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1.0 GENERAL

1.01 EMPLOYEE RELATIONS

Management realizes that a high standard of services rendered to our citizens can be maintained only through the combined, cooperative efforts of County employees. Recognizing that our employees are our most important assets, administration is always concerned with their welfare - including their compensation, employee benefits, and working conditions. The County Manager and Department Directors are always willing to consider suggestions from employees as well as to hear their grievances. Management believes in fair and equal treatment for all employees. For these reasons, it is not necessary for the employee to resort to a third party to bring suggestions or complaints to our managers and supervisors.

1.02 EQUAL EMPLOYMENT OPPORTUNITY

Section 126-16 of the General Statutes of North Carolina provides, "All state departments and agencies and all local political sub-divisions of North Carolina shall give equal opportunity for employment without regard to race, religion, color, national origin, sex, age, disability, or genetic information to all persons otherwise qualified." Discrimination against any person in recruitment, examinations, appointments, training, promotion, retention, discipline, salary increases, or any other aspect of personnel administration because of race, color, national origin, sex, age, disability, genetic information, or because of political or religious opinion or affiliation is hereby prohibited, except where specific age, sex, or physical requirements constitute bona fide occupational qualification necessary for job performance.

Any applicants or employees who believe that employment, promotion, training, or salary increases were denied them or that demotion, transfer, layoff, or termination was forced on them because of their race, color, age, sex, national origin, disability, genetic information, or political or religious opinion or affiliation, may appeal to the Human Resources Director and be heard by a review board which will be described within this manual. In addition, employees are entitled under federal statutes to register their complaints with the Office of the Equal Employment Opportunity Commission.

1.03 POLITICAL ACTIVITIES

a) Every employee of the County has a civic responsibility to support good government by every available means and in every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, and may advocate and support the principles or policies of a civic or political organization in accordance with the Constitution and laws of the State of North Carolina and in accordance with the Constitution and laws of the United States of America. However no employees shall:

- 1) Engage in partisan or political activity while on duty or within any period of time during which they are expected to render services for which they receive compensation from the County;

- 2) Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
- 3) Be required, as a duty of their office or employment, or as a condition for employment, promotion or tenure of office, to contribute funds for political or partisan purposes;
- 4) Solicit, or act as custodian of, funds for political or partisan purposes while on duty as an employee of the County;
- 5) Coerce or compel contributions while on duty as an employee of the County from another employee for political or partisan purposes;
- 6) Use supplies or equipment of the County for political purposes; and
- 7) Permit political advertising at any County facilities or on any County property including political advertisements attached to County vehicles.

b) Elected officers are exempt from this entire section; however, elected officers are not to use public funds, goods, supplies, or material for partisan political purposes. Elected officials must return all County equipment that was used in their duties of their office at the completion of their term.

1.04 EMPLOYMENT OF RELATIVES

Two (2) members of an immediate family shall not be employed full time or part time within the same department. The term “immediate family” shall be understood to refer to that degree of closeness or relationship which would suggest that problems might be created within the department or where there is the possibility of a conflict of interest. Immediate family shall be defined as wife, husband, mother, father, brother, sister, son, daughter, grandmother, grandfather, grandson, granddaughter, aunt, uncle, niece, and nephew as well as the various combinations of half, step, in-law, great, and adopted relationships.

(Revised 06/06/2016)

1.05 SECONDARY EMPLOYMENT

The employment responsibilities to the County are primary for an employee working full-time or part-time with benefits; other employment in which that employee chooses to engage is secondary. Outside employment for salaries, wages, commission, or self-employment must be approved by the employee's supervisor and the Human Resources Director. The purpose of this approval procedure is to determine that the secondary employment does not have an adverse effect on primary employment with the County and does not create a conflict of interest. The County Manager will review and approve requests for department directors for secondary employment.

