

**DAWSON COUNTY
EMPLOYEE
POLICY MANUAL**

**ADOPTED BY THE
COMMISSIONERS OF
DAWSON COUNTY, MONTANA**

**ACKNOWLEDGEMENT AND RECEIPT OF
HANDBOOK OF PERSONNEL POLICIES AND PROCEDURES
FOR DAWSON COUNTY**

By my signature below, I verify that I have read the Dawson County Employee Policy Manual, that I understand my responsibility to read the contents and to seek clarification from my Department Head/Supervisor if I have any questions.

This manual is issued to better inform employees of certain County policies. The County reserves all rights to manage its affairs, except as the provisions contained in this manual may specifically provide restrictions.

I understand that from time to time the County may issue additional policies or updates, and that it is my responsibility to read them, to seek clarification from my supervisor if I have any questions.

After you have signed and dated this form, please present it to your supervisor. It will be kept in your personnel file.

Employee's signature: _____

Employee's hand-printed name: _____

Date:_____

The Dawson County Policy Manual is also located on the Dawson County website (under Human Resources tab) at:

http://dawsoncountymontana.com/departments/human_resources/handbook_and_policies.php

DAWSON COUNTY MISSION STATEMENT

DAWSON COUNTY EXISTS TO:

1. Serve the citizens of Dawson County.
2. Assist the citizens of Dawson County to receive an excellent quality of life from
3. County government, consistent with our resources and their willingness to provide those
4. resources.
5. Ensure that the citizens of Dawson County are free to act and live their own lives, consistent with the laws of the United States and the great State of Montana.
6. Provide leadership, communication and delivery of cost effective services, which are responsive to the people's needs and geared to the future of Dawson County.
7. Provide a climate that will foster economic growth, recognizing that people are the key to our success.
8. Cooperate with other government entities to serve and protect the rights of our Citizens.

TABLE OF CONTENTS

Acknowledgement and Receipt of Handbook	
Dawson County Mission Statement.....	1
1.0 INTRODUCTION	
1.1 Welcome Statement.....	4
1.2 Statement of Management Rights	4
1.3 Severability Statement.....	5
1.4 Changes to Personnel Policies and Procedures	5
1.5 Collective Bargaining Agreements	5
1.6 Elected Officials	5
2.0 EMPLOYMENT POLICIES	
2.1 Definitions	6
2.2 Equal Employment Opportunity	7
2.3 Preventing Harassment and Discrimination	8-11
2.4 Compliance with the Federal Genetic Information Act of 2008 (GINA).....	12
2.5 Compliance with the Americans with Disabilities Act (ADA)	13
2.6 Whistleblower Protections	14
2.7 Nepotism	15
2.8 Recruitment and Selection.....	16-17
2.9 Physical Examination.....	18
2.10 New Employee Orientation	19-20
2.11 Probationary Period.....	21
2.12 Job Evaluations.....	22-23
2.13 Wage Grade & Step Schedule.....	24
2.14 Job Description	25
2.15 Personnel Appointments.....	26-28
2.16 Employee Discipline.....	29-31
2.17 Discharge	32
2.18 Employee Grievance.....	33-35
2.19 Time Sheets and Preparation of Payroll.....	36
2.20 Employee Personnel Records	37-38
2.21 Hours of Work and Meal Breaks.....	39-40
2.22 Driver's License Requirement.....	41
2.23 Drug and Alcohol Testing	42-44
2.24 On-call Duty	45
2.25 Transfers Between Departments.....	46
2.26 Reduction in Workforce.....	47-48
2.27 Voluntary Termination, Resignation or Retirement	49
2.28 Continuation of Group Health Plan Coverage	50
2.29 Worksite Breastfeeding.....	51
2.30 Credit Cards and Travel Expenses.....	52-54
2.31 Use of County Equipment.....	55
2.32 Return of county Equipment	56
2.33 Trade of Usable or Junk Items.....	57
2.34 Record Retention or Disposal.....	58
2.35 The Hatch Act	59
2.36 Purchasing	
Policy.....	60-69

3.0 EMPLOYEE LEAVE

3.1 Sick Leave..... 70-74
3.2 Sick Leave Grant 75
3.3 Annual Leave 76-79
3.4 Holidays 80-82
3.5 Military Leave 83-84
3.6 Jury and Witness Duty Leave 85
3.7 Maternity Leave and Parental Leave 86-87
3.8 Leave of Absence Without Pay..... 88
3.9 Family and Medical Leave Act (FMLA)..... 89-94
3.10 Other Leaves 95-99

4.0 EMPLOYEE CONDUCT

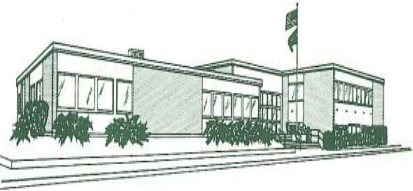
4.1 Prohibited Conduct and Guidelines for Appropriate Behavior..... 104
4.2 Ethics and Conflict of Interest Policy 106
4.3 Smoke Free Workplace 107
4.4 Personal Appearance and Proper County Representation 108
4.5 Personal Telephone Calls and Personal Communication Devices 109-110
4.6 Computers, Internet and Email 111-113
4.7 Social Media..... 114
4.8 Other Employment 115
4.9 Additional Work Rules..... 116
4.10 Overtime and Compensatory Time..... 117-118
4.11 Workers' Compensation 119
4.12 Health and Life Insurance 120-121
4.13 Retirement..... 122
4.14 Other Benefits 123

5.0 SAFETY

5.1 Workplace Safety Program..... 124
5.2 Accident Reports/Proper Reporting Procedures 125
5.3 Use of Vehicles and Equipment..... 126-129
5.4 Weapons on County Property and Workplace Violence Prevention 130-131
5.5 Data Breach Response Plan 132

APPENDICES

APPENDIX A: EQUIPMENT ACKNOWLEDGEMENT FORM 134
APPENDIX B: ETHICS AND CONFLICT OF INTEREST ACKNOWLEDGEMENT FORM 135
APPENDIX C: DRUG AND ALCOHOL FREE WORKPLACE ACKNOWLEDGEMENT FORM..... 136
APPENDIX D: COMPUTERS, INTERNET, EMAIL AND ELECTRONIC COMMUNICATION POLICY
ACKNOWLEDGEMENT FORM..... 137
APPENDIX E: DISCRIMINATION POLICY ACKNOWLEDGEMENT FORM 138
APPENDIX F: DRUG TESTING ACKNOWLEDGMENT FORM..... 139
APPENDIX G: DECEDENT'S WARRANT OR PAYCHECK DESIGNATION FORM 140
APPENDIX H. EMPLOYEE ACKNOWLEDGEMENT OF 4.12 HEALTH INSURANCE POLICY AND
EMPLOYEE'S AUTHORIZATION TO DEDUCT MONIES OWED FROM THE EMPLOYEE'S'
PAYCHECK..... 141

<p style="text-align: center;">DAWSON COUNTY POLICY MANUAL</p> 	<p style="text-align: center;">1.0 INTRODUCTION</p>	<ul style="list-style-type: none"> • 1.1 WELCOME STATEMENT • 1.2 STATEMENT OF MANAGEMENT RIGHTS • 1.3 SEVERABILITY STATEMENT • 1.4 CHANGES TO PERSONNEL POLICIES AND PROCEDURES • 1.5 COLLECTIVE BARGAINING AGREEMENTS • 1.6 ELECTED OFFICIALS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>4-2-19</u></p>
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1.1 Welcome Statement

Welcome to County employment and your important role in efficiently conducting the business of local government. You will be joining a dedicated group of individuals who have also chosen to serve the County with a career in public service. This Handbook is a general reference which will assist you in becoming familiar, as quickly as possible, with benefits and services available to you as a County employee and the policies and standards covering your employment.

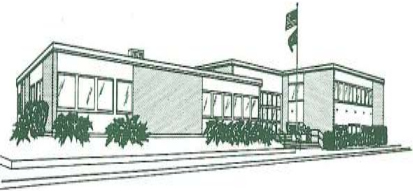
Nothing in this Handbook should be construed as an expressed or implied employment agreement. We cannot anticipate every situation or answer every question about employment, and this Handbook is designed to provide guidance only.

In some places you will note citations to applicable state and federal laws, such as Montana Code Annotated (MCA) and the Code of Federal Regulations (CFR), which will lead you to further relevant information if you so desire it. If you need more information on any policy, you can contact Human Resources and/or the Commissioners.

We are happy to have you with us in providing essential civic services, and we look forward to our working relationship.

1.2 Statement of Management Rights

In order to achieve its mission, goals and objectives, the County retains the exclusive right to exercise the customary functions of management. These include, but are not limited to, the rights to manage and control County buildings, property, grounds, and equipment; to contract out work; to select, hire, promote, assign, layoff, and discipline employees; to determine and change starting times and quitting times; to transfer employees within programs/services to other departments and other classifications; to train employees; to determine and change the size, composition, and qualifications of the workforce; to establish and adopt new policies, rules and regulations; to determine and modify job descriptions and classifications;

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to establish or change criteria for performance appraisals according to the performance appraisal policy; and to carry out all other ordinary functions of management.

1.3 Severability Statement

If any part of this Handbook is found to be unenforceable, invalid, or in conflict with the law, the other provisions of this Handbook are still applicable and valid.

1.4 Changes to Personnel Policies and Procedures

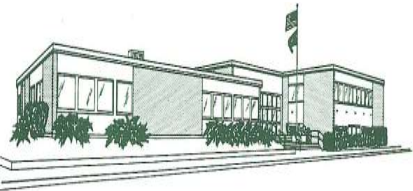
The County provides all employees with general information regarding employee benefits and established personnel policies and procedures through the issuance of this Handbook. However, it is not a contract and is subject to change at any time. Policies and procedures shall be added to, updated, or deleted as determined appropriate by the County. The County specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. The policies are also not to be interpreted as promises of specific treatment. Holders of the copies of the rules shall be responsible for inserting changes as they are issued and for keeping their respective copies of the policies current. Suggestions for amendments in the rules are welcome. Proposed amendments should be submitted in writing to the Board of County Commissioners.

1.5 Collective Bargaining Agreements

If you are a member of a collective bargaining unit subject to a Collective Bargaining Agreement (CBA), the CBA primarily governs your employment with the County. If your CBA does not address an issue, the personnel policies and procedures in this Handbook shall apply. In the event of conflict between provisions in this Handbook and any CBA, state or federal law, or resolution or rule of the County, the terms and conditions of such CBA, law, or County resolution, or rule shall prevail.

1.6 Elected Officials

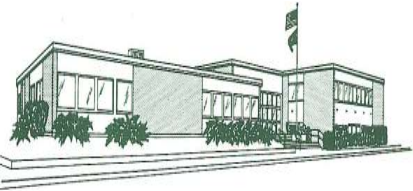
Certain portions of this employee policy manual may not apply to Elected Officials.

<p style="text-align: center;">DAWSON COUNTY POLICY MANUAL</p> 	<p style="text-align: center;">2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.1 DEFINITIONS <p style="text-align: right;">EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The following employment definitions apply to this Handbook:

- **Exempt employee** is one not subject to the overtime pay provisions of the federal Fair Labor Standards Act of 1938 (FLSA) as amended, and its regulations; i.e., employees exempt from the overtime pay provisions of the FLSA in a position designated as executive, administrative, professional, or other exemption as these terms are defined in law. The employee must meet the definition of *exempt* as defined by the FLSA and the Montana Minimum Wage and Overtime Compensation Act. (See FLSA website: <http://www.dol.gov/compliance/laws/comp-flsa.htm>)
- **Full-time employee** means one who normally works 40 hours a week.
- **Part-time employee** means one who normally works 20 hours a week.
- **Non-exempt employee** means one who is subject to the overtime provisions of the federal Fair Labor Standards Act of 1938 as amended, and its regulations.
- **Seasonal employee** means an employee designated by the County as seasonal who performs duties interrupted by the seasons and whom the County may recall without a loss of rights or benefits.
- **Short-term employee** is one hired by the County for an established hourly wage, who may not work for the County for more than 90 days in a continuous 12-month period, who the County cannot hire into another position without a competitive selection process, and who is not eligible to earn leave and holiday benefits.
- **Temporary employee** is one designated by the County as temporary for a definite period of time not to exceed 12 months, who performs temporary duties on a temporary basis, whose employment terminates at the end of the employment period, and who is ineligible to become a full-time employee without a competitive selection process.

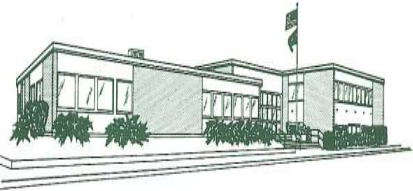
Relevant Information: Definitions at MCA 2-18-101

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.2 EQUAL EMPLOYMENT OPPORTUNITY <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: _____</p>
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The County is an equal employment opportunity employer (EEO). The County does not refuse employment or discriminate in compensation or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, marital status, genetic information, or veteran's status. The County does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.

The County shall follow all federal and state laws and regulations prohibiting discrimination.

Relevant Information: Montana Human Rights Act, Title 49, MCA

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.3 PREVENTING HARASSMENT AND DISCRIMINATION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The County's policy is to provide employees with a work environment free of discrimination and harassment. Harassment of employees and any persons doing business with County government because of a person's race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, or veteran's status is illegal and prohibited. The County also prohibits retaliation against any employee because he or she has made a report of alleged harassment or discrimination, or against any employee who has testified, assisted, or participated in any manner in an investigation of a report. Discrimination is a violation of civil rights law and is a prohibited practice subject to disciplinary and civil action.

A. Employee's Responsibilities

The County will not tolerate sexual harassment or discrimination of any kind. All employees are encouraged to immediately report any such misconduct or violation to their supervisors or the first level of management not involved in the harassment or discrimination, County Human Resources or Equal Employment Opportunity personnel, or the County Commission. Employees who are responsible for harassment or discrimination may be subject to disciplinary action, up to and including termination. Sexual harassment or other illegal discrimination can result in immediate termination if an investigation substantiates it. The severity and extent of the harassment will ultimately guide the decision on how discipline will be determined.

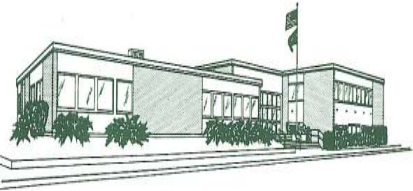
B. Management's Responsibilities

All supervisors and managers are responsible for following this policy. Members of management who witness discrimination shall immediately take steps to stop the behavior, document the actions, and report the behavior to County Human Resources or Equal Employment Opportunity personnel, or the County Commission. Management shall review any report or complaint of harassment or discrimination and take appropriate action.

C. What Constitutes Harassment

Sexual harassment may include a range of subtle or not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature when, for example:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.3 PREVENTING HARASSMENT AND DISCRIMINATION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws.

Other protected categories can also be harassed. The County strictly prohibits harassment on the basis of any other protected characteristic. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran's status, or any other characteristic protected by law or that of his or her relatives, friends, or associates, and which:

1. has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. otherwise adversely affects an individual's employment opportunities.

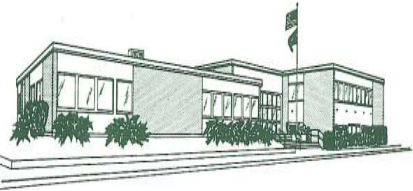
Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and/or written or graphic material that denigrates or shows hostility or aversion toward an individual or group and which is placed on walls or elsewhere on the employer's premises or is circulated in the workplace.

D. Reporting Procedure

1. Employee's Responsibility

An employee who believes he/she has been the victim of harassment or discrimination should report the incident or action as soon as possible after the alleged incident occurs. Early reporting is important, because management's ability to investigate and act on reports diminishes with time. Employees may bring reports to the attention of any of the following:

- the harasser, and the employee can request that the action stop immediately; and/or
- the immediate supervisor or the first level of management not involved, Human Resources or

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.3 PREVENTING HARASSMENT AND DISCRIMINATION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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- Equal Employment Opportunity personnel, or the County Commission.

The employee shall cooperate with the supervisor, manager, or other designated management representative in investigating and verifying the report.

2. Management's Responsibility

Any supervisor or manager who witnesses or receives a report of harassment or discrimination shall promptly inform County Human Resources or Equal Employment Opportunity personnel, the department head, or the County Commission. Upon receipt of a complaint alleging harassment or discrimination, the department head or the Commission shall take steps to prevent the alleged conduct from continuing, pending completion of an investigation.

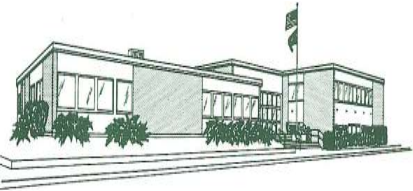
The department head shall initiate an investigation or recommend another appropriate management representative to investigate the complaint. The County has the right to designate a representative of its choosing to perform any investigation. The factual report and final decision will remain confidential and be disseminated to only those persons having a need to know. The parties will be informed of the general results of the investigation. If the results establish that a policy violation occurred, appropriate action may be taken including, but not limited to, disciplinary measures, which may include termination.

a).Supervisory personnel have an obligation to:

1. Inform their employees of their right to a harassment-free environment. Employees must be aware of the procedure for reporting prohibited behavior.
2. Express strong disapproval of any type of harassment.
3. Make it clear, that employees who engage in sexual harassment, will be appropriately disciplined or discharged and that victims and informers will be protected from retaliation.
4. Be aware of activities in the workplace. If management is aware of or could have known of inappropriate conduct, the law requires that immediate corrective action be taken.

E. Retaliation

Neither the County nor any employee shall retaliate against any employee for filing a complaint or for participating in any way in a complaint investigation procedure under this policy. Any employee who suspects he/she is being retaliated against because he/she made a complaint or participated in an investigation should immediately report the actions, following the guidelines above. The report shall be investigated and dealt with appropriately.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.3 PREVENTING HARASSMENT AND DISCRIMINATION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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All employees have the right to make a complaint under this policy, either internally or to an outside agency. It is unlawful for the County to retaliate against any employee for making such a complaint. The County will not retaliate against any employee for making such a complaint whether the complaint is eventually substantiated or not. To be retaliation, the adverse employment action must be **because the employee submitted a discrimination complaint, and not due to any valid performance concerns or policy violations by the employee.**

Examples of retaliation could include:

- Reprimanding an employee or giving a performance evaluation that is lower than it should be;
- Transferring an employee to a less desirable position;
- Engaging in verbal or physical abuse;
- Threatening to make, or actually making reports to authorities;
- Increasing scrutiny;
- Spreading false rumors, treating a family member negatively; or
- Making the person’s work more difficult.

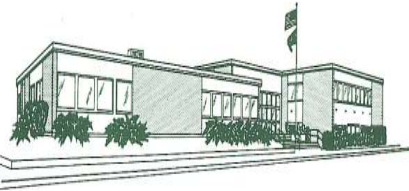
Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation, “snubbing” a colleague, or negative comments that are justified by an employee’s poor work performance or history.

Employees are not excused from continuing to perform their jobs or follow the County’s legitimate workplace rules just because they have filed a complaint or opposed discrimination.

Any employee that believes they have been retaliated against should report their concerns immediately to any supervisor, the Human Resource Department and/or the Commissioners. The matter will be investigated and the County will respond accordingly.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

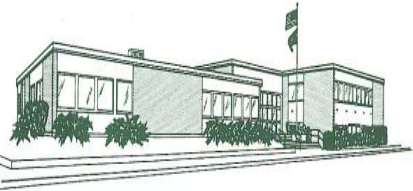
Relevant Information: Montana Human Rights Act, Title 49, MCA; Discrimination Policy Acknowledgement Form (Appendix E)

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.4 COMPLIANCE WITH THE FEDERAL GENETIC INFORMATION NON-DISCRIMINATION ACT OF 2008 (GINA) <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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GINA prohibits discrimination based on genetic information with respect to employment or group health plans. County managers may not request, require, or purchase genetic information about employees or their family members, or use genetic information to:

- discriminate against an individual in hiring, discharge, compensation, terms, conditions, or privileges of employment;
- make decisions about admission to apprenticeship and training programs, including on-the-job training;
- limit, segregate, or classify an individual;
- fail or refuse to refer an individual for employment;
- deprive an individual of employment opportunities; or
- acquire health insurance or set premiums under the group health plan.

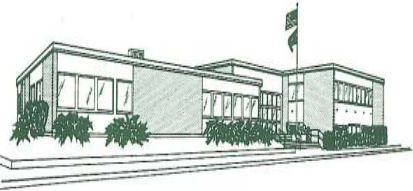
Relevant Information: The Genetic Information Nondiscrimination Act of 2008

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.5 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA) <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The County is committed to complying fully with the Americans with Disabilities Act (ADA) and Montana Human Rights Act (MHRA). The County will ensure equal opportunity in employment for qualified persons with physical or mental disabilities. Reasonable accommodation is available to employees with disabilities to the extent required by law. An accommodation which creates an undue hardship on the County or which endangers health or safety is not a reasonable accommodation.

Any employee or job applicant may request an accommodation by contacting Human Resources personnel, and/or the Commissioners verbally or in writing. "A request for accommodation is the first step in an interactive process between the individual and the County, to clarify the individual's request and to identify any appropriate reasonable accommodation. The County has the right to request reasonable documentation to support any accommodation request, who believes he/she has a disability and needs an accommodation in order to interview or perform the essential functions of the job is encouraged to inform the department head, Human Resources, and/or the Commissioners of the need for accommodation.

Relevant Information: Americans with Disabilities Act

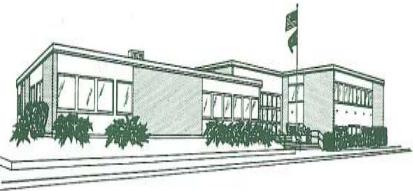
<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<p>• 2.6 WHISTLE BLOWER PROTECTIONS</p> <p>EFFECTIVE DATE: <u>9-25-17</u> REVISION DATE: _____</p>
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Neither the County, nor any employee shall retaliate against, condone or threaten retaliation, against any employee who, in good faith, alleges waste, fraud, or abuse by the County. For this section, retaliate means to take any of the below actions against an employee because of their good faith allegations of waste, fraud, or abuse:

- Terminate employment;
- Demote;
- Deny overtime, benefits, or promotion;
- Discipline;
- Decline to hire or rehire;
- Threaten or intimidate;
- Reassign to a position that hurts future career prospects;
- Reduce pay, work hours, or benefits; or
- Take another adverse personnel action.

Any employee who believes they have been retaliated against under this section and chooses to file a grievance must file one as outlined in **Employee Grievance** herein.

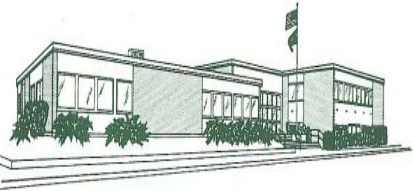
Relevant Information: MCA Title 2, Chapter 2, Part 1

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.7 NEPOTISM <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Nepotism is defined in state statute. In general, it prohibits the hiring and appointment of individuals within certain familial relationships. The County prohibits nepotism. If an employment situation relating to marital status poses a conflict with the nepotism policy, the involved employees must notify the County Commission so that reasonable steps can be instituted to ensure statutory compliance.

The statutory prohibition does not apply to a sheriff appointing a cook and/or attendant, employment of election judges, or the renewal of an employment contract for a relative initially hired before a related member assumed duties of the office.

Relevant Information: MCA 2-2-302 and 2-2-303

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.8 RECRUITMENT AND SELECTION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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The County provides a fair, consistent, and competitive hiring process based on each applicant's qualifications and competencies. County department heads/supervisors may recruit applicants internally or externally in the recruitment and selection process. The County will use a selection process that is designed to select the best candidate based on merit and qualifications. Temporary and short-term workers are not eligible to become permanent employees without a competitive selection process. All statutory preferences shall be provided as required by law. Preference shall be granted to the disabled pursuant to 39-30-201 MCA. Point preference shall be granted to Veterans pursuant to 39-29-102- MCA. **Relevant Information: MACo Recruitment and Selection Guidelines, MACo Personnel Services References, MCA 49-3-201**

Recruitment Process

1. Notice of vacancy: At such time as a position vacancy occurs, or a new position is created in any department of county government, the County Commissioners and Human Resources shall be notified of such vacancy. The department notice shall include a description of the requirement for the position.
2. Following receipt of such notice, Human Resources will prepare a notification of job vacancy which shall be distributed to all departments within the county and shall also be posted on the County Bulletin Board/website in order to provide accessibility to all employees. The notice of vacancy shall be listed with the State Employment Service and/or the media.
3. The Human Resources Department will submit applications of qualified candidates to the hiring department head/supervisor. The department head/supervisor will identify the most appropriate/qualified candidates for interviewing and forward those applicant names to HR for the scheduling of interviews.

Selection Process

1. The Human Resources department will conduct reference checks and background checks on the selected final candidate.
2. Upon the selection of the final candidate, the Department Head and the Human Resources department will collaborate to develop an appropriate offer of employment (including position title, compensation, etc.).
3. Recommendation will be made to the Commissioners and approval to proceed and make a job offer to the applicant will need to be obtained from the Commissioners.
4. The Human Resource department will extend the verbal offer of employment to the candidate selected and will also prepare a written offer letter of employment for the candidate.
5. Upon receipt of an offer letter signed by the candidate, the Human Resource department will close the vacancy and remove it from the sites it was advertised at.


<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.8 RECRUITMENT AND SELECTION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Responsibility

The Human Resource department is responsible for the overall management of the recruitment process, including employment-related agency relations the processing of new requisitions and making job offers. All rejected applicants for job openings shall be notified by mail of the results.

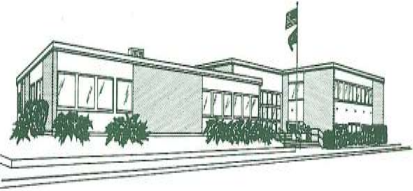
Contracted Services Job Applicants

When a vacancy falls under contracted services, the Commissioners may advertise in local newspapers, professional organization or list with State Employment Services

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.9 PHYSICAL EXAMINATION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Before an applicant begins actual employment, a perspective employee may be required to pass a physical examination. Said examination would be paid for by the County. The county will provide reasonable accommodations to disabled employees.

Note: The Federal Rehabilitation Act requires that recipients of federal funds are to be tentatively selected based on all other consideration, before a medical examination can be required. Final selection can then be conditioned on the job related results of the exam. If an examination is required, all applicants tentatively selected must be required to take the exam.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.10 NEW EMPLOYEE ORIENTATION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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"Orientation" is the process of familiarizing new employees with their organizational assignments, introducing them to the staff, explaining benefits and relating their work to organization goals and objectives. The orientation program is intended for all new County employees, except independent contractors.

Guidelines

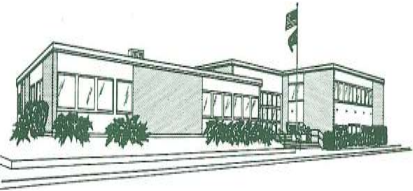
- A. Promote employee identification with the County.
- B. Encourage a high level of motivation by integrating the interests and goals of the County with those of the individual.
- C. Promote mutually satisfying interpersonal relationships between present employees and the new employee.
- D. Acquaint the new employee with the position responsibilities.
- E. Initiate the employee into the probation period.
- F. Review the Employee Safety Manual.

Procedure

The employee's Department Head/Supervisor has the primary responsibility for an orderly and systematic orientation process of introducing the new employee to co-workers, explaining job responsibilities, touring office facilities, providing adequate supplies and materials, and discussing organizational responsibilities.


