CRAIGHEAD COUNTY

ESTABLISHED 1859

ARKANSAS

EMPLOYMENT/PERSONNEL POLICY HANDBOOK

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1. PURPOSE

The purpose of this document is to familiarize all employees with the County's employment policies and procedures. This document is not a contract or a statement of rights and does not change your "At-Will" employment status. No supervisor has the authority to make changes to these policies. All changes must be approved by the Craighead County Quorum Court and County Judge.

2. GENERAL COUNTY POLICY

The general policy of the County is to treat all employees and citizens in a manner that is: 1) rationally related to the effectuation of legitimate County objectives; and 2) uniformly applied to all persons similarly situated.

3. COUNTY EMPLOYMENT POLICY

A. All County employees (excluding elected officials) are "At Will" employees. County employment is not for a specific period of time and employment may be terminated at any time, without notice or liability of any kind (except for wages earned and unpaid) and with or without cause. Unless rehired by a newly elected supervising County Official, an employee's employment shall cease at the conclusion of the County's biennium (December 31 of even-numbered years). If, notwithstanding this document, any employee contends that he or she has a property right in his or her employment or a substantial expectancy of continued employment (express, implied, or a substantial expectancy of continued employment (express, implied, written, or oral) until "just cause" exists for reduction or removal in pay or position, then that employee shall assert such contention at a "property right" grievance hearing requested in the time and manner set forth in this policy.

B. It is the County's policy to provide equal opportunity for all qualified persons; to prohibit unlawful discrimination in employment practices, compensation practices, personnel procedures, and administration of benefit plans; and to otherwise provide the same or similar treatment and opportunities to all persons regardless of a race, gender, age, national origin, disability, veteran status, genetic information, or religion.

C. The fair, prompt, and just treatment of all employee problems or complaints is of primary importance to the County. Open communication is a vital part of a successful organization. Providing an atmosphere conducive to open discussion among all staff regardless of position is stressed at all levels. In view of this open-door policy, employees should be assured that they will not be subject to discrimination or retaliation as a result of candid discussions with their supervisors, Department Heads, or the Human Resources personnel.

4. CONDITIONS OF EMPLOYMENT

A. County employees and officials shall display loyalty, support, and comply with instructions and regulations promulgated by the State, Quorum Court and/or administrative officials in authority.

B. County employees and officials shall not solicit donations for personal gain or gifts from citizens or suppliers.

C. County employees and officials shall not display prejudice against persons or organizations, thus affecting the cordiality of contacts with other employees or the public.

D. County employees shall be eighteen (18) years of age except in those cases where the County wishes to participate in special youth training and summer programs.

E. All county employees are required to read these County Personnel Policies and sign the designated form signifying reading, understanding, and familiarity with the policies.

5. WORK REQUIREMENTS
(Revised June 11, 2020, Ordinance 2020-13)

A. The County's standard work week shall be forty (40) hours, consisting of five (5) standard workdays, unless otherwise implemented and approved by administrative officials in authority.

B. The County's standard workday shall be from 8:00 a.m. until 5:00 p.m. for Courthouse employees. County Road Employees' work schedule shall be four (4) ten-hour (10) workdays; each week, year- round. (Road Employees will work Monday after Thanksgiving holidays.)

C. "The Smoke Free Environment in County Office Buildings in Ordinance No. 1993-30 dated 12-28- 1993 is extended to include all county buildings." Signs designating smoking areas and non-smoking areas will be posted at all entrances to the County buildings at the direction of the County Judge and the smoking policy will be enforced by the Sheriff, his deputies or bailiffs. In addition, the Arkansas Clean Indoor Air Act of 2006 (Act) prohibits smoking in all enclosed areas within places of employment and public places. Smoking is prohibited in all vehicles owned by the County. The County will not discriminate or retaliate against any individual for making a complaint regarding a violation of the Clean Indoor Air Act or for cooperating with an investigation regarding a violation of the Act.

D. When possible, County employees shall receive breaks of fifteen (15) minutes. For each four (4) hours worked county employees generally will be allowed a consecutive fifteen (15) minute break.

E. County employees shall receive a one (1) hour lunch break. However, for purposes of keeping certain offices open, lunch scheduling will be at the discretion of the County official or Supervisor in charge. County Road Employees' lunch breaks may be reduced to thirty (30) minutes in order to redeem working time and daylight. No employee may perform any work while on a lunch break.

F. County employees may not accept any reward, gift, or other form of payment in addition to their regular compensation, from any source, for the performance of their duties as a County employee.

G. The County's policy on overtime shall be as follows:

1. County employees will accrue compensatory time at one-and-one half times the

hours worked over 40 hours per work week, or, when compensatory time off limits have been reached, will be paid at one and one-half times the employee's regular rate of pay. Overtime applies to all hours worked in excess of a forty (40) hour work week. Exception: County Sheriff's Office and Detention Center Employees. (See Section 6.C). Only "non-exempt" employees are entitled to compensatory time or overtime pay.

2. Overtime shall only be worked in emergencies or when public health, welfare, and the safety of the general community is in danger.

3. Such compensatory time shall be used before vacation time. Employees shall not be granted compensatory time and receive pay for the same hours of overtime.

4. County employees shall not receive double time on hourly pay rates.

5. Holiday overtime (See Section 9.A).

6. Exempt and non-exempt employees may be paid for overtime hours worked over a regular forty (40) hour work week during a federally declared disaster. Disaster overtime wages may be paid at the discretion of the County Judge at the rate of time and a half of the current rate of pay.

H. In accordance with the Fair Labor Standards Act regulations, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed as defined in the Code of Federal Regulations.

1. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform *no* work at all for the County.

2. Deductions from pay cannot be made as a result of absences due to the circumstances listed below. Such improper pay deductions are therefore specifically prohibited by Craighead County, regardless of the circumstances. Managers or supervisors violating this policy will be subject to investigation of their pay practices and appropriate corrective action in accordance with normal procedures.

    a. Jury duty.

    b. Attendance as a witness.

    c. Temporary military leave.

    d. Absences caused by the employer.

    e. Absences caused by the operating requirements of the business.

    f. Partial day amounts other than those specifically discussed below.

3. The few exceptions to the requirement to pay exempt employees on a salary basis are listed below. In these cases, deductions may be permissible as long as they are consistent with other company policies and practices.

    a. Absences of one or more full days for personal reasons other than sickness or disability (partial days must be paid).

    b. Absences of one or more full days due to sickness or disability.

    c. Penalties imposed by infractions of safety rules of major significance. A deduction from pay as a penalty for violations of major safety rules can be made in any amount.

    d. Unpaid disciplinary suspensions of one or more full days in accordance with Counties disciplinary policy.

    e. Deductions for the first and last week of employment, when only part of the week is worked by the employee, as long as this practice is consistently applied to all exempt employees in the same circumstances.

    f. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family and Medical Leave Act.

4. Complaint Procedures. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, elected official or to the human resources department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deductions made. This provision does not negate the employees right under the employment policy for a grievance hearing, if employee so chooses.

5. Nothing in Section H shall contradict Section 13 of the Craighead County Employment Policy regarding Leave Policies and its amendments hereinafter.

6. Exempt employees will still be required to submit time sheets in connection with each pay period to their supervisor to allow for proper payroll processing by the County Clerk.

6. EMPLOYEE COMPENSATION AND FRINGE BENEFITS (Revised April 27, 2026, Ordinance 2026-10)

A. The County's policy is to pay salaries and wages and benefits based on the employees' level of skill, responsibility, education, experience, and job description and classification. Such salaries, wages, and benefits shall also depend on funds available.

B. County employees' salaries and wages shall be based on the Personnel Compensation Plan (annual budget) and will depend on location of the employees' assignment in that plan. That newly hired persons employed by Craighead County, who have met eligibility requirements, may receive their first raise in pay on their first anniversary of their

employment hire date. Employees who have been employed for a minimum of one year shall be eligible for a Cost-of-Living increase. The supervisor of the employee may provide the Cost-of-Living increase prior to the one-year anniversary if the employee has satisfactorily performed in accordance with the discretion of the supervisor and has been employed for no less than 90 days. The rate may be reflective of the consumer price index, but that rate is not conclusive in the determination.

C. The normal work period shall be forty (40) hours per week for all employees except employees engaged in the provision of law enforcement. The normal work week for law enforcement personnel (including security personnel in the detention center) shall be no more than eighty-six (86) hours in a fourteen (14) consecutive day work period. Clerical staff is not considered as law enforcement employees. The County's pay period shall end at midnight Monday, three (3) days before each scheduled payday.

D. The County's payment days shall be every two (2) weeks with payment scheduled for Thursday. The payment schedule may be changed to compensate for holidays and other justifiable reasons.

E. The County pays the full cost of group hospitalization insurance for all full-time employees and one- half of the additional cost of family group hospitalization insurance for full-time employees that elect family coverage. Other optional policies are available to employees that choose to pay for the additional coverage.

F. Quorum Court members actively serving in said capacity, shall be eligible for medical and life insurance coverage individually and coverage is optional. The County pays the full cost of insurance. Spouse and family plans are available with the cost to be paid by the Quorum Court Member.

G. The County shall purchase uniforms for special assignment employees that require them, upon recommendation and approval of the Quorum Court Public Service Committee. County uniforms shall be County property and must be returned upon termination of any employee's employment for any reason.

H. The County allows nursing mother employees reasonable break times to express breast milk for nursing children. Nursing mothers should speak with their supervisors to find out the location of an appropriate area for the employee to express breast milk in privacy.

7. COMPENSATORY TIME
(Revised April 4, 2022, Ordinance 2021-41)

A. As authorized by applicable law, compensatory time off will be allowed to non-exempt employees for time worked in excess of the normal work period. This provision of compensatory time will be provided in lieu of overtime pay. The County's non-exempt employees shall receive, in lieu of overtime pay, compensatory time off at a rate of one and one-half hours for each hour of time worked in excess of the normal work period.

B. An employee who has accrued compensatory time shall, upon termination of employment, be paid for the unused compensatory time at a rate of compensation of not less than:

1. The average regular rate received by such employee during the last three years of the employee's employment; or

2. A final regular rate received by such an employee, whichever is higher.

C. An employee who has accrued compensatory time off and who has requested the use of such compensatory time off shall be permitted to use such time within a reasonable period after making a request if the use of compensatory time does not unduly disrupt the operation of the employing agency. The Elected Official, Department Head, or Immediate Supervisor may schedule when compensatory time shall be taken in order to maintain County operations without disruption. (See Section 8.B).

D. No overtime hours shall be worked without the prior approval of the Elected Official, or such supervisory personnel designated by the Elected Official to approve the overtime. Overtime is hours worked over forty (40) in one work week – NOT hours worked over eighty (80) in a two-week (2) pay period or over eight (8) hours in one workday. Overtime is paid at the rate of 1½ times your hourly pay and will apply to all hours actually worked over forty (40) hours in any one work week.

