

BIG HORN COUNTY EMPLOYEE HANDBOOK



This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. Big Horn County retains the absolute right to terminate any employee at any time, with or without good cause. Big Horn County retains the right to change the contents of this document as it deems necessary, upon compliance with the Wyoming Administrative Procedures Act.

This manual replaces all previous manuals and supersedes all earlier oral or written materials about Big Horn County policies and procedures. Big Horn County reserves the right to change, add or delete benefits and policies as necessary.

TABLE OF CONTENTS:

Confidential Information & Conflict of Interest

Conflict of Interest 4

Anti Discrimination & Harassment

Equal Opportunity Policy 4
Policy Prohibiting Harassment and Discrimination 4
Prohibited Behavior 4
Harassment by Non-employees 5
Complaint Procedure and Investigation 5
Retaliation 6

Compensation & Work Schedule

Attendance & Punctuality 6
Breaks 6
Overtime 6
Pay Schedule 7
Performance Evaluations 7
Performance Reviews & Salary Increases 7
Work Hours 7

Conduct Standards

Big Horn County Equipment & Vehicles 7
Computer, Email & Internet Usage 8
Drug and Alcohol Policy 8
Alcohol 8
Illegal Drugs 8
Disciplinary Action 8
Searches 8
Drug Testing 8
Smoking Policy 9

Leave

Sick Leave 9
Sick Leave Bank 9
Family Medical Leave Act 10
Funeral Leave 10
Leave of Absence 11
Jury Duty 11
Military Leave 11
Time Off To Vote 12

Employee Benefits

Medical Insurance 12
Retirement Savings Plan 12
Travel & Expense 12
Worker's Compensation 13

Holiday & Vacation

Holidays 13
Vacation 13

10/21/2008

General Employment

Employee Classification	14
Employee Records	14
Employment of Relatives (Nepotism)	15
Termination, Resignation & Discharge	15

Safety & Emergency

Safety	15
Security	16

Acknowledgement 17

Big Horn County Grievance/Complaint Form 18

Big Horn County Commissioners Signature Page 20

Conflict of Interest

Conflict of Interest

No employee will engage in any activity or enterprise which conflicts with his/her duties as a Big Horn County employee or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the elected official and/or supervisor. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

Anti Discrimination & Harassment

Equal Opportunity Policy

Big Horn County provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without discrimination on any prohibited basis.

Policy Prohibiting Harassment and Discrimination

Big Horn County strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

Prohibited Behavior

Big Horn County does not and will not tolerate any type of harassment of our employees, applicants for employment, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior includes unwelcome conduct such as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or
- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this handbook include: demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, it includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

Harassment by Non-employees

Big Horn County will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including customers, clients and suppliers.

Complaint Procedure and Investigation

An employee may select the procedure under which the harassment complaint will be filed. The varieties of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe it would be inappropriate to contact the person, contact your supervisor, human resources or an elected official immediately if your supervisor is not available or if your supervisor is the harasser.

Big Horn County will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Big Horn County in enforcing, investigating and remedying complaints.

10/21/2008

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise their supervisor or any other appropriate member of management.

Anyone found to have been engaging in such wrongful behavior will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Compensation & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If you are unable to report to work on time for any reason, telephone your supervisor as far in advance as possible. If you do not call in an absence in advance, it may be considered unexcused.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, as determined by the elected official and/or supervisor.

Breaks

Employees are entitled to a 15-minute break for rest twice each day.

Employees are also entitled to a 30 or 60 minute unpaid break for meals during each 8 hour work period.

Road & Bridge will receive a 30 minute lunch break designated by the supervisor.

Breaks may be scheduled to staggered times to allow department coverage.

Overtime

At the discretion of the elected official and/or supervisor, reasonable overtime may be required of employees. In most cases, non-exempt classified employees who work more

10/21/2008

than their regularly scheduled 40 hours per week shall be paid at the rate of 1 ½ times their regular pay.

On a call-out, a minimum of one (1) hour of overtime will be paid.

Pay Schedule

Employees will be paid by or on the 5th working day of each month.

Performance Evaluations

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Annual formal performance reviews are strongly encouraged to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Work Hours

Except as otherwise specifically provided, the normal work week of county employees shall consist of forty (40) hours per week of work. The elected officials and/or supervisors shall determine the schedules of the various departments consistent with the foregoing provisions. Changes in scheduling may be made by appropriate supervisors as working situations and conditions require.

