the holiday) unless otherwise excused by your supervisor.

If an observed holiday falls during an eligible employee's paid absence (such as vacation) that day will not count as a vacation day.

Paid time off for holidays will be counted as hours worked.

SECTION 23 VACATION BENEFITS**

(Revised August 4, 2008, Ordinance 2008-65)

(Revised February 19, 2013, Ordinance 2013-14)

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Vacation time off with pay is available to regular full-time employees to provide opportunities for rest, relaxation, and personal pursuits. Employees are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- One (1) year of service as a regular full-time employee, the employee shall be entitled to forty (40) hours of paid vacation.
- Three (3) years of service as a regular full-time employee, the employee shall be entitled to eighty (80) hours of paid vacation.
- Six (6) years of service as a regular full-time employee, the employee shall be entitled to one hundred twenty (120) hours of paid vacation.
- Eleven (11) years of service as a regular full-time employee, the employee shall be entitled to one hundred sixty (160) hours of paid vacation.
- Twenty (20) years of service as a regular full-time employee, the employee shall be entitled to two hundred (200) hours of paid vacation.

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- Twenty five (25) years of service as a regular full-time employee, the employee shall be entitled to two hundred and forty (240) hours of paid vacation.

Once an individual becomes a regular full-time employee, he or she begins to earn paid vacation time according to this schedule. Earned vacation time is available for use following its accrual.

The length of eligible service is calculated on the basis of a "benefit year". This is the 12 month period that begins when the employee starts to earn vacation time at the end of the probationary period. In the event of any significant leave of absence (other than leaves of absence for military or jury duty) during a benefit year, the earned vacation days shall be reduced pro-rata for the period of said leave.

Paid vacation time can be used in minimum increments of one-half day, with a maximum of four one-half days per year. Vacation should be used in the year following the one in which it is earned. Employees may, however, carry over a maximum of eighty (80) hours from one year to the next with supervisor approval. *In the case of a weather event or local disaster emergency declared by the Saline County Judge that required the mobilization of essential personnel. employees who are deemed essential personnel and are required to report to work during the weather event or local disaster emergency will be allowed to exceed the maximum carryover of eighty (80) hours if the requirement to report to work would cause the employee to lose accrued vacation time. The time over 80 hours must be used within 6 months of his/her anniversary date.*

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An employee who retires, resigns, or is terminated shall be paid for accrued vacation time as of the date of retirement, resignation, or termination. Accrued vacation will be calculated on a pro-rata basis with respect to accrual of the benefit in the year of retirement, resignation, or termination.

In the event of the death of an employee, the value of accrued vacation shall be paid to the employee's surviving spouse or estate.

Other rules regarding use of vacation time are:

- Employees must apply in writing to the supervisor for use of vacation time a minimum of three (3) weeks in advance or earlier of the anticipated vacation.
- Requested vacation of three (3) days or less may be granted in the supervisor's discretion with less than three (3) weeks notice.
- Vacations will be scheduled based upon the needs of Saline County, with consideration being given to the employee's wishes.
- When an employee's vacation includes a holiday recognized in Section 22 of this Personnel Policy, the employee will receive an additional workday of vacation.

SECTION 24 APERS **
(Revised April 15, 2003, Ordinance 2003-19)

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Saline County participates in the Arkansas Public Employees Retirement System (APERS) sponsored by the State of Arkansas for the benefit of public employees throughout the State. All employees hired with the intent of working at least eighty (80) hours per month and ninety (90) consecutive calendar days should be enrolled in APERS. This includes all categories of employees. Your eligibility to participate in this program is governed by state law and the rules and regulations of the program.

There is no waiting period for enrollment into APERS. If an employee meets the eligibility requirements, he/she should be enrolled on or as of the first day of work. Employees hired after July 1, 2005 who have never worked for an APERS-participating employer or are returning to work more than six (6) months after last being reported to APERS by an APERS-participating employer MUST be enrolled as contributory members. As a contributory member, five (5%) percent of the employee's gross salary will be taken before taxes each pay period.

Employees who are current members of or eligible for membership in another public retirement plan, or are currently receiving benefits from APERS are NOT eligible for enrollment.

Employee who were terminated from an APERS-participating employer within the last six (6) months (and were non-contributory when they left) may choose to remain non-contributory or may decide to change to contributory status. All employees returning to an APERS covered employer within six (6) months period must complete a Return to

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Work for an APERS-Covered Employer Form and submit it with a Membership Data Form.

Information concerning APERS is accessible to you through the Personnel Department or through their website at www.apers.org.

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SECTION 25 HEALTH & LIFE INSURANCE**

To protect you against a financial disaster due to illness or accident, Saline County provides all regular full-time non-exempt and exempt employees with a comprehensive insurance package. During your initial orientation, you will receive an insurance outline and information on cost of coverage that describes the benefits in detail.

Eligible regular full-time employees may participate in the health and dental insurance plans subject to all terms and conditions of the agreement between Saline County and the insurance carriers. Dependent coverage will be at the employee's expense.

A change in employment classification that would result in loss of eligibility to participate in the health and dental insurance plans may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Contact the Personnel Department for more information about health and dental insurance benefits.