Secondary employment shall not be permitted when it would:

- 1) Create either directly or indirectly a conflict of interest.
- 2) Impair in any way the employee's ability to perform expected duties, to make decisions and carry out in an objective fashion the responsibilities of the employee's position.

The employee shall submit the form for "Approval for Secondary Employment" through the proper channels for approval. Approval must be given before beginning secondary employment. If approved, there shall be a periodic review during the time of secondary employment for any adverse effects. Approval of secondary employment may be withdrawn at any time.

Employee requests for approval of secondary employment, accompanied by required supporting information, shall be treated confidentially for all purposes other than review and action by appropriate officials; secondary employment is a private matter of the individual employee in all other respects.

Employees who are out of work under the provisions of the Family Medical Leave Act (FMLA), Worker's Compensation or Leave Without Pay for sick leave purposes are prohibited from engaging in any outside employment during the period of leave. Working on another job when the employee is out on leave will be grounds for disciplinary action up to and including dismissal.

2.0 EMPLOYEE CLASSIFICATION

County personnel are classified into one of the following categories: regular full-time, regular part-time benefited, part-time, temporary, and substitute.

2.01 REGULAR FULL-TIME

A regular full-time employee is a person employed on a continuous year-round basis and who is regularly scheduled to work (including vacation and holidays) a minimum of forty (40) hours per week. A full-time employee is required to successfully complete a six month probationary period to be classified as regular full-time status. An employee in this classification is entitled to all employee benefits.

2.02 REGULAR PART-TIME BENEFITED

Part-time positions that are approved through the budget process that require twenty (20) hours or more a week on a continuous year-round basis are classified as regular part-time benefited. A part-time benefited employee is required to successfully complete a six month probationary period to be classified as a regular status employee. An employee in this classification is eligible for employee benefits on a pro-rata basis.

2.03 PART-TIME

A part-time employee is a person employed on a continuous year-round basis for less than 999 hours in the fiscal year. Part-time employees may work a regular-weekly schedule of less than twenty (20) hours while other part-time employees may be temporary, seasonal, or substitutes who work variable schedules during different times of the year based upon workloads and staff needs. No minimum amount of hours is guaranteed on a weekly or yearly basis. Positions may be eliminated or employees separated due to lack of work, budget constraints, yearly hours limit, or any other related business reason.

2.04 TEMPORARY

A temporary employee is one employed for a specific duration of time, which will not exceed six (6) months for a fiscal year. Temporary employees may work a part-time schedule of less than 30 hours a week, not to exceed 999 hours in a fiscal year. Benefits for employees who are temporary will only include Social Security, Workers Compensation, and Unemployment Compensation. Department Directors are responsible for ensuring temporary status is limited to six (6) months. Should the status of a temporary employee be changed to full time, employee benefits and employment will begin at the exact time of the change in status.

2.05 SUBSTITUTE

A substitute employee is a person employed on an as-needed basis to fill in during regular employee absences and during times when a department is short-staffed. These employees have no set schedule and may work part-time or full-time hours. No minimum amount of hours is guaranteed on a weekly or yearly basis. However, the employee is not allowed to work more than 999 hours in a fiscal year.

3.0 HIRING PROCEDURES

The employment function is centrally administered by the Human Resources Director who has the responsibility for recruiting, screening, and referring job applicants to fill budgeted job vacancies including part-time and summer employment throughout the County. The authority to recommend employment lies with the Department Director, as long as it complies with established policies and procedures; otherwise, the Human Resources Director may directly affect any decision, which is considered outside the scope or intent of policy. Human Resources will strive constantly to seek qualified people to fill position vacancies.

It is the responsibility of the Human Resources Director to control employment in conformity with the budget; i.e., the number of persons employed in a department may not exceed the number budgeted. Exceptions to this rule must be specifically approved by the Board of County Commissioners; however, the County Manager may approve temporary positions provided funds are available within the existing authorized budget.

