

MORGAN COUNTY MISSION STATEMENT


To establish and maintain services both of a mandatory and discretionary nature to protect the safety, health, welfare, and quality of life for the people of Morgan County.

MORGAN COUNTY PERSONNEL MANUAL


Adopted Date: 12.10.2024


Mark A. Arndt, Commissioner

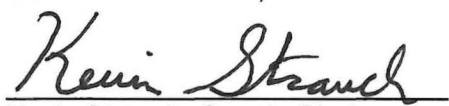

David D. Martin, Sheriff



Jon J. Becker, Commissioner

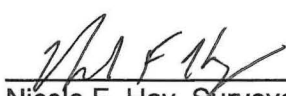

Robert Sagel, Treasurer


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Tim M. Amen, Assessor


Kevin Strauch, County Clerk


Mike Dahl, Coroner


Nicole F. Hay, Surveyor



IMPORTANT NOTICE

THIS MORGAN COUNTY PERSONNEL MANUAL (“MANUAL”) IS DESIGNED TO ACQUAINT EMPLOYEES WITH MORGAN COUNTY (“COUNTY”) AND PROVIDE INFORMATION ABOUT WORKING AT THE COUNTY. THIS MANUAL IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE COUNTY’S EXPECTATIONS. THIS EDITION SUPERSEDES AND REPLACES ALL PREVIOUSLY ISSUED EDITIONS OF THE MANUAL AND ANY INCONSISTENT VERBAL OR WRITTEN POLICY STATEMENTS.

EMPLOYMENT WITH THE COUNTY IS “AT-WILL.” EMPLOYEES HAVE THE RIGHT TO TERMINATE THEIR EMPLOYMENT RELATIONSHIP WITH THE COUNTY FOR ANY REASON AT ANY TIME. THE COUNTY SIMILARLY HAS THE RIGHT TO TERMINATE AN EMPLOYEE FOR ANY REASON, WITH OR WITHOUT CAUSE, AT ANY TIME. THE LANGUAGE USED IN THIS MANUAL AND ANY VERBAL STATEMENTS MADE BY THE COUNTY ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THE COUNTY, OTHER THAN THE BOARD OF COUNTY COMMISSIONERS (BOCC) HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING SIGNED BY BOCC AND THE EMPLOYEE.

THIS MANUAL IS APPLICABLE TO ALL MORGAN COUNTY EMPLOYEES, UNLESS STATED OTHERWISE. EXCEPT AS EXPRESSLY STATED IN THIS MANUAL, GENERAL RULES OF BEHAVIOR, DECORUM, OR CONDUCT, INCLUDING EQUAL EMPLOYMENT OPPORTUNITY AND OTHER ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICIES, ARE APPLICABLE TO ALL EMPLOYEES, VOLUNTEERS AND ELECTED OFFICIALS. OTHER PROVISIONS OF THIS MANUAL ARE ALSO APPLICABLE TO ALL EMPLOYEES OF THE COUNTY, ALTHOUGH SOME DEPARTMENTS MAY HAVE ADDITIONAL INTERNAL POLICIES THAT APPLY TO EMPLOYEES OF THOSE DEPARTMENTS. IN THE EVENT OF CONFLICT BETWEEN THE TERMS OF THIS MANUAL AND SUCH

INTERNAL POLICIES, THE TERMS OF THIS MANUAL SHALL PREVAIL UNLESS OTHERWISE EXPRESSLY STATED.

CERTAIN DEPARTMENTS ARE REQUIRED TO ADHERE TO ADDITIONAL FEDERAL AND STATE LAWS AND REGULATIONS, AMONG WHICH ARE THE HUMAN SERVICES DEPARTMENT, PUBLIC WORKS DEPARTMENT, AND THE SHERIFF'S OFFICE. IN THE EVENT OF CONFLICT BETWEEN THE TERMS OF THIS MANUAL AND ANY APPLICABLE STATE OR FEDERAL STATUTE OR REGULATION, THE STATUTE OR REGULATION SHALL PREVAIL; HOWEVER, THE REMAINING PROVISIONS OF THIS MANUAL SHALL REMAIN IN FULL FORCE AND EFFECT.

EXCEPT FOR THE "AT-WILL" NATURE OF THE EMPLOYMENT RELATIONSHIP, THE COUNTY RESERVES THE RIGHT TO MODIFY, REVISE, SUSPEND OR CHANGE THE TERMS OF THIS MANUAL. THESE CHANGES MAY OCCUR AT ANY TIME WITH OR WITHOUT PRIOR NOTICE. NO ORAL STATEMENTS OR REPRESENTATIONS CAN CHANGE THE PROVISIONS OF THIS MANUAL.

NO PERSONNEL MANUAL CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THIS MANUAL, EMPLOYEES WHO HAVE QUESTIONS SHOULD TALK WITH THEIR SUPERVISOR OR HUMAN RESOURCES.

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SECTION 1 - EMPLOYEE STATUS

A. Full-Time Employee

An employee normally scheduled to work at least 40 hours per week is considered a full-time employee.

B. Part-Time Employee

An employee normally scheduled to work less than 40 hours per week is considered a part-time employee.

C. Intermittent Employees

An employee who is hired to work on an intermittent, as-needed basis for an indefinite duration.

D. Temporary and Seasonal Employees

An employee who is hired to serve as an interim replacement, temporarily supplements the workforce or assists in the completion of a specific project is considered a temporary or seasonal employee. Employment assignments in this category are of limited duration and the temporary or seasonal employee may be let go at any time, even before the end of the defined period. Short term assignments generally are periods of three (3) months or less, however, such assignments may be extended. All temporary and seasonal employees are “at-will” regardless of the anticipated duration of the assignment. Temporary and seasonal employees retain that status unless and until notified in writing of a change.

E. Job Sharing

The County permits job sharing when feasible and when endorsed by the Department Head and/or supervising Elected Official. Job sharing is defined as two (2) individuals taking on the responsibilities of one (1) position. The specifics regarding work hours and duties of the two employees involved must be approved in writing. Benefits for such employees are determined as part-time employee benefits.

F. Exempt Employee

Exempt employees are paid on a salaried basis and meet certain job duty standards established under the FLSA. Exempt employees are not eligible to receive overtime pay.

G. Non-Exempt Employee

Non-exempt employees are employees who do not qualify as exempt employees and are entitled to overtime pay in accordance with applicable law.

H. Notice of Job Opportunities/Promotions

The County promotes internal advancement whenever possible. However, if outside recruiting is used, qualified applicants may be attracted by the use of private or public job recruiting services, public advertisements, posting of notices, or any other method reasonably calculated to attract qualified applicants. All postings shall be done in accordance with the Equal Pay for Equal Work Act and any regulations promulgated by the Colorado Division of Labor and Employment.

Recruiting, selection, and promotion of County employees is based on the candidate's or employee's relative ability, knowledge, skills, and qualifications to successfully complete the requirements of a position. Department Heads and Elected Officials are responsible for applying these principles to the recruiting, selecting, and advancing of candidates and employees.

I. Employment of Relatives

The County may hire relatives of current County employees who are qualified for certain jobs. For purposes of this section, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage, such as parties to civil unions. Should a relative be hired or should an employee marry another employee, the following guidelines apply:

1. A relative may not directly or indirectly supervise or be supervised by the other spouse or relative.
2. A relative may not be hired for a position that audits, verifies, receives, or is entrusted with monies received or handled by the other spouse or relative.
3. A relative may work in a department that handles confidential matters including payroll and personnel records of the other relative.
4. The BOCC determines if employment is not in the best interest of the County, such as a conflict-of-interest.

Failure to disclose a potential conflict is a violation of this Manual.

If a change in position, relationship, or marital status is contemplated by any employee who would be affected by this policy, such employee shall bring the situation to the attention of their immediate supervisor so that all parties affected may be involved in planning for the change.

In the event that a relative of an employee becomes an Elected Official, the employee shall not be required to resign or be reassigned as long as the employee began employment with the County prior to the election of the relative, the newly Elected Official is not the employee's direct supervisor, and employee does not audit, verify, receive or is entrusted with monies received or handled by the Elected Official.

J. Evaluations

All supervising Elected Officials or Department Heads shall evaluate the performance of employees no less than annually. Favorable evaluations do not guarantee any raise or increase in compensation or continued employment. The sole purpose of evaluation is to document each employee's performance and to set goals to be accomplished prior to the next evaluation. The original copy of all evaluations shall be forwarded to Human Resources. No annual merit increase shall be considered without an annual evaluation for such an employee submitted to Human Resources.

K. Personnel Files and Personnel Records

The County maintains certain records regarding each employee which are directly related to employment with the County. Each employee's personnel file shall contain only such information as is needed by the County in conducting its business or as required by federal or state law. All personnel records shall be maintained in the Human Resources office or the appropriate storage area.

Access to personnel records is as follows:

1. The employee, anyone authorized in writing by the employee, and anyone else authorized by law to have access to employee's personnel records.
2. The Human Resources Department, the County Finance and Accounting personnel shall have access to those portions of any individual's personnel file necessary for payroll, leave accounting, and calculation of benefits purposes.
3. The employee's supervisor and/or Department Head in the employee's chain of command or supervising Elected Official.
4. County Attorneys and attorneys retained by the County for purposes of legal advice or litigation.
5. Anyone authorized by Colorado or federal law to have access to individual personnel records.

Any County employee or official with access to information contained in an employee's personnel files (including without limitation, medical, performance, payroll, benefit, or other personal employee information) shall maintain its confidentiality and shall not disclose such information except as necessary to conduct County business or to comply with the Colorado Open Records Act.

Personnel records shall not be removed from the Human Resources office except with the permission of Human Resources. Anyone removing personnel files from the Human Resources office shall sign a receipt with the name of the person removing the record, their signature, and expected date of return of the record to the Human Resources office.

The Sheriff's Office may maintain, in lieu of Human Resources, any personnel files related to internal investigations.

L. Personnel Data Changes

Employees should immediately notify Human Resources when they have had a change to their name, residence, telephone, marital status, birth, or death of a dependent, insurance changes, tax exemptions, or emergency contact.

M. References

The County does not furnish open letters of recommendation.

If a County employee receives a call inquiring about a former or current employee, the employee shall refer the caller to Human Resources. Only Human Resources have the authority to respond to such inquiries. The County will provide only the former or present employee's dates of employment and position(s) held with the County. Additional employment information will only be given to a third party when a signed request to release has been received by the Human Resources Representative.

Notwithstanding the above provision, any inquiry regarding a former or current employee of the Sheriff's Office shall be referred to the Sheriff or Undersheriff to provide such information as permitted or required under Colorado law or subject to a release signed by the employee.

N. Separation from County Employment

All separations from County employment fall into one of the following categories: voluntary resignation, retirement or death, reduction in force, or dismissal.

The separation date shall be the last day worked by the employee. Accrued personal time off (PTO) leave cannot be used to extend the separation date. The employee's supervisor must submit a Personnel Action Form to the Human Resources Department as soon as notice of separation is given. All pay and personnel records must be completed. Each employee must make an appointment with Human Resources to complete separation paperwork.

All County property, including the County identification card, keys to buildings, gates, and equipment and, as applicable, all information required under the County's social media, must be returned to the employee's supervisor or the Human Resources Department on the last day physically worked. If County property is not turned in or otherwise satisfactorily accounted for, the replacement value of such property shall be deducted from the employee's final paycheck. An employee shall receive his or her final paycheck on the next regular pay day following the last day worked, unless otherwise provided by law. The eligible employee shall be paid for accrued and unused PTO leave as provided in this Manual. Group insurance shall continue through the last calendar day of the month of termination. Retirement paperwork shall be provided to the exiting employee during the separation interview with Human Resources.

If notice is provided, the County will have an opportunity, among other matters, to go over the "check out" procedures (conversion of insurance, return of property, future address to send annual W-2, where to send final paycheck if the banking information has changed, and so forth) prior to separation.

1. Voluntary Resignation

An employee may resign from County employment for any reason at any time. Prior notice is not required, but two (2) weeks' notice is requested. The employee's supervisor may, at his or her discretion, shorten the period that the employee works after giving notice to less than two (2) weeks if it is in the best interests of the department affected.

