

WHITE COUNTY
PERSONNEL MANAGEMENT SYSTEM

AS REVISED EFFECTIVE JULY 1, 2004

No part of this policy, nor any of the procedures thereunder, is intended to affect the County's right to manage its workplace, to discipline its employees, or guarantee employment, continued employment, or terms or conditions of employment. This policy in no way creates an obligation of contract of employment. The County reserves the right to alter or amend the policy at any time at its sole discretion.

If any part of this policy is determined to be void or unenforceable under state or federal law, the remainder of the policy, to the extent possible, will remain in full force and effect.

These policies supersede all previous personnel policies, benefits and considerations. All policies not expressly referred to herein are hereby rescinded and null. These policies shall reflect, and be superseded by, and changes mandated by state or federal legislation.

Employee No: _____

White County Personnel Management System
Effective July 1, 2004

WHITE COUNTY BOARD OF COMMISSIONERS

RESOLUTION NO. 2004-16

A RESOLUTION

WHEREAS, the undersigned adopted the White County Personnel Management System on January 12, 1993, by Resolution No. 93-02;

AND WHEREAS, the undersigned Commissioners have amended said Personnel Management System from time to time by Resolutions and now wish to further amend the System;

NOW, THEREFORE, it is hereby **RESOLVED** that the White County Personnel Management System be totally amended and restated as set out on the following pages.

The above changes, additions and amendments are hereby **ADOPTED**; and, all other provisions of said Personnel Management System, not herein modified or deleted, shall remain in full force and effect. The revised and restated Personnel Management System shall be published and a copy given to each employee, who shall acknowledge receipt of same in writing.

RESOLVED, this 4th day of May 2004.

WHITE COUNTY BOARD OF COMMISSIONERS

s/Chris R. Nonnemaker
Chris R. Nonnemaker, Chairman

s/Dennis Bergin
Dennis Bergin, Post 1

s/Craig Bryant
Craig Bryant, Post 2

ATTEST:

s/Jean Welborn
Jean Welborn
County Clerk

WHITE COUNTY

I, _____, acknowledge receipt of a copy of the White County
(Please Print Name)

Personnel Management System, as revised effective July 1, 2004. I understand that my employment is subject to the rules and regulations of this Personnel System; and if I do not understand any portion of the contents of this booklet, it is my responsibility to promptly inquire with the Human Resources Officer or my supervisor as to clarification.

Employee Signature

Date

Employee Number

Looseleaf Supplements

A special feature of this Personnel Management System is the looseleaf system of binding and supplemental servicing of the System. With this system, the publication will be kept up-to-date. Subsequent amendatory legislation will be properly edited, and the affected page or pages will be reprinted. These new pages will be distributed to employees with instructions for the manner of inserting the new pages and deleting the obsolete pages.

Keeping this publication up-to-date at all times will depend largely upon the employees. As revised pages are received, it will then become the responsibility of the employee to have the amendments inserted according to the instructions. It is important that all such amendments be inserted immediately upon receipt to avoid misplacing them and, in addition, that all deleted pages be saved and filed for historic reference purposes.

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WHITE COUNTY

PERSONNEL POLICY

SECTION 1

OBJECTIVES AND SCOPE

1.01 AUTHORITY

The Board of Commissioners of White County, Georgia, read and duly adopted "A Resolution to Establish a Personnel System".

1.02 PURPOSE

The rules and regulations are adopted to provide for the recruitment and development of the best available employee for each position in the service of White County. They provide for establishing orderly procedures for administering the personnel system in such a way as to be consistent with the following principles:

- A.** Recruiting, selecting, and advancing employees based on their relative ability, knowledge and skills.
- B.** Providing equitable and adequate compensation.
- C.** Training employees to assure high quality performance.
- D.** Retaining employees based on the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.
- E.** Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, disability or other protected characteristic and with proper regard for their privacy and constitutional rights as citizens.
- F.** The State of Georgia recognizes the doctrine of "employment at will" which means that in the absence of a written contract of employment for a defined duration, an employer may terminate an employee for good cause, bad cause or no cause at all, so long as it is not an illegal cause.

The policies and procedures of White County are not intended to create a contract of employment. Nothing contained in any policy or work rule of White County shall constitute a contract of employment or a contract or agreement for a definite or specified term of employment. Nor does anything in any policy or work rule of White County alter the "at-will" employment relationship between the County and its employees. Nothing

contained in any policy or work rule of White County shall limit or otherwise restrict the option of the County or its supervisory employees to terminate the employment relationship. Either party to the employment relationship may conclude such relationship at any time, with or without cause.

1.03 EXEMPT SERVICE

Officers, appointments and positions of the county who are exempt from these provisions unless specifically provided otherwise. The Exempt Service shall include the following:

- A. Members of the Board of Commissioners and other Elected Officials.
- B. County Manager.
- C. Members of Boards, Commissions and Committees.
- D. Consultants and counsel rendering temporary professional service.

1.04 CLASSIFIED SERVICE

All White County government offices and positions not specifically placed in the exempt service by these policies and procedures.

1.05 INTERPRETATION

The regulations are intended to cover most personnel problems and actions, which will arise. The County Manager with the advice of the Board of Commissioners shall interpret those not specifically covered. Such interpretations shall be in keeping with the intent of the previously referenced Resolution and the purposes of the regulations.

1.06 DEPARTMENT POLICIES

A. Each Department Manager/Elected Official has the authority to establish additional policies or standard operating procedures, which specifically apply to that department's activity and may not apply to the general employee population. Supplementary departmental policies and standard operating procedures must be consistent and compatible with these rules and regulations.

B. Department policies and procedures will be in writing and reviewed by the Director of Human Resources before departmental implementation for conformance to the Personnel Rules and Regulations.

1.07 ADMINISTRATION

The responsibility and authority for the administration and enforcement of the rules and regulations are vested in the County Manager and supervising Elected Officials.

1.08 ADOPTION AND AMENDMENT

A. The Board of Commissioners expressly reserves the right to modify, alter, amend, add, delete or change rules and regulations, as it, in its sole discretion, deems appropriate.

B. Amendment, changes or revisions of the Personnel Rules and Regulations as approved by the Board of Board of Commissioners shall be distributed to all departments.

C. These rules and regulations shall become effective on the date adopted by resolution of the Board of Commissioners. These rules, regulations and amendments thereto shall remain in effect until amended by similar resolution.

D. If any section or other portion of these regulations is found to be invalid by duly constituted authority, it shall not affect the validity of the balance of these regulations.

SECTION 2

DEFINITION OF TERMS

Active Pay Status - Authorized paid leave, holiday, or time worked.

Adverse Action – Action unfavorably affecting an employee’s pay status without the employee’s voluntary consent, including dismissal, demotion, suspension without pay, or reduction in pay.

Appeal - Application for review of an adverse action submitted or instituted by an employee.

Appointing Authority - The person with authority to take personnel actions including appointments and dismissals such as supervising Elected Officials, Department Managers, the County Manager or Board of Commissioners.

Class - A group of positions, which are sufficiently alike in general duties and responsibilities to warrant the use of the same title, class descriptions, and pay range.

Classification - Grouping positions in classes.

Classification Date - The date an employee entered, transferred or was promoted to the current position. This is the date from which length of service in classification is computed for determination of probationary periods, order of layoff and eligibility for performance increases.

Classification Plan - A schematic list of classes of positions.

Classified Service - Includes all employees subject to these rules and regulations. Excluded from the Classified Service are all Exempt Service positions.

Class Description - A written description of a class consisting of a class title, a general statement of the major function of work, illustrative duties and the qualifications for the class.

Class Title - A title in the classification plan, which describes the nature of work of the position.

Compensation - Standard rates of pay, which have been established for the respective classes of work, as set forth in the pay plan.

Continuous Service – Employment, which is uninterrupted except for authorized leaves of absence, suspension or separation due to reduction in work force.

Demotion - Assignment of an employee from one class to another, which has a lower pay grade.

Designee - The person or persons to whom the Board of Commissioners, County Manager, Elected Officials or Department Managers delegate certain authority for the administration of White County.

Dismissal - Separation from employment for cause or separation during the probationary period.

Exempt Service - Positions and employees not covered by these rules.

Full-time - A position, which requires an employee to work the full amount of hours scheduled for employees of the unit if the position is regularly scheduled for thirty-two (32) hours or more per week.

Immediate Family - Includes spouse, children, grandchildren, parents, grandparents, brother, sister, mother-in-law and father-in-law or any other person who resides in the employee's household or who is recognized by law as a dependent of the employee.

Layoff - Reduction of the number of employees due to lack of work, funds, abolition of position or other reasons not related to cause, delinquency, or misconduct on the part of the employee.

Leave - An approved type of absence from work as provided in these rules.

May - The word "may" is conditional, and implies that there is discretion as to whether a condition exists or an act or action will take place.

Performance Evaluation - A formal system to evaluate and document job performance of employees made by the supervisor.

Performance Pay Increase - An increase established in the pay plan, which may be granted to an employee based on job performance.

Position - A group of duties and responsibilities assigned and budgeted requiring the full-time or part-time employment of one (1) person.

Probationary Employee –An employee serving a six (6) month trial period to determine fitness for the position.

Probationary Period - A period of six (6) months provided to allow the Board of Commissioners, Elected Official, County Manager or Department Manager an opportunity to evaluate a new employee's performance and to decide whether or not the employee is to be retained.

Promotion - The assignment of an employee from one class to another, which has a higher pay grade.

Regular Appointment - The appointment to an authorized position in the Classified Service.

Relative - Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandson, or granddaughter.

Resignation - The act of voluntarily withdrawing from the employment.

Retirement- Retirement for the purpose of these Rules and Regulations is defined as the cessation of employment with White County after obtaining:

- A. the age of sixty-two (62) with ten (10) continuous years of service; or
- B. twenty-five (25) years of continuous service.

Shall/will - These terms are unconditional and imply that a condition exists or an act or action will take place.

Suspension - Relief from work for violation of the rules initiated by the Elected Official, County Manager, Department Manager or other supervisor authorized to enforce disciplinary action.

Trainee - An employee undergoing a training period to learn the job duties or to attain education or certification.

Transfer - Action in which the employee moves from one budgeted position to another with no resulting title change, or if a title change does take place, there is no change in the pay range.

Unlawful Discrimination - Employment practices which state and federal laws prohibit, and which include discrimination because of race, color, sex, religion, national origin, age, mental or physical disability, and political affiliation or any other protected characteristic.

Working Test - A period of time during which a new employee or an employee who has been promoted to a higher position is being tested on job capability and performance.

Working Period - The number of hours regularly scheduled to be worked during a work cycle.

SECTION 3

STANDARDS OF CONDUCT

3.01 GENERAL POLICY

A. White County has established a system of personnel management to assist in providing superior service to the community.

B. White County advocates the concept that the quality of public service can reach maximum efficiency through a Personnel System based on merit principles.

C. Employees are encouraged to develop skills and seek formal training that will enhance their personal development and add to the overall expertise of the organization.

D. It is the policy of White County to expect compliance from employees with all Rules and Regulations, state statutes, and federal regulations in the performance of duties. An employee who violates any of the Rules and Regulations shall be subject to disciplinary action.

E. White County, through the Board of Commissioners and Elected Officials, retains certain rights including but not limited to:

1. Determine the organization of the departments and units.
2. Determine the purpose of each of its departments.
3. Exercise control and discretion over the organization and efficiency of operations.
4. Set standards for services to be offered to the public.
5. Manage and direct the employees of and to determine or recommend the number of personnel to be employed.
6. Hire, examine, classify, promote, train, transfer, assign, schedule and retain employees.
7. Suspend, demote, discharge or take other disciplinary action against employees.
8. Change, modify, or alter the composition of the work force, including the right to relieve employees from duties because of lack of work, lack of funds, or other reasons.
9. Determine the location, methods, means and personnel by which operations are to be conducted, including the right to contract and subcontract existing and future work.

10. Establish, change, or modify duties, tasks, responsibilities or requirements within job descriptions in the interest of efficiency, economy, technological change or operating requirements.

11. Require employees, as deemed necessary by the appropriate Elected Official or Department Manager, to have periodic examinations which may include, but not be limited to psychological, alcohol, drug, and controlled substance testing.

3.02 EQUAL EMPLOYMENT OPPORTUNITY

A. White County is committed to a policy of fairness and equity for employees and will give them the opportunity to achieve maximum potential as an employee and as a human being.

B. It is the policy of White County to ensure equal opportunity in employment, employee development and employee advancement to all individuals, without regard to religion, political opinions or affiliations, race, color, creed, sex, age, veteran status, or other unlawful basis.

C. Individuals with disabilities will be given full consideration for employment and advancement in all departments.

3.03 CONFLICT OF INTEREST

A. Employees who are in a position to influence actions and decisions regarding the administration of White County administration shall refrain from relationships, which may adversely affect the exercise of their independent judgment in dealing with suppliers.

B. An outside personal economic relationship, which affords present or future financial benefits to an employee, his/her family or individuals with whom he/she has business or financial ties, may be a conflict of interest requiring evaluation.

C. Any employee who has, or who may have, a conflict of interest or obtains knowledge of an actual or potential conflict of interest involving another employee, shall notify the County Manager or the supervising Elected Official. In the event the conflict involves the County Manager or supervising Elected Official, the employee shall notify the Board of Commissioners in writing as soon as practicable after learning of such conflict.

3.04 ACCEPTANCE OF GIFTS AND GRATUITIES

An employee shall not accept gifts, gratuities or loans from organizations, business concerns or individuals with whom he/she has official relationships on business of the White County government. These limitations are not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, to prohibit employees from accepting social courtesies, which promote good public relations, or to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers and enforcement officers guard against relationships, which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

3.05 POLITICAL ACTIVITY

A. Employees are prohibited from soliciting contributions for partisan candidates, political parties or other partisan political purposes while on duty as a County employee, or under color of office or position.

B. Employees are prohibited from campaigning or attempting to influence other voters while on duty as a County employee or under color of office or position. At no time may the employee's political activity be disruptive to the normal function of County business. Employees shall not allow any political activity to adversely affect his/her job performance.

C. No employee shall be a candidate for any public office which directly is responsible for the management or operation of the department of which the employee is a member.

D. No employee shall be involved in any political activity that may violate any Federal or State laws, existing or as may be hereinafter enacted.

E. No employee shall be given or refused employment, suspended or discharged because of his/her vote or failure to vote in any primary or election. Employees are encouraged to exercise their individual right to vote.

3.06 EMPLOYMENT OF IMMEDIATE FAMILY

A. Members of the immediate family of a White County employee, Board of Commissioners or Elected Official shall not be employed by White County where the employee, Board of Commissioners or Elected Official has direct supervision, jurisdiction or control over the position.

B. If, while employed by White County, individuals become related by marriage or adoption, the following policy shall apply:

1. If neither individual has direct supervision, control or jurisdiction over the other, both employees may retain their positions.

2. Should marriage or adoption occur between a supervisor and a subordinate employee, one of the employees must transfer to another department if possible, or if not possible, be terminated.
 3. The Appointing Authority will decide the decision as to which party is to be transferred.
 4. If termination becomes necessary, the initial determination of who is to be terminated will be left to the employees involved. If neither is willing to resign, the Elected Official or County Manager will make the decision.
- C. No employee will be permitted to transfer, be promoted to or changed to any position when a member of the immediate family has direct supervision, jurisdiction or control over the position.

3.07 OUTSIDE EMPLOYMENT

Outside employment is any paid employment performed by an employee in addition to his/her employment with White County. The following criteria will apply to outside employment:

- A. Such employment shall not interfere with the efficient performance of the employee's duties.
- B. Such employment shall not involve a conflict of interest or conflict with the employee's duties.
- C. Outside employment shall not involve the performance of duties, which the employee should perform as part of his/her employment unless approved by the supervising Elected Official.
- D. Such employment shall not occur during the employee's regular or assigned working hours.
- E. Employees sustaining injuries while engaged in outside employment are ineligible to receive benefits under White County's Worker's Compensation.
- F. Employees for outside employment shall not use equipment, facilities, vehicles or property of White County unless approved by supervising Elected Official.
- G. Prior written approval of any outside employment must be obtained from the Department Manager or supervising Elected Official to whom the employee reports.

3.08 RELEASE OF INFORMATION

A. Information concerning subjects under discussion or consideration often change in content and meaning before becoming an accomplished fact. Release of such information before final decisions or disposition of the matter may cause misunderstanding and confusion. Therefore, designated officials should exercise care in the release of such information.

B. It is the intent of White County to comply with state and federal law on release of information and to ensure that all information released is true and accurate to the best of White County's knowledge and belief. Unless release of information is a normal part of their duties, employees will direct such inquiries to their Elected Official or Department Manager who will in turn notify the County Manager.

C. A signed request for release of information from the requestor will be processed to insure the information requested is information that is authorized under law to be released. This request from the requestor will not be used to slow the process or to make it difficult to obtain information, but rather it will be used as a written record insuring that the correct information is provided to the requestor.

3.09 SOLICITATION AND DISTRIBUTION

A. Employee contributions to charitable organizations are voluntary. Coercion of an employee to contribute shall not be permitted.

B. Employees are prohibited from conducting and promoting private commercial or charitable activity during duty hours or within any area not open to the public unless authorized by supervising elected official or County Manager.

C. Employees are prohibited from distributing literature or soliciting contributions of any type during working hours, or in any county work area or while in a county uniform unless authorized by the supervising elected official or County Manager.

D. Distribution of literature for White County sanctioned programs such as recreational activities is not restricted by this rule.

3.10 USE OF COUNTY PROPERTY

Employees shall not use White County property, equipment, vehicles or county paid manpower except in the performance of official duty, nor shall they permit its use by an unauthorized person, either on or off duty, unless approved by the Sheriff.

3.11 DRESS AND APPEARANCE

- A.** Determination of an employee's specific dress and appearance is the responsibility of the Appointing Authority.
- B.** Employees assigned uniforms as their working attire will wear their uniforms while on duty.
- C.** Employees' dress shall not be of such a nature as to interfere with their work or the work of others.

3.12 VETERANS' PREFERENCE

Procedures concerning honorably discharged veterans of any war will conform to Article III, Section VII, Paragraph XXIV of the Constitution of the State of Georgia providing that equal preference be awarded such veterans as exists under Federal Civil Service Statutes.