The Department Head/Supervisor must insure that the employee receives the appropriate safety training, including specialized job safety training as it pertains to the position and the work performed by the employee. The Department Head/Supervisor shall also provide the new hire:

- Risk-Specific Training – Risk-specific competencies are identified according to the type of work being conducted (e.g., first aid, hazardous substance awareness, ergonomics, etc.).
- Task-Specific Training – Task-specific competencies are the skills and knowledge needed by an employee in order to perform their work safely (e.g., applying safe work procedures when operating a machine or piece of equipment, etc.).

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.10 NEW EMPLOYEE ORIENTATION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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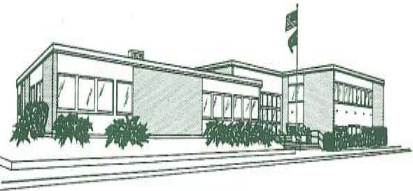
Employee Sign-Up:

On the first day of hire, the new hire shall meet with HR to complete all necessary pre-employment paperwork, review in detail all employee benefits and review Employee Policy and Safety Manual contents. HR will take the new hire to other departments that will be involved in the new hire process (Payroll and Clerk and Recorder Department). If a person has worked for the City, State, or County Government somewhere else in Montana, he/she should bring written documentation on how many hours worked, or length of time, to the Payroll Clerk. Those prior hours worked will be added on for vacation leave only. The HR Administrator will review with each new employee the Policy and Procedure Manual, which the employee will sign for.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.11 PROBATIONARY PERIOD <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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It is the policy of the County that new employees shall complete a probationary period of six calendar months. The purpose of a probationary period is to provide a trial period to assess employees' abilities to perform their job duties, to assess their conduct on the job, and to determine if they should be retained beyond the probationary period and attain full-time/part-time status. All new employees shall be given a six-month probationary period. The County may choose to extend an employee's probationary period by six months (not to exceed six months), providing that the Department Head and Human Resources and the employee have completed a written improvement evaluation. If the probationary period will be extended, the employee shall be notified of this in writing prior to the expiration of the initial probationary period. After probation has been satisfactorily completed, the employee is considered a full-time or part-time employee. This policy does not apply to temporary staff, short-term workers, or contractors, who cannot attain regular status. In the event the employee does not perform satisfactorily as determined by the Department Head and Human Resources, the employee shall, at any time during the probationary period at the discretion of the Department Head, be either terminated or notified in writing of the deficiency and of an extension of his or her original probationary period of not more than an additional 350 hours of actual work or three calendar months, whichever comes first and during which the employee may be terminated at any time.

The provisions of the **Employee Grievance** section of this Handbook do not apply to probationary employees.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.12 JOB EVALUATIONS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Department Heads/Supervisors will conduct a Job Evaluation on each of their employees, completed, signed and returned to Human Resources by March 15. Initially, the Department Heads/Supervisors shall complete their evaluations in rough draft and send to HR for review. HR shall then advise the Department Head/Supervisor as to any feedback with regards to their rough draft and to go ahead and proceed.

Planning for the employee evaluation:

1. The employee shall be provided a copy of the completed evaluation, so they have time to review the contents and give it some thought prior to their scheduled evaluation to allow for the employee to come to their evaluation meeting with comments/feedback.
2. Provide the employee advance notice as to when and where the evaluation meeting will take place (24 hours after you have handed them their evaluation, conduct their evaluation).

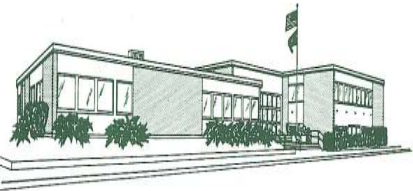
The system will provide for regular performance appraisals of seasonal, full-time and part-time employees, wherein an employee's supervisor will monitor and assess the employee's performance. The Job Evaluation forms are available from Human Resources.

HR will contact all Department Heads/Supervisors, for feedback, as to whether the employee moves forward to the next step or is not to receive the step (an explanation will need to be provided as to why the denial of the step increase). HR shall provide Department Head/Supervisor a written notice for their signature advising the employee of the approved step increase. HR shall notify Payroll of all step increases/denials for processing.

All Department Heads/Supervisors will also receive an appraisal. An employee with unsatisfactory performance will be provided a specific plan for corrective action.

A. Regularly Scheduled Performance Appraisals

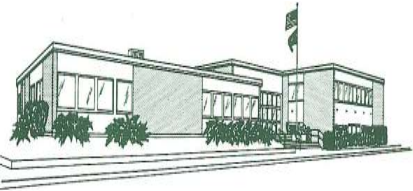
Normally, Department Heads/Supervisors and employees have ongoing discussions about job performance. The primary purpose of an employee job evaluation system is to provide an opportunity for the employee and the supervisor to discuss the employee's job performance during the preceding evaluation period and to communicate job goals and objectives. Job evaluations may be used to assist in decisions affecting promotions, demotions, dismissals, layoffs, reemployment, salary increases, and training. Completed appraisal forms shall be returned to the Human Resource Office by the department head/supervisor for filing in the employee's personnel file.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.12 JOB EVALUATIONS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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B. Special Evaluations

A special evaluation may be completed whenever there is a change either upward or downward in the employee's performance.

- C. Employee's Right of Rebuttal: The contents of a performance appraisal are not grievable. Employees who disagree with an appraisal have the right to submit, within ten working days of receipt of the appraisal, a written rebuttal, which will be attached to the appraisal document.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.13 WAGE GRADE & STEP SCHEDULE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE <u>11-5-19</u></p>
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Wage Schedule:

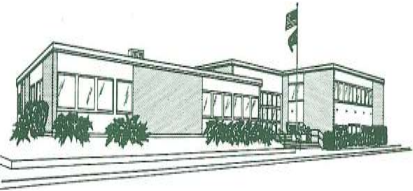
Dawson County has established a Wage Grade and Step Schedule, based on Job Descriptions and Job Evaluations, for employees, full or part-time. The Job Description will determine the pay grade for each position. Job performance will determine a Step increase. Each Step is equal to one year of service or 2080 hours. There are thirty Steps for each Grade, which are a 1% increase. The Department Head/Supervisor, along with Human Resources, not for longevity purposes, but in lieu of experience, may start an employee at a Step other than zero with the Commissioners' approval. Those hired under the "Individual Employment Contract" shall have their wage and other benefits specified in that Contract.

The county wage grade and step schedule does not apply to:

- A. Elected officials, as they are directly responsible to their constituents and statute regulates many of the terms of employment.
- B. Employees whose wages are set by statute or by collective bargaining. However, to the extent that the individual collective bargaining agreement does not regulate compensation, this program shall apply.
- C. Department heads/Supervisors may choose to exclude seasonal summer or temporary employees.
- D. Grant funded programs may have to be excluded from the pay plan.

Promotions and Transfers:

The anniversary date for employees who have been promoted or transferred from one department to another without a break in service that resulted in an increase in Grade Level shall keep their previous anniversary date for the Step Scale.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.14 JOB DESCRIPTION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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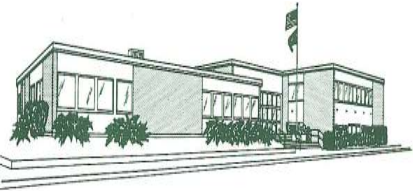
Each January the Department Head and employee may need to review the employee's Job Description, using the following steps:

- A. The Department Head should review the job description. A copy may be requested from the Human Resources Office. Should significant job changes be necessary, continue to step B.
- B. Department Head shall request a meeting with Human Resources to discuss Job Description changes.
- C. Return the corrected Job Description to Human Resources for update.
- D. If warranted, County Commissioners will send Job Description to Human Resources for review and re-grading.
- E. All returned Job Descriptions, recommending an increase in Grade, on the Wage Step and Grade Scale, will require the County Commissioners' approval.
- F. Upon the recommendation of the Department Head and Human Resources, and if the budget allows, when a change in grade is recommended, it shall be approved by the commissioners, the corresponding pay will be in effect on the next following pay period..

New Job Descriptions for Employees:

Department Head will be required to complete the following steps:

- A. Complete a proposed description of duties for the new position.
- B. Forward description of duties to County Commissioners for review.
- C. County Commissioners will give forms to Human Resources office for a written draft of Job Description.
- D. Department Head will review and approve or note any corrections and return to the County Commissioners to be forwarded Human Resources for Grading.
- E. County Commissioners will review and approve Job Description and assign Wage Grade.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.15 PERSONNEL APPOINTMENTS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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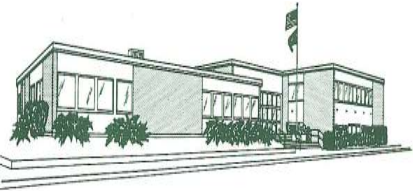
Types of Appointments:

All County employees shall be appointed to one of the following categories: (Sec. 2-18-101 through 2-18-621 MCA).

- A. Full-Time: A full-time employee is one who has completed a probationary period and is regularly scheduled to work forty hours a week, is accorded or offered all employee benefits and will only be separated for cause or as provided in Reduction in Work Force Policy of this handbook.
- B. Part-Time: A part-time employee is one who is regularly scheduled to work less than forty hours a week on a continuous basis and will only be separated for cause or as provided in Policy 2.26 of this handbook. Part-time employees regularly scheduled to work less than forty hours, but twenty or more hours in a work week shall be entitled to normal employee benefits pro-rated in proportion to hours worked. Those scheduled to work less than twenty hours a week shall be entitled to vacation and sick leave on a pro-rated basis, but no other benefits, except P.E.R.S., which is optional.
- C. Temporary Employee: Temporary “employee” means an employee who:
 - 1. is designated as temporary for a definite period of time not to exceed 12 months;
 - 2. performs temporary duties on a temporary basis;
 - 3. is terminated at the end of employment period; and
 - 4. is not eligible to become an employee without a competitive selection process.

Temporary appointments shall be coordinated with and must be approved by the Board of County Commissioners. Temporary appointees shall not be entitled to employee benefits except as required by state law.

- D. Seasonal Employee: Seasonal “employee” means an employee who is designated by an agency as seasonal, who performs duties interrupted by the seasons, and who may be recalled without loss of rights or benefits accrued during the preceding season.
- E. Short-Term Employees: A Short Term Employee means an employee who is hired by a department for an hourly wage and will be employed for no more than 90 days in a continuous twelve-month period. A Short-Term employee may not be hired into another position with the County without a competitive selection process. Such employees may be on an "on-call" list and have the option of

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.15 PERSONNEL APPOINTMENTS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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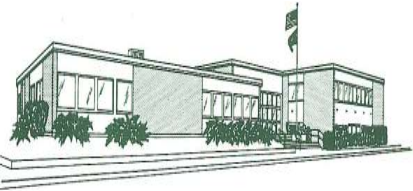
- F. accepting one-day work assignments. Short-Term employees shall receive no county benefits;
- G. Emergency Appointments: Whenever an emergency exists which requires the immediate services of one or more persons and it is not practical to secure the services of such persons through the normal recruitment process, the Department Head, the Commissioners and Human Resources may make emergency appointments for a period not to exceed thirty calendar days. Emergency appointed employees shall not be entitled to County employee fringe benefits;
- H. Individual Employment Contract: When the County believes it would be beneficial to the County and is appropriate to the circumstances, it may employ an individual using the Individual Employment Contract, in which case the provisions of that contract shall supersede all provisions of policy, rules and supervisory statements unless specifically provided by the Contract;
- I. Department Head: A Department Head is a county employee who is responsible for managing the budget of two or more line items contained in the Dawson County Budget. Their duties may or may not include the following; reporting and accounting to an appointed Board or the Board of Commissioners, attending Department Head meetings, training and supervising staff (paid from their responsible line items), ensuring their department is in compliance with policy and procedures as set forth.

Promoted Employee:

Employees who increase a grade level on the Grade and Step Scale once their probation period is successfully completed shall retain their original date of hire as their anniversary date for step purposes.

Multiple positions:

Employees may be simultaneously employed in more than one part-time position within one or more departments of the County. The Department Heads, the Commissioners and Human Resources must agree to this in writing. The written statement must include hours to be worked in each position. A percentage will be calculated to determine each budget's responsibility for holiday and leave time, unless otherwise agreed to. For any hours over 40 hours in a workweek, the overtime paid will be applied to the department whose time sheet reflects more hours worked than was agreed to. The employee may not use accrued annual vacation leave for one position, while in a pay status for that time, in the other position. A full-time employee may be employed in other positions with the County for certain limited work, provided it does not interfere with their full time position. Such employment must be approved by the Department Heads and the Commissioners. Vacation time, or unpaid leave, used for the full time position,

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.15 PERSONNEL APPOINTMENTS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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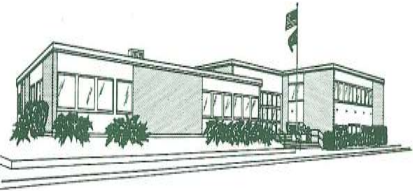
while performing work in the second position will not be allowed unless both Department Heads have agreed in writing. Dawson County Multiple Position forms are available from the Payroll Clerk.

County Employee by Virtue of Grant Monies:

Any class of employee who is funded by federal grant monies will remain a County Employee only for the duration of the grant period. These employees shall earn and accrue all benefits as specified in the grant.

Cause:

Employees shall be deemed to have been terminated with cause if it is found by the Department Head and Human Resources at any time during any probationary period that he or she is not performing satisfactorily; or at any time that the Commissioners find that the employee is in violation of any law or court decision which impacts the employees relationship with the County, or any policy, directive or provision of an applicable collective bargaining agreement; or when the grant or program monies funding the position expire; or when the term of the individual employment contract with the employee expires.

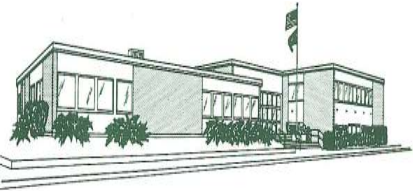
<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.16 EMPLOYEE DISCIPLINE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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County employees are subject to disciplinary action up to and including dismissal from employment. This may include informal and/or formal disciplinary actions, depending on the circumstances. This policy applies to employees who fail to perform job duties in a satisfactory manner, disrupt County operations or violate the County’s procedures, policies, rules, or performance standards, or for any other legitimate business reasons.

Investigation: When a department head/supervisor learns of an alleged violation of any policy, provision of an applicable collective bargaining agreement, or department head/supervisor instruction, the employee will be notified of the allegation and an investigation shall be initiated which shall include providing all information allowed by law to the employee and obtaining his or her comments. If the investigation provides substantial credible evidence that the allegation is true, the County will decide on the proper level of discipline, or if warranted discharge of the employee.

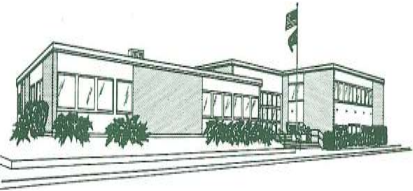
The following procedures shall apply:

- A.** Discipline shall be commensurate with the seriousness of the offense. For example, the County, at its discretion, may utilize corrective counseling or a verbal warning before more severe disciplinary action is taken. However, more significant disciplinary action, up to and including dismissal, can be taken for offenses without having prior verbal or written counseling, based on the severity of the offense. Before taking action, Human Resources and the Department Head shall investigate and examine each case individually, considering the impact of the offense, the extent of the damage or disruption caused, and the circumstances of the offense.
- a. First Incident: Verbal warning by Department Head with the employee (verbal warning should be written in an email and sent to Human Resources for documentation purposes).
 - b. Second Incident: Written warning by Human Resources and the Department Head and signed by the offender and placed in the employee’s personnel file.
 - c. Third Incident: Suspension without pay for a period of three working days, with the approval of County Commissioners and documentation to Human Resources for inclusion in the employee’s personnel file.
 - d. Dismissal: Unsatisfactory job performance attendance, misconduct or other serious offenses that continue after prior warnings may result in dismissal. The recommendation for dismissal must be approved by the County Commissioners and also a review by Human Resources for proper documentation and compliance with policy.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.16 EMPLOYEE DISCIPLINE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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B. Each of the following disciplinary actions is independent of the others and does not necessarily follow in the order listed. Consequently, an employee may be suspended without having been given a warning, or may be dismissed without having been either given a warning or suspended.

1. **Corrective counseling** is an informal action that may be used at the option of management prior to or in addition to formal discipline to deal with performance deficiencies or misconduct. It is not part of formal discipline and is not grievable.
2. A **verbal warning** will entail fully explaining and discussing the nature of the problem with the employee.
3. The **written warning** should contain a description of the specific conduct for which the employee is being disciplined. Employees may provide a response to a written warning which will be attached to the warning and included with it in their file.
4. A **suspension without pay** is for a specific work period. An employee who is suspended is to leave work for the period specified. A disciplinary suspension must include a description of the specific conduct or reason for which the employee is being suspended, and should be documented by the supervisor. Employees may provide a response to a suspension which will be attached to the documentation and included with it in their personnel file.
5. The County retains the right to reassign (e.g., **demote or transfer**) an employee in conjunction with a corrective or disciplinary action (i.e., as an alternative to termination). A disciplinary demotion must include a description of the specific conduct or reasons for which the employee is being demoted or transferred, and should be documented by the supervisor. If appropriate, a disciplinary demotion or transfer may include a plan for improvement.
6. A **dismissal** may not take place until an investigation of the employee's action has been undertaken and substantiated by the Department Head, Human Resources or County Commission. The County Commission must approve dismissal of employees with more than five years employment with the County.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.16 EMPLOYEE DISCIPLINE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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7. Department heads may place an employee on **administrative leave with pay** pending an investigation and consultation with the Human Resources and the County Commission.

If a disciplinary decision is termination, the department head shall, at discharge or within seven days of the date of discharge, notify the discharged employee of the existence of the County's Employee Grievance policy and procedures. HR will provide the discharged employee a copy of the Grievance policy/procedures.


<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.17 DISCHARGE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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An employee shall be notified in writing of the Commissioner's intent to consider discharging the employee. The employee (or his or her representative) may address the Department Head, Human Resources and Commissioner's.

A. Cause: (MCA 39-2-903) In addition to items discussed earlier in this Policy, the following is cause for discharge:

1. Behavior that brings danger to the welfare of employees or the public.
2. Violation of privacy by unauthorized release of confidential information, either to other employees not in the course of business or to persons other than employees.
3. Theft or willful misuse, destruction or damaging of employee, patron, visitor or county property.
4. Fighting during working hours or on County property, or unauthorized possession of weapons.
5. Unlawfully using or selling intoxicants or illegal drugs on County premises. Reporting for work under the influence of intoxicants or illegal drugs. Any other violation of law, court decision or regulation which impacts the employee's relationship with the County; or any policy, provision of applicable collective bargaining agreement, or supervisory instruction.
6. Sleeping on duty.
7. Falsifying employee records, including knowingly changing another employee's time sheet, or alteration of time schedules.
8. Conviction of felony or any criminal act involving moral turpitude or dishonesty.
9. Unexcused or excessive tardiness or absenteeism or abuse of sick leave. Unexcused excessive tardiness will be recorded in employee's personnel file. Three violations in a calendar year may result in termination.
10. Deliberate lack of work output and refusal to obey a direct order, job assignment, or meet reasonable written work performance standards given by a Department Head, without being able to substantiate any valid reasons for such poor job performance. Disrespect publicly displayed on the premises toward a Department Head, or other employee in a loud and unnecessary manner; threatening, intimidation, coercing or interfering with supervision; abusive or profane language to one associated with the job; making false or malicious statements about Department Heads or other employees.
11. Deliberate violation of a state or federal regulation or law during work hours.
12. Failure to meet job description requirements.
13. Any other reason specified in this Policy manual.

If a disciplinary decision is termination, the Department Head and Human Resources shall notify the discharged employee of the existence of the County's Employee Grievance policy and procedures, and provide the discharged employee with a copy of the policy.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.18 EMPLOYEE GRIEVANCE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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It is the policy of the County to treat all employees equitably and fairly in matters affecting their employment. It is also the policy of the County to provide employees, no longer on probation, an opportunity to resolve certain complaints/problems in relation to their job without fear of reprisal. The purpose of this policy is to secure, at the lowest possible administrative level, equitable solutions to grievances that may arise.

Nothing contained herein should be construed as limiting the right of any employee to discuss any matter informally with an appropriate member of management. Every effort should be made to settle a grievance informally before a formal grievance is filed. For complaints alleging discrimination, employees should use the Reporting Procedure outlined in **Preventing Harassment and Discrimination** herein.

A. Acceptable Reasons for Filing Grievances

An employee may file a grievance based on the application or interpretation of laws, written rules, and personnel policies and procedures which adversely affects the employee, unless such action is specifically prohibited in policy.


B. Preparing and Pursuing Grievances During Working Hours

An employee may not use paid working time to prepare and/or pursue a grievance. A grievant may request to use personal leave or leave of absence without pay to prepare a grievance. A request for use of personal leave or leave of absence without pay must be consistent with the County's policy on leave requests. Time spent by the grievant attending a hearing or being interviewed by an investigative officer is considered paid working time, should take place during the grievant's regular work hours, and shall not exceed eight hours per day.

At the discretion of the County, an employee other than the grievant may be allowed to use work time to participate in an investigation or hearing. This time would be considered paid working time if the employee's participation is at the request of the County. Otherwise, an employee will need to request to use personal leave or leave of absence without pay to attend a hearing. All leave requests must be consistent with County policy regulating leave.

C. Grievance Filing Procedures

All departments, including those which do not have their own procedures or those governed by the grievance policy in a CBA, must provide at least the basic procedure outlined below. An employee must begin Step 1 of the procedure within ten working days of his/her knowledge of the situation.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.18 EMPLOYEE GRIEVANCE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Procedure:

A. Step 1. Informal Resolution. When a grievance occurs between employees, employees should try to resolve their grievance informally whenever possible by discussing the situation and relevant information with their Department Head.


B. Step 2. Submission of Formal Grievance to Department Head. If the employee does not resolve the matter under the informal process, he/she should file a formal written grievance with his/her Department Head within ten working days from the Department Head's response to the attempt at informal resolution. In the grievance, the grievant must sign, date, and specifically state the law, rule, policy and/or procedure at issue; the date when the event happened; and what resolution he/she would like. The Department Head should respond in writing within ten working days after receiving the formal grievance. If the employee does not accept the Department Head's response or there is no response from the Department Head within the ten-day period, the employee may then, within five working days, advance the grievance to Step 3.

C. Step 3. Submission for formal grievance to Human Resources. If the Department Head is unable to resolve the problem to employee's satisfaction, they shall contact Human Resources.

- a. Within ten working days, Human Resources shall meet with all parties involved to try to resolve the issue(s).
- b. If the issue is unable to be resolved by the group, then a written statement by both parties and the Department Head shall be given to the County Commissioners.
- c. Within ten working days the County Commissioners shall set up a meeting with both parties and Department Head, to hear the grievance.
- d. Within five working days the County Commissioners shall give their judgment. The County Commissioners decision will be final.

D. When a grievance is against a Department Head or between Department Heads, the employee shall, after first attempting to solve the problem by discussing it with the Department Head, shall contact Human Resources. Human Resources shall meet with all parties within ten working days. Human Resources shall make a report to the County Commissioners. If a resolution was unable to be reached, the Commissioners shall review the report and issue a judgment within five working days. The County Commissioners shall give judgment within five working days. The County Commissioners decision is final.

E.When the grievance is against the County Commissioners, a meeting shall be set up within ten working days with Human Resources. Human Resources shall recommend a resolution.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.18 EMPLOYEE GRIEVANCE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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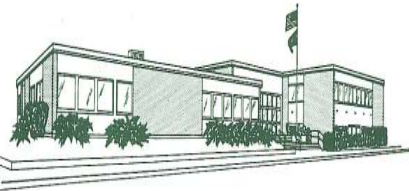
F. No employee shall be subjected to termination, demotion, or any form of punishment or harassment as a result of initiating a grievance unless there is sufficient evidence that the filing and/or processing of a grievance or grievances is for the purpose of harassment or intimidation.

G. The County Commissioners may, at their discretion, designate a representative to perform their obligations under this policy.

H. At any step, the employee and the County can modify the time periods stated herein if done so by mutual agreement and placed in writing.

I. The County does not tolerate any form of retaliation against employees availing themselves of this policy and procedure. However, this policy does not prevent, limit, or delay the County from taking disciplinary action up to and including termination, when appropriate.

J. The Commissioners need to be the final appeal authority on a grievance, not other elected officials, because the Commissioners have ultimate responsibility for personnel policies per MCA Section 7-4-2110(5).

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.19 TIME SHEETS AND PREPARATION OF PAYROLL <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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In order to prepare County payrolls, it is the policy of the County to have employees prepare and complete time sheets according to established guidelines. The time record will include:

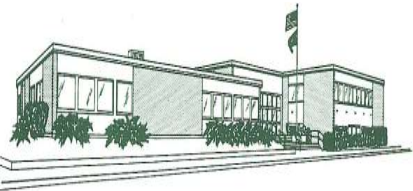
- Employee name
- Employee number
- Department
- Pay period
- Hours to be compensated, broken down on a daily basis into hours worked
- Holiday time
- Sick leave
- Compensatory time
- Vacation
- Leave without pay or other designated leave (e.g., FMLA, etc.)
- Employee signature
- Supervisor's signature

Please see pay calendar provided by Payroll as to due dates for timesheet submission.

Payroll may be distributed by direct deposit with proper authorization from the employee. With Direct Deposit money is electronically transferred into a checking or savings account. Direct Deposit is an important employee benefit.

Paychecks will be distributed to the employee's department head unless other arrangements have been preapproved. An employee's paycheck may be released to the employee's spouse, designated family member, or another person only if authorized in writing by the employee.

Change in Personal Data: Whenever there is a change in personal data, the employee shall notify the Payroll Clerk and Human Resources.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.20 EMPLOYEE PERSONNEL RECORDS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The County limits access to employees' personnel records and medical information (physical or electronic) to protect private information. Individuals with authorized access to employee information are expected to preserve the confidentiality of this information.

A. Establishment of Procedures and Responsibilities for the Maintenance of Personnel Records

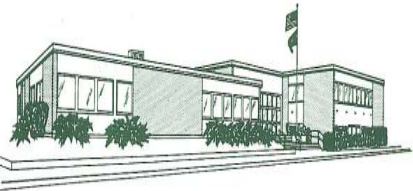
1. Human Resources is responsible for establishing and maintaining an official personnel file for each County employee. Human Resources warehouses each official employee personnel file.
2. All employee personnel records are confidential, and access is restricted.
3. Department heads are responsible for the forwarding of documents for inclusion in the personnel files of those employees assigned to their department.
4. Each employee is responsible for the verification of information contained in the personnel file. No materials in a personnel file may be removed from the personnel file.
5. Any employee wishing to review his/her personnel file may do so. The employee must request a review, and it shall be done at a mutually convenient time with Human Resources personnel present. The employee will not be permitted to remove any information from the file but can obtain copies of desired documents.

B. Identification of Information to be Included in the Employee's Personnel File

The following permanent documents are retained in the folder throughout the association of an employee with the County:

Personal

- Employee application and résumé
- Job description and specification information
- Job performance ratings and evaluations
- Education/training information
- Personnel data
- Personnel action forms
- Documentation of disciplinary action or warning of same
- Copy of "Designation of Person Authorized to Receive Decedent's Warrants" if applicable.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.20 EMPLOYEE PERSONNEL RECORDS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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- Any records pertaining to hiring, promotion, transfer and selection for training or apprenticeship.
- Copies of any documentation for licenses or certification for any applicable positions.
- Longevity computation, certification form and any documentation of previous employment that affects employee benefits.
- Any other information the County feels is necessary and important.

Financial:

- All copies of payroll forms affecting employee's pay and/or status.
- W-4 forms.
- Employee leave record, time and attendance reports, which may be kept separately for ease of access, but will be combined with personnel file upon termination.
- Authorizations to deduct money from paycheck such as health insurance premiums, credit union, and/or deferred compensatory deductions, etc.