2. Retirement

An employee who has decided to retire must notify the Department Head or Elected Official for whom they work in writing of that decision. The County does not have a mandatory retirement age. Retirement benefits shall not be accrued on compensatory time which is paid out at the time of retirement or other separation.

3. Reduction in Force - Lay-Offs

The BOCC has the discretion to determine under what circumstances positions should be terminated or employees laid off, when it becomes necessary to reduce the work force due to funding reductions, workload changes or policy changes.

4. Dismissals

All dismissals shall be verified by the Human Resources Department and supervisor to ensure that County property and keys have been returned, a separation interview has been completed, and that personnel records reflecting the dismissal are properly completed.

SECTION 2 - EMPLOYEE BENEFITS

A. Benefits

To provide a competitive and cost-effective benefit package in recognition of the influence benefits have on the economic and personal welfare of each employee.

As part of its compensation strategy, the County offers a variety of benefits for eligible employees. Employment benefits vary according to the position and status of the employee. To receive certain benefits, eligible employees may be required to meet participation requirements and pay required premiums and other contributions.

Benefits offered by the County are defined in the applicable plan documents such as insurance contracts and summary plan descriptions. In the event information in this Policy or other employee communication conflicts with the actual terms and conditions of coverage, the plan documents will control. Benefits described in this Policy, including the types of benefits offered and the requirements for eligibility of coverage, may be modified or discontinued from time to time at the County's discretion as permitted by law. The County and its designated benefit plan administrators reserve the right to determine eligibility, interpretation and administration of issues related to benefits offered by the County.

Full-time employees are eligible for benefits. Part-time, intermittent, and temporary and seasonal employees are not eligible for benefits except as required by law or otherwise provided in this Manual.

B. Health Insurance Coverage Options

An employee who is regularly scheduled to work at least thirty (30) hours per week is eligible for the health insurance coverage benefits (covered employee). These generally begin on the first day of the month following the first full month of employment (i.e. if the employee starts work within the first three days of a month, the employee is eligible for benefits at the beginning of the following month; if the employee starts working on the fourth day of the month the employee is eligible for benefits after the first full month of employment).

All employees will be subject to the County's Patient Protection and Affordable Care Act (PPACA) look-back measurements/stability period to determine whether the employee meets the PPACA definition's full-time employee (average of 30 hours per week) to be eligible for medical benefits. The County's look-back/measurement period is 12 months beginning with the first day of the month following an employee's date of hire. The County's waiting period is 30 days, and the stability period is 12 months.

The County will pay an amount towards covered employee's health insurance premiums for a specific plan available pursuant to the County's Health Pool, as determined annually by the BOCC.

If the employee chooses to elect another plan of coverage available from the County's Health Pool, in order to use a portion of the County-paid health insurance premium to pay for coverage for enrolled eligible dependents, the employee may do so within the election period for each year. For example, if the employee elects a lower cost Plan B, the difference in costs between the plan designated by the BOCC and Plan B for a single coverage will be applied to defray the cost for dependents.

However, if the employee determines not to enroll any dependents in any CHP plan, additional funds resulting from the election of a plan other than the plan designated by the BOCC will not be available to the employee as income.

The terms of the benefits are amended from time to time at the sole discretion of the County. For current information concerning these benefits, including Summary Plan Descriptions and other Plan Documents, contact the Human Resources Department.

Some categories of part-time, intermittent, and temporary and seasonal employees are not eligible for any health insurance benefits.

C. Retirement

An employee who works at least twenty (20) hours per week upon hire date is required to participate in the County's retirement plan, except for a part-time employee who works less than twenty (20) hours, or temporary or seasonal employees. Eligible employees are required to contribute a certain amount of their salary to the retirement amount and the County matches the employees' contribution as outlined in the plan documents.

For current information concerning the retirement plan, including plan documents, contact the Human Resources Department. Intermittent employees are not eligible for any such benefits.

D. Other Benefits

Employees assigned to positions over twenty (20) hours per week may be eligible to participate in other benefit programs. For current information on such benefits, consult the Human Resources Department.

E. Training and Education

To provide training and education opportunities to County employees in order to promote career development and enhance the County's human resources.

When fiscally practical, the BOCC shall allow employees to participate in County funded job-related training or educational courses approved by the Department Head or supervising Elected Official for whom the employee works. The training or educational courses requested must benefit the County and must be directly applicable to the employee's current job classification.

As a condition of funding such training, the Department Head or supervising Elected Official may require a commitment from the employee to continue employment with the county for a fixed period of time or may require total or partial reimbursement to the County of the cost of the training if the employee voluntarily separates from County employment within the stated time.

A Tuition Reimbursement Program is evaluated on an annual basis and funded subject to budgetary constraints. Program guidelines and application procedure are available through the Human Resources Department.

SECTION 3 - LEAVE

The County provides personal time off (PTO), holiday, bereavement, military, emergency, sick, and compensatory time (when applicable).

A. Holidays

All full-time employees receive eight (8) hours of paid holiday leave for holidays designated by the BOCC for each calendar year. When a holiday falls on a Saturday, the preceding Friday shall be the designated holiday. When a holiday falls on a Sunday, the following Monday shall be the designated holiday. To be eligible for paid holiday leave, a full-time employee must be on paid active status the workday before and the workday after the holiday. Holiday leave is not granted to temporary, part-time, or intermittent employees.

The needs of particular departments (Ambulance, Communication Center and Sheriff's Office) may require that certain non-exempt employees work on holidays. The employees in these departments will be paid eight (8) hours of additional holiday pay whether they work on the holiday or not.

Non-exempt County employees who are approved to work on County holidays but not employees of the departments listed above will be paid their regular hourly rate for hours worked in addition to eight (8) hours of holiday leave. These employees are also eligible for holiday shift differential pay described in this Manual.

Employees who are on a mandatory flex time schedule and are not employees of the departments listed above, will be paid ten (10) hours for designated holidays. Employees who are on a voluntary flex time schedule and are not employees of the departments listed above, will only be paid eight (8) hours for designated holidays.

B. Paid Time Off/Leave Accrued

PTO will accrue at the rate of 1.5 hours per week for the first month of employment for newly hired full-time employees. Subsequent months PTO will accrue monthly, on the first of the month, as detailed below:

Length of Service	Annual PTO (hours)	PTO Accrual Rate
Hire date through less than 1 full year of employment.	96	8 hours per month; maximum accrual capped at 96 hours
1 full year through less than 5 full years of employment.	160	13.33 hours per month; maximum accrual capped at 160 hours
5-less than 10 full years of employment.	200	16.67 hours per month; maximum accrual capped at 200 hours
10-less than 15 years of employment.	216	18 hours per month; maximum accrual capped at 216 hours
15 years and beyond.	240	20 hours per month; maximum accrual capped at 240 hours

Full-time paramedics and EMTs working 24-hour shifts will be awarded at the beginning of each month, PTO at the following rates:

Length of Service	Annual PTO (hours)	PTO Accrual Rate
Hire date through less than 1 full year of employment.	120	10 hours per month; maximum accrual capped at 120 hours
1 full year through less than 5 full years of employment.	240	20 hours per month; maximum accrual capped at 240 hours
5-less than 10 full years of employment.	288	24 hours per month; maximum accrual capped at 288 hours
10-less than 15 years of employment.	312	26 hours per month; maximum accrual capped at 312 hours
15 years and beyond.	336	28 hours per month; maximum accrual capped at 336 hours

Part-time employees who work twenty (20) or more hours per week shall accrue PTO at the fraction of forty (40) hours per week that the employee works; for example, an employee who works thirty (30) hours per week and has three years of service shall accrue ten (10) hours per month, or one hundred twenty (120) hours per year. PTO shall accrue at the beginning of each month. Intermittent employees are not eligible for and shall not accrue PTO.

C. Use of Personal Time Off (PTO)

PTO may not be taken in advance of accrual. Employees on leave without pay will not accrue PTO. PTO time taken is deducted from the employees leave balances after the leave is taken.

A Department Head or supervising Elected Official may require an employee to take time off to draw down the employee's PTO or compensatory time leave balances.

PTO may be used for any purpose. Notice of absence must be given to the Department Head or supervising Elected Official prior to employee's designated start time. However, employees are encouraged to provide as much notice as possible so as not to disrupt the operations of the department. Employees in departments with a twenty-four (24) hour schedule (Ambulance, Communications, Sheriff), must give notice of absence to the Department Head or supervising Elected Official within eight (8) hours of the beginning of their shift. Failure to notify the County of an absence may result in disciplinary action up to and including termination.

If an employee is on scheduled PTO when there is an emergency closure day, then the employee will not be required to use PTO for the hours of the closure.

PTO leave may be taken only when authorized by the Department Head or supervising Elected Official, who may deny the request based on the reasonable needs of the department. Leave taken without prior authorization may be designated as PTO at the discretion of the Department Head or supervising Elected Official. Leave without pay may be charged for any leave which was not authorized in advance. PTO must be taken in minimal increments of fifteen (15) minutes.

Except in situations that would cause the department undue hardship, PTO shall not be denied by the Department Head or supervising Elected Official when the denial, based on carryover limitations, could result in the forfeiture of accumulated PTO.

A full-time employee may not carry forward more than four hundred eighty (480) hours of PTO from one calendar year to the next year. Employees will have until payroll cutoff in December of the calendar year to reduce their PTO balance to four hundred eighty (480) hours. If at that payroll cutoff, an employee has PTO in excess of four hundred eighty (480) hours, the County will pay the employee compensation for the excess PTO, up to a maximum of one hundred forty-four (144) hours at the employees' current daily rate of regular pay. PTO in excess of the compensable 144 hours will be forfeited.

Part-time employees who work 20 or more hours per week may not carry forward more than the fraction of full-time employee's schedule that the employee worked during the calendar years. For example, three hundred sixty (360) hours for three-quarter (.75) part-time employees; two hundred forty (240) hours for half-time (.5) part-time employees). Part-time employees shall be subject to the same process for carrying a PTO balance forward as full-time employees described above. A part-time employee may choose to be compensated for up to the fraction of a full-time employee's hours per year. For example, one hundred eight (108) hours per year for three-quarter (.75) part-time employees; seventy-two (72) hours per year for half-time (.5) part-time employees). The compensation shall be as follows:

Three-quarter, part-time employees: Up to eighteen (18) days (one hundred eight (108) hours using a six (6) hour day) per year at the employees' current daily rate of regular pay.

Half-time (.5), part-time employees: Up to eighteen (18) days (seventy-two (72) hours using a four (4) hour day) per year at the employees' current daily rate of regular pay.

D. Donation Policy

PTO may be donated from one employee to another. The maximum amount of PTO which can be received by a receiving employee is two hundred and forty (240) hours in a calendar year. Donated PTO which is not used by the receiving employee will be returned to the donating employee(s), pro-rata. The amount of PTO donated shall be considered part of an employee's personnel file and confidential. PTO may only be donated or received for a qualifying event pursuant to the FMLA. See subsection K below.

Employees separating from employment with the County who have more than 480 hours may not donate PTO prior to or upon separation.

E. Payout of PTO Upon Separation

Upon separation from County employment, an employee shall be paid for accrued PTO up to the maximum number of hours an employee may accrue by the end of each year. If separation occurs prior to the 16th day of a calendar month, the employee shall be paid only for PTO accrued up to the last day of the previous month. If separation occurs on the 16th day or later of a calendar month, the employee shall be paid for the entire PTO accrual of that month. If an employee separates from County employment with less than one year of employment, they will not receive compensation for any accrued PTO accruals.

Any employee whose employment with the County is terminated for any reason and then is subsequently re-employed by the County shall be treated as a new employee on the date of the subsequent re-employment, if the rehire date is greater than six months from termination date. If re-employed within six months of termination date, salary will be at the same rate and PTO will accrue in accordance with the previous rate.

