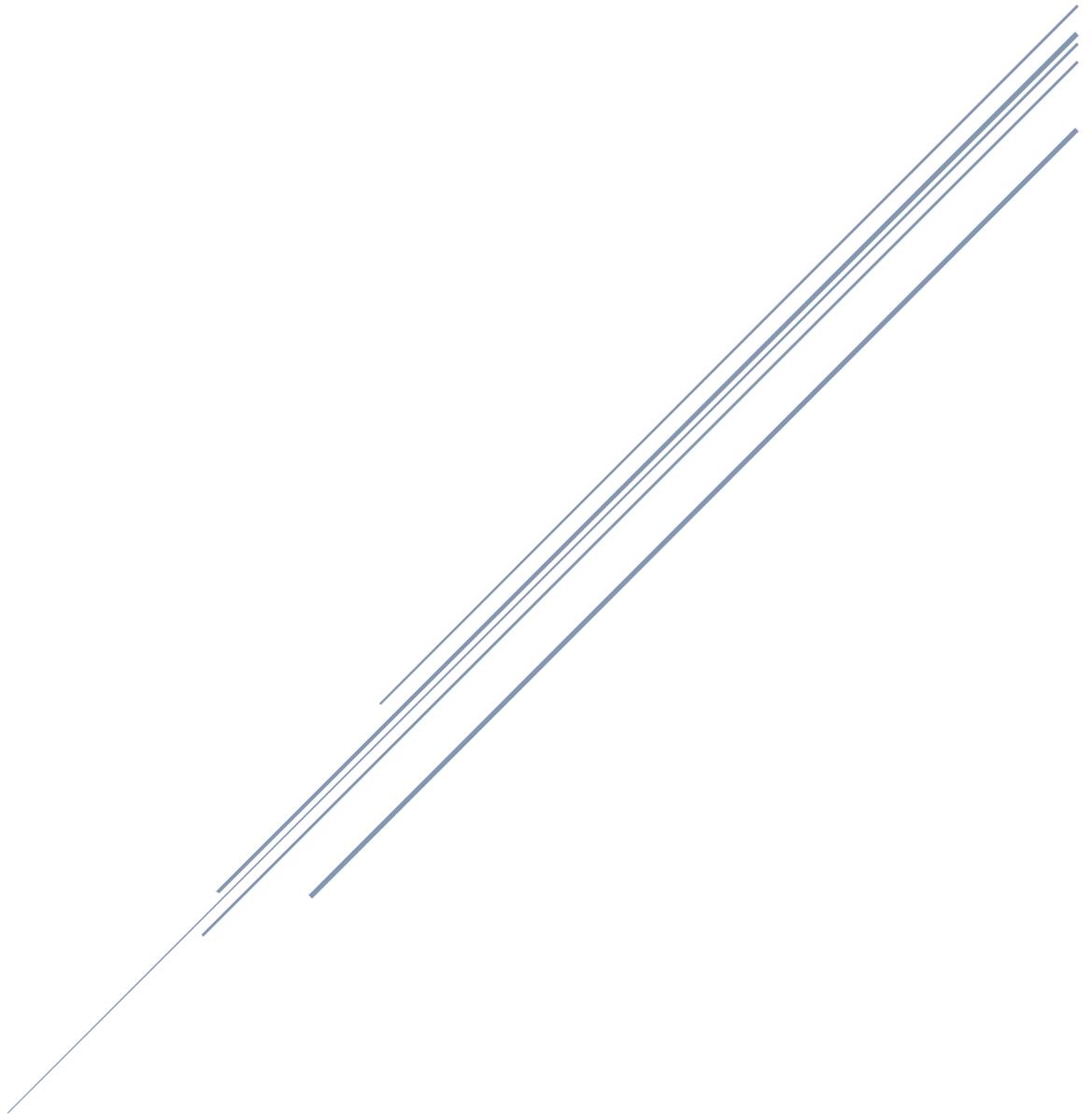


EMPLOYEE HANDBOOK

Ramsey County

Devils Lake, ND



Employee Handbook

TABLE OF CONTENTS

INTRODUCTION	Employee Welcome Message Introductory Statement
EMPLOYMENT	102 Nature of Employment 104 Employee Relations 106 Equal Employment Opportunity 110 Personal Relationships in the Workplace 114 Immigration Law Compliance 116 Conflicts of Interest 118 Outside Employment 120 Non-Disclosure & Confidentiality 122 Disability Accommodation
EMPLOYMENT STATUS & RECORDS	202 Employment Categories 206 Access to Personnel Files 208 Personnel Data Changes 209 Hiring Policy and Procedure 210 Veteran's Preference 212 Background Check Policy and Procedure 214 Performance Evaluation
EMPLOYEE BENEFIT PROGRAMS	302 Employee Benefits 306 Vacation Benefits 308 Holidays 310 Sick Leave Benefits 311 Leave Sharing 312 Workers' Compensation Insurance 318 Bereavement Leave 322 Jury Duty 324 Witness Duty 328 Health Insurance 330 Benefits Continuation (COBRA) 332 Life Insurance 338 457 Deferred Compensation Plan 344 Flexible Spending Account (FSA)
TIMEKEEPING/PAYROLL	402 Timekeeping 404 Paydays 406 Pay Advances

Employee Handbook

408 Administrative Pay Corrections
410 Pay Deductions and Setoffs
412 Employment Termination

WORK CONDITIONS & HOURS

502 Safety
504 Work Schedules
506 Rest and Meal Periods
508 Overtime & Compensatory Time
510 Smoking
512 Use of Phone and Mail Systems
514 Computer and E-mail Usage
516 Internet Usage
518 Workplace Monitoring
520 Workplace Violence Prevention
522 Use of Equipment and Vehicles
524 Emergency Closures
526 Visitors in the Workplace
528 Business Travel Expenses

LEAVES OF ABSENCE

602 Family Medical Leave
606 Personal Leave
610 Military Leave

EMPLOYEE CONDUCT

702 Employee Conduct and Work Rules
704 Discrimination, Harassment, Bullying
706 Attendance and Punctuality
708 Personal Appearance
710 Casual Days
712 Security Inspections
716 Drug and Alcohol Free Workplace
724 Resignation
726 Return of Property
728 Progressive Discipline

MISCELLANEOUS

802 Life-Threatening Illnesses in the Workplace
803 Credit Card Policy and Procedures
804 Fraud Prevention and Investigation
805 Payment of FEMA Administrative Funds
806 County Key Policy
810 Social Media

FORMS

Employee Acknowledgment Form
Credit Card User Agreement

Employee Handbook

Welcome new employee!

On behalf of your colleagues, I welcome you to Ramsey County (the County) and wish you every success here.

We believe that each employee contributes directly to the County's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Ramsey County.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Board of Commissioners Ramsey County, North Dakota

Employee Handbook

Introductory Statement

Citizens of Ramsey County elect the Board of County Commissioners and some Department Heads. Non-elected Department Heads are appointed by the Board of County Commissioners. Employees are hired by the Department Heads with the approval of the Commissioners, or within guidelines authorized by the Commissioners. Employees are accountable to their Department Head or to a designated supervisor. Department Heads are responsible for the day-to-day activities within their departments and are accountable to the Board of County Commissioners. The Commissioners and other elected officials are directly accountable to the citizens of Ramsey County.

This handbook is designed to acquaint you with Ramsey County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Ramsey County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the County continues to grow, the need may arise and the County reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or the County to end our relationship for any reason at any time, with or without cause or notice, with the exception of Social Services' employees who are subject to the North Dakota Administrative Code. The policies contained in this handbook do not limit or modify the employment at-will relationship. These policies do not form an express or implied employment agreement or employment contract. Social Services employees are also governed by North Dakota Administrative Code and where a conflict might occur, North Dakota Administrative code will take precedent. Employees will, of course, be notified of changes to the handbook as they occur.

102 Nature of Employment

Effective Date: 5/7/15

There are several things to keep in mind about this handbook. First it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, employees who have questions concerning eligibility for particular benefits or the applicability of a policy or practice should address their questions to the appropriate manager or Department Head.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note the terms of the written insurance policies are controlling and override any statements made in this document.

In order to retain necessary flexibility in the administration of policies and procedures, the Commissioners reserve the right to change, revise, or eliminate any of the policies and benefits in this handbook.

DISCLAIMER

Neither this handbook, nor any other County document confers any contractual right, either expressed or implied, for an individual to remain in the County's employ. Nor does it guarantee any fixed terms and conditions for an individual's employment. Employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the organization, or an individual may resign for any reason at any time. No supervisor, manager or other representative of the organization with the exception of the Ramsey County Commission has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

Social Service Employees

Social Services employees are also governed by North Dakota Administrative Code and where a conflict might occur, North Dakota Administrative code will take precedent. Social Service employees are not considered as at will employees and in the event of job loss situations will be provided a notice of termination and the right to a hearing.

104 Employee Relations

Effective Date: 5/7/15

The County believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. If any employees feel their concerns were not adequately addressed by their supervisor, they may convey these concerns to Human Resources, and if still not addressed, to the Board of County Commissioners.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the County amply demonstrates its commitment to employees by responding effectively to employee concerns.

106 Equal Employment Opportunity

Effective Date: 5/7/15

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the County will be based on merit, qualifications, and abilities. The County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, physical and mental disability, marital status, public assistance status, or any other characteristic protected by law.

The County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. Ramsey County will also give consideration to amnesty or status as a covered veteran in accordance with applicable federal, state, and local law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the County Auditor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Qualified veterans shall receive preferential status for employment with the County as set forth in North Dakota Century Code.

110 Personal Relationships in the Workplace

Effective Date: 5/7/15

The employment of relatives or individuals involved in a dating relationship in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. A dating relationship is defined as a relationship that may be reasonably expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender or sexual orientation of the individuals involved.

Relatives of current employees may not occupy a position that will be working directly for or supervising their relative without prior approval of the Board of County Commissioners. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship without prior approval of the Board of County Commissioners. The County also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives or individuals involved in a dating relationship who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

No County Department Head, whether elected or appointed, can appoint his/her spouse, son, daughter, brother or sister to any position under their control without prior approval of the Board of County Commissioners as set forth in North Dakota Century Code.

Relatives of the Board of County Commissioners may not be hired without prior approval of the Board of County Commissioners.