Confidential:

- Performance related information.
- Disciplinary matters.
- Personal matters.

Documents of Separation:

- Copy of termination form.
- Letter of resignation.

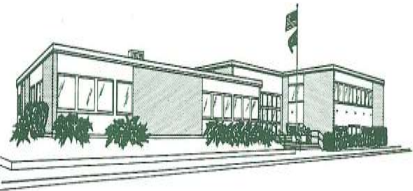
C. Medical or Other Confidential Personal Information

The County maintains separate, confidential personal medical information files on each employee. Those files are with Human Resources.

F. Employee's Responsibility to Ensure that Files are Up to Date

To ensure that an employee's personnel or medical files are up to date, the employee must notify Human Resources or designee of any changes in status including, but not limited to, number of dependents, beneficiary designations, scholastic achievements, and the individuals to notify in case of an emergency.

Relevant Information: U. S. Dept. of Health & Human Services, Health Insurance Portability and Privacy Act Information

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.21 HOURS OF WORK AND MEAL BREAKS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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A. Hours of Work and Meal Breaks

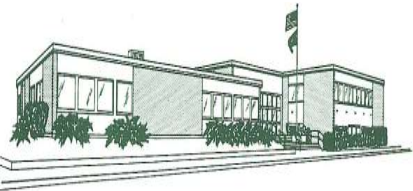
County positions are vital to effectively managing County business during operating hours and, therefore, County employees shall follow established work schedules, receive prior approval from their supervisor to deviate from normal schedules, and use proper procedures for notification of daily work hours in accordance with this policy and the policy set forth in **Timesheets and Preparation of Payroll** herein.

Except as otherwise provided by labor agreement, the normal working hours for administrative or office-based County employees are from 8:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch period (lunch is not to be eaten at the employee's workstation, if at all possible). This does not include personnel engaged in shift work. The work day is the number of hours designated by management to fulfill the needs of each position, usually consisting of eight hours in one twenty-four hour period. The County work week starts Friday, 0001 hour, to Thursday at 2400 hours, but Department heads may specify different work weeks or periods for their staff as a whole, or for individual employees. If a position is part of a collective bargaining unit (i.e., a union), the employee should refer to that agreement for information about hours of work, meal periods, and rest breaks. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule. Supervisors set individual work schedules depending on the work unit's needs.

Due to the nature of the work, hours for employees may vary from the normal office hours established above. Variances must be approved by the appropriate department head. Nothing in this policy limits the County from establishing or changing work schedules as necessary for the successful operation of County programs.

A reasonable amount of overtime may be expected of any employee, although no employee will perform any work before or after his or her specific work schedule without prior permission of his or her supervisor, except in case of an emergency.

Work Duty: The Department Head shall assign duties expected of each position and may from time to time add to, subtract from or otherwise modify the assigned duties with or without prior notice.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.21 HOURS OF WORK AND MEAL BREAKS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Fitness for Duty: When an employee is under medical care and is restricted from working or has restricted or limited duties, they must present medical certification reflecting fitness for duty before returning to work.

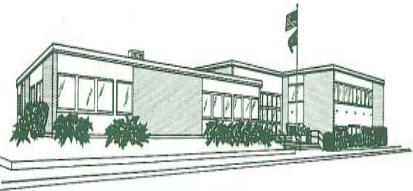
Daily attendance records shall be maintained by each department; including date and time absent and reason for absence. Tardiness or other attendance irregularities shall be cause for disciplinary action.

B. Lunch and Rest Breaks

Lunch and Rest Periods For Nonexempt Staff:

The usual work hours for office employees are 8:00 a.m. to 5:00 p.m. with a one (1) hour unpaid meal break assigned by the Department Head. Employees are entitled to a paid rest period not to exceed fifteen minutes per four hour shift, as assigned by the supervisor.

- A. Health & Safety Positions: Those employees providing health and safety service, shall be subject to individual schedules as provided by the Department Head under the provisions of 207(k) of the Fair Labor Standards Act.
- B. Other Positions: Those employees on a variable, or 10-hour workday schedule, shall be subject to individual work schedules, as provided by the Department Head. Normal work hours are 8:00 a.m. to 5:00 p.m. but may be changed upon written permission from the Board of County Commissioners.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.22 DRIVER'S LICENSE REQUIREMENT <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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In order to use a County vehicle, County employees must have a valid Montana driver's license (approved for the type of vehicle to be used).

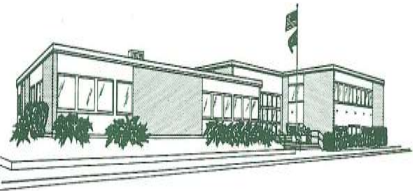
All new employees hired for work that entails the operation of a County vehicle as an essential function of their position will, as a condition of employment, be required to submit to a Montana State Division of Motor Vehicles driving record check. Department Heads may conduct periodic checks of employees' driver's licenses through visual and formal Division of Motor Vehicles reviews. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Employees performing work which requires the operation of a County vehicle must immediately notify their immediate Department Head/Supervisor and the Department Head/Supervisor will in turn notify Human Resources, in all cases where their license is expired, suspended, or revoked and/or if they are unable to obtain an occupational permit from the State Division of Motor Vehicles. Violation citations, fines or other actions taken by any law enforcement jurisdiction against any employee while in violation of this rule shall be the responsibility of the employee and may be cause for disciplinary action. Also, when operating a County vehicle and an employee receives a violation while operating the County vehicle, the Department Head/Supervisor shall be notified properly.

Commercial Driver's License: Employees who are required to have a commercial driver's license to perform their duties for Dawson County must have such a license, the County shall pay for the license and or renewal, along with any other endorsements required by the County. . If a physical examination is required to obtain such a license, the County shall pay for any and all costs or all County required Medical Exams, including CDL Medical Exams required by the County or other governmental agencies to be conducted by an established local provider chosen by the County In the even the local provider is unable to conduct the CDL Medical Exam, prior approval must be obtained from the Commissioners for the employee to obtain a CDL Medical Exam from an out of town provider

All County employees who are required to have a commercial driver's license are subject to random drug testing in accordance with State and Federal regulations.

Employees who require a CDL for their position will be subject to the Dawson County Drug and Alcohol Program Policy.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.23 DRUG AND ALCOHOL FREE WORK PLACE & DRUG TESTING <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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It is the policy of the County to create a drug-free workplace in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988. The illegal use of controlled substances is inconsistent with the behavior expected of our employees, subjects all employees, citizens, and visitors to unacceptable safety risks and undermines the County's ability to operate effectively and efficiently.

The purpose of this policy is to ensure worker fitness for duty; to protect our employees and the public from the risks posed by the use of illegal drugs, controlled substances, or alcohol; and to maintain a safe working atmosphere conducive to effect operations. As stated in the **Prohibited Conduct Policy**, employees are subject to disciplinary action, which may include immediate discharge for consumption, use, or being under the influence of alcohol or controlled substances while on County premises.

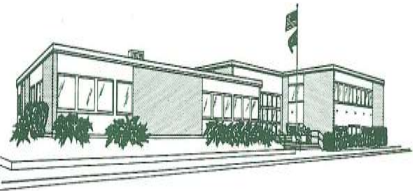
The following statement of policy and procedure is intended to inform all covered employees of their rights and obligations under the County's program, as well as to alert them to the possible consequences of violating these policies.

County employees must sign the Drug and **Alcohol Free Workplace Acknowledgement Form** (located in **Appendix C** of this Handbook) and abide by this policy as a condition of employment.

A. Prohibitions

All County employees are absolutely prohibited from:

1. Unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances in the workplace. "Controlled substances" are defined in schedules I through V of Section 812, Title 21, United States Code. Examples of controlled substances include illegal narcotics, cannabis, stimulants, depressants and hallucinogens. The County does not accommodate the use of medical marijuana in the workplace.
2. Reporting for duty, remaining on duty, or operating County vehicles or personal vehicles on County business while under the influence or impaired by alcohol or a controlled substance.
3. Drinking alcohol at any time during work hours.
4. The illegal or unauthorized use of prescription drugs.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.23 DRUG AND ALCOHOL FREE WORK PLACE & DRUG TESTING <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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B. Disciplinary Action

Violations may result in disciplinary action up to and including termination. Violating the drug and alcohol prohibitions in the policy for Use of Vehicles and Equipment is also subject to disciplinary action up to and including termination, whether the employee is operating county vehicles or equipment on County-owned property or anywhere else. Any use of illegal drugs or driving while intoxicated shall also be reported to the proper authorities for criminal prosecution.

C. Reporting Convictions of Drug Statute Violations

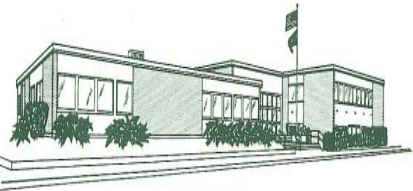
Any employee convicted of violating a criminal drug statute in the workplace or while conducting official County business must inform his/her immediate supervisor of such conviction within five days after the conviction. The supervisor must inform the department head of any such communication immediately.

D. Exceptions- Prescription Drugs

The only exceptions to this policy are possession or use of a controlled substance as prescribed by a licensed physician, if the employee has given his supervisor or Department Head/Supervisor prior notice of such use and/or possession. Employees using medication prescribed by a licensed physician may be required to provide management with proof that such medication was prescribed. Employees taking prescribed or over-the-counter medications will be responsible for talking to a doctor and/or pharmacist about whether the medications may interfere with their ability to perform their job safely. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, request a change of duty, notify supervisor, etc.) to avoid unsafe work practices. The County has the sole discretion as to whether or not it will be safe for those employees to remain on duty. As stated above, it is a violation of our **Alcohol and Drug Free Workplace policy** to intentionally misuse prescription medications. Appropriate disciplinary action shall be taken if job performance deteriorates and/or accidents occur.

F. Co-Worker, Supervisor Obligations

Any employee or supervisor who has observed or has personal knowledge that another employee is using or possessing illegal drugs or alcohol in violation of this policy may choose to make a good faith report to a supervisor or department head (reasonable suspicion). The employee shall refrain from discussing the matter with anyone except appropriate management personnel.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.23 DRUG AND ALCOHOL FREE WORK PLACE & DRUG TESTING <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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G. Possession of Alcohol on County Premises

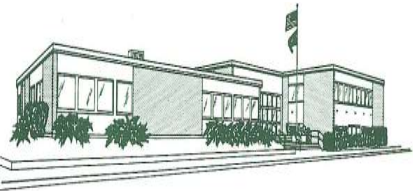
Employees may not possess or use alcohol in any County facility with the exception of an authorized function (alcohol consumption at the Beer Gardens during regularly scheduled events at the County Fairgrounds while the employee is off duty) under the control of the holder of a valid liquor license. Please see the Department Head/Supervisor or County Human Resources personnel for more information in this regard.

Relevant Information: U.S. Department of Justice, Title 21 USC Controlled Substance Act; MCA 39-2-205, et seq.; Appendix C: Drug and Alcohol Free Workplace Acknowledgment Form

To ensure a worker’s fitness for duty and to maintain a safe working atmosphere, the County does have a Drug and Alcohol Testing policy in place for testing for controlled substances and alcohol. The following statement of policy and procedure is intended to inform all covered employees of their rights and obligations under the County’s program, as well as to alert them to the possible consequences of violating these policies. Covered employees in safety-sensitive positions must sign the **Drug Testing Acknowledgement Form** (Appendix F herein).


This program may apply to individuals engaged in the performance, supervision, or management of work in a hazardous work environment, security positions, positions affecting public safety or public health, positions in which driving is part of the job, or a fiduciary position for the County. All employees needing a Commercial Driver’s License (CDL) to perform the essential functions of their position will be subject to testing pursuant to federal law.

DRUG FREE WORK PLACE RESOLUTION NO. 378 RESOLUTION OF THE DAWSON COUNTY COMMISSIONERS OF DAWSON COUNTY ESTABLISHING A DRUG-FREE WORKPLACE POLICY. NOW, THEREFORE, IT IS HEREBY RESOLVED that the County of Dawson, State of Montana, is committed to a drug-free workplace. IT IS FURTHER RESOLVED that it is the policy of Dawson County that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any employee in the workplace is prohibited. IT IS FURTHER RESOLVED, that any employee who violates this prohibition is subject to disciplinary action, up to and including discharge, as provided in the Discipline Measures in the Dawson County Employees Handbook. Disciplinary action may include required participation in an approved drug abuse assistance and rehabilitation program. IT IS FINALLY RESOLVED that this policy statement is adopted in compliance with the Drug-free Workplace Act of 1988 (Pub L. 100-690, Title V, Subtitle D). PASSED AND ADOPTED this 5th day of September 1991.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.24 ON-CALL DUTY <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The County recognizes that it may be necessary for various departments to require employees to be available on an on-call basis. It is the County's general policy that on-call assignments should be kept to a minimum. The following procedures and guidelines shall apply:

- A. Some employees shall be required by their supervisor to carry a pager, cell phone, or be able to be reached immediately while not at work, in the event it is necessary for them to respond or report to work within a specified period of time. Such on-call duty is necessary to deal with after-hours situations, emergencies, or as the workload of the department requires.
- B. Compensation information for employees required to perform on-call duty shall be available from the Clerk and Recorder or Human Resources.
 - a. Call-out Compensation:
 - I. A non-exempt employee, who is called out and reports for duty will be compensated for time worked, except for an exempt employee. An employee called out will be guaranteed for 2 hours of pay at time and a half, including an exempt employee who does shift work. Employee may also elect compensatory time.
 - II. An exempt employee, who is called out and reports for duty will be eligible for compensatory time in lieu of pay for the extra hours.

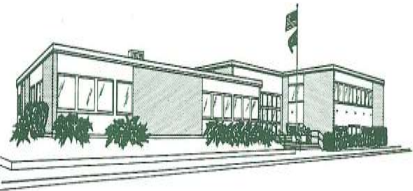
<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.25 TRANSFERS BETWEEN DEPARTMENTS & RETURNING EMPLOYEES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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If an employee transfers from one department to another without a break in service, their longevity shall transfer with them and their anniversary date for Step and Grade purposes shall also transfer with them. A letter from the Commissioners approving the transfer will be provided to the employee for signature and acknowledgement of transfer. A job transfer form, which is available from the Payroll Clerk, shall be completed when employees transfer from one department to another.

A. Layoffs: An employee who is separated because his/her position is eliminated for reasons other than cause, for performance problems or because of the termination of his or her individual employment contract, and who is rehired in any Department within Dawson County within two years after the layoff, his/her longevity shall remain the same. If rehired more than two years after layoff, the employee will lose all longevity and his/her longevity must begin again.

B. Quit or Fired: If an employee is rehired after quitting or being fired he/she will lose all longevity and their longevity must begin again.

C. Former Employees returning to Dawson County employment: If a former employee, with more than two years prior service is rehired, and the duration of the period of absence exceed the period of prior company service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes. With the Commissioner's approval, employee may be eligible to maintain longevity.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.26 REDUCTION IN WORKFORCE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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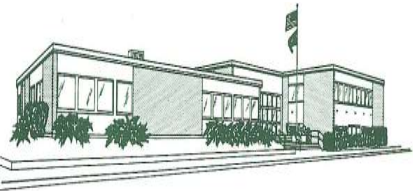
The following policy shall be adhered to whenever layoffs may become a necessity. No reduction in the work force shall be instituted until reasonable alternatives to accomplish the desired objective have been considered and exhausted.

1. If it is necessary to achieve a reduction in the work force, consideration must be given to the programs to be carried out by the department and the staff structure, which, after the reduction, will most expeditiously achieve program objectives. Accordingly, employees will be retained giving consideration to the importance of the following qualities possessed by the work force: skill, proximity of retirement, and tenure. A form is available for layoff notices from the Payroll Clerk.
2. At the time of the layoff, an employee may at the employee's option, defer the cash payment for unused sick and vacation leave for up to one (1) year. If employee defers such cash payment, the employee shall have available the employee's full accrued sick and vacation leave upon reinstatement. If the employee receives the cash payment upon separation, the employee shall begin with a zero balance upon reinstatement. The decision regarding receipt of cash payment must be made at the time of the employee's separation. If cash payment is elected by the employee, such payment shall be for the full amount of vacation accrued by the employee and one quarter (1/4) of the sick leave accrued by the employee subject to qualifying periods.
3. An employee may exercise the option of withdrawing retirement contributions.
4. Any employee on Health Insurance may stay under the program for eighteen months, paying the full amount themselves. See the Payroll Clerk for more information on Health Insurance.
5. An employee must be given written notice a minimum of ten working days preceding the effective date of the layoff through use of the prescribed standard form, except in case of an emergency or a lack of funding.

If a position is part of a collective bargaining unit (i.e., a union), the provisions of the agreement regarding reduction in force take precedence over this policy.

A. Temporary, Seasonal, and Short-Term Workers

Temporary, seasonal, and short-term workers within the classification and department affected by the reduction in force shall be terminated before any active current full-time/part-time employees will be laid off.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.26 REDUCTION IN WORKFORCE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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B. Deciding Factors for Employees

Current active full-time/part-time employees within the same classification, department, and geographical area affected by the reduction in force will be evaluated for layoff based on program requirements, the employee’s skills and qualifications necessary to meet these requirements, and other factors (e.g., other alternatives such as reduced work hours, furloughs, or employee seniority). Employee skills and qualifications may include education, experience, certification, and capabilities in relation to the continuing needs of the department or program; and employment history may include previous performance and disciplinary actions. If there is no documentable difference in employment history factors, an employee’s length of continuous employment with the County shall be used as the criterion for retention, with the most senior employee being retained. “Continuous employment” means working within the same jurisdiction without a break in service of more than five working days or without a continuous absence without pay of more than 15 working days.

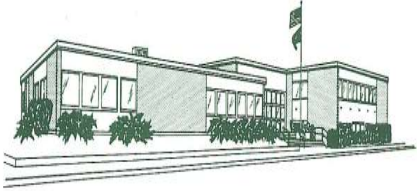
C. Veterans’ Preferences

If a performance appraisal system is being used, a veteran, disabled veteran, or eligible relative whose performance has not been rated unacceptable shall be retained over other employees with similar job duties and qualifications and the same length of service. A disabled veteran with a service-connected disability of 30% or more shall be retained over other veterans, disabled veterans, and eligible relatives with similar duties, qualifications, and length of service. (MCA 39-29-111). The preference in retention does not apply to a position covered by a Collective Bargaining Agreement.

D. Re-Staffing Preferences

In the event the County should establish a position or require more employees in an already established position it may advertise the position. It shall also issue an offer to an individual who was laid off within the past 12 months. Providing that individual remains available and qualified, worked in the same position for at least three months in the previous three years, and the individual was not disciplined during such previous three year period. If such individual does not notify the County in writing of the acceptance of the offer within seven calendar days, and/or if the individual does not actually report for work as assigned, the individual will become ineligible for any further recall offers. In the event there are two or more individuals qualified for recall, the County will select the person to be recalled based on performance evaluations and the needs of the County, unless there are no significant differences in which case seniority with the County will prevail.

Relevant Information: MCA 39-29-111

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.27 VOLUNTARY TERMINATION, RESIGNATION OR RETIREMENT <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Employees desiring to voluntarily terminate their employment relationship with the County in good standing should notify the County in writing at least two weeks in advance of their intended termination. The written resignation notice should preferably be given to the supervisor and Human Resources. . . On the final day of employment, the employee shall give to the Department Head a signed and completed time sheet. Proper notice generally allows the County sufficient time to calculate all accrued overtime (if applicable) as well as other monies to which the employee may be entitled and to include such monies in the final paycheck.

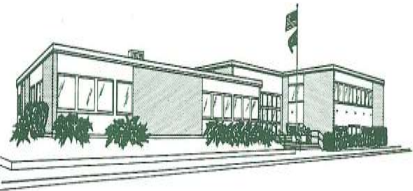
Exiting procedures

- A. Human Resources shall conduct the exit interview with the exiting employee (collecting employee ID and insuring all County property is returned). The exit interview may be either in person or by telephone.
- B. Prior to scheduling the interview, matters such as return of property and finalizing projects should be considered.
- C. The Payroll Clerk and Commissioners shall be notified immediately to allow for the processing of the payroll. Unpaid wages, including vacation and sick credits, for employees separated from employment for cause or laid off, will be paid on the employee’s next regular payday for the pay period or fifteen days from the date of separation, whichever occurs first
- D. Personnel records of the departing employee are transferred to the inactive file for such a period of time as deemed necessary for proper records management not less than five years.

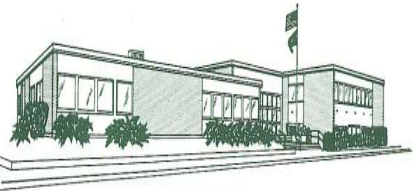
Retirement

A qualified employee may retire in accordance with applicable state law. Employees who plan to retire are urged to provide the County with a minimum of one month’s notice. This will allow ample time for the processing of appropriate retirement forms. A retired employee may continue County health insurance coverage if the employee meets the criteria established in MCA 2-18-704, and the premium amounts are paid in accordance with policies established by the Plan Administrator.

Relevant Information: MCA 2-18-704

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.28 CONTINUATION OF GROUP HEALTH PLAN COVERAGE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Under COBRA, the Consolidated Omnibus Budget Reconciliation Act of 1986, an employee, the spouse and dependent children who qualify, may elect to continue group health coverage for up to eighteen months or thirty-six months, depending on the reason for eligibility. Contact the current health insurance provider for such continuation under COBRA.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.29 WORKSITE BREASTFEEDING <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The County shall provide nursing mothers with suitable space, privacy, and time to breastfeed or express milk for at least one year after the nursing child's birth.

A. General Provisions and Management Responsibilities


Counties shall provide nursing mothers with a suitable space, other than a bathroom, that is clean, private, and reasonably close to the work area. The space will include lighting, seating, and electrical outlets for breast pumps. The County may provide an employee the ability to store breast milk as requested.

The department head or direct supervisor shall provide nursing mothers with time to breastfeed or express milk as needed, but nursing mothers should plan to use break time whenever possible. Department heads will set up a schedule that works best for everyone.

B. Pay Stipulations for Exempt and Non-Exempt Employees

If an employee is non-exempt from the FLSA, the County will not cover breastfeeding time that takes longer than the standard break period or number of breaks. Employees can use annual leave or compensatory ("comp") time to cover extra time or breaks, or the time will be unpaid. The County shall not reduce the wages of exempt employees for the time it takes to breastfeed or express milk. However, the employee may be required to use accrued leave time in certain cases.

Relevant Information: MCA 39-2-215 through 39-2-217

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.30 CREDIT CARDS AND TRAVEL EXPENSES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>6-4-19</u></p>
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Authorized County Employees may be issued county credit cards or be allowed to have their expenses reimbursed if purchasing supplies or equipment or if traveling/lodging is a requirement for their jobs. In either case, employees should be extremely prudent in incurring any debt that the County must pay for using its limited budget. Elected County Commissioners are subject to the meals/lodging, and traveling expense stipulations in MCA 2-18-501. The following guidelines regarding credit cards and county reimbursement procedures shall apply to all other County employees.

Credit Cards

Only authorized persons may purchase supplies, equipment, or cover travel expenses in the name of the County. No employee whose regular duties do not include purchasing necessary supplies and equipment or traveling on County business shall incur any expenses on behalf of the County by any promise or representation without written approval. If employees are using county issued credit cards, they must ensure they have read and understood the Cardholder Responsibilities stated in policy.

Cardholder Responsibilities-WEX FUEL CREDIT CARD POLICY

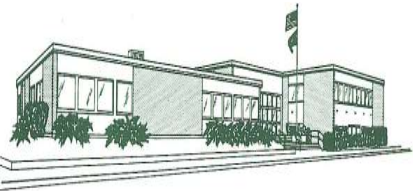
The following are requirements in the use of the commercial WEX card:

1. The credit card cannot be used for personal fuel purchases, or gas station expenses.
2. Comply with the Dawson County travel and purchasing policies.
3. The credit card may be used only by the approved personnel who have been issued an individual PIN number. The credit card is not transferrable between departments. Correct mileage must be entered when prompted at the pump.
4. Retain all **original itemized** sales slips and register receipts and invoices. These must be turned in with your charged expenses by the 25th of each month.
5. Ensure the WEX credit card is secure/protected at all times. Report lost or stolen cards immediately, or at the first opportunity during business hours, to the Claims Administrator.

Cardholder Responsibilities-VISA CREDIT CARD POLICY

The following are requirements in the use of the commercial VISA card:

1. The credit card cannot be used for personal purchases, personal health and/or medical expenses, cash advances, standard merchant categories exclusions (liquor stores, cigar stores, etc.), tips, meals, or entertainment expenses. Meal reimbursement with no overnight stay should be submitted with the time sheet as it is subject to tax. A request

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.30 CREDIT CARDS AND TRAVEL EXPENSES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>6-4-19</u></p>
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for reimbursement for meals with an overnight stay should be submitted on a travel voucher to the claims administrator.

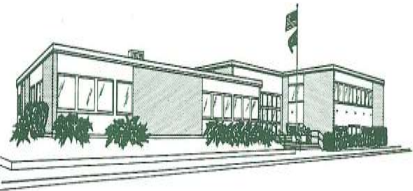
2. Comply with the Dawson County travel and purchasing policies.
3. The credit card may be used only by the approved personnel. The credit card is not transferrable between departments.
4. Retain all **original itemized** sales slips and register or email receipts and invoices. These must be turned in with your charged expenses by the 25th of each month. The purchase price of an item includes all ancillary charges, such as shipping, handling, taxes, etc. A form will be given to you to track the receipts and the spending limit.
5. Ensure the credit card is secure/protected at all times. Report lost or stolen cards immediately, or at the first opportunity during business hours, to the Claims Administrator.
6. When using a credit card for travel, a travel request form needs to be approved prior to travel.

Authorization

No Dawson County employee shall be permitted to personally acquire or open a credit card account for Dawson County or in Dawson County's name. County employees must receive approval from the Clerk and Recorder and Commissioners to have permission to receive a County credit card.

Guidelines for issuance of a credit card.

1. The card will be issued in the employees name upon request of the Department head and approval of Commissioners.
2. The Visa card is ready for use when you receive it.
3. The card has been given specific spending limits, and will be audited by the Dawson County Clerk & Recorder's office, Auditors, and Commissioners.
4. For any purchase over \$5,000, the Department Head must obtain written permission for the purchase. An estimate from two vendors, according to specifications is recommended.
5. If your Visa Card is declined, contact the Claims Administrator immediately.
6. When making travel arrangements, ask for the government rate, letting the merchant know that Dawson County is exempt.
7. All charges must have a public purpose and appropriate budget authority.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.30 CREDIT CARDS AND TRAVEL EXPENSES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>6-4-19</u></p>
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Misuse

Misuse of the credit card, failure to turn in original itemized sales slips, register, email receipts and invoices to the Claims Administrator in a timely manner, or balances over the individual set limits for each Department, will result in the revocation of card privileges, and may result in disciplinary action, up to and including termination of employment; and or criminal or civil liability.


Safeguarding an Issued Credit Card.

Each user is responsible for ensuring safeguard of the credit card information. An issued credit card or card account number should always be treated with utmost care and should be kept in a secure location and protected from misuse by unauthorized users. When using the credit card for internet purchases, users should ensure the site utilized industry recognized encryption transmission tools.

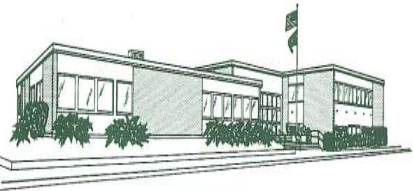
Lost or Stolen Credit Cards

If a credit card is lost or stolen, contact the County Clerk & Recorder’s Office immediately, who will make contact with the issuer and take the appropriate steps to protect the account from unauthorized purchases.

