



Renville
— COUNTY
Service · Stewardship · Shared Responsibility

PERSONNEL POLICY MANUAL

Effective June 1, 2018

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I. PURPOSE, ADOPTION AND ADMINISTRATION

A. PURPOSE

The purpose of these Policies is to provide a uniform, comprehensive and efficient system of personnel administration in Renville County (the County). The Policies do not create, and cannot be construed as creating, a binding employment contract or an offer of employment. Except as provided in an applicable collective bargaining agreement or contract, all employment with the County is considered to be "at-will." Except as otherwise provided by law or contract, the County and the employee have the right to terminate employment at any time, for any legal reason or no reason. These Policies are not intended to cover every situation that may arise and are subject to change, revocation, modification or amendment at any time at the County's sole discretion with or without advance notice. It is the further purpose of these Personnel Policies to provide that:

1. Recruitment, selection and advancement of employees shall be based on job related factors such as relative education, experience, ability, knowledge and skill.
2. Positions with similar duties and responsibilities shall be classified and compensated on the basis of comparable compensation for comparable work, consistent with attraction and retention considerations.
3. Applicants and employees shall be afforded fair treatment in all aspects of personnel administration without regard to race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, status with regard to public assistance, familial status, membership in a local human rights commission, or any other characteristic protected by state or federal law.
4. Retention and separation of employees is based on necessity, legal authorization of the position, or availability of funds.
5. Employees shall be protected from coercive partisan political practices; and employees are prohibited from using their official authority to interfere with or affect the result of an election or nomination for office.
6. Management practices are based on the recognition of employees as the County's most valuable asset. Consistency of management practices enhances the effective and efficient delivery of services, assuring the citizens of Renville County that they are being served by the employment of the highest possible caliber of personnel.

A1. SAVINGS CLAUSE

If any of these Policies shall be held invalid by judicial or legislative action, the remainder of these Policies, other than that which has been held invalid, shall not be affected.

A2. MANAGEMENT RIGHTS

The Renville County Board of Commissioners (County Board) has the sole authority to approve, modify, reject or approve as modified these Policies by Board action.

The County Board retains the full and unrestricted right to operate and manage all staff, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by current collective bargaining agreements, these Policies, and County Board action.

B. ADOPTION

These Policies are effective June 1, 2018 and specifically supersede, replace, and revoke any earlier policies and regulations.

C. ADMINISTRATION

These Policies shall be administered by the HR Coordinator, who is accountable to the County Administrator. The Coordinator shall develop and provide the necessary forms, procedures, and instruction for the implementation of these Policies.

Copies of these Policies shall be available on the County website and made available to all County employees and interested union representatives. A copy of these Policies is provided to each new employee as a part of the new employee orientation process. Printed copies of these Policies shall be available for public review upon request to the Administration Office.

C1. DEPARTMENTAL RULES

In accordance with these Policies, each department head may establish procedures for the express administration of personnel matters unique to that department that are not inconsistent with these policies. Such rules shall be filed with the HR Coordinator.

C2. INDEMNIFICATION

In accordance with M.S., Chapter 466 (as amended), the County declares its intent to defend, and indemnify any of its officers and employees against tort claims arising out of an act or omission occurring in the performance of the duties of his or her position, provided that the officer or employee was not guilty of malfeasance in office, willful or wanton neglect of duty, or bad faith. The Administration Office shall coordinate all claims.

D. APPLICATION

These Personnel Policies shall apply to all employees paid by Renville County except when they are in conflict with Minnesota Statutes or collective bargaining agreements. The following individuals are not covered under the Dispute Resolution section:

1. Elected positions.
2. Positions appointed by a district court judge.
3. Positions designated as Department or Division Heads appointed per statute by the County

Administrator with the consent of the County Board.

4. HR Coordinator.
5. Positions appointed per statute by the County Board.
6. Positions designated by an elected official, per statute, as chief deputy or principal assistant.
7. Positions designated by an elected official as a personal secretary.
8. Interns and volunteers, with or without pay.
9. Members of appointed boards, commissions, and committees.
10. Vendors, independent contractors, or consultants who provide the County with expert, professional, technical or any other service, through service agreements.
11. Intermittent, temporary, and on-call employees.
12. Probationary employees.
13. Other statutory positions as noted in Statutes.

Elected officials are not considered “employees” of Renville County. Elected officials are, however, expected to comply with all anti-discrimination and harassment, anti-retaliation, data practices, and safety provisions, prohibition against alcohol and unlawful drugs in County buildings, as well as all expense-reimbursement procedures of these policies and applicable laws prohibiting conflicts of interest and gifts.

D1. COLLECTIVE BARGAINING AGREEMENTS

These Policies shall apply to all Renville County employees except as specifically modified by a collective bargaining agreement (CBA) or by the specific language of these Policies. No employee subject to a CBA shall have the right to file a grievance through these Policies.

D2. EMPLOYEE RESPONSIBILITIES

Employees subject to these Policies shall comply with, and carry out, the provisions of these Policies. Any employee who fails to comply with any of the provisions of these Policies shall be subject to disciplinary action, up to and including termination of employment.

E. DEFINITIONS

Unless otherwise indicated, the following terms used in these Personnel Policies shall have the following meaning:

Appointing Authority - The official, commission, board, department head or other individual(s) empowered to appoint or remove employees in the service of the County.

Appointment - A regular appointment to a paid position within the County service.

Class/Classification - One or more positions similar in duties, responsibilities, and qualifications assigned to the same descriptive title or specification and the same salary range.

CBA – Collective Bargaining Agreement

Comparison Counties – For market salary comparison purposes, the Board considers Meeker, McLeod, Sibley, Nicollet, Brown, Redwood, Yellow Medicine, Chippewa, Pope, Swift and Kandiyohi to be comparables; these counties may be adjusted by the Board from time to time based upon changing population or other conditions.

Conflict of Interest – Incongruity between one’s obligation to the public good and one’s private self-interest; financial or material interests incompatible with independence of judgment or action in the performance of official duties.

County - Renville County

County Board - The Renville County Board of Commissioners.

Days - Calendar days unless otherwise noted.

Demotion - A change of an employee’s position from one classification to a position in another classification with lesser duties and/or compensation.

Department Head - A person appointed, designated or elected to manage and direct a department by Statute or the County Board.

Discharge - A permanent separation from County employment initiated by the County.

Dispute - A disagreement as to the interpretation or implementation of these Policies.

Elected Officials - Those officials selected by vote of the constituency of Renville County.

Employee - A person in a paid position within the County service, as defined by M.S. 179.A.

Employment Date - The date a person begins employment with the County in a regular position, or the most recent date hired if the person is re-hired.

Exempt Employee – Any employee excluded from the overtime pay provisions of the Fair Labor Standards Act (FLSA).

FLSA – Fair Labor Standards Act, 29 U.S.C. 201 et seq. (as amended).

FMLA – Family Medical Leave Act, 29 U.S.C. 2601 et seq. (as amended).

HCSP – Health Care Savings Plan offered through the Minnesota State Retirement System (MSRS).

Hours Worked – Actual hours worked, excluding paid and unpaid time off. The amount of time an employee works is established in fifteen (15) minute increments.

Job Analysis - The systematic process of examining jobs to clarify the activities, duties, methods, responsibilities, context, and requirements necessary to perform in the job. Information may be gathered by questionnaire, interview and/or observation.

Job Elimination - The removal of a position from the organizational structure.

Job Evaluation - Process of comparing and grading the relative value of jobs in the County for the purpose of determining salary levels and ranges, and compliance with pay equity statutes and rules.

Layoff - A separation from employment initiated by the County due to lack of work, lack of funds, elimination of position, or other reason not attributable to employee performance or conduct.

Leave of Absence - An approved, temporary separation from active employment status, which may be with or without compensation.

Non-Exempt Employee - An employee covered by the overtime pay provisions of the Federal Fair Labor Standards Act (FLSA).

Outside Employment - Any employment or contractual relationship for which pay or other direct or indirect compensation is received from a source other than the County.

Overtime - All hours worked by non-exempt employees in excess of 40 hours in a week, or in excess of another standard defined by the FLSA.

Pay Period - Two-week period starting on Saturday at 12 a.m.

Position - A group of duties and responsibilities requiring the part-time or full-time employment of at least one person.

Position Description - The written document that identifies the purpose, duties, responsibilities, requirements, accountability of a job; and the knowledge, skills and abilities necessary to perform the job as well as any required credentials.

Probationary Period - The first twelve (12) months following an employee's initial hiring or re-hiring when they are in active service in a position. It is designed to be an extended selection period to determine if regular status should be granted. Under certain circumstances, the probationary period may be extended. Except to the extent required by law or an applicable collective bargaining agreement, the completion of any probationary period is not a guarantee of future employment, nor does it alter the "at-will" nature of employment.

Promotion - A change in an employee's status from a position in one class to a position in another class with more responsible duties and/or a higher salary range.

PERA - Public Employees Retirement Association

Reclassification - A change in the classification level of a position as a result of approved changes in job duties which modify the responsibilities or decision making authority by raising it to a higher level or reducing to a lower level, based on a retrospective review of how the position has evolved.

Re-employment - Appointment of a former employee to a position with the County.

Reinstatement - Appointment of a former County employee to a position which the employee was assigned prior to their termination or separation of employment, that occurs within one year of the separation of termination.

Reorganization – A planned, prospective change in the jobs, reporting structure, or other significant factors regarding the employment of one or more employees.

Resignation - Voluntary termination of employment from County service initiated by an employee.

Retirement – Termination of County employment by an employee who is either receiving disability benefits or a retirement annuity from a Minnesota public pension plan (such as PERA) other than a volunteer firefighter plan; or who meets the age and service requirement necessary to receive an annuity from a public pension plan, but has opted not to draw upon the funds at the time of retirement.

Severance Pay - Pay out of benefits and compensation to regular employees leaving County employment in good standing.

Seniority - The duration of continuous employment from the employee's most recent date of hire.

Shift Work – Work carried out by two or more groups of employees in accordance with a rotation system to provide for 24/7 coverage.

Sick Leave - Paid absence from work for County employees due to personal or family illness, medical care, or death in the employee's family.

Status (Employment)

1. *Regular Full-time* - An employee in a position that is regularly budgeted, who regularly works eighty (80) hours per pay period and has successfully completed a probationary period.
2. *Regular Part-time* - An employee in a long-term, regularly budgeted position who works less than eighty (80) hours per pay period and has successfully completed a probationary period. To be eligible for prorated benefits, a regular part-time employee must be consistently scheduled to work at least half time (i.e., be budgeted for at least 1,040 hours per year). Part-time employees scheduled to work less than 30 hours per week are not eligible for health insurance benefits.
3. *Intermittent* - An employee who works on an intermittent basis dependent upon County needs (i.e., is "on call"). Intermittent employees are not eligible for County benefits except as mandated by state and federal law.
4. *Temporary* - An employee, working full or part-time, in a position of limited duration, such as a specific project or other time-defined work, generally for no more than 67 days in a calendar year (unless otherwise allowed per MPELRA). Temporary employees are not eligible for County benefits except as mandated by state and federal law.
5. *Intern* - An individual in a training program, paid or unpaid, who has limited status as an employee.
6. *On-Call Employment Pool* – An individual called to work from an established County list, usually comprised of retirees and other individuals interested in working on an occasional basis. These individuals may work during peak periods in a department, when a regular employee is on a leave of absence, or while a position is open after a termination and prior to

a new hire. On-call employees are not eligible for County benefits except as mandated by state and federal law.

Supervisor - Any employee or official having the authority to perform the majority of the following functions in the interest of the County, if the exercise of such authority is not merely clerical or routine in nature, but requires the use of independent judgment: to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, adjust grievances or effectively recommend such action.

Suspension - A temporary separation from active employment, with or without compensation.

Transfer - The movement of an employee from one position to another position within the same class or salary range.

Unauthorized Leave - Any absence from normal duties, not authorized by a specific grant of a leave of absence under the provisions of these Policies.

Unit - An organization sub-entity located within a department.

Veteran - An individual defined as a veteran by M.S. 197.447 (as amended) or other applicable state or federal law.

Voluntary Termination - All terminations initiated by the employee.

Workweek - Saturday through Friday.

II. EMPLOYMENT AND STAFFING POLICIES

F. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Renville County to prohibit discrimination in employment based on race, color, creed, religion, national origin, sex, age, disability, sexual orientation, marital status, status with regard to public assistance, membership in a local human rights commission, familial status, or any other characteristic protected by state or federal law. Renville County embraces the concept of equal employment opportunity, and is committed to compliance with all applicable federal and Minnesota laws, executive orders, and administrative regulations regarding it. In all instances, proper regard shall be provided for applicants' and employees' privacy and constitutional rights as citizens under Federal and Minnesota law.

Any employee or applicant who believes s/he has been discriminated against by reason of race, color, creed, religion, national origin, sex, age, disability, sexual orientation, marital status, status with regard to public assistance, membership in a local human rights commission, familial status, or any other characteristic protected by state or federal law may file a complaint with the HR Coordinator, specifying the basis of his/her belief and all facts surrounding the alleged discriminatory action. In the event that the complaint is against the HR Coordinator, the complaint may be filed with the County Administrator. All complaints of discrimination will be fully investigated, in accordance with these policies.

G. AMERICANS WITH DISABILITY ACT (ADA)

The County is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA"). It is the County's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability. Consistent with this policy of nondiscrimination, the County will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the County aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the County and permits the individual to perform the essential functions of his or her job.

Employees who believe they need a reasonable accommodation to perform the essential functions of their job due to a disability should contact their supervisor or the HR Coordinator. The County encourages individuals with disabilities to come forward and request reasonable accommodation.

G1. PROCEDURE FOR REQUESTING AN ACCOMMODATION

On receipt of an accommodation request, the HR Coordinator and the employee's supervisor will meet with the employee to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the County might make to help overcome those limitations.

The County will determine the feasibility of the requested accommodation, considering various

factors including, but not limited to, the nature and cost of the accommodation and the accommodation's impact on the operation of the County, including its impact on the ability of other employees to perform their duties and on the County's ability to conduct business. A reasonable accommodation will not be made if to do so would be a violation of a bona fide occupational qualification, constitute an undue hardship on the operation of the County's business, pose a direct threat to the health or safety of the individual or other people, or require the County to reallocate essential functions of the employee's job.

The County will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request to the County Administrator. If the request on appeal is denied, that decision is final.

The ADA does not require the County to make the best possible accommodation, to reallocate essential job functions, to provide an employee with a new supervisor, to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.), or to otherwise provide an accommodation that is not "reasonable" as provided by the ADA and judicial decisions interpreting the ADA.

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the HR Coordinator. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

H. PERSONNEL RECORDS, FORMS AND TRANSACTIONS

H1. OVERVIEW

In order to produce the necessary reports and maintain required personnel records, the HR Coordinator shall develop, install or implement appropriate systems and forms to allow employees, applicants, department heads, union officials, and other interested parties to submit and retrieve personnel information. The HR Coordinator shall also assist supervisors, department heads, and elected officials in the keeping of records regarding the actions of their employees.

H2. PROCEDURE

The HR Coordinator shall establish and maintain files on each employee working for Renville County, and include: their application, selection process, references, any pre-placement assessment results, proof of initial qualifications, orientation checklist(s), training records, performance evaluations, compensation, benefits participation, promotions, discipline, commendations and other personnel records.

H3. EMPLOYEE ACCESS TO RECORDS

Employees have the right to review their personnel files, and may do so by requesting an appointment time with a member of the Administration Office.

H4. REFERENCE REQUESTS

Department heads and supervisors shall refer all requests from outside organizations for references on current or previous employees to the Administration Office. All references provided by the County shall be consistent with the Minnesota Government Data Practices Act and other applicable laws.