114 Immigration Law Compliance

Effective Date: 5/7/15

The County is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the County within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their supervisor first, then the County Auditor if necessary. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

116 Conflicts of Interest

Effective Date: 5/7/15

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the County wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Below are behaviors prohibited by the Conflict of Interest Policy:

Transactions with outside firms must be conducted within a framework established and controlled by the County Commissioners. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the County, the employee or both. Promotional plans that could be interpreted to involve unusual gain require specific executive level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the County's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. It is imperative that employees disclose any relationship to an appropriate official of the County as soon as possible. Personal gain by an employee or a relative in the form of kickbacks, bribes, substantial gift or special consideration as a result of business transactions with Ramsey County is prohibited.

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

An employee of the County shall not hold any position, nor serve on any board in which such interest or position would conflict with the duties assigned to that individual and/or that individual's office either by constitution or statute. An employee of the County shall not receive remuneration in any form from an individual, business, corporation, or any other entity for services rendered while acting as an employee or agent of the County.

An employee of the County may hold outside employment unless precluded by statute. Outside employment should not create a conflict of interest with constitutional duties, statutory duties and/or the performance level assigned to the individual or the individual's office.

In general, County positions shall be considered the primary employer with outside employment considered as secondary. The Department Head shall be made aware of secondary employment by the employee and confirm that a conflict of interest does not exist.

(Continued on the following page)

Employee Handbook

116 Conflicts of Interest – continued

An employee engaged in political activity as defined in NDCC 39-01-04, may have a potential conflict of interest and should explain the duties and responsibilities to the Department head to determine if a conflict of interest exists. The employee will be required to take annual leave for any time taken during normal working hours to carry on such political activity.

The materials, products, designs, plans, ideas, and data of this organization are the property of Ramsey County and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible discharge.

Contact the County Auditor for more information or questions about conflicts of interest.

118 Outside Employment

Effective Date: 5/7/15

It is the policy of Ramsey County that employees disclose outside employment circumstances or situations to their supervisor or Department head. Employees may hold outside jobs as long as they meet the performance standards of their job with the County. All employees will be judged by the same performance standards and will be subject to the County's scheduling demands, regardless of any existing outside work requirements.

If the County determines that an employee's outside work interferes with performance or the ability to meet the requirements of the County as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the County.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the County for materials produced or services rendered while performing their jobs, or from the use of County property while off duty.

120 Non-Disclosure and Confidentiality

Effective Date: 5/7/15

Although much of the information related to the operational affairs of the County is public information as required by State law, certain information is confidential and is not allowed to be released or disclosed except under strict guidelines. Except as otherwise specifically provided by federal or state law, or under court order, this policy governs the release or disclosure of this information.

Any record of a County employee's medical treatment or use of an employee assistance program is confidential and may not be released or disclosed without the written consent of the employee. Personal information regarding a County employee contained in an employee's personnel record or given to the County by the employee in the course of employment is confidential and may not be released or disclosed without the written consent of the employee. As used in this policy, "personal information" means a person's home address; home telephone number; photograph; medical information; motor vehicle operator's identification number; social security number; payroll deduction information; the name, address, telephone number, date of birth, and social security number of any dependent or emergency contact; any credit, debit, or electronic fund transfer card number; and any account number at a bank or other financial institution.

All medical, personal, and services-related information regarding a County Social Services' client is confidential and may not be released or disclosed without the written consent of the client. As used in this policy, "client" means any person who has received assistance or services through the County Social Services and any applicants for assistance or services even if they did not receive assistance or services regardless of the reason. This confidentiality extends to all information which may indicate a client's use of assistance or services, including payment receipts.

All juvenile records in the Sheriff's Department are confidential and may only be released or disclosed with the written consent of the juvenile's parents or legal guardian.

All security information and access codes, such as lock or safe combinations and computer access codes or passwords, are confidential and must not be released or disclosed. Any written documentation regarding this information or these codes should be safeguarded.

Disclosure of information governed by this policy within the County, its employees, and the Board of Commissioners is limited to a strict "need to know" and in accordance with applicable law. This type of disclosure between employees and/or the Board of Commissioners should be limited to the minimum necessary information needed for the management purpose.

Employees who fail to adhere to this policy will be subject to disciplinary action, up to and including termination of employment and possibly legal action, even if they do not actually benefit from the disclosed information.

122 Disability Accommodation

Effective Date: 5/7/15

The County is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The County is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The County will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The County is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

202 Employment Categories

Effective Date: 11/27/18

It is the intent of the County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the County.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

- NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.
- EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

EXEMPT or NONEXEMPT classification may be changed only upon written notification by the County management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work the County's full-time schedule. Generally, they are eligible for the County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than the full-time work schedule. Regular part-time employees may be eligible for some benefits sponsored by the County, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the County's other benefit programs.

CASUAL/SEASONAL employees are those who have established an employment relationship with the County but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the County's other benefit programs unless specifically authorized by the Board of County Commissioners.

206 Access to Personnel Files

Effective Date: 5/7/15

The County maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the County, and access to the information they contain is restricted to the normal County business hours of the County Auditor's office in the presence of the County Auditor or his/her designee. Records which are considered private under provisions of state and federal law are kept separately and access is restricted to the respective employee and supervisors with a legitimate need to access them.

Employees who wish to review their own file should contact the County Auditor. With reasonable advance notice, employees may review their own personnel files in the County's offices and in the presence of an individual appointed by the County to maintain the files.

208 Personnel Data Changes

Effective Date: 5/7/15

It is the responsibility of each employee to promptly notify the County of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the County Auditor.

209 Hiring Policy and Procedure

Effective Date: 8/7/19

Ramsey County is committed to employing the best qualified candidates while engaging in recruitment and selection practices that comply with all applicable employment laws. It is the policy of Ramsey County to provide equal employment opportunity to all applicants and employees. In hiring the best qualified candidates for positions, the following process should be followed.

Hiring Process and Procedures

Personnel Requisitions: A Personnel Requisition form must be completed to fill Ramsey County positions. Requisitions must be initiated by the department head, approved by their portfolio commissioner and then forwarded to human resources. The requisition should be completed as far in advance as possible to ensure sufficient time to recruit the best candidates.

Starting Salary: The beginning salary for a newly hired employee shall normally be at the minimum of that salary grade for the job classification. The department head and Human Resources will jointly determine a salary outside of the minimum for that salary grade. Adjusted starting salary shall not exceed Step 5 of the Ramsey County Step Structure.

Job Postings: Human Resources will create job postings that describe the position, minimum qualifications, summary of job duties, salary, opening and closing date for the receipt of applications, veteran's preference eligibility in accordance with NDCC 37-19.1 and requirements to apply. All job openings will be posted concurrently on Ramsey County's website and externally with sources appropriate for the position being filled assuring open competition. All job postings must be posted and remain open for a minimum of ten (10) business days.

Human Resources will be responsible for tracking all applicants and retaining applications and resumes as required.

Internal Applicants: Current employees with a satisfactory employment status are encouraged to apply for job openings of interest. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal applicants who are not selected will be notified by Human Resources.

Prescreen Process: Candidates must submit their application to Human Resources as directed in the job posting. After the closing date of receiving applications, Human Resources pre-screens all candidates making sure minimum qualifications advertised are met and only those that meet minimum qualifications will be forwarded to the department head in charge of hiring.

Interview Process: The interview panel will rank the candidate's qualifications on a scoring sheet provided by Human Resources and choose up to three (3) candidates to interview. The department head will arrange interviews and prepare job-related interview questions. Candidate evaluation forms will be completed after each interview and retained with the application. Human Resources is available to advise hiring department heads on interview techniques and final candidate selection.

(Continued on the following page)

Employee Handbook

Reference Checks: Before an offer is extended, department head will conduct professional reference checks and employment verification on the top candidates based on the results of the candidate evaluation forms completed by the interviewers. A minimum of three (3) professional references are required from each candidate. All reference checks conducted need to be turned into Human Resources Department upon completion of the selection process to become part of the application file and/or the individual's personnel file.

Prior Employment Verifications: Before an offer is extended, department head will confirm applicant's employment. This verification will be run on the past two (2) employers or the previous five (5) years, whichever comes first.

Job Offers: After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and drug testing. Background checks will vary depending on the position and may include criminal history, driving record, drug testing or any other relevant information for the job.

Once Human Resources receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer.

Human Resources will notify applicants who are not selected for positions.

All application materials, selection interview forms and/or documents relating to the selection process shall be retained by Human Resources for six (6) years from the date the position was filled.

210 Veteran's Preference

Effective Date: 5/7/15

North Dakota Century Code provides a preference in public employment for wartime veterans and, in some instances, the spouses of wartime veterans. For purposes of this policy, the following definitions apply:

- Veteran: a North Dakota resident who has served in the active military forces during a period of war, or who received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under honorable conditions.
- Disabled veteran: a veteran who meets the requirements listed above who has a service-connected disability as determined by the United States Veterans Administration; the disability must exist at the time of application.
- Eligible spouse: the unremarried spouse of a deceased veteran (as defined above) who died while in service, or later died from a service-connected cause or causes; or the spouse of a disabled veteran as defined above, who because of his or her disability is unable to exercise his or her right to employment preference.
- Wartime: Current uniform period of service dates for periods of armed conflict include:
 1. The period beginning December 7, 1941, through December 31, 1946, known as World War II;
 2. The period beginning June 27, 1950, through January 31, 1955, known as the Korean War;
 3. The period beginning August 5, 1964, through May 7, 1975, known as the Vietnam War;
 4. The period beginning August 2, 1990, through January 2, 1992, known as the Gulf War;
 5. The period beginning September 11, 2001, and ending on a date prescribed by presidential proclamation or by Congress as the last day of Operation Iraqi Freedom or Operation Enduring Freedom, whichever occurs later.
- Minimum Qualifications: the qualifications required for the position for which the veteran has applied, as determined by the hiring authority. Qualifications required may be educational or by way of prior experience; applicant must be physically and mentally able to perform the duties of the position to meet the minimum qualifications.

All veterans and disabled veterans claiming preference must include current proof of their veteran status with a copy of their form DD-214. If claiming disabled veteran's preference, the veteran must include current proof of their disability (must be dated no more than 1 year prior to claiming preference). Additional documentation, such as death certificate or marriage certificate, is required if claiming eligibility as the spouse of a deceased or disabled veteran.