Standby or On-Call Service

Big Horn County may have employees in law enforcement that will receive pay for being on-call or standby at a rate to be determined by the County Commissioners and the County Sheriff.

Conduct Standards

Big Horn County Equipment

When using the Big Horn County property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and

10/21/2008

could also help prevent injury to you or others. Should you have any questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Big Horn County because of such mistreatment.

Computer, Email and Internet Usage

See Big Horn County Email & Internet Usage Policy.

Alcohol

Employees are prohibited from using or being under the influence of alcohol while performing business for Big Horn County.

Drugs

Employees of Big Horn County are prohibited from using or being under the influence of illegal drugs while performing business for Big Horn County. This policy does not prohibit the use of medication as prescribed by a physician.

Disciplinary Action

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Searches

Big Horn County elected official and/or supervisor may conduct searches for illegal drugs or alcohol on county facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Drug Testing

Big Horn County retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Big Horn County may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol or where other circumstances or workplace conditions justify such testing. Drug tests will be performed on all employees involved in any

10/21/2008

accident. The refusal to consent to testing may result in disciplinary action, including termination.

Smoking Policy

Smoking is prohibited inside the Big Horn County facilities or vehicles.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

Sick Leave

Sick leave with pay shall be accumulated at the rate of 8 hours per month by full-time and on a pro-rated rate for benefit eligible part-time employees. No sick leave will be given to temporary and seasonal employees.

All accumulated sick hours in excess of 480 on June 30, will be paid and deducted from the sick leave accounts with the July payroll. Employees retiring or terminating with ten (10) years or more employment, or retiring or terminating at age 60 or above, (law enforcement retirement age by state statute); will be paid for any accrued and unused sick leave. Accrued sick leave will be paid within 5 days of termination for employees that qualify.

Sick leave may be used only when an employee is incapacitated by sickness or injury: for medical, dental or optical examination or treatment: for illness of a member of the employee's and/or spouse's immediate family, to include spouse, mothers, fathers, sons, daughters or when an employee is exposed to a contagious disease and his attendance at duty may jeopardize the health of others.

Each day of sick leave shall be equivalent to the employee's normal work day at the employee's applicable wage rate at the start of the absence which compensation is required.

Big Horn County elected official and/or supervisor reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.

Employees who are unable to return to work due to illness or other related reasons shall be granted all accrued sick leave first, and then finally vacation leave.

SICK LEAVE BANK

Employees may request, with approval of their department head, up to 480 hours sick leave from the sick leave bank for illness. An employee must use all of their own

10/21/2008

accumulated vacation and sick leave before requesting sick leave from the bank. Not more than 480 hours may be donated to any one employee without approval of the Board of County Commissioners.

Family Medical Leave Act

Employees who have been employed by Big Horn County for at least one year and for at least 1250 hours over the previous 12 months are entitled to 12 weeks of unpaid leave under the Family Medical Leave Act (FMLA).

If the need for leave under FMLA is foreseeable, the employee must try to schedule leave so as not to unduly disrupt the operations of the Big Horn County, and the employee must provide 30 days notice to the Department Head and/or Supervisor. If the need for leave is unforeseeable, the employee must notify the Department Head and/or Supervisor as soon as possible.

While on leave under the FMLA, the Big Horn County requires that an employee substitute accrued paid sick leave and paid vacation prior to taking the 12 weeks as unpaid leave.

The Big Horn County will continue to pay health benefits while the employee is on leave. The employee must, however, continue to pay his/her share of the all premiums while on unpaid leave (if the employee is required to pay premiums).

Upon written application to the Big Horn County elected official or department head, a family leave of absence without pay and without loss of seniority shall be granted to an employee for the purpose of childbearing and/or child rearing.

Please see your Big Horn County elected official or Department head for further information.

FUNERAL LEAVE

In the event of the death of a member of the immediate family each employee shall be entitled to three (3) days leave with pay for funeral arrangements and attendance. Under extraordinary circumstances this leave may be extended, but without pay.

Immediate family is to include: spouse, children, grandchildren, step-children, parent or step parent, grandparent, brother or sister, step-brother or sister, father-in-law, mother-in-law, brother-in-law and sister-in-law.