H5. DATA PRACTICES ADVISORY

In accordance with the Minnesota Government Data Practices Act (“MGDPA”), the County is required to inform employees of their rights as they pertain to any private information that the County collects from them. During the course of County employment, an employee will likely be asked to provide information that is classified by the MGDPA as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data. Much of the data the County has about individual employees, however, is classified as public according to the MGDPA. All public data is available for inspection and copying by members of the public, with or without the employee’s consent.

Employee records are maintained in a location designated by the HR Coordinator or designee. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information about employees requested by the County may be used for the following purposes: (1) administer employee salary, pension, and benefit programs; (2) process payroll, including accounting for wages and fringe benefits and to justify any reimbursed expenses; (3) complete state and federal reports, including equal opportunity and affirmative action reports; (4) evaluate the employee’s job performance, eligibility, and abilities; (5) distinguish the employee from other applicants and employees and identify the employee in the correct personnel file;

(6) determine the employee’s eligibility for employment or promotion, and make employment decisions about the employee’s performance; (7) contact the employee or other significant persons in the case of an emergency; (8) make decisions regarding the employee’s eligibility for leave, including medical leaves and leaves created by statute; (9) make decisions regarding the employee’s eligibility for workplace accommodations, including accommodations for workplace disabilities; (10) comply with workers compensation requirements in the event of an injury; and (11) provide information during workplace investigations. All such information may also be used and disclosed for other purposes consistent with applicable law, including, but not limited to, performance evaluations, determinations regarding pay, applications for different positions, and other matters that involve a review of the employee’s personnel file and past performance.

Federal law permits government agencies to require individuals to provide their social security number for the administration of any tax. Please be aware that when an employee is asked to give his or her social security number on a revenue form, this collection is mandated by law. This information will be shared with the Minnesota Department of Revenue, the Internal Revenue Service, and security tax programs. In most other cases, the disclosure of an employee’s social security number is voluntary.

Any information an employee is asked to provide may be shared with individuals within the County whose job duties reasonably require access, as well as individuals outside of the County whose duties require access, such as insurance vendors, consultants, attorneys, and retirement plan employees. Such data may also be shared with other agencies authorized by law to receive specific data.

If litigation arises, data may be provided in documents filed with the court which are available to members of the public. If reasonably necessary to discuss data at a County Board meeting, such data will be available to members of the public. To the extent that some or all of data provided by the employee is part of the basis for a final decision on disciplinary action, that information may also be available to the public.

All employee data will be received, retained and disseminated according to the Minnesota Government Data Practices Act.

I. RECRUITMENT AND SELECTION

11. OVERVIEW

The County shall select individuals presenting the best match of education and experience to meet the job-related knowledge, skills and abilities required for a position, consistent with Equal Employment Opportunity.

The Administration Office shall provide the forms and systems to identify vacant positions, advertise vacant positions, design scoring systems based on job qualifications and duties, collect and screen applications, conduct employment testing, coordinate and take part in employment interviews, make and confirm job offers, and coordinate the pre-placement processes.

12. FILLING BUDGETED POSITIONS

All requests to fill authorized positions shall be coordinated between the department head and the HR Coordinator. The County Board approves filling budgeted vacancies.

13. VACANCIES

A vacancy shall be defined as any unfilled position approved in the budget process or by subsequent Board action. Vacancies may be filled by re-employment, reinstatement, promotion, transfer, demotion or new hire.

Employees may not hold more than one position with the County at any given time.

14. RECRUITMENT

The HR Coordinator shall prepare and publish a notice of the vacancy for regular full-time and part-time positions using internal and/or external sources deemed necessary to attract sufficient numbers of qualified applicants. The notice shall specify the position's title, salary range and/or hiring range of the classification, a description of the duties and responsibilities, minimum qualifications, the selection process, and other pertinent information. Such announcements shall

allow a reasonable period of time for interested parties to apply, minimally five (5) days.

15. APPLICATION AND ASSESSMENT PROCESS

An applicant for a vacancy shall complete a Renville County employment application form to supply pertinent information relative to the applicant's skills, education, experience, licenses, etc. needed to assess the applicant's qualifications. The Administration Office will receive and screen all applications for minimum qualifications. Incomplete applications will not be accepted.

For each regular full-time or part-time position vacancy, the Administration Office shall design a selection process which includes, at a minimum, an objective screening tool to evaluate applications for job-related experience and training. The screening process may include competitive written or oral examinations, training and experience ratings, physical abilities assessments, and/or other valid selection tools. The assessment methods used for a specific position shall be established by the HR Coordinator, in consultation with the appointing authority, with the understanding that such methods shall be selected in accordance with applicable laws. In addition, any method(s) chosen shall evaluate only those criteria necessary to perform adequately in the position.

OPEN-COMPETITIVE EXAMINATION

Competitive examinations for positions within the County shall be open to all applicants who are citizens of the United States, or who are eligible and have applied for citizenship, or who meet all of the requirements for employment as defined by laws or U.S. Bureau of Immigration regulations; and who meet reasonable qualifications or standards prescribed by the Administration Office that relate to the abilities of candidates to perform the duties of the position efficiently. Pursuant to state law, the County will grade an open competitive examination on a 100-point scale. For those positions requiring that veteran's preference be provided, the County will apply veteran's preference points in accordance with the provisions of Minnesota's Veteran's Preference Law.

16. ELIGIBILITY LIST

The HR Coordinator shall create and maintain a list of eligible candidates for each position opening based upon open competitive or promotional examinations and/or based upon experience and training ratings for the position. The appointing authority, in consultation with the HR Coordinator, shall determine the period of time an Eligibility List shall remain in effect; however, no list shall remain in effect for more than one year.

APPOINTMENT FROM ELIGIBILITY LIST

Appointment may be made by reinstatement, transfer, or demotion; or from promotional or open competitive Eligibility Lists as provided in these policies. A maximum of ten candidates in ranking order on the Eligibility List shall be certified to the Appointing Authority. In addition, any applicant(s) with scores the same as that of the last person on the list will be certified.

REMOVAL OF NAMES FROM ELIGIBILITY LIST

The HR Coordinator may remove the name of an applicant from an Eligibility List if the applicant:

- Has been appointed to a position with Renville County, at a minimum salary equal to or higher than the minimum salary for this class of position.
- Has declined an appointment under such conditions as the eligible applicant previously indicated was acceptable.
- Has declined to interview for a position for which the applicant was considered.
- Has failed to respond within five (5) days to any inquiry of the Administration Office regarding availability for appointment.
- Has been considered for appointment by the same appointing authority for the same classification within the past six months and not appointed.
- Is found to lack any of the preliminary requirements established for the examination for the class of positions.
- Has been previously dismissed from County employment or has resigned in lieu of disciplinary action from any County position.
- Has made a false or misleading statement or omitted any material fact on a current or previous employment application within the past five (5) years.
- Would be an inappropriate candidate for the position as determined from the background check.

To the extent required by law, a disqualified applicant shall be notified of such action, as will an applicant who is not admitted to an examination because of failure to meet the minimum qualifications.

17. RIGHT TO APPEAL

Any applicant may appeal what he/she feels was an error in the design, administration or scoring of any examination in the ranking of applicants. Such appeals shall be made to the HR Coordinator, shall contain sufficient detail regarding the reason for the appeal, and shall be made within ten (10) days of the applicant's notice of the decision which is the basis for the appeal. The HR Coordinator shall provide a response in writing within five (5) working days. The decision of the HR Coordinator shall be final and binding.

18. PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS

To ensure that applicants are capable of performing the essential duties and responsibilities of the position, certain positions shall require that individuals must pass certain physical and/or psychological screenings prior to becoming County employees. The County shall pay the cost of such pre-employment examinations and the corresponding medical records shall be made part of the employee's confidential medical file in the Administration Office. No applicant will be asked to

submit a medical or psychological examination until the County has made a bona fide conditional job offer, except as otherwise permitted by law. Where a medical or psychological examination is required, an offer of employment is contingent upon a successful completion of the examination.

If a candidate does not successfully complete medical or psychological exam, the County may declare the applicant ineligible for employment in the position and withdraw the conditional offer of employment

19. BACKGROUND CHECKS

The Administration Office or the appointing authority shall check a minimum of two (2) employment references and the Sheriff's Office shall conduct a criminal history background check on the selected candidate. In addition, depending upon the position requirements, credit checks, driver's license checks, and license and academic verifications may be checked on the selected candidate. Some positions also require verifications per M.S. 604 (as amended). All criminal history and other background checks shall be consistent with the provisions of applicable law, including, but not limited to M.S. 364.021 (as amended),

110. NOTIFICATION

The Administration Office shall extend a formal employment offer to the selected candidate. The offer shall include the start date, salary, benefits, employment status and other conditions of employment. In the unusual circumstance that it is necessary to appoint a selected candidate to a position before all required information is gathered, the employment offer shall be conditional upon the satisfactory results from the final information gathering process(es). In such cases, the selected candidate shall be required to sign a statement accepting a conditional appointment.

The Administration Office shall notify those applicants not selected for a position.

111. REINSTATEMENT

Former employees who left the County's employment in good standing (as defined in these Policies) may receive consideration for reinstatement to their former position, upon the agreement of the department head and HR Coordinator. Reinstated employees may receive consideration for previous employment for the purposes of pay, benefits and probationary period for up to one (1) year after termination.

112. RE-EMPLOYMENT

Except as provided in Re-Employment Section, re-employed employees are considered new employees, without consideration of previous employment for purposes of pay, benefits or seniority, and shall serve a probationary period.

113. EXTRAORDINARY CIRCUMSTANCES

There may be situations where it is difficult to recruit and attract qualified candidates for a particular position. In these situations, the department head and the HR Coordinator may agree to

offer a candidate credit for prior public work experience in a directly related position to determine vacation accrual rates or other benefits.

114. EMPLOYMENT OF FAMILY MEMBERS (NEPOTISM)

Consistent with applicable law, the County does not restrict the employment of relatives of County employees. However, relatives are prohibited from working in situations where one will exercise or directly influence the recruitment, employment, salary, fees, performance reviews or other employment actions of another relative.

Relatives for the purpose of this policy shall be defined as spouse, parents (including step-parents), children (including step-children, son-in-law and daughter-in-law), siblings (including half siblings, step-siblings, sister-in-law and brother-in-law), grandparents, grandchildren, parents-in-law, aunts, uncles, nieces, and nephews. The County reserves the right not to employ relatives if it is determined that doing so would create a conflict of interest. If two employees within the same department marry during their employment, one of them may be transferred to a like or similar position in another department, if the marriage would result in one spouse directly or indirectly influencing the recruitment, employment, salary, fees, performance reviews, or other employment actions of the other.

All decisions and determinations with regard to the interpretation and effect of the above shall be made by the County Administrator.

J. PROBATIONARY PERIODS

J1. PURPOSE

In order to ensure that newly hired, rehired, transferred, demoted or promoted employees are able and willing to meet the performance and conduct expectations of the position, such employees shall serve a probationary period. The probationary period shall be regarded as an extension of the selection/assessment process.

J2. DURATION

The probationary period shall begin when the employee reports for duty, and shall continue for twelve (12) months of active service. Employees shall be notified of the length of their probationary period as a part of the employment offer.

The employee's supervisor may define the expectations during the probationary period; explain them to the employee; provide orientation and learning opportunities for the employee; monitor performance; provide periodic feedback; and complete performance evaluations during the probationary period, normally at the mid-term of the period and prior to the end of the period.

The department head may determine whether the employee's performance and conduct are satisfactory to grant regular employment status at the conclusion of the probationary period. If the employee does not exhibit the necessary job skills, or the required work habits, the department head may terminate the employee at any time during the probationary period. In this

case, the department head shall notify the HR Coordinator, who will notify the employee of the termination in writing.

In some instances, the newly hired employee may not meet all of the required performance and conduct expectations during the probationary period. The department head, in consultation with the HR Coordinator, may extend the probationary period for up to an additional six (6) months, with the agreement of the probationary employee. In these cases, the department head and HR Coordinator shall prepare a written statement for the employee's signature indicating the specific expectations required for successful completion of the extended probationary period. If the probationary employee does not agree to the extension of probation in these cases, the employee shall be terminated.

A regular employee who accepts a transfer, promotion or demotion shall serve a new six (6) month probationary period. An employee who does not successfully complete the probationary period following a transfer, promotion or demotion may, upon the acceptance of the department head, be eligible for reemployment in the first available position in the classification previously held.

J3. BENEFITS DURING PROBATION

A probationary part-time or full-time employee is eligible for the accumulation and usage of vacation and sick leave from the beginning of their part-time or full-time employment. Benefit eligible employees are eligible for all County paid insurance benefits after the employee has met the eligibility and/or waiting period requirements for these benefits.

K. PROMOTION, DEMOTION, AND TRANSFER

K1. PURPOSE

In order to offer current employees the opportunity to continue to use their accumulated knowledge and skills to serve the citizens of the County, they may apply for promotions, demotions or transfers to other County positions. Regular employees promoted, demoted, or transferred shall retain and may use all accrued benefits, including accumulated sick leave and vacation, and shall continue to earn benefits based upon their continuous years of service during their new probationary period. When an employee is promoted or demoted, their classification date shall become the date of placement in their new position, and any earned compensatory time will be paid out prior to the status change taking effect.

K2. PROMOTIONS

When an employee is promoted, the employee shall be placed within the new salary range on the lowest step that provides a salary increase of 5%. Upon request from the department head, the HR Coordinator may request from the County Administrator approval of a new salary rate of up to 10% over the employee's previous salary, not to exceed the maximum of the new grade; requests for such increases shall be based on factors such as, but not necessarily limited to, internal equity, the employee's performance prior to promotion, and the employee's length of continuous service

with Renville County.

K3. TRANSFERS

When an employee transfers, their classification date shall not change.

K4. VOLUNTARY DEMOTION

An employee may apply to be demoted to a position in a lower salary range. When a voluntary demotion is requested by an employee, the employee's pay shall be placed within the salary range for the demoted position, at the discretion of the HR Coordinator. In no event shall the salary of a voluntarily demoted employee remain above the maximum of the salary range for the position to which the employee is demoted. Voluntary demotions are subject to position availability.

K5. INVOLUNTARY DEMOTION

A department head may demote an employee to a position for which he/she is qualified in a lower grade or salary range for the following reasons:

- **In Lieu of Lay-off:** If an employee would otherwise be laid off because of position elimination, lack of work or funds, or the return to work from authorized leave by another employee, that employee may be demoted to another vacant position for which he/she meets the minimum qualifications.
- **Reorganization:** When a demotion results from a planned reorganization or structure change, the employee shall be placed on his/her current step in the new applicable grade, and the affected employee's salary shall be frozen until such time when their step placement exceeds their current salary.
- **Review of County Position Descriptions:** When the classification review process results in the grade of a position decreasing, the employee's salary shall be frozen until such time when their step placement exceeds their current salary.
- **Disciplinary Action:** If an employee is demoted for disciplinary reasons, their salary shall decrease to an amount within the new range that is at least 5% below their rate of pay immediately prior to the demotion. An employee who is demoted shall be given the reasons for such demotion in writing from the HR Coordinator.

L. HOURS OF WORK

Department heads and supervisors schedule the work hours of employees to meet the service delivery needs of the customers and the department. Except where scheduled hours are authorized by Collective Bargaining Agreements or departmental rules approved by the County Board, full-time employees shall be scheduled to work forty (40) or more hours per week. The department head shall determine the work schedule, with the understanding that hours of operation of County offices are 8 a.m. to 4:30 p.m. The amount of time that an employee works is established in fifteen (15) minute increments.

L1. FLEX TIME

There are circumstances when deviation from usual service hours will be considered as an ongoing type of schedule for a single employee or a group of employees assigned to any given unit and/or division. Several criteria must be met before any deviation from the normal work schedule may be considered or authorized:

1. Client service and the operation of the unit/division and department must be made more efficient and effective.
2. There must be no negative impact on co-workers nor interference with inter-divisional activities or operations.
3. There must be a neutral effect on the classification status of employees and accrual of compensatory time.
4. There must be no conflict with any portion of the existing department's policies.