SECTION 26 BEREAVEMENT LEAVE** (Revised August 4, 2008, Ordinance 2008-65)

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. Bereavement leave of up to 3 days (24 hours of work time) will be provided to regular full-time employees.

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Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation and shall not count as hours worked toward overtime pay or accumulation of compensatory time.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their Elected Official's approval, use accrued vacation time or compensatory time for additional time off as necessary.

"Immediate family" shall mean: father, mother, husband, wife, child, sister, brother, grandfather, grandmother, grandchildren, whether by blood or by marriage or any other relative living in the household of the employee.

SECTION 27 JURY DUTY**

Saline County encourages employees to fulfill their civic responsibilities by serving on jury duty when required. Regular full-time employees may request up to two weeks of paid jury duty leave over any one-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, less the fees paid by the court.

If employees are required to serve on jury duty beyond the period of paid jury duty leave, they may use any available paid time off (e.g., vacation benefits) or may request an unpaid jury duty leave of absence.

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Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor can make arrangements to accommodate their absence. Of course, employees are required to report for work whenever the court schedule permits.

Saline County will continue to provide health and dental insurance benefits for the full term of the jury duty absence.

Vacation and holiday benefits will continue to accrue during unpaid jury duty leave.

SECTION 28 BENEFITS CONTINUATION (COBRA)**

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at Saline County's group rates plus an administration fee. Saline County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Saline County's health insurance plan. The notice contains important information about the employee's rights and obligations.

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SECTION 29 WORKERS' COMPENSATION INSURANCE**

(Revised April 15, 2003, Ordinance 2003-19)

Saline County provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and the Personnel Department immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Any employee who is unable to complete his full shift due to a job related injury will be paid for lost time on that shift by utilization of his or her sick time. Employees may use his or her time available (sick, vacation or compensatory time) for any follow-up visits to the doctor or clinic, or any therapy or additional health services so as not to be on leave without pay.

SECTION 30 FAMILY AND MEDICAL LEAVES OF ABSENCE**

(Revised April 15, 2003, Ordinance 2003-19)

The Family and Medical Leave Act (FMLA) of 1993 allows individuals who have (i) been employed by Saline County for at least twelve months and (ii) worked 1,250 hours

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during the previous twelve month period to take a total of twelve workweeks of leave without pay during any twelve month period for one or more of the following reasons:

- {A) Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- {B) Because of the placement of a son or daughter with the employee for adoption or foster care.
- {C) In order to care for the spouse, son, daughter, or parent of the employee if such spouse, son, daughter, or parent has a serious health condition.
- {D) Because of a serious health condition that makes the employee unable to perform the functions of the position.
- {E) MILITARY FAMILY LEAVE (AS EXPLAINED MORE FULLY BELOW).

Leave under subparagraph {A) or (B) cannot be taken by an employee intermittently or on a reduced leave schedule unless Saline County agrees to such an arrangement. Whenever possible, it is the duty of the employee to provide Saline County with at least 30 days notice before the date the leave is to begin.

A health care provider's statement must be submitted verifying the need for leave for a serious health condition for the employee or-the employee's immediate family member. The statement shall provide, among other things, the approximate date the condition commenced and the probable duration of the condition. Any changes in this information should be promptly reported to the Personnel Department. Employees returning from

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FMLA leave which resulted from a serious health condition must submit a health care providers verification of their fitness to return to work.

Employees shall use accrued paid leave such as sick leave, vacation and compensatory time to cover some or all of the FMLA leave taken.

Saline County will maintain group health insurance coverage, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work but arrangements will need to be made for employees taking FMLA leave to pay their share of health and dental insurance premiums should the employee not be drawing a check. Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave should the employee not be drawing a check and will resume upon return to active employment. Upon return from FMLA leave, the employee will be restored to his or her original position or to an equivalent position.

Employees on approved leave are prohibited from working elsewhere while on leave.

In order that an employee's return to work can be properly scheduled, an employee on FMLA leave is requested to provide Saline County with at least two weeks advance notice of the date the employee intends to return to work.

Employees who fail to return from an approved leave of absence within three (3) working days of its expiration will be considered to have quit without notice to Saline County.

Additional information regarding FMLA leave can be obtained from the Personnel Department.

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MILITARY FAMILY LEAVE

Public law 110-181 (signed into law by President Bush on January 28, 2008), amends the FMLA to provide two important new leave rights related to military service:

(1) New qualifying reason for leave. Eligible employees are entitled to up to 12 weeks of leave because of "ANY QUALIFYING EXIGENCY" arising out of the fact that the spouse, son, daughter, or parent of an employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. The meaning of "ANY QUALIFYING EXIGENCY" will be defined by the Secretary of Labor, but until this definition is established, Saline County will consider "ANY QUALIFYING EXIGENCY" to the need of a qualified employee to provide material assistance to the service member with respect to "service" as defined in the uniformed services employment and re-employment rights act (see Section 32 of this policy manual).