In most cases veterans who meet the advertised minimum qualifications must be employed over other qualified non-veterans. Disabled veterans who meet the advertised minimum qualifications must be employed over other qualified non-disabled veterans and other qualified non-veterans. Eligible spouses claiming veteran's preference are given the same preference as a veteran. Veterans who are not selected for a position must be notified by **certified mail** that employment was refused. The certified letter must include the reason(s) for non-selection and provide specific information on how to appeal. A template for this letter can be obtained from Human Resources. If the position for which you are hiring is exempt from the provisions of Veteran's Preference laws in North Dakota, you must state the exemption in the job advertisement.

212 Background Check Policy and Procedure

Effective Date: 8/7/19

All offers of employment at Ramsey County are contingent upon clear results of a thorough background check.

Background checks will include:

1. **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
2. **Motor Vehicle Records:** provides a report on an individual's driving history in the state requested.
3. **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.
4. **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two (2) employers or the previous five (5) years, whichever comes first.

The County will respond, either in writing or by telephone, to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by the County's records.

5. **Professional References:** calls will be placed to three (3) individuals listed as references by the applicant.

At the time an employment offer is extended, candidate must complete a background check authorization with Human Resources.

Human Resources will review all results. Human Resources will notify the hiring department head regarding the results of the check. In instances where negative or incomplete information is obtained, the commissioner portfolio and Human Resources will assess the potential risks and liabilities related to the job's requirements and determine whether the individual should be hired. If a decision not to hire or promote a candidate is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service.

Background check information will be maintained in a file separate from employees' personnel files for a minimum of six (6) years.

214 Performance Evaluation

Effective Date: 11/27/18

Supervisors and employees are strongly encouraged to engage in a course of regular, day-to-day interactions that should provide the opportunity to discuss job tasks, encourage and recognize strengths, identify areas of improvement, and discuss positive, purposeful approaches for meeting goals.

At the completion of an employee's first six (6) months of employment and at least once a year thereafter, each employee shall participate in a performance evaluation. At a minimum, the performance evaluation shall include:

- The mutual review of job responsibilities insuring they continue to accurately represent the employee's contributing role in departmental objectives and overall mission;
- A mutually agreed upon performance evaluation which includes a review and discussion of the progress made in accomplishing goals established within prior year performance plans;
- Determination of an individual's future training needs including necessary resources to achieve the goals as established within the performance evaluation; and
- Solicitation and follow-up on suggestions for continuous improvement of organizational processes and systems within which the individual works.

Salary increases are not automatic but shall be based upon approved budget allocation, position reclassifications and/or performance evaluations.

302 Employee Benefits

Effective Date: 5/7/15

Eligible employees at the County are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Auto, Employer-Owned Car
- Auto Mileage
- Benefit Conversion at Termination
- Bereavement Leave
- Deferred Compensation Plan
- Dental Insurance
- Employee Assistance Program
- Family Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Medical Leave
- Military Leave
- NDPERS Retirement
- Personal Leave
- Sick Leave Benefits
- Supplemental Life Insurance
- Travel Allowances
- Vacation Benefits
- Witness Duty Leave

Some benefit programs require contributions from the employee, but most are fully paid by the County.

306 Vacation Benefits

Effective Date: 11/27/18

The County provides an opportunity for regular full-time employees to accrue and use annual leave as described in this policy. Vacation time off with pay is available to employees to provide opportunities for rest, relaxation, and work-life balance. Elected officials, temporary, and part-time employees are not eligible.

An employee begins accruing vacation time from the date the employee is hired. Following the successful completion of an employee's first six (6) months of employment, an employee can request use of accrued vacation time, including that accrued during the first six (6) months of employment.

Length of service shall be computed from employment anniversary date. The amount of paid vacation time employees receive each year increases after the completion of the last year in each length of service category and accrues as shown in the following schedule:

<u>Length of Service</u>	<u>Hours per Month</u>	<u>Days per Year</u>
0 thru 5 year	8 hours	12 days
6 thru 12 years	12 hours	18 days
13 thru 20 years	14 hours	21 days
21 years and over	16 hours	24 days

A request to use annual leave must be approved before the employee is authorized to take the leave. A leave request may be denied if the employee's absence would unduly disrupt the operations or services of the County.

Paid vacation time can be used in minimum increments of a half (1/2) hour. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

Accumulated annual leave, up to two-hundred-forty (240) hours shall be carried forward on January 1 of each year.

Upon resignation, termination or death, you or your beneficiary (in the event of death according to NDCC 34-01-12) will be eligible for full payment of balance at your current hourly rate.

Each Ramsey County Department shall submit a record of leave used by all employees, at the end of each pay period to the Auditor's office except for elected officials who do not earn leave. Such record shall be signed certifying its accuracy.

Employee Handbook

308 Holidays

Effective Date: 11/27/18

Ramsey County departments that regularly operate Monday through Friday will be closed for the recognized holidays listed below:

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day & day after	Fourth Thursday & Friday in November
Christmas Eve	December 24
Christmas	December 25

Any other day appointed by the President of the United States or the Governor of North Dakota for a public holiday per NDCC 1-03-02, or designated by the Board of County Commissioners.

If such holiday falls on Saturday, the preceding Friday shall be the holiday or if the holiday falls on Sunday, the Monday following shall be the holiday per NDCC 1-03-02.

Christmas will be observed as follows:

If Christmas falls on a:	Christmas will be observed on:
Monday	Monday
Tuesday	Monday and Tuesday
Wednesday	Tuesday at 12 pm & Wednesday
Thursday	Wednesday at 12 pm & Thursday
Friday	Thursday at 12 pm & Friday

If at all possible, it is the goal of the County that employees spend holidays with their family, without loss of pay. Employees unable to work their regular schedule due to the office or department closures listed above will receive holiday pay for that day based on the employee's straight time hourly rate times the number of hours the employee would otherwise have worked on that day, up to a maximum of 12 hours. Holiday pay received for these closures will not be counted as hours worked in the calculation of overtime.

If a recognized holiday falls during an employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Holiday pay will not be paid to employees on unpaid leave.

Essential personnel who are required to work on a recognized holiday will receive wages at straight time base pay rate for the hours worked on the holiday plus hour for hour compensatory time off in addition to their regular pay.

310 Sick Leave Benefits

Effective Date: 7/23/18

Sick leave, including maternity, is a benefit granted by the County to all regular full-time employees for periods of temporary absence due to illnesses or injuries. Elected officials, temporary, and part-time employees are not eligible. Sick leave benefits begin to accrue from the day of hire at the rate of eight (8) hours per month.

Paid sick leave can be used in minimum increments of a half (1/2) hour. An employee may use sick leave benefits when:

- The employee is unable to work due to a mental or physical condition (including maternity).
- The employee has an appointment for the diagnosis or treatment of medically related condition.
- The employee wishes to attend to the needs of an eligible family member who is ill or to assist them in obtaining other services related to their health. Eligible family members include the employee's spouse, parent (natural, adoptive, foster, and step-parent), child (natural, adoptive, foster, and step-child), or any other family member who is financially or legally dependent upon the employee.
 - a) Sick leave for these purposes shall not exceed eighty (80) hours per calendar year.
 - b) In the case of a serious health condition of an eligible family member, an employee may take up to a total of four-hundred-eighty (480) hours of sick leave in any twelve-month (12) period, including the eighty (80) hours in subsection (a) above. The employer may require the employee to provide written verification of the serious health condition by a health care provider.
- The employee is caring for a newborn child or for a child placed with the employee, by a licensed child-placing agency for adoption. Sick leave in such cases is limited to six (6) weeks during the first six (6) months from birth or placement.
- It is appropriate as a participant in an employee assistance program.

Employees who are unable to report to work due to illness or injury must notify their direct supervisor before the scheduled start of their workday. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be requested verifying the nature of the illness or injury to include beginning date, ending date, and any limitations/restrictions.

Sick leave may only be used in place of regularly scheduled work hours and shall not cause overtime. Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

In case of absence due to illness or injury, for which worker's compensation benefits are received, sick leave pay may be used to the extent of the difference between such benefits and the employee's regular pay. The employee may elect to use worker's compensation only or use it in combination with sick leave and/or annual leave. However, the employee's leave account shall only be charged that percentage of time which corresponds to the percentage of pay that the County

(Continued on the following page)

Employee Handbook

310 Sick Leave Benefits – continued

shall pay. The total wage-loss payment shall not be more than the employee's regular pay. During the time the injured employee is using sick leave and/or annual leave, the County will continue to issue a payroll check. Thus, when the injured employees receives a check from Workforce Safety and Insurance, that check must be turned over to the Auditor.

An employee may not be limited in the number of unused earned sick leave hours that may be carried over from one calendar year to another.

Upon resignation, termination or death, you or your beneficiary (in the event of death according to NDCC 34-01-12) will be eligible for a lump-sum payment equal to one-sixth of the pay attributed to the employee's unused sick leave accrued, with a total payout limited to a maximum of one month's salary. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the employee's salary or wage at the time of termination of employment.

Each Ramsey County Department shall submit a record of leave used by all employees, at the end of each pay period to the Auditor's office except for elected officials who do not earn leave. Such record shall be signed certifying its accuracy.

311 Leave Sharing

Effective Date: 11/27/18

Under certain circumstances, a County employee may donate annual and/or sick leave to a fellow County employee who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition that has caused or is likely to cause the employee to take leave without pay or terminate employment.

“County employee”, for the purposes of this policy, means a regular full-time employee, both social services and non-social services, with over six months continuous service with the County. It does not include employees on temporary or other limited term appointments.

“Relative of the employee” is limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of an employee. “Household members” means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term includes foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house when the living style is primarily that of a dormitory or commune.

“Severe” or “extraordinary” means serious, extreme, or life threatening. These terms do not include conditions associated with normal pregnancy.

“Annual leave” means vacation leave.

A County employee is eligible to receive shared leave pursuant to the following conditions:

1. The Department Head and Human Resources determine that the employee meets the criteria described in this policy.
2. The employee has abided by the policies regarding the use of sick leave.
3. The employee’s use of shared leave, including both annual and sick leave, does not exceed four months in any twelve-month period.

A County employee may donate annual and/or sick leave to another County employee only pursuant to the following conditions:

1. The receiving employee has exhausted, or will exhaust, all annual leave, sick leave, and compensatory time off due to an illness, injury, impairment, or physical or mental condition, that is of an extraordinary or severe nature, and involves the employee, a relative of the employee, or a household member of the employee;
2. The condition has caused, or is likely to cause, the receiving employee to go on leave without pay or terminate employment;
3. The donating employee donates annual leave in full-hour increments and retains an annual leave balance of at least forty hours; and
4. The donating employee donates sick leave in full-hour increments and may not donate more than five percent of the employee’s accrued sick leave hours.