E. All Elected Officials and Department Heads will be responsible for ensuring their employees maintain time in the Kronos Timekeeping System and are submitting timesheets biweekly and that those timesheets are reviewed for accuracy and approved for payroll processing. Non-exempt employees must clock in upon arrival time, departure for lunch, return from lunch, and departure at the end of the workday. Exempt employees must clock in upon arrival time and departure at the of the workday. Any changes/corrections to employee's time, for the current pay period, will be made through Kronos and approved by a supervisor before effective. Any errors concerning the recording of employee's time should be reported to the employee's immediate supervisor or department head. Time sheets will be submitted through Kronos to the County Clerk's office at the end of each Pay Period to be kept as a permanent record.

F. Mandatory payroll deductions are those required to be made by the County by law, court order, or other legally compelling influence on payroll. Such deductions include state and federal income tax withholding, Social Security, and wage garnishments.

G. Paid leave days shall not count toward calculating overtime unless the employee actually worked on a paid leave day.

H. A person who accepts employment by the County or continues in its employment shall be considered or deemed to have agreed to receive compensatory time off in lieu of overtime compensation.

I. Compensatory time accumulation abuse may be corrected by the Quorum Court by initiating spending cuts in offices and departments where abuse occurs. Cuts could be in the form of eliminating a position of employment or whatever cuts deemed necessary. Abuse or neglect of reporting work time under the authority of an elected official or supervisor could result in public reprimand by the Quorum Court.

J. Compensatory time balances may be monitored by the Quorum Court, if excessive.

K. Each Elected Official and Department Head shall strive to avoid comp time by giving equal time off within the same forty (40) hour work week for any additional hours worked in the same forty (40) hour work week.

8. VACATIONS
(Revised April 4, 2022, Ordinance 2021-41)
(Revised April 4, 2022, Ordinance 2022-3)

A. The County shall maintain the following vacation eligibility requirements:

1. Full-time employees shall be eligible for paid vacations; but temporary and part-time employees shall not be eligible. Temporary help is defined as persons working fewer than ninety (90) days per year. Part-time help is described as persons working less than eighty (80) hours per month.

2. Vacation time is determined and calculated by anniversary date of employment and accrued as follows:

    a. Vacation time can start being used after the first year.

    b. During the first two years of continuous service, the employee will accrue vacation time at the rate of 0.03 hours per hour worked, but vacations will not be permitted during the 1st year of service.

    c. After the 2nd year of service and on the anniversary date of hire, the employee will accrue vacation hours at the rate of 0.06 hours per hour worked.

    d. At the beginning of the 6th year and on the anniversary date of hire, the employee will accrue vacation time at the rate of 0.07 hours per hour worked.

    e. At the beginning of the 16th year and on the anniversary date of hire, the employee will accrue vacation time at the rate of 0.09 hours per hour worked. Continuous service is defined as uninterrupted employment while working as a regular, full-time employee.

    f. Vacation must be accrued before being eligible to use. (Leave of absence without pay shall not interrupt continuous service except for time off).

3. The maximum amount of vacation time that may be carried over is 320 hours at any time. Vacation hours will not be exchanged for cash unless employment ceases with the County. Employees can never accumulate or use any hours more than 320.

B. County employee vacations shall be scheduled so as not to disturb normal department or office operating efficiency. County officials and/or supervisors in charge shall arrange vacations to conform with office or department schedules and shall insure that remaining

on duty are familiar with vacationing employees' regular tasks.

C. The County shall allow additional day(s) of vacation if an observed holiday falls within a vacation period.
D. County employees terminating their County Service shall receive compensation for accrued but unused vacation days. Employees will be compensated for such time at their current rate of pay for unused vacation days.

9. HOLIDAYS
(Revised April 4, 2022, Ordinance 2021-41)

A. County employees working on recognized holidays, in a 24-hour, 7 day per week facility, shall receive holiday pay, plus regular hourly wages for time worked. Wages will be paid in the next regular pay period from approved holiday pay budget or by holiday leave with approval of the Quorum Court. If a holiday falls on an employee's day off, then that employee will be paid for the holiday hours for that day in the next regular pay period.

B. The County shall recognize the following eleven (11) paid holidays:

1. New Year's Day (January 1)
2. Martin L. King Day (third Monday in January)
3. President's Day (Third Monday in February)
4. Memorial Day (Last Monday in May)
5. Independence Day (July 4)
6. Labor Day (First Monday in September)
7. Veteran's Day (November 11)
8. 9. Thanksgiving Day and the following day (Fourth Thursday and following day in November)
10. Christmas Eve (December 24)
11. Christmas Day (December 25)

C. Full-time employees shall be eligible to receive official holidays with pay. Temporary and/or part- time employees are not eligible for holiday pay.

D. The County Judge shall decide whether or not to allow alternate holiday days if a holiday falls on Saturday or Sunday. Normally, the Friday before is taken if the holiday falls on a Saturday, and the Monday after is taken if the holiday falls on a Sunday.

10. PERSONAL TIME

(Revised June 11, 2020, Ordinance 2020-10)
(Revised April 4, 2022, Ordinance 2021-41)
(Revised April 4, 2022, Ordinance 2022-3)

A. Personal time may be used for any purpose.

B. The County shall maintain the following Personal Time eligibility requirements:

1. Full-time employees shall accrue paid personal time.

2. Temporary or part-time employees shall not accrue paid personal time.

C. The County shall allow personal time accrued as follows:

1. Full-time employees' personal time shall be accrued at the rate of 0.03 hours per hour worked.

2. Such compensation shall be provided for the duration of such absence but shall not exceed personal time credit provided that the County employee has not been terminated either before or during absence.

3. Full-time employees shall not have personal time credit reduced if holidays, vacations and other authorized or scheduled absences occur during a required absence for illness. Such holidays, vacations, or other authorized or scheduled absences shall be considered as regularly scheduled periods of time worked.

4. The County shall allow for personal time accrued as follows:

   Effective May 1, 2020, all full-time employees hired will be eligible to accrue up to a maximum of 720 hours during their employment at Craighead County. At the time of the departure from the County for any reason, all personal time will be forfeited.

   All full-time employees hired on or before April 30, 2020, will follow the following personal time policy:

   Full-time employees will be eligible to accrue up to a maximum of 720 hours during their employment at Craighead County. Employees departing from Craighead County would receive accrued personal time paid based on the year of departure and years of service listed in the chart below:

	January 1, 2020	January 1, 2021	January 1, 2022	January 1, 2023
0-3 Years of service	100 hours	80 hours	60 hours	40 hours
4-7 Years of Service	240 hours	200 hours	160 hours	120 hours
8-11 Years of Service	540 hours	480 hours	420 hours	360 hours
12+ Years of Service	720 hours	640 hours	560 hours	480 hours

Existing employees personal time payouts will be based on the accrued personal time upon the passage of this ordinance. Employees will be able to continue to accrue time up to a maximum of 720 hours but cannot be paid out more than what was recorded at the time of the ordinance.

Full-time employees will be eligible to accrue up to a maximum of 720 hours during their employment at Craighead County. Employees departing from Craighead County will receive accrued personal time paid based on the year of departure and the years of service listed in the chart below. Such chart shall be utilized for all employees as January 1, 2023:

	January 1, 2023
0-3 Years of service	40 hours
4-7 Years of Service	120 hours
8-11 Years of Service	360 hours
12+ Years of Service	480 hours

D. Full-time employees shall receive personal time compensation payable at the rate of their regular base salary, exclusive of overtime pay, immediately preceding the absence. Compensation payable during personal time shall be reduced by any amounts payable in lieu of employee compensation, due to such absence, under Arkansas Workers' Compensation Laws.

E. A County employee may elect to donate a maximum of forty (40) hours per year to another full-time county employee or employees for purposes of personal FMLA leave, unpaid leave, or other leave necessitated by a catastrophic illness. Donated time can consist of vacation, personal, or comp time and shall be in minimum blocks of eight (8) hours of one type by donor. Written records of the donation and any subsequent actions will be placed in the employee's permanent employment file which is monitored by the

County Clerk. Catastrophic shall be defined as an employee personal illness or accident that prevents the employee from returning to their normal work schedule for a minimum of thirty (30) calendar days. Illness or accident must be verified by a written doctor's statement before employee is eligible to receive any donated personal time. Such transactions shall be approved by Elected Official or Department Head of affected employee.

A County employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, threaten or coerce, another County employee for the purpose of interfering with that employee with respect to donating, receiving or using donated time. Any report of such described instances shall be reported in writing to the County Judge. All written reports shall be investigated thoroughly, and appropriate disciplinary action may be taken for any substantiated violation.

11. OUTSIDE EMPLOYMENT

A. Employees are not encouraged to hold a second job while working full-time for the County. Emergencies can happen at any time, and every employee is subject to call. Employees should notify the Department Head upon taking a second job. Remember, employees' first obligation is to the County, and any other employment should not interfere.

B. If employees have a second job, it must not interfere with the proper and effective performance of your job with the County. Any outside employment must not adversely affect the image of the County. It must not cause embarrassment or legitimate and reasonable criticism. If you have a second job, it must not be one that may be seen by the public as an official act of the County. Employees may not wear County uniforms or use County equipment on a second job unless approved in writing, in advance, by the employee's Department Head.

12. FMLA LEAVE POLICY

A. Employees who have worked for the County for at least one (1) year in the past seven (7) years; who have worked at least 1,250 hours during the previous twelve (12) months (unless the employee is classified as an "exempt" employee under the Fair Labor Standards Act; an employee should consult with the Payroll Office to determine whether the employee is classified as exempt or non-exempt); and work at location where at least 50 employees are employed by the County within 75 miles of that work site are eligible for leave under the Family and Medical Leave Act (FMLA). The FMLA provides eligible persons with up to twelve (12) weeks unpaid leave during a twelve (12) month period for certain qualified family and medical situations.

B. Reasons for Taking Leave:

1. For the care of the employee's child (birth or placement for adoption or foster care);

2. For the care of the employee's spouse, dependent child, or parent who has a serious health condition; or

3. For the employee's own serious health condition;

4. For a "qualifying exigency" resulting from the active-duty military service of the employee's spouse, son, daughter or parent who is currently serving in a reserve branch of the armed forces. A qualifying exigency includes: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) any other leave for which the employer and employee have both agreed shall qualify as an exigency;

5. For the care of the employee's spouse, son, daughter, parent, or next of kin, who is a service member with a serious illness or injury incurred in the line of duty. Employees eligible for this type of leave may be eligible for up to twenty-six (26) workweeks of leave, rather than the usual twelve (12).

C. Definition of Serious Health Condition:

1. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

2. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

D. Eligibility for Military FMLA Leave: When electing to take FMLA leave for purposes of caring for an injured service member, the following definitions apply:

1. "Covered service members" are current members of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard, or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. This provision does not apply to former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

2. "Serious injury or illness" means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

3. "Next of kin" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority:

blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

E. Duration of Military FMLA Leave: Leave to care for an injured or ill active-duty military member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. Military FMLA leave runs concurrently with other leave entitlements provided under federal, state, and local law.

F. Leave Year: Except for purposes of leave to care for an injured service member, the leave year (the 12- month period), under this policy shall be calculated on a "rolling 12-month period" measured backward from the date a staff member uses any family leave.

G. Substitution of Paid Leave for Unpaid Leave: Employees must utilize available vacation time or accrued personal time toward FMLA leave. Employees who request FMLA leave should consult with their supervisors for details on the availability of vacation time or personal time.