LEAVE OF ABSENCE

An employee may request in writing to his/her elected official or department head a Leave of Absence. The application shall contain the specific reason for the leave, the date leave would begin, and the date of return. All requests must be approved prior to the first effective day of the leave. If a Leave of Absence is approved, sick leave, vacation, or other paid time off benefits will cease to accrue until the employee returns to work. Anniversaries will not be affected unless someone leaves or is terminated.

Jury Duty

Big Horn County supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall not lose regular pay or leave accrual while serving on jury duty. Funds received from Jury Duty for wages will be turned over to the Personnel Office. Employees will keep funds received for expenses (food, mileage etc). The employee shall provide proof of all compensation received to Big Horn County elected official and/or supervisor.

You must inform your elected official and/or supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your service whenever the court schedule permits.

Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), Big Horn County prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air force National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

Big Horn County Employees are required to notify and provide their supervisor a copy immediately after receiving orders for active duty. Orders will be provided 30 days in advance of there leave except in an emergency.

Upon satisfactory completion of employee's military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided employee is qualified and Big Horn County circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

10/21/2008

Military members will not accumulate annual leave, sick leave or other paid leave during the military leave period. The employee is entitled to compensation for his/her annual leave or may have his/her current leave reinstated upon return to work for Big Horn County. Sick leave will be reinstated upon the service members return to work for the County.

Time Off To Vote

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day. All leave will be scheduled with the employee's supervisor.

Employee Benefits

MEDICAL, DENTAL, AND VISION INSURANCE

Big Horn County provides employee coverage in group medical and dental insurance to all full time and part time employees who routinely work thirty (30) or more hours per week. Family coverage is available and is payroll deductible.

All employees on leave without pay status must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status.

Retirement Savings Plan

Big Horn County full-time employees and part-time employees working 30 hours or more a week are provided with a retirement savings plan through the Wyoming State Retirement Plan; after the mandatory introductory period and otherwise qualify to participate. The plan includes a provision for employee tax deferred compensation contributions.

Travel & Expense

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Big Horn County business.

10/21/2008

You must record all travel and business activities on Big Horn County Expense Report Form and submit it to Big Horn County elected officials and/or supervisors and to payroll with receipts for reimbursement.

Worker's Compensation

Big Horn County provides insurance to compensate all employees. The purpose of the insurance is to cover medical expenses and provide income benefits for employees who incur work related injuries and illness. Workers Compensation premiums are fully paid by the County. If you become ill or injured on the job, please get medical attention at once.

You must also report the details to your supervisor and human resources immediately. You must complete a report for every injury within 72 hours of the injury or illness, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled. Following the reporting, the employee shall contact the Personnel Office to obtain forms and contact information to work directly with Workers Compensation of Wyoming.

Big Horn County will continue to pay health benefits for the employee during the time the employee is covered on Worker's Compensation.

Employees may choose to use Sick Leave, Vacation or Workers Comp.

Holidays & Vacation

Holidays

Big Horn County Commissioners will designate the Holidays each year.

Due to business needs, some employees may be required to work on county holidays. Big Horn County elected officials and/or supervisors will notify you if this may apply to you.

Holidays will be prorated on the number of hours an employee works.

Vacation

Big Horn County provides paid vacations for eligible employees as follows:

0 – 1 year (anniversary date)	3.33 hrs per month (39.96per year)
1 year – 4 years (anniversary date)	6.67 hrs per month (80.04 per year)
4 years – 9 years (anniversary date)	10.00 hrs per month (120 per year)
9 years – upward (anniversary date)	13.34 hrs per month (160.08 per year)

Vacation leave shall accrue for full-time employees and on a pro-rata basis from these rates for eligible part-time employees who routinely work 30 hours or less per week.

10/21/2008

Big Horn County elected officials and/or supervisors reserve the right not to approve a vacation request if it will interfere with Big Horn County operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' request for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail. Limits on amount of vacation leave hours to be taken will be worked out between the employee and the Big Horn County elected officials and/or supervisors.

Big Horn County employees are authorized to carry over 160 hours vacation time on 1 January of each year. Any hours over the allowed 160 hours will be forfeited.

If a vacation is cancelled by your supervisor it will be rescheduled at the earliest possible date. This will be the only authorized carry over above 160 hours per year.

Accrued vacation will be paid within 5 days of termination.

General Employment

Employee Classifications

Employees at Big Horn County are either full-time or part-time. Big Horn County may on occasion hire temporary or seasonal employees, who will not generally be eligible for benefits.