Department Directors desiring to fill positions should indicate their need to Human Resources. To avoid delay in obtaining a replacement, the Department Director must notify Human Resources of any upcoming position vacancies. The Human Resources Director may approve the employment of a replacement worker who will overlap the work of a terminating employee by more than one pay period.

3.01 PROCESSING THE NEW EMPLOYEE

Rowan County will not employ an individual who has not been properly processed through the Human Resources Office. This procedure will include the completion of the application, Form I-9, W-4, checking historical work record of the applicant, successful drug or alcohol test, and in some cases a physical exam. The Department Director will notify the Human Resources Director of selection after completing interviews of selected applicants. Final authorization for employment will be administered by the Human Resources Office.

This policy does not supersede the rights of the Department Director in the selection of personnel for their areas of responsibility. It is intended to define the sequence of events in employing persons for existing vacancies.

By having the employees make their initial contact with the Human Resources Office, the County may meet its obligation under existing laws, which include verifying the social security number and having the proper tax forms completed prior to actual work time. In addition, the County is required, as described by the Equal Employment Opportunity Commission, to select an individual from all the applications that are submitted for any particular position and to choose an individual who is best suited to the job. This may be accomplished only if the Human Resources Office remains the focal point in employment practices.

The final step in an employment arrangement is to place the individual on the payroll and to provide an opportunity for the new employee to understand the conditions of employment.

These events must occur before the individual is allowed to work in his\her areas of assignment. These obligations will be met through an effective New Employee Orientation Program.

3.02 RECRUITING

The Human Resources Office may use many sources to recruit qualified personnel to fill the various position vacancies. Included among these sources are the Employment Security Commission, advertisement in newspapers and professional magazines, schools, colleges, business and trade schools, referrals from special interest groups, and walk-in applicants.

County employees are particularly urged to refer persons qualified to fill County positions to the Human Resources Office. Department Directors are also encouraged to use their special knowledge of the fields to aid in recruiting.

3.03 PRIVATE EMPLOYMENT AGENCIES

The County ordinarily will not use fee-charging employment agencies. The County may use a fee-charging employment agency as an aid in recruiting applicants for hard-to-fill administrative, executive, or professional positions. Any use of a fee-charging agency must be submitted to the Human Resources Director and approved by the County Manager.

3.04 CORRESPONDENCE WITH APPLICANTS

Inquiries for employment shall be forwarded to the Human Resources Office so that the application can be obtained, appointments can be arranged, and referrals can be made. Positions requiring a confirmation of employment by mail shall be referred to Human Resources so that employment dates can be designated, and confirmed, and arrangements can be made for orientation.

3.05 JOB VACANCY POSTING

Job vacancies will be posted as needed. In order to encourage promotion from within, vacancies determined by the Human Resources Director to be an opportunity for promotion from within will be posted separately in County departments. If a suitable candidate cannot be chosen from within, the vacancy will then be placed in the Job Vacancy Announcement and made available to the public. No positions will be filled that have not been properly posted.

3.06 APPLICATION FOR EMPLOYMENT

Applicants for positions with Rowan County must complete an application. Application forms for employment are to be completed and kept on file in the Human Resources Office. Completed applications for employment are personnel records and the disclosure of these records is prohibited. All information maintained on the application for employment is confidential and not even their names are subject to disclosure.

Application forms must be filled out in ink and will remain active for a period of six (6) months. After six (6) months, a new application must be completed to be considered for any vacancies.

3.07 MINIMUM QUALIFICATIONS FOR JOBS

Minimum Qualifications for jobs will be stated on posted vacancies. Preferences may be stated on qualifications but will not be required. Final decisions on minimum qualifications are determined by Human Resources in keeping with policy obligations under the County's Affirmative Action Plan.