Employees requesting consideration for deviation from usual service hours must submit a request to his/her supervisor. The request must identify how the request satisfied the criteria described in this policy. The supervisor will submit the request to the Department Head for approval prior to flex-time beginning. Except as otherwise required by law, the Department Head has the sole discretion to grant or deny any approval for a changed schedule under this policy.

The following requirements apply to any flex-time schedule:

- The flex-time schedule must cover at least a three (3) month period of time. Any changes made in a schedule require supervisory approval consistent with applicable policies.
- Each schedule must be within core hours of 6 am to 7 pm and employees must take at least ½ hour lunch period. It is not permissible to work more than 10 scheduled hours per day. Variations will continue to be allowed for evening meetings and emergencies.
- There will be a 90-day trial period at the beginning of a flex-time schedule to allow for an evaluation by the supervisor. Ongoing evaluations will continue as needed.
- The supervisor or department head may require employees on flex-time to go back to a regular work schedule for any reason.
- Vacation and sick leave taken on a scheduled work day shall be deducted by the same number of hours as were scheduled to be worked.
- The County reserves the right to cancel any schedule change pursuant to this policy at its sole discretion.

L2. REST BREAKS

Employees shall be allowed a fifteen (15) minute rest break in each period of four (4) consecutive hours of work at times designated by the employee's supervisor, when the supervisor determines that such breaks will not materially interfere with the rendering of services. Employees may be allowed to take a one-half (1/2) hour unpaid lunch break, which must be scheduled by the department head so as to ensure the office remains open during regular hours of operation. Rest

breaks cannot be taken at the beginning of a shift or at the end of a shift.

L3. OVERTIME (NON-EXEMPT EMPLOYEES)

1. For purposes of computing overtime, work weeks shall begin at 12:00 a.m. on Saturday. A different work period, consistent with FLSA requirements, may be established for certain positions, including positions within the Sheriff's Office.
2. Subject to the provisions of this policy, compensatory time off shall be allowed when an employee performs approved work duties on the following holidays: New Year's Day (Jan. 1), Martin Luther King Day (Third Monday in January), President's Day (Third Monday in February), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (First Monday in September), Veteran's Day (November 11), Thanksgiving Day (4th Thursday in November), and Christmas Day.
3. Hours worked by non-exempt employees in excess of forty (40) per week shall be compensated with earned compensatory time at the rate of one-and-one-half (1 ½) times the excess hours worked over forty (40). The maximum accumulation of compensatory time shall be eighty (80) hours; however, no more than forty (40) hours may be carried over at the end of the last pay period of the year.
4. For purposes of computing overtime compensation and compensatory time, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
5. The scheduling of compensatory time off shall be at the direction of the immediate supervisor, or the request of the employee with supervisory approval, subject to the staffing needs of the department. Compensatory time may be used for absences resulting from inclement weather, if proper notice is given to the immediate supervisor or department head.

L4. EXEMPT EMPLOYEES

When an employee accepts a position that is exempt from provisions of the State and Federal Fair Labor Standards Acts, it is mutually understood that the job often requires more than eight (8) hours work in any day or more than forty (40) hours work in any week. It is expected that exempt employees will work whatever hours are necessary to perform their duties. Therefore, there is no such thing as "overtime" for an exempt employee. In recognition of this, exempt employees are generally free to establish their own hours of work with the concurrence of their immediate supervisor, and maintain their work schedule as necessary to maintain an appropriate job performance and work of a minimum of 2,080 hours per year (pro-rated for part-time) including non-work paid time. Exempt employees may be allowed to accrue up to 80 hours of straight compensatory time, based on a 1:1 ratio, as approved by their supervisor. Employees exempt from the Fair Labor Standards Act shall not be eligible for additional monetary compensation for hours worked in excess of any set schedule, unless approved by the County Board.

L5. INCLEMENT WEATHER COMPENSATION

It is the County's policy to be open for business despite snow or other inclement weather, unless otherwise determined by the County Administrator or his/her designee. Any decision to delay the

opening of the County office or to close for the day will be announced by the County Administrator or his/her designee.

Full or partial days of work missed due to inclement weather when the County office is open for business shall be taken as sick leave, vacation leave, compensatory time used, or leave without pay.

In the event that an employee is late for work due to inclement weather and that employee reports to work within two (2) hours after the employee's expected start time (in no event later than 10 am), the employee will be excused with pay provided the school district of the employee's residence and/or the school district most closely located to the employee's work location (BOLD District for employees at the Olivia campus) has delayed or postponed school on that day. In the event an employee works beyond his/her normal ending time, the hours not worked prior to 10 am cannot be used to accrue comp time or overtime. An employee arriving more than two (2) hours after the start of their expected shift, or at 10:01 am or later, must use sick, vacation, compensatory time, or LWOP to make up for the total time missed.

M. CODE OF ETHICS

Employees shall not engage in any act which is in conflict, or creates an appearance of impropriety or conflict, with the performance of his/her duties. When an employee believes the potential for a conflict of interest exists, it is the employee's responsibility to avoid the situation. Employees must notify their supervisor if a conflict of interest or perception of a conflict of interest situation exists or may exist. Employees who knowingly fail to avoid or disclose a potential, perceived or actual conflict of interest situation are subject to disciplinary action in addition to any criminal penalty that may be involved.

M1. ACCEPTANCE OF GIFTS OR FAVORS

An employee shall not directly or indirectly receive or agree to receive any compensation, gift, reward, gratuity, payment of expense, or promise of future employment or other future benefit from any source except the County of employment, for any matter or proceeding connected with or related to the duties of the employee. However, reasonable exceptions are permitted. Employees may accept the following:

- Gifts of nominal value (\$5 or less);
- Plaques or similar mementos recognizing individuals services in a field of specialty or to a charitable cause;
- Reimbursement of actual expenses incurred for lodging, mileage, meals and other travel related expenses that are not reimbursed by the County but which have been approved in advance by the employee's supervisor as part of the work assignment. This includes food or refreshment provided at a meeting, conference, or other event as a normal courtesy to all attendees incidental to the performance of official duty.

Employees and elected officials qualifying as "local officials" pursuant to M.S. 471.895 (as

amended) must comply with the terms of that statute.

M2. USE OF CONFIDENTIAL INFORMATION

An employee shall not use private, confidential, or other non-public information, to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use such information.

M3. USE OF PROPERTY

An employee shall not use or allow the use of County time, supplies, or County owned or leased property or equipment for the employee's private interest, private business, or any other use not in the interest of the County, except as provided by law.

Employee access to and use of electronic tools such as phones, email and the internet is intended for business-related purposes. Limited and reasonable use of these tools for occasional employee personal purpose that does not result in any additional costs or loss of time or resources for their intended business purpose is generally permitted, but may be prohibited in certain situations, at the County's sole discretion.

Employees are responsible for appropriate use of time, telephones, cellular telephones, computers, printers, paper, pens, stationery, facsimile machines, and pages. They are expected to adhere to the highest ethical standards when conducting County business and to follow the Code of Ethics.

Management personnel are responsible for ensuring the appropriate use of all County property, including e-mail and internet access through training, supervising, coaching and taking disciplinary action, when necessary.

M4. PRIVATE GAIN OR ADVANTAGE

An employee may not use for private gain or advantage County time, facilities, equipment, supplies, badge, uniform, or prestige or influence of County office or employment.

An employee may not use his/her position to secure personal benefits, privileges, exemptions, or advantages which are different from those available to the general public. The employee shall not secure benefits, privileges, exemptions, or advantages for members of the employee's immediate family, or an organization with which the employee is associated.

An employee shall not have financial interest in any sale to the County of any goods or services when such financial interest was received with prior knowledge that the County intended to purchase the property, goods, or services.

An employee shall not participate in the capacity of a County employee, in the issuing of a purchase order or contract in which the employee has a private financial interest, direct or indirect, and an employee shall not perform in regard to such contract some function requiring the exercise of discretion on behalf of the County.

An employee may not have a personal or financial interest in any legislation, policy or rule coming before the County Board and participate in a discussion with, or give an official opinion to, the County Board regarding that legislation, policy, or rule, unless the employee first discloses on the record of the Board the nature and extent of such interest.

M5. ADDITIONAL PAYMENT FOR COUNTY WORK

An Employee may not request, receive, or accept any money or anything of value from anyone other than the County for the performance of an act which the employee would be required or expected to perform in the regular course of hours of County employment or as part of the duties as a County employee.

M6. ACTING AS AGENT OR ATTORNEY

An employee shall not take action as an agent or attorney in any action or matter pending before the County Board except in the proper discharge of official duties or on the employee's own behalf or as the duly authorized agent (e.g., steward, local officer) of the employee's exclusive representative.

M7. REPORTING ETHICAL VIOLATIONS

Any employee who is aware of or suspects illegal activity, fraud or any violation of the County's Code of Ethics either by an employee or an individual, vendor, or organization operating under a County, state or federal contract or grant, must report his or her concerns within two working days to the County Administrator. Reports must contain the name of the individual reporting the alleged violation, which will be maintained as confidential except as necessary to investigate the claim or as otherwise provided by the MGDPA or other applicable law.

N. OUTSIDE EMPLOYMENT

Employees shall not engage in any employment, private enterprise, participate in any professional activity, or perform any act or service during or outside their employment with the County, which would negatively affect the employee's ability to perform the duties of their position with the County. County employees shall obtain approval for outside employment, contract work or self-employment that could reasonably be viewed as being in conflict with the employee's County employment to ensure no conflicts exist. An employee's failure to disclose non-County compensated employment that is found to be in conflict with his/her County position may be grounds for disciplinary action, including suspension or termination.

Employees of the County may not act in the capacity of independent contractor for the County. In addition, employees of the County may only serve on a committee or sub-committee of the county if such appointment does not present a conflict and is approved by the County Board.

Employees participating in non-compensated activities or volunteer activities are encouraged to continue in such participation. Non-compensated or volunteer activities for organizations that have a financial relationship with the County are subject to the same conflict of interest rules as

compensated employment. The employee participating in the volunteer activity with such an organization shall discuss the activity with their supervisor or department head. If the employee and supervisor or department head do not agree on the potential for conflict, the County Administrator will make a determination as to actual or apparent conflict of interest.

O. TERMINATION

01. OVERVIEW

An employee may end their County employment by either voluntary or involuntary means. The employee shall provide adequate notice of a voluntary resignation to resign in “good standing,” as provided in the Voluntary Resignation Section.

02. VOLUNTARY RESIGNATION

Employees who wish to resign in “good standing” shall provide written notice to their immediate supervisor, who shall then forward such notice to the Administration Office. Once received by the Administration Office, resignations shall be considered formally accepted by the County, and may not be rescinded.

Exempt employees are expected to provide a four (4) week notice of their intent to resign, exclusive of time off prior to the intended resignation date. All other employees are expected to provide a two (2) week notice, exclusive of any time off prior to the intended resignation date. The department head may determine that it is in the best interest of the County to allow a shorter notice period. Any employee who is terminated or resigns while any complaint or allegations are pending against that employee is not “in good standing.”

An employee who does not submit a resignation in compliance with the provisions of these Policies may be considered as having not resigned in good standing. An employee who does not resign in good standing shall: 1) be deprived of the opportunity to be considered for reinstatement; 2) have the fact recorded in the employee’s record; and 3) forfeit available severance pay.

To the extent allowable by law, payment for vacation and/or severance may be withheld if the employee is in any way indebted to the County or in possession of County equipment or property.

No regular employee shall be required to retire from County employment solely for age, except in those positions where a bona fide occupation qualification (BFOQ) exists.

03. INVOLUNTARY TERMINATION

Except as provided by law, in an applicable collective bargaining agreement, or other contract, an employee may be discharged consistent with the Employee Discipline and Discharge section. Under no circumstances shall an employee be discharged without having the HR Coordinator or designee review the action. If immediate removal from the work site is necessary, the employee shall be placed on a paid administrative leave pending a review of the circumstances.

An employee who is absent from work for a period of three (3) consecutive workdays or more without notifying their immediate supervisor of the reasons for their absence and receiving permission to remain away from work shall be considered to have abandoned his or her position and voluntarily resigned without notice and not in good standing. This rule shall also apply to an employee who fails to return within three (3) workdays of the expiration of an authorized leave.

04. LAYOFF

The County may determine that work force adjustments are needed, in terms of numbers and skills of employees needed to meet the service requirements of the organization. When possible, an advance notice of five (5) days from the effective date of separation should be given to each regular employee to be separated from employment due to a lay off or reduction in force. In the event that a lay off or reduction in force becomes necessary, and to the extent possible, consideration will be given to each employee's past performance, and to the organizational needs of the County. The County may choose to place the employee on administrative leave immediately upon the layoff notice being served. If it becomes necessary to reduce the number of employees for a period of more than one week, the County may:

- The County will implement a layoff, by classification, in inverse order of classification seniority. In the event multiple employees have the same classification seniority, ties will be broken based on the documented performance of the employees.

P. PERFORMANCE EVALUATION

Department heads and employees' immediate supervisors may provide each employee performance feedback. The immediate supervisor is the individual who assigns and directs the employee's work, checks or inspects work for proper methods and results, is responsible for discipline, and is immediately responsible for the work of the employee. Supervisors and department heads may annually, formally evaluate and counsel the employees who report to them, and submit the results of that evaluation to the HR Coordinator. The HR Coordinator shall then provide a copy to the employee and his/her supervisor. The person evaluating the performance of an employee should generally be familiar with the duties of the position and the work performed by the individual. If an employee experiences an employment change that results in being supervised by a new supervisor, the former supervisor should complete a performance evaluation covering the period until such time when the employment change took place.

Employees shall be asked to sign their evaluation to indicate receipt of the evaluation, not agreement with its content. Employees may respond in writing to the evaluation, and have that response attached to the evaluation and placed in their personnel file, which shall be maintained in the Administration Office. If an employee refuses to sign their performance evaluation, the supervisor shall make note of that fact on the evaluation form.

The second level supervisor, generally the department head, is primarily a reviewing rater. Their role in the evaluation process is to review the rating made by the first line supervisor for consistency with County policy and department expectations.

Standards against which performance is to be measured shall be specific, measurable, related to quality, quantity, timeliness of work, or other reasonable performance criteria determined by the supervisor.

In addition to the annual performance evaluation, employees may be evaluated under the following conditions:

- At the completion of three and six months of service to the County, initially and in the event of a promotion, transfer or demotion.
- Prior to the completion of the probationary period.
- Any time an employee's performance has changed significantly, positively or negatively.
- Any time the supervisor feels that it is in the best interest of the employee or the County.

P1. APPEAL PROCESS

If an employee disagrees with their performance evaluation, even after follow-up conversation with their supervisor and department head, they may appeal their performance evaluation by submitting, in writing, the reasons and justification of their appeal to the HR Coordinator. Appeals must be submitted to the HR Coordinator within 30 calendar days of their receipt of the performance evaluation. The decision of the HR Coordinator will be final.

III. CLASSIFICATION AND COMPENSATION

Q. CLASSIFICATION PLAN

The County Classification Plan provides a way for individual County jobs to be evaluated and classified according to their comparable work value. Each County job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The HR Coordinator shall provide a consistent format for position descriptions throughout the County, and a consistent process for evaluating jobs and assigning them to the appropriate pay grade.

It is the inherent right of management to redesign jobs, restructure jobs, and create new jobs in meeting the objectives of the County, with or without notice. From time to time, management may create new classifications to better respond to the needs and challenges of Renville County. The Plan shall be developed and maintained so that positions substantially similar with respect to knowledge and skills, supervisory authority, and working conditions, are included within the same class; and that the same schedules of compensation shall apply to all positions in the class, subject to any applicable collective bargaining agreements.