H. FMLA and Workers' Compensation: When an employee is on leave due to an on-the-job injury or illness which is a serious health condition under the FMLA, the workers' compensation absence and FMLA leave will run concurrently.

I. Advance Notice and Medical Certification.

1. If the leave is to be covered completely through the use of vacation or personal time, then the employee should provide notice as required under those policies where possible. However, where the need for the leave is foreseeable, and if some or all of the leave will not be covered through the use of vacation, the County requires that written notice be provided to the Payroll Clerk thirty (30) days in advance of the leave. If leave is not foreseeable, then the employee must provide notice to the County as soon as practicable.

2. Employees must provide the Payroll Clerk with sufficient information to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform the Payroll Clerk if the requested leave is for a reason for which FMLA leave was previously taken or certified.

3. An employee requesting FMLA leave must furnish the County with a medical certificate to support the need for a leave due to the employee's serious health condition or that of the family member. The employee will also be required to provide periodic reports of the employee's status while on leave. Further, the employee will be required to furnish recertification from a health care provider if he or she requests an extension of FMLA leave, if circumstances described by the previous certification have changed significantly, or if the County has information

that casts doubt on the need for continued leave. At the end of the leave, the employee will be asked to present a doctor's certificate of fitness to return to work. If an employee is unable to return from leave because of a serious health condition, medical certification may be required.

J. Intermittent or Reduced Leave: Employees do not need to use FMLA leave in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary or specifically approved by the County. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the County's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

K. Employment and Benefits Status: During FMLA Leave, the County will maintain employees' health coverage under any "group health plan" on the same terms as if the employees had continued to work. In most circumstances, employees returning from FMLA leave will be restored to their original or equivalent pay, benefits, and other employment terms. The County may find it necessary to deny reinstatement to certain highly compensated employees, but only if it is found necessary to avoid substantial and grievous economic injury to the operation of the County. Employees who take advantage of FMLA leave will be eligible for any employment benefit that accrued prior to the start of the leave.

L. Medical Insurance Coverage: During FMLA leave, employees may continue to participate in the County's group health plan under the same conditions as if they continued to work. The County will
make arrangements with employees requesting leave for the continued payment of the employee's share of the medical premium. If an employee fails to make premium payments as arranged and becomes in arrears for more than thirty (30) days, coverage will terminate. The employee may resume coverage when he or she returns from leave without having to re-qualify for insurance coverage.

M. Other Rights and Obligations.

1. The County will inform employees requesting leave whether they are eligible under FMLA. If they are, the County will notify them of their rights and responsibilities. If they are not eligible for leave, the County will provide a reason for the ineligibility.

2. The County will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the County determines that the leave is not FMLA-protected, then it will notify the employee.

3. The FMLA makes it unlawful and the County will not:

    a. Interfere with, restrain, or deny the exercise of any right provided under the Family and Medical Leave Act;

    b. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

4. We have posted and will continue to display the poster entitled: EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT WH Publication 1420
   For more information about our Family Medical Leave Policy, please contact the Payroll Clerk or see the "Employee Rights and Responsibilities" form attached to this handbook. (See Addendum A).

13. OTHER LEAVE POLICIES

(Revised June 11, 2020, Ordinance 2019-24)

A. CIVIC DUTY LEAVE

County employees may be excused from work without charging it to earned leave if said employee is subpoenaed as a witness or jury member in a court case. A County employee called to serve on a jury must notify his/her supervisor immediately upon notice so that his/her work schedule can be modified to accommodate jury duty. Full time employees on jury duty shall receive their regular pay and retain all jury fees. The County shall not apply jury or witness leave to cases where the employee is personally involved in a suit or litigation. The County will schedule the work hours of employees on election days so that each employee will have an opportunity to vote.

B. MILITARY LEAVE

(Revised June 29, 2022, Ordinance 2022-17)
(Revised September 26, 2023, Ordinance 2023-30)

County employees who are members of the armed forces of this state or any other state, including without limitation the National Guard or a reserve component of the armed forces, shall be granted leave at the rate of fifteen (15) days per calendar year plus necessary travel time for annual training requirements or other duties performed in an official duty status.

A paid, full-time deputy sheriff (Ark. Code Annotated Section 14-56-506) who is a member of the armed forces of this state or any other state, including without limitation the National Guard or a reserve component or auxiliary of the United States Armed Forces, shall be granted leave at the rate of one hundred sixty-eight (168) hours per calendar year plus necessary travel time for annual training requirements or other duties performed in an official duty status. Accumulated leave shall not exceed 336 hours in any one calendar year.

To the extent this leave is not used in a calendar year, it will accumulate for use in the succeeding calendar year until it totals fifteen (15) days at the beginning of a calendar year.

The leave shall be granted without loss of pay and in addition to regular vacation time.

Each employee who requests military leave shall furnish a copy of his or her orders for his or her personnel file.

An employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within ninety (90) days after the effective date of his or her

release from active duty shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment.

The right of reemployment shall conform with all federal government rules and regulations.

Personnel called to duty in emergency situations by the Governor or the President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.

During any military leave of absence, the employee shall preserve all seniority rights, efficiency or performance ratings, promotional status, retirement privileges, life and disability insurance benefits, and any other rights, privileges, and benefits to which the employee has become entitled.

For purposes of computations to determine whether the person may be entitled to retirement benefits, the period of military service shall be deemed continuous service, and the employee shall not be required to make any contributions to any retirement fund.

The state shall continue to contribute its portion of any life or disability insurance premiums during the leave of absence on behalf of the employee, if requested, so that continuous coverage may be maintained.

Whenever an employee is granted military leave for a period of fifteen (15) days per calendar year or fiscal year under this section, the military leave shall accumulate for use in succeeding calendar years or fiscal years until it totals fifteen (15) days at the beginning of the calendar year or fiscal year, for a maximum number of thirty (30) military leave days available in any one (1) calendar year or fiscal year.

Additionally, if employment is interrupted by a period of service, the employee must be permitted upon request to use any accrued vacation, personal, or similar leave with pay during the period of service, in order to continue his or her civilian pay. See 20 C.F.R Section 1002.153. The employer may not require the employee to use accrued vacation, personal, or similar leave during a period of service in the uniformed service. Arkansas Code Annotated Section 21-4-102, 21-4-103, and 21-4-212.

Emergency military call-ups are subject to the U.S. Selective Service Code for guaranteed reinstatement if call-up does not exceed eighteen (18) months. The County recognizes the commitment and responsibility of our employees to service in the armed forces.

Accordingly, the County complies with all applicable laws concerning military leave.

The County complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which protects applicants and employees who serve in the military from discrimination in the areas of hiring, job retention, and advancement. USERRA provides job and benefit protection for employees who serve in the military, and it provides certain reemployment rights to any employee who has been absent from work due service in the United States uniformed services.

The County will grant a military leave of absence to employees who are required to miss

work because of service in the United States uniformed services in accordance with USERRA. Employees must notify the County upon receipt of a notice that he/she will require a military leave of absence unless providing such notice is precluded by military necessity, impossible, or unreasonable, and employees should provide the County with a copy of his/her official orders. When an employee receives notice that he/she will need military leave of absence, please contact the Payroll Clerk or HR for further information regarding employee's rights and responsibilities under USERRA.

C. **FAMILY DEATH**

County employees shall receive an allowance not to exceed three (3) days with pay, in the event of the death of a member of the immediate family; such term being defined as husband, wife, father, mother, son, daughter, brother or sister, and mother-in-law or father-in law, grandmother, or grandfather, or others upon approval by the elected official.

D. **UNPAID LEAVE**

County employees shall receive leave of absence without pay if granted by recommendation of the official and /or supervisor in charge to the County Judge. Unpaid leave will only be granted once available paid leave has been exhausted. Such leave shall be used for recovery from illness of disability, etc….. Requests for unpaid leave must be made in writing as far in advance as possible and for a specific period of time not to exceed 30 days; however, additional unpaid leave will be considered as a reasonable accommodation. Benefits during this time period may be extended as set forth in Section 13(E) upon approval by the immediate supervisor and the County Judge.

Vacation and personal time does not accumulate while on unpaid leave of absence. The County cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a leave of absence without pay, the County will attempt to reinstate the employee to his or her former position or to one with similar responsibilities. Based upon required doctor's written statement of employee's medical condition and expiration of approved unpaid leave of absence, the employee will be returned to his/her normal work schedule at same or equivalent job and benefits with no restrictions or may be terminated if unable to perform same work requirements.

E. **CONTINUATION OF BENEFITS**

During unpaid leave, the County may continue an employee's health insurance under the same conditions as if the employee were working. In this circumstance, the employee will still be required to pay his or her share of the premium if the County's health insurance plan provided for such co- payments. Leave under this section is not a "qualifying" event under COBRA. If the employee does not return to the job, the employee shall be liable to the County for repayment of the health insurance benefits paid by the County during the employee's unpaid leave except for payments made by the County during any leave pursuant to the FMLA. In the event the employee is medically unable to return to work, the employee's medical insurance premium repayment may be waived by a two third (2/3) vote of the Quorum Court.

14. PERSONNEL POLICIES
(Revised June 11, 2020, Ordinance 2017-5)
(Revised June 11, 2020, Ordinance 2017-5A)

A. The County's policy shall be to consider it the responsibility of the employee, official and /or supervisor in charge and the Personnel Department to maintain an open line of communications regarding personnel policies.

B. The County shall attempt, whenever possible to make advancements from within the existing County organization.

C. County employees should always be civil, orderly and courteous in their conduct and behavior. Employees must be aware that every time employees contact the public, their appearance, actions and status are taken for those of the County. When dealing with the public, employees should try to make their conduct create respect for both the employee and the County.

Not everyone encountered in the course of County duties will be courteous. Even so, employees should treat the public as they would like to be treated . . . with courtesy, patience, respect and understanding. This approach to public service is very important. When an employee is not sure of the correct answer to a question from the public, refer the question to the person or the department that can give the best answer. It is better to admit not knowing than to give the wrong information.

D. **POLITICAL ACTIVITIES**

Employees may not circulate or solicit signatures for any initiative or referendum petition in any County office, during usual County office hours, or while on duty for the County, or while in a County uniform. Employees may not use any office or other room furnished at public expense for any political headquarters, or to send out or distribute any letters, pamphlets, or other campaign literature for the election of any public office. Employees may not place any campaign banners, cards, or campaign literature on any vehicle(s) or equipment belonging to the County. Employees may not devote any time or labor during any time spent on duty, or while employees are in a County uniform, to the campaign of any person for any public office.

E. **USE OF COUNTY VEHICLES**

1. If an employee is assigned the use of a County automobile or equipment, that employee should operate them with due care, and follow all laws and rules of the road.

2. County employees should keep vehicles and equipment in a clean and sanitary condition at all times. If employees are driving outside of Craighead County, employees must get permission from their Supervisors before beginning the trip. Any problems with a County vehicle must be reported to the employee's Supervisor or Department Head for immediate corrective action. The County stresses preventive maintenance, and every operator of County vehicles or equipment is expected to report problems at once.