The Department Head and Human Resources may require the employee to submit, prior to approval or disapproval, a medical certificate from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the condition.

(Continued on the following page)

Employee Handbook

311 Leave Sharing – continued

One hour of donated leave must be regarded as one hour of shared leave for the recipient. Any donated leave may only be used by the recipient for the purposes specified in this policy and is not payable in cash.

All forms of paid leave available for use by the recipient must be used prior to using shared leave.

Any shared leave not used by the recipient during each occurrence, as determined by Human Resources, will be returned on a pro-rated basis to the donating employees.

All donated leave must be given voluntarily. No County employee may be coerced, threatened, intimidated, or financially induced into donating leave for purposes of the leave-sharing program.

312 Report of Injury and Claims Management

Effective Date: 5/7/15

The County provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

If breaks are used to conduct non-work related activities away from the County's premises, no workers compensation coverage is available.

Employee Responsibilities

1. Injuries on the job are a serious matter regardless of how large or small the scope of medical treatment required to treat the condition. It is the responsibility of every employee to report all work-related injuries and accidents to their immediate supervisor and Risk Manager. If necessary, medical first aid must be administered immediately and without delay.
2. An incident is a situation where an employee has an injury, accident or exposure and does not feel the need to seek medical attention. Under these circumstances it is critically important that an employee contact the Risk Manager immediately to ensure the incident is properly reported to Workforce Safety and Insurance (WSI) within 24 hours. If medical attention is required at a later date, the employee is required to contact the Risk Manager prior to scheduling a medical appointment. Failure to report an incident or injury within 24 hours of its occurrence may result in denial of the claim.

Claims Management

Employees must contact their supervisor and Risk Manager immediately to notify them that an injury or incident has occurred. The Risk Manager will assist the employee in completing a First Report of Injury Form (FROI) in order to meet the mandatory 24 hour reporting requirement established by WSI. The Risk Manager will work closely with the injured employee and the medical providers to assess the extent of the injury and help establish a return to work solution as required.

Return to Work

The Ramsey County Risk Management Program is designed to protect all employees from occupational injuries and illnesses but accidents may sometimes occur. When an injury takes place, the County will make every effort to ensure that the injured worker receives prompt/quality medical care and all statutory benefits accorded to them by WSI.

In order to assist an employee in the recovery process Ramsey County may utilize a Transitional Work Program with the objective to help an employee recover from their injury as soon as possible. The program provides temporary, transitional work for employees who, as a result of an injury or illness arising out of and in the course of employment, are unable to perform their regular job duties due to physical limitations.

(Continued on the following page)

Employee Handbook

312 Report of Injury and Claims Management – continued

The success of the Transitional Work Program depends on the cooperation and participation of the employee, the County representative and the medical community. The County will make every effort to develop return-to-work solutions that will help an injured worker remain productive and financially secure. Employees must participate in the program if they have sustained an occupational injury or illness which, according to the medical community, temporarily precludes them from performing their regular job. If an employee chooses not to accept a transitional work assignment, it could affect his/her workers compensation benefits. The County will communicate with the injured employee and WSI representatives to ensure that every effort is made to return disabled employees safely to productivity at the earliest time possible.

318 Bereavement Leave

Effective Date: 11/27/18

If you encounter the unfortunate event of death of your immediate family member, you may qualify for forty (40) hours of bereavement leave. Bereavement leave is provided to regular full-time employees.

Employees may, with their supervisors' approval, use any available sick or vacation leave for additional time off as necessary. Unpaid leave may also be taken, with supervisor approval, should the employee have no available paid leave.

Under this Bereavement Leave policy, the County defines "immediate family" as the employee's spouse, parent (natural, adoptive, foster, step-parent, and spouse's parent), child (natural, adoptive, foster, and step-child), sibling; the employee's child's spouse; grandparents or grandchildren; brothers-in-law; sisters-in-law, or any other individual who is legally or financially dependent upon the employee.

Bereavement pay is only paid for hours for which you would normally have been scheduled. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

322 Jury Duty

Effective Date: 11/27/18

The County encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Regular full-time employees may request up to two weeks of paid jury duty leave over any one-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, minus any jury duty fee paid by the court.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Either the County or the employee may request an excuse from jury duty if, in the County's judgment, the employee's absence would create serious operational difficulties.

The County will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

324 Witness Duty

Effective Date: 11/27/18

The County encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the County, they will receive paid time off for the entire period of witness duty.

Regular full-time employees may request up to sixteen hours of paid witness duty leave over any one-year period. Witness duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, minus any witness duty fee paid to the employee.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

An employee who is not subpoenaed but is personally interested in, or a party to, a criminal or civil action, or who voluntarily appears as a witness must have supervisory approval and must charge the absence against earned annual leave or take leave without pay.

328 Health Insurance

Effective Date: 11/27/18

The County's health insurance plan provides employees and their dependents access to medical insurance benefits. Regular full-time employees are eligible to participate in the health insurance plan.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the County and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the County Auditor for more information about health insurance benefits.

330 Benefits Continuation (COBRA)

Effective Date: 5/7/15

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the County's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the County's group rates plus an administration fee. The County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the County's health insurance plan. The notice contains important information about the employee's rights and obligations.

332 Life Insurance

Effective Date: 11/27/18

Life insurance offers you and your family important financial protection. The County provides a basic life insurance plan regular full-time employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the County and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the County Auditor for more information about life insurance benefits.

338 Deferred Compensation Plan

Effective Date: 5/7/15

The County has established a 457 deferred compensation plan and a 457(b) Roth plan to provide employees the potential for future financial security for retirement.

To be eligible to join either of these plans, you must be 21 years of age or older. You may join the plan only during open enrollment periods. Eligible employees may participate in the 457 deferred compensation plan or the 457(b) Roth plan subject to all terms and conditions of each plan.

These plans allow you to elect how much salary you want to contribute and direct the investment of your plan account, so you can tailor your own retirement package to meet your individual needs.

Because your contribution to these plans is automatically deducted from your pay before federal and state tax withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 457 deferred compensation and 457 (b) Roth plan distributions.

Complete details of these plans are described in the Summary Plan Description provided to eligible employees. Contact the County Auditor for more information.

344 Flexible Spending Account (FSA)

Effective Date: 11/27/18

The County provides a Flexible Spending Account (FSA) program that allows employees to have pre-tax dollars deducted from their salaries to pay for eligible out-of-pocket expenses. The pre-tax contributions made to the FSA can be used to pay for predictable non-reimbursed health care expenses and dependent care expenses during the plan year. Through the FSA program, you can reduce your taxable income without reducing your real income, so that you can keep more of the money you earn.

Regular full-time employees are eligible to participate in the Flexible Spending Account program.

Participation in the Health Care and/or Dependent Care FSA is optional and determined on an annual basis for the plan year. You must enroll for each plan year. You determine how much to contribute to the account, up to a specified maximum, based on anticipated expenses during the plan year. You may contribute up to a maximum of 1,200 dollars each year for your Health Care FSA. The maximum contribution for your Dependent Care FSA is 5,000 dollars per year or 2,500 per year if filing status on tax returns is married filing separate. Contributions are directed to the account through salary reduction on a pre-tax basis. This tax-free money is then available to you for reimbursement of out-of-pocket expenses. Since the amounts that remain in the account at the end of the plan year are forfeited, you should take care not to over-fund your account.

Details of the Flexible Spending Account program are described in the Summary Plan Description (SPD). Contact the County Auditor for more information on the Flexible Spending Account program and to obtain enrollment and reimbursement forms and worksheets with examples of reimbursable and non-reimbursable expenses.

402 Timekeeping

Effective Date: 7/23/18

In order to properly calculate your pay and benefits, federal and state laws require us to keep an accurate record of all time an employee works, no matter how small the increment. As a result, it is the employee's responsibility to record all the time they spend working (except elected officials).

If non-exempt, employees must accurately record the time they begin and end their work, beginning and ending time of each meal period, beginning and ending time of any split shift, compensatory time accrued/utilized, and utilized annual or sick leave. Time worked shall be recorded to the nearest quarter hour. Employee must obtain supervisor's approval before performing any overtime work.

If exempt, employees must keep accurate records of any utilized annual or sick leave.

Employees are responsible to sign their time records to verify the accuracy of all time they record. Their supervisor will review and then certify their employee's record before submitting it for payroll processing. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Employee Handbook

404 Paydays

Effective Date: 5/7/15

All employees are paid monthly by direct deposit into their bank account on the first working day of each month. Each employee must supply the County Auditor's Office with the necessary bank information for direct deposit payroll. Employees will receive an earnings statement which will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, payroll funds will be available the following business day.

Employee Handbook

406 Pay Advances

Effective Date: 5/7/15

The County does not provide pay advances or extensions of credit on unearned wages to employees.

408 Administrative Pay Corrections

Effective Date: 5/7/15

The County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the County Auditor so that corrections can be made as quickly as possible.

Identified underpayments will be corrected as soon as practical. Identified overpayments will be corrected in the next regular paycheck unless the amount is substantial enough to present a burden to the employee. In that case, the County will attempt to arrange a repayment schedule with the employee to minimize the impact to both the County and the employee.

410 Pay Deductions and Setoffs

Effective Date: 5/7/15

The law requires that the County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The County also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The County matches the amount of Social Security taxes paid by each employee.

The County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by the County, usually to help pay off a debt or obligation to the County or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

412 Employment Termination

Effective Date: 5/7/15

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for nondisciplinary reasons.
- Medical Termination - employment termination initiated by either the employee or the County when an employee is unable to perform the essential duties and responsibilities of the position even with a reasonable accommodation.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with the County is based on mutual consent, both the employee and the County have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

502 Safety

Effective Date: 5/7/15

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the County has established a workplace safety program. This program is a top priority for the County. Its success depends on the alertness and personal commitment of all.