F. Sick Leave for Other Employees

Any employee who is not eligible for PTO shall accrue one (1) hour of paid sick leave for every thirty (30) hours worked up to forty-eight (48) hours per year. This accrual shall begin on the first day of employment. Up to forty-eight (48) hours of unused accrued sick leave can be carried over from year to year. Use of sick leave must be taken in not less than one (1) hour increments. Notice of the use of sick leave must be given in the same manner as PTO, described above. Accrued but unused sick leave will NOT be paid out upon termination of employment.

Accrued sick leave may be taken for the following reasons:

1. The employee:
 - a. has a mental or physical illness, injury, or health condition that prevents the employee from working;
 - b. needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
 - c. needs to obtain preventive medical care.
2. The employee needs to care for a family member who:
 - a. has a mental or physical illness, injury, or health condition;
 - b. needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or
 - c. needs to obtain preventive medical care.
3. The employee or the employee's family member has been the victim of domestic abuse, sexual assault, or criminal harassment and the use of leave is to undertake the following activities as a result of the domestic abuse, sexual assault, or criminal harassment:
 - a. seek medical attention;
 - b. obtain legal or other victim services;
 - c. obtain mental health care or other counseling; or
 - d. seek relocation.
4. Due to a public health emergency, a public official has ordered the closure of:
 - a. the employee's place of business; or
 - b. the school or place of care for the employee's child.
5. Bereavement, or financial/legal needs after a death of a family member; or
6. Due to inclement weather, power/heat/water loss, or other unexpected event, the employee must evacuate their residence, or care for a family member whose school or place of care was closed.

As used for sick leave, "family member" shall have the same meaning as defined under the Healthy Families and Workplaces Act.

G. Public Health Emergency Supplemental Leave

Employees may be entitled to additional sick leave, if necessary, during a public health emergency as provided under Colorado law.

H. Domestic Abuse Leave

An employee may take up to three working days of leave from work in any twelve-month period, with pay, if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse. Such leave may only be requested after all PTO has been exhausted.

I. Bereavement Leave

Bereavement leave with pay may be granted to a full-time employee not to exceed forty (40) hours annually.

Part-time employees who work twenty (20) or more hours per week shall be granted bereavement leave. The leave may not exceed the number of hours per week that the employee works; for example, an employee who works thirty (30) hours per week will be granted thirty (30) hours of bereavement leave annually.

J. Jury Duty and Subpoenaed Leave

The County recognizes jury duty as everyone's civic responsibility. When an employee is summoned for jury duty, the County shall provide leave to allow the employee to perform their duty as a juror. When an employee receives the summons, the employee should promptly bring the summons to the employee's supervisor.

Employees shall receive regular pay for the duration of their jury duty if the employee was scheduled to work during such time and the employee provides confirmation of the juror service. Employees who work 40 hours a week will receive 8 hours of pay per day. Employees who work less than 40 hours per week will receive pay pro-rated based on the number of hours they are normally scheduled to work in a week.

Beginning the fourth day and thereafter, employees, as jurors, are paid \$50.00 per day by the State of Colorado for state, district, or county court jury duty. Employees shall turn over compensation from the State to the County.

If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

An employee who is subpoenaed in connection with their employment during regularly scheduled work time will be compensated for scheduled hours. An employee who is subpoenaed for purposes unrelated to their employment and attends court in response to the subpoena must use accrued PTO or compensatory time. In the event the employee does not have accrued PTO or compensatory time, the employee will be granted leave without pay for the time needed.

K. Family and Medical Leave Act (FMLA)

Eligible employees are entitled to take twelve (12) weeks of unpaid FMLA leave during any twelve-month period for any of the following reasons:

1. To care for the employee's newly born or adopted child;

2. To care for a foster child newly placed in the employee's care;
3. To care for the employee's spouse, child, or parent who is suffering from a serious health condition;
4. To recuperate from a serious health condition that makes the employee unable to perform their job; or
5. For various military connected activities of an employee of a family member (consult with Human Resources for what activities may apply – also known as Qualified Exigency Leave).

To be eligible for FMLA leave, an employee must have worked for the County for at least twelve (12) continuous months immediately prior to taking FMLA leave. Also, the employee must have worked at least 1,250 hours in that twelve (12) month period.

The twelve-month period during which an eligible employee may take up to twelve (12) weeks of FMLA leave is measured from the first day which the employee takes FMLA leave. This eligibility requirement must be met again after the exhaustion of FMLA leave. That is, after exhausting FMLA leave benefits the employee does not qualify for FMLA leave for another twelve (12) months.

An employee requesting FMLA leave must use all other accrued paid leave concurrently with FMLA leave prior to being on an unpaid status. Any leave taken shall count against the FMLA leave twelve (12) week maximum. For example, an employee who has total accrued leave balances of six (6) weeks may take six (6) additional weeks of unpaid FMLA leave after the accrued leave balances have been exhausted, but the entire twelve (12) weeks counts as FMLA leave.

When the need for FMLA leave is foreseeable, such as in the birth of a child, the employee must provide notice to their supervisor at least thirty (30) days before the date that the leave is expected to begin. When prior notice is not possible, the employee shall provide the notice as soon as possible.

If an employee desires to take FMLA leave because of their own serious health condition or the serious health condition of a family member the employee must provide adequate documentation of the serious health condition from that person's doctor or other health care provider. If FMLA leave is taken due to the employee's own serious health condition the employee must provide to the County, before returning to work, certification from the employee's doctor or other health care provider that the employee is able to resume work. This certification must specifically state any restrictions that would restrict the employee from being able to perform the essential functions and duties of their job.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

1. Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider, which includes:

- a. A period of incapacity lasting more than three (3) consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - i. treatment two (2) or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within seven (7) days and both within thirty (30) days of the first day of incapacity); or
 - ii. one treatment by a health care provider (*i.e.*, prescription medication, physical therapy); or
- b. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
- c. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
- d. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- e. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

When the employee returns to work from FMLA leave, they are entitled to be restored to either their original job or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. If the employee is one of the highest paid 10% of all County employees, the County may deny equivalent reinstatement.

While taking unpaid FMLA leave, an employee does not accrue benefits such as seniority, promotions, PTO, sick leave, or any other employment benefit.

While an employee is taking FMLA leave the County shall continue to pay for health insurance coverage for the employee. Any additional premiums for health insurance coverage for the employee's dependents shall continue to be paid by the employee. If the employee does not return to work at the end of the FMLA leave, they shall be required to reimburse the County for the employee health insurance premiums paid during the unpaid FMLA leave unless the failure to return to work is caused by circumstances beyond the employee's control or the employee is otherwise relieved of this requirement by the BOCC.

If both parents of a newborn or newly adopted child are employed by the County, they may take no more than a total of twelve (12) weeks of FMLA leave combined for both employees for the care of the child during one twelve (12) month period. Spouses are similarly limited to a combined total of twelve (12) weeks FMLA leave to care for a parent with a serious health condition.

Failure to provide a required physician certification or failure to return to work upon expiration of FMLA leave shall be treated as abandonment of the employee's job and may result in disciplinary action up to and including termination of employment.

L. Colorado Family and Medical Leave Insurance Program (FAMLI)

1. The County has opted to decline to participate in the FAMLI Program and the County does not deduct premiums if employees decide to opt into the FAMLI Program.
2. Although the County has opted-out, employees may voluntarily opt-into the FAMLI program. They must register with the state FAMLI office and independently pay any premiums associated with their participation. Employees who opt-into the FAMLI program are not job protected while on FAMLI leave unless another leave program or statute protects their employment.
3. FMLA and FAMLI Leave
 - a. Employees who submit a claim for FAMLI leave are required to also submit documents to the County to take FMLA leave concurrently, if the qualifying event is covered by both FAMLI and FMLA and the employee is eligible for both.
 - b. Each submission will be reviewed for eligibility and to ensure the reason for leave is congruent with the rules governing qualifying reasons for leave.
 - c. If an employee becomes qualified for FMLA while on FAMLI leave, they will be required to complete appropriate FMLA documents to be placed on FMLA leave concurrently.
 - d. Employees who are on FAMLI and FMLA leave concurrently are only job protected as long as they remain entitled to FMLA leave. If FMLA is exhausted and they do not return to work due to continued FAMLI leave, the employee has no right to return to employment.
4. FAMLI Leave and Group Health Insurance Benefits
 - a. The County is not required to maintain health insurance or other fringe benefits during FAMLI leave for employees who voluntarily opt-in to the program.
 - b. In the event an employee is on FAMLI leave only, the employee will be responsible for paying 100% of their benefit premiums to maintain coverage in any enrolled plans.
5. Notice Requirements
 - a. Employees who have received an approved claim for FAMLI leave must provide verbal or written notice to their direct supervisor immediately upon receiving such approval. Notice must include the start and end date of any approved leave period.
 - b. Employees using intermittent FAMLI leave, shall make a reasonable effort to schedule such leave so as not to unduly disrupt the operations of their department or office.

M. Military Leave

The County grants military leave as required by law. Employees granted a military leave of absence shall be re-employed and paid in accordance with the laws governing veteran's re-employment rights, C.R.S § 28-3-601 *et seq.* and 38 U.S.C. § 4301 *et seq.* as amended.

N. Voting

The County encourages employees to exercise their voting rights in all municipal, state, and federal elections. Employees who: (i) are registered voters, (ii) lack nonwork hours to vote when polls are open and (iii) are not able to vote either before or after work may take up to two hours off work with pay at a time decided by their supervisor, which time will generally be either at the beginning or end of their shift. Employees shall coordinate such time off with their supervisor before election day.

O. Political Activity

Political beliefs, activities, and affiliation shall be a private matter of employees. No employee or applicant shall be required as a condition of employment or employment related benefits or working conditions to divulge political beliefs as a requirement of employment or be required to participate in or contribute to any individual, political party, or group. No employee shall participate in or be required to participate in any political activity or make any contributions to political parties, groups, or candidates while on County time.

Employees are encouraged to exercise fully, freely, and without fear of penalty or reprisal, and to the extent not expressly prohibited by law, their right to participate or to refrain from participating in the political process or campaigns. An employee may take an active part in political management or in political campaigns except an employee may not use his/her official authority or influence for the purpose of interfering with or affecting the result of an election.

An employee shall not use County-owned equipment, supplies or resources, and other attendant expenses (diskettes, paper, computer on-line and access charges, etc.) when engaged in political activity. An employee shall not discriminate in favor of or against any person or applicant for employment based on political activities. No person employed by the County may be dismissed from service as a result of political opinion or affiliation.

An employee shall not use the employee's title or position while engaging in political activity. No County Elected Official or employee may submit any expense report for reimbursement that includes, in whole or in part, any funds expended while engaging in partisan political activity. No County officer or employee, whether elected or appointed, may directly or indirectly coerce, command, advise, or solicit any officer or employee to pay, lend, or contribute part of his or her salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes or support any particular campaign, whether or not it is for a candidate or other ballot question. No County officer or employee, whether elected or appointed, may attempt to make any officer's or employee's personnel status dependent upon the employee's support or lack of support for any political party, committee, organization, agency, or person engaged in a political activity. Nothing in this section shall preclude voluntary contributions by a County employee to the party or candidate of the employee's choice.

Nothing contained in this section shall be construed to permit partisan political activity of any County employee who is prevented or restricted from engaging in such political activity by the provisions of the Federal Hatch Act.

P. Personal Leave of Absence Without Pay

Employees may be granted personal leave without pay for extenuating circumstances as the BOCC deems appropriate. Conditions imposed on a discretionary personal leave without pay may include (a) continuation of health benefits only at the employee's expense; or (b) a limited

commitment on the County's part as to restoration of employment at the expiration of the leave; or both.

The employee will be required to exhaust all accumulated PTO as a condition of receiving personal leave without pay. Except in cases of military leave and other applicable legal requirements, PTO accruals shall not continue during such leave without pay. In granting personal leave without pay, each case is to be considered individually. The employee's job performance record, employee's attendance record, and the needs of the particular department may be considered in acting on an unpaid leave application. A written request and supporting documentation may be required, at the discretion of the Department Head and/or supervising Elected Official, and/or, if appropriate, the BOCC. All such leave must be approved in writing by both the Department Head and/or supervising Elected Official, and/or, if appropriate, the BOCC in advance, and before it becomes effective. If the leave is not approved in advance, it will be deemed an unauthorized absence. If the employee fails to return to work on or before the date that the leave expires or fails to provide supporting documentation or respond to additional requests for documentation supporting the need for continued leave, the employee is deemed to have terminated their employment with the County. If the employee does not return to work on or before the date the leave expires, they shall be required to reimburse the County for the employee health insurance premiums paid during unpaid leave unless the failure to return to work is caused by circumstances beyond the employee's control or the employee is otherwise relieved of this requirement by the BOCC.