Q1. POSITION DESCRIPTIONS

Each job in the County shall have a corresponding position description. The position description shall define the following elements of each position:

- Objective or summary of the position;
- Essential job duties and responsibilities;
- Supervisory authority of the position, if any;
- Required Knowledge, Skills, and Abilities;
- Required education, work experience, licenses and certifications;
- Physical demands and working conditions;
- Minimum and preferred qualifications; and
- Fair Labor Standards Act (FLSA) status.

Q2. POSITION RECLASSIFICATION

Position reclassification becomes necessary when a significant change takes place in the scope of the position. Department heads or their designees shall inform the HR Coordinator of any revisions necessary in the position description.

The County shall review the Classification Plan periodically to ascertain whether or not it corresponds with existing conditions in the County service, and to make any revisions, where necessary, at its sole discretion.

1. Every position description within the County shall be reviewed at least once every five (5) years for accuracy. Department heads will be notified in writing by the Administration Office of the classifications in their department up for review and sent the necessary forms for completion.
2. Department heads and supervisors will be responsible for reviewing the position descriptions and determining if there is a significant change in the nature or scope of the work performed in the job classification selected for review. If a significant change is noted, department heads are responsible for informing the HR Coordinator of the change.
3. Consideration for job classifications that are not scheduled for their periodic review but experience significant change will be handled on a case-by-case basis with the department head notifying the HR Coordinator of the changes and reasons for the changes.
4. The HR Coordinator shall determine whether a position description substantially matches an existing classification. Position descriptions that do not substantially match an existing classification will be forwarded to the consultant or other authority responsible for evaluating positions in accordance with the County's classification plan. The authority for evaluation shall include an objective methodology to evaluate the jobs, the assignment of points and pay grades accordingly, the documentation to support the decision, and notification to the HR Coordinator of the decisions. The HR Coordinator shall notify the affected employee(s) and department head of the result of the evaluation, the effective dates of any change in pay grade and actual salary, and their appeal rights if they disagree with the evaluation.
5. If a position is evaluated at a higher pay grade, the employee will receive a salary increase to the lowest step within the new pay grade which is at least 3% higher than their current pay.
6. If a position is evaluated at a lower pay grade, the employee will be placed on their current step in the new lower grade, and the employee's salary shall be frozen until such time when their grade and step placement exceeds their current pay rate.
7. The effective date of any pay adjustments shall be the first day of the first pay period following Board approval of the classification change.

Q3. CLASSIFICATION APPEAL PROCESS

In the event that an employee requests a classification or reclassification review and the department head elects to not bring the request to the HR Coordinator, the employee may appeal his or her classification by presenting facts to the HR Coordinator within ten working days following the department head's response to the employee. The appeal to the HR Coordinator will be in writing and will include the department head's response. The HR Coordinator will review the facts and respond to the employee within twenty-one (21) calendar days of receipt of the appeal. The decision made by the HR Coordinator will be final.

Q4. NEW POSITIONS

If a new position classification is created, it will be the responsibility of the HR Coordinator or designee to define and determine essential requirements and duties of the position. The HR Coordinator will work with department heads and supervisors to develop the position description

in a format consistent with all position descriptions. The position description will be assigned to a classification under the classification plan and to an appropriate pay grade in the compensation plan. Final approval of any new position classifications will require County Board approval.

R. COMPENSATION PLAN

R1. COMPENSATION PHILOSOPHY

The Renville County Board has adopted a Minimum/Maximum salary schedule for County Employees. Salary increases above the minimum rate established for each position may be granted from time to time, at the County's sole discretion and shall be based upon job performance and the availability of County funds. The County recognizes that its employees are its most valuable resource, and that they are directly responsible for achieving its goals and carrying out its mission. As a general practice, and in combination with its Local Government Pay Equity system, the County periodically conducts market-based reviews to continue offering competitive salaries and benefits to employees, while focusing on fiscal efficiency and accountability to taxpayers. The County's goal is to establish and maintain pay systems that compensate employees at competitive rates to the corresponding minimum and maximum salaries for comparable positions in Comparable Counties

R2. UNIFORM PAYSCALE

It is the policy of the County to provide competitive and equitable compensation to employees. The County Administrator shall be responsible for maintaining a Payscale, which shall recognize such factors as:

1. Established pay ranges for each classification.
2. The relative difficulty and responsibility of work.
3. The recruitment and retention experience of the County.
4. The financial condition and policies of the County.
5. Pertinent economic data.
6. Availability of applicants possessing required skills.
7. Internal Equity as defined by the Local Government Pay Equity Act.
8. The Fair Labor Standards Act.
9. Wage and Hour laws.
10. The external market, including pay rates in the public and private sector.

The above-factors shall not be exhaustive. The Payscale shall be reviewed regularly by the County Administrator. Any changes made to the Payscale shall require Board approval.

R3. ADMINISTRATION

The Payscale shall consist of designated pay grades and salary ranges, each with a minimum and

maximum rate, for each classification as approved by the County Board. Each position shall be placed in the appropriate grade of the Classification Plan based on the points assigned in the objective evaluation process.

**In no event shall compensation be paid above the Max of the payscale.*

R4. NEW HIRES

New employees shall generally be hired at the minimum rate for their grade. The department head shall consult with the HR Coordinator to determine the starting wage; the HR Coordinator may approve a starting wage up to the Mid-point. Requests for a starting wage higher than the Mid-point must be approved by the County Administrator, at his or her sole discretion. Such authorization shall be based on exceptional qualifications and background of the proposed employee, by labor market conditions, or other factors that may warrant a higher starting salary.

R5. MERIT-BASED PAY INCREASES

Subject to available funding as determined by the County Board, effective the first full pay period in July, employees who have passed probation and who are not at or beyond the max of the payscale shall receive between 1/3 to 1 2/3% merit based increase (not to exceed the Max of the payscale). Employees who are on probation as of the first day in the first full pay period in July and who complete probation prior to the end of the calendar year shall receive their merit based increase on the first day of the pay period following their successful completion of probation.

R6. PAYROLL PERIODS

The County payroll period is two (2) weeks.

R7. DIRECT DEPOSIT

All employees are required to use direct deposit for receipt of compensation from the County, unless they are otherwise exempted under this policy. Funds will generally be available during the morning of established payday; however, if additional processing time is required by the bank, funds may not be available until the following day.

Any direct deposit changes (i.e., changes to bank, account number, deposit amounts, etc.) will need to be submitted to the Administration Office; changes may take up to two pay periods to take effect.

There are certain circumstances for which salary payment by warrant rather than direct deposit is necessary or suitable. These exceptions are as follows:

Business Exemption

The following circumstances constitute an exemption to the direct deposit rule and may be applied as though a specific exemption had been granted by the County Administrator:

1. The first paycheck of an employee may be by warrant.

2. An employee's last paycheck may be by warrant to facilitate the checkout process and ensure that County property is returned prior to departure. The preferred method will still be by direct deposit.
3. An employee hired for less than ninety (90) days may be paid by warrant. If employment is extended, direct deposit is required unless a personal exemption is granted.

Personal Exemptions

Employees not covered under a business exemption may request an exemption from the County Administrator. The possible exemptions for direct deposit include inability to obtain a bank checking or savings account.

R8. WAGE DISCLOSURE

Under the Minnesota Wage Disclosure Protection law, employees have the right to tell any person the amount of their wages. While the Data Practices Act (Minnesota Statutes 13.43—as amended) specifically lists an employee’s actual gross salary and salary range as personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minnesota Statutes (as amended), employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment;
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee’s wages; or
- Take any adverse employment action against an employee for disclosing the employee’s own wages or discussing another employee’s wages which have not been disclosed voluntarily; or retaliate against an employee for asserting rights or remedies under Minnesota Statutes 181.172.

The County will not retaliate against an employee for disclosing his/her own wages. An employee’s remedies under the Wage Disclosure Protection law are to bring a civil action against the County and/or file a complaint with the Minnesota Department of Labor and Industry.

S. PAYROLL/TIMESHEET POLICY

The purpose of this policy is to ensure timekeeping and payroll methods are accurate and reliable. Corresponding procedures have been documented to further define the processes involved, and those procedures shall be reviewed and updated as needed.

S1. GENERAL PROCEDURES AND RESPONSIBILITIES

Pay periods run for two weeks, beginning on a Saturday and ending on a Friday. Employees are paid on the Friday following the last Friday of the pay period. If employees are scheduled to be paid on a day when banks are typically scheduled to be closed, employees will be paid by the preceding day. Payroll and W-2 processing is the responsibility of the Administration Office. Payroll information is available through the County’s web-based payroll system.

S2. ELECTRONIC TIMESHEETS

The department head is responsible for training new employees on the timesheet program and reinforcing the need for it to be password protected at all times since it provides access to their personal information. All employees are responsible for the security of their timesheet entries, including the use of passwords.

Completion of Timesheets

All employees must complete a timesheet showing hours worked and other available time used during each payroll period for which they are to be paid.

A County-approved web-based payroll system is to be used by all employees. If an employee does not have access to a computer on which to enter his/her time, the department head or assignee will enter the time from a paper timesheet which has been completed and signed by the employee.

Submission of Completed Timesheets

Each employee is responsible for completion and submission of his/her electronic timesheet in a timely manner; this submission is the employee's "signature" signifying timesheet approval. By electronically signing a timesheet, the employee is certifying that he or she has accurately reported the information contained in the timesheet. However, if the employee is unavailable to submit his/her timesheet, the department head or assignee will be responsible for doing so. The manager for payroll purposes (i.e., the designated employee who is set up to review and approve timesheets per their department's timetable) shall approve the electronic timesheets. The manager's "OK" on the approval message serves as his/her electronic signature for the approval.

Intentionally submitting false or misleading information in a timesheet is grounds for discipline, up to and including immediate termination. Intentionally approving any timesheet that a manager knows to contain false or misleading information is grounds for discipline, up to and including immediate termination.

S3. INTERNAL CONTROLS

The Administration Office is responsible for determining/interpreting appropriate rates of pay and other terms of employment, per applicable County policies and collective bargaining agreements.

Access to the payroll processing program will be strictly limited to those with direct need to access the program.

There shall always be at least two people involved in the processing of payroll, for verification and compliance purposes.

T. SEVERANCE COMPENSATION

The County provides compensation to employees in a consistent manner when they sever employment with the County in good standing, as defined in Policy O2. The amount and method of

payment varies based on the most recent hire date for the employee, the employee's number of years of continuous employment with the County, the employee's leave balances, and overtime status with regard to the FLSA. To the extent allowable by law, severance payments may be withheld if the employee is indebted to the County or in possession of County equipment or property. In the event severance compensation is due an employee as the result of death prior to separation, the employee's spouse or estate shall receive the severance compensation on the employee's behalf.

Severance pay will be paid out to employees who leave the County in good standing, as defined in Policy 02. **The termination date shall be the last day the employee physically worked for the County.**

Accrued vacation time, up to 30 days (240 hours) shall be paid as cash.

PERA Retirement-Eligible Voluntary Termination Severance: Employees leaving employment who meet the age and service requirements necessary to be eligible for early or full PERA (Public Employees Retirement Association) retirement benefits shall have their available severance deposited to the employee's Health Care Savings Plan through the Minnesota State Retirement System, to the extent permitted by applicable law.	
Leave Type	% of Each Leave Type Included in the Computation of Severance
Sick Leave	50% of available time up to 120 days (480 hours max) deposited to the employee's HCSP
Vacation Leave	Exempt, supervisory employees in Grades 11-19 will have 50% of their available vacation (up to the 240 hours max) deposited into their HCSP

Voluntary Termination: Employees leaving employment who do not meet the age and service requirements necessary to be eligible for early or full PERA (Public Employees Retirement Association) retirement benefits shall have their severance paid with their last pay check.		
Continuous Years of Service	Leave Type	% of Each Leave Type Included in the Computation of Severance
15 or more years	Sick Leave	50% of available time up to 120 days (480 hours max) paid in cash
4 or more years	Sick Leave	25% of available time up to 100 days (200 hours max) paid in cash

All severance payments are subject to applicable laws, including, but not limited to, laws affecting the maximum amount of severance payment and laws regarding contributions to the HCSP. In the event of any conflict between this provision and any such law, the provisions of the applicable law will control and the severance payment to any employee will be adjusted according to such applicable law.

T1. HEALTH CARE SAVINGS PLAN

ELECTED OFFICIALS

Individuals serving at least twelve continuous years in the elected position of County Attorney, County Auditor-Treasurer, County Recorder, and County Sheriff shall participate in the Minnesota State Retirement System Health Care Savings Plan as follows:

- The County shall deposit an amount totaling 22.3% times the elected official's annual salary (i.e., 464 hours) at the time of departure into the elected official's HCSP, subject to limitations provided by law. The County has no role in the administration of any account or program operated by the State of Minnesota or the private entities with which it contracts.

T2. EXEMPT SUPERVISORY EMPLOYEES

Individuals who are classified as Exempt members of management in Grades 11-19 will contribute 2% of their pay into their HCSP each pay period. The County has no role in the administration of any account or program operated by the State of Minnesota or the private entities with which in contracts.

IV. BENEFITS

U. HOLIDAYS

The following days are considered the official holidays for the County and are to be compensated at straight time for regular and probationary full-time employees as eight (8) hour days, provided the employee is on compensated payroll status the last working day preceding the holiday and the first working day following the holiday:

Month	Holiday	Recognized Holiday
January	New Year's Day	January 1
	Martin Luther King Day	Third Monday in January
February	President's Day	Third Monday in February
May	Memorial Day	Last Monday in May
July	Independence Day	July 4
September	Labor Day	First Monday in September
November	Veteran's Day	November 11
	Thanksgiving Day	4th Thursday in November
	Friday after Thanksgiving	Friday after Thanksgiving
December	*1/2 day Christmas Eve (only if Mon - Thurs)	December 24
	Christmas Day	December 25

Additionally, county offices will close at 12:00 p.m. (noon) on the Friday before Easter; this will be considered holiday time for part-time and full-time employees.

Holidays that fall on Sunday will be observed the following Monday, and holidays that fall on Saturday will be observed the preceding Friday, unless another day is designated by the Board. Regular and probationary employees scheduled to work other than the normal workweek of Monday through Friday shall receive the same number of holidays.

Designated holidays that occur within an employee's approved and compensated leaves of absence or vacation shall not be charged to the employee's sick days or vacation time, but shall be recorded as a holiday.

Employees will not receive holiday pay for holidays occurring while on an unpaid leave of absence, while receiving catastrophic leave (as provided in Policy W1), or while receiving temporary total disability payments from workers' compensation.

U1. EMPLOYEES WORKING SHIFT WORK

Full-time and part-time employees working shift work within the Sheriff's Office shall receive payment for the holidays noted in the Holidays Section (except Christmas Eve) based on an 8-hour day. Payment for these holidays will be made the first payroll in December each calendar year for the holidays occurring during the employee's term of employment starting December 1 of the previous year. These payments do not apply to members of administration, Investigators, Bailiffs, and any other positions not required to work shifts to cover 24/7/365 operations of the Sheriff's

Office.

Employees in this classification shall also be entitled to overtime compensation, subject to the limitations provided in Policy L3, for every hour worked on an Official Holiday as noted in the Holidays Section, as well as after 12:00 p.m. (noon) on Christmas Eve and on the Friday before Easter, and on Easter Sunday.

U2. PART-TIME EMPLOYEES

Probationary and regular part-time employees shall receive compensation for recognized holidays on a pro-rated basis, determined by the number of hours they are budgeted to work per week, and paid at the time the holiday occurs.

V. VACATIONS

V1. VACATION ACCRUAL

All full-time employees shall accrue vacation in accordance with the following schedule, provided that the employee is in compensated payroll status:

Years of Completed Continuous Service (based on calendar years of service)	Vacation Days Earned Per Year	Vacation Hours Earned Per Month
Start of employment – 5 years	12	8
6 years – 10 years	15	10
11 years – 15 years	18	12
16 years - 20 years	21	14
21 years or more	24	16

Vacation must be accrued before it can be taken. Vacation accrual occurs at the end of the first and second payroll periods of each month.