The County provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications. A safety committee, composed of representatives from throughout the organization, has been established to help monitor the County's safety program and to facilitate effective communication between employees and management about workplace safety and health issues.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor or with another supervisor or manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor within 24 hours. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

General Safety Rules

These General Safety Rules are considered minimum safety standards for usual work conditions and shall be adhered to by all who enter the specific job location. The following written General Safety Rules shall be posted in a conspicuous manner at fixed work sites and where possible in remote mobile locations. All individuals and officials shall adhere to the following:

1. Report injuries, near misses, accidents, or unsafe acts immediately to the Risk Manager and Department Head or supervisor.
2. Employees are required to attend all job related and safety training to ensure that all work is performed in a safe and efficient manner along with heightened awareness.
3. Report dangerous situations encountered or faulty equipment immediately to the Risk Manager and your supervisor.
4. Understand the proper usage of available safety equipment (fire extinguishers, first aid kits, related tools, personal protective equipment). ***(Continued on next page)***

Employee Handbook

502 Safety – continued

5. Make observations, recognize and make recommendations to the Risk Manager and supervisor for work place modifications or safety equipment to eliminate safety hazards.
6. Use proper lifting techniques, i.e. bend knees and keep back straight, lift with weight close to the body and do not twist while lifting. Use mechanical devices when available to assist in lifting.
7. Horseplay in the workplace is prohibited.
8. Employees shall wear seat belts when driving or riding in County owned vehicles or vehicles owned and operated by other organizations conducting County business.
9. Personal protective equipment appropriate for the job will be worn at all times and employees are required to follow safe operating procedures for their respective departments.
10. Maintain clean worksites at all times.

Department Heads and supervisors are directly responsible for the education and participation of all employees under their direction for safety rules and procedures. Compliance of safety tasks, corrective measures taken in the prevention of accidents, and elimination of hazards in the workplace is the responsibility of everyone. Supervisors will not compromise safety for any reason and will halt any activity which may create a dangerous situation. Employees have the right to stop any work that clearly violates safe operating procedures.

504 Work Schedules

Effective Date: 5/7/15

The workweek for the County is defined as beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight the following Saturday.

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules.

Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

506 Rest and Meal Periods

Effective Date: 5/7/15

Each workday, full-time nonexempt employees are provided with two rest periods. Supervisors will advise employees of the regular rest period length and schedule which will ensure that all offices are attended during normal business hours. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time. **If breaks are used to conduct non-work related activities away from the County's premises, no workers compensation coverage is available.**

All full-time employees are provided with one sixty-minute meal period each workday. Normally, the lunch period is from 12:00 noon to 1:00 p.m., but Department Heads may, from time to time, schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

508 Overtime & Compensatory Time

Effective Date: 7/23/18

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. The Fair Labor Standards Act (FLSA) identifies two categories, non-exempt and exempt, of employees when paying out wages. The category will define whether an employee is eligible for the overtime provisions granted by the FLSA. All overtime work must receive the supervisor's prior authorization.

The workweek for the County is defined as beginning at 12:01 a.m. on Sunday and ending at 12:00 midnight the following Saturday.

Non-exempt Employees will be eligible to receive overtime compensation at a time-and-one-half rate when hours worked exceed forty (40) hours in a work week. Overtime pay is based on actual hours worked, and will typically be paid for time worked over forty (40) hours in the workweek. Employees in the Sheriff's Office engaged in law enforcement activities typically receive overtime only after working one hundred seventy-one (171) hours in a 28-day cycle. Time off for holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Compensatory time off at a time-and-one half rate may be provided in lieu of cash overtime payments upon prior agreement. Upon approval, compensatory time may only be used in place of regularly scheduled work hours and shall not cause overtime. Compensatory time must be used before accrued vacation leave. There must be an agreement or understanding between an employee and supervisor, prior to the performance of work, to substitute compensatory time-off for overtime pay. Compensatory time can be used in minimum increments of a half (1/2) hour. Employees may accrue up to a maximum of fifty (50) hours of compensatory time. Any hours earned in excess of these maximum limits must be paid as overtime. Employees must use accrued compensatory time by November 30th each year. Any unused time after November 30th will be paid out to the employee. Any overtime accrued after November 30th will be used in the following calendar year. At time of termination, you will be paid out your compensatory balance at the regular rate of pay.

Exempt Employees are ineligible to receive overtime pay regardless of how many hours worked in a given pay period.

- With supervisory and County Commission approval, exempt employees may have the opportunity to earn compensatory time for hours in excess of forty (40) hours in situations where there is a time intensive situation requiring attendance.

Employee Handbook

510 Smoking

Effective Date: 5/7/15

In keeping with the County's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace and within 20 feet of any County building entrance.

Further, smoking is prohibited in all County owned motorized vehicles, including but not limited to motor graders, trucks, pickups, and cars.

This policy applies equally to all employees, customers, and visitors.

512 Use of Phone and Mail Systems

Effective Date: 5/7/15

Personal use of the telephone for long-distance and toll calls is not permitted. Employees should practice discretion when making local personal calls and may be required to reimburse the County for any charges resulting from their personal use of the telephone.

The use of the County-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

The County strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the County prohibits the use of the telephone (including fax) and mail systems in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

514 Computer and E-mail Usage

Effective Date: 5/7/15

Computers, computer files, the e-mail system, and software furnished to employees are the County property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

The County strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the County prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

It is important that the County maintain a professional image and employees are to refrain from using County computer equipment for entertainment purposes such as electronic games or puzzles.

The County purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the County does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. The County prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the County Auditor or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

516 Internet Usage

Effective Date: 5/7/15

Internet access to global electronic information resources on the World Wide Web is provided by the County to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of the County and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the County. As such, the County reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by the County in violation of law or the County policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization

(Continued on the following page)

Employee Handbook

516 Internet Usage – continued

- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other illegal activities

518 Workplace Monitoring

Effective Date: 5/7/15

Workplace monitoring may be conducted by the County to ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify and correct performance problems through targeted training. Improved job performance enhances our customers' image of the County as well as their satisfaction with our service.

Computers furnished to employees are the property of the County. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because the County is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

520 Workplace Violence Prevention

Effective Date: 5/7/15

The County is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the County has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the County without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The County will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the County may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The County encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the County Auditor before the situation escalates into potential violence. The County is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

522 Use of Equipment and Vehicles

Effective Date: 5/7/15

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees must immediately notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

While operating a County-owned vehicle, employees must comply with all County policies, as well as all applicable traffic laws. Additionally, the following conditions apply while operating a County-owned vehicle:

- Drivers may not use drugs or alcohol, or be under the influence of drugs or alcohol;
- The use of radar detectors is forbidden in all vehicles owned by or used by the County;
- Hitchhikers and passengers, other than County employees, are not permitted;
- Seat belts must be worn whenever the vehicle is in motion;
- Individuals driving County vehicles are prohibited from texting on cell phones while operating the vehicle.
- Cargo will be secured and doors locked when in route and while the vehicles are parked;
- The employee is not to give permission for the vehicle to be driven by any other person, including family members. Specific permission must be obtained from the Board of County Commissioners for any personal use of the vehicle;
- All violations of traffic laws and fines levied as a result are the exclusive responsibility of the employee; and,
- All accidents must be reported to the supervisor within 24 hours of the accident.

Employees who drive County-owned vehicles as a part of their job duties are required to report, and provide a citation photocopy of, all violations of traffic laws, whether on or off the job, to the County Auditor within 2 weeks of receiving the citation. Failure to report traffic violations can result in disciplinary action, up to and including termination of employment. Additionally, the driver's license status of employees who drive County-owned vehicles as a part of their job duties will be checked with the North Dakota Motor Vehicle Department at least annually. As determined by the County's insurance carrier, certain traffic violations or combinations of violations will disqualify an employee from operating County-owned vehicles and may result in discipline, up to and including termination of employment.

County-owned vehicles, which are allowed to be kept at the residence of County employees because of the nature of the employee's position with the County, cannot be used for personal purposes other than for commuting to and from work.

(Continued on the following page)

Employee Handbook

522 Use of Equipment and Vehicles – continued

Personal use of all County-owned property, including facilities, equipment, tools, materials, and vehicles, is prohibited. In addition no personal vehicles or property shall be serviced or stored in County-owned facilities. Use of an employee's personal tools shall be at the owner's risk.

Violations of County policies while using or operating County-owned equipment or vehicles, or the improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

524 Emergency Closures

Effective Date: 4/02/2019

The County Courthouse may be closed due to severe weather conditions or other emergencies such as fire, utility failure, or other forced evacuations. It is the policy of the County to provide coverage for emergency and/or essential services and pay continuity to employees for absences which may result in the partial operation of the County due to extreme weather conditions or other emergency closures. Sheriff Department's services will be continued regardless of an authorized closing.

In the case of severe weather conditions, the County will commonly follow the Devils Lake Public School District's weather related late openings and closures. The Commissioner Chairman or Vice-chairman will give final authorization for late openings and closures for severe weather conditions and other emergencies. In the event of a late opening or closure, employees will be notified by text message through Nixle from the phone file obtained by the Emergency Management Director.

When operations are officially closed due to an emergency closure, the time off from scheduled work will be paid. Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, will not be charged leave for that closure. Employees who are required to work during an emergency closure because their positions have been designated by the County as emergency and/or essential to County operations during emergencies, will receive the number of hours the offices are closed as annual leave hours credited to the employee's annual leave balance plus straight time pay for hours worked.

When the County remains open, employees unable to report for work shall notify their supervisor and take annual leave or leave without pay.

526 Visitors in the Workplace

Effective Date: 5/7/15

To provide for the safety and security of employees and the facilities at the County, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the County at the main entrances. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the County's premises, employees should immediately notify their supervisor or, if necessary and appropriate, direct the individual to the main entrance.