3.08 DISQUALIFICATION OF APPLICANTS

Human Resources is responsible for determining that each individual employed is qualified for that position and may disqualify a person seeking to apply for a position under any of the following conditions:

- a) They lack any of the requirements established for the job classification;
- b) They are disabled to the extent that they cannot perform the duties of their jobs with reasonable accommodation;
- c) They have been convicted of crimes of a nature which would raise serious public doubt as to their suitability to assume the responsibilities of the job;
- d) They have intentionally falsified their application, or, omission of material fact;
- e) They have previously been dismissed for cause, which has been validated;
- f) They have used or attempted to use political pressure or bribery to secure an advantage in appointments;
- g) They failed to meet the applicable licenser requirements;
- h) They are aliens who under federal statutes do not qualify for employment;
- i) They have failed to submit the employment application correctly or within the prescribed time limits;
- j) They submitted an incomplete or inappropriately completed application;
- k) They are minors under the age of 16.
- l) They fail a pre-employment drug test or physical exam.

3.09 PRELIMINARY INTERVIEWS

Upon submission of a completed application, each applicant, contingent upon staff availability, may be given a preliminary interview by a staff member in the Human Resources Office. The purpose of their interview is to (1) check that the application is completed fully and properly; (2) to inform the applicant of the County's application procedure and new hire salary policy; and (3) to obtain clarification on any aspect of the application necessary to allow a proper evaluation of the application.

3.10 VETERAN'S PREFERENCE

Employment preference shall be given to United States citizens, or their surviving spouses, who have honorably served in the Armed Service of the United States, including Army, Navy, Air Force, Marine Corps, Coast Guard, and Nurses Corps in time of war, including the Korean Conflict, and any time between January 31, 1955, and the end of hostilities in Vietnam, May 7, 1975. Veterans or their surviving spouses may be required to provide a valid copy of the Veteran's DD214 at the time of application.

3.11 LIST OF ELIGIBLES

A list of eligibles may be established for each job vacancy. The list of eligibles will include a listing of active applicants who have applied for and meet the minimum qualifications for that job class. **THE LIST OF ELIGIBLES WILL NOT BE MADE PUBLIC.**

Applicants will be withdrawn from the list of eligibles after six (6) months from the date of their application if they have not notified the Human Resources Office to renew the active status of their application.

Applicants will be referred by the Human Resources Office to the hiring department after - (1) the position vacancy has been closed, and (2) applications have been evaluated and determined to meet the minimum qualifications.

A list of eligibles for the job class will be referred to the hiring department. Hiring authorities in the department are encouraged to select an applicant from this list. However, if after consideration a selection cannot be made, the hiring authority may request that the job be re-opened for recruitment and other qualified applicants referred.

3.12 DEPARTMENTAL SELECTION PROCESS

The Department Director is responsible for initiating the recruitment process by informing the Human Resources Office of each vacancy. The Department Director is responsible for establishing a Personnel Selection Committee to interview applicants. The composition of this committee will be determined by the Department Director and may vary in number and composition, depending upon numbers of applicants, job classification, and availability of staff participants. Department Directors are encouraged, when possible, to include women and

minorities on the Selection Committee, and to limit the number to a maximum of four (4); however, the Selection Committee may consist of one individual, depending on the availability of supervisory staff and the staffing pattern for the department.

A list of eligibles and corresponding applications will be referred by the Human Resources Office for each job vacancy. Upon receipt and screening of applications by the hiring department, interviews will be scheduled. The number of applicants to be interviewed will be determined by the Department Director. Prior to the interview, a copy of the interview schedule and a copy of the applicant's credentials will be sent to each committee participant, if applicable.

At the beginning of each interview, the committee chairperson introduces the applicant to other committee members, describes the program in which the vacancy exists and the responsibilities of the vacant position. Following this introduction, each committee member will be provided an opportunity to ask pre-determined, job-related questions. These questions will be developed by the Department Director and must be directly related to the job to be performed. The approved benchmark will serve as a guide for general questions and/or "case study" questions. The Human Resources Director may be of assistance in the preparation of questions to assure compliance with established recruitment and selection practices. After the interview has been completed, all applicant information is reviewed and an interview record form completed by each committee member.