3.13 BONDING

White County will require employees who handle money to be properly bonded before performing their duties. White County shall pay the fee for such bonds.

3.14 NON-HARASSMENT POLICY

White County is committed to providing a professional work environment that maintains employee equality, dignity and respect. In keeping with this commitment, White County strictly forbids discriminatory practices, including sexual harassment and other forms of harassment, as defined in this Policy. Any harassment prohibited by this Policy, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside work sponsored activities.

A. Harassment Defined.

- 1.** White County prohibits any verbal, physical or visual conduct which could offend, intimidate or create a hostile working environment for any individual on the basis of race, color, religion, national origin, gender, age, disability or any other characteristics protected by federal, state or local law. White County also specifically prohibits sexual harassment, which is defined in this Policy as sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
- 2.** The conduct prohibited by the preceding paragraph will not be tolerated under any circumstances, including cases where the conduct is unwelcome, and/or:
 - a.** Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 - b.** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

- c. The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment.

3. Types of behaviors that may constitute prohibited harassment include, but are not limited to:

- a. Derogatory, vulgar, or graphic written or oral statements or jokes regarding race, color, religion, national origin, age, disability, gender, sexuality, sexual experience or any other characteristics protected by federal, state or local law;

b. Unnecessary touching or physical assault;

- c. Sexual compliments, flirtations, advances, propositions, innuendoes, suggestions or jokes; or

d. The display of offensive or sexually suggestive pictures or objects.

B. Scope.

This Policy applies to all employees, managers, supervisors and other staff, whether related to conduct engaged in by fellow employees, supervisors, or to someone who is not directly employed by White County, such as a vendor, consultant, client, customer, or other contact.

C. Responsibility.

1. It shall be the joint responsibility of supervisors, Department Managers and the Director of Human Resources to ensure adherence to this Policy.

2. All Elected Officials, Supervisors, Department Managers and the Director of Human Resources have the duty of ensuring that no individual or employee is subjected to sexual harassment or any other form of unlawful harassment, and of maintaining a workplace free of such harassment. Elected Officials, Supervisors and Department Managers shall discuss this Policy with employees and assure them that they are not required to endure any form of unlawful harassment.

D. Complaint Procedure.

White County encourages employees to report all perceived incidents of harassment regardless of the position of the alleged offender. Any employee who has a harassment complaint against a supervisor, coworker, visitor, customer or other person, shall bring the problem to the attention of their Supervisor, supervising Elected Official, or Department Manager. If the situation is not corrected, or if the complaint is of a nature that the employee would be uncomfortable in bringing it before the Supervisor, supervising Elected Official or Department Manager, the employee may bring the complaint to the Director of Human Resources or County Manager.

1. If you believe that you have been harassed, you should immediately report the incident as set out above. If you are uncomfortable with reporting the harassment to these individuals or if you believe that your complaint was not properly addressed, you should report the incident to the Chairman of the Board of Commissioners.
2. The complaint will be thoroughly investigated in a professional manner. The employee shall be notified of a decision or the status of the investigation as soon as possible. Even If the investigation produces insufficient evidence to support the complaint, there shall be no discrimination or retaliation against any employee filing a good-faith harassment complaint.
3. There shall be no discrimination or retaliation against an employee, who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, appropriated corrective and/or disciplinary action up to and including discharge will be pursued. Disciplinary action will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly.
4. Actions taken internally to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable, appropriate, and consistent with the Georgia Open Records Act in order to protect the privacy of persons involved.

D. General Provisions.

1. If a harassment complaint is directed against the Director of Human Resources, County Manager or Elected Official, the functions assigned to those people by these procedures will be transferred to White County Board of Commissioners.
2. Retaliatory action of any kind taken because of an employee seeking redress under these procedures is prohibited, and shall be regarded as a separate and distinct cause for complaint and discipline under these procedures.

3.15 Information Technology Use Policy *Revision as of July, 7, 2008

This document constitutes the policy for all White County employees regarding the access, use, security and monitoring of the County's computer systems, network, e-mail and internet access.

The primary purpose for the White County Network and all County information technology resources is to support and facilitate the business of the County as defined by the County Commissioners and the County Manager. Use of these resources for other purposes must be approved by the County Commissioners, County Manager and I.T. Department prior to that use.

The information technology resources of the County shall not be used for any activity that violates Federal, State or local laws or any other applicable policy or statute. Specifically, but not meant as a comprehensive list, the White County network will not be used to transmit offensive materials, hate mail, discriminatory remarks, obtain or transmit pornographic materials, communicate racial or ethnic slurs or anything that may be construed as harassment of others based on their race, national origin, sex, sexual orientation, age, disability or religious or political beliefs. Further, the White County Network shall not be used for commercial or profit enterprises, lobbying, advertising, religious material, political causes, outside organizations, or other non-government related solicitations.

All users will be given a user account for access to the White County network. User accounts will be protected by passwords to prevent unauthorized use. User accounts are to be used only by the authorized owner of the account and only for authorized purposes. Users will not permit the use of their account by anyone else. Any attempt to gain another individual's password, use another person's account or to circumvent password or other security measures is a violation of this policy.

No user shall perform any action that disrupts or denies another user's access to the White County Network or other information technology resources. Heavy usage or high-demand activities that disrupt or significantly reduce the overall performance of the network should be avoided and may be restricted or rescheduled in order to maintain acceptable internet/network response times throughout the system.

All data, information and files accessible via the White County network are considered to be the private property of White County and shall not be disclosed except for legitimate County purposes consistent with this and any other applicable policy. Except in the course of genuine County business, users shall not damage, destroy, modify or copy information, files, data or passwords available on or via the White County Network.

Illegal use of copyrighted software is prohibited on any and all systems in the White County Network.

Network services, Internet access and email services may be provided to County employees. The primary purpose of these accounts and services is to support and facilitate the business of the County as defined by the County Commissioners and the County Manager. Incidental personal use of these systems may occur, but such usage must not interfere with efficient and timely completion of County business activities or negatively impact the performance of the network. No user should attempt to gain access to another user's personal files or emails without prior, expressed consent from that user. The County may terminate the availability of the internet or

email services at any time in its sole discretion.

In no event shall the County be liable to any user for any damages, whether direct, indirect, special or consequential arising out of the use of the Internet, accuracy or correctness of data bases or information contained therein or related, directly or indirectly, to any failure or delay of the County in providing access to the internet or email.

All computers, communication, activity and all information stored, received or transmitted using the White County Network shall be assumed to be the property of the White County and are to be used primarily for job-related purposes. Any email messages sent or received using the White County network are considered property of the County.

To ensure proper use of the network and computer resources, the County may monitor the use of these systems, information and equipment at any time. All users understand that there is no right of privacy associated with the County's computer equipment. In this regard, the county has the right to monitor all activities and communications, retain records of all activities and communications and use this information in any manner permitted by law.

Violators of this policy are subject to disciplinary action, up to and including termination from employment.

3.16 CELL PHONE POLICY

This policy establishes guidelines for the procurement, possession, appropriate use and disciplinary actions for inappropriate use of County owned cellular phones. The ultimate goal is to reduce cell phone costs incurred by the County.

Establishment of the Policy

This policy applies to all cell phone agreements currently in effect or entered into in the future.

The establishment of this policy serves as a guide to personnel who, by the nature of their work, are required to be accessible by telephone regardless of the time of day, day of the week or geographical location. Department Managers may establish cell phone use policies that are more but not less restrictive than this policy.

The County Manager will determine provider, equipment and the type of services necessary to fulfill specific County responsibilities.

County personnel shall not use a County provided cell phone for personal calls except in case of an emergency.

Personnel shall not use cell phones while driving a County vehicle.

Roles and Responsibilities

- A. Board of Commissioners and/or County Manager-
 - 1. Approve agreements when the County is the official billing entity.

Department Managers-

2. Budget the funds to pay the monthly cellular bill for service and equipment.
3. Review and approve monthly cell phone bills.
4. Notify employees who have exceeded monthly service plan costs.
5. Submit monthly "Request to Pay" to the Purchasing Department in a timely manner.
6. Department Manager shall submit a request and the cell phone with accessories to the Purchasing Manager in order to discontinue service or reassign the cell phone.

County Employee-

7. Comply with the cell phone policy.
8. The employee is responsible for the care of the cell phone equipment issued. The cell phone must be secured and its whereabouts known at all times. Employees are required to immediately report the loss, theft, or damage of a county owed cell phone immediately to their department head. Employees may be subject to disciplinary action due to the loss or damage of the cellular phone.
9. Justify charges forwarded to them by Department Manager.

Purchasing Manager-

10. Place orders for new phone service and service provided features.
11. The Purchasing Manager will provide initial usage training
12. Identify deviations from established policy.
13. Resolve billing issues and negotiate plan with provider.
14. Receive and review monthly charges and submit to Accounts Payable.

Finance Department-

15. Receive monthly bills from Purchasing.
16. Pay Cellular bills to provider in a timely manner.

Establishing Need

The following is the criteria for establishing need for a cell phone:

17. Frequent travel required for County business.
 18. Large amounts of time spent away from the office on County business.
 19. Communication required while conducting County business and other means of communication are not available.
 20. County needs to contact the individual after normal business hours.
1. Safety related concerns including job duties and responsibilities are such that they need a communication device for their safety or the safety of others.

If an employee meets one or more of these criteria and a shared phone is not available then employee maybe a viable candidate for a cell phone upon approval of the County Manager.

Establishing Cell Phone Service

A. The Department Manager shall submit cell phone requests, signed by the County Manager to the Purchasing Manager for evaluation and processing.

The Purchasing Manager shall recommend phone type and service plan based on required needs.

The Purchasing Manager, once approval has been issued will place the cell phone order with the appropriate vendor.

Cell Phone Mismanagement

A. The Purchasing manager will attempt to identify inappropriate cell phone usage.

Department Manager shall be held responsible for abuse of this policy within their department.

Records reflecting the use and cost of County owned cell phones are subject to disclosure pursuant to the provisions of the Georgia Open Records Act.

Failure to comply with County policy regarding cell phones will result in disciplinary action to include but not limited to termination of cell phone privileges and collection of any fees associated with the abuse of this policy.

3.17 SOCIAL MEDIA POLICY

A. Purpose and Intent

The purpose and intent of this policy is to establish guidelines for employees and / or volunteers who engage in social media activity as defined herein. This policy is not intended to prohibit any employee's and / or volunteer's personal expression in general or through social media activity in particular; however, because such activity can adversely affect the efficiency and effectiveness of County operations, as well as undermine public trust and confidence, a certain amount of regulation is necessary and appropriate. This policy therefore attempts to strike a reasonable balance between the employees' and / or volunteers' interest in engaging in social media activity and the County's interest in preventing unnecessary disruption to or interference with its operations and relationship to the public it serves.

B. Definitions

1. For purposes of this policy, the term "social media" is defined as the online technologies through which employees and / or volunteers and other individuals engage in "social media activity" as defined below. In most cases, the term refers to internet-based websites such as MySpace®, Facebook®, Twitter®, LinkedIn®, Google+®, YouTube®, Tumblr®, and Blogger®. Online social media technologies covered by this policy also include, but are not limited to, such applications as web logs/blogs, video logs/vlogs, message boards, podcasts, and wikis.

2. For purposes of this policy, the term, "social media activity" is defined as the act of sharing information or otherwise communicating through social media, including, but not limited to, the posting, uploading, reviewing, downloading, and/or forwarding of text, audio recordings, video recordings, photographs/images, symbols, or hyperlinks.

C. Scope of Policy

1. This policy applies to all employees and / or volunteers of the County without regard to whether their social media activity is conducted in or outside the workplace, while on or off-duty, or anonymously or through the use of pseudonyms.

2. This policy applies to all employees and / or volunteers of the County without regard to job title, position or rank; however, with the approval of the Sheriff's Office, and any other department or affiliated agency of the County having special or unique concerns pertaining to its employees and / or volunteers' social media activity may adopt and implement more restrictive SOP's or other internal rules narrowly designed to address such concerns.

D. Prohibitions on Social Media Activity

1. All employees and / or volunteers of the County should remain mindful that, as public servants, they are generally held to higher standards than the general public with regard to their on-duty and off-duty conduct, professionalism, and ethics. As a result, certain social media activity that may be tolerated or even acceptable in the private sector may nevertheless constitute a violation of this policy.

2. Each employee and / or volunteer of the County who engages in social media activity must take personal responsibility for ensuring that such activity is consistent with all policies of the County, including, but not limited to, those pertaining to making false or misleading statements, promoting or endorsing violence or illegal activity, promoting or endorsing the abuse of alcohol or drugs, disparaging individuals or groups based on race, ethnicity, national origin, gender, sexual orientation, religion, disability, or other characteristics protected by law, or otherwise engaging in conduct unbecoming an employee and / or volunteer of the County, bringing discredit to the County, or interfering with or detrimental to the mission or function of the County.

3. Employees and / or volunteers must refrain from engaging in any social media activity which disqualifies them from performing, or in any way reasonably calls into question their ability to objectively perform, any essential function of their jobs. Examples of such functions include, but are not limited to, testifying, making hiring or promotion decisions or recommendations, conducting performance evaluations, and determining eligibility for County programs.

4. While any employee, at his/her discretion, may engage in social media activity with any other employee(s) consistent with the prohibitions, limitations and restrictions, and guidelines of this policy, no employee may be required or otherwise compelled to engage in such activity with another employee.

5. No employee, whether for purposes of engaging in social media activity or otherwise, may disclose or otherwise reveal any privileged or confidential information of the County, any other current or former employee of the County, or any applicant for employment with the County.

E. Limitations and Restrictions on Social Media Activity

1. Employees and / or volunteers are strongly discouraged from disclosing or otherwise revealing their status as employees and / or volunteers of the County through social media and, except as otherwise authorized in advance by the County Manager or the Supervising Elected Official, are strictly prohibited from directly or indirectly representing themselves to be speaking on behalf of the County. Similarly, in the absence of prior approval, employee's and / or volunteer's social media activity should not reveal or depict the County's adopted logos, seals, symbols, uniforms, patches, badges, or similar items identified with the County.

2. Except as otherwise authorized in advance by the County Manager or the Supervising Elected Official, if an employee's and / or volunteer's status as an employee of the County is disclosed, revealed, or otherwise made apparent in connection with his/her social media activity, his/her social media activity must include a prominently displayed disclaimer to the effect that the activity reflects only the employee's and / or volunteer's personal views or opinions and not those of the County; provided, however, that no disclaimer will shield an employee from the imposition of appropriate corrective and/or disciplinary action for social media activity which otherwise violates this policy. Employees and / or volunteers should recognize that social media activity is generally more likely to violate this policy and other policies of the County if their status as County employees and / or volunteers is disclosed or revealed in connection therewith.

3. Except as otherwise authorized in advance by the County Manager or the Supervising Elected Official, no employee may utilize County computers or equipment for purposes of engaging in social media activity.

4. Except as otherwise authorized in advance by the County Manager or the Supervising Elected Official, no employee, whether for purposes of engaging in social media activity or otherwise, may post or upload any information, audio recordings, video recordings, photographs/images, etc. from County computers or equipment.

5. To preserve the continuity of the County's message, ensure accuracy, and avoid unnecessary confusion in the community, except as otherwise authorized in advance by the County Manager and / or the Supervising Elected Official, employees and / or volunteers should refrain from engaging in any social media activity that purports or serves to announce or explain the details of County programs, projects, activities, initiatives, or events.

6. Exceptions to the above-stated limitations and restrictions may be authorized by the County Manager or the Supervising Elected Official; provided, however, that any request for such an exception represents a promise by the employee and or volunteer that, if approved, the disclosure of information, photographs, audio, video, etc. via social media activity will be fully consistent with the letter and spirit of this and all other policies of the County, any internal SOP's or rules adopted by his/her department director, as well as any laws pertaining to copyrights, trademarks, trade secrets, patents, and privacy and reputational rights.

7. The County reserves the right to require any employee and / or volunteer to remove immediately any posted or uploaded text, audio recordings, video recordings, photographs/images, etc. (even if previously approved) if such posted material constitutes a violation of this policy or other County policies.

F. Application to Other Policies

All personnel policies of the County relating to employee and / or volunteer conduct apply equally to conduct that occurs through social media. This includes, but is not limited to, policies relating to discrimination, harassment, retaliation, workplace violence, conflicts of interest, and political activity. Any conflicts or inconsistencies between this policy and any one or more other policies shall be resolved by the County Manager or the Supervising Elected Official.

G. No Expectation of Privacy in Social Media Activity

1. County employees and / or volunteers should be aware that social media activity is not secure or private, even if active steps are taken to restrict access. Once information has been posted or exchanged via social media, it is generally trackable, traceable, and accessible indefinitely. For this reason, and consistent with the County's current Information Technology Use Policy, employees and / or volunteers should have no expectation of privacy in any social media activity conducted in the workplace and/or on-duty or in any social media activity which otherwise directly or indirectly relates to or affects the County, any of its departments, or its employees and / or volunteers.

2. The County reserves the right to inspect or monitor any social media activity engaged in by its employees and / or volunteers using County owned computers or other electronic equipment or devices. In addition, employees and / or volunteers may be required to provide access to any social media websites or other applications in which they participate upon a determination by the County that there is reasonable suspicion to believe that such access will reveal evidence of a violation of this policy or any other County policy.

H. Workplace and/or On-Duty Usage

Because it recognizes that social media is an emerging form of communication, the County permits employees and / or volunteers to engage in limited social media activity in the workplace and/or while on duty, similar to receiving a personal text message or a telephone call of limited duration. Employees and / or volunteers choosing to do so, however, are expected and required to use proper judgment and discretion, recognizing that even very brief periods of social media activity can collectively amount to significant periods of time. Supervisors are authorized to restrict or prohibit workplace/on-duty social media activity, as appropriate.

I. Corrective and/or Disciplinary Action; Other Potential Consequences

1. Employees and / or volunteers engaging in social media activity in violation of this policy will be held accountable, and corrective and/or disciplinary action, up to and including termination of employment, may be taken in accordance with the County's disciplinary policies procedures.