Relevant Information: MCA 2-18-501

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.31 USE OF COUNTY EQUIPMENT <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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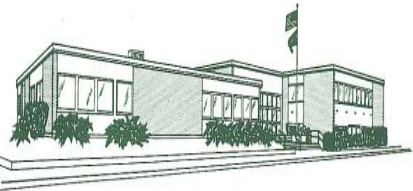
- A. General Property Use: An employee shall not, directly or indirectly, use or allow the use of county property, supplies or equipment, either owned or leased, for purposes other than the official conduct of County business and activities.
- B. Telephones: Telephones are for the conduct of County business. Under no circumstances are long distance or toll calls of a personal nature to be made on the County telephone system. Necessary local calls of a personal nature may be made during business hours on County phone equipment, provided that these are kept to a minimum in time and frequency. Incoming personal calls are discouraged.
- C. Installation of Telephone Equipment: Installation of telephones and allied equipment must be approved by the Board of County Commissioners before installation.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.32 RETURN OF COUNTY EQUIPMENT <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Employees are responsible for all County property, materials, equipment, and written/digital information issued to them or in their possession or control. County employees must sign the **Equipment Form** (Appendix A herein) before they are issued any County property. Any County equipment or property issued to employees including, but not limited to, laptops, cell phones, pagers, computer equipment, keys, credit cards, digital files, or physical files must be returned to the County upon request or at the time of termination. Where permitted by applicable laws, the County may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The County may also take all action deemed appropriate to recover or protect its property.

Employees are also accountable for equipment located in their work area. Employees should report any missing equipment immediately to their supervisor or department head. Whenever equipment with a property tag is moved from one location to another or when new equipment is acquired, follow the appropriate documentation procedures.


Relevant Information: Equipment Form (Appendix A); MCA 39-2-102

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.33 SALE OR TRADE OF USABLE OR JUNK ITEMS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Prior approval from the County commissioners must be given before sale or trade of County property, be it useable or junk. Any sale item must be appraised and sold at a public auction and trades must be at or of a greater value to the County. Proceeds from sale of all useable or non-usable items or junk must be deposited into the County budget. A current inventory must be maintained. An inventory form must be filled out and filed with the Clerk and Recorder's Office for any sale or transfers between departments, or any vehicle trade-in's or discarded items.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.34 RECORD RETENTION OR DISPOSAL <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Prior to disposing of any records, the “Request and Authorization for Records Disposal or Destruction” form, must be completed and forwarded to the Montana Local Government records committee for approval. Upon receipt of approval from this committee, records may be disposed of or destroyed.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.35 THE HATCH ACT <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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The Act - The Hatch Act restricts the political activity of an individual principally employed by a state or county executive agency in connection with a program financed in whole or in part by federal loans or grants. Section 1501-1508 of title 5, United States Code; Part 151 of title 5, Code of Federal Regulations.

Political Do's and Don'ts for State and County Employees - An individual principally employed by a state or county agency in connection with a program financed in whole or in part by federal loans or grants.

DO's:

- May be a candidate for public office in a nonpartisan election.
- May campaign for and hold elective office in political clubs and organizations.
- May actively campaign for candidates for public office in partisan and nonpartisan elections.
- May contribute money to political organizations or attend political fundraising functions.
- May participate in any activity not specifically prohibited by law or regulation.

DON'T's:


- May not be a candidate for public office in a partisan election.
- May not use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office.
- May not directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

An election is partisan if any candidate for an elective public office is running as a representative of a political party whose presidential candidate received electoral votes at the preceding presidential election.

CAUTION: An employee's conduct is also subject to the laws of the state and the regulations of the employing agency. Prohibitions of the Hatch Act are not negated or diminished by state or county laws.

Penalties for Violation - If an offense warrants dismissal from employment, the employing agency must either:

- A. Dismiss the employee or,
- B. Forfeit a portion of the federal assistance equal to two years' salary of the employee. If the violation does not warrant the employee's discharge, no penalty is imposed. As a final note, state and county employees subject to political activity laws continue to be covered while on annual leave, sick leave, leave without pay, administrative leave or furlough. Contact your Department Head to determine if your employment is funded in part by Federal monies. Contact the County Attorney if you have questions regarding the policy.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
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Purpose: The purpose of this policy is to define the procedures used to consistently apply the procurement laws applicable to county government within the state of Montana. In addition it should provide increased economy in county procurement activities and maximize to the fullest extent practicable the purchasing value of public funds of the county. This policy strives to comply with MCA Title 7, Chapter 5, Part 23 “County Contracts: and the applicable parts of MCA Title 18, “Public Contracts” and Rule 2.5 of the Administrative Rules of the state of Montana, “State Procurement”.

Scope and Applicability: This policy is applicable to all county departments and entities, for all acquisitions of goods or services. Departments may apply additional requirements as long as they are equal to or more restrictive than the procedures and standards established in this policy and consistent with the purposes of this policy.

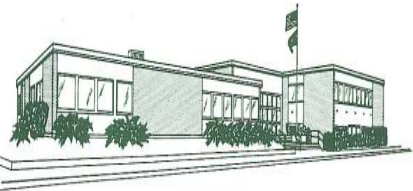
Contract Authority: The authority to enter into contracts for the benefit of Dawson County, its departments and entities is exercised by the Dawson County Board of County Commissioners unless specifically authorized otherwise. When authorization is granted, employees must be knowledgeable of the contents of the contract and agreeable to the terms and conditions.

Administration:

1. Elected Officials/Department Heads are responsible for the implementation of this policy within their departments and for establishing procedures to demonstrate compliance.
2. The finance department shall provide general oversight and assistance to county departments in the administration of this policy and should be considered a resource for questions and information regarding purchasing and contracting. Any legal question should be addressed with the County Attorney’s office.

General Guidelines:

1. Purchases or contracts shall not be artificially divided into separate projects or expenditures to circumvent the requirement of a more formal purchasing process. The purchase price of an item includes all ancillary charges such as shipping/handling & taxes etc.
2. Long term service contracts for 12 months or more shall engage in the competitive process at least every 5 years.
3. Maintenance and service contracts related to underlying assets (e.g. software, road maintenance equipment) shall engage in the competitive process at the expiration of the expected useful life of the asset.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
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4. Awards shall be made to responsible vendors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such characteristics as integrity, compliance with public policy, record of past performance, and financial and technical resources. No awards shall be given to any vendor currently in litigation with the County.
5. No employee shall participate in the award and/or administration of a contract if a conflict of interest exists, whether real or apparent. Such a conflict arises when the employee has a special relationship as a related party to a vendor or potential vendor.
6. No employee may solicit or accept gifts in excess of \$50, or of a substantial economic benefit tantamount to a gift, from potential or actual vendors.


Procedures for Vendor Selection: Departments are encouraged to work with all local Dawson County Businesses when competitive.

<\$5,000 For purchases of goods and services less than \$5,000 any purchasing technique may be used that best meets the needs of a department. It is recommended that departments use prudent purchasing practices and obtain competitive prices when practical. Authority for approval of claims is defined in the “authority to contract” section on page one of this policy.

\$5,001-\$25,000 The department obtains and documents an oral or written opportunity for a minimum of two vendors if possible to offer a price on the desired item or service according to the specifications established for the purchase. All purchases over \$5,000 require Commissioner authorization using a capital outlay request form.

\$25,001-\$80,000 The department obtains and documents a written opportunity for a minimum of three vendors if possible to offer a price on the desired item or service according to the specifications established for the purchase. A contract for service over \$25,000 requires a written agreement with the contractor.

Over \$80,000 For procurement of goods, services, and equipment greater than \$80,000, **where vendor selection is determined exclusively on price**, an invitation for bid process is used. An invitation for bid is also used for multiple purchases of the same item when it is reasonably expected that the annual amount of such purchases will be greater than \$80,000.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
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Quote Requirements - In addition to the description of the goods or services desired, vendors should be provided with other relevant information, including but not limited to: compatibility with other county equipment; date the supplies, services, materials, equipment must be delivered or be available for county use; anticipated duration of the need for the services requested; and any selection criteria, including relative importance, to be used in addition to price. The vendor is selected using the criteria stated in the limited solicitation.

The dollar range for use of a limited solicitation applies to the initial contract term and any possible renewal periods. It also includes all ancillary charges such as shipping/handling & taxes etc...

Procurements shall not be artificially divided or sequenced to avoid using the other methods.

The department documents the solicitation process by maintaining a file including the oral or written solicitation, a summary listing of the vendor responses, and a complete copy of the vendor response selected. Responses shall be available for public inspection or telephone inquiry. If the required number of vendors are not available, an explanation must be provided. Any solicitation received from a related party must be documented and disclosed.

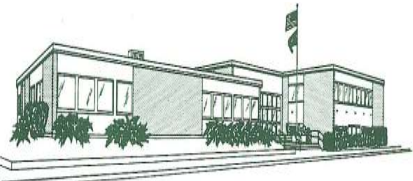
Except for new or used vehicles, the departments may participate in electronic online auctions for limited solicitations under the following conditions: (PER Arm 2.5.603)

- 1) Two quotes must first be obtained from viable sources and the lowest of the two quotes must be the amount that the auction price may not exceed;
- 2) Terms of the participation in the auction must comply with state law;
- 3) The auction price must include all fees associated with participating in the auction including shipping and handlings;
- 4) The terms of the purchase must include a right to return.

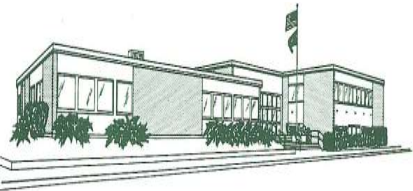
Requirements for a Sealed Bid:

The requesting department develops a "sealed" invitation to bid package.

- 1) An invitation for bid shall include the following:
 - a) Instructions and information to bidders concerning the bid submission requirements, including the time and date established for bid opening, the address of the office to which bids are to be delivered, and any other special information;
 - b) The purchase description, delivery or performance schedule, and any inspection and acceptance requirements not included in the purchase description; and

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
---	------------------------------------	--

- c) The contract terms and conditions, including warranty and bonding or other security requirements, as applicable.
- 2) The invitation for bid may incorporate documents by reference if the invitation for bid specifies where such documents can be obtained.
- 3) Where a brand name specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired, and are not intended to limit or restrict competition. (When bidding an “or equal” product, the burden of persuasion is on the bidder.) The department head is given the responsibility and judgment for making a final determination on whether a proposed substitution is equal to the brand name specified.
 - All specifications shall promote overall economy for the purposes intended and encourage competition in satisfying the county’s needs and may not be unduly restrictive.
- 4) All bids will be time-stamped and stored in a secure place until the time and date set for bid opening. In order to be considered timely, a complete printed bid response must be delivered to the specified destination by the specified time.
- 5) Bids shall be opened publicly by the Board of Commissioners at the date and time designated in the invitation for bid and entered into the minutes.
- 6) Bid offers will be reviewed to determine which bidder offers the lowest cost to the county in accordance with the specifications set forth in the invitation for bids.
 - The bid is awarded to the lowest responsible bidder.
 - If there are no out of state bidders, (MCA 7-5-2309) allows an optional bidding preference to a county resident whose bid is no more than \$500 or 3% higher, whichever is less, than the bid of the lowest responsible bidder who is not a county resident.
- 7) Nothing in this policy shall be deemed to permit contract award to a bidder submitting a higher quality item than that designated in the invitation for bid if such bidder is not also the lowest bidder.
- 8) Multiple award contracts are allowable if determined to be in the best interest of the county.
- 9) In the case of a tie bid, the bidder offering American-made products or supplies must be given preference.
- 10) Proper notice and publication will be arranged by the requesting department.
 - a) The bid must be published for a minimum of two consecutive weeks in the newspaper under contract with the county to provide legal advertising.
 - b) The final published notice must appear at least 2 days prior to the bid opening.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
---	------------------------------------	--

The published notice shall contain;

- 1) a brief statement about the procurement for which bids are sought,
- 2) where complete specification may be obtained if not provided in the published notice,
- 3) the contact information for the county employee responsible for answering questions about the bid,
- 4) specific bid requirements for contract or performance security,
- 5) the initial contract term and any renewal periods,
- 6) the address where bids are to be mailed,
- 7) the due date and time for receipt of bids,
- 8) and the location of the bid opening.

Bid award will be made by the Board of Commissioners. After the bid has been awarded, all bids and bid documents must be open to public inspection. The amount of each bid, name of each bidder and any other relevant information will be included in the Board of Commissioner minutes.

Request For Proposal (RFP)

An RFP is used for procurement of goods and services greater than \$50,000 **when it is desirable to incorporate factors other than cost** into the selection criteria. It is recommended that a selection committee be used to consider complex or high dollar RFP's. The award is made to the responsible bidder whose proposal obtains the highest score according to the stated evaluation criteria. No other criteria may be used.

Request for Qualifications (RFQ):

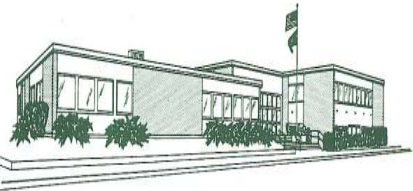
A request for qualifications process is used to acquire **professional services** greater than \$80,000. A lower threshold of \$50,000 applies to architectural, engineering, or land surveying services (MCA 18-8-Part 212). A provider of professional services is selected based on demonstrated competence and qualifications for the type of services desired at a fair and reasonable price.

Bid and contract performance security:

For county contracts for the procurement of services or of supplies, the county may in its discretion require bid security, performance security or both. Requirements should be discussed with the County Attorney's office prior to the invitation for bid.

Bid Security: If bid security is required in response to an invitation for bid, it must be provided in accordance with MCA 18-1-201 through 206. Specifically:

1. Each bidder must provide a bid bond or other security in the amount of 10% of the bid price to protect and indemnify the county against the failure or refusal of the bidder to enter into the contract, if awarded.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
---	------------------------------------	--

2. The bond or other security is subject to forfeit if the bidder fails to enter into a contract within 30 days of bid acceptance.
3. The bond or other security is subject to forfeit if the bidder fails to enter into a contract within 30 days of bid acceptance.
4. The bid bond or other security must be in the form specified in MCA 18-1-203 and payable to the county. Although other forms of security are allowed, the most common forms are cashier's check or bond executed by a surety corporation.
5. Bid security is returned to bidders whose bids are not accepted.

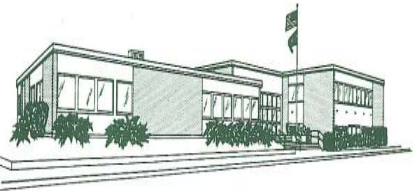
Performance Security:

Requirements for contract performance security are determined on a case by case basis in conjunction with the County Attorney's office. This guarantee's the faithful performance of the contract and the payment of all laborers, suppliers, mechanics, and subcontractors.

Public Works Contracts: In addition to the requirements listed above, all public works bid specifications and contract for construction and non-construction services greater than \$25,000 are subject to the following provisions:

- 1) Contractor shall agree to:
 - a. Give preference to the employment of bona fide Montana residents in the performance of the work;
 - b. Include provisions for work that is performed at a project location to:
 - i. Pay the travel allowance that is in effect and applicable to the district in which the work is being performed; and
 - ii. Pay the standard prevailing rate of wages, including fringe benefits, that is in effect and applicable to the district in which the work is being performed;
 - c. Post a copy of the applicable prevailing wage rates in a prominent and accessible site at the project location; and
 - d. Maintain payroll records capable of certification for at least three years after completion of work under the Agreement.
 - e. If the term of the contract calls for more than 30 months to fully perform, contractor further agrees to increase the standard prevailing rate of wages by 3% every 12 months after the contract award date and apply the adjustment every 12 months for the duration of the contract.

Performance security requirements: In accordance with MCA 18-2-201 all construction contractors shall execute a bond to secure performance on the contract and payment of workers, subcontractors, and suppliers. MCA 18-2-201(4) allows the bond requirement to be waived for contracts less than \$50,000 except for public works contracts. All public works

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
---	------------------------------------	--

contracts greater than \$25,000 are subject to the prevailing wage requirements of MCA 18-2 Part 4.

Bidding preferences: Per MCA 7-5-2309(2), if one or more out of state bidders respond to an invitation for bid for construction, repair, or maintenance of a building, road, or bridge, a resident bidder must be allowed a preference if the state of the non-resident enforces a preference for residents.

Purchase of Used Equipment:

Purchase of used equipment is allowable if in the best interest of the County. The contract will be made by identifying the requirements and proceeding with the competitive bidding or proposal process. (ARM 2.5.601) Criteria to consider in making this determination include:

- a) Consideration of the type, use, and life expectancy of new versus used equipment;
- b) Comparing the purchase price of new and used equipment;
- c) Comparing the price and general condition of used equipment among several vendors;
- d) Consideration of the freight charges and FOB point;
- e) Investigation of manufacturer or brand and availability of warranty, maintenance, and parts; and
- f) Clarification of payment terms.

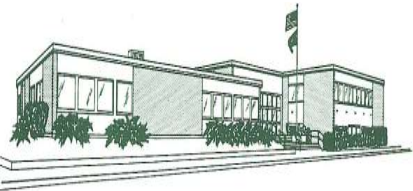
Real Property and Conservation Easements:

Acquisitions of real property and conservation easements are subject to the provisions of MCA 7-8-2202. Real property in excess of \$20,000 and conservation easements greater than \$80,000 are subject to valuation prior to purchase either by a certified general real estate appraiser or by three disinterested citizens appointed by a district court judge. Payment may not exceed such appraised value. Negotiations for such acquisitions shall be done in consultation with the County Attorney's Office.

EXCEPTIONS TO THIS POLICY:

Direct Negotiation – When no bids or proposals are received in response to an invitation to bid, or no responsible bidders, the department head may negotiate directly with a vendor if a determination is made that a subsequent bid would also be unsuccessful. The department must document the circumstances that lead to direct negotiation for the desired goods or services.

Emergencies – Under very limited circumstances, a department may need the flexibility to make an emergency purchase. Such purchases are typically made outside of the normal purchasing procedures due to the sudden and unexpected situation that requires immediate action. The purchase shall be limited to the supplies or services necessary to address the

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
---	------------------------------------	--

emergency; competition to the extent practical shall be obtained; the Board of County Commissioners shall be notified as soon as possible about the need for emergency purchases and/or contract; the department making the emergency purchase shall maintain a file of each emergency purchase including a brief description of the emergency conditions justifying the purchase.

Sole source purchases – The only time this exception applies is when there is only one acceptable or suitable source for the supply or service item. Because this purchase occurs without benefit of competition, departments should exercise great reluctance to use this procurement method.

Professional licenses and training – to maintain professional licensure or membership in professional accreditation organizations, including professional training, where relevant to the performance of an employee’s work duties.

Purchases made under state bid contracts - pursuant to MCA 7-5-2308 – Under this exception, the state of Montana has engaged in the competitive procurement process. Reference to the state contract number must be documented on all purchases.

Purchases at public auction pursuant to MCA 7-5-2303 – when, in lieu of soliciting bids, the department purchases at public auction a vehicle, road machinery or other machinery, apparatus, appliances, equipment, or materials or supplies for an amount less than \$80,000 or specifically authorized by the Commission.

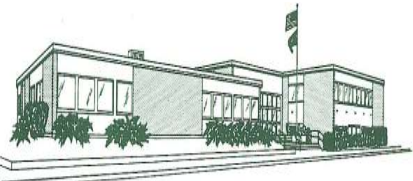
Maintenance agreements - provided by an existing software, hardware, or equipment vendor. The expiration of the expected useful life of the asset should engage a competitive process.

Any request for variance from the provision of this policy has to be petitioned by the department head and have approval by the Board of County Commissioners. To support the request for variance, the department head shall be prepared to demonstrate good cause for the variance, as well as;

- 1) Show how compliance with legal requirements will be achieved;
- 2) How clear contract obligations will be formulated without undue exposure to liability;
- 3) How a fair and open process for the expenditure of public funds will be maintained.

In addition, competitive procedures are not necessary for the following purchases:

- a) Salaries;
- b) Fees for those professions exempted by 18-4-132
 - (i) a registered professional engineer, surveyor, real estate appraiser, or registered architect;
 - (ii) a physician, dentist, pharmacist, or other medical, dental, or health care

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
---	------------------------------------	--

provider;

(iii) an expert witness hired for use in litigation, a hearings officer hired in rulemaking and contested case proceedings under the Montana Administrative Procedure Act, or an attorney as specified by executive order of the governor;

(iv) consulting actuaries;

(v) a private investigator licensed by any jurisdiction;

(vi) a claims adjuster; or

(vii) a court reporter appointed as an independent contractor under [3-5-601](#);

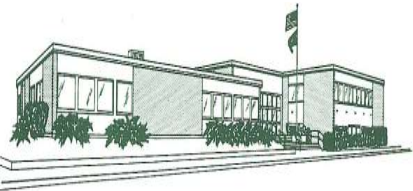
- c) Travel and per diem;
- d) Retirement and social security payments;
- e) Freight;
- f) Landfill charges;
- g) Supplies or services whose prices are regulated by the Public Service Commission or other governmental authority;
- h) Pastoral services;
- i) Training;
- j) Training and conference space rental and catering;
- k) Fresh fruits and vegetables;
- l) Food products produced in Montana, subject to the provisions of MCA 18-4-132
- m) Advertising placed in publications or on radio, television, or other electronic means. (Development, design, and distribution of the advertising are not included in this exception);
- n) Educational instructors and guidance counselors for inmates under the supervision of the Department of Corrections' and
- o) Books and periodicals.

CONTRACTS:

Form of Contract:

INVOICE: Although an invoice is a type of contract, it is frequently used in combination with a formal contract to bill services performed or products delivered to date according to contract terms. In circumstances, an invoice may be used on a standalone basis

- a. An invoice based contract is allowed if:
 - i. The total amount of the purchase is less than \$25,000 for goods or less than \$5,000 for purchases other than goods; or
 - ii. The contract term is not more than 1 day (i.e. a single delivery of goods, or performance of services on a single day).

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>2.0 EMPLOYMENT POLICIES</p>	<ul style="list-style-type: none"> • 2.36 PURCHASING POLICY <p>EFFECTIVE DATE: <u>6-4-19</u> REVISION DATE: _____</p>
---	------------------------------------	--

WRITTEN: A written contract is required for all purchases of goods and services which do not meet the criteria for use of an invoice. **A written contract needs to be signed by the Board of Commissioners.** An exception would be maintenance contracts under \$5,000 and within budget authority or delegation of authority by the Commissioners.

Authority to contract:

Elected Officials/Department Heads are authorized to enter into invoice-based contracts when the requirements above are satisfied and cost of the contract is within their budget authority. This authority can be delegated with **proper written approval.** (See also Contract Authority section – page one.)


Contract Language: All contracts must comply with any applicable legal requirements, including but not limited to the prevailing wage language required for public works contracts. It is recommended that contracts be initially drafted by vendors. All contracts must be reviewed by the County Attorney’s office before submission for approval. Any contract to be funded by one or more grants must conform to grant award documents and include any contract language required by the grant.

Security requirements for contracts, in general. Bonds or other security may be required for any contract, to secure performance and payment of workers, subcontractors, and suppliers. Security required for contracts other than construction shall be determined on a case by case basis.

Insurance Requirements: Contract provisions shall require the contractor to carry adequate workers’ compensation, and general liability insurance. Other types of insurance may be required by the County Commission.

Contract Renewals: - Upon expiration of a contract, the contract may be renewed after sufficient consideration of the following:

- 1) The renewal periods are consistent with the original solicitation;
- 2) The total contract term, including extensions and renewals, does not exceed 5 years;
- 3) Funds are available to support the continued performance of the contract; and
- 4) Contract renewal is in the best interest of the County.
- 5) A new contract must be submitted to the Board of County Commissioners for signature.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.00 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.1 SICK LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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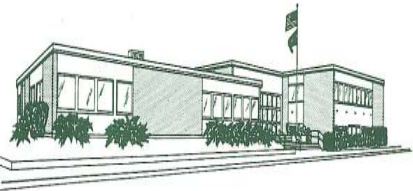
Sick leave is an authorized paid leave of absence from work when an eligible employee is unable to perform job duties because of: a physical or mental illness, injury, disability, maternity or pregnancy related disability or treatment, including prenatal care, birth, or medical care for the employee or the employee's child, parental leave for a permanent employee as provided in MCA 2-18-606, quarantine resulting from exposure to a contagious disease, examination or treatment by a licensed health care provider; short-term attendance, at Department Head's/supervisor's discretion, with Commissioner approval to care for a relative or household member until other care can reasonably be obtained, necessary care for a spouse, child, or parent with a serious health condition as defined in the Family and Medical Leave Act of 1993 (The County will require medical certification in determining the need for attendance to an immediate family member for medical care due to circumstances), death or funeral attendance of an immediate family member or, at the Department Head's/Supervisors discretion, another person, with Commissioner approval or qualifying family member is sick or requires care. Accumulated sick leave credits are a valuable resource that maintains an employee's income during a period of personal illness or family emergency.

Definitions:

- A. As used in this policy, the following definitions apply:: Break in service: Absence from County employment for more than five working days or 40 consecutive working hours in a row without an approved leave of absence or resulting from termination or resignation.
- B. Continuous employment (for purposes of the qualifying period): Working for the County without a break in service or without a continuous absence without pay of more than fifteen working days.
- C. Immediate family: The employee's spouse, member of the employee's household, parent, child, grandparent, grandchild, brother, sister, or corresponding in-law.
- D. Qualifying period: Employees are not entitled to use paid sick leave until they have been continuously employed for 90 days.
- E. Sick leave: A leave of absence with pay for a medical condition of the employee, for a medical condition or death of an immediate family member, and for funeral attendance.
- F. Sick leave credits: The earned number of sick leave hours an employee is eligible to use upon completion of qualifying period.
- G. Transfer: A department-to-department employment change without a break in service.

A. Qualification and Calculation

Employees accrue sick leave credits from the first day of employment and are not entitled to use paid sick leave until they have been continuously employed for the qualifying period of 90 days to use sick leave. Permanent, temporary, and seasonal full-time employees earn sick leave credits from the first full day of employment at the rate of one working day per month without restriction as to the number of working days which may be accumulated. The provisions of MCA 2-18-618 govern sick leave for

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.00 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.1 SICK LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
---	--------------------------------	---

County employees. Short-term workers do not earn sick leave credits. An employee on authorized sick leave is entitled to the employee's normal gross salary.

An employee must request to use sick leave by first informing their Department Head/Supervisor of the need and then completing a sick leave request form.

For calculating sick leave credits, 2,080 hours (52 weeks x 40 hours) equals one year. Sick leave credits shall be earned and credited at the end of each pay period. Prorated sick leave credits are calculated by multiplying .046 by the number of hours worked, excluding overtime. Employees may receive cash compensation (at 25% of the available balance) for sick leave credits upon termination of their employment, or they may donate (if permitted) or otherwise utilize sick leave credits subject to the limitations in policy. There is no restriction as to the number of hours of sick leave credits that may be accumulated, nor to the number of accrued sick leave credits that may be used for a bona fide employee illness or disability, provided that the qualifying period has been completed. Employees may use only the credits available at the end of the last pay period. Credits are to be recorded by rounding to two digits beyond the decimal point and carried in each employee's account in that configuration.

1. An employee simultaneously employed in two or more positions in different departments: Will accrue sick leave credits in each position according to the number of hours worked, except overtime hours; and
2. May only use credits from the position in which the credits are earned and with approval of the Department Head/Supervisor or appropriate authority for that position.