3. If an employee is assigned or use a County vehicle, the following rules will apply unless specifically altered or exempted by a Department Head:

a. No County vehicle will be allowed to travel outside Craighead County on other than official County business.

b. No County vehicle will be allowed to be used on weekends or any other time, either during or after work, for the purpose of traveling to and from church services or any other personal errands.

c. No employee who lives outside of Craighead County will be allowed to take a County vehicle home without permission from the employee's Department Head.

d. No County vehicle will be used to transport anyone to or from a secondary job, nor will any County vehicle be used in the performance of a secondary job by any employee without advance written notice from the employee's Department Head.

e. County Police and Emergency vehicles will be operated in accordance with the guidelines set forth in the Department.

f. Certain administrative positions in the County, as determined by the Quorum Court, may have a take-home vehicle assigned as a fringe benefit of employment. If assigned, the value of such shall be added to the employee's annual compensation in accordance with current IRS regulations; withholdings and benefit amounts will be calculated on an annual basis and reflected on the employee's W-2.

g. Drivers of County vehicles are responsible for reporting any accidents immediately. Drivers must report accidents to the correct authority and must not leave the scene of an accident until the proper authorities are notified and any required Accident Report has been completed. Drivers of County vehicles must provide to the County proof of a valid driver's license. Drivers are responsible for maintaining a valid driver's license at all times and for notifying the County immediately upon any loss, restriction, or suspension of licensure.

h. Drivers of County Vehicles must wear a safety belt at all times while operating the vehicle. The use of cell phones while driving County vehicles is expressly prohibited – if an employee needs to make or take a call from a mobile phone, then the employee shall pull the vehicle to the side of the road in order to do so.

i. If employees are authorized to operate a County vehicle and they are away from work due to any leave of absence or illness, employees should park the vehicle at the appropriate County facility, unless it will be used by your replacement.

Violations of any of the above rules may lead to disciplinary action, up to and including termination of employment.

F. **WORKPLACE VIOLENCE**

1. The County observes a zero-tolerance policy regarding workplace violence. Fighting or other activities which may endanger the well-being of employees may result in immediate termination of employment. Actions that create an environment that is threatening, violent, intimidating, hostile, abusive or offensive will not be tolerated and must be immediately reported to a supervisor or Human Resources as soon as possible.
2. Conduct that interferes with operations, that discredits the County, or that is offensive to others will not be tolerated, whether such conduct be that of an employee, associate of an employee or visitor. Any act of violence that impacts the workplace will be cause for investigation and subject to action by the County. Violence is considered to be any act of aggression or any statement, which could be perceived as intent to cause harm to the County or an individual, whether personal, such as physical, or emotional, or impersonal, such as property damage or theft.

3. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the County. Such conduct includes but is not limited to:

    a. Complying with all of the County's safety and security regulations and policies;

    b. Complying with the County's harassment and discrimination prevention policy;

    c. Treating all visitors and co-workers in a courteous manner;

    d. Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the County's best interests;

    e. Reporting to management any suspicious, unethical, or illegal conduct by co- workers, visitors, or suppliers without fear of retaliation;

    f. Cooperating with County investigations; and

    g. Handling the property of the County and of individuals with care and respect to the owner.

4. Prohibited Conduct: The following conduct is prohibited and may subject the individual(s) involved to disciplinary action, up to and including termination:

    a. The use of profanity or abusive language;

    b. The possession of firearms, explosives, weapons (including hunting weapons) on County property (unless authorized to carry such items as a job requirement);

c. Fighting or assault on another employee or visitor;

d. Threatening or intimidating co-workers or visitors;

e. Retaliation for having reported inappropriate conduct or for having cooperated in an investigation of inappropriate conduct;

f. Intentional interference with another employee's work; and
g. Theft, destruction, defacement, or misuse of County property or of the property of an employee or visitor.

This listing is illustrative of the type of behavior that will not be permitted. It is not intended to be an all-inclusive list. Any violation of the County's policies or any conduct considered inappropriate or unsatisfactory may, at the County's discretion, subject the employee to disciplinary action, up to and including termination.

5. Reporting Procedures. It is every employee's responsibility to ensure that his or her conduct does not include or imply breach of this policy. Furthermore, it is every employee's responsibility to report suspicions of such behavior, whether by employee or non-employee, to an appropriate supervisor or Human Resources. If, however, violence, threats of violence or suspected violence to a person or property has taken place or is taking place, the following will apply:

a. Should an employee perceive a threat to be urgent, the employee may call 911 before reporting the threat to his or her Supervisor or Elected Official. An urgent threat is one where there is actual violent behavior, or where it appears that violent behavior is likely or imminent.

b. Should an employee receive a bomb threat, the employee should notify the Desk Sergeant of the Police Department immediately.

c. Any threats of violence or suspected violence to person or property should be reported to his or her Supervisor or Elected Official. An oral or written statement setting forth all pertinent facts may be required.

d. The County will investigate the report and will determine the appropriate action and/or discipline to be taken with the offender up to and including termination.

e. The County will work with employees who report that they have been subjected to violence to support efforts to reduce the harm, which has been or is being done.

f. Appropriate confidentiality and documentation of each report will be maintained.

G. **EMAIL/INTERNET/INTRANET/WIRELESS ACCESS**

1. As part of your employment with the County, you may have access to the internet

and/or County email accounts. It is the intent of this policy to cover both wired and wireless internet access. Every County employee is responsible for using the electronic mail (E-Mail) and Internet system properly and in accordance with this policy. This policy applies to, but is not limited to, laptops, desktops and mobile devices (e.g., cellular phone and personal digital assistant).

2. Any questions about this policy should be addressed to Computer Services.

3. The County E-Mail/Internet systems are the property of the County. It has been provided by the County for use in conducting County business. All communications and information transmitted by, received from, or stored in this system are County records and property of the County. The E-Mail/Internet system is to be used for County purposes. Although the County realizes that there are times when an employee may need to use the E-Mail/Internet system for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of the use.

4. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the County and may only be used for business purposes. The County, in its discretion, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-Mail/Internet system or stored on an employee's computer, for any reason and without the permission of any employee. Even though the County has the right to retrieve and read any E-Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E-Mail messages that are not sent to them. E-Mail messages are stored on the E-mail server for a period of two (2) years unless archived by the employee for personal storage.

5. The County E-mail/Internet system should not be used to create or disseminate any discriminatory, defamatory, offensive, disruptive, or otherwise inappropriate or unprofessional communications. Among those considered inappropriate or unprofessional are any communications concerning sex, that contain sexual implications, racial slurs, gender- specific comments, or any other comment that inappropriately or unprofessionally addresses someone's sex, age, race, religion, national origin, or disability. The E-Mail/Internet systems should not be used to access any discriminatory, defamatory, offensive, disruptive or otherwise inappropriate or unprofessional web sites (e.g. pornographic sites, hate speech, criminal skills, illegal drugs, etc.)

6. Employees are prohibited from performing any act that is illegal or otherwise in violation of any applicable federal, state, or local laws.

7. Employees may not use the County's E-Mail/Internet system to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet. Employees may not install personal software or hardware on the computer system.

8. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the employee's immediate supervisor or department head.
9. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the County's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the County's network.

10. Files obtained from sources outside the County, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the County's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, unknown or unauthorized sources, or use disks from non- County sources, without first obtaining the express written permission of your immediate supervisor or department head.

11. Without the express permission of their supervisor, employees may not send unsolicited e-mails to persons with whom they do not have a prior relationship.

12. Wireless networking is an extension of Craighead County's existing wired network infrastructure. It allows users with wireless enabled laptops and PDAs to access Craighead County's network resources and the public Internet. All wireless devices and access points connected to the secure network must be configured and approved by Computer Services. This policy applies to all Craighead County employees, contractors and other affiliates who are connected via a device to the SSU wireless network capable of transmitting a data packet.

13. Wireless Access Point Guidelines

    a. Computer Services is solely responsible for the deployment and management of wireless access points and associated devices.

    b. Any unauthorized wireless access point or associated device will be disabled and removed from the network.

    c. Any streams or downloads that are not authorized or are using a substantial amount of bandwidth (as determined by computer services) will be removed from connectivity and the Elected Official or Department Head will be notified.

    d. Computer Services will manage the wireless spectrum in a manner that ensures the greatest connectivity and roaming ability. Computer Services

establishes all standards related to security and access based upon industry standards.

e. Attempts to bypass security or to damage the wireless service passively and/or actively are strictly prohibited. Devices found in this attempt will be removed and reported to the official or supervisor immediately.

f. Wireless networks are not a substitute for wired network connections. Wireless should be viewed as an augmentation to the wired network to extend the network for general access to common and transient areas.

g. Wireless networking is most applicable for uses such as email and web browsing. Unless using encrypted protocols, wireless devices should not be used for connecting to the county's financial information systems, or other systems that contain sensitive information.

h. Wireless access points provide a shared bandwidth. As the number of users increase the available bandwidth per user diminishes. Before deploying wireless networking in common areas, Computer Services will perform wireless capacity planning to calculate the ideal quantity, placement and configuration of access points.

i. Users of wireless should consider all unencrypted communications over the network as insecure.

j. Wireless network users will employ encrypted protocols for transmitting sensitive and/or confidential information over a wireless network connection. These encrypted protocols include, but are not limited to, Secure Sockets Layer (SSL) for web communication, Secure Shell for application connectivity, and IPSEC for remote access and 802.1x for wireless connectivity.

k. The wireless network will be monitored to detect exceptions or abnormal network activities. Systems generating abnormal network activity will be disabled from the network.

l. Users attempting illegal streams or downloads that are not authorized or are using a substantial amount of bandwidth (as determined by Computer Services) will be removed from connectivity and the Official or Department Head will be alerted. Depending on the severity this could also include an internal investigation by the Sheriff's department

m. A wireless device and user connectivity can be removed at any time without notice.

n. All users on the Secured Wireless Network will fill out the appropriate documents for access with Computer Services. The request will have to be approved by the Elected Official or Department Head within. All documentation will be on file in Computer Services.

14. This policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

H. **CELL PHONE**

This Cell Phone Policy applies to Elected Officials, Department Heads and staff who are authorized to use a cell phone for county business. Related wireless services that require a recurring monthly charge for cellular access are included under the policy. The County Judge shall be responsible for the implementation and administration of this policy. Employees whose job requires them to use a cell phone for County business, as outlined in this policy, may use a cell phone service for business use.

1. The County may provide a cell phone or allowance to an employee if at least one of the following criteria is met:

    a. The job requires considerable time outside the office or away from workstation (job need, travel, meetings, etc.) and use of the cell phone facilitates the effective conduct of business operations while away.

    b. The job requires the employee to be immediately accessible to receive and/or make frequent business calls outside of working hours.

    c. Job duties away from the office may expose the employee or others to immediate harm or danger.

2. County-provided cell phones must be approved by the employee's supervisor and the County Judge.

3. All cell phone invoices will be coded to the proper department's telephone budget.

4. Personal calls on county-provided cell phones are highly discouraged. The County recognizes that brief personal calls for family or emergency matters may occur. Any monthly overage charges attributed to personal use will be reimbursed to the county by the employee.

5. Employees shall comply with applicable laws regarding the use of cell phones while driving and avoid cell phone use that may jeopardize the safety of the employee or others. Such use may include texting, emailing, or verbal communication.

6. Employees are prohibited from text messaging while driving a county owned vehicle, or while driving their own privately owned vehicle during official business, or from using county-supplied electronic equipment to text message or email when driving.