(2) New leave entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

SECTION 31 PERSONAL LEAVE WITHOUT PAY**

Regular full-time employees may request personal leave without pay, to take time off from work duties to fulfill personal obligations. As soon as eligible employees become

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aware of the need for a personal leave of absence, they should request a leave from their ELECTED OFFICIAL. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. The decision to allow personal leave is within the sole and absolute discretion of the ELECTED OFFICIAL.

Personal leave may be granted for a period of up to 30 calendar days each year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.

Saline County will maintain group health insurance coverage, including family coverage, for an employee on personal leave on the same terms as if the employee continued to work but arrangements will need to be made for employees taking personal leave to pay their share of health insurance premiums. Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Employees who fail to return from an approved leave of absence within three (3) working days of its expiration will be considered to have voluntarily terminated employment with Saline County.

SECTION 32 MILITARY LEAVE (USERRA)

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Re-employment Rights Act (USERRA). The term "service" in

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the uniformed services includes active duty; active and inactive duty for training; initial active duty for training; full-time National Guard duty; examination to determine fitness for duty; funeral honors duty by National Guard or Reserve members; and certain duties performed by National Disaster Medical System employees. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Individual performing military duty of more than thirty (30) days may elect to continue employer sponsored health care for up to twenty-four (24) months; however, they may be required to pay up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the service member had remained employed. USERRA clarifies pension plan coverage by making explicit that all pension plans are protected.

Employees on military leave for up to 30 days are required to return to work no later than the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the military service, and the expiration of eight hours after a period allowing for safe transportation from the place of military service to the employee's residence. So if an employee completes his or her period of service and arrives home at 10:00 pm, Saline County cannot require the employee to report to work

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until the beginning of the next full regularly scheduled work period that begins at least eight (8) hours after arriving home {in this example, no earlier than 6:00 am the next morning).

Employees on military leave for more than 30 days but less than 181 days: the employee must submit an application for reemployment {written or oral) not later than 14 days after completing service. If this is impossible or unreasonable through no fault of the employee, the employee must submit the application no later than the next full calendar day after it becomes possible.

Employees on military leave for more than 181 days must submit an application for reemployment {written or oral) no later than 90 days after completing service. An employee's failure to adhere to these deadlines does not mean that he or she forfeits reemployment rights. But the employee becomes subject to Saline County's conduct rules, established policy and general practices regarding absence from scheduled work.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. A returning employee loses his or her reemployment rights if he or she is discharged from military service for dishonorable or bad conduct.

USERRA does not require that employers pay employees their regular pay while absent for military service but State law provides for leave of absences for employees

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certain training programs (A.C.A. §21-4-102). The law states that all employees of the state or of any of its political subdivisions who take a leave of absence for the purpose of participating in the military training programs or the National Guard or any of the reserves shall be entitled to such leave for a period of fifteen (15) days plus necessary travel time for annual training performed in any one (1) year. In addition, leave that is not used in a year may be carried forward to the next year for a maximum of thirty (30) days of military leave in any one (1) year. The leave of absence shall be in addition to regular vacation time allowed to the employee. Employees shall also be entitled to their regular salary during periods of such leave.

A.C.A. §21-4-102 also addresses employees called to duty in "emergency situations" by the Governor or President. In these situations, employees shall be granted leave with pay not to exceed thirty (30) working days, after which leave without pay will be granted. This leave shall be in addition to all other leave. .

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

SECTION 33 TIME OFF TO VOTE

On days when elections for public office ("elections for public office" includes elections for county offices, city offices, school boards and all primary and general elections) are scheduled throughout the state, county, or city in which the employee lives, employees living in other localities will need to inform their supervisor in advance if he/she

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expects a conflict between his/her work schedule and the exercise of voting rights in any election for public office. Supervisors will find out when the polls are open and adjust employee's schedules as needed to ensure that he/she will have the opportunity to vote. No employee will be penalized or retaliated against for requesting time off to vote.

SECTION 34 DRUG AND ALCOHOL USE

It is the ELECTED OFFICIAL's desire to provide a safe, healthful and drug/alcohol free workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Saline County's premises and while conducting business-related activities off Saline County's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. 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.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Regular full-time employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take personal leave off to participate in a rehabilitation or treatment program through Saline

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County's health insurance benefit coverage (to the extent coverage for such service is provided}).

SECTION 35 EMPLOYEE CONDUCT AND WORK RULES

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

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that will result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property

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- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Smoking on or in Saline County Property
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unsatisfactory performance or conduct

Employment with this Office is at the mutual consent of the ELECTED OFFICIAL and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

SECTION 36 SEXUAL AND OTHER UNLAWFUL HARASSMENT

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Harassment of any type (sexual, racial or otherwise) is strictly prohibited by The Office. It is the policy of Saline County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, national origin, religion, sex (with or without sexual conduct), age, disability, or any other characteristic protected by law. This Office specifically prohibits and has absolutely no tolerance for any form of harassment, discrimination or unprofessional conduct on the part of its employees. It is expected that all employees will treat each other with dignity and respect. Violation of this policy will subject an employee to disciplinary action, up to and including immediate discharge.