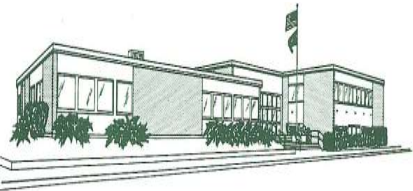
Emergency, contracted employees and elected officials are exempt from earning and accruing sick leave credits.

Unaccrued sick leave credits may not be advanced, nor may sick leave credits be used before an employee has been employed for the qualifying period.

B. Extended Leave

Inform Department Head/Supervisor of the absence as soon as practical and not wait until he returns to work, unless advance notice is not possible; and

Receive approval in advance for medical, dental, and eye examination appointments; and shall be required to supply the Human Resources Department with certification from the doctor for all sick leave more than five consecutive working days or 40 consecutive working hours. For

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.00 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.1 SICK LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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further details with regards to proper notification please refer to policy 3.9 Family and Medical Leave Act (FMLA).

The Department Head/Supervisor must review and approve the use of accrued sick leave credits, either at the time the employee submits the request or at the end of each pay period.

The Department Head/Supervisor and Human Resources:

1. May require medical certification of sick leave charged against any sick leave credits in the form of a physician's statement;
2. Must inform the employee before he/she returns to work if a physician's statement is required; and
3. Must require certification of maternity-related disabilities in the same manner and under the same conditions as certification for other disabilities.

Employees are eligible to receive a Sick Leave Grant – see policy 3.2 Sick Leave Grant.

C. Leave Without Pay, Holiday, or Vacation Stipulations

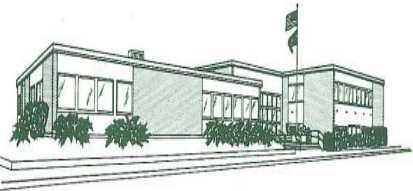
Employees do not accrue sick leave credits during a leave of absence without pay. Sick leave taken on a legal holiday shall not be charged to an employee's sick leave for that day. With the department head's/supervisor's approval, an employee may substitute sick leave credits for annual vacation leave, if the employee becomes sick while on approved annual vacation leave, by submitting a doctor's note stating the employee was ill. Advancing sick leave after an employee's earned sick leave credits have been exhausted is prohibited.

D. Transfers

As required by 2-18-618 (6), MCA, if "an employee transfers between departments, the employee may not receive cash compensation for unused sick leave credit transferred with the employee."

If a break in service occurs during a transfer between departments, the employee must receive a lump-sum payment for accrued sick leave credits earned after July 1, 1971, and must begin anew the qualifying period in the new department.

E. Payment Upon Termination.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.00 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.1 SICK LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Upon termination, an employee who has worked the qualifying period shall be entitled to a lump sum payment in an amount equal to one-fourth (25%) of the amount attributed to accumulated sick leave provided the employee has worked the qualifying period. The pay attributed to the accumulated sick leave must be computed on the basis of the employee's salary or wage at the time the employee terminates employment with the County. Termination pay shall apply only to credits earned according to policy since July 1, 1971, per MCA 2-18-618.

As required by 2-18-618 (7), MCA, "an employee who receives lump-sum payment and is again employed by the County shall not be credited with any sick leave for which the employee has previously been compensated."

The computation value of unused sick leave is based on the employee's salary rate at the time of termination.

As provided in 2-18-618(6), MCA, "accrual of sick leave credits for calculating the lump-sum payment begins July 1, 1971."

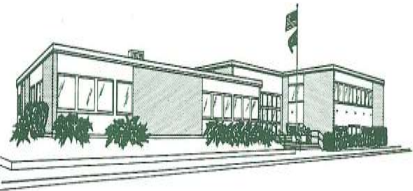
The payment is the responsibility of the last employing department from which the employee is terminating.

F. Reporting

Absences which will necessitate use of sick leave shall be reported by the employee to the supervisor or department head as soon as it is practical. Failure to report such leave within two hours of the employee's regularly scheduled reporting time may be considered absence without approved leave. Absences are grounds for disciplinary action.

G. Abuse

Abuse of sick leave may be cause for dismissal, forfeiture of payment for accumulated sick leave, or other disciplinary action. Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave usage over a period of time. The employee's Department Head/Supervisor may require an employee to submit a medical certification signed by a licensed physician to substantiate use of sick leave. Any charges of sick leave abuse that

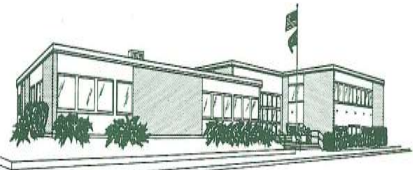
<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.00 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.1 SICK LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
---	--------------------------------	---

result in an employee's dismissal and forfeiture of the lump-sum payment are subject to the county grievance procedure.

Medical Exam

The employer may require a medical exam when an employee is returning to duty following an illness or absence due to injury and the County has a reasonable belief, based on objective evidence, that the employee's ability to perform the job is impaired by a medical condition or that the employee will pose a direct threat to self or others. The employee's Department Head/Supervisor may also require an employee to submit a medical certification signed by a licensed physician to substantiate use of sick leave.

Relevant Information: MCA 2-18-618 and 2-18-1311

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.00 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.2 SICK LEAVE GRANT <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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A. Requesting sick leave grant:

Eligibility requirements: To be eligible to receive a sick leave grant, an employee must:


- a. Have met the qualifying period of 90 days to take sick leave.
- b. Meet the conditions for use of sick leave, which results in absence from work.
- c. Exhaust all personally accrued sick leave, annual leave, all other accrued paid leave, and compensatory time.
- d. Receive approval from Department Head-to receive a sick leave grant.
- e. Notify Human Resources along with providing a physician's certificate.
- f. Complete section I on Giving a Sick Leave Grant Form.

Certifying eligibility: The recipient's Department Head must certify that the employee is eligible to receive a sick leave grant and notify Human Resources along with providing physician's certification.

Maximum sick leave grant: An employee may receive up to 240 hours of sick leave in a continuous twelve month period. The twelve-month period is calculated from the first day an employee takes sick leave from the sick leave grant. Part-time employees will receive a sick leave grant in proportion to the hours of sick leave earned in a month compared to the hours of sick leave earned in a month by a full-time employee.

B. Giving a Sick Leave Grant:

1. **Eligible employees:** Employees who work full-time or part-time positions may donate hours to an employee requesting a sick leave grant.
2. **Obtaining forms:** If an employee wishes to donate hours for a sick leave grant, the Human Resource Administrator will provide the Sick Leave Grant form.
3. **Completing Section A:** The Donor employee completes Section A, then, turns the form in to the Human Resource Administrator. Human Resources will notify Payroll with a list of who is donating and how many hours are being donated.
4. **Completing Section B:** Human Resources works with the Payroll Clerk to complete Section B. This certifies that the employee meets the eligibility requirements listed below to make a sick leave grant.
5. **Eligibility requirements to make a sick leave grant are:**
 - a. Completion of the qualifying period of 90 days to use sick leave.
 - b. A minimum balance of forty hours of sick leave remaining on the donating employee's account after the donated hours are subtracted.
 - c. Contributions of not more than forty hours of sick leave in a continuous twelve-month period.
 - d. The twelve-month period is calculated from the first day the employee makes a sick leave grant.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.3 ANNUAL LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE <u>11-5-19</u></p>
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Annual vacation leave or annual leave is an authorized paid absence from work. Full-time part-time, seasonal, and temporary employees are eligible to earn annual leave. An employee begins earning annual leave on the first day of employment, and must complete six calendar months (180 days) of continuous employment to use annual leave or to cash it out upon termination.

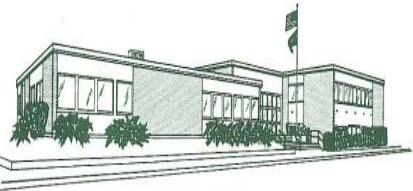
- A. An employee simultaneously employed in two or more positions in the same or in different departments:
 - 1. Will accrue vacation leave credits in each position according to the number of hours worked, except overtime hours;
 - 2. Must use vacation leave credits only from the position in which the credits are earned and with approval of the department head for the position; and
 - 3. Will forfeit credits which exceed the maximum allowed on an apportioned basis, in proportion to the balance of vacation credits for each position.
- B. Emergency, contracted employees and elected officials are exempt from earning and accruing vacation time.

A. Procedures for Calculating Annual Leave, Accumulating Credits, Scheduling, and Termination

Annual leave is calculated and credited each pay period based on years of service with any state agency or political subdivision as illustrated in the chart below, and an employee can use it only after earning it. If an employee is part-time, he/she earns annual leave on a prorated basis (for example, if an employee works 20 hours per week, or half-time, he/she will earn leave at half of the full-time rate). An employee does not accrue leave for hours in an unpaid status or based on hours in an overtime status.

Rate Earned Schedule	
Years of Employment*	Working Days Credit Per Year
1 day through 10 years	15 (10 hours per month)
10 years through 15 years	18 (12 hours per month)
15 years through 20 years	21 (14 hours per month)
20 years or more	24 (16 hours per month)

2-18-611. Annual vacation leave. (1) Each full-time employee shall earn annual vacation leave credits from the first day of employment. Vacation leave credits earned must be credited

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.3 ANNUAL LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE <u>11-5-19</u></p>
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at the end of each pay period. However, employees are not entitled to any vacation leave with pay until they have been continuously employed for a period of 6 calendar months (180 days).

(2) Seasonal employees earn vacation credits. However, seasonal employees must be employed for 6 qualifying months (180 days) before they may use the vacation credits. In order to qualify, seasonal employees shall immediately report back for work when operations resume in order to avoid a break in service.

(3) Part-time employees are entitled to prorated annual vacation benefits if they have worked the qualifying period.

(4) An employee may not accrue annual vacation leave credits while in a leave-without-pay status.


(5) Temporary employees earn vacation leave credits but may not use the credits until after working for 6 qualifying months (180 days).

(6) A short-term worker or a student intern, as both terms are defined in **2-18-601**, may not earn vacation leave credits, and time worked as a short-term worker or as a student intern does not apply toward the person's rate of earning vacation leave credits.

*Years of service need not be consecutive, and prior public or military service may apply. As required by 2-18-614, MCA, the period of absence from employment with the County for military service during a war or national emergency, including ninety days thereafter, shall be honored for computing years of employment for purposes of the rate earned schedule.

An employee must request to schedule annual leave. To request vacation leave an employee must submit the request to the Department Head in advance of the leave, whenever practical. Approval or denial of leave is based on the department's and employee's interests, and management reserves the right to deny requests. The total number of annual leave hours approved may not exceed the number of hours in a regular workweek.

An employee may accumulate an annual leave balance of up to two times the eligible accrual rate per year. Balances exceeding this limit are "excess." Except as provided in this policy, excess annual

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.3 ANNUAL LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE <u>11-5-19</u></p>
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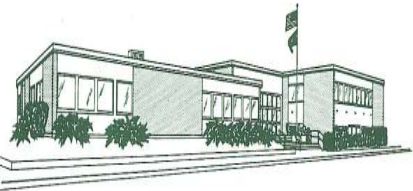
vacation leave may be forfeited unless used within 90 calendar days from the last day of the calendar year in which the excess leave was earned.

Department heads are responsible for actively managing annual vacation leave for employees by providing reasonable opportunity for an employee to use rather than forfeit accumulated annual vacation leave as provided in MCA 2-18-617. To avoid forfeiture of annual leave, once a year, and an employee must be notified of the amount of vacation leave credits accrued, used, and verify that the balance is accurate. Management is also encouraged to work with employees who have excess vacation leave balances as early as possible in the 90-day grace period or at an earlier time if the employee's leave balance is projected to exceed two times the annual vacation accrual rate.

Employees are responsible for making a reasonable written request to use excess annual leave during the 90-day grace period. Agency management may approve all, some, or none of the employee's request by written response. If the original request is not approved, management and the employee may negotiate alternate leave dates during the 90-day grace period. If management denies all or any portion of the written request, management and the employee must work together to ensure that the employee may use the excess annual leave before the end of the calendar year. Any excess annual leave not used by the end of the calendar year in which the grace period was extended must be forfeited.

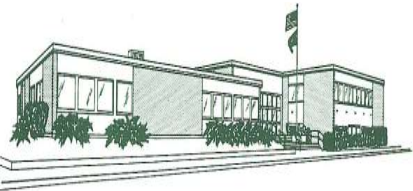
Vacation leave taken over a legal holiday may not be charged to an employee's vacation leave for that day. Unused vacation leave credits may not be used when absence from employment is due to illness, unless the employee approves in writing. If employee is absent from work on vacation leave and becomes sick, sick leave shall not be used, the employee will remain on vacation leave, unless a doctor's note is submitted stating the employee was ill during the vacation leave.

If an employee transfers between departments, the employee may not receive cash compensation for unused vacation leave credits. "In such a transfer, the receiving department assumes the liability for the accrued vacation leave credits transferred with the employee. If a break in service occurs during a transfer between departments, the employee must receive a cash-out for vacation leave credits and begin anew the qualifying period, for use of leave at the new department.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.3 ANNUAL LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE <u>11-5-19</u></p>
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If an employee terminates employment after the eligibility period, he/she can receive cash compensation at the regular rate providing the employee has worked the qualifying period or unless the termination was for a reason reflecting discredit on the employee.

Relevant Information: MCA 2-18-611

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.4 HOLIDAYS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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A. Eligibility and Holiday Benefits Calculations

Holiday leave is a paid absence from work provided to eligible full-time, part-time, seasonal, and temporary employees on legal state holidays. If the observed holiday falls on a regularly scheduled day off, except Sunday, the employee is entitled to receive a day off with pay either on the day preceding the holiday or on another day following the holiday, provided the employee is in a paid status on the last regularly scheduled working day immediately before or the first regularly scheduled working day immediately after the holiday.

An eligible employee shall receive holiday benefits for legal holidays. This benefit is paid time off or pay at the regular rate.

An employee shall not be eligible to receive holiday benefits if:

- the employee is a new employee to County government and begins work on the day after a holiday is observed; or
- the employee is reinstated or reemployed following a reduction in force, returns to work following a leave of absence without pay of more than one pay period or a disciplinary suspension, or is called back to seasonal or temporary employment on the day after a holiday is observed.


B. The County Observes the Following Holidays:

- New Year's Day, January 1
- Martin Luther King Day, the third Monday in January
- President's Day, the third Monday in February
- Memorial Day, the last Monday in May
- Independence Day, July 4
- Labor Day, the first Monday in September
- Columbus Day, the second Monday in October
- Veteran's Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Christmas Day, December 25
- State General Election Day, on even numbered year

*State primary election days are not County holidays.

C. Holidays Falling on Weekends

If any holiday falls upon a Sunday, the Monday following is a holiday. When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday, except as provided for in the next paragraph.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.4 HOLIDAYS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The non-exempt employee shall receive holiday benefits and pay for work performed on the day the holiday is observed, unless the employee is scheduled or required to work on the actual holiday. If the employee is scheduled or required to work on the actual holiday, the actual holiday shall be considered as the holiday for purposes of calculating holiday benefits and pay for work performed on a holiday. The employee shall receive either holiday benefits for working on the day the holiday is observed or for working on the actual holiday, but not both.

D. Full-time Benefits

A full-time, part-time, temporary, or seasonal full-time employee, whose regular schedule calls for the employee to work on the day a holiday is observed, shall receive eight hours of holiday benefits. The employee usually receives the holiday off. However, the County reserves the right to require an employee to work on the day a holiday is observed. The employee shall be compensated for work performed on a holiday in addition to holiday benefits.

A, full-time, part-time, temporary, or seasonal full-time employee, whose regular schedule calls for a day off on the day a holiday is observed, shall be entitled to receive a day off with pay on the day preceding the holiday, or on another day following the holiday in the same pay period, or as requested by the employee and approved by the supervisor, whichever allows a day off in addition to the employee's regularly scheduled days off (MCA 2-18-603).

E. Part-time Benefits

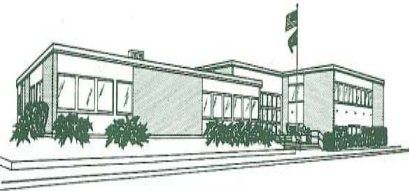
Part-time employees receive holiday benefits on a prorated basis (MCA 2-18-603).

Holiday benefits are based on an average of the employee's hours regularly scheduled to work in the pay period. To find the average, the number of hours regularly scheduled to work in a pay period in which the holiday falls shall be divided by ten (the number of working days in a pay period). Holiday benefits shall not exceed eight hours.

If the pay period in which the holiday falls is not characteristic of the employee's regular schedule, the County has the discretion to approximate the employee's schedule for purposes of determining holiday benefits.

If a part-time employee usually receives the holiday off but the County requires a part-time employee to work on the day a holiday is observed, the employee shall be compensated for all hours actually worked on a holiday and holiday benefits as provided in the next paragraph.

Pay for Work Performed on a Holiday

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.4 HOLIDAYS <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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An employee who is designated as non-exempt under the Fair Labor Standards Act (FLSA) and who works on the day a holiday is observed shall be paid for all hours actually worked. In addition, under the benefit provided for in this policy, the employee shall receive either a paid day off at the regular rate or premium pay as described below, at the County's discretion.

- If the holiday benefit is a paid day off taken at a later date, the employee shall receive pay at the regular rate for every hour worked on the holiday.
- If the holiday benefit is to be paid, but with no day off, the employee shall receive premium pay (regular rate x 1.5) for all hours worked on the holiday.

If an employee does not work a regular schedule and is called in to work on the holiday, the employee shall receive pay at the regular rate for every hour worked on the holiday.

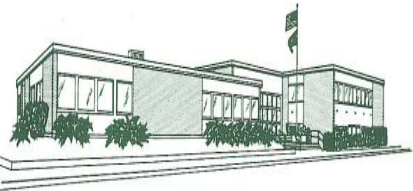
An employee shall not receive both premium pay and overtime pay for the hours worked on a holiday. An employee shall receive overtime or compensatory time for actual hours worked that exceed 40 in a workweek, in compliance with the overtime policy.

An employee who is exempt from the FLSA and who receives approval to work on the holiday shall receive paid time off equivalent to the number of hours worked.

Equivalent paid time off for work performed on a holiday may be taken at a later date upon request by the employee and approval of the supervisor. When an employee requests to take the hours off but the interest of the County requires the employee's attendance, the County's interest overrides that of the employee.

In the case of both non-exempt and exempt employees, when they request to use banked time but the interest of the County requires the employee's attendance, the County's interest overrides that of the employee.

Relevant Information: MCA 1-1-216 and 2-18-603; The Fair Labor Standards Act, U. S. Department of Labor

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.5 MILITARY LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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A. Procedures and the Montana Military Service Employment Rights Act

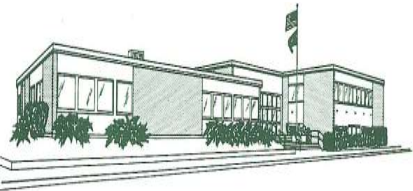
The Montana Military Service Employment Rights Act (MMSERA) provides paid military leave for eligible County employees. This benefit supports employees in fulfilling military obligations and compensates employees for loss of income due to time spent performing military service.

Employees who are members of the Montana Army, Air National Guard or Armed Forces Reserves (active or inactive duty), and are permanent, temporary, or seasonal employees or student interns become eligible for paid military leave after *six continuous months* of employment. Time spent in a leave of absence without pay status does not count toward the six-month requirement.

Eligible full-time employees earn 120 hours of paid military leave each calendar year (prorated for part-time employees). Employees cannot earn more than 120 hours of paid military leave per calendar year, and cannot accrue more than 240 hours (prorated for part-time employees). Once employees reach the maximum, they do not accrue additional paid military leave until their balance drops below 240 hours (or the prorated limit for part-time employees). Employees do not accrue paid military leave during leaves of absence without pay unless the leave is for military duty. The County does not cash out unused military leave when employees terminate employment.

Employees must request military leave in writing to the supervisor. Employees must provide their supervisor with a copy of the orders that direct them to report for duty, and should give as much advance notice as possible (i.e., as soon as they learn of the need to take military leave), verification for the military service time needed shall be provided to the department head in advance of the service, Military leave may not be charged against the employee's annual vacation time, unused Military leave must be carried over to the next calendar year, but may not exceed a total of 30 days in any calendar year.

Employees may request and supervisors may grant paid military leave in as few as one-hour increments. Employees may also use paid military leave intermittently with leave without pay while performing military service. Supervisors may grant paid military leave only for hours the employee normally works, and may deny paid military leave if it results in overtime. When employees are taking authorized paid military leave, they shall receive regular salary and benefits. If active duty is more than 31 days, employees need to evaluate options regarding benefits and complete an Active Duty Benefits Election Form and an Active Duty Reinstatement Form.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.5 MILITARY LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Employees who are eligible to be reemployed must be returned to employment with the same seniority status, pay health insurance pension and other benefits as the member would have accrued if the member had not been absent for the state military duty unless:


- The member is no longer qualified to perform the duties of the position, subject to the provisions of MCA 49-2-3063 prohibiting employment discrimination because of a physical or mental disability;
- The member's position was temporary and the temporary employment period has expired;
- The member's request to return to employment was not done in a timely manner, as defined in MCA 10-1-1007(3).'
- The employer's circumstances have changed so significantly that the member's continued employment with the employer cannot reasonably be expected;
- The member's return to employment would cause the employer an undue hardship;
- The member did not inform the employer at the time of hire that the member was a member of the state's organized militia or the national guard of another state; or
- The member enlisted in the state's organized militia or another state's National Guard during the course of employment with the employer and did not inform the employer of the enlistment.

B. Uniformed Services Employment and Reemployment Rights Act Procedures

An employee ordered to federally funded military service is entitled to all of the rights provided pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees have the right to be reemployed in their last County job, or the job they would have attained had they not been absent for military service, if they:

- leave that job to perform service in the uniformed service and they provide advance written or verbal notice of the service;
- have five years or less of cumulative service in the uniformed services while with the County;
- have not been separated from service with a disqualifying discharge or under other than honorable conditions.

Relevant Information: MCA 10-1-1001, et seq., and 10-1-1007; Uniformed Services Employment and Reemployment Rights Act. (USERRA), U. S. Dept. of Labor Compliance Assistance

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.6 JURY AND WITNESS DUTY LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Jury and witness duty leave provide paid time off for full-time, part-time, seasonal, and temporary County employees who receive a legal summons or subpoena to serve on a jury or as a witness.

A. Notification and Leave Request

The employee shall make proper notification to the Department Head of summons received. An employee shall request leave using the request procedures established by their department. An employee must inform their supervisor of the date(s) and anticipated length of the absence as soon as possible after receiving a summons or subpoena, and provide a copy of the summons or subpoena with the leave request.

B. Pay Options

If an employee is subpoenaed or summoned, they have two choices regarding pay and expenses:

- Use accrued annual leave or compensatory time for the time away from work, and keep the fees and allowances paid for service as a juror or witness; or
- Receive regular pay and benefits while on approved jury duty or witness leave, and remit the fees and allowances received for service as a juror or witness to the Clerk and Recorder within three days of receipt.

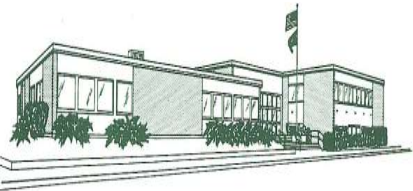
Employees must notify their supervisor of their choice upon requesting leave. A part-time employee shall receive prorated compensation for those hours the employee is scheduled to work. Time taken off for Jury Duty must be recorded on the employee's regular time sheet.

C. Expense Claims and Return to Work

Employees who serve as a juror may submit a claim for expenses. If they serve as a witness, they may submit a claim for expenses only if the appearance was for work-related reasons. Employees who receive payment from the court or a third party for the same expenses must return such dual payments to the County. If they use their personal vehicles and receive a mileage allowance from the court, they may keep the funds. If a County vehicle is used, they must return any mileage allowance to the County. Employees who receive a subpoena to testify in connection with their official duties in a civil action where the County is not a party may be required by management to reimburse such funds for the compensation and benefits paid from the person or entity requesting issuance of the subpoena.

Employees who take leave to serve on a jury or as a witness must return to work on the next regularly scheduled shift upon release from duty. If the shift is in progress at the time of release, they must either return to work immediately or arrange with their supervisor to return at a later specified time.

Relevant Information: MCA 2-18-619

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> 3.7 MATERNITY LEAVE AND PARENTAL LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The maternity and parental leave policy provides for unpaid leave for eligible employees associated with the birth or placement of a child. It is unlawful for the County to terminate a woman’s employment because of her pregnancy. Even if she is ineligible for sick leave or FMLA leave, a woman is still eligible for maternity leave. An employee who is adopting may request parental leave immediately following the child’s birth or placement for adoption as provided in the parental leave policy (Montana Code ARM 2.21.1001 et seq.) An employee may request the use of additional leave consistent with rules and department policy applicable to the type of leave requested and must follow the FMLA Policy requirements.

Maternity or parental leave must be requested in accordance with the procedures established by the employee’s department. Employees should give at least 30 days’ advance oral or written notice of the need for leave, or as soon as practical when advance notice is not possible.

A. Maternity Leave

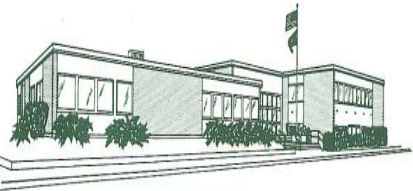
Maternity leave is an unpaid leave of absence available to female employees for temporary disability because of pregnancy and delivery. Montana law requires female employees receive a reasonable leave of absence for maternity leave. “Reasonable leave” is determined case-by-case and is based upon the employee’s ability to perform her job (in the case of normal pregnancy and delivery, the state assumes a minimum of six calendar weeks after the birth of a child a reasonable period for recovery, however, “reasonable leave” may include up to a maximum of 12 calendar weeks).

The Montana Human Rights Bureau provides guidance regarding what is reasonable leave, stating that an employee is entitled to a reasonable leave of absence for the temporary disabilities associated with childbirth, delivery, and related medical conditions. The employer may not place restrictions on the leave which would not apply to leaves of absence for any other valid medical reason.

Leave may be longer if the employee is unable to perform her job prior to delivery or if additional leave after delivery related to the pregnancy is needed and reasonable. Employees are not required to obtain medical certification of temporary disability for the initial negotiated leave following the birth of a child. Employees may voluntarily return to work before their agreed-to maternity leave expires, if they desire and inform the County.

B. Parental Leave

Parental leave applies to both male and female employees. If the employee has FMLA leave available, that leave shall be used instead of parental leave. However, if no FMLA leave is available, parental leave is an unpaid leave of absence for permanent, seasonal, and temporary employees not to exceed

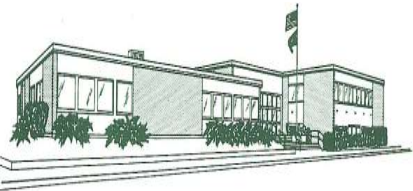
<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.7 MATERNITY LEAVE AND PARENTAL LEAVE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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15 working days immediately following the birth or placement of a child (e.g., if the employee is adopting a child or is a birth father). Department Heads/Supervisors may approve less than 15 working days if they determine the length of leave requested is unreasonable. The department head/Supervisor must provide a written response explaining why the request is unreasonable, and include the length of leave considered reasonable and approved. Employees may be required to provide documentation for the use of parental leave.

Both maternity and parental leaves are unpaid. However, employees may request to use accrued paid leave concurrently with maternity or parental leave, according to County policy applicable to the type of leave requested.

For eligible employees, paid sick leave, vacation leave, and FMLA shall run concurrent with any maternity or parental leave.