2. If an employee and / or volunteer is sued in part due to his/her social media activity under circumstances where the County would ordinarily provide a defense and/or indemnify the employee, the County reserves the right to withhold or withdraw such defense or indemnification in the event any such activity is found to violate this policy or any other policy of the County.

J. Interpretation and Application

1. Nothing in this policy is intended to or will be applied in a manner that violates any employee's and / or volunteer's constitutional rights, including rights to freedom of speech, expression, and association, or federal or state rights to engage in any statutorily-protected activity.

2. Any employee and / or volunteer unsure about the application of this policy to any particular social media activity should seek guidance from their Department Manager or Elected Official before engaging in such activity.

3. This policy is intended for internal use of the County only and should not be construed as establishing a higher duty or standard of care for purposes of any third party civil claims against the County and/or its employees and / or volunteers. A violation of this policy by an employee and / or volunteer provides only a basis for corrective and/or disciplinary action against such employee and / or volunteer by the County.

SECTION 4

APPLICATIONS AND EXAMINATIONS

4.01 ANNOUNCEMENT OF VACANT POSITIONS

All vacancies in the Classified Service for appointments other than Emergency Appointments shall be publicized by posting announcements in the Administrative Office, department bulletin boards, and announced in appropriate public communications media.

4.02 APPLICATION FORMS

Application shall be made on forms provided by White County. Such forms shall require information covering training, experience and other pertinent information. The person applying shall sign all applications.

4.03 EMPLOYMENT REQUIREMENTS

All White County positions shall be open only to persons who meet the requirements, as much as practicable, as listed on the public announcement.

4.04 RECEIPT AND DURATION OF APPLICATIONS

Applications will be accepted and placed on file from all persons desiring employment with White County. All persons will be informed at the time of application that the form will be placed in an active file for a period of sixty (60) days. Applications are good for one position at a time.

4.05 REJECTION OF APPLICATIONS

White County may reject an application which indicates that the applicant is deficient in any or all of the requirements as specified in the public announcement of the vacancy. An applicant may also be rejected if his/her past record of employment is determined to be unsatisfactory. An applicant will be rejected, or if employed, the employee will be dismissed for the practice of fraud or deception in the completion of the application at any times such fraud or deception is discovered.

4.06 COMPETITIVE APPOINTMENTS

Positions in the Classified Service may be filled from outside the service of White County. These positions shall be filled through a competitive process open to the public and based on merit and fitness of the applicant.

4.07 PROMOTIONAL APPOINTMENTS

Promotional appointments shall be open to all Classified Service employees who meet the training and experience requirements included in the class description.

4.08 APPLICANT'S MEDICAL EXAMINATION

- A.** After an offer is extended, the applicant may be required to undergo a medical examination to determine physical and mental fitness.
- B.** A physician or physicians, designated by or acceptable to White County, shall make the determination of physical or mental fitness.

SECTION 5

FILLING VACANCIES

5.01 PROCEDURE FOR FILLING VACANCIES

A. The supervising Elected Official, County Manager or Department Manager should review applications and forward recommendations to the Director of Human Resources.

B. All hires are conditioned upon a background investigation or examination satisfactory to the Elected Official, County Manager or Director of Human Resources.

5.02 TYPES OF APPOINTMENTS

Appointments in the Classified Service may be of the following types: Regular, Temporary, Part-Time, Seasonal, Emergency, Non-competitive or Trainee.

5.03 REGULAR APPOINTMENTS

Regular appointments are without specified duration and remain in effect until the appointee voluntarily separates, is involuntarily separated, or the position is abolished.

5.04 TEMPORARY APPOINTMENTS

Temporary appointments are those not to exceed six (6) months in duration.

5.05 PART-TIME APPOINTMENTS

Part-time positions involve fewer than thirty two (32) hours work a week without regard to certification provisions, except as provided by law. Persons employed under such conditions shall not achieve regular status and do not have appeal rights.

5.06 SEASONAL APPOINTMENTS

A person appointed on this basis is placed in active employee status during the seasonal activity and is then separated and placed on a preferential rehire list for preference into the same position next season.

5.07 EMERGENCY APPOINTMENTS

In the event of an emergency, the Board of Commissioners may authorize appointment of any person in order to prevent stoppage of public business, or serious inconvenience to the public. Persons shall be employed only during the period of the stated emergency.

5.08 NON-COMPETITIVE APPOINTMENTS

Appointments to certain positions in the unskilled labor classes may be made on a non-competitive basis at the discretion of the County Manager.

5.09 TRAINEE APPOINTMENTS

Trainee appointments are the appointment of persons who do not meet the minimum qualifications of the position. The length of training is at the discretion of the supervising Elected Official, Department Manager and County Manager.

SECTION 6

PROBATIONARY PERIOD

6.01 OBJECTIVE

The probationary period shall be regarded as an integral part of the selection process and shall be utilized to closely observe an employee's work, secure the more effective adjustment of a new employee and to reject an employee whose performance or conduct is not satisfactory.

6.02 DURATION OF THE PROBATIONARY PERIOD

The probationary period for original entrance, return entrance and promotional appointments shall be six (6) months. For certain departments, where appropriate, the probationary period will not be considered complete until the employee has successfully completed the required training courses, even if the time to complete the training exceeds six (6) months. However, under no circumstances will the probationary period be less than six (6) months.

6.03 PROMOTIONS - PROBATIONARY PERIOD

The probationary period shall be used in connection with promotional appointments in the same manner as is used for original entrance appointments. If an employee fails to perform satisfactorily during the probationary period following a promotion:

- A.** From a position in the same department, the employee shall be entitled to return to a position in his/her former classification at the previous rate of pay if there is a vacancy in the former classification. If there is no vacancy in the former classification, reasonable efforts will be made to place the employee in a position similar to that held before the promotion.
- B.** From a position in another department, reasonable efforts will be made to place the employee in a position similar to that held before the promotion if there is a vacancy in the former classification. If there is no vacancy in the former classification, reasonable efforts will be made to place the employee in a position similar to that held before the promotion.
- C.** If there is no position meeting above requirements, the employee shall be offered a vacant position for which he/she is qualified. If the employee refuses the offered position or none is available, the employee will be separated.

6.04 PROBATIONARY PERIOD REPORTS

- A.** Throughout the probationary period, the employee's supervisor shall observe the employee's performance and discuss any strengths and weaknesses in performance with the employee.
- B.** At least twenty (20) days before the expiration date of the employee's probationary period, the supervisor will complete an evaluation report and discuss *whether* he/she has performed satisfactorily during the probationary period. The probationary period will not

end until the Director of Human Resources has received and acted upon the evaluation report. The County Manager or Elected Official may take appropriate corrective and remedial action if the Department Manager fails to provide the evaluation report in a timely manner through no fault of the probationary employee.

C. The evaluation report shall be forwarded to the Director of Human Resources prior to the expiration date of the employee's probationary period indicating that:

1. The employee's performance is satisfactory and he/she should be retained in the position; or
2. The employee's conduct or performance is unsatisfactory and that his/her removal is proposed as of a specific date prior to the end of the probationary period;
3. An extension of the probationary period is required for additional observation.

6.05 EXTENSION OF PROBATIONARY PERIOD

A. If an Elected Official or Department Manager requests additional time to evaluate an employee due to extenuating circumstances, which did not allow the employee to be fully evaluated during the probationary period, he/she may request an extension setting forth in writing the circumstances necessitating the extension.

B. The Director of Human Resources may grant an extension up to, but not to exceed three (3) months if it is determined that there are valid reasons for such extension.

6.06 REMOVAL DURING PROBATIONARY PERIOD

A Department Manager or Elected Official may remove an employee at any time during the probationary period if observation and evaluation have indicated that the employee is unwilling or unable to satisfactorily perform the duties of the position or that the employee's work habits do not merit continuance in the position.

6.07 PART-TIME TO FULL TIME PROBATIONARY PERIOD

If an employee changes status from full-time to part-time, or from part-time to full-time, but otherwise remains in the same department and continues to perform substantially the same duties, the County Manager or Elected Official may waive the requirement for a probationary period.

6.08 DEMOTION OR TRANSFER DURING PROBATIONARY PERIOD

A. An employee transferred or demoted to another position with similar or lesser qualifications in the same department shall not be required to begin a new probationary period.

B. An employee transferred, or transferred and demoted to another position with similar or less qualifications in a different department shall begin a new probationary period.

C. An employee transferred or demoted to another position with substantially different qualifications shall begin a new probationary period.

6.09 APPEALS DURING PROBATIONARY PERIOD

Consideration of appeals from employees during the probationary period shall be limited to the following:

A. **Original Entrance Probationary Period** Employees may appeal only actions which are alleged to be illegal discrimination.

B. **Promotional Probationary Period** Employees who have previously satisfactorily completed a probationary period may appeal an adverse action not based on inability to perform in the probationary position.

C. **Replacement of Removed Employee on Eligible List** If an employee is removed during the probationary period under conditions which the County Manager or Elected Official determines are unique circumstances that does not render the employee permanently unsuitable for future employment, the employee shall be eligible for consideration for future job openings with the Classified Service.

SECTION 7

PROMOTIONS, DEMOTIONS, TRANSFERS

7.01 POLICY

Vacancies in positions above the entry level in the Classified Service shall be filled as far as practical by qualified employees within the Classified Service, except when it is determined to be in the best interest of White County to fill the positions with candidates recruited from outside the Classified Service.

7.02 PROMOTION POLICY

White County employees are encouraged to develop new skills, expand knowledge of their work and make known their qualifications for promotion to more difficult and responsible positions. Every effort should be made to utilize those persons already employed by the Classified Service, provided they meet the minimum qualifications of a vacant position.

7.03 DEMOTIONS

An employee may be demoted to a position in a lower pay grade for which he/she is qualified when:

- A. The position held by the employee is abolished.
- B. The position held by the employee is reclassified to a lower grade.
- C. The employee voluntarily requests a lower classification.
- D. The employee fails to perform duties in a satisfactory manner or otherwise violates standards of good conduct.

7.04 DEMOTION DUE TO ABOLISHMENT OF POSITION

When the position held by an employee is abolished, and a transfer occurs pursuant to Section 7.07, the employee shall be demoted to a lower grade and step for which he/she is qualified if a lower grade position is available. The employee's pay shall remain the same rate in the lower pay grade provided the rate does not exceed the maximum rate for the lower position. If the employee's rate exceeds the maximum pay grade for the lower position, the employee will be paid at the maximum rate of the lower position.

7.05 DEMOTION DUE TO RECLASSIFICATION

If reclassification of a position results in its allocation to a lower level and pay range, and the employee cannot be transferred to another position at his/her pre-classification level, the employee shall be demoted to the lower grade position, but shall remain at the same level of pay.

7.06 **VOLUNTARY DEMOTIONS**

A. An employee may submit a written request for demotion to a vacant position in a class with a lower pay grade. Approval is subject to all affected Department Managers determining that the employee is qualified to perform the duties and responsibilities of the lower class position.

B. When a demotion is voluntary, the employee's pay rate shall be determined by the County Manager or Elected Official but shall not exceed the lesser of the previous pay rate or the maximum rate of the new class.

7.07 **TRANSFERS**

A position may be filled by transferring an employee from a position in the same class or in a different class in the same pay range involving the performance of similar duties and requiring essentially the same qualifications. Transfers must have the prior approval of the appropriate Elected Official or County Manager.

A. Intra-Departmental Transfer

1. A Supervising Elected Official or County Manager may approve a transfer from a position to a vacant position in the same class at any time.

2. The transfer of an employee from a position in one class to a position in another class may be made provided the supervising Elected Official or Department Manager certify that the employee meets the minimum qualifications for the class.

B. Inter-Departmental Transfer

A transfer of an employee from a position in one department to a vacant position in the same class in a different department shall have the approval of the appropriate Elected Official and Department Manager. The transfer is subject to the approval of the County Manager.

SECTION 8

EMPLOYEE PERFORMANCE EVALUATION

8.01 OBJECTIVE

The Director of Human Resources, in cooperation with the supervising Elected Officials and Department Managers shall prepare a system for evaluating the work performance of all employees in the Classified Service. The purpose of the employee performance evaluation shall be to inform employees how well they are performing their work and how they can improve their performance. The performance evaluation may also be used in determining:

- A. Salary increments.
- B. The order of lay-offs.
- C. Training, promotion, demotion, transfer or dismissal.

8.02 PERIOD OF EVALUATION

All full-time employees who have completed their probationary period will be evaluated on an annual basis. Temporary and part-time employees will be evaluated on an as necessary basis. Employees who have not performed for twelve (12) months under the rating supervisor will be evaluated on a partial-period basis.

8.03 EVALUATION

The immediate supervisor, supervising Elected Official, Department Manager or County Manager shall prepare evaluations. An employee in a supervisory position who is leaving the position may be required to submit performance evaluation forms on all the employees under his/her supervision who have not been evaluated within the previous six (6) month period.

8.04 REVIEW WITH THE EMPLOYEE

After the discussion of the performance evaluation with his/her supervisor, the employee will acknowledge the review and indicate any intention to submit written comments, which are due within ten (10) calendar days from date of review, for any ratings or comments in which there was significant disagreement between the employee and the supervisor. Written comments will be submitted through the Department Manager to the supervising Elected Official or County Manager who will determine the appropriate action to be taken.

8.05 SIGNATURE

After the interview, the employee will sign the evaluation form indicating that the evaluation has been explained. The signature of the employee indicates that he/she has seen the evaluation. The employee's signature does not necessarily indicate that the employee agrees with the evaluation or rating. Failure to sign may result in disciplinary action.

SECTION 9

SEPARATIONS

9.01 TYPES OF SEPARATIONS

Separations from positions in White County service shall be designated as one of the following types:

- A. Resignation.
- B. Involuntary Resignation.
- C. Layoff or Reduction in Force.
- D. Dismissal.
- E. Retirement.
- F. Death.

9.02 RESIGNATION

Resignation is the separation of an employee by a voluntary act. An employee shall give at least fourteen (14) calendar days notice before the effective date of resignation. Failure to comply with this provision may be cause for denying re-employment.

9.03 INVOLUNTARY RESIGNATION

Involuntary resignation is the separation of an employee for reasons other a voluntary action.

A. Rejection of Probation

Involuntary Resignation shall separate during the probationary period because of inability to satisfactorily perform the duties of the position.

B. Absent Without Leave

Involuntary Resignation shall separate an employee who fails to return from Leave of Absence or who fails to report to work for three (3) consecutive workdays without authorization.

C. Loss of License or other Job Requirements

Involuntary Resignation shall separate any employee who is unable to perform his/her duties because of the loss of a necessary license, inability to comply with job requirements and who cannot be placed in another position.

D. Involuntary Resignation shall separate any employee who is unable to perform his/her job with reasonable accommodation.

9.04 REDUCTION IN FORCE (LAY-OFF)

When, for any reason, it becomes necessary to reduce the working force in a department, employees shall be laid off based on the following:

- A. Length of service in class.
- B. Length of service with White County;
- C. The average performance rating for the last three (3) years of service or for the entire period less than three (3) years.
- D. All other things being equal, honorably discharged veterans will be given retention preference to the extent allowed by law.

9.05 DISMISSAL

A. Dismissals are discharges or separations made for just cause, which shall include, but not be limited to:

- 1. Misconduct
- 2. Refusal or inability to meet prescribed standards
- 3. Insubordination
- 4. Violation of Department or County Rules and Regulations

B. Employees who are dismissed shall be paid for paid time off (PTO) leave provided no monies are due White County for equipment damage, lost property or similar circumstances in accordance with Paid Time Off Policy section 12.09.

9.06 DEATH

Separation shall be effective as of the date of the employee's death.

9.07 RETURN OF PROPERTY AND FINANCIAL OBLIGATION

A. Before receiving final monies due, all items of White County property in the employee's custody shall be returned to the department. The employee's supervisor shall make certification to this effect. Any monies due because of shortages shall be collected through appropriate action.

B. Any outstanding debts incurred by an employee, deductions for the loss or abuse of White County property, or other financial obligations which are due White County will be deducted from the employee's final pay check.

SECTION 10

DISCIPLINARY ACTIONS

10.01 PHILOSOPHY

A. The Supervising Elected Official or a Department Manager is responsible for the proper and efficient operation of his/her department and for enforcing all policies and regulations. It is the responsibility of all employees to observe the policies and regulations.

B. Disciplinary action may be imposed upon an employee for conduct or actions, which interfere with or prevent the effective and efficient performance of a department's responsibilities. The purpose of such disciplinary action shall be to effect a correction of an employee's conduct rather than to be punitive.

C. The type and severity of disciplinary action shall be related to the gravity of the offense, the employee's record of disciplinary action, length of service, and actions taken in similar cases both within the department and in other departments. Adverse action taken must be based on cause supported by sufficient evidence, be consistent with other such actions taken and be fair and equitable.

10.02 AUTHORITY FOR DISCIPLINARY ACTION

The County Manager, Department Manager or Supervising Elected Official is authorized to apply such disciplinary measures as may be appropriate and necessary. In cases of reduction in pay, suspension, demotion and dismissal, the Department Manager or Elected Official shall consult the Director of Human Resources or County Manager. This requirement for consultation is not intended to relieve the Department Manager or Elected Official of responsibility or to preclude the immediate suspension of an employee when emergency or other circumstances make it impractical to obtain prior consultation.

10.03 REASONS FOR DISCIPLINARY ACTION

Any of the following violations are sufficient grounds for disciplinary action ranging from oral reprimand to dismissal, depending on the seriousness of the offense and other circumstances related to the situation. These offenses are illustrative and are not all-inclusive.

A. Willful neglect in the performance of the duties of the position to which the employee is assigned.

B. Disregard for or violations of County Resolutions, departmental policies and regulations, including safety rules.

C. Willful misuse, misappropriation, negligence or destruction of County property or the utilization of County property for personal use or gain.