7. It is generally recognized that cell phone transmissions are not secure. Employees must use discretion in relaying confidential or sensitive information over cell phones. Further, cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

8. When deemed cost-effective the County Judge may authorize a monthly cell phone allowance for employees who meet the eligibility requirement established in the policy. The allowance is intended to reimburse the employee for the average business use of a personal cell phone, not to pay the entire phone bill. The amount of the allowance should be commensurate with the requirement for business use and will be reviewed periodically for change in amount or cancellation.

I. CONFLICTS OF INTEREST, ETHICS, AND NEPOTISM

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

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

Personal gain may result not only in cases where an employee or family member has significant ownership interest in a firm with which Craighead County does business, but also when an employee or family member receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealing involving Craighead County. Craighead County recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to OUR activities. However, the employee must disclose conflicts so that Craighead County may assess and prevent potential conflicts of interest from arising. For more information, refer to A.C.A §14-14-1202.

The employment of persons who are related to each other is limited to employment not within the same line of supervision. No employee shall be under the direct line of supervision of a relative.

A "relative" is defined in paragraph one of this section (see above). When marriage results in an employee being supervised by a relative, the situation may be resolved by transfer to another available position in the County or resignation. If transfer alternatives are available, the employee will be given the opportunity to select among the available alternatives. If no alternative position is available within 60 days, the County will take action to resolve the situation up to and including immediate termination.

A supervisor is defined as any individual having authority in the interest of a County department to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees.

However, this does not alter the status of any person as an "at-will" employee. The nepotism provision applies to the following:

1. All employees with a hire date after August 14, 2017.

2. Any employee with a hire date prior to August 14, 2017, forgo this "grandfather" status when transferring to a position outside the department in which they are currently employed.

J. **PERSONAL IDENTITY INFORMATION (PII)**

Craighead County recognizes its responsibility to safeguard the Personal Identity Information (PII) of individuals performing tasks on behalf of the County. This policy applies specifically to sensitive documents containing PII that are exchanged between Human Resources and county employees who are either in the onboarding process or making changes to their onboarding information or employment status.

Definition of PII: PII is defined as unique personal identification information or data, including:

- Social Security Numbers (or their equivalents issued by governmental entities outside the United States).

- Taxpayer Identification Numbers (or their equivalents issued by governmental revenue entities outside the United States).

- Employer Identification Numbers (or their equivalents issued by governmental entities outside the United States).

- State or foreign driver's license numbers.

- Date(s) of birth.

Handling of PII:
To protect this sensitive information:

- Human Resources will only accept in-person submissions with wet (handwritten) signatures for any documentation containing Personally Identifiable Information (PII) related to onboarding or updates to onboarding information or employment status. This includes, but is not limited to, tax forms, direct deposit banking information, W-2 requests, and other related documents. Human Resources will forward the required documents to the County Payroll Clerk once received in this manner.
- If an employee is unable to appear in person due to special circumstances, Human Resources will arrange to visit the employee's office to collect the necessary documentation in person, prior to

any digital transmission or receipt of such documents.

15. PERSONAL CONDUCT

A. County employees shall be expected to report to work on time and to be diligent in assignment performance.

B. County employees shall not grant any special consideration, treatment, or advantage to citizens, individuals or groups beyond that which is available to every other citizen, individual or group.

C. County employees shall not engage in outside activities that prove to be incompatible with assigned duties, bring discredit upon the County, or give them an advantage over persons working in a similar vocation.

D. County employees shall not use County Supplies, vehicles, equipment or facilities for purposes other than to conduct official County business.

E. County employees shall exercise care in the use of County property and equipment.

F. County employees shall not use official positions to secure special privileges or exemptions for themselves or others.

G. The County shall require secrecy in regard to information obtained from records and confidential material acquired in the course of duty to the extent permissible by law.

16. TRAVEL POLICY

(Revised June 11, 2020, Ordinance 2020-12)

The County shall reimburse reasonable travel expense based upon the following guidelines provided that prior approval is secured from the authorizing official of the department. Mileage is paid for the use of a private vehicle when traveling for official business using the current state mileage rate (the maximum mileage rate allowed is based upon the shortest major highway route) from regular place of work to the destination. Please note that travel reimbursement is NOT a per diem and is to be claimed for actual expenses for meals and lodging, not to exceed the maximum allowable rates per meal: breakfast, lunch, and dinner as listed in the Federal Travel Directory plus applicable sales taxes for overnight stays. Meals are only reimbursed if overnight travel is required. The first and last day of travel is limited to 75% of the maximum allowable rates per meal: breakfast, lunch, and dinner per GSA guidelines. If your trip includes meals that are already paid for (such as through a registration fee for a conference), you will need to deduct those daily meal allowances from your claim. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims. The Federal Travel Directory is found on the Governmental Services Administration (GSA) website. The maximum allowance for meals INCLUDES taxes and up to 15% tip reimbursement. Lodging rates per the Federal Travel Directory EXCLUDE room tax and should be exceeded only by the room tax amount unless special authorization is given in writing by the authorizing official of the department justifying the need to exceed the standard reimbursement rate. All travel expenses are paid based upon signed (by one individual incurring charges) and fully documented receipts as to who, what, when, where, and why, are turned into Accounts Payable. To determine whether each person stayed below the maximum

allowable rates for meals, if a receipt contains meals for more than one person, each item should be clearly marked according to who ordered each item. Non-county employees traveling on official business for the County are bound by the guidelines listed in this section. The County shall not reimburse the cost of alcoholic beverages. When using airplane travel, allowable additional travel expenses are limited to: travel to and from airport on travel days, and/or hotel to and from conference location.

17. "RATIONAL BASIS" FOR REDUCTION OR REMOVAL OF PAY OR POSITION (Revised June 11, 2020, Ordinance 2017-5)

A. A County Official may reduce pay or remove a job position for any reason that is rationally related to the effectuation of any conceivable legitimate County objective.

B. Examples. It is not possible to list all "rational bases" for reduction or removal of pay or position; however illustrative examples include (without limitation):

1. Misrepresentation, dishonesty, or self-dealing conduct;

2. Intemperate conduct;

3. Insubordination, including the failure or refusal to follow the legal orders of your supervisor or other supervisors;
4. Negligent, reckless, knowing, or intentional destruction of County property;

5. Abuse or misuse of your position as a County employee;

6. Any conduct, acts, or omissions that interfere with or impair your ability to properly and effectively perform your duties as a County employee;

7. Any rational change in the mode or manner of operations, including any rational decision regarding the personnel selected by the County Official for the delivery of County services; and

8. Violation of County policy or procedure or applicable law.

C. **Terminating employment with County**

1. County employees terminating their County Service shall become final with a specific date of separation. To the extent possible, County employees should give 30 days' notice of intent to terminate employment with the County.

2. County employees shall receive compensation for any accrued and unused vacation time, accrued and unused comp time, and any wages earned and uncompensated in a final check to be processed at the next scheduled county payroll date.

3. Terminated employees shall not be permitted to remain on county payroll and

employment while using accrued comp time and accrued vacation time for the purpose of receiving and continuing county benefits, such as health insurance, retirement, and accruing additional vacation and personal time.

4. All County property must be returned upon termination of employment.

D. **Internal Transfers**

Notice of Termination is to be submitted with a specific date of separation with the signature of an authorized official to the Payroll Clerk. Employment with the County will terminate at the close of business of the specific date of separation (See Section 17.C).

The termination will be considered an internal transfer only when official notification from an elected official or authorized representative hire the terminated employee into a budgeted position before the close of business on their specific date of separation. Once close of business occurs, the separation of employment is official and any further employment with the County will be treated as a new hire.

18. CONSTITUTIONALLY PROTECTED CONDUCT

A. It is the policy of this County not to violate the Constitution or the laws of Arkansas or the United States.

B. Should any applicant or employee contend the he or she has been unlawfully discriminated against because of the race, color, religion, gender, national origin, age genetic information, veteran status, or disability or that he or she has been unlawfully punished for the exercise of a constitutionally protected liberty right (e.g., free speech, free association, political patronage, access to courts, privacy, etc.) or treated in any other unlawful or unconstitutional manner, the applicant or employee shall request, in the time and manner set forth in this County employment policy, a "liberty right" hearing before the County grievance committee to provide the County's final policymaker with authority an opportunity to learn of the alleged unlawful discrimination or unlawful punishment and to thereby have an opportunity to voluntarily conform the conduct of County Officials and County employees to the requirements of County policy.

19. HIRING AND PROMOTING

The at-will employment policy applies equally to hiring and promoting. Nothing herein shall create a property right in employment, entitlement to be hired or promoted, or an expectancy of continued employment. Nothing herein establishes grounds upon which hiring or promoting must be based.

20. EMPLOYEE BENEFITS

Eligibility for vacation leave or other employee benefits does not create any property right in employment or any expectancy of continued employment.

21. INFORMAL PROCEDURE FOR REPORTING/RESOLVING PERCEIVED HARASSMENT AND/OR DISCRIMINATION

A. It is the policy of the County to treat all employees equally in the terms and conditions of

their employment. The harassment of any employee is contrary to this policy and may be considered a violation of federal law and will be considered justification for disciplinary or other appropriate action. This policy applies to all employees, supervisors, agents, and non-employees who have contact with employees during working hours. This policy defines harassment and outlines the method by which it is reported.

B. This policy provides an informal procedure for reporting any conduct or condition perceived to be race, color, religion, gender, sex, national origin, age, genetic information, veteran status, or disability harassment to enable the County to receive timely notice and to act affirmatively, if needed, to assure compliance with the law. If this informal procedure does not achieve the desired result, the affected employee should utilize the Grievance Hearing procedure to bring the matter before the County Grievance Committee.

C. Race, color, religion, gender, sex, national origin, age, genetic information, veteran status, or disability harassment (by conduct or condition) (hereinafter "Prohibited Conduct") is prohibited.

D. If you consider another person's conduct or a workplace condition to be Prohibited Conduct, report it immediately to any supervisor or Elected Official.

E. The supervisor or Elected Official receiving any such report shall report the matter to the appropriate Elected Official or officials which, for the implementation of this procedure, shall be the Elected Official(s) responsible for managing the day-to-day affairs of the office of County government in which the alleged Prohibited Conduct occurred or in which the alleged harasser works.

F. Any supervisor or Elected Official receiving any report of Prohibited Conduct shall take appropriate action to remedy such conduct or condition(s) and shall respond to the person reporting the matter so the person originating the report can be informed of the action taken.

G. If the person reporting the alleged Prohibited Conduct is not satisfied with the action taken or if the alleged Prohibited Conduct continues, that person shall report the matter to the County's Prosecuting Attorney or Deputy Prosecuting Attorney.

H. Except to the extent needed to implement this policy and remedy the alleged harassment, the identification of the person reporting the Prohibited Conduct or condition shall remain confidential to the extent possible.

I. Reporting conditions or conduct reasonably believed to be Prohibited Conduct shall not adversely affect the reporting employee.

22. GRIEVANCE HEARING PROCEDURE

CAVEAT: The purpose of this Grievance Hearing Procedure is to establish a required procedure to resolve applicant and employee grievances, and to thereby enable the County to voluntarily conform the conduct of County Officials and County employees to the requirements of County policy. If the applicant or employee does not follow this affirmatively required County grievance hearing procedure, the County will raise waiver and estoppel as affirmative defenses to any claims against the County filed by the

applicant via any administrative or judicial procedures otherwise available for redress of grievances.