Q. Unauthorized Absences

Any unauthorized absence of an employee may be grounds for disciplinary action, including dismissal. Any employee absent without prior notice may be considered to have resigned. If extenuating circumstances are later proven, the action may be altered to a form of approved leave at the discretion of the employee's supervisor, ratified by the BOCC.

SECTION 4 - PAY

A. Compensation and Raises

To ensure fair compensation for all County employees, salaries will be determined based on the skills and responsibilities required for each job, while also remaining competitive in the job market. Any salary increase tied to performance must receive approval from both the relevant Department Head or supervising Elected Official and the BOCC. The compensation for deputies, assistants, and employees of elected officials will be established by the respective Elected Official, subject to approval by the BOCC in accordance with CRS § 30-2-104.

New hires will be initially compensated at the minimum rate for their job classification, as outlined in the job description guide provided by the BOCC or through information included in the annual budget specifications. This pay scale data will be reviewed and updated on an annual basis. However, Department Heads or supervising Elected Officials, with BOCC approval, may offer higher starting salaries at their discretion.

B. Pay for Exempt Employees

Exempt employees are paid on a salary basis. Exempt employees will regularly receive a predetermined amount of compensation each pay period. Exempt employees are not eligible for overtime pay. At the end of each pay period, exempt employees are required to report their PTO used.

C. Pay for Non-Exempt Employees

Non-exempt employees are paid on an hourly basis and are required to log their hours daily. Non-exempt employees who work in excess of a forty (40) hour week (or work in excess of the hours designated in an alternate work period for law enforcement personnel as defined by FLSA) are compensated for overtime in compliance with the FLSA at a rate of one and a half (1.5) times the employee's regular rate of pay.

D. Overtime Compensation (Non-Exempt Employees)

For purposes of calculating overtime payments, only hours actually worked are counted. Consequently, hours paid but not worked, e.g., sick, PTO, and holiday pay are not counted.

Non-exempt employees shall accrue payment for overtime (as defined below) normally in the form of overtime pay. The BOCC, in its sole discretion, subject to the Fair Labor Standards Act (FLSA), may determine to instead award compensatory time off for overtime worked.

In order to be eligible for overtime, an employee must obtain advanced authorization from either the Department Head or supervising Elected Official except in emergencies. In case of emergencies, authorization may be obtained after the work is performed. Exempt employees are excluded from overtime compensation. In certain instances, overtime work may be mandatory as required by a supervising Elected Official or Department Head. Failure to work mandatory overtime may result in disciplinary action.

E. On-Call Pay

The needs of certain departments (Building Maintenance, Communications Center, Department of Human Services, Information Systems, Public Works, Emergency Management, Sheriff, and Coroner) may require employees to be on-call from time to time. "On-call" shall mean that the employee is required to report to work at times outside the employee's normal working hours within a specific period of time and fully able to effectively carry out the normal functions of their job.

Unless permitted by the employee's supervisor, the on-call employee must remain in Morgan County and carry a mobile device during the on-call waiting period. If the employee cannot remain on call for the entire on-call waiting period, the employee is responsible for finding a replacement for the on-call waiting period and for obtaining approval by the employee's supervisor of the change.

Unless subject to an on-call policy adopted by a supervising Elected Official, for each on-call waiting period, regardless of duration, employees will be paid an amount equal to one hour of work at a rate of one and one-half times their regular hourly rate of pay. If the employee's on-call waiting time is compensable pursuant to applicable law or if the employee responds to any calls during the on-call waiting period, this minimum compensation shall not result in double payment for compensable time. Any work performed by the employee as a result of being called back to work during the on-call waiting period will be paid in accordance with the FLSA.

Compensation for the on-call waiting period will be provided in accordance with the FLSA. Whether an employee will be compensated for an on-call waiting period depends upon the particular restrictions imposed on the employee during the on-call waiting period. Time spent waiting while on call may be compensable for some employees and not for others depending upon the nature of the applicable on-call restrictions. Compensable hours for on-call wait time are hours worked during the established work week or work period for overtime calculation purposes.

Non-exempt employees who are not officially “on-call” are discouraged from checking email and from answering or returning telephone calls except in cases of emergency. Employees can feel comfortable requesting citizens and residents who may approach them about County business off-site and outside of normal working hours to call during business hours to make an appointment to address their questions or concerns.

F. Shift Differential

Morgan County implements shift differential for certain departments.

1. Regular Shift Differential – Regular shift differential is paid to non-exempt employees at one-half (.5) times the employee’s regular hourly rate of pay when called out to work outside normally scheduled work hours between 11:00 p.m. and 7:00 a.m. Building Maintenance and Road and Bridge Departments use this most frequently.
2. Holiday Shift Differential – Holiday shift differential is paid to non-exempt employees who are required to come to work on a County designated holiday, when they would not normally do so. If an employee is called into work on a holiday, he or she will be compensated one and a half (1.5) times his or her normal hourly rate of pay. The Road and Bridge Department uses this most frequently.
3. Night Shift Differential - Night shift differential will be paid to non-exempt employees in the Communications Center and the Sheriff’s Office at \$1.00 an hour over the regular hourly rate of pay for hours worked between 11:00 p.m. and 7:00 a.m.
4. Training Shift Differential – Training shift differential will be paid to non-exempt employees in the Communications Center and the Sheriff’s Office at the rate of \$1.25 per hour over the regular rate of pay only when they are training new employees.

G. Time Sheets

All County employees are required to keep a daily record of hours worked. Supervisors must approve and verify all time sheets and timecards. Non-exempt employees should not arrive at their workstation any earlier than seven (7) minutes prior to the time set for the beginning of their shift or sign out any later than seven (7) minutes later than the end of their shift without the approval of their supervisor. Time worked should be rounded to the nearest one-quarter (1/4) hour.

Only the employee, the employee’s supervisor, or payroll staff may enter time worked or leave taken on the time sheet or timecard. All time sheets and timecards must be verified by both the employee and the employee’s supervisor. All time physically worked, and all leave taken **MUST** be accurately reported on time sheets or timecards.

Depending on the circumstances, failure to accurately report time worked and leave taken may also be a criminal offense. Failure to accurately report time worked or leave taken may subject an employee to disciplinary action up to and including termination. Failure of a supervisor to properly check an employee’s timecard may also result in discipline.

H. Breaks and Lunch Periods

Lunch periods ordinarily are not counted as time worked. However, if an employee is traveling and attending an event where a meal is provided as part of the event, this mealtime is considered work time. Employees are not entitled to breaks, and supervisors must approve breaks. Any breaks exceeding twenty (20) minutes and breaks of any duration in which the

employee leaves County premises, shall be recorded on timecards and time sheets. Lunch or other breaks not taken may not be accumulated or aggregated.

When traveling on County business, employees must clock-in when leaving County premises and clock-out upon return. While traveling, work time must be adjusted to account for meal breaks, personal business, or errands.

I. Frequency of Paychecks and Workweek

Except for employees who are subject to a modified work period (law enforcement only), the established workweek begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.

Employees are paid once per month on the last working day of the month. Any employee who begins working for the County after the 15th day of the month shall receive their first paycheck on the last working day of the following month.

J. Direct Deposit

The County offers employees the opportunity to have their pay directly deposited into their savings or checking accounts. The opportunity to sign up for this option will occur during new employee orientation and throughout employment. A direct deposit form may also be obtained from the Finance or Human Resources Department at any time. When electronic pay statements are made available to employees, all pay statements will be provided electronically. Employees may opt out of electronic pay statements by completing the requisite form with the Finance Department.

K. Payroll Deduction

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following: federal and state income tax withholding, social security, Medicare, and other items designated by the employee or required by law (including a valid court order). An employee may adjust federal and state income tax withholding by completing the proper federal or state form and submitting it to the Human Resources or Finance Department. If an employee believes an improper deduction has been made to their salary, they should immediately report this information to the Human Resources Representative or Finance Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed.

L. Wage Garnishment

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the County receives legal papers ordering a garnishment, the County is required by law to make deductions from an employee's paycheck until the County withholds the full amount or receives legal papers from the court to stop the garnishment. Even if an employee has already paid the debt, the County may be required to continue garnishing wages until the County receives legal notification to stop the garnishment.

M. Expense Reimbursement

The County provides reimbursement for authorized expenses incurred by employees on its behalf in accordance with the Employee Reimbursement Schedule. Employees must meet established documentation requirements for reimbursement.

Employees will be reimbursed for mileage in accordance with the Employee Reimbursement Schedule.

N. Travel

In general, when an employee travels away from home on County business, time spent traveling is considered work time, regardless of whether the employee is driving or not. Travel time is not compensable by the employee to and from home and their normal place of work. The time the employee spends away from home but outside of work or travel time, such as eating or sleeping time, is not considered hours worked. Employees and their supervisors are encouraged to discuss and confirm any travel time prior to traveling.

The County provides a pool of vehicles for travel on County business by employees. In some instances, a vehicle may be assigned to one employee or to a department for the use of multiple employees. In these situations, the supervisor is responsible for proper scheduling of vehicle usage. If no assigned vehicle is available, the employee must request a pool vehicle from the fleet department. A pool vehicle shall be used when available unless the use of the employee's personal vehicle is approved by the employee's Department Head or supervising Elected Official. If a personal vehicle is used, trip mileage payments shall only be paid for mileage to and from the meeting or business purpose and no personal travel shall be reimbursed.

Any employee using their personal vehicle while conducting County business must sign the "Employee Notification Regarding Use of Personal Vehicles and Property for County Purposes" notification form. In general, when a County employee is using their personal vehicle for County purposes: (1) the owner of the vehicle is responsible for liability insurance on the vehicle and assumes liability; (2) the driver is covered by workers' compensation for injuries while in the scope and course of their duties for the County if the driver is being paid for their services, other than expense reimbursement; and (3) the at-fault vehicle's auto insurance is the primary insurer for the property damage and medical costs for injuries to others. For non-employees, each person is responsible for their own medical costs until a determination of liability is established.

When an employee is required to travel and the employee is non-exempt, the employee will be paid for time spent traveling during their normal working hours on their regular working days or on non-working days when approved by the Department Head or supervising Elected Official. If a non-exempt employee is required to drive or to be a passenger in a car, then this travel time is considered work time. See Section 4(F) for related time sheet requirements.

When traveling by automobile and the County has a vehicle for this purpose, the employee may be required to use the County vehicle. A vehicle trip ticket shall be obtained from the Administrative Services Manager for each request to utilize a County vehicle. This "trip ticket" shall specify approval or denial for the utilization of the County vehicle. The employee shall be reimbursed at a rate as set by the BOCC when a County vehicle is not being used.

Employees may receive a maximum per diem per meal rate set by the BOCC. The per diem maximum rate for meals set by the BOCC shall be the guiding standard for direct payment of meals by County check when traveling for County purposes. Employees may use County credit cards for reasonable lodging costs, airplane costs, and ground transportation or be reimbursed when accompanied by a receipt. Employees who are expected to be first responders in emergency, unusual, or bad weather situations are assigned a County vehicle which they may take home so that it shall be available for such a response. Persons who regularly perform duties requiring more than incidental travel before or after their workday begins or before or after they report to their normal workstation may also be assigned a County vehicle which they may take home. Such assignments are made in the sole discretion of the BOCC.

O. Meal Reimbursement/Per Diem

While traveling away from home, there shall be no meal reimbursement for same day travel. Meal reimbursement will be made only for overnight travel and will be paid on a per-diem basis, as set forth by the BOCC. If meals are provided as part of the event, no reimbursement will be provided.