Part-time employees shall earn vacation benefits in accordance with the above schedule on a pro-rated basis based on hours they are budgeted to work. Intermittent, temporary, on-call, and intern employees shall not accrue vacation.

When continuous length of service reaches a point entitling the employee to the next higher rate of accrual, the new rate will commence on the first day of the pay period following the date of eligibility.

Vacation leave in excess of two hundred forty (240) hours at the end of the last pay period of the calendar year will automatically be lost unless transferred to the Catastrophic Leave Bank (as provided in Catastrophic Leave Bank Section).

V2. USE OF VACATION

Full-time and part-time employees may use their accrued vacation subject to the needs and service obligations of the Employer. An employee must receive prior approval from their department head or designee prior to using vacation. Employees may also use vacation for missed

time due to inclement weather, if proper notice is given to the immediate supervisor or department head. The department head may approve requests for vacation if the vacation time will not adversely affect the services of the department.

W. SICK LEAVE

Probationary and regular full-time employees shall be eligible for and accrue sick leave at the rate of eight (8) hours for each full month of service. Probationary and regular part-time employees shall accrue sick leave prorated based on hours they are budgeted to work. Intermittent, temporary, on-call, and intern employees shall not accrue sick leave.

Employees hired prior to 1/1/2018 with sick leave in excess of nine hundred sixty (960) hours at the end of the last pay period of the calendar year shall have excess hours placed in a personal extended leave bank account for the employee; no payment shall be made under any circumstances for any time in the personal banked account of an employee.

Employees hired on or after 1/1/2018 shall not accrue more than nine hundred sixty (960) hours of sick leave.

Sick leave may be used under the following circumstances:

- A. Absence necessitated by the inability to perform the duties of the position by reason of illness or injury.
- B. Absence for acute health care, which cannot be obtained after working hours, restricted to the time associated with the appointment and reasonable travel time.
- C. Absence due to contagious disease, which would endanger the health of other employees or members of the public.
- D. Absence due to illness or injury in the employee's immediate family, of up to 160 hours in any 12 months period on the same terms upon which the employee is able to use sick leave due to his or her own illness or injury. "Immediate family," for the purpose of this section, shall be defined as spouse, child, adult child, grandparent, grandchild, sibling, parent, stepparent, mother-in-law, or father-in-law of the employee.
- E. Absence due to an approved Family Medical Leave.
- F. Absence for which an employee is authorized to use sick leave under M.S. 181.9413 (as amended) or other applicable law.
- G. Absence due to inclement weather.

To be eligible for use of sick leave, an employee must notify his/her designated supervisor prior to the starting time of the scheduled shift. This notice may be waived if the supervisor determines that the employee could not reasonably be expected to comply with this requirement because of circumstances beyond the control of the employee. In the event that the employee is unable to notify his or her supervisor due to such circumstances, the employee must notify the supervisor as soon as possible. Sick leave usage shall be subject to approval and verification by a supervisor who may require the employee to furnish a report from a recognized medical authority attesting to

the necessity of the leave, and other information the supervisor deems necessary.

An employee who falsifies a claim for sick leave or knowingly submits such a claim containing false or misleading information may be subject to disciplinary action, including loss of compensation and/or dismissal.

When sickness occurs within a period of vacation leave, the period of illness may, on presentation of a report from a registered practicing physician, be charged as sick leave and the charge against vacation leave reduce accordingly.

W1. CATASTROPHIC LEAVE BANK

The Catastrophic Leave Bank is intended only for those occasions when employees suffer a “Catastrophic Medical Emergency” which is defined as a major life threatening disease or illness or non-work related major injury involving a prolonged absence from work. It is not intended to replace an employee’s normal accrued paid leave time. Examples may include: heart attack, stroke, organ transplant, cancer or major non-work related injury affecting the employee, employee’s spouse or employee’s dependent child. “Catastrophic medical emergency” is specifically not defined as all “serious health conditions” as defined under the FMLA.

Regular full-time and part-time employees are permitted to (1) donate available earned vacation time up to 40 hours per year to the Catastrophic Leave Bank; or (2) request approval to use donated time up to 320 hours per year as Catastrophic Leave. Donations to the Catastrophic Leave Bank are irrevocable.

The County may condition granting catastrophic leave upon the employee applying for leave releasing the County from liability associated with the leave.

Use of donated days may be approved when there is evidence of need for additional paid leave time. Catastrophic Leave will not be applied retroactively.

Employees shall not earn holiday pay, and shall cease accruing vacation and sick time benefits while using Catastrophic Leave for the majority of their scheduled hours.

ELIGIBILITY

Employees are eligible to receive leave through the Catastrophic Leave Bank only if they have exhausted all of their own personal paid leave time (vacation, sick, comp, etc.) and only after a two-working day waiting period once they have exhausted all of their own personal leave time. To be approved to use Catastrophic Leave, employees must have exhausted all forms of paid leave and must be on an approved FMLA or FMLA-qualifying leave, although it is specifically recognized that not all FMLA qualifying events are Catastrophic Medical Emergencies under this policy. Also, employees cannot: (1) be on a disciplinary suspension, (2) be receiving or have applied to receive workers’ compensation benefits, (3) be covered by an employee’s paid short term or long term disability policy for the illness or injury, or (4) have previously abused any paid leave. The County reserves the right to determine eligibility for use of Catastrophic Leave on a case-by-case basis.

The medical emergency must result in the incapacitation of the employee, spouse, or child for a minimum of 80 consecutive work hours (subsequent intermittent absences involving the same illness or condition shall also qualify) which requires the employee to take time off from work and creates a financial hardship because all of the employee's paid leave has been exhausted.

PROCEDURE

An employee requesting leave donations should submit their request to the H.R. Coordinator or County Administrator. No more than forty (40) working days shall be approved for use in any one twelve month rolling period, which shall be measured backward from the date an employee uses any of the Catastrophic Leave.

Nothing in this policy shall be construed as entitling any employee to catastrophic leave. In the event that insufficient leave has been donated to the bank, a request for leave may be denied. In the event that multiple employees apply for leave, it is in the discretion of the County Administrator to allocate from the available leave.

All contributions to the bank shall be made in writing. All requests for use shall be submitted in writing. All notifications for approval or disapproval for use shall be made in writing.

Pursuant to the Minnesota Government Data Practices Act, information regarding the identity of individuals receiving catastrophic leave and the circumstances surrounding the leave are private data.

X. LEAVES OF ABSENCE

X1. ADMINISTRATIVE LEAVE

An employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the County Administrator.

X2. MILITARY LEAVE

Employees shall be entitled to leave without pay for military service, including training in the National Guard, consistent with the Uniformed Services Employment and Re-employment Rights Act of 1994 ("USERRA"), as amended, and Minnesota law, including, but not limited to, Minnesota Statutes, chapter 192 (as amended). Employees may be entitled to leave of absence with pay for military service, including training in the National Guard or Reserves, in accordance with the USERRA or Minnesota law, including, but not limited to, Minnesota Statutes, chapter 192 (as amended).

X3. POLITICAL PARTY LEAVE

In accordance with M.S. 202A.135 (as amended) and 202A.19 (as amended), upon 10 days written notice, employees may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee;

or attend any convention of major political party delegates (including meetings of official convention committees) if the employee is a delegate or alternate delegate to that convention; or to attend a major political party caucus.

X4. LEGISLATIVE/ELECTED OFFICE

In accordance with M.S. 3.088 (as amended), an appointed officer or employee of the County, who serves as a legislator or as a full-time city or county office or an Indian tribal council in Minnesota, is entitled to a leave of absence without pay when on the business of the office with the right to reinstatement consistent with M.S. 3.088 (as amended). (Note: employees in positions wholly funded by federal funds are prohibited from running for partisan office, in accordance with the Hatch Act (5 U.S. C. § 1501 et. seq.)

X5. VOTING LEAVE

In accordance with M.S. 204C.04 (as amended), employees eligible to vote in any election, as defined in M.S. 204C.04 (as amended), will be granted paid leave to appear at the employee's polling place, cast a ballot during the Election Day, and return to work, without penalty or deduction from salary, wages, or accumulated leave pursuant to the absence. Prior arrangements shall be made with their department head.

X6. EMPLOYEES ELECTED TO PUBLIC OFFICE

An employee who is an elected official of a city, township, or school board may take time off work to attend scheduled meetings that he/she is required to attend by reason of his/her public office. This time may be taken without pay, with use of accrued vacation time in accordance with the Vacation section, or by rearranging his/her work schedule during the week; the way in which this time off will be handled shall be agreed on by the employee and the supervisor. The supervisor may, at his or her discretion, request documented proof of the meeting.

X7. COURT APPEARANCES

Employees called for jury duty on days they are scheduled to work shall receive their normal compensation for those days. If an employee is excused from court duty prior to the end of the work shift, the employee shall return to work as directed by the County or make arrangements for a leave, with or without pay.

Employees subpoenaed as a witness in an official capacity or for County related business will receive their normal compensation. Employees shall turn over to the Administration Office any per diem payment received as a result of serving on a jury or as a witness. Money received as expenses shall be kept by the employee.

Any other absence to testify in litigation or administrative hearings not involving the federal government, the State of Minnesota, or a political subdivision therefor and, not in the status of an employee, but as an individual, shall be taken as vacation time, as leave of absence without pay, or as a deduction from authorized accumulation of compensatory time.

X8. BONE MARROW DONATION LEAVE

In accordance with M.S. 181.945, (as amended) employees performing services of at least an average of twenty (20) hours per week who seek to undergo a medical procedure to donate bone marrow shall be granted paid leave, in an amount not to exceed forty (40) working hours per donation, based on the employee's assigned work schedule.

Such leave shall be subject to the employee's submission of confirmation by a physician of the need for the leave and length of each absence requested.

If there is a subsequent medical determination that the employee does not qualify as a bone marrow donor, any of the forty (40) hours of paid leave used by the employee prior to that medical determination shall not be forfeited. Employees' use of such leave is subject to the provisions of Minnesota Statutes, section 181.945 (as amended).

X9. ORGAN DONATION LEAVE

In accordance with M.S. 181.9456 (as amended), employees performing services of at least an average of twenty (20) hours per week who seek to undergo a medical procedure to donate an organ or partial organ to another person shall be granted paid leave, in an amount not to exceed forty (40) working hours per donation, based on the employee's assigned work schedule.

Such leave shall be subject to the employee's submission of confirmation by a physician of the need for the leave and length of each absence requested.

If there is a subsequent medical determination that the employee does not qualify as an organ donor, any of the forty (40) hours of paid leave used by the employee prior to that medical determination shall not be forfeited. Employees' use of such leave is subject to the provisions of Minnesota Statutes, section 181.9456 (as amended).

X10. ELECTION JUDGE LEAVE

In accordance with M.S. 204B.195 (as amended), employees who are selected to serve as an election judge will be granted paid leave for such duty; however, consistent with law, the County may reduce the employee's salary or wages by the amount paid to the election judge by the appointing authority during the time the employee was absent from employment.

The employee must give his/her supervisor at least twenty (20) days advance written notice, indicating: (a) the day(s) and hours during which he/she will serve as an election judge; and (b) the hourly compensation he/she will receive as an election judge. The 20-day advance notice requirement can be waived subject to supervisor approval.

X11. FAMILY AND MEDICAL LEAVE OF ABSENCE

Eligible employees, as determined by the County Administrator or his/her designee, may be entitled to take unpaid leave pursuant to the Family and Medical Leave Act ("FMLA") for the purposes described in 29 U.S.C. § 2612 (as amended). All such leave, including the responsibilities

of the County and its employees related to such leave, is subject to the conditions prescribed in the FMLA and the Department of Labor's regulations implementing the FMLA.

The minimum requirements for eligibility for leave are that the employee must have been employed by the County at least twelve (12) months and must have worked at least 1250 hours within the previous twelve (12) months. Additional eligibility requirements also apply.

For additional information regarding FMLA leave, including the circumstances in which such leave may be taken, employees should consult the posted notices. In addition, as permitted by the FMLA, the County places the following restrictions on eligible employees' use of FMLA leave:

- The County has designated a "rolling" 12 month period for purposes of determining employees' entitlement to FMLA leave. The "rolling" 12-month period is measured backward from the date an employee uses any FMLA leave.
- An eligible husband and wife couple employed by the County are permitted to take a combined total of 12 work weeks of FMLA leave in a single 12-month period if the FMLA leave is: (1) due to the birth of a son or daughter of the employees, (2) due the placement of a son or daughter with the employees for adoption or foster care, or (3) in order to care for a parent of the eligible employee.
- An eligible husband and wife couple employed by the County are permitted to take a combined total of 26 weeks of FMLA leave during a single 12 month period for purposes of "service member family leave," as defined by the FMLA.
- Employees are required to use all available sick leave (as allowed by policies), vacation leave*, compensatory time and any other accrued paid leave concurrently with leave provided under the FMLA, and to use these accruals to fill in their scheduled hours per week until such when time when benefits are exhausted. The combined paid and unpaid time cannot exceed the applicable 12 week or 26 week maximum FMLA leave time. FMLA leave may run concurrently with a worker's compensation absence if the on-the-job injury or illness also qualifies as a serious health condition under the FMLA. (Note: Employees may retain up to 40 hours of vacation time.)
- Benefit accruals, including but not limited to, vacation, sick leave, and holiday pay, will be suspended during FMLA leave once paid accruals have been exhausted, and will resume upon return to active employment.
- When the necessity for FMLA leave is foreseeable, the employee must give the County at least 30 days advance notice of the need for the leave. In the case of foreseeable FMLA leave due to a qualifying exigency, notice must be provided as soon as practicable. If the need for FMLA leave is not foreseeable, the employee needs only to give the County such notice as is reasonably practicable.
- Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

- Final approval of an FMLA leave request is contingent upon the County Administrator's approval (or the approval of his/her designee). Periodic updates and additional documentation supporting the continued need for FMLA leave may also be required.
- The County, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu addition to seeking of a second opinion, the County may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions will not be required for military caregiver leave.
- Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.
- Upon return from FMLA leave, the employee will be reinstated to his/her original position or an equivalent position; the same benefits the employee had at the beginning of his or her FMLA leave will also be restored unless something changed at County. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the County. Employees who do not return to work at the end of their leave will be terminated and will be required to reimburse the County for the insurance premiums paid by the County during the leave.

The FMLA is a complex area of law with detailed federal regulation that is impacted by other related issues. Questions should be directed to the County Administrator's office.

EFFECTS ON INSURANCE BENEFITS

- An employee granted leave under this policy will continue to be covered under the County's insurance benefit plans that he/she is enrolled in, under the same conditions as coverage would have been provided if the employee had been continuously employed.
- Employee premium contributions will be required through payroll deduction (if on paid status), by direct payment to the Administration Office, or other method, subject to approval of the Administration Office. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.
- If an employee's contribution is more than thirty (30) days late, the County may terminate the employee's insurance coverage. Notice will be mailed to the employee at least fifteen (15) days before the coverage is to cease.

X12. MINNESOTA PARENTING LEAVE

M.S. 181.941(as amended) provides employees the opportunity to request and obtain up to twelve (12) weeks unpaid leave for childbirth or adoption, or for a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. To be eligible for Minnesota Parenting Leave, an employee must have been employed by the County in a half-time position (at least forty (40) hours per pay period) for at least twelve (12) consecutive months immediately preceding the request for leave. The employee may determine when the twelve (12) weeks is to begin, provided that leave taken due to the birth or adoption of a child must begin within twelve (12) months of the birth or adoption (or after the child leaves the hospital if the child remained

hospitalized after the mother was discharged). If this type of leave is requested, and if the employee is FMLA-eligible, the time off from work is deemed FMLA leave and will be recorded as such.