A. **AVAILABILITY OF PROPERTY RIGHT HEARING**

1. At-will employment may be terminated by either the County or the employee at any time without prior notice, without cause, and without any property right hearing.

2. Any claim that any employee has a constitutionally protected property right in employment, entitling the employee to continued employment until "just cause" for discipline or dismissal is proved by the County at a predeprivation hearing, must be timely asserted in writing by the affected employee in accordance with this Grievance Hearing Procedure, or the property right claim will be waived by the employee.

B. **AVAILABILITY OF LIBERTY RIGHT HEARING**

1. Any claim of illegal County employment discrimination on the basis of race, color, religion, gender, national origin, age, genetic information, veteran status, or disability or because the County is acting in a manner that is arbitrary, capricious, or unreasonable, in hiring, compensation, conditions of employment, discipline, or dismissal must be timely made in writing by the affected applicant or employee in accordance with this grievance hearing procedure.

2. Any claim that any employee treatment, discipline, or dismissal is unconstitutional punishment due to the employee's exercise of a constitutionally protected "liberty right" or other constitutionally protected activity of the employee must be timely made in writing by the affected employee in accordance with this grievance hearing procedure.

3. Any claim that any employee treatment, discipline, or dismissal is contrary to the public policy of Arkansas must be timely made in writing by the affected employee in accordance with this grievance hearing procedure.

C. **AVAILABILITY OF NAME CLEARING HEARING**

Any claim that any employee's liberty interest in future employment has been damaged as a result of any "stigmatizing charge" publicly communicated by the County must be timely asserted by the affected employee in accordance with this grievance hearing procedure.

D. **AVAILABILITY OF HEARING GENERALLY**

1. A grievance hearing requested by an applicant or employee is not required to be held unless it is timely requested in the manner required by this Employee Grievance Hearing Procedure and required by the constitution or by this policy.

2. Neither liberty rights nor property rights are created by this document.

3. The County may, in its discretion, hold a hearing prior to any decision ordeprivation.

E. **TIMELY REQUESTS FOR GRIEVANCE HEARINGS**

1. It is the applicant's or employee's duty to request a grievance hearing with the Public Service Committee.

2. The applicant or employee must timely file a written grievance hearing request after any claimed deprivation of the applicant's liberty or employee's liberty or property, or any right to a hearing or to object to the deprivation shall be waived.

3. The grievance hearing request should state, in writing:

    a. the grievance for which a hearing is requested;

    b. the factual basis of the grievance; and

    c. the relief sought.

4. The written grievance hearing request shall be delivered to the Public Service Committee in care of the County Judge no later than four-thirty o'clock (4:30) p.m. on the third full business day (weekends and holidays excluded) after any claimed deprivation for which a grievance hearing is requested.

5. Any dismissal decision shall automatically be a suspension with pay for three full business days (weekends and holidays excluded) during which time the employee subject to dismissal may request a pre-deprivation hearing, in which case the suspension with pay shall continue until the conclusion of the County Grievance Committee hearing. (In no event shall a suspension with pay status extend more than fourteen (14) days, unless the suspension with pay status is extended by decision of the County Grievance Committee. All accrued by unpaid leave time -- e.g., vacation, comp. time, etc. -- will automatically run concurrent with the period of suspension with pay, unless the employee prevails in his or her grievance). Any discipline decision that will result in reduction or removal of pay or position shall automatically be deferred for three full business days (weekends and holidays excluded) during which time the employee subject to discipline may request a pre-deprivation hearing, in which case the deferral shall continue until the conclusion of the County Grievance Committee hearing.

6. The Grievance Committee shall respond in writing to all timely submitted Grievance Hearing Requests within ten (10) days, stating:

    a. the time and place of the hearing, if the hearing request is granted; and

    b. the reason for denial, if the hearing request is denied.

F. **HEARING PROCEDURES**

1. Notice: After an employee requests a grievance hearing, the employee shall be notified of the date, time, and place of the hearing.

2. Suspension With Pay: If it is determined that the grieving employee should continue to work until the hearing is concluded, the employee may be requested to perform duties for the benefit of the County with pay pending the outcome of the hearing.

3. Hearing Record: The hearing shall be reported by a court reporter (not merely a tape recorder) for transcription upon request by either party at the expense of the requesting party.

4. Procedural Issues: At the hearing, on the record, the parties shall suggest any desired hearing procedures and state any complaints regarding:

    a. the notice;

    b. the date, time, or place of the hearing;

    c. the opportunity to refute fairly the charges; and

    d. the impartiality of the decision maker(s).

5. Rules of Procedure and Evidence: Informal rules of procedure and evidence (Ark. Code Ann. § 25-15-208) shall be followed:

    a. witnesses shall testify under oath;

    b. parties shall be allowed, at their own expense, to obtain and use legal counsel for representation;

    c. parties shall be allowed to obtain and use the presence of witnesses for examination, cross-examination, and rebuttal; and

    d. parties should be granted a reasonable continuance if requested prior to the hearing in writing and if reasonably necessary for stated reasons to prepare adequately for the hearing.

6. Publication: The County Grievance Committee shall hear the evidence offered by the parties; hear any argument desired by the parties, and vote without public discussion or deliberation. Only the decision, and not the factual or legal reasons, therefore, shall be announced publicly. The hearing shall be in public if so, required by the F.O.I.A. (Ark. Code Ann. § 25-19-101,et.seq); however, the employee may, at any time, decline the hearing and accept the intended discipline or dismissal.

7. Confirm in Writing: After the hearing, the grieving applicant or employee shall be sent a letter stating the factual and legal bases found by the County Grievance

Committee for any refusal or removal of pay or position.

G. **HEARING ISSUES AND BURDEN OF PROOF:**

1. Property Interest Hearings

    a. Since this County employment policy affirmatively creates at-will employment, the employee has the burden of proving by a preponderance of the evidence that he or she has a property interest in his or her employment.

    b. Where the employee meets his or her burden of proof, the supervisory official has the burden of proving "just cause" for the supervisory officials' intended discipline or dismissal of the employee.

2. Liberty Interest Hearings

    a. Claim of Arbitrary Discrimination (Unequal Treatment)

        i. The grieving employee has the burden of proving by a preponderance of the evidence that he or she is being treated differently than another person otherwise similarly situated with the employee.

        ii. Where the employee meets his or her burden of proof, the supervisory official has the burden of proving by a preponderance of the evidence that the reason for the difference in treatment is rationally related to the effectuation of a legitimate County objective.

    b. Claim of Unconstitutional Punishment

        i. The employee has the burden of proving by a preponderance of the evidence that he or she has engaged in constitutionally protected conduct that was a substantial or motivating factor in any adverse employment decision, discipline, or dismissal.

        ii. Where the employee meets his or her burden of proof, the supervisory official has the burden of proving that the adverse employment decision, discipline, or dismissal would have occurred even in the absence of the constitutionally protected conduct.

    c. Claim of Discrimination Due to Race, Color, Religion, Gender, Age, Genetic Information, Veteran Status, or National Origin

        i. The grieving applicant or employee has the burden of proving by a preponderance of the evidence that he or she is being

treated or affected differently than another person who, other than for race, color, religion, gender, age, genetic information, veteran status or national origin is similarly situated with the applicant or the employee.

ii. Where the applicant or employee meets his or her burden of proof, the supervisory official has the burden of proving by a preponderance of the evidence that the proven inequality of treatment or effect is necessary to effectuate a compelling County object.

d. Claim of Discrimination Due to a Disability

i. The grieving applicant or employee has the burden of proving by a preponderance of the evidence that he or she is a qualified individual with a disability who, because of the disability, is being treated or affected differently than another person in regard to job application, procedures, advancement, dismissal, compensation, training, or other terms conditions, or privileges of employment.

ii. Where the applicant or employee meets his or her burden of proof, the supervisory official has the burden of proving by a preponderance of the evidence that the proven difference in treatment or effect is job-related and necessary to effectuate a legitimate County objective that performance of the job cannot be accomplished by reasonable accommodation, or that the needed accommodation would result in undue hardship on the County.

e. Claim of a Completely Arbitrary Decision.

i. The grieving employee has the burden of proving by a preponderance of the evidence that the action taken against him or her is not rationally related to the effectuation of any conceivable legitimate governmental objective of the County.

ii. Where the employee meets his or her burden of proof, the supervisory official has the burden of proving by a preponderance of the evidence that the action taken against the grieving employee is rationally related to the effectuation of a conceivable legitimate governmental objective of the County.

3. Name Clearing Hearings

a. The grieving applicant or employee has the burden of alleging that a "stigmatizing charge" has been publicly communicated by the County or a County Official or County employee and requesting an opportunity to publicly clear his or her name. A "stigmatizing charge is any public act or statement that a reasonable person considers to defame, publicly scorn, or

result in an individual being publicly shunned such that the employee's standing in the community is damaged or otherwise limits an employee's ability to obtain other employment. A stigmatizing charge is one that is more than merely adverse to the employee.

b. Where the applicant employee meets his or her burden of proof, the County shall provide the applicant or employee a public hearing opportunity to clear his or her name.

23. COUNTY GRIEVANCE COMMITTEE

A. The County Grievance Committee for employees hired by the County Judge shall be the Public Service Committee of the Quorum Court, but the decision of the grievance Committee shall only be advisory to the County Judge. (Ark. Con., Am. 55, §3).

B. The County Grievance Committee for employees not hired by the County Judge shall be the Public Service Committee of the County Quorum Court and the decision of the Grievance Committee shall be the decision of the County. (Ark. Con., Am. 55, §1).

C. The purpose of the grievance hearing is to enable the County, through its Grievance Committee, to hear from both the employee and the employee's supervisory official and to thereafter determine whether or not an operational decision of the County Official or employee violates the County policy. If so, the decision of the County Official or employee is to be modified by the County Grievance Committee to conform that decision to County policy.

D. The County Grievance Committee is not to substitute its operational judgment for that of an Elected Official if the decision of the County Official or employee does not violate County policy.

24. RELEASE OF EMPLOYEE GRIEVANCE RECORDS

Public access to employee grievance records is authorized only if approved by the effected employee or authorized by the Arkansas Freedom of Information Act.

25. SAFETY-SENSITIVE EMPLOYEE DRUG AND ALCOHOL TESTING
(Revised June 11, 2020, Ordinance 2020-5)

A. The County has a vital interest in providing for the safety and well-being of its employees and the public and maintaining efficiency and productivity in all of its operations. The County and certain employees who drive commercial motor vehicles are subject to the requirements of federal statutes and implementing regulations issued by the Federal Highway Administration and Federal Transit Administration of the U.S. Department of Transportation (DOT). Often however, the DOT and transit policies do not cover certain County employees who perform safety and security-sensitive functions. In order to further provide a safe environment for County employees and the public, the County has adopted the following drug and alcohol testing policy for those employees who are not covered by federal law with respect to substance abuse testing.