In order to be reimbursed for meals, employees must substantiate the date, location, and purpose of the trip to be reimbursed by attaching to their reimbursement request a copy of the meeting agenda or any other documentation that will provide the information necessary for approval of the reimbursement request.

It is the responsibility of the Department Head or supervising Elected Official to review employee reimbursement requests for validity.

Advances can be obtained for per diem. Advance request forms must be completed and submitted to the Finance Department thirty (30) days prior to travel. Amounts advanced must be reconciled by the requesting office/department.

SECTION 5 - WORK ENVIRONMENT

A. Equal Employment Opportunity/Unlawful Harassment

The County is dedicated to the principles of equal employment opportunity, ensuring equal access and opportunity in all matters of compensation, terms, conditions, or privileges of employment. The County prohibits unlawful discrimination and harassment against applicants or employees on the basis of the following protected classes: race, sex, sexual orientation, gender identity, gender expression, color, religion, national origin, ancestry, creed, age, disability, military status, genetic information, marital status, pregnancy, childbirth and related conditions, or any other status protected by applicable federal, state or local law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. The County prohibits harassment or discrimination by any employee of the County, including County officials, supervisors, managers, and co-workers. The County's anti-harassment policy also applies to vendors, suppliers, customers, independent contractors, unpaid interns, and persons providing services pursuant to a contract.

Unlawful harassment means unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of that individual's or group's membership in, or perceived membership in, a protected class, includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Employees are entitled to be free of unlawful harassment, regardless of the source of such harassment.

Retaliation means materially adverse action taken because an individual reported an actual or a perceived violation of the County's anti-harassment and anti-discrimination policies, opposed practices prohibited by the County's anti-harassment and anti-discrimination policies, or participated in the reporting and investigation process described in County's anti-harassment and anti-discrimination. The County does not permit any form of retaliation against individuals who raise issues of harassment or discrimination.

B. American's With Disabilities Act (ADA)

The County does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The County complies with all applicable laws prohibiting discrimination in employment against qualified individuals with disabilities. Consistent with the law, the County will endeavor to make reasonable accommodations for employees who are disabled. Employees needing such accommodation should contact their supervisor or Human Resources as soon as possible. The County may require that an employee provide documentation from a health care provider detailing the job functions that the employee may not be able to perform and the appropriateness of the reasonable accommodation. The County may require an employee to see a health provider designated by the County.

The County has designated Human Resources as its Americans with Disabilities Act (ADA) coordinator. Information concerning the provisions of the ADA, and the rights provided thereunder are available from the ADA coordinator.

C. Animals

With the exception of service animals, the County does not permit employees to bring animals into County buildings with the exception of livestock and animal related activities at the County Fairgrounds and K-9 units in the Sherriff's Office. Service animals only include dogs and miniature horses.

If an employee wants to bring a service animal into County buildings, the employee must notify their supervisor or Human Resources, and any approval is subject to the provisions of the ADA. An employee is approved to bring a service animal into County buildings is liable for all damages and injuries caused by the service animal.

D. Religious Accommodation

The County adheres to all relevant laws prohibiting employment discrimination against individuals whose job duties conflict with their religious beliefs, except where such compliance would impose undue hardship on the County. These accommodations include adjustments to schedules or granting leave for religious observances, as well as respecting an employee's religiously motivated dress or grooming practices. If an employee or applicant requires accommodation for religious reasons, they are encouraged to inform their supervisor or the Human Resources Department.

E. Pregnancy Accommodation

Employees who are otherwise qualified for a position may request reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests accommodation, the County will determine whether there is effective, reasonable accommodation for the employee. A reasonable accommodation will be provided unless it imposes an undue hardship to the County's business operations.

The County may require that an employee provide a note from a health care provider detailing the medical advisability of reasonable accommodation. Employees who have questions about this policy or who wish to request reasonable accommodation under this policy should contact their supervisor or the Human Resources Representative as soon as possible.

F. Accommodations for Nursing Mothers

The County will allow an employee to take time to express breast milk for her nursing child for up to two (2) years after the child's birth. Such time shall be uncompensated if employee is not performing any job duties during the time spent expressing breast milk.

The County will make reasonable efforts to provide a room or other location near the mother's work area with electricity to enable the employee to use a breast pump, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public which may be used by an employee to express breast milk. For information on where the nearest accommodation is located, contact Human Resources.

G. Harassment and Discrimination Complaint Procedure

If employees believe they have been subject to or observed unlawful discrimination, unlawful harassment (including sexual harassment), or retaliation, they are requested and encouraged to make a complaint. They may complain directly to supervisor, Human Resources, or the County Attorney. Any supervisor who receives a complaint shall report it to Human Resources.

All complaints will be investigated promptly. A timely resolution of each complaint should be reached and communicated to the parties involved to the extent permitted by law. In the event that the report involves, either as an alleged victim or an alleged perpetrator, any Elected Official, member of the County Attorney's Office, or Human Resources, the matter may be referred to an outside investigator. Morgan County reserves the right to refer any complaint to an outside investigator.

If the investigation confirms conduct that violates the County's anti-discrimination, anti-harassment or anti-retaliation policies has occurred, Morgan County will take immediate and appropriate corrective action, including discipline, up to and including immediate termination.

No retaliation will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report, except in cases of falsifying information. Any suspected retaliation should be reported immediately to one of the persons identified above.

SECTION 6 – EMPLOYEE CONDUCT

A. Appearance and Attire

An employee's appearance should be consistent with good hygiene, safety, and appropriate attire for the employee's specific job. Sheriff's Office employees shall be subject to the Sheriff's policy regarding appearance and attire.

B. Employee Identification Cards

Employee identification cards may be required by some departments. The individual departments set criteria as to whether one wears the card in a visible location or if one is to carry the card with them. These cards identify the employee as a County employee and must be surrendered upon termination of employment.

C. Attendance and Punctuality

Regular attendance is considered an essential function of every position and is necessary for the efficient operation of the County. All employees are expected to be on time and punctual

when reporting to work. Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift. Leaving messages with other employees or asking other employees to contact the supervisor is not acceptable.

This notification is required for each day absent unless an extended absence has been previously approved. A written release from a physician specifying the dates that the employee could not work for health reasons and return to work date may be required before returning to work after absences of four (4) or more consecutive days.

D. Flexible Work Schedule

For all employees, with the exception of employees employed in the Sheriff's Office, the BOCC may approve, in its sole discretion, a flexible work schedule if it is beneficial to the department or office. The flexible work schedule will be four (4) ten (10) hour days per week. The non-workday must be approved by the BOCC.

E. Inclement Weather/Emergency Closure of County Departments

It is the policy of the County to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruptions, the BOCC reserves the right to close County offices, with the exception of the Sheriff's Office. If the offices are to be closed, the person authorized to make the decision shall ensure all supervisors are notified (following the protocol as determined by the BOCC), who shall in turn notify their subordinate staff. The decision will also be communicated to the local radio stations and be posted on the County website. The ratification of the closure, if necessary, will be noted in the BOCC's agenda the following week. Employees scheduled to work on a weather closure day shall not lose pay, benefits, or pre-approved time off for any time that the County offices are officially closed for emergency closure.

Subject to Department Head or supervising Elected Official approval, employees who choose to remain home or to leave work early due to unusual road conditions in their vicinity when the County offices are not officially closed may use PTO or if employee does not have any available leave, leave without pay may be granted. If the County offices are then officially closed for part of the day, the affected employee shall be charged leave only for that part of the day when the offices are open.

Employees who are not able to leave their positions and must continue to work (Sheriff's Office, Public Works, Communications Center, and Ambulance) will receive additional pay at straight time (not included in overtime calculations) for the days of the closure.

F. Emergency Pay

An emergency must be classified by the BOCC before emergency pay will be granted. If a non-exempt employee is called out to work an emergency outside the employee's regular working hours, they will be compensated at one and a half (1.5) times the employee's salary. Emergency pay will be compensated according to Fair Labor Standards Act (FLSA).

G. Smoking

It is the County's objective to provide a smoke-free environment for all employees in the conduct of County business. Smoking, including e-cigarettes, vapes, chewing tobacco, and all other tobacco products is prohibited within all areas of the building and 15 feet of the main entrances into county buildings, as well as in county vehicles. Employees may smoke in designated

outdoor areas, in recognition of the potential fire danger in the County's terrain, cigarette butts should never be dropped on the ground.

H. County Property and Use

The County's communication systems are property of the County and intended for business use only. The County maintains the ability to access any computer files, use of software, Internet usage, e-mail, and voice mail. Although employees may select individual passwords, employees should not assume that such files are confidential. Other than authorized personnel acting on behalf of the County, employees should not attempt to gain access to another employee's computer, Internet files, e-mail, or voice mail without the supervising Elected Official's or BOCC's written permission.

The County's computer network, access to the Internet, e-mail, cell phone and voice mail systems are business tools intended for employees to use in performing their job duties. Therefore, all documents and files are the property of the County. All information regarding access to the County's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential County information and may not be disclosed unless otherwise authorized by the supervising Elected Official or BOCC in writing.

All computer files, documents, and software created or stored on the County's computer systems are subject to review and inspection at any time. This includes web-based email that an employee can access through County systems, whether password protected or not. Employees should not assume that any such information is confidential, including e-mail either sent or received.

The County reserves the right to open and enter any office, desk, locker, file cabinet, or other storage location within County premises and to inspect County vehicles and any containers brought into the workplace. Although an employee may be assigned an office, desk, vehicle, locker, file cabinet, or other storage area or device, such assignment does not create an expectation of privacy in the use of such items or areas. The County has installed security cameras in work areas for specific business reasons such as, but not limited to safety, security, theft protection, protection of property, people, and/or proprietary information. The County may find it necessary to monitor work areas with security cameras when there is a specific job or business-related reason to do so. Employees should not have any expectation of privacy in work-related areas.

County employees shall not allow an individual, who is not a County employee or who is not conducting, or related to, County business, to ride as a passenger in a County vehicle without permission of the employee's supervisor or as otherwise permitted by this Manual. While using a County vehicle, an employee shall comply with all applicable County policies and all applicable laws.

An employee who is assigned a specific vehicle who takes that vehicle home outside their normal work schedule is allowed to pick up and drop off family members while traveling between home and work. By using the County vehicle for personal activities as described in this paragraph, the employee acknowledges that the County's insurer does not provide coverage for any accidents, injuries or damages that occur while the employee is engaged in these personal activities.

Certain County vehicles are equipped with GPS devices to detect vehicle activity. Employees have no right to privacy when operating a County vehicle and if a GPS device indicates activity in violation of this Manual or applicable law, the employee operating the vehicle, as well as any

employee riding in the vehicle, may be subject to discipline. Any tampering with the GPS device may result in discipline.

I. Telephone/Cell Phone Use

Employee work hours are valuable and should be used for business purposes. Personal phone calls may significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls. Cameras on County-issued mobile devices shall not be used inappropriately.

County-issued cell phones must be returned to the County upon termination of employment. Employees are responsible for any damage to cell phones accrued due to negligence.

The County's voice mail system is intended for transmitting business-related information only. The County reserves the right to access and disclose all messages sent over the voice mail systems for any purpose.

J. Distracted Driving Policy

When driving a vehicle or mobile equipment on County business, employees are not allowed to use mobile phone devices, which includes all functions of the device including, but not limited to, phone calls, text messaging, e-mail, Internet, cameras, or maps. If an employee needs to use such devices, they should pull over in an appropriate parking spot until they have completed the business. This section does not apply to sworn Sheriff personnel who are subject to the Sheriff's policies.

In addition, all employees engaged in driving as part of their job duties for the County must drive with a valid unrestricted driver license and, if driving their own personal vehicle, with automobile liability insurance as required by Colorado law.

No one under the age of 18 may drive or be the operator of any County truck, automobile, light use vehicle, or mobile equipment.

K. Confidential Information

Employees may have access to confidential information about the County, the County's customers, or the County's citizens. Confidential information includes, but is not limited to, information concerning billing records, personnel records, legal records, financial records, and similar subjects.

Disclosure of confidential information is prohibited, during and after an employee's employment. An employee shall not copy, reproduce, or distribute confidential information in any manner without the prior written authorization of the BOCC. Confidential information remains the property of the County and must be returned to the County upon separation of employment or at any time upon demand.