X13. SCHOOL CONFERENCE AND ACTIVITIES LEAVE

In accordance with M.S. 181.9412 (as amended), an employee may use up to a total of sixteen hours without pay during any 12-month period to attend school conferences or school-related activities for an employee's child, provided the conferences or school-related activities cannot be scheduled during non-work hours. Whenever the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the County's operations. An employee may substitute any accrued paid vacation leave or other appropriate paid leave for any part of the leave under this section.

X14. WORKERS' COMPENSATION

Absences from work that are covered by workers' compensation are considered FMLA absences if the medical condition meets the definition of "serious health condition," and will be recorded as such.

In accordance with M.S. 176.021, Subd. 5 (as amended), employees may supplement workers' compensation disability payments with accrued benefits. This supplement shall not result in the payment of a combined total weekly rate of compensation that exceeds the average weekly wage of the employee at the time of the injury.

X15. VOLUNTARY LEAVE WITHOUT PAY (LWOP)

Voluntary leave without pay (LWOP) of up to forty (40) hours per year may be offered to employees when other leaves (paid and unpaid) are not available, subject to approval by the Department Head. The Department Head has the sole discretion to grant or deny such a request based on the operational needs of the Department.

X16. PERSONAL LEAVE OF ABSENCE

Upon exhaustion of accrued paid time, as allowed by policy, an employee may submit a request for an unpaid personal leave of absence of up to twelve (12) months, inclusive of all FMLA and other leave, to the County Board. The County Board may approve or deny the request based on a review of the information submitted by the employee, the employee's performance, the specific job duties of the employee, the department's workload, the need of the public, and the ability to hire temporary assistance. When such leave is granted, it is with the understanding that the employee intends to, and will be able to, return to work at the completion of the leave. Such an unpaid leave may be a COBRA-qualifying event. Sick leave, vacation days, and holiday pay will not accrue during such a leave of absence unless specifically indicated otherwise.

X17. BEREAVEMENT LEAVE

Regular full-time and part-time employees may be paid for absence during a regularly scheduled

work day to attend the wake/viewing/funeral of his/her parent, spouse, life partner, significant other, child, foster child, brother or sister (including half or step siblings), grandparent, grandchild, step-parent, step-child, father or mother-in-law, sister or brother-in-law, son or daughter-in-law, aunt, uncle, niece or nephew. (Note: this does not include grandparent, step-parent, step-child, aunt, uncle, niece or nephew of the employee's spouse or partner). An employee may receive payment for the absence according to the following table:

Death of the Employee's:	Number of Paid Days*
Parent, Spouse, Life Partner, Significant Other, Child, Foster Child, or Step-Child	Up to 5
Brother or Sister (including half or step), Grandparent, Grandchild, Step-Parent, Father or Mother-in-Law, Sister or Brother-in-Law, Son or Daughter-in-Law	Up to 3
Aunt, Uncle, Niece, Nephew	Up to 1

** One (1) day shall be defined as up to 8 hours for a full-time (40 hours/week) employee. Allowed time off shall be pro-rated for regular part-time employees.*

Pay for each day of bereavement leave taken will be made at the employee's current rate of pay. Bereavement leave shall not result in an employee exceeding their regularly scheduled hours for each week in which they receive bereavement leave. Should the death of a relative occur while an employee is on vacation, the employee's supervisor should be notified so that necessary time off may be charged to bereavement leave.

When deciding upon the number of days that the employee will be paid bereavement leave, the supervisor should consider the following:

- The employee's responsibility for handling funeral arrangements.
- The need for out-of-town travel.
- The business needs of the County and the availability of other County employees to perform the tasks assigned to the employee during bereavement leave.

A supervisor may authorize additional use of sick leave, vacation leave or accrued compensatory time in his or her sole discretion. Sick leave may be used only after all other paid leave is exhausted.

In the event of a wake/viewing/funeral for relatives other than those defined above, close personal friends, or if called upon to serve as a pallbearer, an employee may be granted up to one (1) working day off using sick leave, vacation leave or accrued compensatory time, at the sole discretion of the supervisor.

Y. INSURANCE BENEFITS

Insurance benefits will be provided for insurance-eligible employees effective on the first of the month following the month of hire. The County will review its contributions on an annual basis. All insurance benefits offered by the County are subject to the terms of the individual plan of insurance and the limitations, benefits, and conditions established by the insurance carrier.

Employees participating in the County's group health insurance plan who terminate employment with the County will receive a notice of their right to elect continued insurance coverage consistent with state and federal law, including, but not limited to, the Consolidated Budget Omnibus Reconciliation Act of 1985 ("COBRA") (as amended). The notice will be provided in accordance with such laws and employees must comply with those laws if they wish to continue coverage after separating from the County's employment.

Y1. MEDICAL INSURANCE

The County shall establish a medical insurance program subject to the limitations, benefits, and conditions established between the Employer and an insurance carrier. Employees working on average at least thirty (30) hours per week, as determined in accordance with applicable law, shall be considered "insurance-eligible" and "full-time" employees for the purpose of enrollment in medical insurance, regardless of whether such employees are also "insurance-eligible" for purposes of obtaining any other insurance benefit offered through the County. Such employees may also elect dependent coverage.

For each insurance-eligible employee who selects medical coverage, the County will contribute an amount set annually by the County Board. Any additional costs for such coverage shall be paid by the employee through payroll deduction.

County-sponsored HSA/VEBA contributions for eligible employees shall be deposited monthly.

Y2. DENTAL INSURANCE

The Employer shall establish a voluntary dental insurance program subject to the limitations, benefits, and conditions established between the Employer and an insurance carrier.

If elected by an employee, any costs for dental insurance coverage shall be paid by the employee through payroll deduction.

Y3. LIFE INSURANCE

The Employer shall provide a \$20,000 term life insurance policy, and pay in full the cost of the monthly premium, for insurance-eligible employees. Employees enrolled in the plan may purchase, through payroll deduction, additional term life insurance to supplement the insurance coverage provided by the County.

Y4. FLEXIBLE SPENDING ACCOUNT

Employees may enroll for participation in pre-tax reimbursement of dependent day care expenses

and health care expenses. These premiums are paid through payroll deduction, and the County does not contribute towards these accounts.

Y5. OTHER INSURANCE PROGRAMS

Other insurances may be offered by the County, as available, including long term care, short term disability, etc. The County does not contribute towards the premiums for these programs.

Y6. RETIREE MEDICAL

Subject to the terms of M.S. 471.61 (as amended) and other applicable law, a County employee who retires has the option of continuing with the County's group health policy at his/her own expense.

Z. EMPLOYEE TRAINING AND DEVELOPMENT

Z1. OVERVIEW

The County shall conduct programs or ensure that learning opportunities are available to meet the mandatory training and development needs of County employees; offer learning opportunities to support County objectives; and encourage employee participation in formal educational pursuits that enhance job performance for increased responsibility.

Z2. IN-SERVICE TRAINING

The HR Coordinator shall be responsible for assessment of developmental needs and program recommendations to the County Administrator and for assistance in the development and implementation of training for specific needs of a department. Whenever possible, programs will be coordinated between departments or other organizations to maximize training staff and facilities.

Z3. CONFERENCES, WORKSHOPS & SEMINARS

Attendance at job-related conferences, workshops or seminars must receive prior approval of the department head. The criteria to be used in approving outside training is as follows:

1. Topic is relevant to the employee's job.
2. Training is required for employee to maintain state-mandated professional license needed for position.
3. The employee's attendance provides a direct benefit to the County either by keeping the employee abreast of current developments in their professional field, expanding their knowledge to meet operational goals, or assisting the division in meeting County objectives.
4. All out-of-state training requires prior County Board approval, in addition to meeting the above criteria.

Z4. TUITION REIMBURSEMENT POLICY

The County recognizes the importance of continuing education for its employees, and encourages the continued pursuit of knowledge or upgrading of skills to maintain a productive work force and to provide for promotional opportunities among County employees. The County may, but is not required to, approve the reimbursement of tuition for accredited post-secondary courses for regular full-time and part-time employees who have successfully completed their initial probationary period and are regularly scheduled to work 32 or more hrs/week, if the following criteria are met:

1. The employee obtains approval from the County Board prior to starting the classes associated with the reimbursement.
2. The course is not required as a condition of employment, such as continuing education credits.
3. The course is taken on personal time. If the employee needs to absent him or herself from work and with the prior consent of the employee's supervisor, the employee may use accrued compensatory, or vacation time.
4. The college level course is relevant to the employee's current job position or may lead to the potential for promotion in Renville County, as determined by the Division Director or elected official.
5. The employee attains a grade of "C" or better or "pass" if the course is taken on a pass/fail basis.
6. The employee will be reimbursed for one or more courses at 70% of tuition expenses, up to a maximum of \$5,250 per calendar year (this amount will be pro-rated for employees scheduled to work fewer than 40 hours/week). The County will reimburse tuition expenses only. Other expenses, such as books, parking, supplies, etc., are not reimbursable.
7. Employees receiving reimbursement pursuant to this policy may be required to sign additional documentation permitting the County to deduct such amount from their final paycheck or severance pay, if any.
8. If employee voluntarily terminates employment with Renville County prior to two (2) years after receiving tuition reimbursement, the employee agrees to repay the reimbursed tuition immediately according to the following schedule:
 - a. Up to 1 year - 100% of the tuition reimbursement
 - b. 1 year, but less than 2 years - 50% of tuition
9. In order to be eligible for tuition reimbursement, an employee must sign an agreement authorizing deduction of tuition reimbursement from the employee's final paycheck or any severance payment, in accordance with sections 6 and 7 of this policy in the event that the employee separates from employment with the County before two (2) years after receiving the reimbursement payments. The successful completion of any course(s) is not a guarantee of continued employment with Renville County.
10. The education reimbursement has been budgeted by the County prior to reimbursement.

11. The employee is responsible to purchase textbooks, workbooks, supplies and other course material.
12. The county's participation in tuition reimbursement is determined on a course-by-course basis, and does not, nor is intended to, imply that tuition will be reimbursed on future courses.
13. Employees may not perform education related work on County time for themselves or others.

AA. CLOTHING PROVISIONS

These policies shall only apply to employees whose employment is not governed by a collective bargaining agreement.

AA1. UNIFORM ALLOWANCE

Newly hired Sheriff's Office employees required to wear a uniform shall be supplied with their first set of uniforms upon hire. Uniforms will remain the property of Renville County for one year. If the employee resigns or is terminated prior to one year of continuous service, he/she will turn the uniform(s) in to the Sheriff. After one year of service, the uniforms (excluding badges and other brass hardware) become the property of the employee.

Each full-time peace officer shall receive an annual clothing allowance of \$850, each full-time corrections officer shall receive \$475 annually, and each full-time dispatcher shall receive \$250 annually. The allowance shall be split and paid on paychecks in January and July for employees who have worked in their position for at least six (6) months as of the first of the month. Part-time employees in these classifications shall receive no uniform allowance, but will be provided with replacement uniforms on an as-needed basis at the discretion of the employer.

AA2. STEEL-TOED BOOTS

Public Works employees required to wear steel-toed boots may be reimbursed up to \$125 every two years upon valid receipt of steel-toed boots.

BB. EMPLOYEE WELLNESS AND RECOGNITION

15.46 (as amended) provides that employee wellness and recognition programs may be established and operated, and that the county may expend funds as necessary to achieve the objectives of the program. The goals of the Renville County Wellness Program are as follows:

- Support and promote employee wellness
- Create and maintain a culture that fosters positive change and teamwork within and between departments
- Be considered an employer of choice
- Maintain the highest possible level of employee morale

- Provide internal and external customer with a positive customer service experience
- Recognize County employees and elected officials for their contribution and commitment to customer service
- Recognize County employees and elected officials for their dedication to public service

BB1. WELLNESS

Renville County, as an employer, believes that employees in a healthy work environment exhibit higher morale, experience less sick days, and show higher productivity.

BB2. EMPLOYEE STAFF DEVELOPMENT AND RECOGNITION EVENT(S)

Employees shall be invited to attend Staff Development and Recognition Event(s) with the objective being to provide staff development opportunities and to recognize the dedication and achievements of its employees and elected officials honoring years of employment.

BB3. RECOGNITION AWARDS

Recognition awards will be given to employees and elected officials in five-year increments, starting with the completion of five (5) continuous years of service with the county. Printed certificates and service awards shall be presented to the employees reaching these goals.

Upon the completion of the 10th year of continuous service, and every five (5) years thereafter, employees shall be granted one longevity vacation day of up to eight (8) hours added to their vacation bank, and subject to regular vacation policies. (One day shall equal the employee's weekly scheduled hours divided by five (5)).

BB4. RETIREMENT RECOGNITION

Pursuant to M.S. 15.46 (as amended), the County may provide an employee event to recognize employees and elected officials who are retiring after completing at least ten years of service to the County.

CC. EXPENSE REIMBURSEMENT, TRAVEL, AND COUNTY VEHICLES

Employees will be reimbursed by the County for reasonable and legitimate expenses incurred for approved travel when a County vehicle is not available, based on the current IRS approved business mileage rate. Mileage will be determined by calculating the distance from the employee's home or county campus, whichever is shortest, to the destination and back.

Human Services staff choosing to use their own car for authorized travel, rather than an available county car, shall be reimbursed \$0.15 per mile less than the IRS business mileage rate. (This reduced rate reimbursement may also be utilized by other departments at the direction of their department head. Notice must be provided to the Administration Office for proper claim processing.)

CC1. REIMBURSEMENT OF CLAIMS

- A. All travel and accommodation must be pre-approved by the department head. Whenever possible, employees are to make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses which are not billed directly to the County are paid by the employee, subject to reimbursement upon submittal of an approved claim form. Personal expenses charged to a hotel room shall be paid by the employee prior to checkout. If hotel rules prohibit such payment, then the employee must reimburse the County for those charges.
- B. All claims for reimbursement should be submitted within a month of incurring the expense, but no later than the end of the following month, if the expense is incurred in the last week of the month (special rules apply to end of the year claims - see C. below). Claims for reimbursement submitted after this limit will not be paid.
- C. If an employee incurs an expense for which he or she could claim reimbursement in December, such a claim must be submitted for approval to the Administration Office no later than February 15 of the year following the year in which they were incurred.
- D. Itemized receipts are required for lodging and meal expenses. Tips are only eligible for reimbursement when calculated by the establishment and automatically added as part of the itemized receipt (and only up to the daily allowed amount).
- E. Claims for travel reimbursement are to be reviewed and approved by the employee's department head/other designee before forwarding to the Administration Office.
- F. Department heads are responsible for submitting claims that comply with these policies.

CC2. TRAVEL REQUESTS AND APPROVAL

- A. Department heads must approve all travel costs for their personnel. The department head is responsible for determining that sufficient funds are available within their budget to pay for expenses which they approve.
- B. Out-of-state travel for employees, committee members, and elected officials to attend workshops, conferences, and other training events requires prior approval of the County Board. All requests for out-of-state training need to be approved by the County Board before any expenses are incurred. In the event that there is inadequate time to obtain full Board approval prior to a training event, the Board Chair or Vice Chair may approve the request, contingent upon full Board ratification at the next regular Board meeting.

CC3. LODGING, MEALS, AND INCIDENTALS

Employees are reimbursed for lodging, meals, and incidentals at actual cost, in accordance with the following.

- A. Meals that are approved by the department head shall be reimbursed at actual expense up to the maximum daily rate of \$40 (including tax and tip, subject to Section CCI(D)).
 - a. Itemized original receipts are required in all instances. Expenses in excess of County allowances must be borne by the employee.
 - b. IRS regulations require that reimbursements for meals which are not

accompanied by an overnight stay have taxes withheld.