It is not possible to describe or define all types of harassment. However, harassment includes verbal or physical conduct that belittles or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, national origin, age or disability, and that (i) has the purpose of or effect of creating an intimidating, hostile, or offensive working environment (ii) has the purpose or effect of unreasonably interfering with an individual's work performance, or (iii) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes but is not limited to, (i) epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, age or disability, (ii) written or graphic material that belittles or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on the premises of Saline County or circulated in the workplace and

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(iii) sexual advances, requests for sexual favors, unwelcome or offensive touching, and other verbal, graphic or physical conduct of a sexual nature.

If you feel that you are being harassed in any way by another employee, a public official, or by a customer or vendor, it is your absolute right and obligation to promptly make your feelings known to your immediate supervisor. If your immediate supervisor does not agree with your position, if you are not satisfied with the way your complaint has been handled, if you do not feel comfortable discussing the matter with your immediate supervisor, or if your immediate supervisor is the source of the problem, you should promptly report the problem to the ELECTED OFFICIAL or to the Personnel Department. The matter will be thoroughly investigated and, where appropriate, disciplinary action will be taken, up to and including termination of the employee who is found to have violated this policy. Once the investigation has been completed, you will be informed of the outcome. You will not be penalized in any way for reporting such conduct concerning yourself or another person. Reprisals against any employee reporting an allegation of harassment will not be tolerated.

Do not assume that the ELECTED OFFICIAL or the Personnel Department is aware of your problem. It is your responsibility to bring information, complaints and/or concerns to the attention of the ELECTED OFFICIAL or the Personnel Department so that we can take action to resolve the problem.

SECTION 37 TRAVEUMILEAGE POLICIES

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(Revised September 19, 2006 Ordinance 2006-59)

(Amended October 16, 2007, Ordinance 2007-88)

Travel for Saline County employees shall be properly authorized, reported and reimbursed. Under no circumstances shall expenses for personal travel be charged to or be temporarily funded by Saline County. It is the traveler's responsibility to report and document on a form provided by Saline County his/her actual mileage. The rate of mileage reimbursement for the use of privately-owned motor vehicles by County Employees or Elected Officials on official business of the County shall be the same rate as set by the State of Arkansas and is only reportable actual miles with no personal business included. Employees may not approve the reimbursement of his/her own travel expenses. Travel reports shall be signed by the employee and the ELECTED OFFICIAL upon whom that employee reports to.

Payment of travel – Saline County credit cards may be issued to employees who travel on official business. Any traveler issued such a card should use the card to pay for all expenses related to business travel.

Rental cars – a vehicle may be rented when renting would be more advantageous than other means of commercial transportation such as using a taxi. Advance reservations should be made whenever possible and compact or economy model requested. The employee is responsible for obtaining the best available rate for the trip.

SECTION 38 UNIFORM ALLOWANCE

(Revised December 20, 2007, Ordinance 2007-108)

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All new hire law enforcement personnel shall be allowed up to \$1,000 for the initial purchase of uniforms and equipment by purchase order and shall be spent within the first sixty (60) days of employment. All law enforcement personnel shall receive \$300 every six (6) months as taxable income for purchase/maintenance of uniforms and equipment to be paid the first pay period in January and July. Personnel hired in the month of January shall not receive the taxable allowance until July. (Ordinance 2007-10)

The above guidelines shall not apply to jail personnel. Uniforms shall be provided as deemed adequate and necessary by the jail administration with the approval of the Quorum Court.

SECTION 39 USE OF COUNTY VEHICLES (Revised June 19,2007, Ordinance 2007-42) (Revised October 18, 2011, Ordinance 2011-71)

Only employees with a current driver's license may operate a Saline County vehicle. County vehicles may only be used by county employees and must be operated in a safe manner. Any employee operating a county vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will immediately be terminated.

There will be no smoking in any Saline County vehicle at any time.

Employees have no reasonable expectation of privacy with respect to county vehicles; therefore, the vehicle can be searched at any time.

County vehicles are only to be used for business purposes. For insurance purposes, only county employees are allowed in county vehicles – family members are

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prohibited.

All employees who will operate a county vehicle must sign a driver's records release form. Saline County reserves the right to periodically request an employee's motor vehicle record from the Arkansas Department of Finance and Administration Office of Driver Services. Any employee who has been formally charged with a Driving While Intoxicated (OWI) offense, either alcohol or drugs, shall have their county vehicle privileges suspended immediately pending resolution of the charge. Any employee who pleads guilty, nolo contendere, or has been found or adjudicated guilty of Driving While Intoxicated (OWI) offense, either alcohol or drugs, with Arkansas or any other jurisdiction shall not be allowed to operate a county vehicle for a period of three (3) years and shall also be subject to discipline up to and including termination.

SECTION 40 COUNTY EQUIPMENT AND PROPERTY

No related information or property, including without limitations, documents, files, records, computer files, equipment, or office supplies may be removed from Saline County premises except in the course of ordinary business. When an employee leaves employment with Saline County, the employee must return all related information and property that the employee has in his/her possession before receiving his/her termination pay.

