



Valley County Employee Handbook

Adopted on: February 4, 2019

INTRODUCTION

Welcome to Valley County! We are pleased you have chosen to join us. The contribution you make is important to how we serve the citizens of Valley County.

Public employees are held to a higher standard than those in the private sector and it is important you understand your role, rights, and responsibilities. We expect employees to read and understand this handbook and associated policies. If you have any questions or are unsure of a section, ASK!

This policy establishes a safe, efficient, and cooperative working environment, establishes the responsibilities and level of performance expected of all Valley County employees, and explains benefits provided to Valley County employees.

The policies and benefit offerings outlined in this policy are subject to change at any time, without prior notice and without the consent of county employees. Changes may be made at the sole discretion of the Board of County Commissioners.

All employees of Valley County are **At-Will** and are employed at the discretion of the Board of County Commissioners or the Elected Official for whom they serve. Elected Officials are not considered employees. Employees will have no right to continued employment or employment benefits, except as may be agreed to in writing and expressly approved by the Elected Official and the Board of County Commissioners. This personnel policy is not a contract of employment and is not intended to specify the duration of employment or limit the reasons for which an employee may be discharged. All provisions of this Policy will be interpreted in a manner consistent with this paragraph. In the event of any irreconcilable inconsistencies, the terms of this paragraph will prevail. Only a written contract expressly authorized and signed by the Board of County Commissioners and memorialized in the minutes of the Board of County Commissioners can alter the at-will nature of employment by Valley County, regardless of anything said by a Commissioner, an Elected Official, supervisor, or any individual acting with supervisory authority.

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A. General Policies

1. The Organization for Which you Work

- i. Valley County is a political subdivision of the state of Idaho, though it is not a part of state government. The Board of County Commissioners serves as the governing body of Valley County, carrying out local legislative duties and fulfilling other obligations as provided by law. The Board of County Commissioners is the general policymaker for Valley County and has primary authority to establish terms and conditions of employment. As with all elected public officials, the members of the Board of County Commissioners are ultimately responsible to the citizens of Valley County.
- ii. Each employee should recognize that although he/she may serve as an employee in the office of an Elected Official, he/she remains an employee of Valley County, and not of the official who supervises his/her work. The terms and conditions set forth in this policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official's pledge, without the express written agreement of the Board of County Commissioners as memorialized in the official written minutes. This is particularly true for terms or conditions that would establish a current or future financial obligation for Valley County. You may, however, work for a department with an operational policy that provides additional direction to employees on expectations and procedures unique to that office or department.
- iii. The terms described in this policy and all policies stating employee requirements and behavior are subject to change and may be updated from time to time. If a change or update occurs, employees will be required to sign an acknowledgement of receipt and understanding of the updated or new policies.

2. Equal Employment Opportunity Statement

Valley County provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military (protected class). Equal employment opportunity applies to all terms and conditions of

employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Employees are expected to report any violations of the policy to his/her supervising Elected Official.

3. Veterans Preference

- i. Valley County appreciates the service our Veterans have provided to our Country. As a result we will provide a preference to U.S. Armed Services Veterans in accordance with provisions of Idaho Code, Title 65, Chapter 5. In the event of equal qualifications for an available position, a veteran who qualifies for the preference will be the one selected.
- ii. Any qualified veteran who has been restored to his/her position in accordance with Idaho Code § 65-508 will not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran will be entitled to an opportunity to be heard prior to termination. Such returning veteran will also be considered as having been on an unpaid leave of absence during his/her period of military duty. He/she will be restored to his/her position without loss of seniority, status, or pay.

4. Hiring of Relatives/Nepotism

- i. Idaho Code § 74-401 et seq., I.C. §18-1359 and the Elected Official Code of Ethics prevent relatives in the second degree to work for an elected official. The second degree means a spouse, child, parent, sister, or brother.
- ii. No one related to a County Commissioner by blood or marriage within the second degree will be appointed to any compensated office, position, employment or duty.
- iii. No public servant, including Elected Officials and employees, will appoint or vote for the appointment of any person related to him/her by blood or marriage within the second degree to any compensated office, position, employment, or duty. This means no one related within the second degree to anyone involved in any way in the hiring process can be hired and that no one related to an applicant within the second

degree can take part in the hiring process.

- iv. If a current employee's relative is subsequently elected, the employee may be eligible to retain his/her position and pay increases as allowed by relevant provisions of Idaho law, including Idaho Code §18-1359.
- v. No employee of the County will hire, supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor by blood or marriage within the second degree.
- vi. Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate. Employees involved in such relationship bear a responsibility to Valley County to cooperate in any effort to avoid the potential conflicts that can arise from such personal relationships in the workplace. Such relationship may result in a change of employment duties.

5. Preference for Hiring from Within

Qualified County employees may be given preference over outside applicants to fill vacancies in the work force without following the notice and selection procedures normally required for hiring new employees. If the internal preference process is used, it should be completed prior to seeking outside applicants for the position.

6. Conflict of Interest

Valley County expects all employees to conduct themselves and Valley County business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations specifically Idaho Code § 59-701 et. seq. and § 18-1359. This includes avoiding real and potential conflicts of interests.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a supervisor or elected official for advice and guidance on how to proceed. The list below suggests some of the types of activity that indicate improper behavior,

unacceptable personal integrity, or unacceptable ethics:

- i. Accepting a gift with a value of more than \$50 or excessive entertainment from an outside organization or individual.
- ii. Using one's position in Valley County for personal gains.
- iii. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Valley County business.
- iv. Not serve on any board or commission that regulates or otherwise affects the official duties or personal interests of the employee in a way that could create a disadvantage for other members of the public or an advantage for the employee.
- v. Avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in the County and related agencies.
- vi. Not engage in conduct that violates the laws of the state of Idaho,
- vii. Not provide false or misleading information verbally or in writing.

7. At Will Status

Employees are employed on an at-will basis and Valley County retains the right to terminate employees at any time. Involuntary terminations may occur for any reason, including but not limited to lack of work, organizational restructuring, or for unacceptable performance, personal conduct, and reasons specifically listed under "Prohibited Workplace Conduct."

A. Ethics and Employee Conduct

The successful operation and reputation of Valley County is built upon the principles of fair dealings and ethical behavior. To that end, this section is provided to outline the rules related to employment at Valley County. Violation of any of the rules listed in this section will be subject to disciplinary action up to and including termination from employment. Nothing in this section is intended to change the at-will nature of the employee's employment with Valley County or limit the reasons which the employee may be disciplined, including termination of the employment.

1. Ethics Statement

All employees and Elected Officials are representatives of Valley County. As such, all individuals are held to the highest ethical standards. Every position in Valley County employment is service-oriented and the community we serve expects employees and officials to make ethical decisions based on the values of honesty, integrity, and equality.

2. Personal Conduct

Each employee is expected to conduct him/herself in a manner that is helpful and productive and that does not reflect adversely upon Valley County. Public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. Each employee is expected to scrupulously avoid personal behaviors that would bring unfavorable public impressions upon the County and its officials. In order to accomplish this, each employee must:

- i. Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity.
- ii. Be prompt and regular in attendance at work for defined work schedules or other required functions and follow procedures for exceptions to the normal schedules, including the scheduling and taking of vacation and sick leave.
- iii. Not engage in criminal conduct of any kind while on or off duty. County employees are expected to behave in a lawful manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
- iv. Not engage in conduct that violates the laws of the state of Idaho, including but not limited to accepting gifts that exceed a value of \$50 – Idaho Code §18-1356, Ethics in Government Act – Idaho Code §74-501, Prohibitions Against Contracts Idaho Code §18-1359, and Using Public Position for Personal Gain.
- v. Give his/her best efforts to accomplish the work of Valley County for public benefit in accordance with policies and procedures adopted by the Board of County Commissioners and Elected Officials and display an attitude of cooperation and constructive participation.

- vi. Abide by all office/departmental rules whether written or oral. No employee will be required to follow the directive of a supervisor that violates laws of any local jurisdiction, the state, or nation.
- vii. Maintain a current appropriate driver's license when work for Valley County requires the employee to drive a vehicle as part of his/her responsibilities. Employees must report any state-imposed driving restrictions to his/her immediate supervisor. Employees must report impaired driving abilities when driving is required.
- viii. Adhere to any code of ethics of his/her profession.

3. Workplace Conduct

Each employee will be expected to conduct themselves in the workplace in accordance with the following rules. These rules are not to be considered all-inclusive of conduct expected of Valley County employees. Each employee shall:

- i. Not engage in conduct away from work that, although not criminal, may reflect adversely upon Valley County or its officials, or otherwise impair the employee's ability to perform.
- ii. Be subject to the administrative authority of the officials who supervise the department where the employee works.
- iii. Follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.
- iv. Not use any substances, lawful or unlawful, that will impair the employee's ability to competently perform his/her work or threaten the safety and well-being of other workers or the public.
- v. Follow the rules regarding the reporting of work hours and comply with Valley County's procedures for approval of time-keeping records.
- vi. Report all accidents that occur or are observed on the job, or are on or involve Valley County property, and cooperate as requested in the reconstruction of any such accident.
- vii. Follow all workplace safety rules whether established formally by the office/department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
- viii. Maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.

- ix. Not destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of Valley County.
- x. Keep work spaces neat, orderly, and with a professional appearance.

4. Prohibited Workplace Conduct

Valley County employees are expected to behave in a lawful and professionally acceptable manner. The following list provides examples of unacceptable conduct. Each employee shall:

- i. Not engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Board of County Commissioners, the Elected Official, or the office/department for whom he/she works.
- ii. Not sleep or be absent from the employee's work station when on duty.
- iii. Not engage in malicious gossip, spread rumors, engage in behavior designed to create discord and lack of harmony, willfully interfere with another employee's work output or encourage others to do the same.
- iv. Not engage in abusive conduct to fellow employees or the public, or use abusive language in the presence of fellow employees or the public. Abusive language will include profanity and loud, threatening, or harassing speech.
- v. Not release any public record, including personnel records, without the express authority of the public official responsible for custody of the record.
- vi. Not use work time for personal business, including the selling of goods or services to the general public or other employees.
- vii. Not engage in political activities while on duty.
- viii. Not provide false or misleading information verbally or in writing.
- ix. Not use phones or computers in the workplace in a manner that violates policy or that disrupts workplace activities.
- x. Not abuse employee benefit offerings by taking unjustified sick leave, unearned vacation, participating in a scheme designed to create incorrect personnel records or to claim benefits that are not deserved in accordance Valley County policy.
- xi. Not engage in prolonged visits with co-workers, family members or the public that interfere with work in the department in which any employee serves.
- xii. Not bring children to work in lieu of day care.
- xiii. Not use work time or public premises to promote religious beliefs.