- c. Expenses for alcoholic beverages are not reimbursable.
- B. Meals included in any registration or tuition fees will be paid in full, as part of those fees.
- C. Costs associated with entertainment, sightseeing, networking, or other events that are in addition to any registration fees for a conference or seminar will not be reimbursed.
- D. Any requests for out-of-state travel that is for training purposes must be approved by the County Board before any expenses are incurred.
- E. Employees shall be reimbursed for actual parking expenses while on County business. Original receipts for such payments shall be submitted with the expense reimbursement request.

DD. MOBILE DEVICE POLICY

PURPOSE

Renville County provides mobile devices for employees whose job performance requires or would be enhanced by their use. Use of mobile devices for business purposes is at the discretion of each County department. Participating departments shall review and assign mobile devices and services consistent with their internal procedures and the policy and procedures herein.

SCOPE

The scope of this policy covers both:

- County-owned mobile devices and service
- Employee-owned mobile devices and service, including a reimbursement for eligible employees

BUSINESS REQUIREMENT

Mobile access (e.g., connectivity, devices/service or reimbursement) is provided for County business use and may be made available to employees in positions where the associated benefits justify the additional operating costs. Employees who have a justifiable business use for mobile access typically have job duties with the following requirements:

- Employees need to be available to respond 24 hours a day, seven days a week.
- Employees need to be listed as an emergency contact (e.g., duties require them to be contacted anywhere and/or at any time).
- Employees have job duties that require them to be away from the office and they retain the need for access to work calendar, emails, notes, documents, etc., in order to enhance and maintain productivity during the workday.
- When safety of self or others may be at risk.
- When a device will improve job performance efficiency.

APPROVAL

Approval of providing any employee a mobile device or reimbursing the employee for mobile device usage is at the sole discretion of each County department manager.

The manager should use the following guidelines for their evaluation:

- There is a justifiable business requirement for having mobile access to County information.
- The user agrees to comply with applicable policies.
- The department has budgeted funds available to cover the recurring device expense.

Approval is not a right or benefit of employment. Approval is discretionary and may be revoked at any time.

EMPLOYEE RESPONSIBILITY

Appropriate Use

All use of County or employee owned mobile devices are governed by the County “Appropriate Use of Technology Policy”.

Potential Disciplinary Action

Employees are required to use mobile devices responsibly and in accordance with this policy and any applicable County policies and work rules. Use of a County-owned mobile device in violation of this policy, another County policy, or agency work rules may result in revocation of the mobile device assignment and possible disciplinary action against the employee.

Employee Safety

Employees shall follow local and State regulations regarding mobile device use while operating a motor vehicle.

Number Portability

No personal numbers will be ported into the County plan. When leaving the County plan an employee may not keep the County issued number. If the number was a personal number ported in prior to August 1, 2017 it can be released back when the employee leaves the County plan.

Loss or Theft

- If the device is lost or stolen, the user will notify the department manager and I.T. Department as soon as practical, but in no case later than twenty-four (24) hours after the loss or theft. The I.T. Department will suspend service on County devices and remove email from the device.
- If the device is managed through Mobile Device Management (MDM), it may be remotely wiped.

PARTICIPATION OPTIONS

Employees approved for mobile access may:

- Be furnished with a County-owned device, if the employee accepts the terms and conditions of the related policy and user agreements.
- Have the option of using an employee-owned device, provided they accept the terms and conditions of the related policy and user agreements.
- Employees who are required to use a mobile device and choose to use an employee-owned device for County business may receive a reimbursement to help defray the cost. Employees who receive a reimbursement must accept the additional terms and conditions of the reimbursement.

COUNTY-OWNED MOBILE DEVICE

Personal Use

The mobile device may be used for both County and personal business.

No Privacy

County owned devices may be used for personal business. The County owns the device and has ownership over all of the data on the device. There shall be no expectation of privacy.

Public Information

Detailed information concerning county owned mobile devices (e.g., call and text date and time, duration) is public information, except when otherwise classified by statute.

Management of County-Owned Mobile Devices

All county-owned mobile devices will be managed by the County's Mobile Device Management (MDM) service. MDM allows the County to enforce a passcode and remotely wipe the device if lost or stolen.

EMPLOYEE-OWNED MOBILE DEVICE

Employees should not use employee-owned devices to conduct County business without authorization from the department manager. Departments that authorize such use must do so in accordance with this policy.

Overview

At the core of the employee-owned device policy is the concept that the user, through an opt-in decision, trades control over the employee-owned device in exchange for access to County resources (such as applications and email). These obligations include, but are not limited to:

- User acceptance that an employee-owned device may be remotely wiped (i.e., *erasing all data and applications, including personal information*) by the County or accessed for legitimate business purposes.
- User understanding that the employee is solely responsible for backing up any personal

content on the device.

- User acknowledgment that the County will in no way be responsible for damaged, lost or stolen employee-owned devices while the user is performing County business.
- User agrees to allow I.T. to load MDM software the device.
- User agrees that the device will not be shared with other individuals or family members, due to the business use of the device (e.g., potential access to government e-mail, sensitive data, etc.).
- User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments. The employee agrees to follow the premise, “When in Doubt, Delete it Out.”
- If the device is lost or stolen, the user will notify the department manager and I.T. Office as soon as possible, but in no case later than twenty-four (24) hours after the loss or theft.

No Privacy

Renville County may need to access the employee-owned device for legitimate business purposes including, but not limited to, implementing security controls, fulfilling record retention obligations, conducting investigations, or responding to litigation-related requests arising out of administrative, civil, or criminal proceedings. Employees choosing to use their personal mobile device in accordance with this policy shall not have any expectation of privacy with regard to such device and may be required to sign additional acknowledgements granting the County the right to access such device.

Technical Support and Management of Employee-Owned Mobile Devices

I.T. staff will provide support for the installation and connection to County network resources. All other support-related issues must be directed to the mobile device service provider.

Employee-Owned Device Reimbursement

Employees who have received authorization from their department manager to use employee-owned devices to conduct County business may be eligible to receive a mobile device reimbursement if approved. The mobile device reimbursement is intended to help defray the costs of County business on an employee-owned device.

Employee-Owned Device Approval

- The department manager is authorized to approve or deny an employee’s request to receive a mobile device reimbursement.
- The department manager will determine the reimbursement amount to be paid according to the category to which the user belongs.
- The County may adjust the reimbursement amount provided to employees at any time and for any reason.
- The County may terminate the reimbursement program at any time and for any reason.

Employee-Owned Device Expectations

- The user will retain an active device as long as a device reimbursement is in place. Proof of this requirement will be the responsibility of the employee's manager and verified at their discretion.

Reimbursement Amounts

The dollar amount of the mobile device reimbursement intended to cover a portion of the employee's expenses related to County business activities are:

- Voice & Text – up to \$24 per month
- Voice, Text & Data – up to \$48 per month

Important notes regarding the reimbursement:

- Employees are limited to either a County issued device or a mobile device reimbursement, but not both.
- Employees may receive a reimbursement for only one device, regardless of the number of devices they own and use for business purposes (e.g., smartphone and iPad).
- Unusual charges for business may be submitted for expense reimbursement at the discretion of the supervisor and subject to the plan. Examples include expenses for valid international travel or excessive business use during any one billing period.

Payment of the Reimbursement

- The reimbursement will be paid through the County's payroll system the month following the service (e.g., use in June will be paid in July).

TERMINATION FROM THE PROGRAM

The following scenarios may result in termination from the employee-owned mobile device program:

- The County may cancel the program at any time, for any reason.
- Users may withdraw from the program at any time and for any reason.
- User violation of policy – (violation of the rules in this policy may also be grounds for disciplinary action.)
- Termination of employment will end the participation in the program.

The above-list is not exhaustive. The County reserves the right to remove any employee from the employee-owned mobile device program at any time, with or without cause, and with or without notice.

POLICY ROLES & RESPONSIBILITIES

Employees

Employees will acknowledge and accept all terms and conditions for mobile device equipment/service or a reimbursement as defined in this policy by signing the attached user acknowledgment and agreement form.

County Departments

- Review and assign mobile devices/services or reimbursements consistent with internal procedures.
- Provide awareness of the requirements of this standard to users of mobile computing devices.
- Ensure this signed agreement has been turned in to Administration prior to access.
- Keep the Acknowledgement form on file for the duration of the individual approval of mobile device equipment/service or reimbursement to an employee. When the employee leaves his/her position or is no longer an authorized user, the County issued mobile device must be returned to the employee's manager.
- Authorize usage and approve connectivity to County resources from mobile devices.
- Determine and take steps to address additional business risk for records management, litigation hold, and other regulatory or legal requirements.

County I.T.

- Provide guidance to County departments with questions pertaining to compliance with this standard.
- Maintain a Mobile Device Management solution to comply with this policy.

EE. COUNTY VEHICLES POLICY

County vehicles are provided for staff to save taxpayer dollars by providing a more cost-effective method of transportation for employees in the conduct of County business. The County will provide vehicles that can be reserved for use by employees, at its sole discretion. It is the expectation of the County Board that employees will make every effort to use a County vehicle when traveling on behalf of the County. The term "County vehicle" in this section refers only to the passenger vehicles intended for general County employee usage.

Employees using cell phones and other portable devices while driving are expected to observe all relevant laws, including the prohibition on text messaging while driving.

EE1. USE OF COUNTY VEHICLES

1. County vehicles are to be driven only by authorized employees of the County who possess a valid Minnesota driver's license. Likewise, employees may only operate a personal motor vehicle on County business if he or she possesses a valid Minnesota driver's license appropriate for that type of vehicle.
2. Whenever a County vehicle is available, it is expected that every effort be made to use the County vehicle instead of an employee's personal vehicle.
3. Employees are expected to share cars whenever traveling to the same location.
4. Employees required to conduct work-related business away from their permanent work station may take a county vehicle home if such use will result in a time and/or expense savings to the county, subject to pre-approval from the employee's supervisor or department head.
5. County vehicles shall not be used by an employee for personal use except for de minimis usage, such as stopping for lunch or coffee, not to exceed two (2) miles travel outside of the normal route.
6. Passengers, other than County employees traveling to the same location and passengers transported as part of the employee's job duties (e.g., prisoner transport) or otherwise required to be transported for County business are not allowed in County vehicles.
7. After each trip, county vehicles shall be parked in the county parking lot assigned to that vehicle.
8. Fueling of the County vehicle shall be the assigned driver's responsibility. If there is less than ½ tank of gas upon your return, stop and fill the gas tank prior to parking the vehicle.
9. Every employee using a County vehicle is responsible for keeping the interior of the vehicle in a neat and clean condition. All trash must be removed from the vehicle upon its return.
10. Smoking in any County vehicle is prohibited at all times. There are no exceptions to this rule. Any violations of this rule will result in disciplinary action as set forth in the Renville County Personnel Policy.
11. Fines resulting from either moving vehicle traffic citations or parking violations are the obligation of the driver responsible for the vehicle involved, and must be verbally reported to the immediate supervisor upon the employee's return to work, but no later than the next business day. It will be the supervisor's responsibility to notify the Administration Office upon receiving such report.
12. Miscellaneous fees, such as parking fees and toll charges, should be paid by the driver and submitted to the County for reimbursement in accordance with these Policies.
13. County vehicles shall not be used for any of the following PROHIBITED USES:
 - Operation by an unauthorized driver

- Operation by any driver under the influence of intoxicants, drugs, or any other substance known to impair driving ability
- For any illegal purpose
- Operated in any manner that violates County or department policy or procedure
- Operated in any abusive or reckless manner
- Carrying or transporting firearms, intoxicants, drugs, or any other non-prescribed controlled substances
- Towing or pushing anything (unless it is a required job duty)
- Operated in any race, test, or contest

EE2. COUNTY VEHICLE IDENTIFICATION

County vehicles are marked with “Renville County” and an identifying number per M.S. 471.346 (as amended). The use of unmarked vehicles for child and vulnerable adult protective services is permitted by M.S. 168.012 (as amended).

EE3. LIABILITY INSURANCE/DRIVER’S LICENSE

Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees who use vehicles for County business may be checked on an annual basis to verify validity, consistent with applicable law. Employees are required to have liability insurance, at the minimum level required by law, in effect on all personal vehicles used for County purposes or while performing County business. Employees are required to provide proof of such insurance to the Administration Office as requested. Employees who fail to provide proof of insurance will not be eligible to use a personal vehicle for County business or to receive mileage reimbursement until such proof of insurance has been provided. Employees are required to immediately notify the Administration Office if their liability insurance or driver's license becomes invalid or suspended for any reason.

EE4. SAFETY AND ACCIDENT REPORTING

- A. Employees are expected to operate vehicles in a safe and conscientious manner. All applicable laws must be obeyed.
- B. All County vehicles are insured by the Minnesota Counties Intergovernmental Trust. See the insurance identification card in the glove box for details.
- C. If an employee does get in an accident, their safety is the first and most important priority. Employees should stay with the vehicle when possible, and wait for law enforcement to arrive. The employee must not admit fault or liability, but should gather all applicable loss data, including witnesses, injured parties, passenger names, vehicle and driver’s license numbers.
- D. Renville County is not responsible for damages occurring to an employee’s personal

vehicle while they are operating it as a county employee on county time, except as determined by law.

V. CODE OF CONDUCT

FF. WORK RULES

Work rules shall be established for each department detailing the unique issues related to each office. These work rules should not conflict with these personnel policies, and shall include the following:

1. Be at work on time.
2. Work as part of a team.
3. Resolve conflict with others at your own level.
4. Provide suggestions, not complaints.
5. Help others without being told.
6. No human abuse – name calling, attacks on self-esteem, sexual harassment, etc.
7. Be safe. Practice common sense.
8. Show effective client relations – customer service.
9. Rules and laws are an inherent part of any organization.

All work rules established by individual Department are in addition to the terms of these personnel policies. Employees must abide by any department work rules in addition to these policies. To the extent there is any conflict between any department's work rules and the County's policies, these policies control. The violation of any department work rule may subject the employee to discipline, up to and including immediate termination.

ASSIGNMENTS, WORK RULES, ATTITUDE, APPEARANCE

Assignments – In order to give the public the best possible service, the County reserves the right to reassign staff as necessary. Every effort will be made to maintain appropriate workloads and assignments.

Attitude – The correct attitude towards work is demonstrated by displaying genuine interest in the work and in the public being served. Employees show interest in their work by taking pride in what they do, by mastering the details of their job and displaying a wholehearted willingness to work. Good manners, cooperation and consideration for others are well established habits that bring about harmony between the staff, the Board, and the citizenry served.

Conduct – All employees are expected to show courtesy and consideration to their fellow employees and members of the public during the performance of their job duties. Confidential, private, or other nonpublic information available by reason of the employee's position shall not be disclosed nor used for personal profit or gain, for any purpose not authorized by law, or to any person or entity not authorized by law. Personal conduct during working hours should reflect

favorably upon the County.

Appearance – The appearance that is maintained while working at the County is very important to the working relationship that you have with the public, personnel, and other vendors. Each employee’s appearance represents the department, co-workers, and the County. Personal hygiene is of utmost importance for employees while on duty. Clothes should be neat, clean and in good taste. Related dress code(s) may be set according to Department policies.

GG. SEXUAL HARASSMENT AND OTHER PROTECTED CLASS HARASSMENT

GG1. DEFINITIONS

For purposes of this policy, sexual harassment is defined as unwelcome physical or verbal conduct relating to an individual’s gender or directed at an individual because of gender, unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual or gender-related nature, when:

- A. Submission to such unwelcome conduct or communication is made either explicitly or implicitly as a term or condition of obtaining or retaining employment or access to public services or accommodations.
- B. Submission or rejection of such unwelcome conduct or communication by an individual is used as a factor for any employment decision or decision related to the individual’s access to public services or public accommodations affecting said individual.
- C. Such unwelcome conduct or communication has the purpose or effect of substantially interfering with any person’s employment, public services or public accommodation, or creating an intimidating, hostile, or offensive work environment.