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SECTION 41 USE OF OFFICE AND CELL TELEPHONES

Due to the nature of our business, it would be impossible to maintain an efficient operation if employees were constantly making or receiving personal phone calls while on duty. Using the office phones and cellular phones for personal calls should be kept to an absolute minimum. No employee shall make a personal long distance phone call on the long distance account of Saline County except in extreme emergency situations and with prior approval of the employee's immediate supervisor. Any employee found abusing this telephone policy will be subject to disciplinary action, up to and including termination of employment.

SECTION 42 SOLICITATION

Solicitations cannot be made without written authorization from the ELECTED OFFICIAL and cannot be conducted during time you should be working or the time the persons you are soliciting should be working. Solicitations by employees shall only be for fund raising events of schools, churches, and other charitable activities to which the employee is donating his or her time. All authorized solicitations must be made during lunch or break periods or before and after work. Employee donations or signatures for any purpose must be on a purely voluntary basis free from pressure of any kind.

SECTION 43 PARKING**

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Saline County does not assume responsibility for lost articles or damage to vehicles parked on Saline County property or elsewhere. No speeding, hap hazardous parking, or loitering will be tolerated.

SECTION 44 COMPUTER AND E-MAIL USAGE**

A. Agency Need for Internet

Saline County provides access to the Internet as a privilege and a tool for employees who agree to use the resource in a considerate and responsible manner. The Internet can be used to:

- Provide an efficient method to exchange information within the County Offices and the public.
- Facilitate the implementation of County-wide e-mail systems.
- Provide sources of data to assist County organizations in accomplishing their stated mission and program goals.
- Serve as a conduit to County Information Systems.

B. Responsible Use of the Internet

It is unacceptable for a user to use, submit, publish, display, or transmit any information which:

- Violates or infringes on the rights of any other person, including the right to privacy;

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- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening racially offensive, or otherwise biased, discriminatory, or illegal material;
- Violates County or Departmental regulations prohibiting sexual harassment;
- Restricts or inhibits other users from using the system or the efficiency of the computer systems;
- Encourages the use of controlled substances or uses the system for the purpose of criminal intent; or
- Uses the system for any illegal purpose.

It is also unacceptable for a user to use the facilities and capabilities of the system to:

- Conduct any non-approved business;
- Solicit the performance of any activity that is prohibited by law;
- Transmit material, information, or software in violation of any local, state or federal law;
- Conduct any political activity;
- Conduct any non-governmental-related fund raising or public relations activities;
- Engage in any activity for personal gain or personal business transactions;
or
- Make any unauthorized purchases.

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C. Electronic Mail

Electronic mail is provided to support open communication and the exchange of information between staff and other appropriate entities who have access to a network. This communication allows for the collaboration of ideas and the sharing of information. E-mail is a necessary component of teamwork at the Saline County. E-mail is considered network activity, thus, it is subject to all policies regarding acceptable/unacceptable uses of the Internet and the user should not consider e-mail to be either private or secure.

Sample statements regarding agency monitoring and privacy of e-mail:

- Saline County reserves the right to monitor or log all network activity with or without notice, including e-mail and all web site communications, and therefore users should have no reasonable expectation of privacy in the use of these resources.
- Saline County will not monitor e-mail transmissions on a regular basis, though the construction, repair, operations and maintenance of electronic messaging systems may occasionally result in monitoring random transmitted or stored messages.
- Messages may be monitored during the course of investigations of illegal activity.
- Supervisors may require access to data (including e-mail) under their employee's control when necessary to conduct agency business.

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- Saline County will permit third party access to private e-mail only where written consent has been obtained from both the sender and recipient except to investigate illegal activity, misuse of the system, to resolve a technical problem, or similar circumstances. Any electronic record (including e-mail) that serves to document the organization, functions, policies, decisions, procedure, operations or other activities is considered public record and subject to the Arkansas Freedom of Information Act (FOIA exempts any electronic record that would compromise the County's security).
- Electronic messages are often stored for backup purposes. Saline County employees should assume that all electronic messages are stored for a period of time.
- Saline County employees shall not read the e-mail of other employees without a legitimate business purpose consistent with the County's policies and business practices. Doing so will result in disciplinary action.

Sample statements identifying unacceptable uses of e-mail:

- Any activity covered by inappropriate use statements included herein;
- Sending/forwarding chain letters, virus hoaxes, etc;
- Sending/forwarding or opening executable files (.exe) or other attachments unrelated to specific work activities, as these frequently contain viruses;
- Use of abusive or profane language in messages;

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- Use that reflects poorly on the County
- Violating the County's e-mail etiquette policy (if one has been published).

Sample statements addressing e-mail as a public record:

- Saline County will attempt to provide an electronic messaging environment that provides data confidentiality and integrity. However, the County cannot be responsible for web-based e-mail systems such as Yahoo, Juno, etc. County employees should always be aware of the risks associated with the use of both types of systems.
- Users should take note that County business generated on e-mail is a public record, subject to public inspection, and is not confidential, unless specifically cited by statute. When an e-mail message is public record, it shall be retained in accordance with State statutes. E-mail messages of only transitory value need not be saved. In fact, the failure to routinely delete these messages clogs information systems, strains storage resources, and creates a liability risks.