- xiv. Not bring pets to the workplace.

THESE RULES ARE NOT ALL-INCLUSIVE and may be supplemented by Valley County or Department policies.

5. Respectful Workplace

This section establishes Valley County's commitment to provide a work environment free from unlawful discrimination, harassment, bullying, and retaliation. This section will explain the procedures for investigating and resolving internal complaints of disrespect. This policy should be reviewed by each employee on a periodic basis.

It is important that all employees treat all other employees and members of the public with respect and in a lawful and civil manner. It is the responsibility of everyone to stop inappropriate behavior in the workplace. Disrespectful behavior in the workplace will not be tolerated.

This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, job retention, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

The EEOC defines harassment as unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.

- i. Unlawful discrimination or harassment of an applicant for employment, a member of the public, or an employee of Valley County on the basis of race, color, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or

service in the military (protected class) will not be tolerated by Valley County.

- ii. Employees found to be participating in any form of employment-related unlawful discrimination or harassment, or retaliating against another employee for filing a complaint alleging discrimination or harassment or cooperating with an investigation, will be subject to disciplinary action up to and including termination of employment.
- iii. While bullying is not illegal, it will not be tolerated. Bullying behavior is described as any repeated behavior meant to intimidate, humiliate or degrade another individual.
- iv. It is the responsibility of Valley County to develop this policy, provide training on it, keep it up to date, and ensure that any violation of this policy brought to its attention is dealt with as required by law and according to this policy.
- v. Valley County designates the Valley County Human Resources Director as the official who will be responsible for directing the procedures of this policy.
- vi. Elected Officials, the Board of County Commissioners, and Directors enforce this policy, regularly review it with all employees so that employees know its provisions, and monitor the workplace for compliance. Employees who supervise other employees are also responsible for ensuring compliance with county policies.
- vii. Individuals who believe they have been discriminated against, harassed, bullied or retaliated against should first address the issue with the person. If that does not resolve the issue or if the individual is uncomfortable addressing the person, he/she needs to inform his/her immediate supervisor, the Human Resources Director, or the Prosecuting Attorney about the incident, recounting specific actions or occurrences whenever possible.

If an Elected Official, County Commissioner or supervisor observes unlawful discrimination, harassment, bullying or retaliation he/she should take immediate action to address the problem. Human Resources shall be notified and may begin an investigation, as appropriate.

- viii. Examples of Harassment are:
 1. Verbal Harassment – Derogatory comments, slurs, propositioning, or otherwise offensive or abusive words or comments on the basis of a protected class, whether made in

general, directed to an individual or directed to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to, inappropriate sexually-oriented comments about dress or physical features, sexual rumors, code words, race-oriented stories, as well as jokes of a sexual or discriminatory nature or “kidding” that is oriented towards a prohibited form of harassment.

2. Physical Harassment – Assault, impeding or blocking movement, leering at, physical interference with normal work, privacy or movement when directed at an individual on the basis of race, color, religion, national origin, sex, age or disability. This includes pinching, patting, grabbing, inappropriate behavior in or near bathrooms, and eating areas, or making explicit or implied threats or promises in return for submission to physical acts.
3. Visual Harassment – Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, e-mails, notes, bulletins, drawings or pictures on the basis of a protected class. This applies to both posted material and material maintained in or on Valley County equipment or personal property in the workplace.
4. Sexual Harassment – Any act that is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.
5. There are basically two types of sexual harassment:
 - a. "Quid pro quo" harassment, where employment decisions such as raises, promotions, better working hours, job retention, etc., are directly linked to compliance with sexual advances or unlawful sexual harassment. Therefore, only someone in a supervisory capacity with the authority to grant any of such benefits can engage in quid pro quo harassment. Examples: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
 - b. "Hostile work environment," where the unlawful harassment creates an offensive and unpleasant working environment.

- c. A hostile work environment can be created by anyone in the work environment, whether they are supervisors, other employees or the public. Hostile work environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category. A prohibited hostile work environment does not exist simply because a supervisor is rude, belittles the employee, or requires work that the employee does not want to do. A prohibited hostile work environment is only present when it is based on the above factors.

- ix. The following complaint procedure must be followed to address a complaint regarding discrimination, harassment, bullying or retaliation:
 - 1. A person who believes he/she has been unlawfully discriminated against, harassed, or retaliated against should report the matter to his/her supervisor, the Human Resources Director, or the Prosecuting Attorney. If a supervisor becomes aware of a complaint in any way that unlawful discrimination, harassment, bullying or retaliation is occurring in any Valley County department, the supervisor should immediately report it to the Human Resources Director or the Prosecuting Attorney.
 - 2. Once such a complaint has been made, the complaint cannot be withdrawn by the complainant without a determination that it was made erroneously.
 - 3. Promptly upon receiving the complaint, the Human Resources Director will initiate an investigation to determine whether there is a reasonable basis for believing that an alleged violation of this policy or law has occurred.
 - 4. The investigator should interview the complainant, the person alleged to have committed the offenses, and any relevant witnesses to determine whether or how the alleged conduct occurred.
 - 5. As soon as practicable, the investigator will conclude the investigation and submit a report of the findings to the Human Resources Director, who will then route it as appropriate.

6. If it is determined that unlawful discrimination, harassment, bullying or retaliation has occurred, the Human Resources Director will recommend the course of action to be taken by Valley County. The action will depend on the following factors:
 - a. The conduct of the respective employees;
 - b. Prior complaints made against the person alleged to have committed the offenses; and
 - c. The quality of the evidence (first-hand knowledge, credible corroboration etc.).
7. If the investigation is inconclusive or it is determined that there has been no unlawful discrimination, harassment, bullying or retaliation, but some potentially problematic conduct is revealed, corrective action should be taken.
8. Promptly after the investigation is concluded the complainant and the person alleged to have committed the offenses will be met with separately to discuss the findings of the investigation.
9. The complainant and the person alleged to have committed the offenses may submit statements to the Human Resources Director challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) working days after the meeting in which the findings of the investigation are discussed.
10. Promptly after the Human Resources Director and supervisors have met with both parties and after consultation with the Prosecuting Attorney, a decision will be made as to what action, if any, should be taken.
- x. If unlawful discrimination, harassment, bullying, or retaliation is determined to have occurred, the Elected Official, Director, or the Board of County Commissioners shall take prompt and effective remedial action against the offender. The action should be commensurate with the severity of the offense, up to and including termination of employment.
- xi. Retaliation in any manner against a person for filing or initiating, in good faith, a charge or complaint of discrimination, bullying or harassment, testifying in an investigation, providing information or assisting in an investigation is expressly prohibited and subject to disciplinary action up to and including termination. The supervisor and Elected Official should take reasonable steps to protect the victim and other potential victims from further harassment or related consequences.

- xii. Confidentiality should be maintained to the fullest extent possible in accordance with applicable federal, state and local law. However, a complete and thorough investigation of the allegations will require the investigator to inform witnesses of certain aspects of the complaint in order to obtain an accurate account of the actions of the parties involved. Valley County's insurer may also be engaged to assist in all phases of any proceeding or investigation.
- xiii. False Complaints are not allowed. Discipline will result, up to and including termination, when it is conclusively determined that an employee made a complaint of discrimination, harassment, bullying or retaliation knowing it to be false or knowingly participated in the falsehood. This section is not intended to discourage employees from making complaints regarding unlawful employment-based behavior. An employee will not be disciplined for reporting actual behavior that in good faith the employee believed was unlawful employment-based behavior. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

6. Dress Code

Because Valley County has such a varied employment base, there is no standard dress code for all departments. We ask that employees comply with dress standards established in the department. In the absence of any departmental dress standards, clothing needs to be appropriate for the functions performed and present a suitable appearance to the public. In general, the length of shorts should be just above the knee. Employees who face the public should wear nice looking jeans, slacks, skirts, or dresses. No one should wear pants with holes in them. We ask that shirts have a high enough neckline to minimize showing any cleavage.

7. Smoking and Vaping

Smoking, Vaping, or the use of tobacco is only permitted in designated areas on Valley County Property. It is NEVER allowed inside any Valley County owned vehicle or building.

8. Outside Employment

While we should not dictate what an employee does outside of work, we ask that employees not have secondary employment that conflicts with duties performed for Valley County. The Board of County Commissioners, Director, or Elected Official supervising an individual who desires to participate in secondary employment may determine permissible examples of that employment. The Board of County Commissioners, Director or the Elected Official supervising an employee must give written permission for an employee to undertake secondary employment. If an employee is denied permission for secondary employment by his/her elected official or supervisor, the employee may request reconsideration by the Board of County Commissioners.

9. Candidacy for Elected Office

- i. While Valley County recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and Valley County's interest in promoting the efficiency of the public services it performs through its employees. Completing county business is the first priority. Employees who are seeking elected office are expected to act in a professional manner and conduct themselves accordingly.
- ii. If an employee initiates candidacy against an Elected Official for whom he/she is a subordinate and if there is a reasonable prediction of disruption in that official's office, the employee must immediately resign or face possible termination.
- iii. A reasonable prediction of disruption is based upon any of the following factors:
 1. The size of the office in which the employee works—the smaller the office, the greater the likelihood of disruption;
 2. Whether the employee candidate holds a position of trust and confidence to the incumbent;
 3. Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor; or
 4. The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another.
 5. Not all of the above factors must be met in order to seek resignation or termination of the employee.

- iv. If the official determines that there exists a reasonable prediction of disruption should the employee remain employed with Valley County and the employee refuses to resign, he/she may be terminated. The official should set out in writing the factual basis for finding that there exists a reasonable prediction of disruption using the above factors. The written findings should be provided to the employee, placed in the employee's personnel file and be made a part of the official record. All other applicable procedures that allow an opportunity to be heard, as set out in this policy, will apply.