528 Business Travel Expenses

Effective Date: 5/7/15

The County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. Expenses will be reimbursed in accordance with the North Dakota State travel rate schedule. All business travel must be approved in advance by the Board of County Commissioners.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the County may not be used for personal use without prior approval.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

602 Family and Medical Leave

Effective Date: 5/7/15

Ramsey County will comply with the Family and Medical Leave Act implementing Regulations as revised effective January 16, 2009. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

General Provisions: Under this policy, the County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility: To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the company for 12 months or 52 weeks.
2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence (time spent on paid or unpaid leave does not count).
3. The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

Type of Leave Covered: To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for a newly placed child.
3. To care for a spouse, child or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee.
 - An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
 - A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care **or** a condition that requires continuing care by a licensed health care provider.
 - This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.
5. Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

(Continued on the following page)

Employee Handbook

602 Family and Medical Leave - Continued

- An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up for service. The qualifying exigency must be one of the follows: 1) short notice deployment; 2) military events and activities; 3) child care and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; 7) post-deployment activities; and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
 - "Covered active duty" means: (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Arm Forces to a foreign country; and (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under the provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.
 - The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined as the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12-month period.
6. Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.
- An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to care for that service member.
 - The term "covered service member" means: (a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

Amount of Leave: An eligible employee can take up to 12 weeks for FMLA circumstances (1) through (5) above under this policy during any 12-month period. The County will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time. An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injury or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

(Continued on the following page)

Employee Handbook

602 Family and Medical Leave - Continued

Employee Status and Benefits During Leave: While an employee is on leave, the County will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. Under current policy, some employees pay a portion of certain benefits, or other optional benefits, out of their payroll. While on paid leave, the County will continue to make payroll deductions to collect the employee's share of the premiums. While on unpaid leave, the employee must continue to make these payments, either in person or by mail. The payment must be received in the Auditor's office within 30 days of the due date. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

Employee Status After Leave: An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. Generally, an employee who takes FMLA leave must be returned to the same position or a position with equivalent status, benefits and other employment terms (although certain exemptions do apply).

Use of Paid and Unpaid Leave: An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member may be required to use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Intermittent Leave or a Reduced Work Schedule: The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduce hour schedule. In all cases, the leave may not exceed a total of 12 work weeks (or 26 work weeks to care for an injured or ill service member over a 12-month period), and all intermittent leave schedules must be pre-approved.

Certification of the Employee's Serious Health Condition: The County may require certification of requests for leave related to any of the qualifying reasons listed above. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Procedure for Requesting FMLA Leave: All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to their immediate supervisor. Within five business days after the employee has provided this notice, the supervisor will provide the employee with the DOL Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day.

Designation of FMLA Leave: Within five business days after the employee has submitted the appropriate certification form, the supervisor will provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Employee Handbook

Intent to Return to Work from FMLA Leave: On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

606 Personal Leave

Effective Date: 5/7/15

The County provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

§ Regular full-time employees

Eligible employees may request personal leave only after having completed 365 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to thirty calendar days every one-year. Pending the Board of County Commissioners' approval, an employee must take any available vacation leave prior to the effective date of the personal leave of absence.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, the County will continue to provide health insurance benefits for the full period of the approved personal leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the County cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the County will assume the employee has resigned.

610 Military Leave

Effective Date: 5/7/15

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the North Dakota Century Code. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

ND State Law Provisions:

All employees of this State or political subdivision who:

1. Are members of the National Guard
2. Are members of the Armed Forces Reserve of the United States of America
3. Shall be subject to call in for Federal Service by the President of the United States: or
4. Shall volunteer for such service;

When ordered by proper authority to active non-civilian employment, employees shall be entitled to a leave of absence from such civil service without loss of status or efficiency rating. If such individuals have been in the continuous employ of the State or political subdivision (Ramsey County) for ninety days immediately preceding the leave of absence, they shall receive twenty workdays each calendar year without loss of pay. In addition, any leave of absence necessary by a full or partial mobilization of the reserve and national guard forces of the United States of America, or emergency state active duty, shall be without loss of pay for the first thirty days thereof less any other paid leave of absence which may have been granted during the calendar year pursuant to this section. However, if leave is required for weekend, daily or hourly periods of drill for military training on a day in which an employee is scheduled to perform their County work, the employee must be given the option of time off with a concurrent loss of pay for the period missed or must be given an opportunity to reschedule the work period so that the reserve or national guard weekend, daily or hourly drill or period of training occurs during time off from work without loss of status or efficiency rating.

NDCC 37-01-25

The Uniformed Services Employment and Re-employment Rights Act (USERRA)

Employees returning from a military leave of absence shall be reinstated in accordance with the law and County policy. To be eligible for reinstatement under this policy, the employee must have been absent as a result to a call to duty in the United States uniformed forces on a voluntary or involuntary basis under competent authorization (for example, was enlisted, drafted, called to Active Duty from a reserve status) and meets the following requirements:

1. Has provided advance notice, either written or oral, of the need for the leave, unless notice is unreasonable or impossible;
2. Has received an honorable discharge;

(Continued on the following page)

Employee Handbook

610 Military Leave - Continued

3. Has taken a total of less than five years of military leave during the time of employment with the County.
4. Has applied for reemployment or reported back to work in a timely manner, depending on the length of the leave:
 - a. Less than 31 days: must report back to work not later than the first regular work day following discharge and an eight-hour period allowing for safe transportation from place of service to the employee's residence.
 - b. More than 30 but less than 181 days: must reapply for employment within 14 days of discharge;
 - c. Over 180 days: must reapply for employment within 90 days of discharge.
Note: if ongoing medical treatment is necessary, the period for reinstatement may be longer depending upon the treatment.

The right to return to a particular position depends on the length of the leave:

1. Less than 91 days: the position to which the employee would have been in had they remained continuously employed.
2. Over 90 days: the position he/she would have been in had they remained continuously employed, or a position with like seniority, status and pay.

For employees who are members of the national guard or reserves, there are no limits to the amount of training time the employee may take during the year, regardless whether ordered to do so or if the employee volunteers for such training.

The employee may not be penalized or treated adversely in any way for exercising this right.

A veteran, who is not otherwise eligible for reinstatement under this policy, may be considered for employment with the County as any other similarly situated former employee.

Following a period of military service of 31 days or more, the returning employee must at the County's request, be able to provide documentation that establishes the length and type of military leave, and timeliness of the application for re-employment as outlined above.

Reinstated veterans who have served the longest tour of active duty are to receive preference in case of conflict in selection of jobs available.

(Continued on the following page)

Employee Handbook

610 Military Leave - Continued

DISCHARGE OR DEMOTION

A reinstated veteran with more than 180 days continuous active military service may not be discharged or demoted except for cause within one year after the date of reinstatement from military leave.

A reinstated veteran with a period of active duty for training of more than 30 days may not be discharged or demoted without cause within six months after the date of reinstatement from military leave. Contact the County Auditor for more information or questions about military leave.

702 Employee Conduct and Work Rules

Effective Date: 5/7/15

To ensure orderly operations and provide the best possible work environment, the County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

In addition, misconduct off the job that involves unlawful activity or is in direct conflict with the essential business-related functions of the County may also result in disciplinary action, up to and including termination of employment. This includes, but is not limited to, being arrested or cited for driving under the influence or reckless driving.

Employment with the County is at the mutual consent of the County and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

This policy is not intended to disallow any employee from performing lawful job duties required by the County.

704 Discrimination, Harassment, Bullying

Effective Date: 04/04/18

Ramsey County is committed to providing a positive work environment that is free of discrimination, harassment and bullying. This policy is a measure to ensure that all employees will enjoy a safe work place free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of the commissioners, department heads, supervisors, co-workers, vendors, or visitors. All employees are responsible for compliance with this guideline, as Ramsey County will not tolerate discrimination, harassment, or bullying on the basis of race, color, religion, sex, pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, marital status, or any other protected status or characteristic protected by any federal, state or local law. Even if the behavior is not considered illegal, the behavior may still be inappropriate for the work environment.

Definitions

Discrimination refers to when someone is treated unfairly because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.

Harassment is unwelcomed or unreciprocated behavior based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information which makes a person feel intimidated, offended, or belittled in the workplace. Sexual harassment is unwelcome conduct of a sexual nature, which offends, humiliates or intimidates the person at which it is directed, regardless of intent.

Bullying is repeated, persistent, unreasonable behavior by one or more people, directed towards a worker, or a group of workers, that creates a risk to their health and safety.

Examples of Discrimination, Harassment and Bullying

Examples of discrimination, harassment, and bullying include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Leering or making sexual gestures.
- Displaying or circulating sexually suggestive objects, pictures, cartoons, e-mails or posters.
- Displaying or circulating offensive objects, pictures, cartoons, e-mails or posters based on a legally-protected characteristic such as race, religion or sexual orientation.
- Making or using derogatory comments, epithets, slurs, or jokes.
- Electronic communications, such as online posts or text messaging, which are offensive or derogatory in nature about an individual due to their membership in a protected class.
- Graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.

(Continued on the following page)

Employee Handbook

704 Discrimination, Harassment, Bullying – Continued

- Abusive, insulting, rude, offensive language including use of raised voice, berating behavior
- Intimidating, hostile or threatening behavior.
- Unwelcome physical conduct including touching, assaulting, impeding or blocking movements, and threatening and intimidating behavior.

Reporting Procedure

An employee who feels that he/she has been subject to discrimination, harassment, or bullying or has witnessed discrimination, harassment, or bullying has several avenues of reporting the behavior and is encouraged to use the County procedure to resolve any discrimination, harassment, or bullying. If unreported, the County is severely limited in maintaining a workplace free of discrimination, harassment, and bullying. Employees are not required to deal directly with an offending individual(s) in seeking resolution.

- An employee who feels that he/she has been subject to discrimination, harassment, or bullying should clearly state to the individual that his/her behavior is offensive to them.
- If you are unable to confront your alleged offender or the behavior persists after confronting the alleged offender; go to your immediate supervisor who shall immediately notify the Department Head and Human Resources.
- If the immediate supervisor is involved in the alleged discrimination, harassment or bullying, the incident should be reported directly to the Department Head, who shall immediately notify Human Resources.
- If the complaint involves the Department Head, the incident should be reported directly to Human Resources and/or the portfolio commissioner.
- If the complaint involves a member of the Board of Commissioners, the incident should be reported directly to the State's Attorney.
- Human Resources shall be responsible for conducting an investigation in a fair, prompt and complete manner as outlined in the nature and scope of investigation.

Nature and Scope of Investigation

- Any investigation of a complaint of discrimination, harassment, or bullying shall be limited to an inquiry of the truth or falsity of a specific complaint.
- Interviews of all relevant witnesses will be conducted, in confidence to the extent permitted by law, and summaries of witnesses' statements and the investigator findings shall be in writing.
- To the extent permitted by law, investigations shall be conducted in a confidential manner; the knowledge of a pending investigation, nor the contents and/or findings of an investigation will not be shared except with the appropriate parties, or otherwise required by law.
- Persons who are asked to cooperate and participate in a pending investigation shall only be informed that a complaint has been brought and that information being sought from the individual is a necessary part of the investigation. Written consents and findings of investigations are done pursuant to the reporting procedure and shall be maintained by Human Resources in a secure place. However, it must be noted by all employees, that records of the County are public, except certain confidential records in accordance with NDCC 44-04-18.1.