D. Copyright Guidelines

Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law. The federal Copyright Act at 17 U.S.C. 101 et. Seq. (1988) protects and prohibits misuse of all original works of

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authorship in any tangible medium of expression. This includes a prohibition of plagiarism.

Sample statements addressing copyright issues:

- Each user is responsible for observing all local, state, and federal laws, especially in regard to copyright laws. Saline County will not be responsible for the cost of any legal action taken against any user that violates such laws regardless of the situation of the intent or purpose of the user.
- All staff that use software owned by Saline County must abide by the limitations included in the copyright and license agreements entered into with software providers. It is unlawful to copy most software products.

E. Public Domain Material

Any user may download public domain programs for job-related use, or may redistribute a public domain program non-commercially. However, doing so assumes all of the risks regarding the determination of whether or not a program is in the public domain.

F. Regulation, Enforcement, and Penalties

Elected Officials or their delegated representatives are responsible for enforcing compliance with provisions of this policy and investigating suspected non-compliance.

Penalties for non-compliance include, but are not limited to:

- Suspension of Internet service to users with or without notice.

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- Internal disciplinary measures, including discharge for instances of non-compliance that result in damage or otherwise compromise Saline County or its employees, agents, or customers;
- Initiation of criminal or civil action, if appropriate.

Employee Consent

All County employees having access to the Internet must consent to the policies developed by Saline County. Proof of this should be accomplished through a signed Consent Form. The method to obtain and maintain this form should be included in the County's policy. The purpose is to clarify both the County's and the employee's expectations concerning access and use of Internet service provided through the County, reducing the liability of both. Each time this policy is modified in any way, employees should be notified, and if necessary, repeat the consent process.

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SAMPLE CONSENT FORM

I, — — — — — — — have read this Internet Use Policy and agree to comply with all its terms and conditions. Furthermore, I _____ understand that Saline County will not monitor e-mail transmissions or Internet access on a regular basis, though the construction, repair, operations and maintenance of systems may occasionally result in monitoring random use activity. I UNDERSTAND THAT I HAVE NO REASONABLE EXPECTATION OF PRIVACY WITH RESPECT TO E-MAIL AND INTERNET ACCESS PROVIDED TO ME BY SALINE COUNTY.

Saline County makes no warranties of any kind, whether expressed or implied, for the service that is the subject of this policy. In addition, the County will not be responsible for any damages whatsoever which employees may suffer arising from or related to their use of any County agency electronic information resources, whether such damages be incidental, consequential or otherwise, or whether such damages include loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions whether cause by either a County agency's negligence, errors, or omissions. Users must recognize that the use of County electronic information resources is a privilege and that the policies implementing usage are requirements that mandate adherence.

Signed: _____ Date: _____

Supervisor: _____ Date: _____

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SECTION 45 PROBLEM RESOLUTION

The Office is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the ELECTED OFFICIAL.

The ELECTED OFFICIAL strives to ensure fair and honest treatment of all employees of The Office. Supervisors, Elected Officials, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concerns to the ELECTED OFFICIAL in a reasonable, business-like manner.

SECTION 46 EMPLOYMENT TERMINATIONS

Termination of employment is a part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the ELECTED

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Resignation is a voluntary act initiated by the employee to terminate employment with The Office. Although advance notice is not required, The Office requests at least two weeks written resignation notice from all employees. However, since employment with The Office is based on mutual consent, both the employee and The Office have the right to terminate employment at will, with or without cause, at any time. In the event of a resignation or termination, all accrued benefits that are due will be payable at the next available pay period. Other benefits (as outlined elsewhere in this policy) may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

SECTION 47 DRUG TESTING

The Office is committed to providing a safe, efficient, productive and drug/alcohol free environment for all employees. Using or being under the influence of drugs or alcohol on the job poses serious safety and health risks. The Office requires a work environment that is free from the effects of drugs and alcohol. Accordingly, no employee shall work, report to work, be present on Saline County property, be in Saline County vehicles or engage in official activities under the influence of alcohol or illegal drugs. Violation of this policy will result in immediate termination.

To help ensure a safe and healthful work environment, The Office requires drug/alcohol testing in the following situations:

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- a. All job applicants offered employment shall be required to submit to a physical and drug testing. If the test is positive, or if the applicant refuses to submit to the testing as required by the ELECTED OFFICIAL, the applicant will not be hired. If the employee is hired contingent upon his/her physical and drug test and the test is positive, the employee will be terminated immediately.
- b. Any employee who is involved in a work related accident resulting in personal injury or property damage shall be required to submit to drug/alcohol testing. If the test is positive, a second test will be offered. If the second test confirms the original results, or if the employee refuses to submit to the testing, the employee will be immediately discharged.
- c. Any employee whose conduct leads to the injury of another person will be required to submit to drug/alcohol testing. If the test is positive, a second test will be offered. If the second test confirms the original results, or if the employee refuses to submit to the testing, the employee will be immediately discharged.
- d. Any employee who appears to be in possession, or under the influence, of drugs or alcohol will be required to submit to drug/alcohol testing. If the test is positive, a second test will be offered. If the second test confirms the original results, or if the employee refuses to submit to the testing, the employee will be immediately discharged.