10. Criminal Activity and Loss of Licensing or Certification

Any employee who is arrested, indicted, or otherwise charged with any misdemeanor or felony criminal charge must notify his/her immediate supervisor of the event by the end of the next business day following the employee's arrest or receipt of criminal process. The reporting obligations of this paragraph apply to all employees including those on extended leave, and are required regardless of whether the alleged incident occurred on or off work hours. The employee must keep his/her supervisor advised of the current status of the matter.

Depending on the circumstances presented, the employee may be temporarily relieved of duty, with or without pay. If placed on leave without pay, the employee may elect to use any accrued vacation time or compensation time they have earned. Criminal charges that are inconsistent with Valley County employment policies or ethics may be cause for termination.

Any employee who is required to maintain a license for job responsibilities must immediately notify his/her supervisor if the license is suspended, revoked, the individual is disbarred, or any other action that might affect the license validation.

An employee's failure to comply with the above section may result in disciplinary action up to and including termination.

11. Confidential Information

Revealing or using any confidential or non-public information without prior authorization is prohibited. The misuse, unauthorized access to, or

mishandling of confidential information is strictly prohibited and will subject an employee to disciplinary action up to and including dismissal. Employees are expected to refer any public records requests to the Sheriff's designee for Law Enforcement or the Valley County Clerk for other requests who will forward to the appropriate department for response. Employees should seek guidance from their respective elected official or the Valley County Clerk when unsure.

12. Use of Valley County Resources

Valley County resources, including time, material, equipment, buildings, tools, and information, are provided for business use only and are not for personal use. Department heads and Elected Officials are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use. Questions about the proper use of Valley County resources should be directed to the Board of County Commissioners or Elected Official.

Telephones should not be used for personal use unless in an emergency situation. Valley County telephones are not to be used for personal long distance calls.

Computers should not be used for personal use.

E-Mail and Internet access are provided to make work more efficient. There is no right to privacy on any computer system or the information it holds. Employees are not to use the internet for personal business. Employees are prohibited from accessing sites which contain offensive graphics, images, and language. Downloading of copyrighted, protected materials or software is strictly prohibited. Employees are not to use instant messaging (IM) through Valley County internet for personal use.

Employees are not to use a county discount intended for use of purchasing county items or use the county tax-free status when buying items for personal use. Employees may not purchase items from Valley County. Rather, any department which possesses unneeded items shall follow Valley County's Purchasing and Contracts Policy.

B. Employment Relationship and Pay

For varied reasons, employee status must be organized by classes in order to administer employee policies, benefits or otherwise address employment issues. It is generally the responsibility of the employee to assure that he/she is properly categorized for purposes of each issue or benefit type. The Payroll Department will endeavor to assist with such matters, but the employee is ultimately responsible to assure that his/her service is properly addressed.

1. Employment Status

All employees of Valley County, including part-time and temporary employees are AT-WILL employees, except as otherwise provided by this policy, as required by law, or pursuant to a written contract approved by the Board of County Commissioners and memorialized in the minutes of the Board of County Commissioners.

i. Exempt and Non-exempt

The Fair Labor Standards Act determines which classes of employees are eligible for overtime or compensatory time. An exempt employee is one who is paid the same amount each month regardless of how many hours worked. A non-exempt employee must be paid overtime or allowed to accrue compensatory time for every hour over 40 worked in a week.

ii. Deputy Prosecuting Attorneys and Other Legal Counsel.

Because the Idaho Rules of Professional Conduct govern the relationship between an attorney and his/her client, Deputy Prosecutors and other legal counsel for the County are considered to be at-will employees where they serve at the pleasure of the Prosecuting Attorney, pursuant to Idaho Code § 31-2601 et seq.

iii. Chief Deputies.

Chief Deputy employees are political appointments pursuant to Idaho Code § 31-2006 and any acceptance of an eligible Elected Official's offer or assignment to chief deputy status is an appointment at the will and at the pleasure of the Elected Official. In the event that an Elected Official chooses to remove an employee from chief deputy status, the

employee may be offered the job and duties (at the current pay rate for that position with a possible adjustment for years of service and other relevant factors) fulfilled for at least six (6) months prior to his or her chief deputy appointment or be dismissed from Valley County service. All other positions in the affected department will be subject to change.

2. Employee Classification for Benefit Purposes

Classification of the position an employee holds with Valley County may affect the status of obligations or benefits associated with his/her employment. The primary classes of employees are:

i. Full-Time Regular Employees

Employees whose employment is continuous and whose typical work week consists of at least 30 hours are considered full-time regular employees. Employees in this class are eligible for full employee benefits provided by Valley County and include both exempt and non-exempt employees.

ii. Part-Time Regular Employees

Employees whose employment is continuous and whose typical work week consists of less than 30 hours are considered part-time regular employees. Employees in this class may receive reduced or no employee benefits as required by federal and state law. The scope of benefits received may vary proportionately with the number of hours typically worked for a part-time regular employee. The number of hours worked may also affect the employee's obligation to participate in certain mandatory state benefit programs. Certain benefits may not be available because qualifying thresholds have not been reached.

iii. Temporary Employees

Employees who work on an irregular, seasonal or temporary basis are temporary employees. Temporary employees receive no benefits provided to regular employees, except those required by law.

3. Employee Files

i. Personnel Records

The official employee file for Valley County will be maintained by the Human Resources department. Payroll records will be maintained by the payroll department and separate from the personnel file. The employee's supervisor, Elected Official or the employee himself/herself may contribute materials to the personnel files. All documentation placed in a personnel file must be acknowledged by the individual employee.

ii. Access to Personnel Files

Only the employee's supervisor, the Board of County Commissioners, when acting as a board in the course of its official business, attorneys for Valley County, the Elected Official who oversees the employee, and the employee him/herself are authorized to view materials in a personnel file. Access of others will be allowed only with authorization of the supervising official after consultation with legal counsel for Valley County. Information regarding personnel matters will only be provided to outside parties with a release from the employee, pursuant to a Court order, or a proper subpoena. Valley County reserves the right to disclose the contents of personnel files to outside state or federal agencies, its insurance carrier or its carrier's agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct. Copies of materials in an employee's personnel file are available to that employee without charge, subject to exceptions provided by statutes.

iii. Management of Information in Personnel Files

Each employee will be provided an opportunity to contest the contents of his/her personnel file at any time by filing a written objection and explanation that will be included in the file along with the objectionable material. In the sole judgment of the supervising official, after consultation with legal counsel for Valley County, any offending material may be removed upon a finding by the Human Resources Director and in collaboration with the Valley County Board of County Commissioners or the Prosecuting Attorney that it is false or unfairly

misleading. In general, there is a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history. Any such approved removal of information will be documented in writing and maintained in the employee's personnel file.

4. Compensation Policies

i. Establishment of Employee Compensation

Employees are compensated based upon decisions of the Board of County Commissioners when annual budgets are set. There is never a guarantee of wage increase from year to year. Elected Officials may make suggestions about salary compensation and other pay system concerns, but the final decision regarding the compensation policy rests with the Board of County Commissioners.

ii. Right to Change Compensation and Benefits

The Board of County Commissioners may change general compensation and reduce work hours for any reason. Compensation may be adjusted based upon job performance and the availability of funds to maintain a solvent county budget.

iii. Compensatory Time and Overtime

1. Overtime for non-exempt, hourly employees shall be APPROVED by the Elected Official, Director, or Board of County Commissioners for whom the employee works in advance or when absolutely necessary in an emergency. Non-exempt employees approved for overtime will either accrue compensatory time as established by the Board of County Commissioners. Compensatory time for work in excess of 40 hours per week, or in excess of the work period interval established for law enforcement officers through FLSA code 29 U.S.C § 207(k) , will be computed at 1½ hours for each additional hour worked. The Board of County Commissioners has set a maximum accumulation of 40 hours of compensatory time for most departments. Any compensatory time over that amount will be paid in the next pay period unless otherwise

approved by the Board of County Commissioners. It is the employee's responsibility to alert the Elected Official, Director, or Board of County Commissioners for whom the employee works if the amount of accumulated hours may potentially exceed the allowed 40 hours. In no case may an employee accrue more than 40 hours of compensatory or overtime unless specifically authorized by the Elected Official or Board of County Commissioners.

The Road Department may develop a specific internal policy for overtime or compensatory time that is consistent with their work requirements but will need to be approved by the Board of County Commissioners.

2. Compensatory and overtime wages are required by the Fair Labor Standards Act. It is not an option.
3. Compensatory time may be used whenever required by a supervisor or when requested by an employee with the concurrence of a supervisor. Use of requested compensatory time will depend upon the ability of the department to tolerate a requested absence. If repeated requests to use compensatory time are denied by a supervisor, or reasonable opportunities to use such time are unavailing, an employee must be paid for such accrued time.
4. Compensatory time needs to be exhausted prior to the use of Vacation or Sick time.

iv. Reporting and Verifying Time Sheets

Time keeping records are required to be kept by the Fair Labor Standards Act for non-exempt employees. Time keeping records are used to calculate compensation and overtime.

1. In general, time clocks are used to track employee work time. Employees are to clock in no more than 8 minutes before the scheduled start time and no later than 8 minutes after the scheduled end time. Employees need to clock out when leaving

the workstation or premises for more than 15 minutes.

2. At the end of the pay period, time sheets need to be acknowledged by the employee.
3. From time to time, corrections may need to be made to employees' time, such as when one forgets to clock in. Should the supervisor notice a mistake or if an employee is out on sick leave, Valley County reserves the right to make corrections and subsequently notify the employee. Notifications need to be in writing.
4. Any employee concerned about his/her compensation shall communicate concerns to his/her Elected Official, Director, Human Resources, or the Board of County Commissioners as soon as any such concern becomes evident. Documentation of any such issue should be maintained in the employee's personnel file.
5. Because certain positions within the Sheriff's office are required to work non-typical hours, the Valley County Board of County Commissioners have approved payment of a shift differential to those whose scheduled work hours are between 7pm and 7am. This policy applies only to regular full time employees. Part time and seasonal employees will not receive shift differential.

v. Work Periods

The workweek for all non-law enforcement employees begins at 12:00 a.m. on Sunday of each week and concludes at 11:59 p.m. of the succeeding Saturday.