After selected applicants have been interviewed, the committee will select the best suited candidate(s) based on the committee participants' evaluation of each applicant interviewed. The selection of applicants for appointments will be based upon a relative consideration of their qualifications for the position to be filled. Advantage will be given to applicants determined to be best qualified and the Department Director will reasonably document hiring decisions to verify this advantage was granted and explain their basis for selection. Applicants interviewed will be placed on the Master Ranking Sheet. Specific reasons for "NO HIRE" must be documented and must be job related. Upon conclusion of the ranking process and a hiring decision reached, applications, the Master Ranking Sheet, and other supporting documentation will be returned to the Human Resources Office for final disposition.

All information on applicants is considered CONFIDENTIAL and subject to the provisions of the State Personnel Privacy Act.

3.13 REFERENCE CHECKS

Reference checks are used to verify information provided by the applicant on the application form or during the employment interview. The hiring department is required to perform a reference check on the applicant it considers its top candidate. Prior to checking references, the applicant should sign a Release Form. This form releases the County and the person giving the reference from the liability of legal action should a negative hiring decision result. No reference check should be performed until the release form is signed. Any reference checks or background investigation, whether by telephone or letter, should be recorded and should become a permanent part of the employee's record. Reference and background information along with a release form should be forwarded to Human Resources.

3.14 CRIMINAL BACKGROUND INVESTIGATIONS

Criminal background investigations will be conducted for the final candidate for employment. Departments must obtain written authorization from the candidate using the Authorization for Driving History and Criminal Record form. Human Resources will perform the criminal background investigation upon receipt of the Authorization form. The existence of a criminal history will not automatically exclude a candidate from consideration for employment. Excluding applicants from employment based upon certain criminal conduct may disproportionately impact some individuals of a protected class under Title VII of the Civil Rights Act if the exclusion due to the conviction is not job-related and consistent with business necessity. Any inquiries shall be limited to convictions (not arrests) for which an exclusion would be job-related for the position sought and consistent with business necessity.

Should a criminal record exist for a candidate, the County shall determine what offenses may signal unfitness for a particular job. When making an employment decision based on criminal history, the following three (3) factors must be considered:

- 1) The nature or gravity of the offense or crime (e.g. misdemeanor or felony, the harm caused by the crime, etc.);
- 2) The time elapsed since the offense, conviction, and/or completion of the sentence; and
- 3) The nature of the job sought (e.g. circumstances under which the job is performed, the environment in which the job is performed, etc.).

3.15 CONSUMER CREDIT REPORTS

Consumer credit reports can be obtained as part of the selection process for some positions that require processing monies or financial accounts of the County. Disclosure must be given to the applicant that a consumer credit report will be obtained and used in making the employment decision. Written permission from the applicant should be obtained by the Consumer Credit Report Authorization form.

If an adverse hiring decision is made based upon the credit report, the applicant must be provided with the name, number, and address of the consumer reporting agency that supplied the report. The applicant must be given notice of their right to dispute information contained in the report as well as the right to obtain a free copy of the report from the reporting agency within sixty days. The County will wait at least five business days after giving notification to the applicant of the adverse employment decision before proceeding to another applicant. These guidelines are consistent with the Fair Credit Reporting Act.

3.16 COMMITMENT TO EMPLOYMENT

Formal commitment to employment will be made in writing through the Human Resources Office upon proper notification from the Department Director.

It is the responsibility of Human Resources to notify unsuccessful applicants that were interviewed but not chosen. Once a decision has been made, the Department Director shall forward all application forms back to the Human Resources Office, indicating the appropriate course of action that should be taken. To keep this process working in a timely manner, cooperation is required; otherwise a breakdown in proper communications will occur.