L. Code of Ethics

Individual and collective adherence to high ethical standards by public officials and employees is central to the maintenance of public trust and confidence in government.

The principles contained in the Code of Ethics provide valuable guidance in reaching decisions which are governed, ultimately, by the dictates of the individual conscience of the public official or employee and the expected commitment to the public good. It is recognized that this Code of

Ethics should serve as a value reference guide for all those in whom the public has placed its trust.

These principles apply to the day-to-day conduct of both elected and appointed officials and employees of Morgan County.

Ethical Principles

County officials and employees should:

- Properly administer the affairs of the County.
 - Promote decisions that only benefit the public interest.
 - Actively promote public confidence in the County.
 - Keep safe all funds and other properties of the County.
 - Conduct and perform the duties of the office diligently and promptly dispose of the business of the County.
 - Maintain a positive image to pass constant public scrutiny.
 - Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
 - Effectively and efficiently work with governmental agencies, political subdivisions, and other organizations to further the interest of the County.
- Faithfully comply with all laws and regulations applicable to the County and impartially apply them to everyone.

County officials and employees should not:

- Engage in outside interests that are not compatible with the impartial and objective performance of their duties.
- Improperly influence or attempt to influence other officials to act in their own benefit.
- Accept anything of value from any source that is offered to influence their action as a public official or employee.
- County officials and employees accept the responsibility that their mission is that of servant and steward to the public.

M. Conflicts of Interest

Certain provisions of the Colorado Revised Statutes govern conflicts of interest involving County employees and elected officials. The rules set forth herein constitute the Morgan County Conflicts of Interest Policy, which is intended to implement applicable state law relating to conflicts of interest. Nothing set forth herein shall limit the responsibility of an employee or elected official to comply with other provisions of state law that may govern conflicts of interest, violations of which may affect the individual's employment with the County or qualifications for public office.

No employee or elected official shall engage in a substantial financial transaction for their private business purposes with a person whom they inspect or supervise.

No employee or elected official may perform an official act (a vote, decision, recommendation, approval, disapproval, or other action or inaction, involving discretionary authority) that directly and substantially benefits a business or other undertaking in which the employee or elected official has a substantial financial interest or in which the employee or elected official serves as counsel, consultant, representative or agent. For purposes of this policy, a "financial interest" is defined as a substantial interest held by the employee or Elected Official which is:

1. An ownership interest in a business;
2. A creditor interest in an insolvent business;
3. An employment or a prospective employment for which negotiations have begun;
4. An ownership interest in real or personal property;
5. A loan or any other debtor interest; or
6. A directorship or officer ship in a business.

Further, employees are expected to avoid situations involving an actual or potential conflict between the employee's personal interests and the interests of the County. Both the facts and the appearance of conflict of interest should be avoided. Employees unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest should discuss it with Human Resources for clarification.

N. Acceptance of Gifts

No employee may accept any money, forbearance, or forgiveness of any debt from any person, without the employee providing lawful consideration to the person. Further no employee, either directly or indirectly as the beneficiary of a gift or thing of value given to such person's spouse or dependent child, gifts or other items that have a value of \$75.00, as may be increased by the

Independent Ethics Commission, or other benefits from any customers, suppliers, contractors, vendors, or any person doing or seeking to do business with the County.

The prohibitions above do not apply to the following:

1. A campaign contribution as defined by law;
2. An unsolicited item of trivial value less than seventy-five dollars (\$75), such as a pen, calendar, plant, book, note pad or another similar item.
3. An unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.
4. Unsolicited informational material, publications, or subscriptions related to the employee's performance of official duties.
5. Admission to, and the cost of food or beverages consumed at, a reception, meal, or meeting by an organization before whom the employee appears to speak or to answer questions as part of a scheduled program.
6. Reasonable expenses paid by a nonprofit organization or other state or local government for attendance at a convention, fact-finding mission or trip, or other meeting if the employee is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the state or local government, provided that the non-profit organization receives less than five percent (5%) of its funding from for-profit organizations or entities.
7. Given by an individual who is a relative or personal friend of the employee on a special occasion.
8. A component of the compensation paid, or other incentive given to the employee in the normal course of employment.

O. Outside Employment

The County depends on its employees to devote their full attention and effort to the duties to which they have been assigned. Outside employment shall not be considered an excuse for poor performance, absenteeism, tardiness, or refusal to work overtime and shall not excuse any loss of productivity. Outside employment which results in a conflict of interest for the employee is prohibited.

P. Use of Social Media

1. Definitions
 - a. *County social media websites* means those established for the benefit of the County with authority granted as outlined in this policy for media relations, public communications, awareness and thought leadership on particular issues or initiatives, collaboration, creation, organization, editing, commenting, or combining or sharing content. County social media websites do not include any personal social media accounts of employees, elected officials, or volunteers.
 - b. *Designated Page Manager* means the person(s) authorized by a Department Head to maintain a specific social media site for the County or County department or program by creating posts and monitoring responses.

- c. *Social media* means, but is not limited to, web sites that focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas, including, but not limited to, social networks (such as Facebook and LinkedIn), instant messaging (including SMS), blogs, wikis and online collaboration (such as SoundCloud), status updates, online forums and discussion boards or groups, web site link sharing, video conferencing, virtual worlds, location-based services, VOD and podcasting, geo-spatial tagging (such as Foursquare and Facebook Checkin), and photo and video sharing (such as Flickr, Instagram, SnapChat, TikTok and YouTube). The County acknowledges that this type of technology changes rapidly, and therefore, this list is intended to be illustrative rather than comprehensive, and this definition should in no way be construed to limit the applicability of this policy.
2. Social Media Policy
- a. Acceptable uses of County social media web sites:
 - i. Promote the County by sharing information about the County and County departments, services and programs that serve residents, businesses, and visitors to the County.
 - ii. Engage citizens.
 - iii. Raise awareness of County services, programs, issues, and events.
 - iv. Provide advisory, special situation, and emergency information.
 - v. Recruit employees.
 - vi. Share stories about County residents, businesses, or visitors, with their permission.
 - b. Rules and guidelines for use of County social media web sites:
 - i. Except as provided herein, establishment of a County social media web site shall be under the general identity and branding of Morgan County. Individual departments, divisions, offices, and board/commissions may participate directly under the Morgan County identity or create “sub-identities” that must be integrated under the Morgan County umbrella. The County’s Information Systems Director shall initially establish all County social media web sites and remain an administrator on all social media accounts at all times.
 - ii. Use of County social media web sites must comply with all applicable laws, regulations, and policies, including, without limitation, copyright laws, as well as proper business etiquette. If an employee is unsure as to whether information or images are copyright protected or may be displayed on or transmitted through a County social media web site, contact the Information Systems Director.
 - iii. County social media sites may not be used for personal or private purposes, or for the purpose of expressing a personal view on any issue.
 - iv. The Information Systems Director may add additional designated page managers to County social media web sites.

- v. Only the designated page manager is permitted to post to a County social media web site.
 - vi. All designated page managers must relinquish access to County social media web sites upon separation from County employment. All designated page managers shall make the Information Systems Director an administrator on the County social media sites to ensure transition upon separation from employment. Upon separation from employment, the designated page manager shall provide the Information Systems Director with all passwords and security information used by the designated page manager to access the County social media web site. Nothing herein shall prohibit the County from requiring relinquishment of passwords and security information used by the designated page manager to access the County social media web site at any time for a violation of the County's social media policy. The designated page managers must complete procedures initiated by the Information Systems Director to confirm removal of their personal account from social media web sites. The Information Systems Director shall promptly ensure that a designated page manager who has relinquished access under this provision no longer has access to the County social media site.
 - vii. Social media content is subject to public records laws generally and specifically the Colorado Open Records Act. Relevant record retention schedules apply to social media content. Content shall be managed, stored and be retrievable to comply with all applicable laws and policies.
 - viii. Disclosure of sensitive, confidential, or personal identifying information is prohibited. This includes information about litigation or information about claims that could be brought against the County; nonpublic information of any kind; proprietary, personal, sensitive or confidential information of any kind; medical or private information that violates a person's HIPAA protection; statements, video or audio that could be viewed as malicious, threatening, obscene or intimidating; and statements, video or audio that disparages County employees, the public, partners and affiliates, or others, or that might constitute harassment or bullying.
 - ix. All County social media sites shall not permit public comments and shall only be used for information sharing by the County.
- c. County Employees may not use County resources or work time to sign up for or access personal social media accounts. This restriction shall not apply to employees of the Sheriff's Office or Department of Human Services who utilize personal social media accounts in the performance of their job duties.
 - d. Employees who engage in personal use of social media outside of work may not use the trademark, logo, or name of the County or that of any County department or program, nor may they use their affiliation with the County in association with that personal use. Employees may not speak as a representative of the County in the course of their personal use of social media. In cases where an employee's personal use of social media may be perceived as being on behalf of the County, such as if an employee identifies himself or herself as a County

employee or is widely known to be a County employee, an employee shall include a visible disclaimer on their account to inform other users that their opinions are their own and do not represent those of the County. The following guidance is for County employees who decide to have a personal social media or social networking site or who decide to comment as a member of the public on posts about official County business:

- i. State your name and, if relevant, your position with the County, when discussing County business; and
 - ii. Use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of the County for which I work."
- e. An employee's personal use of social media that is business-related may subject that employee and their personal account to this Policy, including, but not limited to, disclosure of records subject to the Colorado Open Records Act and all other County policies, including every provision of this Manual, specifically including, but not limited to, Article X, Disciplinary Actions. Employees are advised that their conduct on social media may also reflect on their fitness to perform their jobs.
- f. Nothing herein shall prevent Elected Officials from establishing social media for that Elected Official's department that are not subject to Sec. 2(b)(i) above. However, in establishing separate social media under this provision, the Elected Official shall adopt policies that comply with Sec. 2(b)(ii) through (viii) and 2(d) above. All social media established under this provision must include the following disclaimer:

The Morgan County [Elected Official]'s [Facebook, and other social media platforms.] are created and maintained by the Morgan County [Elected Official] and reflect the opinion and views of the [Elected Official]'s office, and not necessarily the opinion and views of Morgan County.

Q. Workplace and Dating Relationships

The County holds its employees to the highest ethical and professional standards. As such, the County has created a policy that outlines the guidelines regarding employees forming personal relationships with each other. The goal is to protect the well-being of our employees and retain the professional working environment.

Employees of the County are encouraged to develop and maintain professional relationships in the workplace, so long as these relationships do not interfere with the effective functioning of the workplace and goals of our company. This policy does not prevent the development of friendships or even romantic relationships between coworkers, but it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Before developing romantic relationships, consider the potential for workplace gossip, conflicts of interest, sexual harassment allegations, favoritism, repercussions of a break-up and work distraction.

Employees who engage in consensual romantic relationships must conduct themselves in an appropriate professional manner while on County property. They should not engage in any inappropriate behaviors that may cause their coworkers to feel embarrassed, awkward or

uncomfortable or that distracts employees from their duties or decreases their performance. This includes, but is not limited to, intimate contact like:

1. Arguing in the workplace during or after working hours.
2. Kissing or touching inappropriately in front of colleagues.
3. Exchanging an excessive number of messages or calls unrelated to their work during working hours.
4. Making their colleagues uncomfortable by talking or boasting about the relationship during working hours.

Public trust, safety, and County morale require that employees avoid relations that may negatively impact the efficient operation of the County. Romantic relationships between supervisors and their employees are not permitted. This situation is unhealthy for workplace morale and creates a conflict of interest, plus the chance for coercion and/or preferential treatment. Any supervisor within the County who engages in a romantic relationship with a member of their team must report it to Human Resources immediately. Once reported, the County will analyze the situation to determine a resolution.

Some departments have access to confidential information or are involved in personnel decisions of other departments. Therefore, employees of Human Resources, Finance, and County Attorney departments are prohibited from having romantic relationships with other employees in the County regardless of the other employees' level, grade or department.

Failure to comply with this policy may result in termination, departmental transfers or voluntary resignation.