1. Pursuant to the Fair Labor Standard Act, 29 U.S.C. § 207(k) Valley County has chosen a 28 day pay period for purposes of calculating overtime for law enforcement officers, including detention officers.
2. In some circumstances hourly employees may be required to be available to respond to an emergency situation directly

related to his/her duties and responsibilities. These employees are considered to be “on-call” during those times and will be paid for any hours actually worked during on-call periods. Time in excess of 10 minutes spent on the telephone or in person resolving a work issue is considered work time and needs to be reported on the employee’s timesheet.

vi. Payroll

1. Paychecks are issued monthly at the end of the month for the month in which you work. Valley County reserves the right to change pay dates or pay cycles with adequate notice to the employees.
2. Employees need to monitor the accuracy of compensation received. Information shown on the employee's paycheck stub is provided for information only. Actual practices regarding the issuance of paychecks and allocation of employee benefits shall be consistent with the official policy of Valley County. In the event of disagreement between the computer-generated paycheck stub and official policy, as interpreted by the Board of County Commissioners, the policy will prevail. Employees are obligated and shall call to Valley County’s attention any such errors, whether to the advantage or disadvantage of the employee.
3. It is the employee’s responsibility to alert the Elected Official, Director, or Board of County Commissioners for whom the employee works if he/she believes he/she has not received proper consideration for job enhancing skills.
4. No payroll deductions will be made from an employee’s paycheck unless authorized in writing by the employee or as required by law.

vii. Serving as Juror or Witness

Leave will be granted and full pay provided to employees called to serve on jury duty or as a court witness in matters specifically related to Valley County operations. Any stipend paid shall be remitted to the

County.

An employee called to serve as a witness on case not related to Valley County will need to do so on his/her own time.

viii. Military Leave and USERRA

A leave of absence will be granted for an employee to participate in ordered and authorized field training in accordance with Idaho Law and the Uniformed Services Employment and Reemployment Rights Act (USERRA). For leave that lasts up to thirty days during a one year period employees will receive the difference of their military pay and Valley County salary, when the military pay is less than the Valley County salary.

ix. Workers Compensation and On-the-Job Injuries

1. Valley County is required to provide you care in the event you are injured on the job. Valley County uses a Workers Compensation insurance carrier to administer all claims.
2. All on-the-job injuries shall be reported to the employee's supervisor as soon as possible so that a worker's compensation claim may be filed.
3. Return to employment will be authorized on a case-by-case basis in consultation with the supervising official and the Workers Compensation carrier and may require a fitness for duty medical review. Valley County will make every effort to return employees to light duty, with a physician note.
4. Those who need to take leave for an injury that occurred on the job may use sick leave to supplement the pay they receive from worker's compensation. Workers compensation statements need to be provided to payroll to received supplemental sick leave.
5. Valley County will handle worker's compensation claims for sworn law enforcement officers pursuant to Idaho Code.

6. Concerns associated with injured worker status may be brought before the appropriate Elected Official or Board of County Commissioners for review.
- x. Remote Access, Telecommuting, and Working away From Valley County Sites.

Only Elected Officials and the IT department are eligible for remote access, telecommuting, and working offsite. Any exceptions need approval from the Board of County Commissioners and such approval shall be memorialized in the Board of County Commissioners minutes.

5. Employee Benefits

The County offers a number of employee benefits. These benefit offerings are subject to change or to be eliminated in the sole discretion of the Board of County Commissioners. Each benefit offering is subject to the specific terms of its respective insurance policy and/or official resolution of the Board of County Commissioners.

i. Vacation Leave

1. Vacation leave is available to full-time employees and at a prorated rate for regular part time employees scheduled to work between 20 and 29 hours per week. Vacation leave accrues based upon 40 hours per week as depicted in the chart below.
2. Once an employee reaches the maximum accruals listed below, no additional vacation leave will accrue until the employee's accrued hours are reduced below the maximum.
3. Vacation leave is to be scheduled with consent of the responsible Elected Official, Board of County Commissioners, or the Board of County Commissioners designee. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be based upon business need. Upon separation from employment, unused vacation leave up to the maximum allowed accrual will be compensated by lump-sum payment.

4. Exempt employees are expected to take vacation leave in no less than 4 hours increments.

Years of service	Sick hours/yr	Sick hours/mo	Max hour accrual	Vacation hours/yr	Vacation hours/mo	Max hour accrual
0-4	96	8	720	80	6.67	100
5-9	96	8	720	120	10	160
10-14	96	8	720	150	12.5	170
15+	96	8	720	160	13.34	180

ii. Sick Leave

1. Sick leave is provided to regular full-time employees at the rate of 8 hours per month and is prorated for those regular part time employees scheduled to work between 20 and 29 hours per week.

Sick leave is a benefit to provide relief to the employee when an illness or injury prevents the employee from working productively or safely or when an immediate family member's (spouse, child, parent) illness presents no practical alternative for necessary care. Compensation time shall be used prior to sick leave. Sick leave must be requested in as soon as possible but at least within two hours of the time the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Elected Officials, Directors, or department supervisors may require the employee to provide a doctor's note or require, at the County's expense, an independent review of the reported illness by a competent medical authority.

Employees may use sick leave to attend medical appointments for themselves and dependents. If travel is required, sick time may only be taken for the actual travel and appointment time. If additional time is requested, the employee's vacation leave time shall be deducted for the appropriate number of hours.

2. Exempt employees are expected to take sick time in no less the 4 hour increments.

3. Sick leave can only be accrued up to a maximum of 720 hours. Once an employee reaches the maximum accrual, no additional sick leave will accrue until the employee's accrued hours are reduced below the maximum.
4. Sick leave recipients will receive their normal compensation when using sick leave. All unused sick leave will be forfeited without compensation upon separation from employment.
5. If an employee is out more than a week on sick leave, the employee must have a physician's note to return to full work duty and Human Resources must be notified.
6. Employees who are sick and who are not able to give their full dedication to work are encouraged to stay home and use their available sick leave.

iii. Holidays

1. Ten official holidays are provided for full-time regular employees and regular part time employees who are scheduled to work between 20 and 29 hours per week. Employees receive compensation for eight hours that day or their scheduled part time hours (but no more than 8) even though they do not work those days. Those who are part-time will be compensated commiserate with their scheduled hours. Ex: One who is scheduled to work 29 hours will be paid at $\frac{3}{4}$ of a day.
2. Holidays which fall on Saturday will be observed on the preceding Friday. Those which fall on Sunday will be observed on the succeeding Monday. The holiday schedule may be changed at any time by the Board of County Commissioners. Following is a list of observed holidays:

New Year's Day
Labor Day
Martin Luther King, Jr./Human Rights Day
Columbus Day
Presidents Day

Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

3. Employees who work non-traditional schedules, or who would not otherwise be scheduled to work on a day that a recognized holiday falls, are entitled to holiday leave in the amount of eight hours of the employee's regular workweek during the week that the holiday occurs or prorated hours for regular part time employees. If, in the discretion of the Elected Official, Director, or Board of County Commissioner, work needs do not allow a day-off for the holiday the employee is entitled to payment of eight hours pay, in addition to his/her pay for hours worked during the week that the holiday occurs.
4. Unscheduled emergency work on holidays will be compensated at a rate of one and one-half (1 ½) times the employee's regular rate of pay.

iv. Bereavement Pay

Depending upon the regular work schedule, employees are allowed up to forty hours of paid leave per instance for the death of a spouse, parent, grandparent, child, grandchild, brother, sister, mother-in-law, or father-in-law. Employees may use accrued vacation leave beyond Bereavement Pay.

v. Leave of Absence

Up to thirty days of unpaid leave of absence may be granted by the Elected Official or Board of County Commissioners for any justifiable purpose. Unpaid leave requires written approval of the Board of County Commissioners, Director or Elected Official and shall be forwarded to the payroll department.

vi. Family and Medical Leave Act (FMLA)

Family and Medical Leave Act (FMLA) allows for unpaid job-protected leave for employees to attend to their own or an immediate family member's serious medical condition. Employers who employ 50 or more employees in a 75 mile radius are qualified employers under FMLA

1. Eligibility

To be eligible for FMLA benefits, prior to any leave request, the employee:

- a. Must have been employed by Valley County for 12 months,
- b. Must have worked at least 1,250 hours for during the previous 12 months,

2. FMLA Rights

- a. An eligible employee is entitled to job-protected, unpaid leave for the following reasons: 1) birth and care of the eligible employee's child, or placement for adoption or foster care of a child with the employee; 2) care of an immediate family member (spouse, child, parent) who has a serious health condition; or 3) care of the employee's own serious health condition.
- b. The employee may request up to 12 weeks of leave during a twelve month period. The 12-month period is determined using a "rolling" 12-month calendar measured backward to the date an employee first uses any FMLA leave. If the employee does not return to work at the end of the FMLA leave for reasons other than the continued serious health condition of the employee or eligible family member, Valley County may recover from the employee the premiums that were paid for the employee's medical coverage during the FMLA leave period. Employees who are out of the office for his/her own or a family member's illness for more than 5 days may apply for FMLA.
- c. Total FMLA leave for employee spouses/parents who both work for the County is 12 weeks combined if the

leave is for reasons other than the employee's own personal serious illness.

3. Concurrent Use of Accrued Leave and Worker's Compensation Required.

- a. Employees are required to use any accrued paid vacation and sick leave concurrently with any FMLA leave. If the employee does not have sufficient accrued vacation and sick leave to cover the time out on FMLA leave, the employee may take the remainder of FMLA leave unpaid. Employees will continue to accrue vacation and sick leave while utilizing such leave, but will not accrue such leave during the unpaid portion of their leave.
- b. If the employee is on Worker's Compensation leave, such leave will also run concurrently with any FMLA leave.

4. Employee Obligations

- a. Employees are required to give 30 days of advance notice or as much time as practical when the need for FMLA leave is foreseeable. The employee may be required to provide medical certification by his/her physician or medical practitioner indicating the diagnosis and probable duration of the employee's or family member's FMLA qualifying medical condition. Valley County may also require second or third opinions at Valley County's expense.
- b. Employees who are on FMLA leave for their own serious illness for at least 5 days are required to provide a medical practitioner's fitness for duty report prior to returning to work. The employee may provide his/her medical practitioner with a job description so that the practitioner can evaluate whether the employee will be able to perform all of his/her duties on his/her return to work. FMLA leave may be denied if these requirements

are not met. The decision to allow an employee to return to work will be solely Valley County's and in compliance with the provisions of FMLA. If a doctor finds that the employee is not fit to return to duty, the employee will not be allowed to return to work.