3.17 LICENSING AND REGISTRATION

There are job classifications that require licenses, registration and/or certification to be employed by the County of Rowan. A schedule of these classifications will be maintained by the Human Resources Office. Inquiries as to what classifications require licenses, registrations, and/or certifications should be made to the Human Resources Office.

Rowan County employs graduates who have become eligible for license or after they have successfully passed their boards or examinations. Employees will begin their work at a rate of pay that is equal to the licensed or registered job classification.

3.18 WORK AGAINST APPOINTMENT

When qualified applicants are unavailable, and there is no trainee provision for the classification of the vacancy, an appointment may be made below the level of the regular classification in a work against situation. A work against appointment is for the purpose of allowing the employee to gain the qualifications needed for the full class through on the job experience. The appointment must meet the minimum education standard of the class to which initially appointed. A work against appointment should not be made when applicants are available who meet the education and experience requirements for the full class. The salary of an employee in a work against position should be no more than 15% below the grade and no less than 5% below the grade. Employees in a work against position are not eligible for merit consideration.

3.19 EMPLOYMENT OF MINORS AND WORK PERMITS

No one under the age of sixteen (16) will be employed by the County in any capacity. Applicants at least sixteen, but less than eighteen, years of age may be employed within the limits of State and Federal laws as to the hours and areas worked.

The North Carolina Department of Labor and the Federal child labor rules established by the Fair Labor Standards Act (FLSA) exempt federal government employees and employees of the State of North Carolina and any city, town, county, or municipality thereof from the youth employment provisions including the requirement to obtain a North Carolina work permit for youths under 18.

As an added precaution, the Department Director should be reminded that, by definition of law, a minor is not allowed to be subject to hazardous duty. Hazardous duty is defined as dealing with dangerous power-driven machinery, including motor vehicles. In addition, a minor cannot be hired to operate manual elevators or other power-driven hoisting machinery.

3.20 EMPLOYMENT OF ALIENS

Applicants who are aliens and here in the United States under a visitor's visa must have a current work visa from the Immigration and Naturalization Service prior to appointment. It is the responsibility of the Human Resources Office to verify this visa during preliminary interviews and during the New Employee Orientation. A copy of the work visa will be maintained in the employee's file as a part of the permanent record. The Immigration Reform and Control Act of 1986 requires that the Human Resources Office complete the following on each employee:

- 1) Complete Form I-9 (Employment Eligibility Verification);
- 2) Check documents establishing employee's identity and eligibility to work;
- 3) Retain the Form for at least three years (if the person is employed for more than three years the form must be retained until one year after the person leaves employment)
- 4) Present the Form for inspection to an INS or Department of Labor Officer upon request.

To employ an alien without a proper work visa is a violation of federal law and is subject to legal penalties.

3.21 REINSTATEMENT RIGHTS

Persons who have left County employment in good standing, for (3) years or less, or were separated under a reduction in force shall be eligible for reinstatement. Although the employee is eligible for reinstatement to regular status, the Department Director may request reemployment with a probationary appointment. The employee will meet the requirements of the probationary period the same as for original appointments.

Before being reinstated, an individual must be certified by the Human Resources Office as meeting the current minimum qualifications for the job to which he or she is being appointed.

When reinstated within three years from separation, the vacation-earning rate shall be the same as when the employee left employment, and unused sick leave shall be reinstated. Health insurance coverage and 401K enrollment will be effective with the new hire date. Employees reinstated on or after January 22, 2012 will pay a proportion of the health insurance cost for individual coverage as set by the Board of Commissioners.

The Department Director may request the same salary that was paid at the time of separation or a lower salary within the salary range for the class recommended.

A break in service occurs when an employee is in a non-pay status for more than thirty-one calendar days because of resignation, dismissal, retirement, or reduction in force. Periods of leave without pay do not constitute a break in service.