R. Employee Conduct

County employees are expected to treat all other County employees, supervisors, Department Heads, Elected Officials, customers, visitors, and the public with respect and in a professional manner. Morgan County recognizes its responsibility to the community as a whole and expects its employees to conduct themselves at all times at work in a professional manner as representatives of local government. All employees are deemed to be "ambassadors" of the County and should conduct themselves accordingly. Employees are expected to conduct themselves in a manner that contributes positively to the County's reputation. All employees shall be responsible for demonstrating the characteristics of customer service, public service, quality work, positive attitude, effort, and appropriate appearance in the conduct of the duties and responsibilities of their jobs. Employees are expected to take the commitment to serving the public seriously and to refrain from any behavior that would show disrespect, retribution, or violence to any citizen or group of citizens.

Employees shall be aware that compliance with certain standards for employee conduct is required regardless of whether the employee is on duty or not, and regardless of whether the employee is on County property. An employee engaging in any unlawful activity or in violation of certain standards in this Manual during off-duty work hours can be disciplined up to and including termination of employment.

S. Tax Lien Sale

Colorado law provides that County officials or County employees, members of their immediate family, or their agents may not acquire a tax lien or take conveyance of any property for which a

tax lien is sold in any annual tax lien sale of Morgan County property held during the time the official or employee holds his/her office or employment except in certain specific situations described in C.R.S. § 39-11-151.

SECTION 7 - GENERAL SAFETY RULES AND INFORMATION

A. Safety

The County recognizes that its employees are essential contributors to its public service mission. Employee safety is a primary concern, and each employee has a role in ensuring the County is a safe workplace. All employees are to work in a safe manner, use available safety equipment and devices, attend required safety training, or make up the training, and inform supervisors of any potential hazards or unsafe practices which they observe or of which they have knowledge. If an employee encounters a potential safety hazard, the supervisor should be notified immediately. Supervisors should report any safety hazards to Human Resources.

1. At all times, employees are to wear seat belts when driving a County vehicle equipped with seat belts [except as provided is CRS § 42-4-237 (3)].
2. In some instances, an employee may be required to wear other safety equipment or a County uniform. In these instances, it is the responsibility of the supervisor to train, post, and announce all mandatory safety rules at the time of new hire orientation and at least annually thereafter.
3. Employees are prohibited from possessing firearms or other weapons on County property unless it is related to an essential function of the employee's position or with proper legal credentials and with the approval of the BOCC. Additional safety rules shall be posted in a conspicuous place in each department. All safety-designated classes shall be attended by all departmental or County employees and Elected Officials, if mandated by the BOCC or the Department Head.
4. Failure to follow any posted or stated safety rule on the job may result in reduced workers' compensation indemnity for covered individuals and possible disciplinary action up to and including immediate termination.

B. Work Related Injuries or Illness

1. Reporting Injuries

The County is committed to returning injured or ill employees to work, within safe and healthy medical practices, as soon as practicable.

On the job injuries or job-related illnesses are to be reported in writing immediately, if practicable, to the employee's supervisor or to the Human Resources Department by filing "Employee's Written Notice of Injury." In no event shall a report of injury be delayed beyond ten (10) days. An initial report of injury or illness shall be completed by the employee, or the supervisor or witness if the injured employee is unable to do so, by the end of the shift. Accidents involving equipment damage or personal injury, regardless of how slight, shall be promptly reported to the supervisor who shall then report to the Human Resources Department. The employee's supervisor, or supervisor's designee shall conduct an immediate inspection of the site of the injury or illness, discover the conditions and/or behaviors leading up to the injury or illness, identify any witnesses, and determine what steps or conditions would prevent a future injury or illness of a similar nature. This

information is to be included in the Supervisor's Accident/Incident Report and filed within ten (10) days of the incident.

The County provides Workers' Compensation Insurance in compliance with the Workers' Compensation Act of Colorado. The terms of coverage and benefits are covered by the Act, which may be amended from time to time. If an injury or illness is determined not to be work-related, an employee may be denied workers' compensation benefits and injury leave coverage. The County reserves the right to conduct or authorize any investigations of the injury or illness or the records of the worker as deemed necessary.

2. Accidents: Vehicle and Mobile Equipment

The County is committed to the health and safety of its employees as well as the public it serves. In the event of an accident an employee, if physically able, should obtain assistance in responding to the accident. All necessary medical attention for those injured following an accident is a priority and should not be delayed for any reason. No part of this section should be construed to require a delay in necessary medical care.

All employees involved in a motor vehicle or equipment accident while on duty for the County, regardless of location, shall notify their immediate supervisor, Department Head, or supervising Elected Official immediately, if possible, but no more than one (1) hour after the accident unless physically unable to do so. Any employee involved in a motor vehicle or equipment accident is subject to the County's Drug and Alcohol Policy.

Any employee who leaves the scene of an accident for any reason other than the period of time necessary to obtain assistance in responding to the accident, to obtain necessary emergency medical care, or in compliance with the instructions of a law enforcement officer, may be subject to discipline.

3. Medical Treatment

Except in the case of an emergency all County employees who incur a job-related injury or illness which requires medical treatment are required to report to one of the County's designated medical service providers to be reimbursed for medical expenses.

In the case of an emergency, treatment should be sought at the nearest emergency medical facility. One of the County's designated medical service providers and Human Resources should be notified as soon as possible by the employee or the supervisor if the employee is unable to do so.

4. Employee Responsibilities

The employee is required to:

- a. Cooperate with reasonable medical treatment plans.
- b. Schedule and attend all follow-up medical appointments and therapy as required under the medical plan.
- c. Contact or visit, if possible, the supervisor or Human Resources promptly after each medical appointment to inform the County of their ability to return to work; and provide a copy of the physician's report, keeping the County informed of work status and conditions.

- d. Observe and follow all established physical and medical restrictions at all times and at all places or return to the doctor for any necessary adjustment of those restrictions.
- e. Perform temporary modified duty for the County, if assigned, within medical restrictions.
- f. Accurately record any time charged to workers' compensation and submit time sheets as directed.
- g. Keep in contact as needed with Human Resources to arrange for the proper paperwork to be completed.
- h. Return to work as soon as possible after the medical provider has cleared the employee to go back to work.
- i. Provide copies of any workers' compensation checks and any other information to the Payroll Department as requested.

Failure to comply with these requirements may affect workers' compensation benefits and may subject the employee to discipline.

5. Return to Work

When the employee is medically able to return to work, a written medical release from the designated medical service provider must be submitted to the Human Resources Department. If the medical release specifies that the employee may return to work, the employee shall be returned to work immediately or as soon as practicable.

The County reserves the right to require any treating physician to review the employee's job description, including a description of essential duties, and express an opinion whether the employee may safely perform the essential job functions, before putting the employee back to work with or without temporary modifications or longer-term accommodations.

6. Employee Compensation

An employee who has an on-the-job injury or job-related illness shall receive County pay for the balance of the work shift, time spent traveling to and from the designated provider's office, time spent waiting at the designated provider's office, and time in initial diagnosis and treatment. If the physician's initial report indicates the employee can return to work, then the employee is expected to work the next shift immediately following the injury. If, however, the physician's initial report indicates the employee is unable to return to regular work until a future date, the County shall pay for the balance of the day the employee was working at the time of the injury. An employee will use accrued leave for the first three (3) shifts absent after a work-related injury or be on leave without pay status if no PTO is available. No compensation is payable from Workers' Compensation for the first three (3) shifts' disability unless the period of disability exceeds 14 days as provided by law.

An employee will not receive additional payment from the County while being compensated by Workers' Compensation insurance. If an employee is receiving payment from Workers' Compensation insurance and not from the County, PTO will not accrue.

Any time off to recover from a work-related injury or illness that exceeds three consecutive shifts will be charged against the employee's FMLA leave to run concurrently with the time compensated by Workers' Compensation insurance. If an employee is unable to return to work (with or without reasonable accommodation) upon exhaustion of the employee's FMLA

leave, the County shall have the option of terminating the employee's employment and compensating the employee for accrued PTO, not to exceed 480 hours or allowing the employee to take PTO while remaining in an employed status until the employee has exhausted all PTO. Such decision shall be made by the County based on the needs of the employee's department, the hardship leaving the employee's position open creates for the department and the County's operations, and other County employees who may be affected by the employee's absence. Nothing herein shall be deemed to alter an employee's rights under the ADA to receive reasonable accommodations.

C. Public Health Emergency Whistleblower Law (PHEW)

The County will not discriminate, take adverse action, or retaliate against any employee based on the employee, in good faith, raising any reasonable concern about workplace violations of government health or safety rules, or about an otherwise significant workplace threat to health or safety to the County, other workers, a government agency or the public if the County controls the workplace conditions giving rise to the threat or violation.

The County will not require or attempt to require an employee to sign a contract or other agreement that would limit or prevent the employee from disclosing information about workplace health and safety practices or hazards or to otherwise abide by a workplace policy that would limit or prevent such disclosures. The County will not discriminate, take adverse action, or retaliate against an employee based on the employee voluntarily wearing the employee's own personal protective equipment (PPE), such as a mask, faceguard, or gloves, if the personal protective equipment:

1. Provides a higher level of protection than the equipment provided by the County;
2. Is recommended by a federal, state, or local public health agency with jurisdiction over the County; and
3. Does not render the employee incapable of performing their job or prevent an employee from fulfilling their duties.

The County will not discriminate, take adverse action, or retaliate against an employee based on the employee opposing any practice they reasonably believe is unlawful under PHEW or for making a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing as to any matter the employee reasonably believes to be unlawful under PHEW. Without limiting an employee's rights under PHEW, an employee shall send a written notice of their complaint to the Human Resources Department or the County Attorney. The County will thereafter investigate and, if appropriate, address each such safety concern. For purposes of this section, an "employee" may include an independent contractor as provided in PHEW.

D. Alcohol and Drugs

The County is committed to providing a safe, quality-oriented, and productive work environment consistent with the standards of the community in which we serve. Alcohol and drug use and abuse pose a threat to the health and safety of County employees and its citizens, and to the preservation of our equipment and facilities. For these reasons, the County is committed to maintaining a drug and alcohol-free workplace.

Alert and rational behavior is required for the safe and adequate performance of job duties. Therefore, working after the apparent use of alcohol or illegal drugs, or abuse of any other substance, including, but not limited to, prescribed medication, alcohol, or illegal drugs, is

prohibited. Furthermore, the possession, purchase, consumption (use) or sale of an illegal drug or alcohol on County premises or while conducting County business is prohibited. Sheriff's Office personnel may be subject to additional policies related to alcohol and drugs and the stricter provisions between this Manual and any Sheriff's Office policy shall apply to Sheriff's Office employees. Questions regarding this policy should be forwarded to Human Resources.

1. Definitions

"County premises" means but is not limited to, all buildings, offices, facilities, grounds, parking lots, places and vehicles owned, leased, or managed by the County or on any site on which the County is conducting business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional including controlled substances, as defined in Schedules I-V of 21 C.F.R. Part 1308. Cannabidiol (CBD) products, which results in positive test under this policy, and marijuana, even if being used by the holder of a medical marijuana card, are considered illegal drugs under this policy. Psilocybin or psilocin (i.e., natural medicine pursuant to the Natural Medicine Code), are considered illegal drugs under this policy.

"Marijuana" means all parts of the plant of the genus cannabis whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plants, its seeds, or its resin, including marijuana concentrate. Marijuana shall include marijuana used or possessed for both recreational purposes and pursuant to a valid medical marijuana card. The possession of a medical marijuana card is not a defense to adverse employment actions for violations of this policy, up to and including termination.

"Prescribed medication" means a drug that is prescribed by a licensed health care professional and dispensed at a licensed pharmacy. Medical marijuana is not considered a prescribed medication.

"Positive test" means any drug or alcohol test result that meets the stated regulatory requirements and is verified by a designated Medical Review Officer (MRO) to show the presence of drugs or alcohol in the individual's system.

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated, or substitute sample; to fail to show up for a scheduled test; to refuse to complete the requested drug testing forms; or fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure.