- c. An employee on FMLA leave will not be allowed to work for any other employer without prior approval from his/her supervisor. An employee who violates this rule will be subject to disciplinary proceedings up to and including termination from employment.
- d. Employees need to contact the Human Resources office to discuss their rights and obligations for continuation of any current benefits they are receiving. Employees must make arrangements for payment of their portion of their benefit costs or discontinuation of those benefits will occur.
- e. To request FMLA leave, the employee must contact the Human Resource Office indicating the reason for requesting FMLA leave and the expected duration of leave.
- f. Employees will automatically be placed on FMLA leave after being absent from work for more than five days.

5. Intermittent Leave Requests

FMLA leave may be taken intermittently or on a reduced leave schedule with prior written approval from the employee's supervisor or when "medically necessary." In the circumstance of birth or placement of a child for adoption or foster care, intermittent leave is only available by written approval of the Elected Official, Director, or Board of County Commissioners.

6. Employer's Rights and Obligations

- a. Valley County has the right to determine whether the employee is or is not an "eligible employee" under FMLA and to place an employee on FMLA leave without the

employee's consent if the employee meets the eligibility requirements.

- b. Valley County may require periodic notices of the employee's FMLA status and his/her intent to return to work.
- c. Valley County will return the employee to the same or an equivalent position after returning from FMLA leave. The only exception may be for individuals who, under the provisions of the FMLA, are considered to be a "key employee" whose extended absence would cause "substantial and grievous economic injury".

7. The National Defense Authorization Act

- a. FMLA provides an entitlement of up to 26 weeks of unpaid leave during a single 12-month period to an eligible employee who must care for a covered service member—a person who is a spouse, son, daughter, parent or next of kin of the employee and has a serious injury or illness incurred in the line of duty that renders that person unfit to perform his or her duties in the Armed Forces. If this type of leave is requested, Valley County may require medical certification that the service member being cared for has a serious health condition and that it was incurred in the line of duty.
- b. FMLA provides 12 weeks of FMLA leave to an employee if his or her spouse, son, daughter or parent has been called to active duty with the Armed Forces. No serious medical condition is required for this type of leave. If this type of leave is requested, Valley County may require certification that the service member has actually been called to active duty.
- c. We expect employees to provide prior notice when the need for this type of military FMLA leave is foreseeable.

vii. Benefits for Temporary Employees

All temporary employees will receive only those benefits required by law.

viii. Insurance Plans

Various insurance benefits are available to employees and family members. Contact Human Resources to learn about Valley County's current offerings. For purposes of the Affordable Care Act, employees who average less than 30 hours of employment over a 5 month period are not eligible for Valley County's health plans.

ix. Retirement Benefits

Valley County is required to participate in the Public Employees Retirement System of Idaho (PERSI) where employers are required to withhold a percentage of an employee's gross salary. Likewise, Valley County is required to contribute a larger amount on behalf of the employee. Employees may contribute to additional voluntary retirement options. Contact Human Resources for information.

x. Longevity Bonus

Employees who work for Valley County for more than ten years and leave employment on good terms are eligible to receive a \$1,000 longevity bonus. Likewise, employees who work for the county for more than fifteen years and leave employment on good terms are eligible to receive a longevity bonus of \$1,500. Employees who are terminated for cause will not receive a longevity bonus.

C. Employee Performance and Discipline

1. The purpose of the Valley County Performance and Discipline policy is to establish a consistent procedure for maintaining suitable behavior and a productive working environment. These procedures are directory in nature and a minor variation in the process will not affect the validity of any action taken.

The following framework guides the processes to be taken when an employee

violates employment policies or fails to adequately perform his/her duties. Nothing in this policy is intended to change the at-will nature of employment or limit the reasons for which the employee may be disciplined, including termination of employment. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. Valley County may take any of the steps listed below in any order when a supervisor deems an action of the employee to be serious enough to warrant skipping steps.

The following actions are among the disciplinary actions that may be taken in response to personnel policy violations:

- i. Oral Warning
- ii. Written warning or reprimand
- iii. Suspension without pay
- iv. Demotion
- v. Termination

- vi. Conditions of maintaining employment that relate to a particular performance or behavior may be established in conjunction with any of these actions.

2. Opportunity to Be Heard

- i. All employees are AT-WILL employees. However, at-will employees may from time to time experience adverse consequences of unlawful discrimination or retaliation. In addition, a public employee who is being demoted with a reduction in pay or terminated from employment based upon allegations of dishonesty, immorality or criminal misconduct is constitutionally entitled to a name-clearing hearing, when one is requested.

- ii. Unlawful discrimination and retaliation are actions that are alleged to involve decisions based upon age, sex, race, religion, national origin or disability that are not bona fide occupational qualifications. Valley County does not condone discrimination or retaliation on the basis of any protected class of individuals. Unlawful retaliation represents actions that are taken against an employee for initiating a charge of discrimination or harassment, or for assisting in any way in an

investigation of such charges.

- iii. Failure to pursue the opportunity to be heard or name-clearing hearing procedures constitutes a waiver of this opportunity.
- iv. Issues involving job performance or employee attitude, without allegations of discrimination, retaliation, dishonesty, immorality or criminal misconduct, are not the proper subject of this procedure and will not be heard.
- v. The procedure for the opportunity to be heard or name-clearing hearing is as follows:
 1. Within fourteen days of the termination or demotion, the employee may submit a written allegation of unlawful discrimination or retaliation or the basis for entitlement to a name-clearing hearing, stating with particularity the basis for the requested hearing to the Valley County Human Resources Director. Written allegations that are not submitted within fourteen days or that fail to state a particular, legally recognized basis will not be granted an opportunity to be heard. An employee will be promptly notified if a requested hearing is denied.
 2. An employee alleging unlawful discrimination or retaliation, or who is legally entitled to a name-clearing hearing, will meet with the Board of County Commissioners. The hearing will not exceed one hour in duration.
 3. An audio recording of the hearing will be made and maintained as part of the personnel record.
 4. The employee's supervisor may provide a brief written statement at least twenty-four hours prior to the hearing in response to the charges. The Board of County Commissioners may require the employee's supervisor to participate in the hearing.

5. The employee will be provided an opportunity to present evidence upon which the claims are based.
 6. The Board of County Commissioners may ask questions during this process.
 7. The employee may question participants during this process.
 8. The Idaho Rules of Evidence do not apply to this opportunity to be heard or name-clearing hearing, however, an employee may be represented by legal counsel.
- vi. After the hearing, the Board of County Commissioners will consider the information submitted, and such other information as might be in Valley County's records, to arrive at a decision concerning the employee's allegations. The decision will set forth in writing the reasons for the Board of County Commissioner's determination.

D. Separation From Employment

1. Reductions in Force

When financial circumstances or changes of workload require, Valley County may reduce forces in such manner as is necessary to maintain effective functioning of services. Employee assignments may be affected by reductions in force made due to economic conditions or to changes in staffing and work needs. The Board of County Commissioners and/or Elected Officials may make any changes in the work force or assignment of resources deemed to be in Valley County's best interests.

2. COBRA Benefits

Employees who currently receive medical benefits and who resign or are terminated from their employment may be eligible to continue those medical benefits for a limited time in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Employees with questions regarding the right to continue health coverage should contact the Human Resources.

3. Resignation Policy

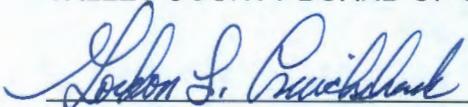
- i. Valley County asks for two weeks of notice when resigning and that it be in writing.
- ii. Employees who have an unexcused or unauthorized absence of three working days or more may be considered to have resigned through job abandonment. If an employee's words or actions indicate an intent to resign, including having an unexcused or unauthorized absence for three or more working days, Valley County will consider the employee as having resigned and immediately notify him/her of such.

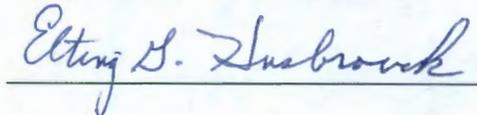
4. Exit Interview

Upon termination from employment, employees may be asked to participate in an exit interview where the employee will be invited to share his/her experience as an employee with Valley County.

ADOPTED this 4th day of February 2019.

VALLEY COUNTY BOARD OF COUNTY COMMISSIONERS:

 _____, Chairman

 _____, Board Member

 _____, Board Member

Attest: _____

Clerk



Valley County Human Resource Office

Valley County Travel Policy

From time to time employees will be expected to travel for business or training purposes. It is important to be efficient and economical while traveling. Whenever possible, carpool with another attendee.

Pay While Traveling

In general, Valley County follows the Fair Labor Standards Act regarding travel pay. With the approval of the Elected Official or Director, Valley County will pay for travel time to and from training. Employees will be paid for the time they are actually attending required training, even if that training is outside of a normally scheduled work day.

Use of a Personal Vehicle

Valley County vehicles should be used prior to considering the use of a personal vehicle. When a personal vehicle is used, the employee will be reimbursed at the Internal Revenue Service standard mileage rate. Reimbursement for miles traveled in a personal car must be actual map miles from Point A to Point B and back.

Those using a personal vehicle for business use must maintain auto liability insurance and a safely operating vehicle.

Please consult the Valley County Vehicle Use Policy for guidelines on the use of a personal vehicle for business.

Lodging

The Valley County Clerk's office maintains open account status for several facilities, which saves Valley County money. Please inquire into those facilities before making your reservation. Many lodging facilities offer a government or other discounted rate. To save on travel costs, always ask for the lowest available rate at the time you make your reservation.

Meal Allowances

Valley County offers meal allowances for employees when traveling on Valley County business inside of the State and outside of Valley County. No in County expenses will be reimbursed unless prior approval by the Board of County Commissioners is obtained.

Reimbursement will not be made for meals that are provided as part of a conference registration or for meals provided by another entity (including breakfast at hotels).

For in state travel, employees may be reimbursed for meal receipts up to the following with tax and a 15% tip included:

Breakfast \$15.00
Lunch \$15.00
Dinner \$20.00

Out of state travel meal costs will be reimbursed at the actual cost with receipts required for reimbursement.