Relevant Information: Montana Human Rights Bureau: *Rights of Pregnant Employees*, MCA 49-2-310 and -311; *Parental Leave for State Employees*, MCA 2-18-606

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.8 LEAVE OF ABSENCE WITHOUT PAY <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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A leave of absence without pay is a period of unpaid absence from employment provided by the County that does not result in a break in service. Typical requests for leave without pay are in situations where an employee has exhausted all applicable leave balances and needs to be absent from work for personal reasons. Leaves of absence without pay are contingent on the approval of the employee's department head on a case-by-case basis.

A. Requests, Qualifications, and Procedures

Requests for leave of absence without pay shall be in writing and specifically state the reasons for the request, the date the employee wishes to begin the leave, and the return-to-work date. The request shall be submitted by the employee to the affected department head. The department head shall make a decision based upon the best interest of the County, giving due consideration to the reasons given by the employee and the requirements of any departmental procedures and applicable state and federal laws.

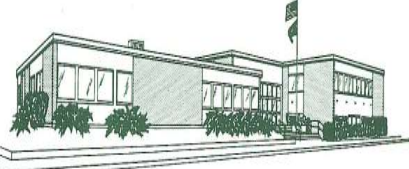
A Department Head, upon approval, may grant a full-time, part-time, temporary, or seasonal full-time or part-time employee a leave of absence without pay not to exceed 90 calendar days. An extension of the approved leave, not to exceed 90 calendar days, may be approved by the Department Head. No sick leave, holiday, annual vacation benefits, or any other fringe benefits shall accrue while an employee is on leave of absence without pay. An employee may continue to participate in the County insurance plan, but the employee must pay 100% of the premiums in a manner prescribed by the Plan Administrator. Employees may be required to use all appropriate accrued leave or compensatory time before a leave of absence without pay. However, the County may not require an employee to exhaust annual leave balances for reasons of illness unless he/she agrees.

B. . Returning to Work Upon expiration of the approved leave of absence, the employee is not guaranteed to be placed in the same position but shall be placed in a position at the needs of the County. If an employee fails to comply with the return-to-work requirement and does not arrange for an approved extension of leave, he/she may lose reinstatement rights, and be subject to termination.

C. Other Leaves That Take Precedence Over Leave of Absence Without Pay

Employees taking a leave of absence without pay shall have FMLA (if qualifying period has been met for FMLA) or military leaves taken concurrently. Those policies take precedence over this policy to the extent there are differences.

Relevant Information: MCA 10.1.1006

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.9 FAMILY AND MEDICAL LEAVE ACT (FMLA) <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons, and up to 26 weeks to care for a covered service member with a serious injury or illness sustained in the line of duty.

A. Eligibility

To be eligible for FMLA leave, the employee must have worked for the County for a total of 12 months minimum, and for at least 1,250 hours during the 12-month period immediately preceding the leave. Eligible part-time employees will receive prorated leave based on the average weekly hours worked.

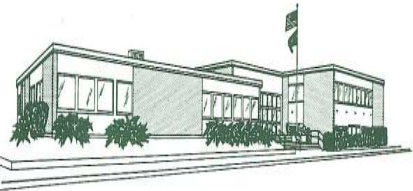
B. Duration

Eligible employees may take up to 12 weeks of leave within a 12-month period. At the time an employee requests FMLA leave, records for the previous twelve months will be reviewed to determine if the FMLA has previously been used and the amount of leave an employee is eligible to receive. The 12 weeks of leave may be taken in a single block of time or, if medically necessary, on an intermittent basis or a reduced schedule. When the leave is taken for childbirth or placement of a child for adoption or foster care, intermittent or reduced leave schedules are subject to approval.

C. Qualifying Reasons for FLMA Leave

Under the FMLA, the County must grant 12 weeks of unpaid leave, or paid contingent upon available leave balances and employee authorization to use that leave, for any of the following reasons:

- The birth of a child and to care for the newborn child.
- For the placement of a child with the employee for adoption or foster care.
- To care for the employee's spouse, son, daughter, or parent with a serious health condition.
- A serious health condition that renders the employee unable to perform the functions of his/her job.
- Any qualifying exigency (e.g., short-notice deployment, military events, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and other events which arise out of the covered member's active duty or call to active duty status) arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

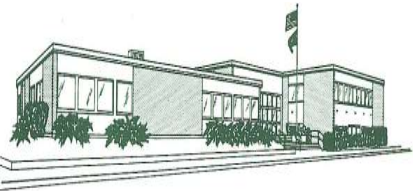
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- To care for a covered service member with a serious injury or illness sustained in the line of duty on active duty if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

D. Serious Health Condition Qualifications

A “serious health condition” is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or treatment by a health care provider. Serious health conditions include:

- An illness that requires the person to be hospitalized.
- An illness that keeps a person away from his/her normal activities for three consecutive days if treated at least twice by a health care professional during that period.
- An illness lasting three days or more that requires at least one visit to a physician and a regimen of continuing treatment.
- Any period of incapacity due to pregnancy or childbirth.
- A permanent or long-term problem supervised by a physician where there is no effective treatment, such as Alzheimer’s Disease, severe stroke, terminal stages of disease, etc.
- Any period of incapacity due to a chronic and serious health condition (one that requires occasional visits for treatment by a health care provider, continues over an extended period of time, and may cause episodes of illness).
- Treatment for a condition that could result in an illness of more than three consecutive days in the absence of medical treatment, such as cancer (chemotherapy, radiation), severe arthritis (physical therapy), or kidney disease (dialysis).

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> 3.9 FAMILY AND MEDICAL LEAVE ACT (FMLA) <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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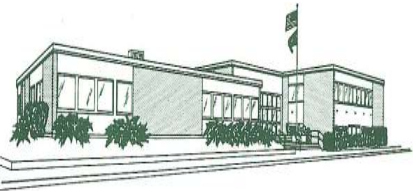
E. Notice and Certification

- Employees are required to provide advance notice of leave requests whenever possible and may be required to provide medical certification. Taking of leave may be denied if requirements are not met. Thirty days' notice is required when the need for leave is foreseeable. The County may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.. When advance notice is not possible, the employee must provide notice as soon as practical. Requests for FMLA leave must be made following the County's normal requirements for requesting leave and providing enough information so the County can determine whether the FMLA may apply to the leave request. The Department Head/Supervisor must promptly notify Human Resources, so that the employee is notified promptly of the employer's response to the request for FMLA leave. If the request is approved, the County should formally designate the leave as FMLA. Sample designation and medical certificate forms are available on the FMLA website: <http://www.dol.gov/compliance/laws/comp-flsa.htm>

The County may contact the employee's health care provider for clarification and authentication of the medical certification (whether initial certification or recertification) after the employee has been given the opportunity to cure any deficiencies in the certification. Some examples of deficiencies might be when the certification does not provide necessary information such as the duration of the leave, the nature of the restrictions, or the medical necessity of the leave or restrictions. In these instances, correspondence with the employee and health care provider shall be coordinated through County Human Resources or other appropriate designee, and the contact on behalf of the County will be made by a health care provider, a Human Resources professional, a leave administrator, or a Department Head/Supervisor (when he/she is not a direct Department Head/Supervisor of the employee), and shall not be made by the direct supervisor.

F. Supervisor's Responsibilities

If a Department Head Supervisor becomes aware of an employee taking leave for a potentially qualifying event (e.g., those described in the Qualifying Reasons paragraph above), or if the employee is absent from work on sick or unpaid leave for three days or more for reasons including health conditions, care of a family member, or in conjunction with a qualified military status, he/she will immediately notify Human Resources personnel who will complete the FMLA Notice & Designation Form.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> 3.9 FAMILY AND MEDICAL LEAVE ACT (FMLA) <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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G. Use of Paid Leave

Employees must use all available accrued sick leave, including donated sick leave, concurrently with leave through the Family and Medical Leave Act, if the leave meets the conditions of the County Sick Leave Policy. Once sick leave is used, employees may, at his or her option also use accrued annual vacation leave or compensatory time concurrently with Family and Medical Leave Act leave. The hours used shall be counted against the employee’s Family and Medical Leave Act entitlement. Employees may also use non-exempt compensatory time for Family and Medical Leave Act leave. These hours will not be counted against the Family and Medical Leave Act entitlements. Any absence which qualifies as a FMLA leave and is covered by Dawson County’s maternity of family leave policies will run concurrently with FMLA leave.

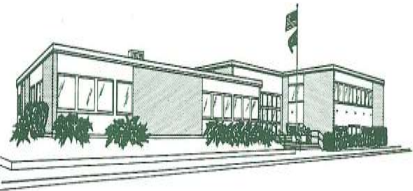
H. Spouses Employed by the same Employer

Eligible spouses who work for the same employer are limited to a combined total of 12 workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- The birth of a son/daughter and bonding with the newborn child,
- The placement of a son/daughter with the e employee for adoption or foster care and bonding with the newly-placed child, and
- The care of a parent with a serious health condition.

Eligible spouses who work for the same employer are also limited to a combined total of 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness (commonly referred to as “military caregiver leave”), if each spouse is a parent, spouse, son or daughter or next of kin of the service member. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.

Which FMLA-qualifying leave reasons are not subject to the combined limitation? The limitation on the amount of leave for spouses working for the same employer does not apply to FMLA leave taken for some qualifying reasons. Eligible spouses who work for the same employer are each entitled to up to 12 workweeks of FMLA leave in a 12-month period, without regard to the amount of leave their spouses use, for the following FMLA-qualifying leave reasons:

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> 3.9 FAMILY AND MEDICAL LEAVE ACT (FMLA) <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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- The care of a spouse or son or daughter with a serious health condition;
- A serious health condition that makes the employee unable to perform the essential function of his or her job; and
- Any qualifying exigency arising out of the fact that the employee’s spouse son, daughter or parent is a military member on “covered active duty.”

NOTE: For more information how employers establish the 12-month period, see Facet Sheet #28H. For more information on the single 12-month period applicable to military caregiver leave, see Fact Sheets #28M, 28M(a), and 28M(b).

I. Health Benefits

An employee’s health insurance coverage will be continued at the same level he or she had prior to the use of FMLA leave. Employees who pay a portion of the contribution costs for dependent coverage for health benefits or other insurance coverage are required to self-pay those costs to maintain coverage during the FMLA leave. If the employee fails to return to work following a FMLA leave, the employee may be liable for repayment of health benefit contributions paid by the County during the employee’s unpaid FMLA leave. Repayment may be waived in situation where the continuing serious health condition or circumstances beyond the control of the employee prevents the employee from returning to work. An employee on FMLA leave may elect to alter his or her contributions to the flexible benefits plan for qualifying events.


J. Reinstatement

An employee returning to work following a FMLA leave shall be returned to the same or equivalent position with equivalent pay as when the leave began. The use of FMLA leave shall not result in the loss of any employment benefit accrued prior to the start of an employee’s leave.

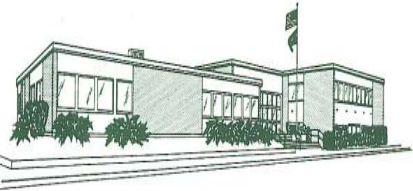
K. End of FMLA

When an employee has reached the end of the 12 weeks of FMLA and they have not returned to work:

- A If the employee has remaining sick leave, annual leave, or sick leave grants, the employee may use such time as they have accumulated and the county will continue to pay their portion of the health insurance while using this accumulated leave.
- B If the employee has exhausted all sick leave, annual leave, and sick leave grants, their

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> 3.9 FAMILY AND MEDICAL LEAVE ACT (FMLA) <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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employment may end. They may apply for a disability leave to extend their period of leave time, not to exceed 1 year from the start date of FMLA leave. The employee is responsible to pay all of their health insurance and other benefits while on disability leave. The disability leave must be approved by the Department Head and Commissioners. A disability leave form is to be completed and retained in the employee's personnel file for when employment is ended, the employee is eligible to continue health insurance under COBRA.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.10 OTHER LEAVES • EDUCATIONAL LEAVE • FUNERAL LEAVE • DISABILITY LEAVE • WORKERS' COMPENSATION LEAVE • OTHER LEAVES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Educational Leave

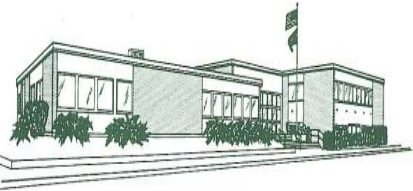
A regular employee who desires to enroll in any on-line classes or attend area Colleges shall submit a request for those days per week that the employee will be absent, thirty days prior to the requested leave. Granting of the leave is at the discrimination of the County Commissioners after taking all facts into account, i.e. current position in the County, value of schooling, amount of leave, etc. If leave is granted, annual leave will be charged on the basis of time actually away from the job. For school out of the area, the employee must apply for an Educational Leave of Absence to the County Commissioners sixty days prior to the requested leave. This leave is at

the discretion of the Commissioners after evaluation of the same criteria as listed above. During the Educational Leave, insurance benefits can be continued at the full expense of the employee. Vacation, sick leave, length of service, and longevity benefits do not accrue during the period of this leave.

Funeral Leave

An employee who requests funeral leave will be granted one (1) day for attendance of funeral in one's immediate family which will not be charged to vacation or sick leave. Due to death in employee's immediate family, the employee may be granted five days of leave, one (1) day free for funeral and four days taken off sick leave, but shall not exceed five consecutive days. The employee may request four hours for the attendance of a funeral for fellow employee or personal friend that will not be charged to vacation or sick leave.

Immediate family means the employee's spouse, member of the employee's household, parent, child, grandparent, grandchild, brother, sister, or corresponding in-law. Funeral leave not charged to vacation or sick leave must be recorded on the employee's regular time sheet.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.10 OTHER LEAVES • EDUCATIONAL LEAVE • FUNERAL LEAVE • DISABILITY LEAVE • WORKERS' COMPENSATION LEAVE • OTHER LEAVES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Disability Leave

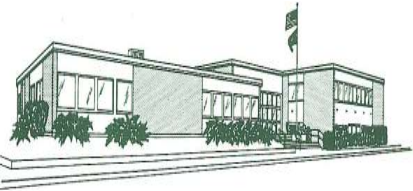
This policy is adopted to provide uniform application of disability leave by all County departments, to all County employees who have served a six month probationary period and are in an employee status (full-time/part-time). The exact policy and procedures shall be followed for all disability leaves.

Employee's responsibility

- A. The employee needing disability leave shall advise the appropriate Department Head of a disabling condition, as well in advance as possible. The employee shall submit the prescribed "Request for Disability Leave" form.
- B. If the employee's disability prohibits the employee from performing employment duties, the employee will be required to submit medical certification of any inability to perform job duties to the employing department. Such medical certification shall be required for usage of leave without pay. Use of accrued sick leave without medical certification will be subject to the same restrictions as outlined in policy 3.1.
- C. If the employee is unable to return to the job as originally specified, he/she shall be required to submit medical certification (to be completed by the attending physician) of continued inability to perform employment duties, if requested by the employing department and Commissioners

Department Head's Responsibility

- A. Upon being notified by the employee of an anticipated need for disability leave Human Resources shall answer the employee's questions concerning disability leave as provided by this policy. The following facts shall be discussed:
 1. The employee utilizing disability leave shall not earn sick or annual leave credits unless in a pay status.
 2. The employee may use accrued leave benefits in computing the total approved disability leave.
 3. The Department Head shall advise the employee to check with Human Resources and Payroll in order to individually continue health insurance benefits during the leave, so there will be no loss in any continuity of coverage.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.10 OTHER LEAVES • EDUCATIONAL LEAVE • FUNERAL LEAVE • DISABILITY LEAVE • WORKERS' COMPENSATION LEAVE • OTHER LEAVES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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4. If, for any reason, the Department Head and Commissioners disapproves the request for leave, the Department Head and Commissioners shall list the reason(s), what action(s) the employee may take to have the leave approved. They shall also ask the employee to sign the form, which indicates that the employee is aware that the leave has been disapproved, and the reasons for disapproval. If the employee refuses to sign the form indicating notification of denial of Leave Request Form, a witness must sign and date the form.
 - B. If the employee, on the "Request for Disability Leave Form" signified an intention to return at the end of the leave of absence, such employee shall be reinstated to the original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits when the employee is physically able to return to work.
 - C. If, at the end of the leave, the employee does not return to work as originally planned, the employing department shall not be required to reinstate the employee to the original or equivalent position. If this situation does occur, the employee should be advised in writing that the County is released from future employment liability.

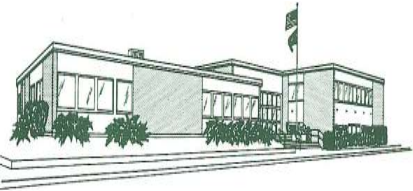
Leave Period

- A. The employee may apply for a disability leave to extend their period of leave time, not to exceed one (1) year from the start date of FMLA leave. The period of leave must be approved by the Department Head and Commissioners. A medical certification showing the employee is unable to perform the employment duties, and any other relevant factor, must accompany the request.
- B. An employee must be granted a reasonable period of leave, including that provided by the Family and Medical Leave Act, for disability due to pregnancy or adoption, which may include prenatal care, birth, miscarriage, abortion and/or postnatal care. All other requests for leave are at the discretion of the Department Head and Commissioners.

Workers Compensation Leave:

Procedure:

- 1). Employees must report every work-related injury/accident or disease immediately to the Department Head/Supervisor.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.10 OTHER LEAVES • EDUCATIONAL LEAVE • FUNERAL LEAVE • DISABILITY LEAVE • WORKERS' COMPENSATION LEAVE • OTHER LEAVES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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- 2). The Department Head/Supervisor must notify the Safety Coordinator immediately (for an injury/accident that does not involve medical treatment, notification can be made to the Safety Coordinator on the next business day).
- 3). The employee must complete section I of the County Incident/Accident/Injury report. If the employee is unable to complete the form, the Department Head/Supervisor may complete it for the employees.
- 4). Department Head/Supervisor must complete Section II of the form, within 24 hours/next business day and submit the form to Human Resources, who will give a copy to the Safety Coordinator.

All accidents, including vehicular, regardless of their magnitude, shall be reported to the Department Head/Supervisor. Failure to report will result in disciplinary action.

Benefits

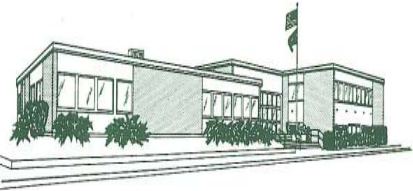
Benefits for compensable injuries may include: wages, medical, hospital, and related services; and other compensation. In accordance with state law, eligibility for wage loss benefits begins after a six (6) day or 48 hour waiting period (whichever is earlier). Employees may use accrued leave, including annual or sick leave benefits to cover wage loss during the waiting period.

During an absence due to work related injury or disease:

- A. Annual Leave may be used in accordance with state law
- B. Family and Medical Leave (FMLA) may be used in accordance with federal law and these policies; and
- C. Leave without pay may be used in accordance with these policies.
- D. Employees may retain county insurance coverage during approved leave without pay or FMLA in accordance with the provisions of these policies.

Medical Certification

Medical certification reflecting fitness for duty will be required when an employee returns to work from a work related illness or injury (the certification needs to be received and approved before the employee starts any work). When employees are not able to return to the duties they were performing at the time of their injury, but are anticipated to make a full recovery, transitional work assignments may be considered. The Department Head/Supervisor will coordinate transitional work assignments with the employee.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>3.0 EMPLOYEE LEAVE</p>	<ul style="list-style-type: none"> • 3.10 OTHER LEAVES • EDUCATIONAL LEAVE • FUNERAL LEAVE • DISABILITY LEAVE • WORKERS' COMPENSATION LEAVE • OTHER LEAVES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Fraud

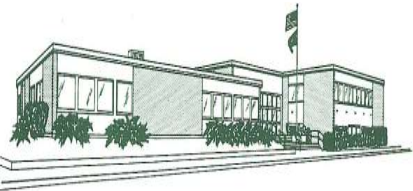
Criminal proceedings may be initiated against a person who obtains or assists in obtaining Workers' compensation benefits to which the person is not entitled.

Other Leaves

The Commissioners may from time to time and in response to specific instances create an additional leave and/or apply additional benefits to established leaves when such is allowed by law, in the sole discretion of the Commissioners and without creating precedent. During such leave of absence, insurance benefits can be continued at the full expense of the employee. Vacation, sick leave, length of service, and longevity benefits do not accrue during this period of leave.

Compliance with Federal Regulations

- A. Dawson County shall comply with the provisions of the Americans With Disabilities Act.
- B. Dawson County shall comply with the provisions of the Family and Medical Leave Act. The leave shall run concurrently with the other leaves discussed or established herein.
- C. Dawson County shall comply with the provisions of the Workers Compensation Act.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.1 PROHIBITED CONDUCT AND GUIDELINES FOR APPROPRIATE BEHAVIOR <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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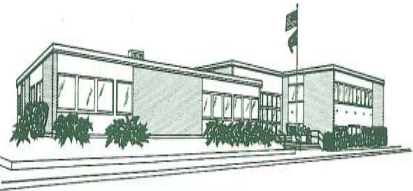
Standards of conduct provide ethical and behavioral guidance for public employees. As an integral member of the County team, employees are expected to accept certain responsibilities and adhere to acceptable conduct and business practices.

This not only involves demonstrating respect for the rights and feelings of others but also demands that employees refrain from any behavior that might be detrimental to themselves, their co-workers, and/or the County. Employee conduct reflects on the County. Consequently, employees are encouraged to observe the highest standards of professionalism at all times.

County employees are expected to accept certain responsibilities, protect the public from harm, adhere to acceptable principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

A. Prohibited Conduct Listed below are types of prohibited workplace conduct and behavior. This list should not be viewed as being all-inclusive. Actions the County deems inappropriate and that will lead to disciplinary action include, but are not limited to:

1. Falsifying employment or other County records or making false statements.
2. Violating the County's policy on Equal Employment Opportunity, which prohibits refusing employment or discriminating in compensation or other terms, conditions, and privileges of employment based on race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, or veteran's status.
3. Harassment of employees, or any person doing business or interacting with the County, because of a person's race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, or veteran's status. (See Preventing Harassment and Discrimination herein.)
4. Sexual or other unlawful or unwelcome harassment. (See Preventing Harassment and Discrimination herein.)
5. Violating the Montana Code of Ethics statute (MCA 2-2-101) which prohibits using public time, facilities, or resources for private business or political purposes; acts that create a conflict of interest between public and private interests; accepting substantial gifts; and sets forth other standards, prohibitions, and requirements outlined in Ethics and Conflict of Interest herein.
6. Violating the nepotism statute (MCA 2-2-304). Nepotism is an unfair practice that occurs when hiring is based on personal connections rather than ability or merit, and is further addressed in Nepotism herein.
7. Establishing a pattern of absenteeism or tardiness.

<p style="text-align: center;">DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p style="text-align: center;">4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> • 4.1 PROHIBITED CONDUCT AND GUIDELINES FOR APPROPRIATE BEHAVIOR <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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8. Use of County equipment, vehicles, supplies, time, or facilities for private purposes or any other violation of the Vehicle and Equipment Use policy herein which includes, but is not limited to, failing to operate County vehicles and equipment safely or in the proper manner, abusing vehicles or equipment, or operating County vehicles or equipment while under the influence (as defined in MCA 61-8-401).

9. Violating the Drug Free Workplace Act described in Drug- and Alcohol-Free Workplace herein, including, but not limited to, reporting to work intoxicated or under the influence of unprescribed drugs, testing positive for drug and/or alcohol use, bringing or using alcoholic beverages on County property, or using alcoholic beverages while engaged in County business away from County property. This includes possessing or using alcohol or unprescribed drugs in County vehicles or private vehicles being used for County business. 10. Threatening, fighting, or causing or performing violent acts in the workplace or any other violation outlined in Workplace Violence Prevention herein.

11. Theft of property from County employees, the County, or the public, including removal from the premises, without proper authorization, of food, company property or property of other employees, customers, and the general public.

12. Possessing dangerous, unauthorized materials such as firearms or explosives on County premises, in County vehicles, or while on County business. See Weapons on County Property herein.

13. Disregarding safety or security regulations as outlined in Workplace Safety Program herein.

14. Engaging in insubordination, which is the refusal to follow a direct order by the supervisor.

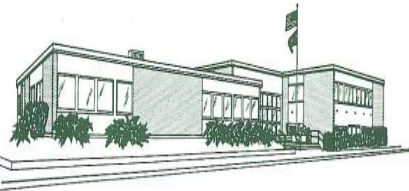
15. Failing to maintain the security of confidential information.

16. Failing to perform duties in a satisfactory manner.

17. Violating the Smoke-Free Workplace policy herein, which adheres to the Montana Clean Indoor Air Act. The MCIAA bans smoking in all enclosed workplaces in Montana. Smoking is prohibited in all County facilities and vehicles.

18. Violating the Personal Telephone Calls and Personal Communication Devices policy herein by using County telephones inappropriately or using personal communication devices such as cell phones, smart phones, tablets, etc., to communicate, Email, text, view inappropriate material or interact with social media sites (Facebook, Twitter, etc.) during work hours.

19. Violating the Computers, Internet, and Email policy herein, which prohibits improper use of these products and services including, but not limited to; altering or installing unauthorized software or hardware, revealing pass codes and files without authorization, using the County Internet and Email systems for non-County business-related purposes, and creating, transmitting, or viewing any

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> • 4.1 PROHIBITED CONDUCT AND GUIDELINES FOR APPROPRIATE BEHAVIOR <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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offensive or inappropriate material, data, or images that may be construed to violate the County's Preventing Harassment and Discrimination or Equal Employment Opportunity policies herein.

20. Using abrasive, impolite, or offensive conduct, gestures, or language toward the public, County officials, or other employees.

21. Abusing break times and/or lunch periods as outlined in the Hours of Work, Meal Breaks, and Rest Breaks policy herein.

22. Misrepresenting travel expenses and/or using County credit cards inappropriately or without authorization as set forth in the Credit Cards and Travel Expenses policy herein.

23. Violating drug and alcohol rules and regulations established for employees required to have Commercial Driver's Licenses.

24. Failing to appear or dress in a manner acceptable for the position, including use of personal protective equipment (PPE) as needed.

25. Failure to return County equipment or property upon termination of employment. (See Return of County Equipment herein.)

26. Failure to respond or conduct County business appropriately while performing on-call duties.

27. Gambling on County time.

28. Conviction of a felony.

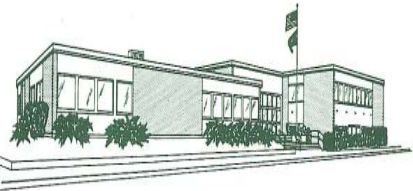
29. Refusing to adhere to the Use of Scented Substances policy herein, after a supervisor requests that an employee not come to work wearing a perfume, lotion, moisturizer, etc., about which a fellow employee has complained.

30. Any other act, failure to act, failure to adhere to any policy, or negligence which is injurious to the County, its employees, or the general public.