3.22 PROBATIONARY PERIODS

Individuals receiving original appointments to full-time or part-time benefited positions must serve a probationary period. This period is an essential extension of the selection process and provides the time for effective adjustment of new employees or termination of those whose performance will not meet acceptable standards. Individuals who are Fully Reinstated as determined by the Department Director and Human Resources Director are not required to serve a probationary period. Part-time employees without benefits and temporary/seasonal/substitute employees do not serve a probationary period.

3.22.01 TIME LIMIT OF PROBATIONARY PERIOD

The length of the probationary period is usually six (6) months. However, the Department Director may request to extend the probationary period if the employee has potential to fulfill the job requirements. No employee shall remain on probation for more than nine (9) months. When the employee's performance meets the required standard of work after serving the probationary period, that person shall be given regular status. An employee with a trainee appointment is not expected to reach a satisfactory performance standard for a regular job class until the employee has completed the training period. Conditions of employment for trainees are defined prior to employment and dismissal can occur during this training time for any trainee who performs work in an unsatisfactory manner. A written notice of at least fourteen (14) days is required prior to dismissal of a probationary employee or a trainee. Two weeks of severance pay may be given in lieu of notice.

Non-benefited employees who are hired or transferred into a full-time or part-time benefited position will be required to serve a probationary period of six (6) months.

Once employees successfully complete their probationary periods, they cannot be required to serve another probationary period.

3.22.02 DISMISSAL DURING PROBATION

At any time during a probationary period an employee may be separated from service for causes related to performance of duties or for personal conduct that is normally considered detrimental to the County. Service in a probationary period is "at will" and the employee can be dismissed with no right of appeal. The usual disciplinary procedures do not apply. The employee must be given notice of dismissal, including reasons thereof. Two weeks of severance pay may be given in lieu of notice. The reasons for dismissal shall be documented and filed with the Human Resources Office.

3.22.03 PERSONNEL CHANGES NOT SUBJECT TO A PROBATIONARY PERIOD

A probationary period cannot be required for any of the following changes:

1. Transfer of a regular employee
2. Demotion of a regular employee
3. Reinstatement after leave of absence

3.23 EMPLOYEE PERFORMANCE STANDARDS

The following is a summary of employee performance standards:

- a) Employees must perform their duties in a satisfactory manner which would reflect credit upon himself and the County.
- b) Personal Affairs: The private and personal affairs of an employee are the concern of the County only when they reflect discredit on the County or impair the employee's job performance. Employees must not use work time or facilities to conduct personal business or affairs.
- c) Use of Telephone: The telephone should not be used to conduct routine personal business or affairs. This does not mean, of course, that an employee cannot accept a personal call on a work-area phone.
- d) Personal Mail: Employees should not receive personal mail by the County.
- e) Personal Callers: Work must not be interrupted to receive personal callers.
- f) Each employee is responsible for seeking ways to improve the kind and quality of services rendered by the County. Workers should not only carry out their duties properly, but also continually be alert for and seek new methods and means to perform these duties better.
- g) Supervisors must constantly evaluate the performance of each employee under their direct supervision and keep employees advised of the status of that evaluation. Employees have a right to know how well they are performing, and they must be told. Both good and poor performance require constant evaluation and appropriate comments or counsel from the supervisor. Employees must perform their jobs in accordance with the County organizational structure and established policies and procedures. The standard includes obedience to supervisors and the following of organizational lines. Organizational structure is not designed to stifle individual initiative or freedom of expression, but rather to assign responsibility, aid in communication, and increase efficiency.

h) Employees are responsible for assuring that they do nothing to deliberately conceal any inadequacy in the performance of any other employee.

i) Each employee must use supplies, equipment, and materials in a safe and efficient manner.

j) Each employee is responsible for helping to maintain a safe and healthy working environment. The County is required by law to provide such an environment. Therefore, it is the responsibility of each employee to use safe work methods. Employees should report health or safety hazards to their supervisors immediately.