Whether traveling in or out of state, alcoholic beverages will never be reimbursed.

Amended Vehicle Use Policy

Operators of Valley County owned or leased motor vehicles shall always drive safely, legally, and courteously, remembering that they are directly responsible for maintaining both Valley County owned property and the public trust. It is the policy of Valley County to provide a safe working environment that protects our employees and our citizens from injury and property loss. Valley County considers the use of vehicles part of the working environment. All the employee conduct rules listed in the personnel manual apply.

This policy applies to all Elected Officials, employees, and volunteers who operate vehicles on County business.

Vehicles owned or leased by Valley County are to be used for the functions of Valley County only. "Side-trips" or deviations from County business are not authorized. If a driver is using a county vehicle, the individual is authorized to stop for meals, however, no individual may consume alcohol during such meal stop and then drive a county vehicle. Stopping in an emergency situation is always permitted.

The Valley County motor pool is entrusted with the care and keeping of the vehicles to include proper maintenance, registration, insurance, and license plates.

Some individuals may be assigned a county vehicle for use while conducting county business. Such vehicles are still subject to the "no side trip" and "no deviation" rule. If an individual is assigned a county vehicle, that vehicle SHALL be used exclusively for county business whether in or out of county. No mileage reimbursement for personal vehicle use will be granted unless the assigned vehicle is inoperative and no other county vehicle is available.

Non-county individuals may not ride in county vehicles. The exception to this is for bona fide volunteers on county business or employees or Elected Officials transporting individuals on county business. The Valley County Sheriff's office is authorized to allow others to ride in county cars as they deem appropriate.

Drivers shall have a current license to drive what-ever type of vehicle is assigned. Vehicles over 26,000 gross vehicle weight, buses and vans over 15 passengers require a commercial driver's license (CDL).

Individuals who drive a personal vehicle on county business must maintain auto liability insurance with minimum state limits and operate the vehicle in a safe manner.

All drivers and passengers on Valley County business are required to use seatbelts as mandated by law. Sworn law enforcement officers may dispense with wearing safety restraints when, in their discretion, wearing a seatbelt would hinder rather than increase their safety. (Idaho Code 49-673).

Amended Vehicle Use Policy

Operators of Valley County owned or leased motor vehicles shall always drive safely, legally, and courteously, remembering that they are directly responsible for maintaining both Valley County owned property and the public trust. It is the policy of Valley County to provide a safe working environment that protects our employees and our citizens from injury and property loss. Valley County considers the use of vehicles part of the working environment. All the employee conduct rules listed in the personnel manual apply.

This policy applies to all Elected Officials, employees, and volunteers who operate vehicles on County business.

Vehicles owned or leased by Valley County are to be used for the functions of Valley County only. "Side-trips" or deviations from County business are not authorized. If a driver is using a county vehicle, the individual is authorized to stop for meals, however, no individual may consume alcohol during such meal stop and then drive a county vehicle. Stopping in an emergency situation is always permitted.

The Valley County motor pool is entrusted with the care and keeping of the vehicles to include proper maintenance, registration, insurance, and license plates.

Some individuals may be assigned a county vehicle for use while conducting county business. Such vehicles are still subject to the "no side trip" and "no deviation" rule. If an individual is assigned a county vehicle, that vehicle SHALL be used exclusively for county business whether in or out of county. No mileage reimbursement for personal vehicle use will be granted unless the assigned vehicle is inoperative and no other county vehicle is available.

Non-county individuals may not ride in county vehicles. The exception to this is for bona fide volunteers on county business or employees or Elected Officials transporting individuals on county business. The Valley County Sheriff's office is authorized to allow others to ride in county cars as they deem appropriate.

Drivers shall have a current license to drive what-ever type of vehicle is assigned. Vehicles over 26,000 gross vehicle weight, buses and vans over 15 passengers require a commercial driver's license (CDL).

Individuals who drive a personal vehicle on county business must maintain auto liability insurance with minimum state limits and operate the vehicle in a safe manner.

All drivers and passengers on Valley County business are required to use seatbelts as mandated by law. Sworn law enforcement officers may dispense with wearing safety restraints when, in their discretion, wearing a seatbelt would hinder rather than increase their safety. (Idaho Code 49-673).

The driver of a Valley County, leased or personal vehicle when being used for Valley County business, is prohibited from using a mobile communication device, cell phone, or computer of any type while the vehicle is in motion. Drivers must be safely parked before using any of these devices. This includes any devices capable of receiving or sending any type of message. The exception to this policy is work-related two way radios and sworn law enforcement officers using professional equipment.

SMOKING AND PETS ARE EXPRESSLY PROHIBITED IN ALL VALLEY COUNTY VEHICLES.

DRIVERS ARE RESPONSIBLE FOR THE GENERAL CLEANLINESS OF ANY VALLEY COUNTY VEHICLE THEY ARE DRIVING.

A driver may not operate a county vehicle or a personal vehicle on county business with a BAC of .01 or higher nor be impaired in any manner by illegal drugs, illegal substances, prescribed or over the counter medications, illness, fatigue, or injury. Drivers are required to report any reason that may affect his/her ability to drive safely.

In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of traffic.

Drivers must notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage.

Drivers shall have law enforcement investigate any accident that involves a Valley County vehicle or a vehicle driven on county business. Do not discuss fault with anyone or sign anything except from law enforcement, ICRMP, or an authorized representative of Valley County.

Any individual driving a county car, or personal or leased vehicle when on county business involved in an accident SHALL submit to a drug/alcohol test as soon as practical but no later than twelve hours after the incident. Drivers shall cooperate fully with ICRMP in the handling of the claim.

All fines or other criminal penalties due to violations of the law by a driver are the personal responsibility of the driver. These are personal costs to the driver and shall not be reimbursed.

Prior to the use of any County vehicle, leased vehicle, or vehicle driven on county business, the driver shall make a visual inspection of the exterior of the vehicle and note any damage or required maintenance. The driver shall also maintain a log of mileage in and out. If a driver discovers the mileage is wrong on the log PRIOR to use, the inaccuracy shall be reported to the Road Department immediately. Further, if the vehicle is not in a clean, well maintained presentation, the incoming driver shall report the condition to the Road Department. The Road Department will investigate to determine who the prior user was and the cause of the discrepancy. Drivers who fail to follow these procedures are subject to discipline.

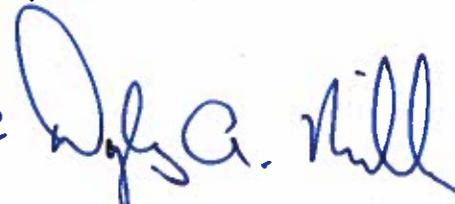
Vehicles belonging to Valley County shall not be used to commute to and from work. Employees whose job requirements dictate they report to a different location other than their primary work site may seek an exemption from this policy from the Board of County Commissioners. The permission and the times authorized shall be included in the minutes of the Board of County Commissioners. The Valley County Sheriff, the Chief Deputy Sheriff, the Lieutenant, and all patrol deputies are exempt from this policy and may take their duty vehicles home.

Amended Vehicle Use Policy approved this 13th day of NOVEMBER, 2017


Gordon Cruickshank, Chairman


Bill Willey, Commissioner


Elt Hasbrouck, Commissioner

Attest: 
Valley County Clerk

11-13-2017

DRUG AND ALCOHOL FREE WORKPLACE POLICY

Policy Statement

Valley County has a responsibility to its employees and the public to see that its employees are both drug and alcohol free while on duty. This responsibility comes in light of studies showing that employees who are under the influence of drugs or alcohol while at work are more likely to cause accidents and injuries to themselves, co-workers, and the public. Therefore, Valley County (hereafter referred to as “the County”) is implementing this Drug and Alcohol Free Workplace Policy, including within its provisions those regulations contained within the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing, as contained in 49 CFR Part 382 and Part 40.

INTRODUCTORY PROVISIONS

Implementation Schedule

This policy will become effective February 26, 2019, and will apply to all prospective and current employees of the County, including those employees who operate County commercial vehicles (hereafter referred to as “CDL drivers”).

Questions Regarding This Policy

The County designates the Human Resources Director as the person responsible for answering employees’ questions relating to the provisions of this policy. A copy of this policy will be made available to all employees.

Possession, Use, or Distribution of Illegal Drugs or Alcohol

The possession, use, purchase, sale, or distribution of illegal drugs (meaning those drugs for which there is no generally accepted medical use; i.e. marijuana, cocaine, methamphetamine, PCP) or drug paraphernalia by an employee in a County vehicle, at a job site, on County property, or during work hours, is strictly prohibited. Any employee violating this prohibition will be terminated.

The County reserves the right to inspect any County resource including but not limited to vehicles, desks, storage areas, and any other County resource for illegal drugs or alcohol.

The County also has a prohibition against employee use of illegal drugs off the worksite. For the purposes of this policy, illegal drugs refer to substances the Federal Government deems illegal. An individual state’s action to legalize a federally illegal substance has no effect on our drug free workplace policy. An employee’s off the job use, manufacture, purchase, possession, sale, or distribution of illegal drugs, or drug paraphernalia that results in criminal charges being brought against the employee will result in the employee being requested to submit to drug testing and may result in the employee being suspended from work without pay. Any employee convicted of a criminal drug statute will be terminated from employment.

Any unauthorized use of a legal substance to alter one’s state of mind is prohibited. These substances include anything that an employee may use to supplement illegal drug use or to mimic the effects of drug use. Employees found participating in these activities will be subject to termination.

Using prescription medications that may impair the ability to do the job must be reported to the supervisor as soon as possible.

Employee's Use of Alcohol

The County is committed to ensuring that employees are not at work while under the influence of alcohol. Therefore, employees are not to consume alcohol within four (4) hours of reporting to work. Employees are also not to report to work or remain at work while under the influence of alcohol, meaning having a blood alcohol concentration (BAC) greater than .02. Employees are prohibited from using or possessing alcohol while on duty.

Self-Referral

Employees who feel they may be drug or alcohol dependent and who identify themselves as such will be encouraged to seek treatment for that dependency. The County will provide informational assistance in locating professional substance abuse counseling to any employee who requests it.