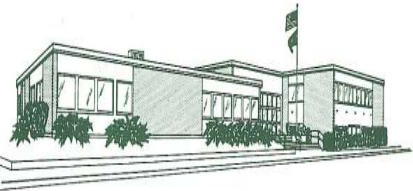
B. Guidelines for Appropriate Behavior

In accepting employment with the County, the employee assumes certain duties, responsibilities, and relationships which are to be observed during his/her tenure of employment. Upon hiring, all employees shall agree and accept the following responsibilities and work rules as a condition of continued employment. The employee agrees to:

1. Work conscientiously toward achieving the objectives of the County in compliance with its philosophy, policies, rules, procedures, and performance standards.
2. Perform assigned duties in a satisfactory manner and within specified guidelines.
3. Work with other staff members in a sincere, tactful, and positive manner.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> • 4.1 PROHIBITED CONDUCT AND GUIDELINES FOR APPROPRIATE BEHAVIOR <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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4. Timeliness. Be punctual and utilize working hours in their most effective and productive way; notify his/her supervisor, in accordance with applicable policy, when the employee is unable to show up for work; refrain from excessive tardiness or absences; and refrain from leaving the work station early without prior approval.
5. An employee may receive personal visitors, provided, that these are kept to a minimum in time and frequency and do not impede the employee or other County employees from performing their jobs in an acceptable manner.
6. Respect the confidentiality of County citizens' and employees' information, and not disclose confidential information and/or administrative matters.
7. Immediately report in writing any accident occurring at work, whether or not there is immediate evidence of personal injury.
8. Immediately report any unsafe condition observed at the work site.
9. Use the County's property in a responsible and appropriate manner. Employees shall not provide unauthorized access to County facilities to any individual. Employees shall protect the County's property from damage and refrain from taking or using County property for personal use.
10. An employee shall keep his/her workstation in a neat and orderly manner and shall not mar or deface desks, equipment or other surfaces (walls, floors, ceilings) in his/her or other employees' work areas.
11. Be constantly mindful that the County and its staff have an obligation for the welfare and wellbeing of citizens served through its programs.
12. Employees shall be courteous, considerate and prompt in dealing with and serving the public.
13. Respect co-workers and maintain appropriate conduct during work hours. If employee calls or use of a personal communication device causes disruptions or loss in productivity, the employee shall become subject to disciplinary action per County policy. Cell phones shall be turned off or silenced during meetings, conferences, and in the office or other locations where incoming calls may disrupt normal workflow.
14. Refrain from and report any witnessed embezzlement; theft; insubordination; unsatisfactory work performance; harassment or discrimination; falsifying or using falsified records, materials, requisitions, passes, time sheets, or other documents used by the County; violation of County policies and procedures;
15. and misuse or neglect of County benefits, property, co-workers, suppliers, vendors, contractors, or citizens.
16. Refrain from and report any conduct which may endanger the safety of others, which is disruptive of the County's operation, or impairs the ability of others to accomplish their work.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.1 PROHIBITED CONDUCT AND GUIDELINES FOR APPROPRIATE BEHAVIOR <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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17. Refrain from interfering with or obstructing investigations and the investigator when suspected or alleged violations of any work rules, procedures, or policies may require investigation by or on behalf of management. Should the need for investigation arise, employees are expected to be open and cooperative in assisting the investigator.
18. Employees shall carefully distinguish between public statements made as an individual and those made as a representative of the County government. Failure to do so may be subject to disciplinary action.
19. Immediate family members may be employed in separate County departments provided that the employee possesses all the qualifications required for the job and achieved the highest rating of all applicants in evaluation procedures used to screen candidates for the position, and provided there is no violation of Montana Nepotism Statutes.

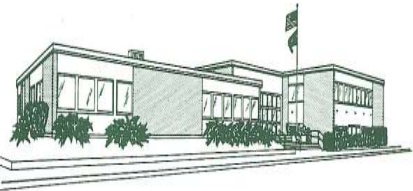
Employees are advised that in no circumstances are these rules and policies to be interpreted as limiting the employee's ability to discuss workplace policies and procedures. However, policies and procedures are ultimately a management right.

C. Disciplinary Action

Violations of the above standards or other County, state, or federal rules, or conduct which is injurious to the County's interests or those of its employees, may result in disciplinary action which can include written or oral warnings, suspension, demotion, termination*, or other appropriate discipline. In all cases, an employee subject to disciplinary action shall be informed by the department head of the alleged violations and employer's evidence, and the employee shall be allowed to present his/her side of the story and evidence orally and/or in writing before discipline, if appropriate, is imposed.

*If the disciplinary decision is termination, the department head shall, at discharge or within seven days of the date of discharge, notify the discharged employee of the existence of the County's Employee Grievance policy and procedures, and shall provide the discharged employee with a copy of the policy on **Employee Grievance**.

Relevant Information: MCA 2-2-101 and 2-2-304

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.2 ETHICS AND CONFLICT OF INTEREST POLICY <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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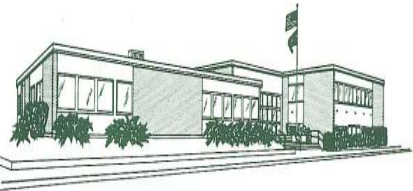
County employees serve the people of the County and owe them a duty to uphold their trust and maintain their confidence in the integrity of public employees. These principles require employees to avoid conflicts of interest, bias and favoritism, and the appearance of impropriety (i.e., acts that appear illegal or wrongful to the average citizen). County employees must conduct themselves in adherence to the rules of conduct stipulated for public employees in MCA 2-2-104. All employees must sign the **Ethics and Conflict of Interest Acknowledgement Form** found in **Appendix B** of this Handbook.

Every county enforces a minimum set of standards that all employees must follow. Please refer to the section above on **Prohibited Conduct and Guidelines for Appropriate Behavior** for a more comprehensive, yet not all inclusive, list of inappropriate conduct, as well as appropriate conduct and behavior to which all county employees must adhere. Failure to abide by or comply with any of the items in those policies or this **Employee Ethics Policy** is a basis for disciplinary action up to and including termination.

A. In General, County Ethics Standards Prevent Employees From:

- using public time, facilities, or resources for private business or political purposes (unless authorized by law);
- acts that create a conflict between public and private interests (MCA 2-2-101), which may include major financial transactions with someone an employee regulates or supervises, performing official acts to harm private competitors, performing official acts to benefit an employee's own business interests, and other conflicts of interest;
- disclosing or using confidential information for personal economic benefit;
- accepting payment for helping people to obtain a contract, claim, license, or economic benefit from the County;
- taking payment for overlapping hours in two or more public jobs;
- requesting or accepting employment with a person the employee regulates without notifying department heads; and
- accepting substantial gifts or economic benefits (i.e., generally anything more than \$50.00) that could influence or reward official actions.

The list above includes only some of the ethical standards and requirements that County employees must follow.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.2 ETHICS AND CONFLICT OF INTEREST POLICY <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Violations of this Code of Ethics may not only result in disciplinary action, but may result in the County Attorney bringing a civil action in district court or criminal charges which may be prosecuted to the full extent of the law (MCA 2-2-144).

B. Conflict of Interest


County employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative or other party of interest (as described below) as a result of the County's business dealings.

If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to a supervisor or department head as soon as possible the existence of any actual or potential conflict of interest, so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the County does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the County.

C. Seeking Guidance on Ethical Dilemmas or Issues

Before doing anything that might create an ethical problem, employees should ask their department head for guidance. Employees should also report ethical concerns to supervisors, who can advise them on how to avoid or resolve potentially serious problems. After an employee notifies a department head of a possible violation, they can also file a complaint through established County protocols.

Relevant Information: MCA 2-2-101, et. seq.; Appendix B: Ethics and Conflict of Interest Acknowledgement Form

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.3 SMOKE FREE WORKPLACE <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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A. Smoking Prohibitions

In compliance with the Montana Clean Indoor Air Act (MCIAA), which bans smoking statewide in all enclosed workplaces in Montana, smoking or vaping is prohibited in ALL County vehicles and in ALL County facilities. The County recognizes the need of many of its employees to work in an environment free of tobacco smoke. Smoking or vaping is not permitted inside of any County building. Employees are to refrain from smoking or vaping in the vicinity of all county building entrance doors.

B. Designated Smoking Areas

The County also respects the rights of employees who choose to smoke or vape to make personal decisions without interference, as long as these decisions do not interfere with the rights of other workers or local or state laws. Employees may smoke in designated outdoor smoking areas.

Relevant Information: Montana Dept. of Health and Human Resources, Montana Clean Indoor Act - MCA 50-40-101, et. seq.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.4 PERSONAL APPEARANCE AND PROPER COUNTY REPRESENTATION <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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A. Proper Representation of the County to the Public

It is the responsibility of all employees to represent the County to the public in a manner which shall be courteous, efficient, and helpful.

B. Proper Personal Appearance While at Work

County employees should be dressed in a manner suitable for the public service environment and to reflect favorably on the County's image. County employees should wear clothing appropriate to ensure their safety in the workplace. Supervisors may develop specific rules appropriate to their workplace. Such policies should be coordinated with Human Resources personnel or the County Attorney.

C. Personal Protective Equipment (PPE)

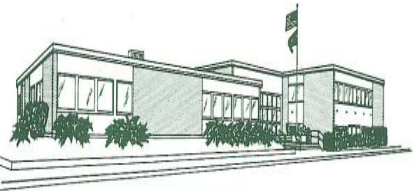
Employees in positions (Airport, WGPW, Cemetery, Maintenance Corrections Maintenance) needing the use of PPE are required to wear the appropriate PPE.

Upon an approved purchase by the department head an employee will be reimbursed upon receipt for the following amounts on an annual fiscal year basis on an as needed basis:

Steel Toe Safety Shoe/Boots – Up to \$130.00 per fiscal year.

Prescription Safety Glasses – Up to \$120.00 per fiscal year.

Cold Weather Gear – Up to \$100.00 per fiscal year.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.5 PERSONAL TELEPHONE CALLS AND PERSONAL COMMUNICATION DEVICES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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A. Personal Telephone Calls Using County Telecommunication Systems

County-provided phones are to be used for County business and may be used for personal business on a limited basis only. The use of telecommunications equipment for essential personal business (e.g., calls to children, teachers, doctors, day care centers, and family members to inform them of unexpected schedule changes and other essential business) must be kept to a minimum, and not interfere with conducting County business.

In the event an employee has to make an essential long distance or cellular phone call (using a County-provided cell phone), the call must be collect, charged to a third-party number, or charged to a personal credit card, or the employee must make arrangements to reimburse the County for any charges. It is the employee’s responsibility to ensure that no cost to the County results from personal phone calls.

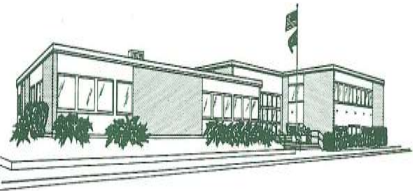
B. Personal Communication Devices

The use of personal communication devices such as cell phones, smart phones, tablets, PDA devices, etc., to communicate, Email, text, or interact with personal social media sites (Facebook, Twitter, etc.) during work hours is prohibited. The use of cell phones for essential personal business (e.g., calls to children, teachers, doctors, day care centers, and family members to inform them of unexpected schedule changes and other essential business) must be kept to a minimum, and not interfere with conducting County business. Personal communication devices such as cell phones may be used for the purposes of conducting County business if necessary.

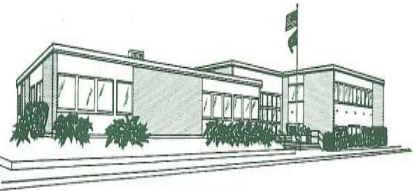
All personal communication devices must have any tones inaudible to other employees and members of the public. Employees whose jobs require public interaction are not permitted under any circumstances to use a personal communication device while interacting with and servicing members of the public.

Utilizing a computer or personal device that connects with the Internet to visit an offensive site or inappropriate material during work hours or break periods is prohibited and subject to disciplinary action. This prohibition includes sexually explicit or offensive messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets, or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, sexual orientation, political beliefs, genetic information, veterans status, creed, national origin, age, physical or mental disability, marital status, pregnancy or any other status protected by law. Transmitting critical or derogatory statements regarding County employees and political figures on a public social media site may be grounds for disciplinary action up to and including termination.

In order to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy rule (See **Employee Personnel Records**) regarding the safeguarding of confidential information,

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> • 4.5 PERSONAL TELEPHONE CALLS AND PERSONAL COMMUNICATION DEVICES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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County employees must refrain from the use of Instant Messaging, cell phones, texting, unprotected Email, or any other unsecured communication (e.g., unsecured Bluetooth interfaces or unsecured Internet conferencing) to transmit confidential information regarding County employees or citizens.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.6 COMPUTERS, INTERNET, EMAIL AND CELL PHONES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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All County business equipment, hardware, software, network equipment, communications systems, Internet, Email, and data are the property of the County, and employees can use these only for authorized purposes such as conducting County business. The County will not tolerate the unauthorized access or use of the systems described below and documented abuses will be subject to disciplinary action. Please see the department head or coordinate with the contracted Information Technology (IT) department for instructions (and when troubleshooting is necessary) about the operation of computers, telecommunication systems, or other electronic devices used on the job. Employees must operate all IT equipment according to manufacturers' user instructions and County policy. All employees must sign the **Computers, Internet, and Email Policy Acknowledgement Form** found in **Appendix D** of this Handbook.

Dawson County will not monitor these systems as a routine matter, however the County reserves the right to access any of these systems and disclose any and all of their contents. This policy also applies to password protected messages. Any access of password protected messages without the consent of the sender or recipient must be done with executive or management approval. Also, in the course of normal system maintenance county employees may discover violations of this policy, which will be reported.

A. Computers

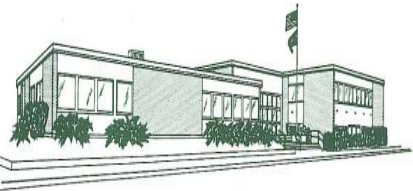
Employees shall not install, modify, or remove any software operating on County computers. Employees may request review of additional software applications that may enhance or improve existing systems. In order to protect the County computer systems from viruses, all diskettes, flash drives, software, etc., should be reviewed and approved by the IT department prior to installation. The IT department is responsible for the overall operation of the County computer systems; and all installation, modification, or removal of software, hardware, or data should be reviewed and approved by the IT department.

Employees shall not use or disseminate codes, access a file, or retrieve any stored communication, other than where authorized, unless there has been prior clearance by the supervisor or department head. All pass codes are the property of the County. No employee may use a pass code that is unknown to the County. Pass codes shall not be written down where they can be found by unauthorized personnel, and will not be shared with other individuals.

B. Internet and Email

Employees should not expect any privacy with County Internet and Email use. The County may monitor Internet use for planning and managing network resources, performance, troubleshooting, and suspected or potential abuse. All messages employees create, send, or retrieve over the County's systems are the property of the County.

County Internet and Email use are available for conducting County business. County employees may not use the County-maintained Internet, intranet, and related services for activities not related to County

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> • 4.6 COMPUTERS, INTERNET, EMAIL AND CELL PHONES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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business. The County recognizes that sometimes an employee may use County computers and Internet for essential types of personal use; however, this must be kept to a minimum and not be excessive.

The creation, transmission, or viewing of any data or images that may be construed to violate the County's **Preventing Harassment and Discrimination Policy** or **Equal Employment Opportunity Policy** is strictly prohibited. This prohibition includes sexually explicit or offensive messages or images, cartoons or jokes, ethnic or religious slurs, racial epithets, or any other statement or image that might be construed as harassment or disparagement on the basis of race, color, religion, sex, national origin, age, physical or mental disability, marital status, pregnancy, creed, sexual orientation, political beliefs genetic information, veteran's status or any other status protected by law. None of the County's information technology resources may be used to transmit critical or derogatory statements regarding employees, political figures, or any other persons.

Internet access is provided by the County to assist employees in obtaining work-related data and technology. All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the County and, as such, is subject to disclosure to law enforcement or other third parties. Employees may also be held personally liable for any violations of this policy.

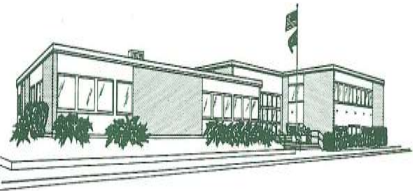
Nothing in this policy should be construed as prohibiting an employee's right to engage in concerted activity or to discuss the terms and conditions of their work as permitted by the NLRA.

C.Cell Phone Substantiation Requirements

a. County provided cell phones. Certain employees may be provided a cell phone for business purposes. No personal use is allowed on a company supplied phone other than de-minimus. Dawson County must routinely audit phone bills to confirm no personal calls were made. Department Heads must sign off on the bills to confirm this, if any personal use is highlighted, the employee will be charged a pro-rata share of the monthly charge and be required to timely reimburse the county.

b).County provided cell phones. Certain employees may be provided a cell phone for business purposes. No personal use is allowed on a company supplied phone other than de-minimus. If the county does not routinely audit the phone bills the fair market value of the phone, plus each monthly service charge and any individual call charges are taxable income to the employee, reportable on Form W-2.

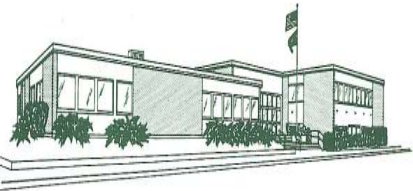
c). Employee Owned Cell Phones. If an employee has authorization to use their personal cell phone rather than the county providing a cell phone, the employee may be reimbursed a flat

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> 4.6 COMPUTERS, INTERNET, EMAIL AND CELL PHONES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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rate for the use of the employee's phone. The rate will be determined by the supervisor with the consent of the Commissioners. The amount will reportable on the employee's time sheet for reimbursement and will be subject to withholding and payment of applicable taxes under a non-accountable plan and included in the employee's gross income.

By using these systems employees consent to this policy and the County's right to monitor and access these systems in accordance with applicable state and federal laws. Employees who misuse these systems or policies set forth above may be subject to disciplinary action up to and including discharge.

Relevant Information: Appendix D: Computers, Internet, and Email Policy Acknowledgement Form

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> • 4.7 SOCIAL MEDIA <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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A. Social Media


Social media is web-based technology that allows interactive dialogue and includes, but is not limited to, blogs, collaborative projects, content communities, and social networking sites.

Content contributed to social media by County employees may not:

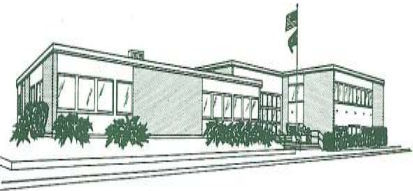
- Claim to represent the County; or
- Include statements that are inappropriate because they are discriminatory, threaten violence, are obscene or otherwise disparage members of the public or co-workers.

An employee's online conduct that adversely affects their job performance, the performance of fellow employees or otherwise adversely affects the County's legitimate business interests may result in disciplinary action up to and including termination. All instances must be judged on a case-by-case basis.

Nothing in this policy should be construed as prohibiting an employee's right to engage in concerted activity or to discuss the terms and conditions of their work as permitted by the NLRA.

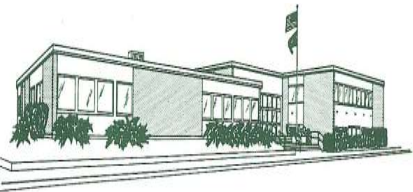
<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> • 4.8 OTHER EMPLOYMENT <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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Employees shall not, directly or indirectly, maintain employment outside the official hours of duty, if such outside employment conflicts with the interest of the County or which interferes with the ability to discharge job duties in full. Outside employment may be determined to be a conflict of interest if it interferes or affects the performance of normal job duties with the County; is conducted or solicited on County time; uses any County owned equipment or facilities are used to perform an outside interest; or the nature of duties with the County places the employee in a position to exercise influence which may enhance any outside employment interest.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 EMPLOYEE CONDUCT</p>	<ul style="list-style-type: none"> • 4.9 ADDITIONAL WORK RULES <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The following work rules shall be applicable to all county employees. The rules are not intended to be all inclusive.

- A. Financial Interests in Profits of County Contracts, Etc., Prohibited: No official or employee may be directly or indirectly interested in any property purchase for the use of the County; any purchase or sale of property belonging to the County; or any Contract made by the Board of Commissioners or any other person on behalf of the County for the erection of public buildings, the opening or improvement of roads, the building of bridges, or the purchasing of supplies or for any other purpose, except as otherwise permitted by law.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 PAY AND BENEFITS</p>	<ul style="list-style-type: none"> 4.10 OVERTIME AND COMPENSATORY TIME <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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A. Non-Exempt Overtime Pay

Non-exempt employees (an employee in a position not meeting the definition of *exempt* as defined by the Fair Labor Standards Act, Montana Minimum Wage and Overtime Compensation Act) may receive overtime compensation for hours worked in excess of 40 hours per week at the rate of 1½ times the regular hourly rate of pay. Employees shall obtain pre-approval, for planned OT, from their Department Head, for permission to work in excess of forty hours per workweek. Pre-approval for department head personnel shall be obtained from the Board of Commissioners. When computing overtime, holidays and paid leave time taken during the work week will be considered as time worked. Absences while in a leave status (e.g., annual leave, sick leave, personal leave, etc.) shall be considered hours worked for the purpose of calculating overtime payments or compensatory time earned.

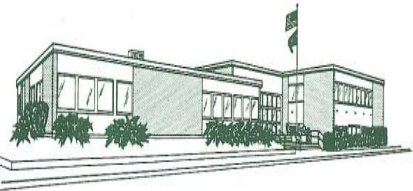
B. Non-Exempt Compensatory Time

Non-exempt employees may receive compensatory time off in lieu of overtime payment if this is mutually agreed upon in writing between the employee and the department head. Compensatory time for non-exempt employees shall be earned at the rate of 1½ hours for each hour worked in excess of 40 hours per week. A total of 480 hours may be accumulated by employees engaged in public safety and seasonal activities. A total of 240 hours may be accumulated by all other employees. Compensatory time is compensated only for hours actually worked. However, employees held at a work site are entitled to compensation. It is the responsibility of the Department Head to assign useful, productive work. If none is assigned, the employee's right to compensation will not be affected. Employees who have accrued compensatory time and request use of this compensatory time shall be permitted to use the time off within a reasonable time after making the request, if the use does not unduly disrupt the operations of the County. Compensatory time may be transferred with the employee to another department provided the new department head agrees (in writing). An employee shall, upon termination of employment, be paid for unused accumulated compensatory time.

The Department Head shall have the authority to approve overtime and compensatory time. No employee shall work overtime or compensatory hours without the prior knowledge and written approval of the Department Head.

C. Exempt Employees

Exempt employees are identified using the criteria listed in The Federal Labor Standards Act (FLSA). Exempt employees do not receive overtime pay. If authorized by the County Commission, exempt

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 PAY AND BENEFITS</p>	<ul style="list-style-type: none"> • 4.10 OVERTIME AND COMPENSATORY TIME <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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employees may receive compensatory time off for hours worked in excess of 40 hours per week at the rate of one hour for each hour worked in excess of 40. Exempt employees may accrue a maximum of 240 compensatory hours. The department head shall give prior written authorization for all hours worked in excess of 40 per week. No compensation for unused compensatory time shall be allowed at any time.

Holiday time of eight hours for any paid holiday shall not count toward hours worked. However, absences while in a leave status (e.g., annual leave, sick leave, personal leave, etc.) shall be considered hours worked for the purpose of calculating compensatory time.

The department head shall have the authority to approve overtime and compensatory time. No employee shall work overtime or compensatory hours without the prior knowledge and written approval of the department head.

No time off or compensatory time is allowed for elected officials and attorneys.

D. **Record Keeping**

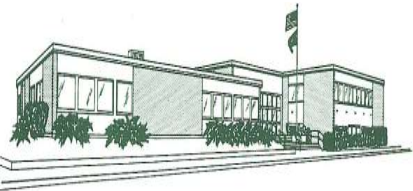
Department heads shall ensure that all overtime and compensatory time earned and used is recorded appropriately on the employee's time card as it occurs. The use of accumulated compensatory time must also be reported on the employee's time sheet. Department heads shall designate on the employee's time sheet if overtime is to be paid or compensatory time accumulated.

Relevant Information: Fair Labor Standards Act (FLSA); Code of Federal Regulations (CFR), Title 29 – Labor

E. **Decedent's Warrant or Paycheck Reissuance**

Employees may file a designation of a person who, notwithstanding any other provision of law, is entitled, on the death of the employee, to receive all warrants or paychecks that would have been payable to the decedent. The employee may change the designation from time to time. A designated person shall claim the warrants or paychecks from the county clerk, and on sufficient proof of identity, the county clerk shall reissue the warrant or paycheck in the name of the designated person and deliver the warrant or paycheck to the designated person.

Relevant Information: Appendix F: Decedent's Warrant; MCA 7-4-2521

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 PAY AND BENEFITS</p>	<p>4.11 WORKERS' COMPENSATION</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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As required by law, the County pays to cover employees with workers' compensation insurance, which provides payment for medical expenses resulting from a work-related injury or disease. Employees who are injured or become ill from an occupational hazard may be entitled to reasonable doctor, hospital, prescription and medical care costs. After they file a claim, the County's workers' compensation provider shall evaluate the claim, use appropriate fee schedules, and apply certain laws and rules to establish wage loss payments and medical care cost benefits. The provider may investigate the validity of the claim. Workers' comp benefits apply only toward medical conditions directly related to the industrial injury or occupational disease claim.

A. Reporting Provisions

Every work-related injury should be reported immediately to the injured employee's Department Head/Supervisor – see Policy 5.2 for proper reporting procedures – “Accident Reports – Proper Reporting Procedure.”

B. Benefits

Benefits for compensable injuries are governed by state law and include wages, medical, hospital and related services, and other compensation. Wage loss benefits begin after a 4-day waiting period. Employees may use accrued annual or sick leave benefits to cover wage loss during the 4-day waiting period. During an absence due to work related injury or disease:

- a. Annual Leave may be used to in accordance with state law.
- b. Family and Medical Leave (FMLA) may be used in accordance with federal law and these policies; and;
- c. Leave without pay may be used in accordance with these policies.

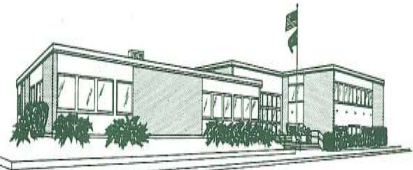
Employees may retain county insurance coverage during approved leave without pay or FMLA in accordance with the provisions of these policies.

C. Medical Certification

Medical certification reflecting fitness for duty will be required when an employee returns to work from a work related illness or injury (certification must be received and approved before the employee returns to any work). When employees are not able to return to the duties they were performing at the time of their injury, but are anticipated to make a full recovery, transitional work assignments may be considered. The Department Head/Supervisor will coordinate transitional work assignments with the employee.

D. Fraud

Criminal proceedings may be initiated against a person who obtains or assists in obtaining workers' compensation benefits to which the person is not entitled.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 PAY AND BENEFITS</p>	<p>4.12 HEALTH AND LIFE INSURANCE</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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The Commissioners shall from time to time determine the insurance carrier, the level and type of benefits, and the portion of the insurance premiums it will contribute on behalf of each eligible and participating employee. When a carrier and/or benefit level and type are determined by the provisions of a collective bargaining agreement, such will apply to all eligible and participating County employees. In the event there are two or more collective bargaining units, the carrier, level and type of benefits shall be consistent. The County may make different contributions toward insurance premiums for different types of non-organized employees and for different bargaining units. The County is not an insurance carrier, and shall not be deemed responsible for the payment of any claim under any circumstances.

Group health and life insurance programs are described more fully in documents that are issued to each employee once he/she is eligible to participate. A complete description of the group health insurance programs can be obtained from County Human Resources personnel, the payroll department, or the Clerk and Recorder's office. These personnel can explain the provisions in master insurance contracts and help employees choose the best options.

In the event of any contradiction between the information appearing in this policy, other County documents, and the information that appears in the master contracts or master plan documents, the master contracts and documents shall govern in all cases. Employees may request all benefit forms and information from County Human Resources personnel, the payroll department, or the Clerk and Recorder's office. Employees will be responsible for notifying the benefit plan personnel of any change of status that may affect their benefits. Employees must meet eligibility requirements (e.g., qualifying events) of the benefit program in order to change benefit elections.