- D.** Excessive tardiness or absence from duty.
- E.** Violation of a reasonable official order, refusal to carry out lawful and reasonable directions given by a supervisor, or other acts of insubordination.
- F.** Any violation of the County's Substance Abuse/Drug Testing Policy.
- G.** Criminal, dishonest, or other conduct which interferes with effective job performance or has an adverse effect on the efficiency of County service.
- H.** Disclosure of privileged and/or confidential information or its use for private gain.
- I.** Incompetent or unsatisfactory performance of duties.
- J.** Conviction of a crime.
- K.** Knowingly giving false statements to supervisors, other officials or the public.
- L.** Any conduct, on or off duty, which reflects unfavorably on White County as an employer.
- M.** Discovery of a false statement in the application or in any other document used to obtain employment.
- N.** Acceptance of gratuities to the extent prohibited in these rules.
- O.** Refusal to be examined by a County physician or other designated physician when so directed by the proper authority.
- P.** Political activity violation as outlined in these rules.
- Q.** Participation in a strike or work slow down against White County.
- R.** Inability to obtain or maintain the appropriate type of driver's license required by the position occupied or excessive traffic violations. Failure to maintain the driver's license required by the position includes the suspension of such license for any day the employee is scheduled to work.
- S.** Refusal to participate in an investigation or conduct that interferes with an investigation or has the effect of interfering with an investigation.

****Revision as of October 4, 2005***

T. Possession of firearms or other dangerous weapons in an official County vehicle.

1. Firearms or other dangerous weapons shall include, at a minimum:
 - a. Pistols, revolvers, shotguns, rifles, etc.
 - b. Dangerous knives not necessary in the performance of work duties.
 - c. Explosive devices of any kind.
 - d. Sling shots, nunchaku sticks, etc.
 - e. Clubs, and clubs, throwing stars, etc.
 - f. Metal knuckles.
 - g. Air guns, pellet guns and blow guns.
 - h. Dirks, daggers and similar knives fitted for stabbing.
 - i. Any replica or other item that simulates any of the above items.
2. The provisions of this code shall not apply to:
 - a. Persons certified by the Georgia Peace Officer Standards and Training (POST) Council or by a law enforcement agency of the state or the United States or any political subdivision thereof.
 - b. An administrative investigator who is an agent, operative or officer of the County whose duties include the prevention, detection and investigation of violations of codes and the enforcement of administrative, regulatory, licensing, or certification requirements.

U. Any other conduct or action of such seriousness that disciplinary action is considered warranted.

10.04 TYPES OF DISCIPLINARY ACTION

Disciplinary action should only be taken to the extent necessary to correct a problem. Types of disciplinary action from the least severe to the most severe are:

- A.** Oral Reprimand
- B.** Written Reprimand
- C.** Probation
- D.** Suspension

E. Reduction In Pay

F. Demotion

G. Dismissal

10.05 PROCEDURES FOR DISCIPLINARY ACTION

A. Oral Reprimand

1. Whenever grounds for disciplinary action exist and the supervisor determines that the incident, action or behavior of the employee is such that more severe disciplinary action is not immediately necessary, the supervisor should orally communicate to the employee the supervisor's observation of the problem and offer assistance in correcting the situation.

2. When an oral reprimand is given, the supervisor should ensure that the employee's personnel file is documented to show date and nature of the reprimand. The employee should be advised that the reprimand will be documented in the personnel file and that he/she may submit comments for the file.

3. Depending on the circumstances or seriousness of the offense, normally no more than two (2) oral reprimands should be given to an employee for the same type of offense, after which a more severe type of disciplinary action should be taken. Whenever possible, however, sufficient time for improvement should be allowed before further and/or more severe action is taken.

B. Written Reprimand

1. When a supervisor determines that a written reprimand is appropriate and necessary, the reprimand shall be addressed to the employee and shall include:

- a. The charge
- b. The specific behavior
- c. The dates of the behavior that support the charge
- d. The warning that continuance of this behavior will result in more severe disciplinary action
- e. An offer of assistance in correcting the behavior
- f. Circumstances affecting the severity of the discipline

2. A signed copy of the reprimand shall be included in the employee's personnel file in the Human Resources Office. The employee shall have the opportunity to submit written comments to be included in the file and request review by next level supervisor if any.

C. Probation

The Supervising Elected Official or the County Manager has the authority to place an employee on probation for a period up to one hundred eighty (180) days. Such action shall be considered the equivalent of a final written warning.

D. Suspensions

Personnel, who are suspended, with or without pay, will continue to be entitled to the health insurance coverage they were authorized under White County's group policy prior to the suspension, until such time as the suspension is resolved.

1. Misdemeanor or Felony

When an employee has been charged with a crime classified as a misdemeanor or felony, the supervising Elected Official or Department Manager shall:

- a. Review the nature of the employee's offense
- b. Assess the impact of the crime on the ability of the employee to perform the duties of his/her position in a satisfactory manner
- c. Determine whether continued service would put the public in jeopardy
- d. Assess the impact upon the reputation and good name of White County
- e. Consult with the Director of Human Resources regarding actions to be taken
- f. If appropriate, suspend the employee until disposition of the charge or charges. If a suspension is granted under this section, the employee may be required to pay health and insurance payments.

2. Disciplinary Action

When a Supervising Elected Official or Department Manager determines that suspension is an appropriate corrective action, an employee may be suspended for up to thirty (30) workdays. Ordinarily, an initial suspension for a particular offense will not exceed three (3) to five (5) work days depending on the seriousness of the offense. A thirty (30) day suspension would normally be imposed only for the most serious and flagrant of offenses or as the last in a series of progressively more severe suspensions.

3. Written Notice

a. On or before the effective date of the suspension, the Supervising Elected Official or Department Manager will provide the employee with a written statement setting forth:

- (1) The reasons for the suspension.
- (2) The effective date of the suspension.
- (3) The date the employee should return to work.
- (4) The warning that continuance of this behavior will result in more severe disciplinary action.
- (5) An offer of assistance in correcting the behavior.
- (6) Circumstances affecting the severity of the discipline.
- (7) Advice on the right of appeal.

b. Except in the case of suspension with pay and emergency suspensions, the employee shall have an opportunity to present at least oral reasons why he/she should not be suspended, which shall be considered before determining whether a suspension shall be imposed.

4. Types of Suspension

a. Suspension With Pay

(1) Whenever there is reason to believe that an employee may have committed a serious violation or offense, but sufficient evidence is not yet available to make a proper evaluation and determination of the appropriate final action, the Supervising Elected Official or Department Manager may suspend an employee for up to ten (10) workdays pending investigation with pay.

(2) In certain circumstances, the Supervising Elected Official or Department Manager may determine that even though a suspension without pay may not be appropriate, it is nonetheless necessary to relieve the employee of duties and remove him/her from the work site. In such a case, a suspension with pay may be given the employee for up to five (5) workdays.

(3) The County Manager or supervising Elected Official may authorize a suspension with pay for any period that may be deemed necessary.

b. Suspension Without Pay

The Supervising Elected Official or Department Manager shall give their employee the opportunity to present at least oral reasons why he/she should not be suspended without pay before determining whether a suspension shall be imposed. A Supervising Elected Official or County Manager may suspend an employee without pay.

c. Emergency Suspension

If an emergency exists which makes immediate suspension of an employee necessary before concurrence can be obtained; to preserve the health and safety of the employee or others; or to continue vital services to the public; or to continue a County function without serious disruption, a Supervising Elected Official or a Department Manager may make such an immediate suspension.

5. Restoration to Active Duty

At the end of the period of suspension, the employee shall be returned to active duty at his/her previous salary rate unless other disciplinary action affecting the position and/or salary has been taken.

E. Reduction in Pay

In the event that a reduction in pay is warranted, the employee will be given advanced notification of this pending action and given the opportunity to respond. When a Supervising Elected Official or Department Manager has obtained the required concurrences and determines that an employee's performance or conduct is of such nature that it can best be corrected through a reduction of pay within grade, the employee shall be advised in writing of such action as follows:

1. The reasons for such action.
2. The extent of the reduction.
3. The effective date.
4. Previous warnings, counseling and attempts to correct the situation.
5. Advice on the right of appeal.

F. Demotion

In the event that a demotion is warranted, the employee will be given advanced notification of the pending action and given the opportunity to respond. A Supervising Elected Official or Department Manager may determine that demotion of an employee to

a position in a lower pay grade is a proper action to correct a situation. In such a case, Supervising Elected Official or the Department Manager shall furnish the employee with a statement of the reasons for such action and the effective date at least three (3) days before the proposed date of the action. The statement shall fully set forth:

1. The reasons for the demotion.
2. Previous warnings, counseling and attempts to correct the problem.
3. Notification of the employee's right of appeal.

G. Dismissal

1. When dismissal is warranted, the employee will be given advanced notification of this pending action and given the opportunity to respond.
2. An employee may be dismissed when:
 - a. All reasonable attempts at corrective action have been ineffectual.
 - b. The seriousness of and the circumstances surrounding the offense leave dismissal as the only feasible alternative.
 - c. The employee is no longer able to perform one or more duties required by his/her position due to loss of required license, permit or certification.
3. A dismissal shall be effective only after the supervising Elected Official or Department Manager has consulted with the Director of Human Resources and has presented the employee with the reasons for dismissal in writing specifically and fully stated.
4. The Supervising Elected Official or Department Manager shall notify the employee of the right to appeal.

10.06 DEPARTMENT MANAGER DISCIPLINARY ACTION

The County Manager has the authority to reprimand dismiss, suspend, or demote a Department Manager, for cause, in accordance with the guidelines outlined in this section.

SECTION 11

COMPLAINTS, GRIEVANCES AND APPEALS

11.01 PHILOSOPHY

A. It is the responsibility of employees of White County to provide efficient and continuous service to the citizens of White County. White County recognizes that employee morale is an important factor in maintaining a high level of public service; and that the efficient and productive organization is measured in part by the employee's willingness to work cooperatively with other employees and with his/her supervisor.

B. The primary purpose of these rules shall be to determine what is right rather than who is right. Free discussion between an employee and supervisor will lead to a better understanding by both parties as to policies, practices, and procedures, which affect all employees. This will tend to identify and reduce conditions, which may cause misunderstanding and grievances.

11.02 COMPLAINT

A. A complaint is a statement of employee dissatisfaction about some action, exclusive of adverse actions, event or condition in the work environment, which is meaningful to the extent that the employee feels it is necessary to make it known to others.

B. Any complaint should be made verbally to the immediate supervisor. The complaint shall be dealt with informally. The reply will normally be verbal.

11.03 GRIEVANCE

A grievance is a complaint that has not been resolved. A grievance is caused in most cases by the inability or unwillingness of individuals to adapt to one or more aspects of the work environment. The failure to adapt can be the fault of the employee or the supervisor or perhaps both. An awareness of the underlying cause of grievances and prompt resolution of these causes is mandatory for effective employee relations and efficient performance of an organization. A Grievance Procedure has been established to affect this purpose.

A. General Provisions

- 1.** All White County employees have the right to use the Grievance Procedure without fear of reprisal, restraint, coercion or discrimination. Grievances shall be settled equitably, fairly and promptly.
- 2.** If the grievant fails to submit his/her grievance to the next higher step within the prescribed time limits, it shall be assumed that the grievance has been satisfied.
- 3.** Should a decision not be rendered within the prescribed time limits, the grievant may immediately appeal to the next step.

4. Nothing in the Grievance Procedure shall be construed to prevent discussions or meetings to clarify facts in the case or resolve the grievance.

B. Non-Grievable Areas

1. Issues, which are pending or have been concluded by other administrative or judicial procedures.
2. Work assignments, which do not result in a demotion or salary reduction.
3. Budget allocations and expectations, and organizational structure, including the persons or number of persons assigned to particular jobs or units.
4. The content or rating of a performance appraisal except when the employee can show that he or she has been adversely affected by the appraisal.
5. The selection of an individual by the Appointing Authority to fill a position through appointment, promotion, or transfer except when the employee can show that he/she has been adversely affected because of unlawful discrimination.
6. Disciplinary actions are covered by procedures relating to adverse actions.
7. Any matter, which is not within the jurisdiction or control of White County.
8. Internal security practices established by the Board of Commissioners.
9. Decisions, policies, practices or resolutions, passed by the Board of Commissioners, which is not job or work related, and which do not contradict these policies.
10. Position classifications and allocations.

C. Grievance Procedure

1. The employee shall present the grievance to his/her Supervising Elected Official or Department Manager in writing within ten (10) workdays of its occurrence or the day the employee could reasonably be expected to have had knowledge of its occurrence. The Supervising Elected Official or Department Manager shall promptly meet and discuss the grievance with the employee and his/her representative, if any, and reply in writing within ten (10) working days of the meeting.

2. If the Supervising Elected Official or Department Manager does not settle the grievance, the employee may forward the grievance in writing to the County Manager within ten (10) working days after the receipt of the Supervising Elected Official or Department Manager's correspondence.
3. The County Manager shall meet and discuss the grievance with the employee within ten (10) working days after receiving the grievance, unless a longer period is mutually agreed upon.
4. The County Manager shall render a written decision within ten (10) workdays after the meeting. The decision shall state the problem, the applicable policy or regulation, and the reasons for applying the policy. Copies of the decision shall be forwarded to the employee and the Supervising Elected Official or Department Manager.
5. If the grievance remains unresolved, the employee may file in writing, within ten (10) days from receipt of the response of the County Manager a request for appeal to the Appeal and Grievance Review Board. A hearing shall be conducted within thirty (30) calendar days of the receipt of the employee request. The Board's decision shall be rendered within five (5) workdays of the hearing. In all grievance appeals, the decision of the Appeal and Grievance Review Board is final.

11.04 ADVERSE ACTIONS

Demotions resulting from organizational changes, reduction in force because of lack of funds, rejections of probation, classification studies, and the voluntary initiative of an employee are not adverse actions for disciplinary reasons and are not appealable.

11.05 APPEAL PROCEDURES

A. Notice of Adverse Action

Concurrently or in advance of an Adverse Action to reduce an employee's pay, suspend, demote, or dismiss, a Supervising Elected Official or Department Manager shall notify an employee of:

1. The action being taken.
2. The reasons for the action stated in sufficient detail for a full and complete understanding.
3. The right of appeal.
4. The manner in which the appeal may be initiated.

B. The Supervising Elected Official or Department Manager must give the employee the opportunity to present at least oral reasons why he/she should not be considered for an adverse action.

C. Time Limit for Appeal

The appeal by an employee shall be made within ten (10) working days after receipt of the notice of adverse action, or of the occurrence of the event-giving rise to the appeal.

D. Method of Filing Appeal

The method of filing appeal is the same as that set forth for filing a grievance as set out above.

E. Representation

Any person appealing to the Appeal and Grievance Review Board shall have the right to be accompanied, represented or advised by an attorney. Any designated attorney should file a notice of representation with the Appeal and Grievance Review Board as soon as possible after being so designated.

F. Hearings

1. Hearings before the Appeal and Grievance Review Board shall be conducted informally and shall not be bound by formal court procedures.
2. Each party shall have the right to present his/her case by oral and/or documentary evidence, to submit rebuttal evidence and to conduct such cross-examination as may be required for a full and true disclosure of the facts.
3. The Appeal and Grievance Review Board shall consider all facts relevant to the complaint and within five (5) working days shall notify, in writing, all parties to the complaint of the decision.
4. The Appeal and Grievance Review Board may find:
 - a. That the complaint is without merit; or
 - b. That the complaint has merit and administrative action suggested in an earlier step should, or should not, be followed; or
 - c. That the complaint has merit and recommends some other course of action.
5. In any appeal involving disciplinary action, the Appeal and Grievance Review Board may, where deemed appropriate, order an employee reinstated with or without back pay, or approve, revise or reverse any adverse action.
6. The Appeal and Grievance Review Board's decision shall constitute the final resolution of the appeal.

11.06 HEARING

A. If a termination is for a stigmatizing reason(s) that the employee contends is false, the employee, including probationary employees, may request a name-clearing hearing before the Appeal and Grievance Review Board in order to present information intended to show that the reasons for termination are false. The information may be written or oral testimony of the employee and any witness presented by the employee, and may include documentary or other evidence. The purpose of such hearing is to permit the employee an opportunity to attempt to “clear his/her name” with respect to the allegedly false reason(s) for termination. As such, there is no requirement that information be presented to support the termination nor is the Appeal and Grievance Review Board required to take any action on the information presented.

B. A request to present information shall be submitted within ten (10) working days of receipt of notice termination or notice to the employee of the allegedly false reasons for termination, whichever is later. Such request shall be submitted to the Director of Human Resources.

11.07 APPEAL AND GRIEVANCE REVIEW BOARD

A. The Appeal and Grievance Review Board shall consist of three (3) members drawn from a pool consisting of the Board of Commissioners, Elected Officials, County Manager and Department Managers.

B. The Director of Human Resources shall select the members of the Appeal and Grievance Review Board for each case, which shall not include any Elected Official or Department Manager whose personnel are involved in the appeal or grievance.

C. The Director of Human Resources and the County Attorney shall serve as ad hoc members of the Appeal and Grievance Review Board

D. In reviewing cases, the Appeal and Grievance Review Board is guided by the following criteria to determine if the County has:

- 1.** Ensured substantial compliance with sound management principles, consistent with these rules and regulations.
- 2.** Verified that there is a preponderance of evidence supporting the finding of facts and judgment.
- 3.** Taken action that is reasonable and relative to the severity of the offense.

SECTION 12

ATTENDANCE AND LEAVE

12.01 HOURS OF WORK

The Board of Commissioners or Appointing Authority shall establish the hours of work, which insofar as practicable, shall be uniform within occupational groups, which shall be determined in accordance with the needs of the White County service and shall take into account the reasonable needs of the public who may be required to do business with White County departments.

12.02 OVER TIME

A. Employees are categorized either as nonexempt (eligible to receive overtime pay) or exempt (ineligible for overtime pay) in accordance with the criteria established by the Fair Labor Standards Act (FLSA). All nonexempt employees shall be compensated for overtime worked as specified by the FLSA.

B. Overtime work shall be limited to meet operational needs of an emergency nature. The Department Manager or supervising Elected Official shall approve all overtime in advance.

12.03 SUBSTITUTION OF WORK SCHEDULES

A. Employees may substitute for one another when the substitution is:

- 1.** Voluntarily undertaken and agreed to solely by the employees, and
- 2.** Approved by the Supervising Elected Official or Department Manager.