(Continued on the following page)

Employee Handbook

704 Discrimination, Harassment, Bullying – Continued

Retaliation

Ramsey County will not tolerate any retaliation against any employee who reports an incident of alleged discrimination, harassment, or bullying or provides information during an investigation, and will take measures to protect all such employees from retaliation. Engaging in retaliatory behavior is a violation of this policy, and is grounds for corrective action, up to and including termination of employment.

Discipline

Any Ramsey County employee who is found to have engaged in discrimination, harassment, bullying or retaliation, or who is found to have knowingly condoned, encouraged, or perpetuated an act or acts of discrimination, harassment, or bullying shall be subject to disciplinary action; including but not limited to, suspension, loss of salary increment, demotion and termination.

706 Attendance and Punctuality

Effective Date: 5/7/15

To maintain a safe and productive work environment, the County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the County. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

708 Personal Appearance

Effective Date: 5/7/15

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the County presents to customers and visitors.

During business hours or when representing the County, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Employee Handbook

710 Casual Days

Effective Date: 5/7/15

The following information is intended to serve as a guide to help define appropriate casual businesswear for all employees during designated casual days at the County. Each Friday will be a designated casual day. Other days, such as certain holidays or days preceding holidays, may be designated as casual days with prior notification from your immediate supervisor.

Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual businesswear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. If you are considering wearing something and you are not sure if it is acceptable, choose something else or inquire first.

On occasion, we may announce dress-down days where looser, even more informal clothing can be worn in order to allow you to enjoy a special occasion, better tolerate excessive heat conditions, or more comfortably organize your work area.

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

712 Security Inspections

Effective Date: 5/7/15

The County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the County prohibits the possession, transfer, sale, or use of such materials on its premises. The County requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of the County. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the County at any time, either with or without prior notice. Employees are not allowed to install or utilize their own locking devices on any the County property.

The County likewise wishes to discourage theft or unauthorized possession of the property of employees, the County, visitors, and customers. To facilitate enforcement of this policy, the County or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto the County's premises.

Unauthorized entry into areas of the County's premises designated as "restricted entry" areas may result in disciplinary action up to and including employment termination.

716 Drug and Alcohol Free Workplace

Effective Date: 03/04/2020

It is the County's intent to provide a healthful and safe workplace that is free from improper drug or alcohol use, as well as meet its responsibilities under the Omnibus Transportation Employee Testing Act of 1991. Employees are required to report to work in a condition to perform their jobs in a safe, efficient, and satisfactory manner.

This policy applies to all employees regardless of status and all applicants for employment of the County. Questions concerning this policy or its administration should be directed to human resources.

While on the County premises and while conducting business-related activities off the County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, a controlled substance, or legal drugs (including prescribed or doctor recommended drugs) that might cause the employee impairment or impact the employee's ability to perform the essential functions of the job effectively and in a safe manner. No employee may report to work under the influence of alcohol or drugs. The employee is responsible for being aware of any effect such substances may have on the performance of the employee's duties. If an employee finds that certain medications impair the employee's performance, the employee should report this fact to their supervisor and human resources along with acceptable medical documentation. A determination will then be made as to whether the employee is able to perform the employee's job safely and properly.

A supervisor may require an employee to leave the workplace if they determine the employee has reported to work in an inappropriate condition and cannot perform the essential functions of the job effectively in a safe manner. The employee may be required to use annual leave or sick leave. If the supervisor determines the employee should not operate a motor vehicle, the supervisor should arrange transportation for the employee. If the employee refuses to accept transportation and insists on operating a motor vehicle, they will be informed by the supervisor that law enforcement will be notified that the employee appears to operate a motor vehicle. Law enforcement should then be appropriately notified.

Under the Drug-Free Workplace Act, a County employee who performs work for a government contract or grant must notify their supervisor and human resources of a criminal conviction of drug-related activity occurring in the workplace no later than 5 days after such conviction. Failure to notify the County may result in disciplinary action, up to and including termination.

Employee Assistance

The County will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other County policies. The County's Employee Assistance Program (EAP) provides confidential counseling and referral services if you need assistance with such problems as drug and/or alcohol abuse or addiction. Such employees will be allowed to use accrued paid time off or placed on leave of absence or accommodated as required by law.

Testing Guidelines

1. Post-offer pre-employment testing for drugs and alcohol will be conducted on all employees.

Employee Handbook

2. Random testing for drugs and alcohol will be conducted on all safety-sensitive functions and those required to have a commercial driver's license (CDL) in accordance with the Federal Drug-Free Workplace Act.
3. Testing for drugs and alcohol of any current employee will be conducted when a supervisor has a reasonable suspicion an employee is violating this policy.
4. If an employee is involved in a motor vehicle collision using a County vehicle, or if using a personal vehicle driving for County business when County liability could be affected, or has a work-related injury, then post-accident testing is required.
 - Employees must be tested for alcohol and drugs immediately following an accident.
 - If no alcohol and drug test is administered within 8 hours of the accident, no test will be given and the supervisor must file a report stating the reason for the delay and lack of testing.
 - Employees must submit the police report with the necessary Incident/Accident reports and when injuries occur, the Workforce Safety & Insurance reports to the Emergency Manager.
5. Any employee's refusal to be tested may be considered cause for dismissal.

Employees requiring drug or alcohol testing because of motor vehicle collisions or determination of probable cause will be transported to and from the testing site by a supervisor. Under no circumstances will the employee provide their own transportation.

Test Results

If an employee receives a positive drug test, the employee will immediately be suspended without pay. Any employee testing positive for alcohol at a level of .02% but below .04%, will be considered unfit to work and relieved from duties for 24 hours without pay (may take annual leave if available). If the alcohol test result is .04% or greater the employee will be immediately suspended without pay. Following the suspension, the County will conduct an investigation to review the employee's past record of performance and appropriate action to be taken. All test results will be held in the strictest confidence by human resources.

Recordkeeping

All records concerning test results will be kept by Human Resources in medical files that are maintained separately from employee personnel files. Employees have a right to obtain copies of all test results. Records will be kept in accordance with the US Department of Transportation guidelines.

Employees who refuse to be tested or to cooperate in testing, or who attempt to alter test results, are subject to termination procedures. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment.

Employee Handbook

724 Resignation

Effective Date: 5/7/15

Resignation is a voluntary act initiated by the employee to terminate employment with the County. Although advance notice is not required, the County requests at least two weeks' written resignation notice from all employees stating the reason for termination.

The County will allow funds to be expended for the recognition of County employees commending their years of service to the County in accordance with the following schedule:

- 10 years \$ 25.00
- 11-24 years \$ 50.00
- 25 or more years \$150.00

Employee Handbook

726 Return of Property

Effective Date: 5/7/15

Employees are responsible for all the County property, materials, or written information issued to them or in their possession or control. Employees must return all the County property immediately upon request or upon termination of employment. Where permitted by applicable laws, the County may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The County may also take all action deemed appropriate to recover or protect its property.

728 Progressive Discipline

Effective Date: 7/8/20

The purpose of this policy is to clarify guidelines for employee conduct and to outline appropriate disciplinary steps.

Social Services will follow the disciplinary procedures as established by the Administrative Code.

Employment with the County is "at will," which means it is subject to termination by either the County or the employee at any time, for any reason. Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the County and its employees.

Responsibilities of Employees

It is the duty and the responsibility of every County employee to be aware of and to abide by existing policies and work rules.

It is also the responsibility of employees to perform their duties to the best of their ability and to the standards set forth in their job descriptions or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and to request additional instruction when needed.

Responsibilities of Supervisors

The immediate supervisor should approach corrective measures in an objective manner.

If the employee's performance of assigned tasks is the issue, the supervisor should confirm that proper instructions, appropriate orientation and adequate training have been given and that the employee is aware of job expectations. Both single incidents and patterns of poor performance should be of concern.

If misconduct is the issue, the supervisor should take steps to ensure that the employee is aware of the company's policies and regulations regarding employee conduct.

If, in either case, appropriate instruction or information was not communicated, the supervisor should immediately develop a plan for delivering such instruction or information and should review the content with the employee.

Progressive Discipline Process

The County supports the use of progressive discipline to address issues such as poor work performance or misconduct to encourage employees to become more productive workers and to adapt their behavior to company standards and expectations. Generally, a supervisor gives a warning to an employee to explain behavior that the supervisor has found unacceptable. There are two types of warnings: verbal and written.

A verbal warning occurs when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion, noting the date, event and recommended action, is on file by the supervisor or human resources for future reference.

Employee Handbook

A written warning is used for behavior or performance that a supervisor considers serious or when a verbal warning has not helped change unacceptable behavior or performance. The supervisor, in consultation with human resources, may place the employee on a performance improvement plan (PIP) not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements specified by the supervisor and the organization. The supervisor and employee should meet regularly to assess the progress of the PIP. If the employee has met the goals and expectations described in the PIP, the supervisor will document that he or she has successfully completed the PIP. If established goals are not met, dismissal may occur.

The County reserves the right to administer appropriate disciplinary action for all forms of disruptive or inappropriate behavior. Each situation will be dealt with on an individual basis.

Employee Conduct That Can Result in Disciplinary Action

The County has established general guidelines to govern the conduct of its employees. No list of rules can include all instances of conduct that can result in discipline, and the list of examples below is not exhaustive. Furthermore, sound judgment and common sense should prevail.

Examples of employee conduct that would lead to discipline and the usual course of disciplinary action have been separated into groups according to the usual severity and impact of the infraction. Violations may be handled differently depending on the group they are in and the specific circumstances. The County reserves the right to determine the appropriate level of discipline for any performance or conduct issues, including oral and written warnings, suspension with or without pay, demotion, and discharge.

Group 1

Disciplinary process:

1st offense: Documented verbal warning

2nd offense: Documented written warning

3rd offense: Three-day suspension

4th offense: Termination of employment

Examples:

1. Creating conflict with co-workers, supervisors, visitors or volunteers.
2. Failing to follow practices as needed for the specific job assignment.
3. Contributing to unsafe conditions.
4. Leaving the assigned work area or facility without the supervisor's permission.
5. Loitering or loafing while on duty.
6. Damaging or using organization-owned equipment without authorization.
7. Abusing lunch and break periods.
8. Violating other rules or policies not specifically listed.