Policy Statement: Covered employees must be free from the effects of illegal drugs and

alcohol during scheduled working hours as a condition of employment. Drinking alcoholic beverages or using drugs while on duty, on County property, in County vehicles, during breaks or at lunch, or working or reporting for work when impaired by or under the influence of alcohol, or when drugs and/or drug metabolites are present in the employee's system, is strictly prohibited and grounds for immediate discharge. In addition, employees are subject to immediate discharge for the unlawful manufacture, distribution, dispensation, possession, concealment or sale of alcohol or drugs while on duty, on County property, in County vehicles, during breaks or at lunch.

The County reserves the right to require covered employees to submit to urine drug testing and Breathalyzer alcohol testing to determine usage of drugs and/or alcohol as provided below. Employees must submit to all required tests. Any employee who refuses to submit to any required test without a valid medical explanation will be subject to immediate discharge. Refusal to execute any required consent forms, failure to show up within the required time frame or refusal to cooperate regarding the collection of samples, or submission or attempted submission of an adulterated or substituted urine sample will be deemed refusal to submit to a required test.

B. Safety-Sensitive employees are subject to testing by the County to detect the presence of controlled substances and alcohol in their body, including:

    1. Pre-employment Testing (controlled substances only);

    2. Reasonable Suspicion Testing;

    3. Random Testing;

    4. Post-accident Testing; and

    5. Return-to-duty and Follow-up Testing.

C. Safety-Sensitive employees subject to testing shall include only employees whose duties require them to:

    1. Maintain a commercial driver's license.

    2. Carry a firearm; or

    3. Routinely operate an emergency vehicle (one equipped with siren and red or blue lights) in order to lawfully carry out their duties; and

    4. Jail employees.

D. The Drug and Alcohol Testing Procedures required by the U.S. Department of Transportation (DOT Rules) shall be the procedures followed by the County, which procedures shall not be contrary to procedures promulgated by the Association of Arkansas Counties. Drug and alcohol testing will be administered to the employees in the circumstances and in the manner mandated by the Rules.

E. Upon the County's adoption of this policy, or at the point of hiring, each County Safety-

Sensitive employee shall certify in writing that:

1. The employee has been informed of and understands his or her obligation under the County's drug and alcohol testing policy and the drug and alcohol regulation of the DOT;

2. The employee understands that the use or possession of alcohol in any form is prohibited in the workplace, and that there are restrictions on alcohol use for a period prior to reporting for work and after an accident;

3. The employee understands that the possession or use of unauthorized or illegal drugs is prohibited at any time whether in the workplace or not; and

4. The employee understands that, as a condition of employment, the employee must submit to collection of breath, urine, blood, and/or saliva samples when requested by the County employer or a contractor acting for the County employer and, also, that the employee may be subject to drug and alcohol testing in other circumstances including, but not limited to post- accident and when the employer has reasonable suspicion to believe the driver has engaged in prohibited actions concerning controlled substances or alcohol.

F. Reasonable suspicion testing shall not be conducted until after the facts are reviewed by the Human Resources Manager and they agree with the supervising Elected Official that reasonable suspicion exists under the particular facts of the particular case.

G. The following shall result in immediate discharge:

1. Refusal to take a mandated test for drugs or alcohol;

2. A positive drug test result, once the time limit for requesting a second test of a split sample has expired, or upon receipt of a positive drug test result from the second test; and

3. A positive alcohol test result.

H. Employees whose initial drug test results are positive and who request a test of the second portion of the split sample will be suspended without pay until such time as the County's Designated Representative receives the results of the second (split sample) test. Such second test will be at the employee's expense. A negative result from the second (split sample) drug test will render the first test invalid and the employee will be reinstated with back pay and reimbursement for the costs of the second test.

I. An employee suspected of unlawful use of drugs or abuse of alcohol while on duty, as established by DOT Rules, or who is involve in an accident as defined in 49 CFR 390.4 (and receives a citation for a moving traffic violation in this section) by the Rules, shall be suspended immediately with pay until the results of the drug or alcohol test are received by the County's Designated Representative.

J. Alcoholic beverages and drugs are considered to be prohibited substances in the

workplace. For purposes of this policy, the term "drugs" includes controlled substances (as identified in Schedules I through V of Section 202 of the Controlled Substances Act, § 21 U.S.C. 812, and the regulations promulgated there under, and defined in the Uniform Controlled Substances Act, Ark. Code Ann. § 5- 64-201 - 216) including synthetic narcotics, designer drugs, and prescription drugs, excepting: prescription drugs approved by and used in accordance with the directions of the employee's physician.

K. The appropriate use of prescription drugs and over-the-counter medications is not prohibited. Any employee using a prescription drug should consult with his/her physician and pharmacist regarding the effects of the drug. Employees should read all labels carefully and provide notice to their immediate supervisor and/or Department Head if any prescription drugs or over-the-counter medications could impair or limit an employee's ability to perform his or her job duties (such as operating a vehicle or heavy machinery).

L. Employees may not have any unauthorized items in their possession or in any area used by them or under their control. Unauthorized items may include, but are not limited to, alcoholic beverage containers and drug paraphernalia.

M. The U.S. Department of Transportation issues regulations governing the use of alcohol and drugs by Motor Vehicle Drivers. The County of Craighead wishes to adopt updates in the regulations. All updates will be disseminated to the applicable employees and acknowledged forthwith.

Nothing in this section shall contradict or remove any of the items referenced in A. through L of Section 25. The incorporated exhibit shall be used exclusively for the County's policy in regards to motor vehicle drivers. The County adopts any further updates issued by the U.S. Department of Transportation to these regulations.

26. INCLEMENT WEATHER POLICY

A. The general policy regarding inclement weather is that Craighead County does not normally close its offices because of hazardous driving or severe weather. The County Judge will determine if conditions warrant closure of County Offices. However, the obligation to provide services to the citizens of Craighead County must be balanced with the risk of danger to County employees. Therefore, it is appropriate that guidelines which reflect the need of our citizens' and employees' safety be established.

1. Early morning severe inclement weather conditions.

    a. The County Judge will determine whether this inclement weather policy will be placed into effect and will announce its implementation before 6:30 a.m. if at all possible, over the local news media.
    b. On days declared to be covered by the inclement weather policy, all employees may come in up to two hours late from their normal starting time without being charged with any leave time. Employees arriving later than two hours from their regular starting time will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day's absence.

c. The County Road Department and the County Sheriff's Department shall incorporate into their schedule the flexibility to alter this schedule in order to clear and maintain roads and work emergency incidents during inclement weather. This practice shall not be abused.

27. EMERGENCY CLAUSE

The County Judge and the Quorum Court reserve the right to invoke an "Emergency Clause" in all personnel matters if deemed necessary.

PERSONNEL HANDBOOK ACKNOWLEDGMENT

In consideration of my employment, I agree to conform to the rules and policies of Craighead County including those set forth in this Personnel Handbook. I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Craighead County or myself.

I hereby acknowledge that I have been given the opportunity to review and state that I understand the contents of the Craighead County Personnel Handbook. I further acknowledge that I have been given the opportunity to ask questions concerning its contents. I state that I will be cooperative in complying with the policies set forth therein. I understand that revisions may be made to the Handbook at any time. Further, I agree that the Handbook is not a contract of any kind, implied or expressed, including one for employment, but is for my information only.

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Addendum A

U.S. Department of Labor

EMPLOYEE RIGHTS AND RESPONSIBILITIES

UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

1. for incapacity due to pregnancy, prenatal medical care or childbirth;
2. to care for the employee's child after birth, or placement for adoption or foster care;
3. to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status 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.

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: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**
Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the

Employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.
FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

Craighead County Time and Attendance Policy

Introduction
(Ordinance 2021-36)

Craighead County has the right and responsibility to manage the workforce and ensure employees are being paid appropriately based on hours worked. This policy outlines the proper recording and approval of hours worked, leave usage, and manual adjustments to time records.

The County's standard work week shall be forty (40) hours, consisting of five (5) standard workdays, unless otherwise implemented and approved by administrative officials in authority.

The County's standard workday shall be from 8:00 a.m. until 5:00 p.m. for Courthouse employees. County Road Employees' work schedule shall be four (4) ten-hour (10) workdays, each week, year-round. (Road Employees will work Monday after Thanksgiving holidays.)

The normal work period shall be forty (40) hours per week for all employees except employees engaged in the provision of law enforcement. The normal work week for law enforcement personnel (including security personnel in the detention center) shall be no more than eighty-six (86) hours in a fourteen (14) consecutive day work period. Clerical staff is not considered as law enforcement employees. The County's pay period shall end at midnight Monday, three (3) days before each scheduled payday.

When possible, Craighead County employees shall receive breaks of fifteen (15) minutes. For each four (4) hours worked County employees generally will be allowed a consecutive fifteen (15) minute break. County employees shall receive a one (1) hour lunch break. However, for purposes of keeping certain offices open, lunch scheduling will be at the discretion of the County official or supervisor in charge. County Road Department employee lunch breaks may be reduced to thirty (30) minutes in order to redeem working time and daylight. No employee may perform work while on a lunch break.

Craighead County's official time and attendance system is Kronos and is hereinafter referred to as the "timekeeping system". The system and associated work records are used for recording actual hours worked and leave taken (vacation, personal, comp days) for all employees.

Actual hours worked will be recorded by facial recognition using a time clock kiosk and adjustments and leave requests are entered by an employee through a computer, or a mobile application. Time may be entered by a department's Elected Official / Department Head / Supervisor when an individual is unable to enter their own time. The time and leave data collected is transferred to the payroll system to generate pay according to the hours recorded. The timekeeping system tracks and manages employees' worked hours andapplies current Craighead County pay rules prior to transmitting the data to payroll.

To ensure consistent application of this policy, the data recorded in the timekeeping system shall be considered the "official" time record of each workday. Any disputes over actual hours

worked or attendance will be resolved by referring to the timekeeping system records.

It is recognized that in certain situations (e.g., clock malfunction) it may be necessary to correct or enter missing data. Manual time or leave adjustments shall be documented. Manual adjustments may be requested through the Elected Official/ Department Head / Supervisor, who in turn shall have the responsibilityof making edits and notes on the electronic time record.

Definitions

1. **"Clock-in" and/or "Punch-in" (or "-out"):** An action whereby an employee uses the facial recognition/mobile punch at the time clock kiosk to submit a time entry. For the purposes of this policy, these terms have the same meaning and may be interchanged.

2. **Elected Official/ Department Head / Supervisor:** The individual within the department who operational authority.

3. **Timesheet Approver:** The Elected Official/ Department Head / Supervisor, or Approver Designee.

4. **Approver Designee:** Any individual who has been given authority by the Elected Official/ Department Head / Supervisor to approve changes in employee timesheets.

5. **Employee:** An individual who works within the department and charges time against the departmental account.

6. **Exempt Employee:** An individual identified as working in a position that is not subject to the minimum wage and overtime requirements of the Fair Labor Standards Act.

7. **Non-Exempt Employee:** An individual identified as working in a position that is eligible to receive overtime, for hours actually worked when in excess of 40 hours per week. Exception: County Sheriff's Office and Detention Center employees. The normal work week of law enforcement personnel (including security personnel in the detention center) shall be no more than eight-six (86) hours in a fourteen (14) consecutive day work period. Clerical staff in the Sheriff's Office and Detention Center are not considered as law enforcement employees.