A. Health Insurance

- a. Eligibility: Employees averaging twenty or more hours per week are eligible. County contribution is based on percentage of hours worked.
- b. Costs: An employee is eligible for County contributions, amounts designated by the County, as long as the employee is employed by the County.
- c. Health insurance premiums while employee is on leave without pay: Employees who are on leave without pay, and who have a health insurance premium deducted from their paycheck, will be responsible for reimbursement, of those monies back to Dawson County for the time period they are on leave without pay, via payroll deduction (Appendix H Employee Authorization, to withhold monies due Dawson County from the employee's paycheck, with regards to health insurance premium payments due to employee being on a leave of absence without pay).
- d. Employee Benefits: A retiree may stay on Dawson County's group insurance plan if he/she is drawing from either a State retirement system or Social Security retirement benefits and pay his/her own monthly premium. They may not have a break in coverage. Once a retiree waives coverage they are not eligible to rejoin the group at a later date.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 PAY AND BENEFITS</p>	<p>4.12 HEALTH AND LIFE INSURANCE</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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B. Flex Plan

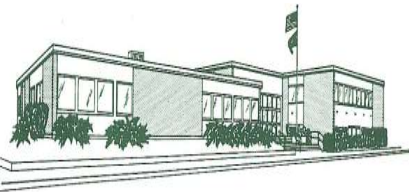
- a. For pre-tax group insurance premiums, eligibility is the same as the group health eligibility waiting period.
- b. For Health/Dependent care flexible spending plans, eligibility is the same as the group health eligibility waiting period.

C. HSA

- a. **HSA plans, eligibility is the same as the group health eligibility waiting period.**

D. Life Insurance

- a. Eligibility: Employees averaging twenty or more hours per week are eligible.
- b. Costs: An employee is eligible for County contribution as long as the employee is employed by the County. The County currently pays the full premium.
- c. Dependents: Life insurance is available to the employee's dependents at the cost of the employee. For more details see the Human Resources or the Payroll Clerk.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 PAY AND BENEFITS</p>	<p>4.13 RETIREMENT</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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The County offers a retirement program guaranteed by the Montana Constitution through the Public Employees Retirement System (PERS). Membership in PERS/SRS/Teacher's Retirement is mandatory for all County employees with following exceptions: it is optional for employees not working the equivalent of 960 work hours per year; new employees who were sixty years of age before they were employed by the County; and other exclusions listed in Section 19-3-403 MCA, and amendments. Participation includes contributions from both the employee and the County.

A. Retirement Plan Options

New County employees may choose between two retirement plan options, either the Defined Benefit Retirement Plan (DBRP) or the Defined Contribution Retirement Plan (DCRP) beginning on their date of hire, and have 12 months from the first month the County reports the employee to Montana Public Employees Retirement Administration (MPERA), to file a choice of retirement plans. A description of each option can be obtained from PERS.

Retirement plan choices are irrevocable (i.e., it cannot be changed later), and if an employee does not file a retirement plan election by the end of the 12-month election window, state law will default their choice to the PERS DBRP. The County strongly encourages employees to make the election to ensure they are in the retirement plan that best meets their and their family's needs.

B. Termination Prior to Retirement

Upon termination of employment with the County, an employee is entitled to a refund of his/her contributions to the PERS fund plus accrued interest (less a penalty for early withdrawal).

C. Credit for Past Service

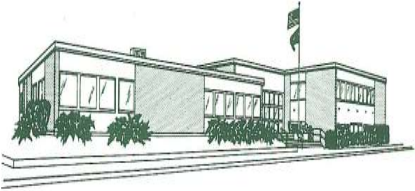
If a new County employee previously had worked for the County or any other agency subject to the regulations of the Public Employee's Retirement System, credit for past service can be established through repayment of the amount of contribution, plus interest, previously withdrawn from the fund. Additional information may be obtained from the Clerk and Recorder's Office.

D. Retirement Eligibility and Benefits


The age, length of service, and other criteria used to establish eligibility for retirement and the amount of benefits to be paid thereafter are determined by the PERS Board. MPERA provides regular Retirement Plan Choice webinars that employees can attend at their convenience from their own computer. MPERA also offers workshops at different locations around the state throughout the year.

The County also offers a deferred 457(b) plan and Roth plan (totally employee funded).

Relevant Information: MCA 19-3-101, et seq.; Montana Public Employee Retirement Administration

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>4.0 PAY AND BENEFITS</p>	<p>4.14 OTHER BENEFITS</p> <ul style="list-style-type: none"> • UNEMPLOYMENT INSURANCE • SOCIAL SECURITY • CLOTHING ALLOWANCE • FEDERAL, STATE AND SOCIAL SECURITY WITHHOLDING • OTHER <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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- A. Unemployment Insurance: Employees are covered by unemployment insurance and therefore eligibility is determined by the Unemployment Insurance Program for compensation under this program in the event of discharge from County service. Full premiums are paid by the County.
 - B. Social Security: All employees shall be covered by Social Security. The County and employee contribute an amount determined by Federal law to the employee's social security account.
 - C. Clothing Allowance: County departments may provide a clothing allowance for those positions requiring special uniforms. These allowances shall be at the discretion of the County Commissioners and funded through the department's budget.
 - D. Federal, State and Social Security Withholding: These taxes are withheld from your salary to meet your tax obligations. After the end of the year, a W-2 form will be sent totaling taxes withheld for the past year.
 - E. Other Insurances and Deductions that are optional for the employee to participate in:
 - 1. Payments to Badlands Federal Credit Union
 - 2. Colonial Insurance
 - 3. AFLAC
 - 4. Employee Fund
 - 5. Legal Shield
3. See Human Resources or the Payroll Clerk about these options.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>5.0 SAFETY</p>	<p>5.1 WORKPLACE SAFETY PROGRAM</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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The County has a workplace safety program established to maintain a safe and healthy work environment for County employees and the citizens they serve. The success of the safety program depends on the alertness and personal commitment of all. The department shall provide information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, Email, memos, or other written communications.

A. Contributing Suggestions and Reporting Concerns

Excellent safety improvement ideas often come from employees, since they are the ones who are most familiar with their work environment. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, department head, safety supervisor, or Human Resources personnel (or someone designated by the County as a safety officer or member of an internal safety committee). Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal. Most counties also have a safety officer who is an expert on, and has a vested interest in, creating a safe working environment throughout their county.

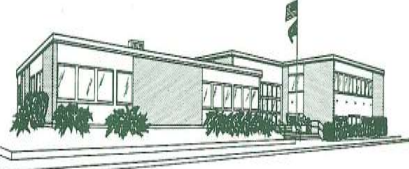
B. Reporting Violations and Disciplinary Action

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or (where appropriate) remedy such situations may be subject to disciplinary action, up to and including termination of employment. In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefit procedures.

The following disciplinary policy is in effect and will be applied to all safety and health violations. The following steps will be followed unless the seriousness of the violation would dictate going directly to Step 2 or Step 3:

1. A first time violation will be discussed orally between company supervision and the employee. This will be done as soon as possible.
2. A second time offense will be followed up in written form and a copy of this written documentation will be entered into the employee's personnel folder.
3. A third time violation will result in time off or possible termination, depending on the seriousness of the violation.

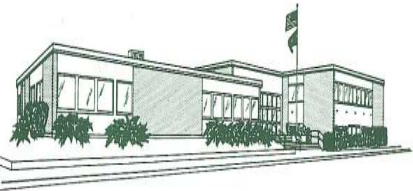
Please see Dawson County Employee Safety Manual with regards to further detailed safety policies and practices.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>5.0 SAFETY</p>	<p>5.2 ACCIDENT REPORTS – PROPER REPORTING PROCEDURE</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>9-25-17</u></p>
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- 1) Employees must report every work-related injury/accident, or disease immediately to the department head/supervisor.
- 2) The department head/supervisor must notify the Safety Coordinator immediately (for an injury/accident that does not involve medical treatment, notification can be made to the Safety Coordinator on the next business day).
- 3) The employee must complete section I of the County Incident/Accident Injury report. If the employee is unable to complete the form the department head/supervisor may complete it for the employee.
- 4) Department Head/Supervisor complete Section II of the form within 24 hours/next business day and submit the form to Human Resources, who will give a copy to the Safety Coordinator.

All accidents, personal or vehicular, regardless of their magnitude, shall be reported to the Safety Coordinator. Failure to report will result in disciplinary action.

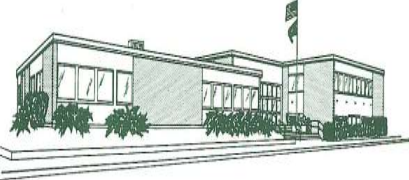
Property/Damage Loss: Employees shall complete a Property Damage/Loss Notice Form provided by the County within one (1) day after the damage or loss to property. This notice needs to be filled out in all cases except the cases that will be turned into Workmen's Compensation.

<p style="text-align: center;">DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>SAFETY</p>	<p>5.3 USE OF VEHICLES AND EQUIPMENT</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Employees whose jobs require them to travel using County vehicles or equipment to perform their duties for the County are expected to treat such County property with the utmost degree of care and respect. The vehicles and equipment owned by the County are essentially paid for by County citizens; and as public servants, employees' actions should reflect positively upon the County by doing everything possible to maintain well-functioning, carefully maintained, and clean vehicles and equipment to ensure longevity. This also includes safe operation according to all relevant laws. This policy also covers situations when an employee uses a personal vehicle to conduct County business. The following guidelines shall be observed.

A. Vehicle Use Guidelines

1. Employees are to use County vehicles for business purposes. Authorized drivers may use County vehicles to conduct business on behalf of the County and to respond to medical or other emergency situations. Using County vehicles or equipment for personal convenience is prohibited and will result in disciplinary action. Certain employees (emergency response, on-call, etc.) may be authorized by their Department Head/Supervisor to take County vehicles home.
2. To use a County vehicle, an employee must have an approved use. Acceptable uses include conducting business on behalf of the County as stated above, getting food and lodging when in a travel status, and certain other activities that may be up to the department head's/supervisor's discretion. Employees can park a County vehicle at their home overnight if they must begin travel the next day or if they are subject to other off-shift duty, if approved, related to County employment.
3. County employees are expected to travel in an efficient and cost-effective manner. The rules of the road and established safety practices must be practiced at all times. Any abuse of County vehicles when in an employee's possession or violations of safety practices or traffic laws during work hours may result in disciplinary action.
4. Some job descriptions require employees to have a valid driver's license or a Commercial Driver's License. Jobs requiring a driver's license must have a current valid driver's license before they may operate a County vehicle.
5. An employee who drives his own vehicle on authorized County business shall be reimbursed at the federal mileage rate. The federal mileage reimbursement rate is to cover auto expenses, which include personal auto insurance. The County's insurance does not cover any damage to the employee's vehicle if an accident occurs while used for business. Employees are also responsible for deductibles and co-insurance payments under their personal vehicle policies. If employees drive

<p style="text-align: center;">DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>SAFETY</p>	<p>5.3 USE OF VEHICLES AND EQUIPMENT</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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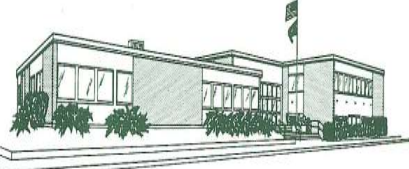
their personal vehicles for County business, they must maintain it according to the manufacturer's specifications and have current registration and insurance.

6. Employees should use County vehicles for work-related travel whenever possible. With pre-approval, employees may use their personal vehicles for County business when the Department Head/Supervisor determines it is in the best interest of the County. For out of town travel, if a county vehicle is available and an employee chooses to use their personal vehicle, valid insurance must be maintained and, the rate reimbursed will be .25 cents (.25) per mile or 33 cents less. Employees who are operating their personal vehicles during the course of employment and receiving mileage reimbursement must have liability insurance and provide evidence of such to the County, before being reimbursed.

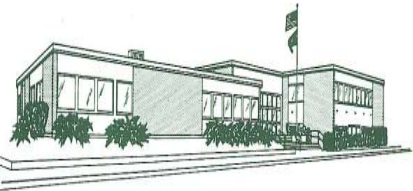
7. County employees who use vehicles in the course of their jobs shall maintain a current, valid licensure or certification (a Montana driver's license or CDL, as required by the job). Employees whose personal vehicles are used for County business are responsible for immediately notifying their Department Head/Supervisor, and the Department Head/Supervisor in turn will notify Human Resources of any change in the status of their driver's license, any convictions affecting their driving record, and any changes in personal vehicle liability coverage (refer to policy 2.21 – Driver's License Requirement). Violation citations, fines or other actions taken by any law enforcement jurisdiction against any employee while in violation of this rule shall be the responsibility of the employee and may be cause for disciplinary action. Any employee of the County who misuses, abuses County vehicles or other equipment, or uses them for any reason other than approved County purposes, or takes a vehicle home when not approved by the Department Head shall be subject to appropriate disciplinary action, including dismissal if deemed appropriate. Employees who require a CDL for their position will be subject to the Dawson County Drug and Alcohol Program policy.

8. County employees and passengers are required to secure seat belts while driving or riding in County-owned vehicles or when using personal vehicles for County business.

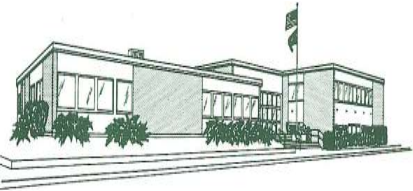
9. Mileage Log: There shall be no use of a County Vehicle for personal purposes. The Department Head/Supervisor may authorize use for commuting and de minimis personal use, with the approval

<p style="text-align: center;">DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>SAFETY</p>	<p>5.3 USE OF VEHICLES AND EQUIPMENT</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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10. of the County Commissioners. When granted such permission, the employees must keep track of business miles by keeping a log containing date mileage (beginning and ending) destination business purpose, personal use miles, and commuting. This information should be kept on a daily basis. The mileage log shall be given to the Clerk & Recorders office annually on November 30th for inclusion of personal usage as a taxable fringe benefit with employee's wages. Mileage Log forms are available from the Clerk & Recorder's Office.
11. Employees must operate vehicles in a careful and prudent manner at all times to avoid endangering other people and property. Employees are prohibited from operating a vehicle for County business if they are under the influence of alcohol, illegal drugs, improperly used prescription drugs, or legally prescribed drug if that drug affects their ability to safely operate the vehicle. Employees taking prescription drugs are responsible for notifying their medical providers if they are required to operate a vehicle for County business, and they must notify their Department Head/Supervisor of any restrictions on operating a vehicle.
12. In compliance with the Montana Clean Indoor Air Act (MCIAA) and the County's Smoke-Free Workplace Policy which bans smoking statewide in all enclosed workplaces in Montana, smoking is prohibited in ALL County vehicles and in all County facilities.
13. Neither employees nor any passengers can have an alcoholic beverage container in the passenger compartment of a County-owned, leased, or loaned vehicle or private vehicle being used to conduct County business.
14. Employees must follow established County procedures regarding the care, maintenance, and cleaning of County vehicles. Employees must immediately report any problems or issues to their Department Head/Supervisor and or the County maintenance department to ensure that all problems are fixed promptly and vehicles safely operate at maximum efficiency for as long as possible (pooled vehicles, refer to County Employee Safety Manual with regards to vehicle fleet safety and maintenance policy).
15. Upon returning a County vehicle, employee is to insure the County vehicle has been fueled up upon return.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>SAFETY</p>	<p>5.3 USE OF VEHICLES AND EQUIPMENT</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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16. An employee who uses a company-supplied/personal device or a company supplied/personal vehicle is prohibited from using a cell phone, hands on or hands off or similar device while driving, whether the business conducted is personal or county related. The prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other county or personally related activities not named here while driving. Use of County owned vehicles or devices for personal business is prohibited. See IRS Code 274d. Also refer to the Safety Manual.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>5.0 SAFETY</p>	<p>5.4 WEAPONS ON COUNTY PROPERTY AND WORKPLACE VIOLENCE PREVENTION</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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The County strives to provide a safe and healthy working environment for all employees. As part of this effort, the County has a policy limiting the possession and storage of firearms in County-owned buildings and vehicles.

The County is committed to preventing workplace violence and to maintaining a safe work environment. As part of this effort, the County has a policy limiting the possession and storage of firearms in County-owned buildings and vehicles. The County has adopted guidelines to deal with intimidate, harassment or other threats of (or actual) violence that may occur during business hours or on its premises. All County employees contribute to the type of environment in which they work, and it is therefore essential to follow these guidelines, treat fellow workers with dignity and respect and immediately report any violations or untoward behavior.

A. Firearms

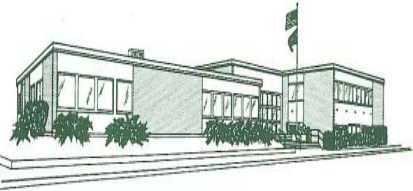
Employees on County business may not carry a firearm on their person or carry or store a firearm in a County-owned or County-leased building or vehicle, unless they are:

- specifically authorized by state or federal law to carry a firearm as a condition of employment;
- in actual service as a member of the National Guard; or
- engaged in firearm instruction or field work in which the employee carries a firearm for conducting official County business.

The County may grant an individual employee or job class a written exception to this policy.

B. Dangerous Weapons

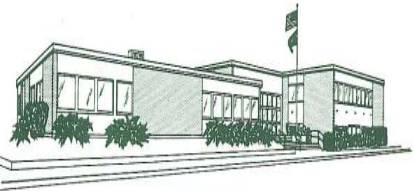
Possession of other dangerous weapons, explosives, large knives, swords, etc., and/or any other weapon deemed inappropriate by the County is prohibited on all County buildings and in County vehicles except if permitted by statute or necessary to perform county business and the employee has obtained authorization from the County Commission.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>5.0 SAFETY</p>	<p>5.4 WEAPONS ON COUNTY PROPERTY AND WORKPLACE VIOLENCE PREVENTION</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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C. Guidelines, Definitions and Reporting

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, roughhousing, or any other conduct that may be dangerous to others. It is important to note that employees with different backgrounds might have very different ideas about what is innocent tomfoolery and what seems to be threatening and intrusive. Work is not the place for it.

- Firearms, weapons, explosives and other dangerous or hazardous devices or substances are prohibited from County buildings unless required by statute, and/or necessary for the employee to perform the essential functions of the job and when the employee has received permission by the County Commission.
- Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.
- All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the immediate supervisor or any other member of management. The County shall promptly and thoroughly investigate all reports of threats or (or actual) violence and of suspicious individuals or activities.

<p>DAWSON COUNTY EMPLOYEE POLICY MANUAL</p> 	<p>5.0 SAFETY</p>	<p>5.5 DATA BREACH RESPONSE PLAN</p> <p>EFFECTIVE DATE: <u>5-2-16</u> REVISION DATE: <u>11-5-19</u></p>
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Response Plan for data breach either physical or digital. **All responses shall be handled in a manner as efficiently and quickly as possible and under the advisement of the County Attorney's office.**

Once an employee or affected department head or heads realize there is such a breach they shall contact the following in the manner subscribed by the County Attorney:

1. Notify the Commissioners
2. Notify the County Attorney
3. Notify Law enforcement
4. Notify the financial institution
5. Notify any affected employees or members of the public
6. Contact support to clean or repair affected devices

Department that are HIPAA covered entities shall adhere to federal regulation regarding the handling of private medical information. Breaches that fall under HIPAA regulation shall be reported and handled internally by the covered entity per protocol.

APPENDICES

IMPORTANT NOTE

In addition to the Acknowledgement and review of Handbook, which holds all employees responsible for complying with the terms and conditions of every policy contained in this Handbook, employee signatures are required on the forms provided in Appendices A through H.

Employees who are engaged in safety-sensitive positions are also required to sign the form in Appendix F.

APPENDIX A: Equipment Acknowledgement Form

Dawson County

I acknowledge that while I am working for the County, I will take proper care of all County equipment with which I am entrusted. I shall abide by all the guidelines set forth in **Use of Vehicles and Equipment** in this Handbook including, but not limited to; using equipment lawfully, safely, and cost-effectively; for its designed purpose; for County business only; and according to the manufacturer's specifications.

I understand that, while County equipment is in my possession, any abuse, violations of safety practices, or disregard for the proper care and maintenance of such equipment may result in disciplinary action, up to and including termination.

I further understand that, upon termination, I shall return all property of the County and that the property will be returned in proper working order. This agreement includes, but is not limited to, the following: laptops, cell phones, pagers, IT equipment, tools, personal protective gear, and any other equipment the County has provided for use with my job.

I understand that failure to return equipment shall be considered theft and will lead to criminal prosecution by the County.

Employee Name (please print)

Employee Signature

Date

APPENDIX B: Ethics and Conflict of Interest Acknowledgement Form

Dawson County

By my signature below, I acknowledge that I have received a copy of the **Ethics and Conflict of Interest Policy**. I understand it is my obligation to read, understand, and comply with the stipulations, procedures, and provisions contained within this Policy. I understand that I am responsible for abiding by the County Code of Ethics contained in this Policy as I conduct my assigned duties during my term of employment.

I understand that if I am found to be in violation of the provisions set forth in the **Ethics and Conflict of Interest Policy**, that I am subject to discipline, suspension, termination, and/or such other action as the County deems appropriate.

I certify that I have read and understand the above statement and acknowledge that this form will be placed in my personnel file.

Employee Name (please print)

Employee Signature

Date

APPENDIX C: Drug and Alcohol Free Workplace Acknowledgement Form

Dawson County

As an employee of the County, I certify that I shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while on County property or while conducting any activity involving the County.

By my signature below, I acknowledge that I have received a copy of the Drug and Alcohol Free Policy of the County. I understand that it is my obligation to read, understand, and comply with the procedures and provisions contained within this Policy.

I understand that if I am found to be in violation of the provisions set forth in the **Drug and Alcohol Free Workplace Policy** in this Handbook, I am subject to suspension, termination, participation in a drug rehabilitation program, and/or such other action as the County deems appropriate.

I certify that I have read and understand the above statement and acknowledge that this form will be placed in my personnel file.

Employee Name (please print)

Employee Signature

Date

APPENDIX D: Computers, Internet, Email and Electronic Communication Policy Acknowledgement Form

Dawson County

By my signature below, I acknowledge that I have received a copy of the **Computers, Internet, Email Policy**. I understand that it is my obligation to read, understand, and comply with the stipulations, procedures, and provisions contained within this policy.

Further, I understand that this policy governs my use of all County technology and, under certain circumstances, my own technology that I might bring into the County (See **Personal Telephone Calls and Personal Communication Devices**).

Additionally, I understand that if I violate the policy, I am subject to discipline from the County, including suspension, termination, and/or such other action as the County deems appropriate. I also understand that some violations of this policy could result in actions against me both civilly and criminally and in both federal and state courts. I also understand that I have no expectation of privacy in any of the technology referenced in the policy, due to the access and interception rights reserved by and granted to the County.

I certify that I have read and understand the above statement and acknowledge that this form will be placed in my personnel file.

Employee Name (please print)

Employee Signature

Date

**APPENDIX E: Discrimination Policy
Acknowledgment Form**

Dawson County

By my signature below, I acknowledge that I have received a copy of the Preventing Harassment and Discrimination Policy. I acknowledge that this policy was reviewed with me and I was given the opportunity to ask any questions I had regarding the policy. I understand that it is my obligation to comply with the stipulations, procedures, and provisions contained within this policy.

I understand that this policy provides employees with a work environment free of discrimination and harassment because of a person's race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, or veteran's status.

I understand that if I believe I have been the victim of harassment or discrimination, I should report the incident or action as soon as possible after the alleged incident occurs and the County will investigate my complaint.

I further understand that I shall cooperate with the department head/supervisor, HR, or other designated management representative in investigating and verifying the report and that failure to do so may result in disciplinary action.

I certify that I have read and understand the above statements and acknowledge that this form will be placed in my personnel file.

**Employee Name
(Please Print)**

Employee Signature

Date

**APPENDIX F: Drug Testing
Acknowledgement Form**

Dawson County

The County's drug testing program typically applies to individuals engaged in the performance, supervision, or management of work in a hazardous work environment, security positions, positions affecting public safety or public health, positions in which driving is part of the job, or a fiduciary position for the County. **The County must specifically identify all positions covered by its Drug and Alcohol Testing Policy and ensure that these employees are notified of this designation in accordance with Montana law. New employees shall be informed in the offer letter if their position is subject to drug testing.**

As an employee and/or applicant of the County designated to submit to the drug testing procedures outlined in the Drug Testing Policy, I hereby acknowledge that the County's Drug Testing policy requires me to submit to drug testing and/or breath alcohol testing to rule out the presence of unprescribed or prohibited dangerous controlled substances in my system. I hereby freely and voluntarily consent to this request for a drug test and/or alcohol test, and agree to participate in the testing program.

I hereby release the County, its employees, agents, and contractors from any and all liability whatsoever arising from this request for testing, from the actual testing procedures, and from decisions made concerning my application for or continuation of employment based on the results of the analysis. I hereby agree to cooperate in all aspects of the testing program.

I understand that, if I am found to be in violation of the provisions set forth in the **Drug Testing** and/or **Drug and Alcohol Free Workplace Policy**, I am subject to suspension, termination, participation in a drug rehabilitation program, and/or such other action as the County deems appropriate.

I certify that I have read and understand the above statement and acknowledge that this form will be placed in my personnel file.

Employee Name (please print)

Employee Signature

Date

APPENDIX G: Decedent's Warrant or Paycheck Designation Form

LEGAL DESIGNATION OF PERSON AUTHORIZED TO RECEIVE DECEDENT'S CHECK(S)

1. Complete the Primary & Contingent Beneficiary Designation portion of this form. This form must be typed or printed legibly in ink.
2. Provide designee's full legal name (example "Mary Lynn Smith"). The designee name cannot be "Mrs. John E. Smith" or "To the Estate of Jane Smith".
3. No erasures or corrections in the designee's name can be accepted. If an error is made, complete a new form.
4. Inform the County Clerk & Recorder when designee's address changes.
5. Sign this form in ink and submit to the County Clerk & Recorder
6. Designee may be changed at any time by completing another form and submitting to the County Clerk & Recorder or Human Resources Department. You are requested to update your designee every calendar year.

BENEFICIARY DESIGNATION FOR DECEDENT'S FINAL CHECK(S)

Pursuant to §2-18-412, MCA, I hereby designate the following person who, notwithstanding any other provision of law, shall be entitled upon my death to receive all Dawson County payroll checks excluding payment of death benefits and refund of employee retirement contributions, payable to me as a result of my employment with Dawson County had I survived.

Primary Beneficiary Information – All information is required

Name of Designee _____
 First Middle Last

Mailing Address _____
 Street or PO Box City State Zip Code

Social Security Number _____ Date of Birth _____ Phone# _____

Contingent Beneficiary Information – All information is required

*In the event that your primary beneficiary does not survive you, your check(s) will be issued to your contingent beneficiary.

Name of Designee _____
 First Middle Last

Mailing Address _____
 Street or PO Box City State Zip Code

Social Security Number _____ Date of Birth _____ Phone# _____

My signature on this document indicates:

1. I understand this is a legally binding document.
2. I hereby revoke any previous designation filed by me.
3. If the above named designees cannot be contacted within sixty days after the date of my death, this designation shall be void and the check will be reissued to my estate.
4. This designation will remain in full force and effect until revoked by me in writing.

Employee Name _____
 First Middle Last

Social Security Number _____ Date _____

Signature _____

APPENDIX H: Employee Acknowledgement of 4.12 Health Insurance Policy and the Employee's Authorization to Deduct Monies Owed From the Employee's Paycheck

Dawson County

If in a leave without pay status, I acknowledge that if such leave does not qualify as FMLA, it will be required that my health insurance and other deductions be paid to Dawson County during the leave period on a timely basis. This may include the employee's portion in addition to the employer's portion.

By my signature below, I acknowledge that I have received a copy of 4.12 Health Insurance Policy and I understand that I am responsible for my share of the premiums due, for the County's group health insurance.

This is my authorization to deduct those monies, owed Dawson County, for my share of the health insurance premium.

Employee Name (please print)

Employee Signature

Date