B. Hours worked by substituting employees shall be excluded from any overtime calculations.

12.04 COMPENSATORY TIME

Compensatory time off is limited to employees entitled to receive overtime compensation under Section 7 of the Federal Fair Labor Standards Act (non-salaried). As a rule, compensation should be paid for all overtime worked at the rate of one and one half (1 ½) times the regular pay rate. However, at the discretion of the Supervising Elected Official or Department Manager, compensatory time may be granted for use later if the use of compensatory time does not disrupt workload or services. Notice shall be provided before working overtime if an employee will receive compensatory time in lieu of overtime.

A. Compensatory time off shall be used before using PTO leave. Compensatory time is accrued on a one and one half (1 ½) basis; i.e. for every overtime hour worked, one and one-half hours of compensatory time shall be earned.

B. Employees shall not accumulate more than forty (40) hours of compensatory time. *However, Appalachian Drug Task Force agents who are employees of White County shall not accumulate more than one hundred (100) hours of compensatory time.** Any overtime worked in excess of these hours must be paid at the rate of one and one-half (1 ½) times the regular rate.

C. Supervising Elected Officials or Department Managers will maintain complete records that will include the date compensatory time was earned, the reason for compensatory time and the date that compensatory time was used. Compensatory time earned and used by each employee is a responsibility of each Supervising Elected Official or Department Manager.

D. The Board of Commissioners realize that Exempt Employees must devote a great deal of time outside of the normal business hours in order to accomplish the business of White County, and to that end Exempt Employees will be allowed to take reasonable time off as he/she shall deem appropriate during said business hours. Abuse of this benefit will result in disciplinary action up to and including termination.

12.05 RECORD KEEPING

White County shall maintain complete employee records including hours worked and wages obtained during each pay period. In addition, White County shall keep account of all leave time taken.

12.06 TERMINATION

A. Upon termination of employment, an employee shall be paid per Paid Time Off Policy section 12.09. Payment shall be made at the employee's regular rate at their time of termination.

B. The employee shall be paid for any unused compensatory time upon termination of employment. Payment for compensatory time shall be at a rate not less than the average regular rate received by the employee during the last three (3) years of employment, or the final regular rate received by the employee, whichever is higher.

12.07 ATTENDANCE

Supervising Elected Officials and Department Managers shall be responsible for the attendance of all persons in their departments. Complete attendance records shall be maintained on forms and in accordance with procedures issued by the Director of Human Resources.

***Revision as of 10/5/04**

12.08 HOLIDAYS

A. Official holidays:

January 1	New Year's Day
Third Monday in January	Martin Luther King's Birthday
Third Monday in February	President's Day
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day
November 11	Veteran's Day
Fourth Thursday and Friday in November	Thanksgiving
December 24	Christmas Eve
December 25	Christmas

The Board of Commissioners may declare other days as holidays.

B. Saturday and Sunday Holiday

Generally, when a holiday falls on Saturday, the preceding Friday shall be observed as a holiday and when a holiday falls on Sunday, the following Monday shall be observed as a holiday. However, the County Manager, at his/her discretion may amend the observation of the holiday.

C. Work on Holidays

Personnel who are required to work on holidays shall be paid his/her regular rate of basic pay plus additional pay for no more than eight (8) hours of duty at a rate equal to his/her rate of basic pay. However, shift personnel shall be paid his/her regular rate of basic pay plus additional pay for no more than the hours for which his/her regular work shift is scheduled up to a maximum of 12 hours.

D. Holidays Falling on a Regularly Scheduled Day Off

Shift employees whose regular day off falls on a holiday shall be compensated for their usual shift hours, up to a maximum of 12 hours, at their regular pay rate.

E. Holidays which Occur during Paid Time Off (PTO)

Holidays, which occur during paid time off (PTO), shall not be charged against paid time off (PTO).

F. Full-Time Employees

Full time employees that are not salaried, and not covered by 12.03(b), will be paid their normal daily rate of pay.

G. Part-Time Employees

Part-time employees shall not be paid for holidays, unless they are required to work, for which they will be compensated at their basic rate of pay rate, only for hours worked.

H. Temporary and Seasonal Employees

Temporary and Seasonal employees shall not be paid for holidays, unless they are required to work, in which case they will be compensated their basic pay rate, only for hours worked.

I. Pay Status

An employee must be in pay status, not on unpaid leave or suspension, on the scheduled work day before and the scheduled workday after a holiday in order to be paid for the holiday. When a holiday falls at the beginning or the end of a pay period, an employee must be in pay status only the scheduled work day before or after the holiday, which falls within the pay period.

J. Beginning Employment

Employees whose first scheduled workday is designated holiday shall not be eligible for holiday pay for that day unless they are required to actually work that day.

12.09 PAID TIME OFF POLICY (*Revised as of 4/1/15)

Policy:

The County will provide for employees, paid time off (PTO) for rest and recreation, family and life needs, disability, illness and medical treatment. Paid time off may be used for vacation, personal illness, illness of an immediate family member, or other personal business. This is intended to help employees maintain the physical health and mental outlook on life and work that will benefit them in their work and relationships with the County. The amount of paid time off provided for this purpose will be based on employees' length of service with the County and will be considered an earned benefit.

For all regular full-time employees, a "paid time off day" is defined by this policy as the number of hours in length of one work day in an employee's assigned shift (i.e. 8 hours, 8.5 hours, 10 hours, 12 hours or 24 hours). An employee on paid time off will be compensated at their regular hourly rate times the number of "paid time off hours" actually taken.

Application: The policy applies to all regular full-time County employees.

Provisions:

1. Eligibility:

All regular full-time employees shall accrue paid time off at the applicable rate for their length of service and normal work schedule. Employees are eligible for paid time off as accrued after successful completion of their six (6) month probation period.

2. Paid Time Off Accumulations:

A. Paid time off is accumulated for employees as follows:

Years of Service (months)	Hours Accrued Annually	Hours Accrued Per Pay Period
Date of Hire to 1 Year (0-11)	88	3.38
2-4 Years (12-59)	128	4.92
5-9 Years (60-119)	168	6.46
10-14 Years (120-179)	208	8.0
15-19 Years (180-239)	248	9.54
20 + Years (240+)	288	11.08

*Fire Protection Personnel will accrue at proportional equivalents as listed on page 4.

- B.** Unused paid time off may be carried over from one calendar year to the next with a maximum carryover of 240 hours.
- C.** At the end of each calendar year, any accrued / unused paid time off in excess 240 hours will be rolled into a personal Catastrophic Leave Bank Account.
- D.** Part-Time / Temporary employees are not eligible to accrue paid time off unless accrued paid time off was a condition of employment prior to the adoption of this code. Part-Time / Temporary employees are allowed to take time off, with approval of the Supervising Elected Official / Department Head. This time off is without pay and requests for such leave should be made as soon as practicable.
- E.** Paid time off accrual for eligible employees begins upon employment.
- F.** Employees shall accrue paid time off while in pay status – including vacation, sick, jury duty, military leave, authorized holidays, and hazardous weather conditions.
- G.** Paid time off will be taken in units of whole hours with a one (1) hour minimum; however the Supervising Elected Official / Department Head may set a higher minimum.
- H.** During the initial year of employment, following the completion of the six (6) month probationary period – employees may use accrued paid time off subject to this policy and departmental approval.
- I.** Following the initial year of employment, all Employees are required to use a minimum of forty (40) hours of paid time off each calendar year.
- J.** Upon separation from employment for non-disciplinary reasons or retirement, all employees will be paid up to 240 hours of accrued / unused paid time off, provided they have completed one (1) year of service and meet the requirement of section 3)F below.
- K.** Employees may not work in any County Department when on paid time off.

L. Employees are subject to recall from paid time off due to emergency situations.

3. Use of Paid Time Off

- A.** To request and schedule paid time off, all employees shall complete a paid time off request form and submit it to their supervisor at least three (3) days in advance of the date of the paid time off. Paid time off requests may be denied due to work demands. When it is not possible to notify the supervisor in advance (i.e. if the employee has to call in due to illness) the paid time off request form should be completed and approved as soon as the employee returns to work. Unless physically unable to do so, employees must personally contact their supervisor to report their injury, illness, or other reason for unplanned absence within one hour of the report time of their scheduled work shift. Failure to comply with the call-in policy will result in denial of the paid time off request.
- B.** Employees must keep their supervisor informed of their condition and anticipated date of return. A medical certification may be required for any period of absence consisting of:
- two (2) or more consecutive days of unscheduled absence,
 - if absence for illness-related purposes occurs frequently or habitually,
 - if the supervisor has reason to believe the employee may be fraudulently using paid time off benefits,
 - in order to establish an employee's fitness to return to duty, or
 - when the supervisor has reasons to question the employee's physical ability to return to work and perform all duties without restriction or without risk of injury to his/herself or others.
- C.** If a Holiday occurs during the period an employee is on approved paid time off and the employee receives Holiday pay, the day shall not be charged as paid time off.
- D.** Following the first seven (7) consecutive days out of work (which the county pays) due to a work related injury - employees may use their accrued / unused paid time off to supplement their worker's compensation benefits received due to a work-related injury.
- E.** Employees must use their accrued / unused paid time off prior to taking any unpaid leave – paid time off will run concurrently with leave under the Family Medical Leave Act (FMLA).
- F.** Upon separation from employment for non-disciplinary reasons or retirement, all employees will be paid for accrued / unused paid time off up to a maximum of 240 hours. To receive accrued / unused paid time off – employees are required to submit a minimum of two (2) weeks' notice and Department Heads are required to provide a minimum of four (4) weeks' notice.

4. Responsibility.

- A. Supervisors shall respond to employee requests for paid time off in a timely manner and shall be as responsive as possible in approving requests taking into account the County’s best interest and fairness to other employees
- B. The County Manager shall approve paid time off requests for Department Heads.
- C. Supervising Elected Officials / Department Heads may have internal policies supplemental to this policy in order to meet the operational needs of their respective departments. County Department Heads must submit copies of their departmental policies to the County Manager for approval and to Human Resources for reference.

5. Fire Protection Employees Paid Time Off Accumulations:

Paid time off is accumulated for 10 Hour Shift / 50 Hour Per Week Fire Protection employees as follows:

Years of Service (months)	Hours Accrued Annually	Hours Accrued Per Pay Period	Day Equivalents
Date of Hire to 1 Year (0-11)	110	4.23	11
2-4 Years (12-59)	160	6.15	16
5-9 Years (60-119)	210	8.08	21
10-14 Years (120-179)	260	10.0	26
15-19 Years (180-239)	310	11.92	31
20 + Years (240+)	360	13.85	36

- A. Unused paid time off may be carried over from one calendar year to the next with a maximum carryover of 260 hours.
- B. At the end of each calendar year, any accrued / unused paid time off in excess 260 hours will be rolled into a personal Catastrophic Leave Bank Account.

Paid time off is accumulated for 24 Hour Shift Fire Protection employees as follows:

Years of Service (months)	Hours Accrued Annually	Hours Accrued Per Pay Period	Day Equivalents
Date of Hire to 1 Year (0-11)	204	7.85	9
2-4 Years (12-59)	264	10.15	11
5-9 Years (60-119)	324	12.46	14
10-14 Years (120-179)	384	14.77	16
15-19 Years (180-239)	444	17.08	19
20 + Years (240+)	504	19.38	21

- C. Unused paid time off may be carried over from one calendar year to the next with a maximum carryover of 280 hours.

- D. At the end of each calendar year, any accrued / unused paid time off in excess 280 hours will be rolled into a personal Catastrophic Leave Bank Account.

12.10 CATASTROPHIC LEAVE (*Revised as of 4/1/15)

A. PURPOSE

To establish a Catastrophic Leave Policy, the terms of the accrual and use thereof for Regular Full-Time Employees who have exhausted all paid time off and have a qualifying absence.

B. POLICY

It is the policy to grant Catastrophic Leave with pay to eligible Regular Full-Time Employees in accordance with the policy guidelines, with Catastrophic Leave being available to Regular Full-Time Employees who have a qualifying absence, who have exhausted all Paid Time Off and who have accrued Catastrophic Leave. This policy also sets forth a provision for the donation of a limited amount of Catastrophic Leave to employees who have an absence, who have exhausted all Paid Time Off and who have no accrued Catastrophic Leave. Probationary, part-time, temporary and seasonal workers are not eligible for Catastrophic Leave.

C. GUIDELINES

1. Accrual of Catastrophic Leave

Employees who have paid time off balances in excess of 240 hours at the end of each calendar year will have the excess paid time off placed in his or her personal Catastrophic Leave account at the beginning of each new calendar year, in accordance with the Paid Time Off Policy, Policy Number 12.09. Regular Full-Time Employees may accrue Catastrophic Leave up to a maximum of four hundred eighty (480) hours.

2. Usage

Employees may use his or her Catastrophic Leave for personal illness or injury, work-related injury, medical examinations or treatment, or to care for an immediate family member who is sick or injured.

3. Intermittent Usage

Intermittent usage of Catastrophic Leave may be approved to allow employees to obtain treatments that can only be given during working hours, i.e. chemotherapy, dialysis, radiation, etc. The Employee must be able to perform the essential functions of his or her position, must apply for and be approved for Family Medical Leave or Worker's Compensation, before he or she will be allowed to use Catastrophic Leave on an intermittent basis. Requests for intermittent usage and documentation supporting the request must be submitted to the employee's immediate Supervisor, supervising Elected Official / Department Head and Human Resources for review and approval. The information will be maintained in the employee confidential medical or worker's compensation file.

4. Exclusions

Catastrophic Leave may not be used under the following conditions:

- a. Employment has been terminated either before or during such medical absence.
- b. The absence is due to illness or injury attributable to:

- c. Intentional self-inflicted injury
- d. Drug or alcohol addiction, unless seeking professional care
- e. Illness or injury incurred while committing a crime
- f. Illness or injury resulting from paid employment or self-employment other than employment by White County that was not approved by the supervising Elected Official, Department Head, or County Manager.

D. LEAVE REQUEST

1. Procedures

- a) Eligible Employees who use Catastrophic Leave shall submit medical status reports from the attending physician to Human Resources during the course of the employee medical recovery period. The report must be provided at a minimum every thirty (30) days and must provide a prognosis and tentative date of return to work.
- b) The employee must provide a return to work statement from the attending physician indicating he/she is able to perform the essential functions of his or her position without restrictions or limitations. The statement must be presented to the immediate Supervisor, supervising Elected Official / Department Head, and the Human Resources Department prior to his or her return to work after a personal illness or injury.
- c) No Catastrophic Leave will be granted to an eligible Employee in excess of the amount accrued and available to such employee.
- d) Paid Time Off must be exhausted prior to an employee taking Catastrophic Leave.
- e) Paid Time Off and Accrued Catastrophic Leave must be exhausted before an eligible Employee takes leave of absence without pay for medical reasons.
- f) An employee taking Catastrophic Leave will not accrue additional paid time off.
- g) All Employee medical documentation will be maintained in a confidential medical file secured in the Human Resources Department.
- h) Paid Time Off and Catastrophic Leave run concurrently with leave taken under the provisions of the Family Medical Leave Act (FMLA), wherein all limitations of this Act apply.

E. Department Responsibility

It is the responsibility of each supervising Elected Official / Department Head or designated Supervisor to ensure the provisions of this policy are observed. Corrective action should be taken in instances of suspected abuses or misinterpretation of the utilization of Catastrophic Leave. The supervising Elected Official / Department Manager will ensure that use of Catastrophic leave is recorded on the employee time sheet.

F. Leave Forfeiture

Unused accrued Catastrophic Leave shall be forfeited upon termination of employment.

G. Donation of Catastrophic Leave

1. Limitations of Donation of Catastrophic Leave

- a) Employees with a Catastrophic Leave Balance in excess of forty (40) hours may donate up to one-half of their leave balance to another full-time, non-probationary employee in strict accordance with all conditions of this policy applying to the leave recipient.
- b) The maximum number of hours which can be donated to one leave recipient in a twelve month period is 40 hours per employee and 480 hours cumulative.
- c) All Catastrophic Leave donations must be coordinated through Human Resources and approved by the Department Head / County Manager, or Supervising Elected Official.
- d) Catastrophic Leave cannot be donated to an immediate supervisor.

2. Restoration of Donated Catastrophic Leave

- a) Any donated Catastrophic Leave remaining to the credit of a leave recipient when the medical emergency terminates shall be restored as provided below, and to the extent administratively feasible, by transfer to the Catastrophic Leave accounts of leave donors who, on the date leave restoration is made, are employed by White County.
- b) The amount of unused donated Catastrophic Leave will be restored to each donor at an amount proportionate to the number of hours donated, using the following formula:
 - Divide the number of hours of unused donated Catastrophic Leave by the total number of hours of catastrophic leave transferred to the leave recipient.
 - Multiply the ratio obtained by the number of hours of catastrophic leave transferred by each leave donor eligible for restoration.
 - Round the result obtained above to the nearest hour. (.5 will be rounded up).
 - If the total number of eligible leave donors exceeds the total number of hours of leave to be restored; no unused transferred leave shall be restored. In no case shall the amount of leave restored to a leave donor exceed the amount transferred to the leave recipient by the leave donor.
 - If the leave donor retires, dies, or is otherwise separated from employment with White County before the date unused transferred leave can be restored, the County shall not restore the unused transferred leave to that donor.

3. Prohibition of Coercion.

- a) An employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, interfering with any right such employee may have with respect to

donating, receiving, or using catastrophic leave.

12.11 BEREAVEMENT LEAVE

Immediate Family

A maximum of three (3) working days for funeral leave may be granted in the event of death in an employee's immediate family. Circumstances dictate the total number of funeral days allowed per year.

If more time is required, the additional time may be charged to paid time off (PTO) leave or leave without pay with the approval of the supervising Elected Official or Department Manager.

12.12 WORKER'S COMPENSATION

- A.** The provisions of the State Worker's Compensation Act cover an employee who is temporarily disabled because of an injury or illness that arises out of and in the course of his/her work.
- B.** Except when the employee is on leave pursuant to Section 12.13, an employee who is eligible to receive Worker's Compensation payments must choose to use their accrued paid time off (PTO) leave until it is exhausted or to immediately start receiving workers compensation payment to the extent allowed by law.
- C.** White County's portion of paid time off (PTO) payments will continue until all accrued paid time off (PTO) is exhausted or until the employee returns to regular status, whichever comes first.
- D.** An employee who becomes temporarily disabled shall exhaust paid time off (PTO) leave accumulations. After all paid time off (PTO) leave has been used, further extension of leave, with or without pay, must be pursuant to Section 12.16B.