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Questions concerning this policy or its administration should be directed to the Personnel Department.

SECTION 48 TOBACCO USE ON OR INSIDE COUNTY PROPERTY (Revised June 19, 2007, Ordinance 2007-42)

It is the policy of Saline County Government to provide a smoke free environment and campus for all employees and visitors. This policy covers the smoking of any tobacco product and the use of smokeless or "spit" tobacco and applies to the employees, non-employees and visitors who are on or in any property owned by Saline County.

There will be no smoking in any Saline County vehicle at any time. There will be no smoking on any County property, grounds, lawn, shelters, steps or any property owned or leased by the County. The only exceptions allowed are parking lots where personal vehicles are parked. Smoking on these parking lots is prohibited within fifty (50) feet of any entrance to the building.

Employees who smoke shall refrain from smoking throughout the workday or go to a designated parking area or non County-owned or leased property to use tobacco. ELECTED OFFICIALS shall discuss the issue of smoking breaks and the locations allowed for smoking breaks with their staff and notify all employees of this regulation. Together they will develop effective solutions that do not interfere with the productivity of the staff, but does follow this regulation.

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Any person who violates any provision of this policy shall be guilty of a violation and upon conviction shall be punished by a fine of not less than ten dollars (\$10) nor more than twenty-five (\$25).

SECTION 49 LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The Office supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, The Office will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The Office will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the ELECTED OFFICIAL for information and referral to appropriate services and resources.

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SECTION 50 ARKANSAS FREEDOM OF INFORMATION ACT (FOIA)

Saline County's business shall be performed in an open and public manner and in compliance with the Arkansas Freedom of Information Act, codified at Ark. Code Ann §25-19-101 et seq. Under the Freedom of Information Act, minutes of the meetings of the governing body of the County must be made available to the public for inspection during regular business hours. Copies of all documents covered by the Freedom of Information Act are available and the cost of the documents will be determined by the custodian.

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CREDIT CARD REIMBURSEMENT AND TRAVEL POLICY

EMERGENCY ORDINANCE NO. 2014-08

As amended by Ord.2014-45

As amended by Ord.2015-28

BE IT ENACTED BY THE QUORUM COURT OF SALINE COUNTY, STATE OF ARKANSAS, AN ORDINANCE TO BE ENTITLED: "AN ORDINANCE AMENDING ORDINANCE NO. 2014-08 AS AMENDED BY ORDINANCE NO. 2014-45 TO ESTABLISH A CREDIT CARD, REIMBURSEMENT AND TRAVEL POLICY FOR SALINE COUNTY GOVERNMENT."

Whereas, several county executive offices use county-provided credit cards for use by their office for the purchase of goods and services for instances when payment by cash or check is not expedient, practical, or desirable; and

Whereas, the Finance & Personnel Committee has reviewed county credit card use and determined that a policy governing credit card use should be established.

Article 1. The Saline County Judge will select a company to obtain necessary credit cards and establish a line of credit with that financial services institution or company. Consideration will be given to the financial services institution or company who can meet the general purchasing needs of the various County offices and

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departments and the billing and payment requirements of the County. Credit cards should be issued with the County logo if available.

Article 2. Each Elected Official will determine how many cards are needed for their office and which employees will be allowed to use them. All credit cards issued must be assigned to a specific Elected Official or employee. All employees issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with the County's policy regarding credit cards. An Elected Official, at any time and without notice to the employee, may cancel credit card use authorization for any of their employees.

Article 3. At the request of the Elected Official, the Purchasing Department will establish appropriate credit limits for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired. Additionally, an Elected Official may request that the Purchasing Department keep a card in reserve for emergency purchases or in the event of lost or stolen credit cards.

Article 4. The use of credit cards is restricted for Saline County Government to acquire goods and services which are appropriate for the conduct of County business. No personal expenditures are allowed by employees with the County credit cards. Any such purchase will be considered unauthorized and the employee will be subject to

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disciplinary action up to and including termination. The Elected Official or employee will be personally liable for their respective unauthorized charges.

Article 5. Each Elected Official is responsible for the use of the cards by their offices. The Elected Official is responsible to make sure that any charges are authorized County expenditures and that adequate monies are available within the office's or department's approved budget. No card assigned to one office or department can be used to incur charges by another office or department except for Information Technology (IT), Maintenance Department, or Purchasing Department purchases made on behalf of another office or department.

Article 6. Original receipts for all credit card purchases are to be submitted to the Purchasing Department immediately upon receipt which detail; 1) the date of purchase; 2) the name and address of the vendor from whom the purchase is made; 3) each specific item purchased; and 4) the purchase order (P.O.) number authorizing the purchase where applicable. Copies of receipts will not be accepted without an express written explanation by the Elected Official stating why the original receipt cannot be produced. The Purchasing Department shall not be responsible for obtaining receipts. Receipts must have itemized detail of the purchase as required in this Article. Receipts with the total purchase amount but without detailed explanation are not allowed. Purchases for which receipts cannot be produced or that are not itemized will be

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considered unauthorized purchases and may constitute grounds for disciplinary action up to and including termination. The Elected Official or employee may be personally liable for their respective charges if the appropriate documentation is not submitted. Any late fees incurred as a result of insufficient or untimely submitted documentation shall be paid out of the responsible Office's budget.