Employees who undergo drug or alcohol rehabilitation will do so at their own expense (with the exception of those expenses covered by the County insurance program), on their own time, or during a non-paid leave of absence approved by the County. Employees may be expected to use accrued vacation or sick leave during any such leave of absence.

Employees who successfully complete a recommended course of treatment may return to work after taking and passing a drug and/or alcohol test. Any employee returning to work after such treatment will be expected to comply with all aspects of this Drug Free Workplace Policy. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug result or to avoid taking a drug test when requested to do so under the terms of this policy.

DRUG OR ALCOHOL TESTING REQUIRED OF EMPLOYEES

Pre-Employment Testing

All prospective employees will be tested for illegal drugs prior to their being offered employment.

Post-Accident Testing

Any CDL driver operating a County-owned commercial vehicle that is involved in a DOT reportable accident will be tested for both illegal drugs and alcohol. Alcohol testing will be administered within two (2) hours of the accident where possible, but in no case later than eight (8) hours. Drug testing will be administered within 32 hours of the accident.

Any other employee who is involved in a work-related accident may be tested for the use

of illegal drugs and alcohol. Alcohol testing will be administered within two (2) hours of the accident where possible, but in no case later than eight (8) hours. Drug testing will be administered within 32 hours of the accident.

Any employee required to be Non-DOT tested under this section must remain readily available for such testing and may not consume alcohol within eight (8) hours of the accident or until he/she has been tested for alcohol. Any employee involved in an accident requiring a drug and alcohol test must notify the County contact of the accident as quickly as possible and comply with those instructions given him/her regarding the taking of a drug and alcohol test. If it is determined by the County that an employee's accident was definitely caused by the actions of another and that there was no conduct that could have contributed to the accident by the injured employee, the County reserves the right to waive post-accident testing. Employees who are involved in a work-related accident requiring medical attention are to inform the County of the accident as soon as possible so that any needed drug or alcohol testing may be promptly conducted.

Random Testing

All employees in safety sensitive positions will be subject to random drug and alcohol testing. Random testing selections will be unscheduled and will be made by a scientifically valid method of selection where every affected employee is equally subject to being tested. CDL driver name pools will be segregated from non-driver name pools. Random testing for alcohol will take place prior to, during, or immediately following an employee's duty time.

Reasonable Cause Testing

The County will require an employee to be tested for alcohol and/or illegal drugs if the employee's physical appearance or pattern of behavior gives County officials reason to believe the employee may be impaired. The basis of suspicion may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time.

SPECIMEN COLLECTION PROCEDURES/TEST RESULT NOTIFICATION

Submission of an Adulterated or Diluted Specimen

If the collection monitor determines that an employee has submitted an adulterated or diluted specimen, that specimen will be discarded and a second specimen will be requested. It will be the second specimen that will then be tested. If the request for a second specimen is refused the collector will inform the County of the employee's refusal to submit an acceptable specimen. Such refusal will result in either a prospective employee not being offered employment or a current employee being terminated with the County.

Drug / Alcohol Specimen Collection Procedures

All testing for drugs will be done by the testing of an employee's urine specimen. All drug testing of CDL drivers will utilize the split specimen collection procedure. Under that procedure, a CDL driver will have his/her urine specimen sealed in two separate containers with both containers being sent to a SAMHSA certified laboratory for testing.

If a CDL driver's first specimen tests positive that driver may request, within three (3) days of the positive notification, that the other specimen be tested at a second SAMHSA laboratory. This second test will be done at the CDL driver's expense, unless the second test comes back negative. During the time the second specimen is being tested, that driver will be suspended without pay.

Any other employee whose specimen screens positive for the presence of illegal drugs will have their positive test confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method. Any non-CDL driver employee who tests positive for illegal drugs may request the same specimen be retested at their expense. This request must be conveyed to the County within forty-eight hours (48) of the employee being notified of the positive test result. During the time the second test is being conducted, the employee will be suspended without pay. Any employee whose test comes back negative after a retest of the same specimen or of their split specimen will be paid for the cost of that test as well as for the time during which they were suspended.

Any employee who is given an alcohol test will be given an initial test and, if they test at or above .02 BAC, a confirmation test will be performed no sooner than 15 minutes after the first test. The confirmation alcohol test will be done by the use of a breath testing device.

Refusal

An employee may not refuse to take a drug or alcohol test when requested to do so consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive for alcohol or illegal drugs. An employee will be considered as refusing to test if they:

- 1) expressly refuse to take a test when so requested;
- 2) fail to provide an adequate breath, saliva, or urine sample without a valid explanation; or,
- 3) engage in conduct that clearly obstructs the testing process.

Notification of Test Results

All drug test results will be forwarded to the County through Minert & Associates, Inc., as the representative of the Medical Review Officer (MRO). Before the County is informed that a prospective or current CDL driver has tested positive for illegal drugs, the driver will be offered an opportunity to personally discuss the positive drug test with the MRO. The MRO will follow up on such information as is deemed appropriate.

If the MRO finds no reason to doubt the validity of the positive test, that result will be conveyed to the County contact as well as the identity of the drug. If the CDL driver cannot be located, the MRO, or his representative, may request that the County arrange for the CDL driver to contact the MRO as soon as possible to discuss the results of the positive test. The MRO will communicate a positive result to the County without discussing

the result with the CDL driver if the CDL driver expressly declines the opportunity to discuss the results of the test, or if the CDL driver is instructed by the County to contact the MRO yet fails to do so within five (5) days of that notification.

Any other employee who tests positive will be given the opportunity to discuss that result with the staff of Minert & Associates, Inc., prior to the County taking disciplinary action. In talking with any such individual, the staff of Minert & Associates, Inc. will follow up on all information deemed necessary to resolve the employee's positive drug test. If it is determined that a prescription drug was the cause of the positive test the employees test will be reported out as negative

Effect of Testing Positive for Drugs or Alcohol

Any prospective employee who tests positive for the presence of illegal drugs will not be hired. Any current employee who tests positive for the presence of illegal drugs or alcohol will be allowed to continue working for the County subject to the terms and conditions of the County's Last Chance Agreement.

Any CDL driver who tests positive for illegal drugs or alcohol and is allowed to continue to drive for this County must first consult with a Substance Abuse Professional (SAP) to determine if he/she is drug/alcohol dependent. If it is determined that he/she is not drug/alcohol dependent he/she may return to work after he/she takes and passes a drug/alcohol test at his/her expense. Thereafter, that CDL driver will be subject to at least six (6) unannounced random drug or alcohol tests during the ensuing twelve (12) months.

An employee is considered as testing positive for alcohol when their BAC is .04 or above. If any employee tests between .02 and .039 BAC that employee will not be allowed to return to work for 24 hours from the time of the test. Any employee who twice tests between .02 and .039 BAC will be treated as having tested positive for alcohol.

Conclusion

The terms of this drug free workplace policy are intended to produce a work environment where employees are free from the effects of drugs and/or alcohol. Employees should be aware that the provisions of this policy may be revised when necessary. The County anticipates that by implementing the provisions of this drug free workplace policy its employees will enjoy the benefits of working in a safer and more productive work environment.



Valley County Human Resource Office

Cell Phone Policy

Both the nature of electronic communications and the public character of the County make cell phone uses less private than users may anticipate. As such, County employees should be aware that federal and state laws, county policies, and regulations may limit, to a degree, the protection of individual privacy in connection with the use of a cell phone under this policy. The County and its employees may be required to disclose phone records, text messages, and other electronic data and documents (including cell phone user locations at particular times, phone numbers called or texted or from whom the County employee received calls or texts, or contents of text messages sent or received) pursuant to public records laws in the State of Idaho, court order or other state and federal laws.

Valley County recognizes the performance of certain job responsibilities may include the use of a basic cell phone or a smart phone. Elected Officials or the Board of County Commissioners shall determine which employees require a phone.

Requests for cell phone stipends shall be submitted during the budgeting process to the Board of County Commissioners and shall be limited to the amounts listed below.

Valley County will not cover the cost of purchasing the actual device. The Elected official or employee is responsible for any upgrade from the free option and establishing a service contract with the cell phone service provider of their choice. The contract is in the name of the Elected Official or employee, who is solely responsible for all payments and costs associated with the cell phone and plan.

Stipend Rate: The County reserves the right to adjust the stipend rate as needed. The current stipend rate for reimbursement (which may be adjusted by resolution by the Board of County Commissioners is as follows:

Low use \$10.00 monthly
Medium use \$25.00 monthly
High Use \$50.00 monthly

Employee Responsibilities

Employees acknowledge by the receipt of the personnel policy and the stipend provided under this policy that they are aware that cell phone transmissions are not secure and that discretion should be used in relaying sensitive information over cell phones. These transmissions include those transmitted via cellular networks, County wi-fi, and external wi-fi networks. Employees also acknowledge that they know the use of cell phones for county work may necessitate the release of the cell phone, cell phone records, etc. in the case of a public records request, court order, etc. as previously explained. Employees are prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

Employees who have been determined to require a high use cell phone may elect to have the county provide a device as opposed to using their own personal device and receiving a stipend.



VALLEY COUNTY SAFETY POLICY

Workers compensation insurance is required by law and is a significant part of Valley County's insurance costs. This cost can be drastically reduced by controlling the frequency of job-related injuries. It is the responsibility of every supervisor and employee to prevent accidents and conduct themselves in a manner that will ensure their own safety and that of those working with and for them.

I. Philosophy: Valley County is committed to a safe work environment. Most accidents are preventable and it is the County's goal to minimize or eliminate work place accidents.

II. Responsibilities:

A. To administer the policy, Supervisors shall:

1. Provide the supervision necessary to assure development and implementation of safe work practices and procedures;
2. Comply with Federal and State laws, regulations and codes;
3. Do everything practical to provide an accident-free work place and provide all reasonable safeguards to ensure safe working conditions;
4. Encourage and promote employee participation concerning safety;
5. Make every effort to restore an injured employee to sound physical condition and allow the employee to return to work as quickly as possible.