12.13 MILITARY LEAVE

Military leave will be granted in accordance with State and Federal laws.

12.14 CIVIL LEAVE

A. Policy

An employee shall be given time off when performing jury duty, when subpoenaed to appear before a court, public body or commission in the scope and performance of their job as a county employee and when performing emergency civilian duty in connection with national defense. Employees are to be paid their salary or other compensation for a total of eighteen (18) days of any period of jury duty or performing emergency civilian duty in connection with national defense. The eighteen (18) days pay is limited to each single continuous period of absence and eighteen (18) days in any one calendar year. An

employee will be allowed up to two (2) hours paid leave for the purpose of voting when the employee's work schedule conflicts with the hours that the polls are open.

B. Payment

When an employee is compensated for such service, he/she is entitled to retain the payment to offset any related expenses.

C. Witness Fees

Witness fees received for services performed in the line of duty while the employee is on full pay status shall be endorsed over to White County.

D. Personal Involvement

Leave for court attendance when the employee, as a private individual, is the defendant, engaged in personal litigation, or involved in a matter unrelated to his/her work with White County shall be charged to paid time off (PTO) leave or leave of absence without pay.

E. Regular Days Off

The provisions of the section on Civil Leave are not applicable on an employee's regular days off.

F. Return to Duty

Upon release from the Court's jurisdiction, an employee will be allowed a maximum of one and one-half (1 1/2) hours to attend to personal matters before returning to duty, if the Court has not required the entire day.

12.15 LEAVE WITH PAY

A. Educational Leave

A full-time, regular employee may be granted educational leave with full pay or partial pay for the purpose of taking courses directly related to his/her work as determined and approved by the supervising Elected Official or Department Manager in accordance with such conditions as may be established in each individual situation.

B. Seminars and Professional Meetings

Employees may be granted leave with pay for attendance at seminars, training sessions, or professional meetings related to his/her work as determined necessary and approved by the supervising Elected Official or Department Head.

C. Physical Examinations

Employees requested to appear for a physical examination related to their work, or for induction into the military service, shall be granted leave with pay for such purpose.

D. Written Examinations

An employee may be granted leave with pay while taking examinations before a Federal, State, or other governmental agency, provided such examinations are pertinent to his/her White County employment.

12.16 LEAVE OF ABSENCE WITHOUT PAY

A. Purpose

A leave of absence without pay may be granted to an employee for necessary absence when no other leave, paid or unpaid, is available. Normally, a leave of absence without pay will be utilized in situations involving personal or family illness.

B. Approval

A supervising Elected Official or Department Manager with the concurrence of the County Manager may grant a leave of absence without pay for a period not to exceed six (6) months. A leave of absence without pay in excess of six (6) months, or an extension beyond six (6) months, may be granted with the prior approval of the Board of Commissioners. Leave under this section will only be taken once a year even though the employee may not have used the entire six (6) months.

C. Eligibility

1. Employees who have completed their initial probationary periods shall be eligible to be considered for a leave of absence without pay.
2. Approval of a leave of absence and the duration of such leave will be determined by giving due consideration to length of service, quality of performance, reason for the leave, and any other circumstances deemed appropriate by the supervising Elected Official or Department Manager and the County Manager.
3. An employee granted a leave of absence without pay should be entitled to return at the end of the period of leave to the same or reasonably similar position to the extent possible. If not to the same position then to another position in the same class with substantially the same working conditions in the same department in which he/she was employed when the leave was granted.
4. No paid time off (PTO) leave will be accrued during a period of unpaid leave.

D. Anniversary Date

The anniversary date of an employee on leave of absence without pay shall be adjusted in such manner that the time off on leave shall not be credited as service time. The anniversary date may be adjusted for pay purposes, if appropriate.

E. Pay

An employee shall return from leave of absence without pay to at least the same rate of pay as he/she held at the effective date of the leave of absence.

F. Retirement Credit

To the extent permitted in the plan document or insurance contract, retirement credit for the period of the leave of absence without pay may be allowed, if provided for in the current retirement plan.

G. Insurance

To the extent permitted in the plan document or insurance contract, membership may be maintained in the White County sponsored group insurance plans provided the employee pays both the employee's share and White County's share of the group insurance premiums.

H. Paid Time Off (PTO) Leave Benefits and Holidays

An employee on leave of absence without pay shall not earn paid time off (PTO) leave benefits or pay for holidays while on leave.

I. Failure to Return from Leave of Absence

Failure of an employee to return to duty upon the expiration of the leave of absence without pay shall be interpreted as a resignation.

J. Continuous Service

A leave of absence without pay shall not be considered a break in service but the period of the leave shall not count as total service time.

12.17 ABSENT WITHOUT LEAVE

A. An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized shall be deemed to be an absence without leave and shall be without pay.

B. Disciplinary Action

Any absence without leave may be subject to disciplinary action, up to and including dismissal, depending upon the circumstances of the situation.

C. Absence for Three Days

Any employee who is absent for three (3) consecutive days without leave shall be deemed to have resigned.

12.18 FAMILY LEAVE POLICY

Revised January 16, 2009

A. Eligibility

1. Employees who have worked for White County for at least twelve (12) months and at least 1250 hours during the twelve (12) months preceding the leave may take up to twelve (12) weeks of unpaid leave (during a 12 month period) for the following reasons:

- a. For incapacity due to pregnancy, prenatal care, or child birth;
- b. To care for the employee's child after birth, or placement for adoption or foster care.
- c. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- d. For a serious health condition that makes the employee unable to perform the employee's job.

2. The 12-month period shall be a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave will be used to determine the twelve weeks of eligibility.

B. Military Family Leave Entitlements

1. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
2. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

C. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the employee

and employer agree. Likewise, in such event, if White County employs both spouses, the combined leave shall not exceed twelve (12) weeks. Leave for birth or placement of a child must conclude within twelve (12) months of the birth or placement.

- D.** In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced-hours basis only if such leave is medically necessary. If intermittent or reduced hours leave is required, White County may in its sole discretion temporarily transfer the employee to another job with equivalent pay and benefits.
- E.** During family leaves of absence, White County will continue to pay the health insurance premiums of the employee on the same bases of current county pay. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse White County for payment of health insurance premiums during the family leave, unless:

 - 1.** The employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job.
 - 2.** Circumstances beyond the control of the employee or
 - 3.** The employee is a "key" employee hereinafter defined and White County denied job restoration to the employee.
- F.** To the extent allowed by law, employees are required to use their available paid time off (PTO) leave, if such leave is otherwise available to the employee in accordance with the county leave policy, during the twelve (12) week family leave.
- G.** During unpaid leave, the employee shall not accrue employment benefits, such as paid time off (PTO) accrual, leave accrual, pension, etc. Employment benefits accrued by the employee up to the day on which the family leave of absence begins will not be lost.
- H.** Employees who return to work from family leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.
- I.** White County may, under specified and limited circumstances, refuse to reinstate certain, high-paid "key" employees after using family leave. In order to do so, White County will:

 - 1.** Notify the employee of his/her status as "key" employee in response to the employee's notice of intent to take family leave.
 - 2.** Notify the employee as soon as White County decides to deny job restoration and explain the reasons for this decision.

3. Offer the employee a reasonable opportunity to return to work from family leave after giving this notice.
- J. A "key" employee is a salaried "eligible" employee who has been designated by White County as "key". Normally, a "key" employee is among the highest paid ten percent of employees within 75 miles of the work site.
- K. Applications for family leaves of absence must be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days notice is not possible. Appropriate forms should be submitted through the Department Manager to the County Manager to initiate family leave and to return the employee to active status. Employees requesting family leave shall provide White County with appropriate medical certification.
- L. Prior to return to active duty, a medical certificate of fitness for duty is required before being restored to employment.
- M. The provisions of this Family Leave Policy shall supersede any conflicting personnel policies when the requested leave qualifies as leave under the Family and Medical Leave Act.

12.19 LEAVE TO DONATE BLOOD

- A. In accordance with Georgia Law (Acts 1976 pp 165, 166), each employee shall be allowed a leave of absence with pay for purposes of donating blood.
- B. The leave will not be more than eight (8) hours in each calendar year. This absence shall be computed at two (2) hours per donation, up to four (4) times per year.

12.20 RE-EMPLOYMENT

In those instances where the nature or length of a leave, with the exception of military service and leave under the Family and Medical Leave Act, dictates that White County fills the employee's position on a permanent basis, White County reserves the right to refuse reemployment to the displaced employee to the extent allowed by law.

12.21 BRIDGING YEARS OF SERVICE

Any full-time employee, who terminates employment with White County and subsequently returns in a full-time capacity, may be allowed to "bridge" back to the original employment period.

A. For Retirement Purposes:

The following is descriptive only as an employee's right to retirement benefits, including the amount thereof, shall be governed by the applicable plan documents and shall not be in any way modified, supplemented, or enhanced by the following:

1. When an employee has been covered by White County's retirement plan during a period of employment, which measures five years, or longer, he/she shall retain a non-forfeitable right to his/her Monthly Accrued Benefit (retirement pay) determined as of his date of termination of employment. However, should the employee elect, the employee may receive all participant contributions (plus interest) at the time of employment termination. When this occurs, and the employee subsequently returns to full-time employment, "bridging" back to the original employment period is NOT allowed. Conversely, if the employee elects to leave his/her contributions in the retirement plan at the time of termination of service, but subsequently returns to full-time employment, full credit WILL be given for the prior period in which participant contributions were made.

C. For Leave Purposes:

Bridging is not allowed back to the original employment date, but the anniversary date will be adjusted to give credit for prior service.

12.22 EMPLOYEE ASSISTANCE PROGRAM POLICY

A. PURPOSE:

To assist all White County employees at a time when issues of a personal nature may interfere with their effective functioning as members of a competent staff, with a goal of improving or maintaining their job performance and retaining them as valued members of the White County staff.

B. POLICY:

1. It is the policy of the White County to offer all employees the use of an Employee Assistance Program to provide confidential assessment and referral service for serious personal problems. An independent organization will be selected to provide these services.
2. White County recognizes that a number of personal/medical problems including, but not limited to: stress, legal, financial, alcoholism, marital and family concerns, drug dependence, emotional problems, etc., are treatable disorders and can improve with proper professional assistance.
3. The benefits of the Employee Assistance Program shall be available to all employees of White County and their dependents who seek assessment and referral for personal or medical problems.
4. The services of the Employee Assistance Program will be provided to employees at no cost. However, when referrals are made to resources outside of the Employee Assistance Program, the employee will be responsible for the costs.

5. All records of the Employee Assistance Program shall be strictly confidential unless the employee chooses to sign a release. The purpose of this aspect of the policy is to encourage employees and their families to seek referral to treatment without embarrassment.

C. SUPERVISORY REFERRALS:

1. White County recognizes that supervisory personnel are not trained to be diagnosticians of personal or medical problems, yet they may be the first to notice a deterioration of job performance, which may indicate such problems. Therefore, supervisory referrals to the Employee Assistance Program must be based strictly on documented deteriorating job performance.

2. Such referrals for assessment for failure in performance of duties will be considered mandatory. Failure to comply with a mandatory referral will be addressed under the guidelines of White County's disciplinary policy.

3. No employee shall have his or her job placed in jeopardy because of a request for assistance for a personal/medical problem. However, employees referred to the Employee Assistance Program will be fully responsible for cooperating and participating in the program.

4. Although the employee is expected to follow through on the recommendations of the Employee Assistance Counselor, job performance remains the ultimate criteria for assessment. Continuing job performance decline will be handled according to normal disciplinary procedures.

5. To ensure the successful implementation of this program, employee feedback is encouraged in order to adapt the program, if necessary, to better meet the needs of all White County employees.

6. This policy does not alter or replace existing administrative policy, but serves to assist in its utilization.

D. TIME OFF

If an employee requests time off from work to seek assistance, the employee will be granted time off in the following order:

1. Compensatory Time
2. Paid Time Off (PTO)
3. Time Off Without Pay

E. VOLUNTARY DISCLOSURE OF DRUG AND/OR ALCOHOL ABUSE.

Employees of White County shall be entitled to up to thirty (30) consecutive calendar days for initial substance abuse treatment as follows:

1. The employee shall be required to use all paid time off (PTO) and compensatory time available.
2. In the event accumulated paid time off (PTO) and compensatory time is insufficient to provide the medically prescribed and needed treatment, up to a maximum of thirty (30) consecutive calendar days, the employee will be provided paid leave for the difference up to the maximum thirty (30) day treatment period.

SECTION 13

POSITION CLASSIFICATION PLAN

13.01 PURPOSE

The Position Classification Plan provides a systematic arrangement and inventory of all employee positions in the White County service. The plan groups the various positions into grade levels with appropriate titles. Position descriptions list the minimum requirements or qualifications needed to perform duties such as education, experience, knowledge, skill and ability. The Position Classification Plan provides a basis for:

- A. Establishing equal pay for equal work.
- B. Assigning qualification standards for recruiting.
- C. Analyzing work distribution, areas of responsibility, lines of authority and other relationships between positions.
- D. Determining salaries and budget requirements.
- E. Developing standards of work performance.
- F. Establishing lines of promotion.
- G. Determining training needs.
- H. Providing uniform job terminology to convey the same meaning to all concerned.

13.02 ADMINISTRATION

The County Manager, with the assistance of the Director of Human Resources, is responsible for the administration and maintenance of the Position Classification Plan. Grade levels reflect the level of duties and responsibilities.

13.03 ESTABLISHMENT AND ABOLISHMENT OF CLASSES

Any amendment to the Position Classification Plan such as establishing new grades, abolishing grades, reclassifying grades or pay grade changes for grades requires the recommendation of the Approving Authority and the approval of the Classification Committee.

13.04 ESTABLISHMENT AND ABOLISHMENT OF POSITIONS

All positions are established and maintained through the annual budget. The Board of Commissioners, based on adequate justification of need and the availability of funds, may authorize the establishment of new or additional positions.

13.05 **ALLOCATION OF POSITIONS**

- A.** The Classification Committee shall allocate newly created positions to an existing grade in the Position Classification Plan or to a new grade level depending on the duties and responsibilities of the position.

- B.** Every position shall be placed in a specific grade level before final action can be taken on appointments, transfers, promotions, changes in pay grade status, or payment of salary involving the position.

13.06 **GRADE TITLES**

The Classification Plan position title shall designate the position in all budget documents, payrolls, and other official records, documents, vouchers, and communications.

13.07 **POSITION DESCRIPTIONS**

- A.** The Director of Human Resources shall maintain a master set of all approved position descriptions and amendments to the original plan. The position description shall indicate the date of adoption or the last revision of the description.

- B.** The position description shall state the official title, the characteristic duties and responsibilities that distinguish a given grade from other classes, examples of typical duties, minimum qualification requirements and knowledge, skills, and abilities required to adequately perform in the position in the grade level.

- C.** The position description shall be descriptive and explanatory but not restrictive or all-inclusive.

- D.** Minimum qualifications are statements of education, training, experience, which will be required in all cases as evidence of a person's ability to perform duties properly and therefore are prerequisites to employment.

SECTION 14

COMPENSATION PLAN

14.01 PURPOSE

The Compensation Plan shall provide all employees with fair and equitable pay and to provide a uniform system of payment.

14.02 PREPARATION OF THE COMPENSATION PLAN

The Board of Commissioners shall prepare a comprehensive compensation plan for employees. The development of the plan shall occur after:

- A. Consultation with appointing authorities.
- B. Considering White County's financial condition and fiscal policies.
- C. Reviewing experience in recruiting and retaining employees.
- D. Studying prevailing rates of pay for services of similar kind and quality in public and private sector employment including costs of living and other benefits received by employees.

14.03 COMPOSITION

The Compensation Plan consists of salary schedules showing the different grades and the different steps within the grades and the salary range for each.

14.04 ADOPTION OF THE COMPENSATION PLAN

The County Manager shall prepare and present to the Board of Commissioners a proposed or amended Compensation Plan before the beginning of each fiscal year. The Board of Commissioners shall adopt a Compensation Plan to be effective during the next fiscal year or at such time they designate and thereafter until amended or a new plan shall be adopted.

14.05 DETERMINATION OF POSITION GRADES

Based on a salary comparability study, current position descriptions and the job evaluation process, proper grades and pay structure for each position are established.

14.06 MAINTENANCE OF THE COMPENSATION PLAN

- A. White County, or its designated agency, shall periodically make studies of pay practices by a sampling of public and private sector employers in the labor markets in which County employees are recruited. White County shall utilize the information in the evaluation of assignments of grade levels and pay ranges and in proposing amendments to the salary schedules.

B. Factors relevant in maintaining a sound, fair, and equitable compensation plan include ranges of pay in other classes, prevailing rates of pay for similar employment in both public and private organizations in the labor markets, other benefits received by employees, the financial and economic considerations existing, and the ability to recruit and retain qualified personnel.

14.07 MERIT PAY INCREASES

A. Advancements within a pay range are a means of rewarding employees for continuing improvement of performance, to encourage careers with White County, to provide employee incentive, and to recognize individual differences in performance.

B. Increases within a grade level are not automatic. The Department Manager or Elected Official will base increases on formal performance evaluations. An employee will not receive a merit pay increase if the employee's performance evaluation indicates the employee does not meet the expectations of the job.

14.08 PROMOTIONS AND RECLASSIFICATION UPWARD

When an employee is promoted to a position assigned to a higher grade level, his/her salary shall be at the minimum rate in the higher grade level or at a rate which results in a pay increase of at least five per cent (5%) whichever is greater.

14.09 DEMOTIONS AND RECLASSIFICATION DOWNWARD

A. When an employee is demoted to a lower grade level, the employee shall be paid at a rate within the lower grade level as determined after consultation with the County Manager.

B. When an employee's position is reallocated to a lower grade level, the employee shall be permitted to continue at his/her rate of pay and receive merit increases to the maximum rate of the lower range. If the present salary is above the maximum of the lower grade level, the employee shall continue at his/her current rate of pay, but shall not be entitled to salary increases until the maximum of the lower grade level exceeds that rate of pay.