Part-time employees work no more than 30 hours per week. Unless specifically stated, part-time employees are not afforded any benefits other than wages; for example, they do not accrue benefits such as vacation days, and health benefits.

All other employees are full-time.

Your supervisor will verify whether you are a full-time or part-time employee, and also whether you are exempt or non-exempt. Exempt employees are not entitled to overtime under the Fair Labor Standards Act, while non-exempt employees can qualify for this pay.

Employee Records

Big Horn County elected official and/or supervisor shall maintain a personnel file on all of their employees. A master file and Health Insurance Portability and Accountability Act (HIPAA) file will be kept in the Clerks office.

It is the employee's responsibility to notify their Big Horn County elected official and/or supervisor of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal.

10/21/2008

Personnel records are the property of Big Horn County property. Employees may review their files under supervision.

Nepotism (Wyoming State Statute 9-13-104)

No public official, public member or public employee shall advocate or cause the employment, appointment, promotion, transfer or advancement of a family member to an office or position of the state, a county, municipality or a school district. A public official, public member or public employee shall not supervise or manage a family member who is in an office or position of the state, a county, municipality or school district.

A public official, public member or public employee, acting in his official capacity, shall not participate in his official responsibility or capacity regarding a matter relating to the employment or discipline of a family member.

Family Member Definition – a person who is the spouse, parent, sibling, child, grandparent, grandchild, or is a member of the individual's household.

Termination, Resignation and Discharge

Employment with Big Horn County is on an “at will” basis and may be terminated with or without cause. Similarly, employees are free to resign their employment at any time.

Any employee who is discharged by Big Horn County shall be paid wages and benefits accrued to the effective date of the separation.

Safety & Emergency

Safety

Big Horn County is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your Big Horn County elected official and/or Supervisor. Seek help from outside emergency response agencies, if needed.

You must complete a Worker's Compensation Wyoming Report of Injury Form if you have an injury that requires medical attention. If your injury does not require medical attention, you must still complete the Worker's Compensation Wyoming Report of Injury Form in case medical treatment is later needed and to ensure that any existing safety

10/21/2008

hazards are corrected. You can obtain the required forms from your Big Horn County elected official and/or Supervisor.

In addition, the state Workers' Compensation Act also requires that you report all illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

Security

Big Horn County is committed to ensuring employees' security. If you have a security concern, contact your Big Horn County elected official and/or Supervisor.

10/21/2008

Acknowledgement

I acknowledge that I have received, read and understand the Big Horn County Employee Handbook.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. Big Horn County retains the right to change these policies and benefits, as it deems advisable.

I understand that I have the right to terminate my employment at any time, with or without cause, and that Big Horn County has the same right.

I understand that the confidential information I come into contact with during my employment is proprietary to Big Horn County and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Big Horn County Offices. I understand that I must comply with all the provisions of the Manual to have access to and use Big Horn County resources. I also understand that if I do not comply with all provisions of the Manual, my access to Big Horn County resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with Big Horn County's safety, health, and emergency procedures as outlined in this Manual or in other documents.

Signature of Employee

Date

Please Print Your Name

GRIEVANCE / COMPLAINT FORM

Employees are urged to resolve any problems or issues informally with the individuals involved and at the lowest level possible. However, if you have a concern or encounter problems that affect you complete the form and return it to Human Resources or an appropriate County Official. The appropriate official will provide a response to your grievance / complaint within 15 working days.

Name of employee making the Complaint: _____

Employees Department: _____

Employees job title: _____

Name of person or department against whom the complaint is being made: _____

His/Her job title: _____

Date & Time of the incident: _____

Location of the incident: _____

Witness (es) to the incident:

Description of the complaint in detail:

Please list three things that could be done to correct this problem;

1. _____
2. _____
3. _____

I certify the above to be true and factual to the best of my knowledge.

Signature:_____Date:_____

Human Resources or Appropriate Official

**Received
by:_____Date:_____**

Meeting Date & Time:_____

10/21/2008

BIG HORN COUNTY COMMISSIONERS

Approve and accept the Big Horn County Employee Handbook and its forms in their entirety. All changes will be made by a vote and approval of the Board of County Commissioners.

This handbook takes affect this 21st Day of October, 2008.

BOARD OF COUNTY COMMISSIONERS

Chairman, Keith M. Grant

Member, William S. (Bill) Duncan

Member, Thomas “Scotty” Hinman

ATTEST:

**Big Horn County Clerk
Dori Noyes**