"Safety sensitive" means a position that has duties which involve activities that if impaired by drug or alcohol use would pose a great danger to the public. Safety sensitive positions include, but are not limited to, the following positions: law enforcement employees, emergency vehicle operators, commercial drivers licensed employees, employees who care for minors or incapacitated individuals, and operators of heavy machinery.

"Under the influence of alcohol" means any detectable amount of alcohol use per this policy.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of prescription drugs (possibly over the counter) where there is not a valid prescription from a physician for the lawful use of a drug in the course of medical treatment (containers must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization) or when the

employee is not compliant with the prescribed amount of the drug. As it relates to marijuana and psilocybin or psilocyn, under the influence means a confirmed positive test result coupled with the employee conduct or behavior that is, in the sole discretion of the County, detrimental or adverse to acceptable work functions or that demonstrates the employee is impaired in the performance of his or her job duties.

2. Prohibitions Related to Drugs and Alcohol

- a. Whenever employees are working, are operating any County vehicle, are present on County premises, are conducting County related work off-site, or are wearing any uniform identifying them as a County employee, they are prohibited from:
 - i. using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia);
 - ii. being under the influence of alcohol or an illegal drug as defined in this policy; and
 - iii. possessing or consuming alcohol or illegal drugs.
- b. The presence of any detectable amount of any illegal drug in an employee's body systems, or the presence of an illegal drug that in any way impairs the performance of County business or results in the employee being under the influence of drugs, in the County's sole discretion, is prohibited.
- c. The County will also not permit any employee to perform his or her duties while taking prescribed medication that are adversely affecting the employee's ability to safely and effectively perform his or her job duties. Employees must consult a physician to ensure that legal prescriptions do not interfere with the essential functions of their position. The physician shall provide the employee with clearance to work, or, if necessary, with medical recommendation for modified duties. The employee is responsible for informing the employee's direct supervisor and Human Resources of any such limitations. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce this, if asked.
- d. Any illegal drugs or drug paraphernalia may be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- e. As a condition of employment, employees shall immediately notify Human Resources of any criminal drug conviction for an act in the workplace no later than five (5) days after the conviction.

3. Testing Standards:

To order to implement and enforce this policy, the County adopts the following guidelines and procedures for testing. The BOCC may adopt any additional guidance or policy to govern any testing as necessary to fulfill this policy. All testing requirements shall meet any and all regulatory requirements that are currently in place and as they may be amended from time to time.

- a. Type of Testing. The County will utilize testing in the following circumstances:
 - i. Pre-employment testing for safety-sensitive positions;
 - ii. Post-accident testing in instances as described herein;

- iii. Random testing for safety sensitive positions;
 - iv. Reasonable suspicion testing of drug and/or alcohol use; and
 - v. Follow-up testing pursuant to the recommendations of a Substance Abuse Professional (SAP).
 - b. Breathalyzer and/or urinalysis are used to determine the presence of drugs or alcohol in the system.
 - c. The County shall pay all costs of testing including the cost of transportation to and from the testing site and shall deem the time required away from regular duties to provide specimens as work time for purposes of compensation and benefits.
 - d. At or shortly after the time of the test, an employee shall be given an opportunity to present documentation for prescription drugs or to identify any nonprescription drugs or substances which the employee may be taking. Prescriptions must be obtained on or before the date of the drug test.
 - e. A refusal to cooperate by an employee shall be considered a positive test.
4. Type of Testing
- a. Pre-employment Testing

All applicants for safety sensitive positions, who have been presented a conditional offer of employment with the County, are tested to determine the presence of drugs and/or alcohol in the individual's system.

Pre-employment testing for any prospective employee for a safety sensitive position is done in accordance with 49 C.F.R. § 382, *et seq.*

All potential new hires that test positive for any illegal drug or for a controlled drug or for alcohol may have their conditional offer revoked. If revoked, the applicant may reapply for employment with the County after a period of ninety (90) days has lapsed from the date of the result of the positive test.
 - b. Random Testing

Random testing is regularized periodic testing for all employees within a job title or group of job titles, which qualify as safety sensitive, conducted in compliance with a statistically valid neutral selection process. Random testing for employees in safety sensitive positions is conducted in accordance with 49 C.F.R. § 382, as amended from time to time.

If more than one department is subject to random testing, the selection on a random basis will be made separately for each group. The random drawing for each group shall be statistically controlled separately. If a selected employee is on PTO leave, sick leave, or otherwise not at work, another random selection may be substituted, or the first drawn employee may be tested when the employee returns to work.
 - c. Post-accident Testing:
 - i. As soon as possible after an accident involving a County vehicle or equipment or a personal vehicle while performing duties on behalf of the

County, the driver-employee shall be tested for both alcohol and drugs when:

1. the accident involved a fatality or serious bodily injury requiring immediate medical attention;
 2. the employee received a citation under state or local law for a moving traffic violation arising from the accident;
 3. the accident violated a department safety guideline or procedure; or
 4. the accident caused property damage to public or private property, including the vehicle being driven by the employee.
- ii. Alcohol testing must be performed within two (2) hours of an incident described above. An employee who is subject to post accident testing must remain available for testing and refrain from consuming alcohol for eight (8) hours following the accident, or until they submit to an alcohol test, whichever occurs first.
 - iii. Testing for drugs must be performed within thirty-two (32) hours of the incident.
 - iv. If an alcohol or drug test is not completed within the time frames of a qualifying incident, a written statement as to the reason why must be prepared and submitted to Human Resources.
- d. Reasonable Suspicion Testing
- i. All employees are subject to testing based upon (but not limited to) observations by a supervisor of apparent workplace use, possession or impairment of drugs or alcohol.
 - ii. Human Resources, the employee's direct supervisor, or the Department Head or supervising Elected Official shall be consulted before sending an employee for testing. All levels of supervision making this decision shall document specific, contemporaneous, articulable observations and behaviors that create a reasonable suspicion that the person is under the influence of illegal drugs or alcohol concerning the appearance, behavior, speech, or body odors of the employee. If the results of documented observation indicate further action is justified, the supervisor should inform the employee that there have been observations that indicate that the employee may be under the impaired by drugs and/or alcohol. The supervisor should then accompany the employee to the nearest testing location. Under no circumstances will the employee be allowed to drive himself or herself to either an on-site or off- site testing location. A supervisor should also arrange for the employee to be transported home in cases of reasonable suspicion testing.
 - iii. All supervisors must be trained in accordance with 49 C.F.R. § 382.603.
- e. Follow-up Testing
- Follow-up testing is done in accordance with the recommendations of the Substance Abuse Professional ("SAP") for any employee who is required to seek

substance abuse treatment as a condition of continued employment. This testing and all treatment shall be monitored and certified by the MRO. The recommendations of an SAP in a substance abuse treatment plan shall be required to be followed by an employee who has had a positive test under this policy. It shall be written in accordance with the regulations at 49 C.F.R. § 382.

f. Confidentiality of Medical Information

All medical records that pertain to any tests performed under this policy shall be maintained by the MRO. The County shall make every effort to preserve the confidentiality of any medical information in its possession. It shall treat all such information as confidential and release such information only as necessary for supervisors to review and make decisions regarding the employee's employment with the County.

5. County Action

If testing results in a positive test, all test results shall be certified by the County's designated MRO. The MRO is a person who is a licensed physician or other professionally qualified person who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and conducting medical examinations for certain drug or alcohol test results. Please contact Human Resources for further information.

If, after certification, the testing results in positive test or if an employee fails to comply with this policy, the employee may be subject to discipline, including but not limited to the following:

- a. Immediately require an employee to go on paid or unpaid leave or any other leave available to the employee;
- b. Receive an evaluation by an SAP;
- c. If an SAP recommends that the employee should seek treatment, the employee shall be required to enter an SAP approved program if the employee is not terminated. If an SAP recommends the employee does not need treatment, the employee may be returned to their normal work duties following a negative drug test result, and with or without additional conditions of employment;
- d. Require an employee to meet conditions of continued employment, including but not limited to compliance with specified behaviors or submissions to and compliance with an SAP; and/or
- e. Receive a reprimand or written warning, or any other discipline up to and including transfer, demotion, unpaid suspension, or termination.

6. Assistance for Alcohol and/or Drug Abuse

Any employee requesting assistance for drug and/or alcohol abuse may contact Human Resources.

SECTION 8 - DISCIPLINE

Any County employee may be subject to any of the following disciplinary actions for corrective counseling or disciplinary purposes by the sole discretion of the Department Head or supervising Elected Official for whom they work:

1. Verbal warning.
2. Written reprimand.
3. Probation.
4. Suspension with pay.
5. Suspension without pay.
6. Demotion.
7. Termination.
8. Conditioning future employment on corrective action such as counseling or behavior changes.

There is no express or implied right to receive the disciplinary actions set forth above in a progressive order, or in any order or at all, prior to the termination of employment. An employee may be terminated for a first-time offense where circumstances warrant. There is no express or implied right to receive corrective action or counseling prior to or in conjunction with a disciplinary action.

Supervising Elected Officials or Department Heads may impose disciplinary actions. Examples of conduct for which an employee may be disciplined include, but are not limited to:

1. Neglect of duty.
2. Inattention to duty.
3. Failure to perform job or assigned duties.
4. Conduct endangering the safety or well-being of fellow employees or of the public.
5. Negligent or intentional damage to or waste of public property.
6. Violation of any policies or regulations, state or federal law, or order.
7. Disrespect or insolence toward a citizen or fellow employee.
8. Unexcused absence without leave.
9. Tardiness or abuse of PTO and sick leave.
10. Misuse or theft of County funds or property.
11. Falsification of records or reports.
12. Failure to carry out supervisory responsibilities.
13. Disclosure of confidential information.
14. Provoking a fight while on County property or while on duty.
15. Failure to follow safety procedures.

16. Unauthorized possession of firearms or other weapons on County property.
17. Any other act or conduct deemed inappropriate by the Department Head or supervising Elected Official(s).

The Department Head or supervising Elected Official(s) administering discipline may determine the action to be taken based on the principles set out in the preamble to this Manual and on the following principles:

1. Severity of the offense.
2. Frequency of occurrence as reflected by the personnel records and as reported by the Department Head or supervising Elected Official(s),
3. Attitude, honesty, and sincerity on the part of the employee in correcting existing deficiencies or compliance with this Manual.
4. Any other job-related factors deemed relevant by supervisory personnel, supervising Elected Official(s), or Department Head such as the ability to work as a team member or, compliance with standards of behavior.

Where appropriate and practical as determined at the discretion of an employee's Department Head, supervising Elected Official or other supervisor, an employee may be given an opportunity to respond to allegations of improper conduct and/or performance issues prior to the imposition of any disciplinary action. Sheriff's Office employees shall be subject to any Sheriff's Office policy related to discipline which shall control over this Manual even when a conflict exists.

ACKNOWLEDGEMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE MORGAN COUNTY PERSONNEL MANUAL ("MANUAL") DATED MONTH, DAY, 2024. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND THAT:

EMPLOYMENT WITH THE COUNTY IS "AT-WILL." I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE COUNTY FOR ANY REASON, AT ANY TIME. THE COUNTY SIMILARLY HAS THE RIGHT TO TERMINATE MY EMPLOYMENT FOR ANY REASON, WITH OR WITHOUT CAUSE, AT ANY TIME.

THE LANGUAGE USED IN THIS MANUAL AND ANY VERBAL STATEMENTS OF THE COUNTY ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.

THE MANUAL IS NOT ALL INCLUSIVE BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE COUNTY'S GUIDELINES.

THIS EDITION OF THE MANUAL REPLACES ALL PREVIOUSLY ISSUED PERSONNEL POLICIES. EXCEPT FOR THE "AT-WILL" NATURE OF EMPLOYMENT RELATIONSHIP, THE COUNTY RESERVES THE RIGHT TO REVISE THIS MANUAL WITH OR WITHOUT PRIOR NOTICE.

I acknowledge that I have received, reviewed, read, and understand the attached Morgan County Personnel Manual adopted.

Employee Signature:	Printed Name:
Department:	Date:

Original copy: Employee File Copy: To Employee