B. The Safety Officer shall:

1. Coordinate the development of a training and safety program for supervisors and employees;
2. Collect, analyze, and distribute data on the overall accident experience trends;
3. Assist supervisors in developing safe work practices and procedures for employees;

4. Serve as the County's contact with safety organizations on safety matters.

C. Supervisors shall:

1. Ensure employees understand and observe safe work practices and procedures;
2. Instruct current and new employees on safe work practices and emphasize specific job hazards and how to avoid them;
3. Inspect equipment and work areas and observe employees performing daily tasks to determine unsafe work habits, conditions, and general housekeeping in the work areas;
4. Take prompt, corrective action whenever unsafe conditions or acts are noted; immediately report any unsafe conditions beyond their ability or authority to correct;
5. Insist that employees report every accident whether or not an injury occurred;
6. Investigate and submit a report within 24 hours of every accident;
7. Determine the cause of each accident and take corrective action;
8. Hold safety meetings with employees to promote safe work habits, discuss specific job hazards, and request safety suggestions from employees;
9. Enforce safety rules, practices, and procedures; ensure that each employee understands that violation of safety policies may subject an employee to discipline.

D. Employees shall:

1. Act safely in daily activities and at no time do anything that could result in an accident or injury to themselves or others;
2. Follow specific safe work practices and procedures given them by their supervisor;
3. Be responsible for their own safe conduct;
4. Be alert to unsafe conditions and report them immediately to their supervisor;
5. Use all safety equipment provided and ensure guards are in place before operating machinery;
6. Take care of any tools, equipment, or vehicles placed in their charge and report any needed repair or replacement necessary for safe use;
7. Not attempt to operate, repair, or otherwise tamper with tools, equipment, or vehicles without specific authorization;
8. Report all accidents immediately to their supervisor whether or not an injury occurred or a physician's attention is necessary.

III. Preventable Types of Accidents:

- A. Supervisors shall take every precaution to ensure safety rules and safe work practices are followed. Supervisors are responsible to provide continual training to employees and ensure employees avoid accidents by:
1. Using all available protective equipment;
 2. Using proper lifting techniques;
 3. Being observant regarding hazardous footing conditions;
 4. Being mindful of their actions and aware of conditions;
 5. Not engaging in horseplay or practical jokes;
 6. Using all equipment properly and in accordance with safe practices;
 7. By not being under the influence of alcohol or drugs during working hours.

Valley County Mobile Device Policy

Mobile devices are sometimes used for work or in conjunction with other work devices. Their portability makes them more likely to be lost, misplaced, and harder to manage. Using these devices to store County information also makes it possible for confidential information to be exposed more easily.

Accordingly, mobile device users should

- Avoid storing sensitive data on mobile devices. Email containing sensitive or confidential information should be avoided.
- All remote access to county systems must be through an approved method and set up via the information technology department. Installing any access to county systems is a serious breach of security and strictly prohibited.
- Unsecured wireless networks should not be used to transmit sensitive information.
- All County owned or managed mobile devices shall have approved antivirus/spyware and malware software installed and up to date.
- Mobile devices shall be physically secured when unattended. Mobile devices will automatically lock when idle.
- Devices not owned by the county and connected to the county network must comply with county security and information policy except when written exceptions are given by the IT director.
- All mobile devices that attach to county networks, not specifically designated as public, must be used exclusively for county services.
- County owned or managed devices will have remote management and control software installed.
- Personal devices are not allowed to connect to nonpublic county networks without a written exception granted by the County IT director.
- Outside agencies or contractors shall contact the County IT director to request approval for network access or access to network resources.

Enforcement:

- Periodic audits of mobile devices owned or managed by the county
- Use of remote management and control software installed on devices
- Antivirus software
- No "cracked" phones connecting to network
- Periodic changes of passwords may be requested
- Web based web filtering

Definition:

Mobile devices include, but are not limited to laptops, tablets, smartphones, or any device used to store or transmit electronic data. Any device with a cable either plugged into another county device or plugged into a network port or switch is connected to our

network. Any device connected using county wi-fi that is not designated public is connected to our county network. Any remote connection to a county device are subject to guidelines.

Resource: Every device connected to a computer system or network is a resource. Every internal system component is a resource. Virtual system resources include files, network connections and memory areas. Internet access is a resource and subject to the County Resource Policy.



Valley County Human Resource Office

Badge Policy

To provide for a safer work environment, Valley County has implemented the use of badges to access County buildings and to provide easy identification for the public.

All badges will be double sided and include Valley County's name, name of the employee, department where employee works, and job title. Photos of the employee will normally be taken during new hire orientation. Because badge use will be in effect until an employee leaves Valley County, the photo needs to be professional.

Badges need to be worn at all times while on Valley County property and need to be visible from the waist to the shoulders in the front torso. Lanyards must be professional and not contain anything that could be offensive to others, such as any sexually explicit sayings or pictures, or derogatory comments based upon someone's age, gender, nationality, color, religion, or any other class protected by law.

Should a badge become lost, employees must notify his/her supervisor as soon as possible. When someone is at the building and cannot gain entrance, he/she should notify his/her supervisor.

When an employee leaves employment with Valley County, his/her badge must be turned in along with any other Valley County property.

Information Systems Acceptable Use Policy

1. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Valley County. These rules are in place to protect the employee and Valley County. Inappropriate use exposes Valley County to risks including cyber-attacks, compromise of network systems and services, and legal issues.

2. Scope

This policy applies to information, electronic and computing devices and network resources used to conduct Valley County business or interact with internal networks and business systems, whether owned or leased by Valley County, or a third party. All employees, contractors, consultants, temporary and other workers at Valley County are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Valley County policies, standards and local laws and regulations.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Valley County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Valley County or third party equipment connected to Valley County's private network.

3. Policy

3.1 General Use and Ownership

- 3.1.1 Valley County information stored on electronic and computing devices whether owned or leased by Valley County, the employee or a third party remains the sole property of Valley County.
- 3.1.2 Employees have a responsibility to promptly report the theft, loss or unauthorized disclosure of Valley County information.
- 3.1.3 Employees may access, use or share Valley County information only to the extent it is authorized and necessary to fulfill assigned job duties.
- 3.1.4 Valley County I.T. equipment, systems or services are solely for business use. Personal use is prohibited.

- 3.1.5 For security and network maintenance purposes, authorized individuals within Valley County I.T. Department may monitor equipment, systems and network traffic at any time.
- 3.1.6 Valley County reserves the right to monitor, record, or audit networks and systems on a periodic basis to ensure compliance with this policy. Unauthorized use of Valley County systems is prohibited.

3.2 Security and Privileged Information

- 3.2.1 All mobile and computing devices that connect to the internal network must comply with the *Mobile Device Policy*.
- 3.2.2 System level and user level passwords must comply with the *I.T. Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- 3.2.3 All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 30 minutes or less. You must lock the screen or log off when the device is unattended.
- 3.2.4 No user may be a member of local administrator group or local administrator unless needed for troubleshooting or software installation on a temporary basis.
- 3.2.5 All local administrator passwords must be unique to a particular workstation.
- 3.2.6 All USB ports will be disabled. Offices or departments needing to use devices will follow a process determined by the office and I.T. Director.
- 3.2.7 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

3.3 Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities with I.T. approval. (e.g. I.T. staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Valley County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Valley County-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

3.3.1 System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Valley County.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Valley County or the end user does not have an active license is strictly prohibited.
3. Social Media use unless this activity is a part of the employee's normal job/duty and is used through a County-managed account.
4. Accessing data, a server or an account for any purpose other than conducting Valley County business, even if you have authorized access, is prohibited.
5. Introduction of malicious programs into the network or server (e.g. viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members.
7. Using a Valley County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited unless this activity is a part of the employee's normal job/duty.
10. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
11. Circumventing user authentication or security of any host, network or account.
12. Providing information about Valley County I.T. infrastructure specifics to outside parties unless this activity is a part of the employee's normal job/duty and approved by the I.T. Department.
13. Only Valley County employees are allowed to use County workstations or systems.

3.3.2 Email and Communication Activities

When using company resources to access and use the Internet, users must realize they represent Valley County. Whenever employees state an affiliation to Valley County, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of Valley County". Questions may be addressed to the I.T. Department.

Employees are prohibited from:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use or forging of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Valley County's networks of other Internet/Intranet service providers on behalf of, or to advertise, any service hosted by Valley County or connected via Valley County's network.

3.3.3 Social Media

1. Social Media use with Valley County's property and systems is subject to the terms and restrictions set forth in this Policy. Employees that have prior authorization may use Valley County's systems to engage in Social Media provided that it is done in a professional and responsible manner, does not otherwise violate Valley County policy and is not detrimental to Valley County's best interests. Social Media use via Valley County's systems is subject to monitoring.
2. Employees are prohibited from revealing any Valley County privileged or sensitive information, or any other material covered by Valley County policy while engaged in Social Media use.
3. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when using Social Media or otherwise engaging in any conduct prohibited by Valley County policy.
4. Employees may also not attribute personal statements, opinions or beliefs to Valley County when engaged in Social Media. If an employee is expressing his or her beliefs and/or opinions in online postings the employee may not, expressly or implicitly, represent themselves as an employee or representative of Valley County. Employees assume any and all risk associated with Social Media.

5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Valley County's trademarks, logos and any other Valley County intellectual property may also not be used in connection with any online posting activity.
6. Valley County Social Media accounts will be created and managed through the Valley County I.T. department. Social Media will be authorized and monitored by the Valley County I.T. department.

4. Policy Compliance

4.1 Compliance Measurement

The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to County elected officials.

4.2 Exceptions

Any exception to the policy must be approved by the IT Director in advance.

4.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.


CHAIRMAN, VALLEY COUNTY
COMMISSIONERS

FEB. 19, 2019



Valley County Human Resource Office

Extreme Weather Policy

This policy is to address attendance when an extreme weather event should happen in Valley County.

As long as the office is considered “open for business”, employees are expected to work their scheduled work hours. Supervisors should be notified of late arrival times due to weather conditions. Employees are expected to utilize their vacation leave or compensation time for time missed due to extreme weather. The supervisor may allow employees to make up time by working additional hours within the same week.

Employees required to work shifts during extreme weather may be required to cover Valley County operations until relief arrives. Coordination of shift coverage schedules is the responsibility of the supervisor.

Common sense, good judgment, and safety considerations must be utilized by each individual employee concerning their ability to commute to work in a safe and timely manner.

Employees who are sent home by order of Valley County Commissioners or an Elected Official due to extreme weather will be compensated normally for their dismissed hours.

- Approved March 4, 2019