Group 2

Disciplinary process:

Employee Handbook

1st offense: Written warning

2nd offense: Suspension

3rd offense: Termination

Examples:

1. Failing to report injuries or damage to or an accident involving company equipment.
2. Violating any safety rule.
3. Acting negligently.
4. Engaging in horseplay that results in personal injury or equipment damage.
5. Spreading malicious rumors.
6. Engaging in vulgar or abusive language or conduct toward others.
7. Copying company documents for personal use or other disruptive activity in the workplace.
8. Using facility communication systems inappropriately.
9. Treating customers or co-workers in a discourteous, inattentive or unprofessional manner.
10. Being absent or tardy or leaving early without notification or permission.
11. Not following department guidelines concerning notification of an absence.

Group 3

Disciplinary process:

1st offense: Dismissal

Dismissal is the immediate termination of an employee for a serious breach of responsibility, unsatisfactory performance or misconduct. A supervisor or department head may impose dismissal after consultation with the human resources.

Examples:

1. Being absent for three or more days without notification or permission (also referred to as a voluntary quit or job abandonment).
2. Fighting.
3. Demonstrating insubordination, including:
 - Refusal to do an assigned job.
 - Refusal to work overtime or holiday shifts when required.
 - Disrespectful response to a supervisor's directive.
 - Deliberate delay in carrying out an assignment.
4. Dishonesty, including deception, fraud, lying, cheating or theft.
5. Fighting or threats of physical violence.
6. Sabotaging the facility, grounds or equipment of the County.
7. Falsifying company records, such as employment applications and timecards, in any way.
8. Offensive or inappropriate conduct or language toward county employees or other persons including any harassment or retaliation.
9. Violation of the County's alcohol and drug policy.
10. Sleeping while on duty.
11. Concealing defective work.
12. Carrying a weapon on company property, unless requirement of job.
13. Disclosing confidential records or information.
14. Soliciting gifts or tips from business-related contracts.
15. Using the facility's computer systems, including accessing confidential computer files and data, without authorization.
16. Other serious violations of the County policies or procedures.
17. Failing to comply with licensure and certification requirements.

Employee Handbook

Appeal of Disciplinary Action

Within ten (10) working days after the date of notice of the disciplinary action by a supervisor of an employee, the affected employee may appeal the action by a supervisor by filing a written notice of appeal with the Portfolio Commissioner. The notice of appeal shall identify the ruling appealed from and be signed by the appealing employee. It shall be the duty of Portfolio Commissioner to inform the supervisor and human resources of the filing of an appeal. Within ten (10) working days after the filing of written notice of appeal, upon consideration of the evidence and a review of the employee's personnel record, shall issue, and serve upon the employee, an order:

- Affirming the disciplinary action; or
- Reversing the disciplinary action; and/or
- Imposing such other forms or combinations of disciplinary action as Portfolio Commissioner deems reasonably appropriate.

The decision of Portfolio Commissioner is subject to appeal by the employee to the Commission Board.

Appeal from Decision of Portfolio Commissioner to Commission Board

Within ten (10) working days after the date of order of the Portfolio Commissioner, the affected employee may appeal the action to the Commission Board. The notice of appeal shall identify the ruling appealed from and be signed by the appealing employee.

Within ten (10) working days after the filing of written notice of appeal, the Commission Board shall meet and, upon consideration of the evidence and a review of the employee's personnel record, shall issue an order:

- Affirming the disciplinary action; or
- Reversing the disciplinary action; and/or
- Imposing such other forms or combinations of disciplinary action as the Commission Board deems reasonably appropriate. The decision of the Commission Board is final, subject to any right of review under any law of the State of North Dakota or the United States.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the County.

802 Life-Threatening Illnesses in the Workplace

Effective Date: 5/7/15

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The County supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the County will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The County will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the County Auditor for information and referral to appropriate services and resources.

803 Credit Card Policy and Procedures

Effective Date: 6/06/2017

Authority

The County Auditor is designated to be responsible for Ramsey County's credit card, issuance, accounting, monitoring, retrieval, and for general oversight of compliance with this Credit Card Use Policy.

Responsibility

Only those who are authorized and who have signed the Credit Card User Agreement may use County credit cards. Credit cards shall only be used to purchase goods or services for the official business of Ramsey County.

All authorized users of County credit cards shall submit documentation detailing the goods for services purchased; the cost of the goods or services; the date of the purchase and the official business for which it was purchased.

Authorized employees issued a credit card are responsible for its protection and custody and shall immediately notify the County Auditor if the credit card is lost or stolen.

Employees issued County credit cards shall return the credit card immediately upon termination of his or her employment or service with the County.

Internal Accounting Controls

County Auditor - A current list of all credit cards, authorized users, and credit limits shall be kept on file by the County Auditor.

Department Head(s) – Will review and approve all invoices received for payment prior to submission to the County Commission for approval for payment.

The balance, including interest due on an extension of credit, under the credit card arrangement shall be paid within sixty (60) days of the initial statement date.

Restricted Use

- No personal or private expenditure shall be charged to the credit card/county account.
- No regular operating expense (e.g. monthly telephone bills, internet agreement, etc.) shall be charged to a credit card.

Each expense charged must be accompanied by the actual itemized receipt and brief explanation. (For example, if the expense is for meals or food, note on the receipt if it was for a meeting and how many meals were included on the bill.) ***For gas purchases**, every attempt must be made to receive the actual receipt; however, if the actual itemized receipt is not available, a photograph of the gallons purchased/price expended will need to be submitted.

804 Fraud Prevention and Investigation

Effective Date: 5/7/15

This County-wide fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against Ramsey County.

This policy applies to any fraud, or suspected fraud, involving employees, elected and appointed officials, as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the County. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the County.

All employees and elected officials of Ramsey County are responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any fraud that is detected or suspected must be reported immediately to the County Auditor, who coordinates all investigations with the legal counsel and other affected areas, both internal and external. If suspected fraudulent activity involves the County Auditor, the report must be brought to the attention of the chairperson of the Ramsey County Board of Commissioners. The Auditor and/or Chair of the Commission Board shall lead the Investigation Unit until the matter is resolved.

Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the County
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the County. Exception: Gifts less than \$50 in value.
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
- Any similar or related inappropriate conduct

Other Inappropriate Conduct

Any other suspected improprieties concerning an employee's or official's moral, ethical, or behavioral conduct, should be brought to the attention of the Ramsey County Auditor. If there is any question as to whether an action constitutes fraud, contact your supervisor or the Auditor for guidance.

Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. An employee who discovers or suspects fraudulent activity will *contact the County Auditor immediately*. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the County Auditor or Ramsey County State's Attorney. ***(Continued on next page)***

Employee Handbook

804 Fraud Prevention and Investigation - Continued

No information concerning the status of an investigation will be given out. The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

Confidentiality

The Auditor treats all information received *confidentially* to the extent possible within the constraints of the law. Any employee who suspects dishonest or fraudulent activity will notify the Auditor immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act (see REPORTING PROCEDURES section above). Investigation results *will not be disclosed or discussed* with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the County from potential civil liability.

Investigation Responsibilities

The Auditor, with the assistance of the Ramsey County State's Attorney as appropriate, has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Auditor will issue reports to appropriate designated personnel and, if appropriate, to the Ramsey County Board of Commissioners. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

805 Payment of FEMA Administrative Funds

Effective Date: 5/7/15

Additional work compensation is allowed for exempt employees in an emergency situation where the decision to incur extra time, extra duties, and the timing of the work is dictated by the event. An emergency is defined as an unforeseen combination of circumstances that calls for immediate action. Compensated additional work must be approved by the County Commission.

806 County Key Policy

Effective Date: 5/7/15

Each employee, designated by a department head to receive a building key, shall bear the responsibility of safeguarding such county property. A fee shall be assessed for key replacement.

810 Social Media Policy

Effective Date: 5/7/15

Ramsey County respects the right of employees to use social media tools as a means of personal self-expression and as a means to further the organization's interests. It is important that employees be aware of the implications of engaging in social media and online communications.

When using Social Media:

- Adhere to the County Technology, Internet and Email Policy.
- Do not post confidential or proprietary information about the organization, our staff members, elected officials, clients or business partners. It is important to protect this information.
- The County logo or other organizational images may not be used on personal social media sites without permission from the County Commission or their designee. The County's name may not be used to promote a personal cause, product, political party or candidate.
- County computers and time on the job are reserved for organizational business as approved by management and in accordance with the Technology, Internet, Email and other work related information policies.
- Be respectful to the organization, other staff members, elected officials, vendors and business partners.
- If you come across positive or negative remarks about the County or County related services that you believe are important, please forward this information to your supervisor or the Auditor.
- Be conscious of mixing your business and personal lives. The internet is immediate and nothing posted is ever truly private, nor does it expire. Online, your personal and business personas are likely to intersect. The organization respects the free speech rights of its staff members, but asks you to remember that other organizations, colleagues, and business partners may have access to the online content you post.
- Employees are responsible for their own actions. Recognize that you are legally liable for anything you post online. Understand that anything you post that can potentially tarnish the County's image will ultimately be your responsibility. Be aware that your actions captured via posts, images or comments may reflect upon the County. While the organization does not discourage your participation in social media space, we urge you to do so properly, exercising sound judgment, common sense and good taste.

The County reserves the right to monitor content on the Internet. Staff members who violate this policy may be subject to disciplinary action, up to and including termination.

Ramsey County Credit Card User Agreement

User Agreement

(Required for use of County credit card)

1. The credit card is to be used only to make purchases for the legitimate business of Ramsey County.
2. The credit card must be used in accordance with the provisions of Policy 803.
3. The credit card is the property of Ramsey County. If I resign from the County, or at any time upon request of the County, I will return the card with a final reconciliation of all expenditures prior to departure or upon return of the card.
4. **UNAUTHORIZED/INADVERTENT/WILLFUL MISUSE OF CARD:**
 - a. I am responsible for payments of any sums due and owing to the County based upon my misuse of the credit card issued to me or my violations of the County's policies.
 - b. I authorize the County to recover through payroll deductions, any amounts incorrectly claimed as business expenses. Payroll deductions will comply with Federal/State Law.
 - c. The County may use any lawful remedy to recoup loss from any misuse.

Violation of these requirements may result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action. This User Agreement does not create any contract for employment or any employee benefit.

I have read and understand Policy 803 and the procedures required and I agree to adhere to them.

(Signature)

(Date)

Employee Handbook

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about the County, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with the County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the County can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the County's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Commissioners of the County has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook (hard copy or digital copy), and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____