C. When an employee is transferred from one position to another in the same grade level or to a position in another grade level, he/she shall continue to be paid at the same rate of pay.

14.10 REINSTATEMENT AND RE-EMPLOYMENT

A reinstated or re-employed employee shall be paid at a salary rate within the pay range to which the position is assigned. The salary rate may be determined by, but may not exceed, the rate paid the employee at separation. Employees who are called to active duty and subsequently return to employment will be given credit for any increases tied to length of service.

14.11 SALARY STEP ADJUSTMENTS

A. Employees shall be eligible for periodic salary step adjustments. Under the plan, each employee in steps A through R of the grade level, who has at least one (1) year of continuous White County service as of July 1st of each fiscal year, shall be eligible for a step salary increase. An employee who is at step R of the salary range for his grade level shall not be eligible for step salary increases under the program.

B. Employees who achieve six (6) months of continuous service during a fiscal year shall be eligible for a step salary increase. All salary step increases are contingent upon satisfactory job performance and are subject to budgetary limitations.

C. The Board of Commissioners will annually consider the effect of inflation on salaries as evidenced by the consumer price index (CPI).

14.12 ASSIGNING DUTIES OF A HIGHER GRADE LEVEL

A. No classified service employee shall be assigned to perform the majority of the duties and responsibilities of a position in a higher-grade level without the approval of the Appointing Authority. When an employee is so assigned, the duration cannot exceed ninety (90) days.

B. The employee must be compensated for all time spent performing these higher-level duties after the initial ninety (90) days. Compensation for performing these duties shall be in accordance with the standard promotional pay policy.

SECTION 15

EMPLOYEE DEVELOPMENT AND TRAINING

15.01 POLICY

It shall be the responsibility of the County Manager in cooperation with the supervising Elected Officials, Board of Commissioners, Department Managers, employees and others to foster and promote programs of training for White County employees in the Classified Service for improving the quality of services rendered and aiding employees to equip them for advancement.

15.02 ADMINISTRATION

The Director of Human Resources shall:

- A.** Recommend training programs.

- B.** Assure that training is carried out as approved and prepare certificates or other forms of recognition for persons who satisfactorily complete approved courses and programs.

- C.** Assist Department Managers in developing and conducting training to meet the specific needs of their departments and in developing and utilizing other techniques for increasing employee efficiency.

- D.** Develop supervisory and management training and other types of training and employee development programs.

- E.** Assist Department Managers in establishing standards of performance and procedures for evaluating employee efficiency.

- F.** Make available information concerning job requirements and training opportunities in order to assist employees in increasing their efficiency in their present positions, and in preparing themselves for promotion to higher positions in the White County service.

- G.** Keep a record of all approved training programs and courses and a record of employees who successfully complete such courses and programs.

- H.** Cooperate with Department Managers, employees, and others to promote measures directed toward more sanitary, safe, and healthful working conditions; toward affording better facilities for recreation; toward greater security and economic advantage; and improving the morale of County employees.

15.03 TRAINING/CONFERENCES/TRAVEL

The supervising Elected Official, Department Manager, and/or County Manager must approve all training courses, conferences, or meetings regardless of whether the item has been included in the approved budget.

SECTION 16

CERTIFICATION OF PAYROLLS

16.01 PAYROLL CHANGES

A supervising Elected Official or Department Manager may add a classified employee to the payroll or change his/her salary or status only upon prior receipt of the properly completed personnel action form designated and approved by the County Manager.

16.02 REVIEW OF PAYROLLS

A. The Director of Human Resources shall insure that each employee who appears on the payroll has been properly appointed. When irregularities are detected, he shall strike the names of the employees involved and immediately notify the County Manager.

B. The Chief Financial Officer shall examine each payroll for accuracy. Only when it has been determined that the pay of the employees appearing on the payroll is proper, shall the payroll be released for processing.

APPENDIX A

SUBSTANCE ABUSE / DRUG TESTING POLICY

White County promotes a drug-free workplace in accordance with the requirements of the

- Drug Free Workplace Act of 1988 – published by the Federal government, as amended, 49 CFR Part 29 - which requires the establishment of a drug free workplace policy and the reporting of certain drug related offenses to the Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) and
- The Federal Transit Administration of the U.S. Department of Transportation (DOT) as published in 49 CFR Part 653 and Part 654, as amended that mandates urine drug testing and breathe alcohol testing for safety sensitive positions and prohibits performance of safety sensitive functions when there is a positive test result. The DOT has published 49 CFR Part 40, as amended, which sets standards for the collection and testing of urine specimens.

White County has adopted these requirements for the safety, health, and well-being of all employees and those they come in contact with in their public service as employees of White County. Employees must report to work drug and alcohol free.

Standard

Drug and alcohol use by all County employees during assigned working hours, in government buildings, on government grounds, or otherwise while on government business is prohibited. This shall include the use of illegal substances, the abuse of prescription and over the counter medications, and the use of alcohol. The interpretation and administration of this policy shall be the responsibility of the County Manager and Human Resources Director.

Scope

This policy applies to all County employees; paid full or part time employees, contract employees and contractors when they are on County property or when performing transit related safety sensitive business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors and contractor employees are governed by this policy while on County premises and will not be permitted to conduct business if found in violation of this policy.

In addition to employees, for the purposes of this policy, volunteers whose duties for White County involve safety sensitive functions shall be subject to testing as set forth within the policy statement.

***Revision as of October 4, 2005 (Replacement of entire Appendix A)**

Definitions

- I. Covered Substances – The following substances are covered by this policy:
 - A. Alcoholic beverages of any kind
 - B. Controlled and/or illegal drugs or substances, including all forms of narcotics, hallucinogens, depressants, and stimulants.
 - C. Other drugs restricted or prohibited by law from use, possession, or transfer.

- II. Prohibited Activities – The following activities are prohibited while an employee is on County premises or otherwise engaged in County business:
 - A. The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug;
 - B. The consumption of alcoholic beverages;
 - C. Being under the influence of alcohol, illegal drugs, or substances in any manner during business hours, whether or not consumed on County premises and whether or not consumed outside of, or during, working hours. This includes being impaired by lawfully prescribed drugs that have been abused; and,
 - D. Performing duties while under the influence of alcohol or controlled and/or illegal substances or drugs regardless of whether the employee is on or off County premises;
 1. Off premises use of alcohol, controlled and/or illegal drugs, or substances is prohibited, to the extent that it involved, or results in:
 - a. Any actions involving alcohol, controlled and/or illegal drugs or lawfully prescribed drugs or substances that, in the opinion of management endanger the County’s reputation of honesty, integrity, and safety.
 - b. Any employees who are on an “on call” work status must be able to respond to calls without being under the influence of drugs or alcohol – For the purpose of this policy, on call is a pre-defined specific period of time designated by an employee’s supervisor whereby there is a high probability the employee may be called upon to report to active service.
 - c. Indictment or conviction for criminal; offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs.
 - d. Employees who are indicted for, or convicted of, controlled substance related violations under state or federal law, or who plead guilty or nolo contendere (no contest) to such charges must inform their Supervisor or Human resources in writing within five (5) days of such conviction or plea. Failure to do so will result in disciplinary action up to and including termination from employment for a first offense. The Supervisor shall then investigate and make an appropriate recommendation to the County Manager.

III. Safety Sensitive Positions – Those positions or groups of positions in which employees regularly perform “high risk” or “safety sensitive” work where inattention to duty or errors in judgment while on duty have the potential for significant risk or harm to employee, other employees, vulnerable populations, or the general public.

Procedure

All county employees are subject to the provisions of this policy.

- I. Current Employees – Each current employee will be provided with a copy of this policy and the Substance Abuse Acknowledgement form two weeks prior to the implementation of the policy. By signing this form, each employee acknowledges that he/she has received the policy, understands, and agrees to the provisions of this policy. If a current employee refuses to comply with the provisions of this policy, that employee will be terminated. All completed forms will be forwarded to Human Resources.
- II. New Employees – Each new employee shall, at the time of hire, be provided with a copy of the policy and the acknowledgement form. The new employee must read the policy and sign the form before being permitted to work.

Compliance with Testing Requirements

- I. Pre-Employment Drug and Alcohol Testing – All job applicants identified as final candidates for employment with White County shall sign a statement of understanding and consent for a pre-employment drug testing and shall submit to required drug testing procedures.
 - A. Failure to sign the consent release form or to submit to a drug screening will result in rejection of the applicant.
 - B. If the measurement of the presence of prohibited substances is less than the sensitivity levels established by the National Institute on Drug Abuse, the candidate will have passed the screening procedures.
 1. A Panel 10 drug screen is utilized, which detects controlled medications, as well as illegal substances. The presence of the following substances is tested: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, and Propoxyphene
 - C. If one or more of the measures equals or exceeds the sensitivity levels, then the candidate will not have passed the screening and will not be offered employment.

- D. Job candidates rejected for consideration of employment due to the presence of controlled substances may reapply for employment following a twelve- month waiting period.

Random Testing

All employees of the county performing a safety sensitive duty, as outlined in Exhibit A, will be subject to random, unannounced testing. The selection of employees of the random testing will be made using a scientifically valid method, which ensures that each employee will have an equal chance of being selected each time a selection is made. The random test will be unannounced and spread throughout the year.

Employee Assistance Program

If an employee notifies the County Administrator of a drug dependency problem and agrees to attend an approved treatment program, that employee will not be terminated solely for the drug dependence or use for one year if the employee adheres to the treatment program. This option is available only one time during any five year period. This policy does not prevent the restructuring of an employee's duties to take the drug dependence into account.

Post Accident Testing

Whenever an employee of White County has been involved in an accident or is injured – alcohol and drug testing shall be conducted. Drug testing within 32 hours and alcohol testing within eight (8) hours of the accident when any of the following incidents occur:

- Vehicle/equipment damage or bodily injury occurs on public property, or
- There is a fatality, or
- Driver is cited with a traffic violation, or
- There is a reasonable suspicion to believe that an employee's behavior or appearance may indicate alcohol or drug use; or
- When an employee sustains a work related injury requiring medical treatment.

Reasonable Suspicion Testing

All employees may be subject to urine and/or alcohol testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance.

- I. A reasonable suspicion referral for testing will be made on the basis of the documented objective facts and circumstances that are consistent with the short term effects of substance abuse or alcohol misuse. Situations that may give rise to a conclusion that an employee is under the influence of drugs and/or alcohol include, but are not limited to the following:
- A. An employee is involved in a physical or verbal altercation on the job.
 - B. An employee has an excessive number of incidents / accidents on the job.

- C. An employee has a excessive number of absences.
 - D. An employee exhibits unusual behavior such as slurred speech or unsteady walking or movement, and / or change in behavior.
 - E. An employee has an odor of drugs or alcohol on their person while on the job.
 - F. An employee is in the possession of alcohol or drugs on the job.
- II. Supervisors suspecting that an employee is under the influence of drugs and/or alcohol shall immediately report the incident to the Human Resources Department.
 - III. The determination of whether reasonable suspicion exists shall be made by the Supervisor or by the highest ranking supervisory staff on duty at the time. The facts underlying the determination of reasonable suspicion shall be disclosed to the employee at the time the submittance to a drug / alcohol test is required.
 - IV. Following the determination that reasonable suspicion exists, the employee's Supervisor or designee shall transport the employee to and from the testing site. If an employee is found to be in violation of these regulations, following the testing procedure or if test results are not immediately available, the person transporting the employee shall make arrangements to transport the employee home. Employees who have been tested due to reasonable suspicion may not return to work until the test results are conclusively negative. Employees will be paid for this time, only if test results are concluded to be negative.
 - V. Supervisors shall be required to document in writing, within the next working day, the specific facts, symptoms or observations that formed the basis for his/her determination that reasonable suspicion existed to warrant the testing of an employee. All documents created in connection with the determination of reasonable suspicion shall be forwarded to the Human Resources Department.

Prescription Drug Use or Over the Counter Medications

An employee using prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure that the physician approves the use of the prescription medication while the employee is performing his/her duties. The employee shall be responsible for notifying his or her Supervisor of any restrictions that may affect/prevent the safe performance of the required duties, including driving county vehicles.

An employee or job applicant shall, at the time of testing, provide a list of those prescriptions and over-the counter medication that he/she has recently used. The list of medications shall be kept confidential until there has been a test result. The list of medications shall be disclosed only to the medical review officials who will determine whether the positive result was due to the lawful use of any of the medications disclosed by the employee.

Testing Procedures

All testing procedures shall be administered and accounted for by an approved laboratory and/or medical facility that are operated in compliance with the National Institute of Drug Abuse (NIDA) Guidelines.

- I. All NIDA urine drug testing specimens must be collected as “split” specimens, which mean that one urine specimen will be divided into two (2) separately sealed specimen bottles for submission to the laboratory.
- II. Whenever an initial test is found to be positive, an automatic confirmation test will be performed. If the result is positive, then that employee has 72 hours to request from the medical review officer that the split sample be sent to a second lab for testing.
- III. If the second portion of the sample also tests positive, then the employee shall be terminated/denied employment. Notification of Termination shall be by certified letter from the Human Resources Department within two working days of the test result. If the second portion produces a negative result, or for any reason the second portion is not available, the test is considered negative and no sanctions shall be imposed.
- IV. If the result of the Evidential Breath Test (EBT) is 0.02 or greater, a confirmation test must be conducted within at least 15 minutes, but not more than 20 minutes, after the completion of the initial test.

Confidentiality of Test Results

All information from an employee’s job applicants’ drug and alcohol test shall be kept confidential and only available to management and the Human Resources Department. Disclosures of test results to any other person, agency, or organization shall be prohibited unless written authorization is obtained from the employee, job applicant, or by a court ordered subpoena. The results of a positive drug screen or alcohol test shall not be released until the results are confirmed.

Disciplinary and Termination Policy

An employee found to be in violation of the Substance Abuse Policy is engaged in misconduct. The employee will be subject to disciplinary action, up to and including immediate dismissal.

- I. Immediate Termination – The following reasons shall be grounds for immediate termination of an employee:
 - A. Distributing controlled substances while on the job.
 - B. Operating a County vehicle while under the influence of drugs and/or alcohol.
 - C. Felony conviction for violation of drug laws.
 - D. Testing positive for drugs or alcohol.
 - E. Refusal to submit to a drug test required by the provisions of this policy.
 - F. Failure to disclose a drug / alcohol problem.
 - G. Failure to participate in a random drug monitoring program.

Safety Sensitive Positions

Exhibit A

Animal Control

Animal Control Officer
Assistant Animal Control Officer

Building Maintenance

Maintenance Supervisor
Custodian

Building Inspections

Chief Building Inspector
Building Inspector

E-911

All

Fire Department

All (Including Volunteers) except Administrative Assistant

Code Enforcement

All

Detention Center

All

Road Department

All except administrative

Sheriff's Department

All except Administrative Assistant

Tax Assessor

Appraisers – All Levels
Chief Appraiser

Summary of Testing Required By Position

<u>Employee Class</u>	<u>Pre Employment</u>	<u>Post Accident</u>	<u>Random</u>	<u>Reasonable Suspicion</u>
Safety Sensitive	•	•	•	•
Non-Safety Sensitive	•	•		•

**COUNTY OWNED OR COUNTY LEASED
VEHICLE USAGE POLICY**

Sec. 101	Purpose
Sec. 102	Identification of County-owned motorized equipment.
Sec. 103	Supplies and repairs
Sec. 104	Speedometers or odometers required.
Sec. 105	Automotive accessories for County vehicles
Sec. 106	Use of County owned and leased vehicles by County employees
Sec. 107	Driver Guidelines and Reporting Requirements
Sec. 108	Driver Criteria & Administration
Sec. 109	Private use of county owned or leased vehicles
Sec. 110	Use of municipally owned vehicles outside County
Sec. 111	Vehicle accidents or injuries
Sec. 112	Qualifications of County commercial motor vehicle operators
Sec. 113	Driver Safety Rules

Sec. 101 Purpose

The purpose of this policy is to ensure the safety of those individuals who drive county vehicles and to provide guidance on the proper use of county vehicles. Vehicle accidents are costly, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, White County endorses all applicable state motor vehicle regulations relating to driver responsibility and expects each driver to drive in a safe and courteous manner.

Sec. 102 Identification of County-owned motorized equipment.

(a) The name "White County" shall be stenciled or painted in a visible way on each vehicle under the primary use of employees in the classified service. There shall be no exception to this section, except vehicles used by the Board of Commissioners and those vehicles used primarily by the Sheriff's Department for crime detection and prevention.

(b) All County vehicles used for administrative purposes shall be emblazoned upon the driver and passenger doors of said vehicles with the official seal of the County in conformance with the following specifications:

- (1) In a size no smaller than nine (9) inches in diameter.
- (2) The seal shall be printed in white on a black background, black on a white background or in a color that significantly contrasts with the body paint color of the vehicle.
- (3) Above the official seal on both doors shall be printed "White County".
- (4) Lettering shall be no smaller than one and one half (1½) inches in height.
- (5) Lettering shall be either black or white or in a color that significantly contrasts with the body paint color of the vehicle.

Sec. 103 Supplies and repairs

(a) Generally

(1) All vehicles owned or leased by the County shall obtain fuel at the designated County pumps unless the vehicle is on an authorized trip out of county.

(2) It shall be unlawful for any employee to seek to obtain, obtain or furnish fuel to any vehicle fuel when the vehicle is not owned or leased by the County.

(3) It shall be unlawful for any employee to seek to obtain, obtain or furnish, tires, repairs or other equipment or supplies when the vehicle is not owned or leased by the County.

(b) Report of excessive use of gas and oil. Employees shall report to their supervisor, Department Manager or Elected Official violations of Section 103(a) or the excessive use of oil or fuel by the driver of any vehicle owned or leased by the County.

Sec. 104 Speedometers or odometers required.

It shall be the responsibility of the Department Manager or Elected Official to establish procedures to ensure that odometers or hour meters devices are present and operable on all appropriate equipment.

Sec. 105 Automotive accessories for County vehicles

No automotive accessories other than those on a County vehicle when purchased shall afterwards be installed on any County vehicle except by written order of the County Manager or Elected Official and a record shall be kept thereof.

Sec. 106 Use of County owned and leased vehicles by County employees

(a) No County employee who does not possess a valid State of Georgia driver's license shall operate a County vehicle.