k) Employees must consider themselves "on call" for the County during times of community disaster or other emergency situations. When employees are hired, they, in effect, agree to be "on call" as required by the Department Directors to assist the community if the need should arise.

l) Supervisory personnel represent the County on a twenty-four (24) hour basis regardless of whether they are on duty or off duty. Therefore, the County has a right to expect loyalty in carrying out their job-related responsibilities.

m) Courtesy: The very nature of County work brings most employees into daily contact with many different people. All employees are expected to display the utmost courtesy and tact in their dealings with visitors and fellow employees.

n) Disturbances and Unacceptable Behavior: County employees must conduct themselves in an orderly manner while on duty. While this list is not all-inclusive, employees should refrain from the following behaviors and activities: loud talking, boisterous laughing, complaining, arguing, horseplay, or any other activity that would be disturbing or would be out of place in County government. The use of profane, abusive, or threatening language toward fellow employees or visitors, as well as fighting or threatening bodily injury and similar acts of misconduct, will be cause for disciplinary action up to and including dismissal.

o) Personal Appearance: Employees shall maintain their personal appearance in a clean and neat manner. Everyone who is required to wear a uniform must be in complete uniform while on duty. Uniforms should always be fresh, clean and neatly pressed. Extreme forms of dress or grooming should not be used. Toiletries, which might be offensive, should not be used. Hair should be kept clean and neat, simply styled and not excessively long. Beards, sideburns, and mustaches may be worn but should be neatly trimmed and not excessively long. Provided, however that with written consent of the County Manager, a Department Director may adopt a department regulation that prohibits uniformed Personnel within that department from wearing beards or goatees, unless granted a waiver by the Department Director for medical reasons. The County realizes that the style of dress and grooming are regarded as personal matters, and under ordinary circumstances, matters of individual choice. It is not the intent of the County to set standards of dress or grooming to prevent individual choice of freedom of expression. Conversely, the County sincerely encourages employees to express their individuality by referring ideas and suggestions to their Department Director. The County does, however, have the responsibility and the right to provide a safe and healthy environment for its employees.

Therefore, if in the opinion of the supervisor, the employee's appearance is considered extreme, the County has the right to request the employee to alter that person's appearance to a more appropriate manner.

p) Law Violation: If an employee has been charged with a law violation, the County recognizes that the person is innocent until proven guilty. If the employee is incarcerated and cannot fulfill obligations and/or responsibilities on the job, that person may be asked to resign or face a possibility of discharge. The necessity of this action is due to the type of service that we render. Re-employment is contingent upon availability of the individual and the position.

q) Unauthorized Release of Confidential Information: Inquiries for material that is considered by state or federal laws to be privileged or confidential information should be referred to the Department Director for disposition. Nearly all County records are open for public inspection.

Department Directors are requested to deal with subjects relevant to their responsibilities. Questions concerning confidential information which are not relevant to a particular department should be referred to the appropriate person.

4.0 ORIENTATION

4.01 GENERAL ORIENTATION

New employees will report to the Human Resources Office on or before the first day of employment.

The purpose of the general orientation is to ensure that new employees have the opportunity to gain a better understanding of their job responsibilities and privileges. The Human Resources Office will be responsible for initially acquainting the new employee with the basic information needed to accomplish this objective. This information will be conveyed by means of orientation classes, which employees will attend.

By improving this transition to a new environment, it is hoped that employees will gain appreciation of their job and better job satisfaction.

At the end of the General Orientation Period, each employee will:

- a) Be properly enrolled into the payroll system.
- b) Have completed the necessary tax forms.
- c) Have been informed regarding benefits privileges and responsibilities.
- d) Have gained a basic understanding of professional ethics and job expectations.
- e) Be able to demonstrate an understanding for the services that one is rendering for County government.

4.02 DEPARTMENTAL ORIENTATIONS

Department Directors and supervisors are responsible for continuing the orientation of new employees, particularly with reference to departmental procedures and specific job assignments.