Responsibilities

Elected Officials/ Department Heads / Supervisors are responsible for insuring that employee time records are reviewed and approved in an appropriate time frame that is in line with the payroll schedule, as published annually by the County Clerk. Elected Officials/ Department Heads / Supervisors may delegate review and approval authority to a subordinate supervisory employee. For purposes of this policy, the Elected Official/ Department Head / Supervisor (or established delegate) will be referred to as the Timesheet Approver.

Timesheet Approvers are responsible for ensuring that the work and leave time reported accurately reflects each employee's actual hours worked and leave taken for the work week and validates this by approving each employee's timesheet and/or leave request. Intentional

errors in reporting and/or approving actual hours worked, can result in disciplinary actions, up to and including termination.

All employees are responsible for routinely reviewing their pay statement for accuracy. If the employee discovers errors in hours, it is to be reported to their Elected Official/ Department Head / Supervisor immediately. If the employee does not receive a prompt response, or does not agree with the response, the employee is to contact the Human Resources Manager.

Employees who work in more than one department are to transfer hours to the appropriate department by submitting a change request to modify the cost center.

Procedures

All employees shall record their hours worked and leave usage within the timekeeping system. Timesheets shall be submitted by the employee and approved by the Timesheet Approver each pay period.

Full-time Non-Exempt Employees are expected to record a minimum of forty (40) hours per week.The forty (40) hours shall be comprised of hours worked and when applicable, leave taken. Full-time Non-Exempt Employees who are unable to record a total of forty (40) hours and have leave accruals available should submit a time off request through the employee dashboard to their Elected Official/ Department Head / Supervisor. Non-Exempt Employees will only be paid for their actual hours worked and approved leave taken.

All leave time taken shall be entered through the timekeeping system, using the leave request feature. Leave requests should be entered and approved before the time off has occurred. Employees are not paid for hours of vacation, personal time, or comp time in excess of their available balance(s), respectively.

If an employee was not fully compensated for hours worked and/ or leave taken because of a data input error or a missed Punch-in (or -out), the employee should notify their Elected Official/ Department Head / Supervisor who will work with the County Clerk's Office/Payroll to rectify the error.

1. Daily Clock-in / Clock-out

- It is the responsibility of each Exempt and Non-Exempt and employee to Clock-in at the beginning of each scheduled workday and Clock-out promptly when their workday is completed.

- All Exempt and Non-Exempt employees are to Clock-in and Clock-out at their assigned time clocking terminal or terminals approved by their Elected Official/ Department Head / Supervisor.

- All Non-Exempt employees are required to Clock-out for unpaid meal breaks and

Clock-in upon return.

- Non-Exempt employees who adjust the duration of their lunch period must notify their supervisor of what change is to be made to the lunch period to reflect the actual time taken through the timekeeping system. If an employee is not free to leave the worksite during a lunch period or performs work during a lunch period, the employee is to be paid for the lunch period. The employee should submit a Change Request to modify the lunch period.

- All Non-Exempt employees leaving for approved personal reasons (other than the lunch period) during the day must Clock-out when leaving and Clock-in upon returning.

- Non-Exempt employees are not allowed to work without recording and getting paid for time worked. This may be referred to or known as "off the clock" (working without recording the time worked). A few examples, but not exclusive may include:

    - Working during a meal period and not reporting the time worked.
    - Working at home or off County property and not reporting the time worked.
    - Sending, reading, or responding to work-related emails or phone calls outside normal work hours and not reporting the time worked (Non-exempt employees are not to respond, read, or compose work-related emails outside of regularly schedule hours unless directed by their Elected Official/ Department Head / Supervisor.
    - Working before or after a shift and not reporting the time worked.

  An employee may not accumulate overtime by arriving early or leaving late unless specificallypre-authorized by his supervisor**.** If a Non-Exempt employee has accumulated unapproved hours beyond his/her approved schedule during a week, he may be required to leave work early. This activity is prohibited and a violation of the policy and cannot be acquiesced by the immediate supervisor of the employee.

Comp Time is earned on a weekly basis after forty (40) hours of actual work has been recorded during the established work week. Comp Time will be calculated based on the actual hours recorded and credited to the employee and should be approved by their Elected Official/ Department Head / Supervisor in advance.

Disagreements on work hours contained in the timekeeping record shall be reviewed with theemployee's supervisor (and, if necessary, department Elected Official/ Department Head / Supervisor) who will take action to resolvethe issue and authorize any changes deemed necessary to the timekeeping data. Any other disputes must then be addressed by the Human Resources Manager.

2. Missed Punches and Adjustments

If an employee fails to Clock-in or Clock-out for their shift, the employee will be required to

utilize the timekeepingsystem to submit a Change Request to record the missed time punches including an explanation in the notes section of the request. If an employee is unable to enter their missed time, the Elected Official/ Department Head / Supervisor may adjust the employee's time in the timekeeping system and add a note of explanation as to the correction.

Employees demonstrating multiple failures to clock in or out without reasonable justification will be subject to disciplinary action as set forth in the employment policy.

Under no circumstances can an Approver Designee adjust their own timesheets. Corrections shall only be made by the Elected Official/ Department Head / Supervisor.

3. Guidelines for Time Corrections:

Employees should request/submit all time corrections through the timekeeping system by using the Change Request function, to their Elected Official/ Department Head / Supervisor in order to have a record corrected. The timekeeping system maintains an audit trail of all time corrections.

The request should be comprised of:

1. Date and times that are to be corrected.
2. Reason for the correction (be specific).
3. When (what time) the punch should have been for.

If a missed Punch-in or Punch-out occurred due to working off-site, the employee must also provide the location where the workday began or ended in the request for correction.

Example: Attending Supervisory training class at ABC community center, reported to theLeisure Services Department for a meeting with XYZ Department Head about ABC Festival.

All requests should be reviewed, and edits should be made within 24 hours of the request.

4. Electronic Approvals

All timesheets must be reviewed and submitted by the both the **employee** and approved by the **Timesheet Approver**.

All employees shall approve their timesheet no later than the designated time set by the County Clerk/Payroll on Tuesday **before the pay date** for the two week pay period by completing their submission within the timekeeping system.

All department Timesheet Approvers are required to approve their department timesheets no later than the designated time set by the County Clerk/Payroll on Tuesday **before the pay date** for the two week pay period by entering an approval within the timekeeping system.

By submitting and approving an electronic timesheet, the employee and the Timesheet Approver are attesting that, to the best of their knowledge, the information submitted is complete and accurate. Employees and Timesheet Approvers who purposely enter and/or approve time when they have knowledge that the time has been falsely reported, including time omission of which they are aware, may be subject to disciplinary action as allowed in the employment policy.

5. Time Off Requests and Employee Leave

Exempt and Non-Exempt employees shall enter requested paid leave into the timekeeping system, before the time is taken. Pre-scheduled leave hours will appear automatically on the employee's timesheet.

If an employee is unable to request time off in advance, the employee shall notify their Elected Official/ Department Head / Supervisor of the absence and submit the time off request when they return and before the end of the pay period to correctly reflect in the timesheet. If an employee comes to work on a day when leave time had been previously requested and approved, he or she shall immediately notify their Elected Official/ Department Head / Supervisor that their timesheet needs to be corrected. When an employee is out due to illness his/her department their Elected Official/ Department Head / Supervisor, may input the necessary leave hours. This input shall be documented and later verified by the employee.

The timekeeping system will accrue leave (vacation, personal, etc.) in accordance with accrualrates applicable to each employee. Accrued leave hours will be accurate and accessible to employees within the timekeeping system. Employees shall not enter leave hours in excess of the available balances. Leave taken shall not count towards hours worked for the purposes is computing comp time.

6. Holidays

Holiday pay will automatically be applied to eligible employees' timesheets in the timekeeping system. When requesting time off during a Holiday week an employee may need to enter two separate time off requests, skipping the date(s) of the holiday.

Example: December 24-25th (pre-defined as a holiday) falls on a Tuesday and Wednesday and the employee wants to take the full week off. The first leave request would cover the period of December 23rd (Mon). The second leave request would cover the period of December 26th (Thursday) and December 27th (Friday).

Eligible employees are not to enter leave requests for a holiday unless they are scheduled to work on the holiday.

Timeclock or System Problems

If any employee is unable to clock-in or clock-out because of a timeclock malfunction, it is the employee's responsibility to immediately inform his/her department their Elected Official/

Department Head / Supervisor. In the event of a time clock malfunction, the employee should submit the Change Request through the system, or the Elected Official/ Department Head / Supervisor may make manual entries for Clock-in or Clock-out on an employee's behalf. Departments are to immediately notify the HR/Payroll Office of any timeclock or system problems. A delay in reporting of issues can result in disciplinary action through the employment policy.

Prohibited Time and Attendance Actions

Employees are subject to disciplinary action, including termination, as has been stated throughout this policy and are subject to the terms of the employment handbook. Prohibited actions may include, but not limited to the following:

1. Any attempt to tamper with the timekeeping hardware or software.
2. Clocking in or out for another employee (a.k.a. "buddy punching") may result in both employees being subject to disciplinary action.
3. Interfering with another employee's use of time clocks.
4. Falsification of hours worked.
5. Excessive missed punches.
6. Repeated failure to request time off in a timely manner.
7. Repeated failure to promptly verify, approve, and reconcile time and leave records.

Review of Time and Attendance Policy with County Employees; Employee Acknowledgment

The Time and Attendance Policy shall be reviewed with every County employee who is subject to the policy provisions contained herein immediately upon the date of effectiveness. At that time, the employee shall review, acknowledge, and execute a Time and Attendance Policy Acknowledgement Form. It is the Elected Official/ Department Head / Supervisor responsibility to review this policy with their employees and return theexecuted Employee Acknowledgement form to Human Resources for inclusion in the employee'spersonnel file. All forms must be provided to the Human Resources Manager within seven (7) days of implementation.

Availability of Time and Attendance Policy

A copy of this policy shall be available for review in the County Employment Policy Handbook on the County's website, the Human Resources Manager's Office, and/or in the office of the Elected Official of each department.

Employee Insurance Benefits Policy
Effective Date: *January 1, 2025*
Applies To: All Full-Time Employees

1. Eligibility
All full-time employees are eligible to participate in the company's medical, dental, vision, and voluntary life insurance benefit programs beginning on the first day of the month following 30 days of continuous full-time employment.

2. Dependent Coverage
At the time of enrollment, employees may elect coverage for themselves and their eligible dependents, which includes:
- A legal spouse if their employer does not offer health insurance.
- Dependent children as defined by the plan guidelines

3. Premium Deductions
- Insurance premiums are payroll-deducted on a semi-monthly or bi-weekly basis, depending on the company's payroll schedule.
- Deductions will be automatically applied to each paycheck once benefits are activated.

4. Termination of Benefits
- Effective January 1, 2025, all benefits will terminate on the last day of employment.
- If an employee is active for more than half of a two-week pay period, all applicable benefit deductions will be taken from the final paycheck.
- COBRA is offered by CAS. CAS will mail enrollment information once they are notified that a termination of benefits has occurred.

5. Additional Information
Employees are encouraged to review the full benefits guide provided during onboarding or contact Human Resources for detailed plan documents, coverage options, and assistance with enrollment.