(b) Every employee shall exercise care in the operation of County vehicles in order to avoid accidents. Disregard of this obligation shall be grounds for discharge.

(c) County employees or volunteers driving or riding in County (owned / leased / rental) vehicles, personal vehicles while on County business, County equipment in seats which are equipped with seatbelts must wear seatbelts at all times.

Sec. 107 Driver Guidelines and Reporting Requirements

(a) An employee who has a driver's license revoked or suspended shall immediately notify their Department Manager or Elected Official the next business day and immediately discontinue operation of the County vehicle. Failure to do so may result in disciplinary action including termination of employment.

(b) Drivers must report all ticket violations received during the operation of a County vehicle or while driving a personal vehicle on County business to their Department Manager or Elected Official within seventy-two (72) hours of the event.

(c) Motor Vehicle Records will be obtained on all drivers before employment and no less than every year. A driving record that fails to meet the criteria stated in this policy shall result in a loss of the privilege of driving a County vehicle or a personal vehicle while on County business.

Sec. 108 Driver Criteria & Administration

(a) Employees must have a valid State of Georgia driver's license to operate a County vehicle or a personal vehicle while on County business.

(b) The County Manager or Elected Official and Human Resources Director are responsible for reviewing records, including accidents, moving violations to determine if an employee's driving record indicates a pattern of unsafe or irresponsible driving and to suspend or revoke driving privileges.

(c) Criteria that may indicate an unacceptable record includes, but is not limited to:

(1) Three (3) or more moving violations within a twelve (12) month period.

(2) Three or more chargeable accidents within a twelve (12) month period. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.

(3) Any combination of accidents and/or moving violations.

Sec. 109 Private use of county owned or leased vehicles

(a) The use of any County owned or leased vehicle by an official or employee for any purpose other than the County's business is prohibited. These vehicles shall be driven in accordance with the following:

(1) No County vehicle shall be driven to the employee's home or residence at night on a regularly assigned basis, unless permission is secured in accordance with this section.

(2) No passengers shall be transported in County owned or leased vehicles except when transportation of passengers is necessary for the conduct of County business.

(3) County employees authorized to drive County vehicles home at night may transport other County employees as long as there is no more than a minimal variation between the workstation and residence of the County employee so authorized.

(4) When County-owned vehicles are driven home at night; they shall be parked off the street and preferably under cover.

(b) Authorization to drive a County owned or leased vehicle home overnight on a regularly assigned basis shall be granted only when the following criteria have been met:

(1) A minimum of thirty- (30) approved callbacks has been documented for the employee during the preceding six (6) months. The term "approved callbacks", means returning to work after duty hours for:

- a. Non-routine work essential to the public well being
- b. Attending an authorized meeting.
- c. Responding to an emergency

(2) Extenuating circumstances exist which make the use of emergency mileage reimbursement impractical. Such circumstances include the following:

- a. The existence of unique tools, radios or other equipment located in or transported by the County vehicle, which equipment would be essential to the employee in performing the emergency work.
- b. Personal circumstances of the employee, such as the temporary unavailability of a personal vehicle.
- c. The need for security for the vehicle not obtainable at the work site.

(c) Authorization to drive a County-owned vehicle home overnight on a regularly assigned basis shall be granted by the County Manager or Elected Official. A list of all authorizations for regular overnight use shall be filed with the Fixed Asset Manager. This list shall contain the full name and address, work station, Job Title, the one-way mileage to the employee's home and the number of callbacks for the previous reporting period or such other basis as may exist for the authorization.

(d) Authorization for non-regular emergency or temporary overnight driving assignments shall be made at the discretion of the Department Manager or Elected Official. Temporary overnight driving assignments shall include those assignments necessary to provide for vacation replacements, employee termination, employee reassignments or other such overnight driving assignments of a temporary nature only.

(e) This section shall not apply to the Sheriff, Fire Chief and Emergency Management Services.

Sec. 110 Use of municipally owned vehicles outside County

(a) County owned or leased vehicles shall not normally be driven outside the County. When any official or employee must travel outside the County in a County owned or leased vehicle, the travel shall be solely and exclusively for County purposes.

(b) The Department Manager or Elected Official shall have the authority to permit employees of the department to drive County owned or leased vehicles outside the County on a case-by-case basis.

Sec. 111 Vehicle accidents or injuries

(a) Accident Procedures

To minimize the results of an accident, the driver must first prevent further damages or injuries and then obtain all pertinent information and report it accurately. The accident procedure is as follows:

- (1)** Call for medical aid if necessary.
- (2)** Call the appropriate Law Enforcement Agency. All accidents, regardless of severity, must be reported.
- (3)** Record names and addresses of driver, witnesses and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- (4)** Do not discuss the accident with anyone at the scene except the Law Enforcement agency. Do not accept any responsibility for the accident. Do not argue with anyone.
- (5)** Provide the other party with your name, address, driver's license number and insurance information.

(b) It shall be the duty of each Department Manager and Elected Official to promptly report any accident or injury in which County owned or leased vehicles are involved to the County Manager who will determine the applicability of contacting the Board of Commissioners, County Attorney, Human Resources or Insuring Agency.

(c) The report shall include the

- (1)** Name of the driver or operator.
- (2)** The time, date and location of the accident or injury.
- (3)** The name and address of any other involved persons and witnesses.
- (4)** A brief description of the circumstances of the accident or injury.
- (5)** A layout of the accident scene.
- (6)** A brief description of any damages and injuries.

(d) The Department Manager or Elected Official shall cause to be made an inspection of any damages to County motorized equipment to determine if the equipment should be repaired, giving consideration to the:

- (1)** Estimated useful life of the equipment.
- (2)** Historical and projected maintenance and operating costs compared to acquisition of replacement equipment.
- (3)** Estimated value of the equipment upon disposal in a repaired or un-repaired condition.

(e) The Department Manager or Elected Official may cause to be made an investigation as to whether operator abuse or negligence is indicated as a cause or contributing factor to the accident or injury. Operator abuse or negligence may consist of but not be limited to

- (1) Willful damage.
- (2) Carelessness.
- (3) Unauthorized use.
- (4) Use in an improper manner.
- (5) Failure to observe rules, signs or instructions.
- (6) Violation of traffic regulations.
- (7) Other improper operation.

(f) If abuse or negligence is indicated, the Department Manager or Elected Official shall make a report to the County Manager who will determine, or assist in the determination, of the applicable disciplinary action.

(g) The Risk Management Officer shall periodically review the reports of accidents, injuries, abuse or negligence in the operation of motorized equipment to determine:

- (1) General trends and causes of vehicle accidents, injuries, abuse or negligence.
- (2) Excessive or frequent accidents or injuries due to driver or operator fault or employee abuse or negligence.
- (3) The cost of damage to County motor equipment due to abuse or negligence.

(h) If an employee is found to have been responsible through negligence or abuse, for any accident or damage, such employee may be required to reimburse the County for the damages to the County property.

(i) If any County employee is found responsible for any injury or accident and does not discharge the obligation to the County to the satisfaction of the Board of Commissioners or designee, the employee may be immediately dismissed from the employment of the County.

(j) If parties not connected with the County are found to be responsible for any injury or accident, the Board of Commissioners, or designee, may request the County Attorney to file suit.

Sec. 112 Qualifications of County commercial motor vehicle operators

(a) *Application of section.* This section shall apply to employees of the County who hold or are required to hold a Commercial Driver's License (CDL) to regularly operate or drive commercial

motor vehicles. This section shall not apply to private employers or private commercial motor carriers.

(b) Purpose. The purpose of this section is to implement the state Uniform Commercial Driver's License Act and the Federal Commercial Motor Vehicle Safety Act of 1986, odometers or, if appropriate, hour meters. This section is designed to reduce or prevent accidents, fatalities and injuries involving commercial motor vehicles driven by County employees.

(c) Definitions. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

(1) *Commercial driver's license (CDL)* means a license issued in accordance with the requirements of the state Uniform Commercial Driver's License Act, which authorizes an individual to drive a class of commercial motor vehicle.

(2) *Commercial motor vehicle* means a motor vehicle designed to transport passengers or property if the vehicle has a gross vehicle weight rating of 26,001 or more pounds or such lesser rating as determined by federal regulations or if the vehicle otherwise meets the requirements of the state Uniform Commercial Driver's License Act.

(d) Requirements for issuance of CDL for County employees.

(1) No employee may be issued a CDL unless that person:

- a. Complies with the provisions of the state Uniform Commercial Driver's License Act.
- b. Is a resident of the State of Georgia.
- c. Is at least 18 years of age.
- d. Has passed a knowledge and skills test for driving a commercial motor vehicle, which complies with minimum federal standards, enumerated in 49 CFR 383, subparts G and H.
- e. Has satisfied all other requirements of the Commercial Motor Vehicle Safety Act of 1986.
- f. Has satisfied any other requirements imposed by state law or federal regulation.
- g. Submits to a physical examination including a screen for illegal drugs or substances as defined in the Drug Free Work Place Policy. The examination shall be administered by a County authorized licensed physician and performed in accordance with the minimum federal regulations as set forth in 49 CFR 391. Employees shall be given twenty-four (24) hours written notice before the date of the physical examination. An employee who refuses to the physical examination or drug screen shall not be permitted to operate a commercial motor vehicle and disciplinary action may be imposed up to and including dismissal. A positive test result for these substances shall constitute cause for which disciplinary action may be imposed, up to and including dismissal.

(2) A County employee is physically qualified to receive a CDL if that person:

- a. Has no loss, impairment or limitation of a limb or body part, which interferes with the ability to perform tasks associated with controlling and operating a commercial motor vehicle.
- b. Has no established medical history or clinical diagnosis of a disease, condition or disorder, including but not limited to alcoholism, likely to interfere with the employee's ability to control and operate a commercial motor vehicle.
- c. Tests negative for drugs or other substances as defined in Subsection 112(d) (1) g.

(e) General qualifications to physically operate commercial motor vehicles.

(1) A County employee who drives, operates or is in physical control of a County commercial motor vehicle while having measurable alcohol in the employee's system or while under the influence of drugs or any other substances as defined in the Drug Free Work Place Policy shall be subject to disciplinary action up to and including dismissal.

(2) Once every two years, every County employee who holds or is required to hold a CDL shall submit to a physical examination as described in Subsection 112(d) (1) g.

(3) All County commercial motor vehicle operators shall be subject to the driver disqualification rules as outlined by state law. Any driver or operator who is disqualified shall not be permitted to drive a County commercial motor vehicle.

Sec. 113 Driver Safety Rules

(a) The use of a County vehicle while under the influence of intoxicants and other drugs which could impair driving ability is forbidden and is sufficient cause for discipline, up to and including termination of employment.

(b) Handheld cell phone use while driving as prohibited by state law. Drivers must complete calls while the vehicle is parked or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence.

(c) No driver shall operate a County vehicle when their ability to do so safely has been impaired by illness, fatigue, injury or prescription medication.

(d) All drivers and passengers operating or riding in a County (owned / leased / rental) vehicle and personal vehicles while on County business shall wear seatbelts at all times even if airbags are available. All operators of County equipment which are equipped with seatbelts must wear seatbelts at all times.

(e) Unauthorized personnel are not allowed to ride in County vehicles.

(f) Drivers are responsible for the security of County vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unattended.

(g) Headlights shall be used two (2) hours before sunset and until two (2) hours after sunrise, during

inclement weather or at any time when a distance of five hundred (500) feet ahead of the vehicle cannot be clearly seen.

(h) No smoking is permitted in County (owned / leased / rental) vehicles by driver or passengers. Smoking is also not permitted on County equipment.

(i) All State and Local laws must be obeyed.

**CODE OF ETHICS
WHITE COUNTY, GEORGIA**

**AS A REPRESENTATIVE OF WHITE COUNTY, I SUBSCRIBE TO THE
FOLLOWING CODE OF ETHICS:**

- I. Put loyalty to the highest moral principles and to Country, State and County above loyalty to persons, party or government department.
- II. Uphold the Constitution, laws and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
- III. Give a full day's labor for a full day's pay and give to the performance of my duties my earnest effort and best thought.
- IV. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for myself or my family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of my governmental duties.
- VI. Make no private promises of any kind binding upon the duties of office, since a government employee or appointee has no private word which can be binding on public duty.
- VII. Engage in no business with the government either directly or indirectly which is inconsistent with the conscientious performance of my governmental duties.
- VIII. Never use any information coming to me confidentially in the performance of governmental duties as a means for making private profit.
- IX. Expose corruption wherever discovered.
- X. Uphold these principles, ever conscious that public office is a public trust.

AGREED TO, this ____ day of _____, 20__.

Signature

Printed Name

White County
Notice of Worker's Compensation Procedures

This is to certify that I have read and understand the Worker's Compensation Panel of Physicians notice.

I understand that when I am involved in an on-the-job injury my employer will pay medical costs for treatment by the physician(s) I select from the panel of physicians. If I desire to obtain medical services from a physician not listed on the panel, I may do so; however, I will be liable for those medical expenses. The physician selected from the panel may arrange for appropriate consultations, referrals, and other specialized medical services as the nature of my injury requires. If I am dissatisfied with the physician selected, I may make one change without permission to a second physician also listed on the panel. Upon notification of the employer, an independent medical examination may be elected as set forth by the law. However, any further changes require the permission of the employer / insurer, self-insurer claims office, of the State Board of Worker's Compensation.

In case of a bona-fide emergency involving severe injury or when a panel physician is not available, I should seek medical care from the nearest hospital emergency room. However, all follow-up care must, thereafter, be rendered by a physician from the panel, or a panel physician's referral.

I further understand that I must notify my supervisor or a member of the department's administrative staff or the Human Resources Office, as soon as the injury occurs, regardless of the extent of the injury, and when possible, prior to seeking treatment. I understand that the treating physician will verify my employment and eligibility for treatment with my employer before commencing treatment unless the nature of the injury so prohibits. Delay in notification may result in denial of payment for medical services rendered.

_____ S.S. #: _____
Employee Name (Printed)

_____ _____
Employee Signature Date

_____ _____
Witness Signature Date



**White County
Human Resources**

**White County Government
1235 Helen Hwy.
Cleveland, GA 30528
706-865-2235 - Phone
706-865-1324 - Fax**

TO: All County Employees and Volunteer Firefighters

SUBJECT: Hepatitis B Vaccination and Hepatitis C Screening

O.C.G.A. Section 31-35-3, as amended, provides that, “Any active firefighter, emergency medical technician, or public safety officer who may be exposed to hepatitis B or hepatitis C during a period while the firefighter, emergency medical technician, or public safety officer is engaged in the performance of his or her duties shall at the request of the firefighter, emergency medical technician, or public safety officer be vaccinated for protection against hepatitis B or screen for exposure to hepatitis C. The cost, after the payment by any third-party payor, of such vaccination or screening shall be paid by the County...”

If your employment or volunteer status with White County places you into any categories defined by O.C.G.A. Section 31-35-3 and you wish to receive the hepatitis B vaccination and/or hepatitis C screening, please indicate your election on the attached form and return it to me. If you do not wish to receive either procedure or do not feel that you fit into the applicable categories, I also need the signed form returned with the appropriate boxes checked.

It is my understanding from the available information that there is no known cure for hepatitis B or C and no vaccination for hepatitis C. The hepatitis B vaccination is a series of 3 shots given over a six-month period. Your immune status as to hepatitis B can only be determined by a blood test which can be administered by your private practitioner.

With advance notice, White County Health Department can provide both the hepatitis B vaccination and the hepatitis C screening. The costs will be paid by White County for these procedures through the Health Department.

If you have any medical questions concerning the vaccination / screening, please call the Health Department or your physician. If you have questions concerning your eligibility or want to schedule the procedure(s), please give me a call.

Please Note: If you do not complete the Hepatitis B Vaccines Series in a timely manner and according to the instructions of the Health Department, and any portion of the vaccine series is required to be repeated – White County will not be responsible for the duplicate charges.

White County
Hepatitis B Vaccination and Hepatitis C Screening
Acknowledgment and Election Form

I acknowledge receipt of the memo which advised me of my rights under O.C.G.A. Section 31-35-3 to receive the hepatitis B vaccinations and/or the hepatitis C screening. I hereby elect as follows:

- I elect to receive the hepatitis B vaccinations at the White County Health Department at the expense of White County.
- I elect to receive the hepatitis C screening at the White County Health Department at the expense of White County.
- I elect to receive the hepatitis B vaccinations and the hepatitis C screening at the White County Health Department at the expense of White County.
- I do not elect to receive the hepatitis B vaccinations or the hepatitis C screening at the expense of White County.

This refusal is based upon:

_____ Personal choice to refuse;

_____ I do not feel that my employment with White County places me into the categories defined by O.C.G.A Section 31-35-3; or

_____ I have previously receive the hepatitis B vaccination / hepatitis C screening.

Printed Name of Employee / Volunteer

Signature of Employee/Volunteer

Date

Complete the following section only if you are electing to receive the hepatitis B vaccinations and/or the hepatitis C screening.

White County
Acknowledgment for Hepatitis B Vaccination

This is to acknowledge that I am aware that even though I have requires the series of three vaccinations for hepatitis B to be administered at the expense of White County, my body may not respond to the vaccine when administered and that I may not acquire the needed immunity to resist the hepatitis B virus.

There is a test or screening you can obtain after your 3-shot hepatitis B vaccination that will determine if the vaccine was successful; however, the State of Georgia does not provide the test to its employees and will not allow the White County Health Department to perform the test on our employees or volunteers. The law requires that employers offer to its employees the hepatitis B vaccine and hepatitis C screening at no charge. Beyond that, the expense of the further testing is at the expense of the employee or volunteer.

I understand and acknowledge that should I desire to be tested after the series of three vaccination to determine my immunity or lack thereof and to obtain any additional prescribed vaccinations or boosters, it will be my responsibility to obtain those service and at my expense.

Employee Signature

Date

Please Note: If you do not complete the Hepatitis B Vaccines Series in a timely manner and according to the instructions of the Health Department, and any portion of the vaccine series is required to be repeated – White County will not be responsible for the duplicate charges.

***** This information will be forwarded to the White County Health Department – you may contact the Health Department to schedule your appointment at a time which is most convenient for you.****