Article 7. The Purchasing Department will submit a monthly report to all Elected Officials if their office has made credit card purchases for that month. Each Elected Official will be required to review and sign a form acknowledging that they have reviewed their office's credit card purchases. A report detailing credit card expenditures for the County will be submitted to the Quorum Court as requested by the Court.

Article 8. Maximum amounts established for purchases. The maximum amount for a single purchase on a county credit card by an employee is \$2,500.00. The maximum amount for a single purchase on a county credit card by a Department Head or Elected Official is \$15,000.00. In the event of a declaration of local disaster emergency pursuant to A.C.A. § 12-75-108, the County Judge can double the limits established by this Article for the duration of the declaration.

Article 9. Contractual personnel are not eligible to carry or use County credit cards. County credit cards are the property of the County and must personally be

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surrendered to the Purchasing Department upon separation from employment or when otherwise requested by the Elected Official. Employees placed on administrative leave or suspension will also be required to surrender their cards to the Purchasing Department for the duration of said leave or suspension.

a. The Saline County Grants Administrator and any grant-funded or grant-reimbursed employee shall be exempt from the provisions of this Ordinance.

Article 10. Credit cards shall be kept in a secure location. Each cardholder will be directly responsible for the physical security of the card assigned to him/her. Cardholders shall not permit anyone other than the cardholder to use the card for any purpose. Immediately upon discovering that a card has been lost or stolen, the cardholder is required to contact the Purchasing Department.

Article 11. No inventory items are allowed to be purchased with a county credit card without prior written approval of the Elected Official. A copy of the authorization for the inventory purchase shall be provided to the Inventory Control Officer so that proper adjustments may be made to the county inventory at the time of purchase.

Article 12. Ineligible Uses of the County Credit Card. The following credit card transactions are strictly prohibited: cash advances; no show charges for hotels and car

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rentals; conference/convention meals if already included in registration fees; first or business class airfare upgrades; parking fines and traffic tickets; clothing rental; laundry, valet, or dry-cleaning charges; personal or adult entertainment such as hotel room movies, newspapers, magazines, health club facilities, event tickets, spa services, etc.; repairs or towing of personal vehicles; expense for non-employee or non-elected official travel companions; mini-bar refreshments or other snacks; hotel telephone charges; and alcohol.

Article 13. Meals: County credit cards shall only be used by Elected Officials or employees for the purchase of meals when the Elected Official or employee is out of the county on official county business. The county credit card may not be used to buy the meal of another person other than the Elected Official or Employee or other Saline County Elected Officials or Employees. Meals provided in-house for work-related training or meetings shall be exempt from this Article.

a. The maximum amount that may be charged to a county credit card is \$25.00 per meal per person. The maximum amount that may be charged to a county credit card for meals per day is \$75.00 (\$25 x 3 meals). There shall not be more than \$25 spent on any one meal (example: if an employee does not use the county credit card to purchase breakfast or lunch, the employee may not spend more than \$25 on dinner). The \$25 per meal per person is exclusive of tax; and meal tips are allowed but shall not exceed fifteen percent (15%) of the purchase amount of the meal as provided in A.C.A.

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§ 14-14-1207. Tips not itemized on the receipt will be the responsibility of the Elected Official or employee.

Article 14. Registration Fees: Registration fees for conferences, meetings, etc., may be charged to a county credit card provided that a receipt and agenda is submitted to the Purchasing Department at the time of registration.

Article 15. Lodging: Fees for lodging may be charged to a county credit card when the travel is for official county business outside of Saline County. The maximum amount that may be charged to a county credit card for a single night's stay shall be based on the current fiscal year per diem rate for the jurisdiction traveled to as established by the U.S. General Services Administration (GSA). Such rate(s) may be obtained from the Purchasing Department prior to travel authorization. County official and employee associational meetings, including meetings of the National Association of Counties (NACO) and the Association of Arkansas Counties (AAC), shall be exempt from the maximum limits established by this Article.

Article 16. Reimbursement: If an Elected Official or employee uses their personal credit/debit card or cash to pay for expenses that would otherwise be paid for by the County, that Elected Official or employee may be reimbursed if the receipt contains the items as requested in Article 6. The same spending limits apply to

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reimbursements as apply to the use of county credit cards; see Article 12, Article 13, Article 14 and Article 15.

Article 17. Travel: If an Elected Official or employee must travel for the county, receipts for expenses incurred, whether by county credit card or for reimbursement, must contain the items as requested in Article 6. The same spending limits apply to travel as apply to the use of county credit cards; see Article 12, Article 13, Article 14 and Article 15.

Article 18. EMERGENCY CLAUSE. This ordinance is necessary for the preservation of the public property of the people and to ensure legitimate use of taxpayer funds for the conduct of public business. An emergency is hereby declared to exist and this ordinance shall be in full force and effect from and after its passage and approval.