Examples of sexually harassing conduct under this policy may include, but are not limited to, the following:

- 1. Use of offensive or demeaning terms, which have a sexual connotation or a negative gender connotation;
- 2. Objectionable physical proximity or physical contact;
- 3. Any unwelcome, sexually motivated touching;
- 4. Repeated, unwelcome suggestions regarding, or invitations to, social engagements or work-related social events;
- 5. Any indication, express or implied, that an employee's job security, job assignment, opportunities for advancement, or other terms or conditions of employment may depend on the granting of sexual favors to any other employee, supervisor, or manager;
- 6. Any action relating to an employee's job status, which is taken as a direct result of the granting or refusal of social or sexual favors;
- 7. The deliberate or careless creation of an atmosphere of sexual harassment or intimidation;
- 8. The deliberate or careless expression of jokes or remarks of a sexual nature to, or in the

presence of, employees who may find such jokes or remarks offensive;

9. The deliberate or careless dissemination or display of materials such as cartoons, articles, pictures, other graphics of a sexual nature, etc., which have a sexual content and which are not necessary for work;
10. The use of suggestive facial expressions or gestures of a sexual nature.

Normal, courteous, mutually respectful, pleasant, non-coercive interactions between people that are acceptable to both parties are not considered to be sexual harassment.

Other protected class harassment is offensive conduct or communication based on an individual's race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, status with regard to public assistance, or any other characteristic protected by State or federal law when:

- A. Submission to such unwelcome conduct or communication is made either explicitly or implicitly as a term or condition of obtaining or retaining employment or access to public services or accommodations.
- B. Submission or rejection of such unwelcome conduct or communication by an individual is used as a factor for any employment decision or decision related to the individual's access to public services or public accommodations affecting said individual.
- C. Such unwelcome conduct or communication has the purpose or effect of substantially interfering with any person's employment, public services or public accommodation, or creating an intimidating, hostile, or offensive work environment.

GG2. POLICY

It is the policy of the County that all employees should be able to enjoy a respectful workplace and a work atmosphere free from all forms of unlawful harassment, including implied or expressed forms of sexual harassment. Harassment infringes on an employee's right to a comfortable, respectful work environment, against County policy, and will not be tolerated. All employees are expected to treat their coworkers, subordinates, supervisors, and public contacts with respect at all times. Renville County does not tolerate any form of sexual harassment in the work place, including acts of non-employees.

Complaints of violations of the County's Sexual Harassment Policy will be investigated. Violations of this policy by any employee will result in disciplinary action, up to and including, termination of employment.

All employees should keep in mind that the absence of intent to harass an individual is not a defense to a complaint of harassment. It is the impact and nature of the conduct, not the intent, which determines whether the conduct is harassing.

GG3. SUPERVISORY & MANAGEMENT RESPONSIBILITIES

The supervisory and management personnel of Renville County are responsible for maintaining a work environment that is respectful and free from discrimination in any form. These

responsibilities include proactively maintaining the compliance of all employees with this policy.

In the absence of a complaint, supervisors and managers observing conduct that may constitute prohibited harassment in the workplace are responsible for calling such behavior and this policy to the attention of the participants at the time of the observance. A written summary of the discussion shall immediately be forwarded to the HR Coordinator.

Supervisors receiving complaints or reports of alleged inappropriate conduct shall immediately forward a report to the Administration Office prior to taking any action on the complaint. The HR Coordinator, supervisor and/or department head will make the determination as to whether, and to what extent, an investigation is warranted, who will investigate, and what methods will be used in the investigation.

Failure of a supervisory or managerial employee to immediately forward reports of observances or complaints to the HR Coordinator shall be grounds for disciplinary action, up to and including termination of employment.

GG4. EMPLOYEE RESPONSIBILITIES

Any employee who believes he or she is being subjected to sexual harassment or other protected class harassment in any form, or any employee with knowledge or belief of conduct on the part of another employee or other individual which may constitute a violation of this policy, is required to report the alleged conduct immediately to a supervisor or the HR Coordinator. While the County encourages written reports of the alleged conduct, verbal reports will be accepted. The individual receiving the report should be prepared to supply the following information:

1. Date, time and location of incident
2. Identification of the offender(s)
3. A detailed description of the incident
4. Any materials in the complaining employee's possession related to the incident (e.g. cartoons, articles, pictures)
5. Identification of any potential witnesses to the incident

Additionally, at the time of the incident, if you are the employee being subjected to the inappropriate behavior and feel comfortable in so doing, you may, but are not required to, courteously, but firmly, tell the individual(s) engaging in the inappropriate behavior to stop the behavior because the behavior makes you feel intimidated, offended or uncomfortable. Include a summary of this discussion in your report to the supervisor or HR Coordinator.

Any Department Heads and other supervisory employees who receives a formal or informal, oral or written report of harassment shall inform the HR Coordinator immediately without screening or investigating the report, unless the HR Coordinator is involved or have a conflict of interest, in which case the report shall be made to the County Administrator or Board Chair pursuant to the reporting procedures. Failure of any supervisory employee of the County to forward such a report

to the appropriate party shall be grounds for discipline.

GG5. COMPLAINT INVESTIGATION

By the authority of the County Board, the HR Coordinator or County Administrator, upon receipt of a report or complaint of sexual harassment or other protected class harassment, shall undertake or authorize an investigation. The investigation may be conducted by County Officials or by a third party designated by the County.

The County may take immediate steps, at its discretion, to protect the complainant and other employees or members of the public pending completion of the investigation.

The investigation methodology will be determined by the investigator depending on the specifics of each complaint. Investigations typically include, at a minimum, interviews with the reporting employee, the complaining employee (if different from the reporting employee) and alleged offender(s). The investigation methodology may additionally include additional interviews, document review and other methods deemed pertinent by the investigator.

Every effort will be made to respect the privacy and identity of all parties to a complaint brought under this policy; however, this requires the cooperation of all parties involved in the investigation, including the complainant(s), the alleged harasser(s) and witnesses. Additionally, the County has an obligation to investigate, to take necessary action to resolve a complaint, and to comply with relevant state and federal regulations, and retains the right to disclose the identities of parties to a complaint, including witnesses, and the substance of complaints or witness statements as permitted or required by applicable law, including the MGDPA.

The investigator will forward a summary of their investigation, the investigator's determination as to whether the incident constitutes a violation of this policy and, as applicable, recommendations on counseling, mediation, disciplinary or other personnel actions to the HR Coordinator or alternative Human Rights Officer. The department head(s) or supervisor shall consult with the HR Coordinator prior to taking any disciplinary action, and then shall take such disciplinary action or other action as deemed appropriate to address the situation. Failure of the department head or supervisor to promptly take the agreed-upon action shall also be grounds for disciplinary action, up to and including termination. In the event the subject of the sexual harassment complaint is a department head or the HR Coordinator, the County Administrator or designee will perform the investigation.

GG6. REPRISAL

The County will not tolerate acts of retaliation against employees who have made a good faith report of suspected violations of this policy or any person who assists or participates in an investigation or assists or participates in a proceeding related to such investigation. The County will discipline or take other appropriate action against any employee or elected official who engages in acts of retaliation towards these individuals. For purposes of this policy, retaliation includes but is not limited to: any form of intimidation, reprisal or harassment.

HH. DRUG & ALCOHOL FREE WORKPLACE

The County is committed to an alcohol and drug-free workplace, and in complying with the Drug Free Workplace Act of 1988. This requires employees abstain from using alcoholic beverages, mood-altering drugs, and drugs that adversely impact performance, prior to the start of their workday, during the work period, during lunch and other work breaks. Any violation of this policy shall result in disciplinary action, up to and including termination.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. [For purposes of this section, the term "controlled substance" is defined as a controlled substance which appears in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) (as amended)]. These may include, but are not limited to, narcotics, depressants, stimulants, hallucinogens and cannabis.

As a condition of employment, employees will abide by the terms and conditions of this policy and will notify their department head of any criminal drug statute conviction for which a violation occurs in the workplace within five (5) calendar days after such conviction. The County will subsequently notify the Federal Agency designee of the employee's conviction within the time period required by law.

Within thirty (30) calendar days of receiving notice from an employee of a drug related workplace conviction, the County may require an employee to satisfactorily participate in a drug abuse assistance or acceptable rehabilitation program. Programs of this type may be available through our medical insurance program or Employee Assistance Program (EAP) referral.

The County will notify the appropriate law enforcement agency when there is a reasonable suspicion that an employee may have illegal drugs in his/her possession at work or on County premises. Where it is appropriate, the County will also notify licensing boards.

Each situation involving investigation and/or disciplinary action will be evaluated on a case-by-case basis, depending on the severity and circumstances involved. Disclosure of information regarding alcohol and other drug use in the workplace must be consistent with applicable collective bargaining agreements and law.

An employee convicted of a criminal drug offense committed in the course of employment will be subject to appropriate disciplinary action and/or required to complete successfully an appropriate rehabilitation program at the employee's own expense unless provided to the employee through insurance coverage. The County shall determine what disciplinary action is appropriate in accordance with these policies.

1. Drug and Alcohol Testing:

- a) **Purpose:** The purpose of this policy is to provide for the testing of employees and job applicants in conformance with the requirements of Minnesota State law.
- b) **Scope:** This drug and alcohol testing policy applies to all employees of the County and to all job applicants who have received a conditional offer of employment by the

County.

2. Definitions: For purposes of the Policy, the following definitions will apply, unless such definitions are inconsistent with applicable law. In the event of such a conflict, the terms will be given the meaning imposed by law:
- a) Alcohol: Ethyl alcohol.
 - b) Confirmatory Test and Confirmatory Retest: A drug or alcohol test that uses a method of analysis authorized by Minnesota law for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening test.
 - c) Conviction: A finding of guilty (including a plea of guilty or "nolo contendere") or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of state or federal criminal drug statutes.
 - d) Drug: A controlled substance as defined in applicable law.
 - e) Drug and Alcohol Testing, Drug or Alcohol Testing, and Drug or Alcohol Test: Analysis of a body component sample in a manner consistent with Minnesota law for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
 - f) Drug Paraphernalia: An item or items described as drug paraphernalia in Minnesota State law.
 - g) Employee: A person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for the County. "Employee" shall also mean a volunteer who provides services to the County for no or nominal compensation.
 - h) Employer: The County acting through its designees of the County Board.
 - i) Initial Screening Test: A drug or alcohol test which uses a method of analysis authorized by Minnesota law, as being capable of providing data as to general classes of drugs, alcohol, or their metabolites.
 - j) Job Applicant: A person, independent contractor, or person working for an independent contractor who applies to become an employee of the County, and includes a person who has received a job offer made contingent on the person passing drug or alcohol testing.
 - k) Premises: All property and locations that the County owns, is operating, or has established a presence.
 - l) Positive Test Result: A finding of the presence of drugs, alcohol, or their metabolites in the sample tested by a confirmatory test in levels at or above the threshold detection levels established by Minnesota law. An alcohol test will be considered positive if the testee has an alcohol concentration level of at least .02 or a lesser level if it is accompanied by an odor of an alcoholic beverage or signs of physical impairment.
 - m) Reasonable Suspicion: A belief by the HR Coordinator or Department Head that the appearance, behavior, speech or body odors of an employee are indicative of the use

of a controlled substance or alcohol based on the observation of at least one supervisor or official who has received training in the identification of behaviors indicative of drug and alcohol use.

- n) Safety – Sensitive Position: A job, including any supervisory or management positions, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.
- o) Under the Influence: Having the presence of a drug or alcohol at or above the level of a positive test result.

3. Circumstances Under which Testing may Occur: Any employee or job applicant of the County may be tested under the following circumstances:

- a) Job Applicant: A job applicant may be requested or required to undergo drug testing after a job offer has been conditionally made and before commencing employment in the position. Alcohol testing will not be a part of a post-offer pre-employment physical examination.
- b) Treatment Program Testing: The County may test any employee referred by the County for chemical dependency treatment or evaluation at any time and without prior notice during the period of treatment or evaluation and for up to two (2) years following completion of any prescribed chemical dependency treatment or evaluation program in accordance with Minnesota State law.
- c) Reasonable Suspicion Testing: No employee will be tested for drugs or alcohol under this provision without the person's consent. If, however, the County asks an employee to undergo a drug or alcohol test and the employee refuses, the employee may be subject to disciplinary action, up to and including termination.

The County may request or require an employee to undergo drug or alcohol testing if the employer has a reasonable suspicion that the employee:

- i) Is under the influence of drugs or alcohol;
- ii) has violated the employer's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment;
- iii) has sustained or caused another person to sustain a work related personal injury; or
- iv) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicle involved in a work related accident.

4. Random Testing and Testing Without Prior Notice: Random testing may be given without prior notice during regularly scheduled work hours to those employees who are in "safety sensitive" positions including any supervisory or management positions in which an impairment caused by drug or alcohol use would threaten the health or safety of any person. Under the random selection process, there is an equal probability that an employee in a safety sensitive position subject to the selection mechanisms will be selected for testing. The County does not have discretion to waive the selection of any employee chosen on a random selection basis.

- a) The County declares that all positions requiring a Commercial Driver's License (including but not limited to, union, non-union, supervisory and management positions) are hereby designated as "safety sensitive" positions.
 - b) Testing without prior notice may be conducted on employees who have been referred by the County for chemical dependency treatment or evaluation, or who are participating in a chemical dependency treatment program under an employee benefit plan, or who have participated in such a chemical dependency treatment program in the prior two years.
5. Criteria for Selecting Testing Laboratories: The County will only use the services of a testing laboratory that meets one or more of the criteria for drug testing or other such applicable criteria as established under Minnesota law, as amended.
6. Refusal to Undergo Testing:
- a) Job Applicants: Job applicants may refuse to undergo drug testing. However, if a job applicant refuses to undergo drug or alcohol testing requested or required by the employer, no such test shall be given, and the job applicant shall be deemed to have withdrawn the application for consideration for employment.
 - b) Employees: Employees may refuse to undergo drug testing. However, if an employee refuses to undergo drug and alcohol testing carried out in conjunction with this Policy the employee may be subject to discipline including, but not limited to, immediate termination.
7. Tampering with the Urine or Blood Sample: If an employee or job applicant tampers with his or her own urine or blood sample, or in any way deliberately causes a sample to be invalid, the employee may be subject to discipline including, but not limited to, immediate termination.
8. Confirmatory Testing: If a positive test is obtained, a second test will be performed on the same sample for confirmation before disciplinary action is initiated. If a sample which tests positive in the initial test and is negative in the confirming test, the employee will be reported as negative. Employees whose samples test positive in both tests shall be reported positive. An employee has the right to have a confirmed positive sample retested at the same or another County approved laboratory at the employee's own expense (approved laboratories must be in compliance with the Clinical Laboratory Improvement Act of 1992).
- In addition, upon a positive test result, an employee may show that he or she is taking a prescription drug under the supervision of a physician, or a nonprescription drug in accordance with its directions, and the positive test result will be reevaluated in light of the drug and dosage used. If such a reevaluation shows that the positive result was caused by such use of prescription or nonprescription drugs, the result will be reported is negative.
9. Failure to Pass Drug and/or Alcohol Testing: Employees who test positive for drugs or alcohol on a confirmatory test or confirmatory retest may be subject to discipline. Employees may be given the opportunity to go through rehabilitation following a first positive test. All discipline pursuant to this policy will be consistent with applicable law, including but not limited to, Minnesota Statutes, section 181.953 (as amended).

If a job applicant for an affected position tests positive on a confirmatory test for drugs, any offer of employment will be withdrawn and the individual will not be considered for employment by the County. If a positive confirmatory test is caused by the lawful use of a drug prescribed for the job applicant or an over-the-counter substance consumed in accordance with instructions, the County will not withdraw a job offer. However, a job offer will be withdrawn if an applicant is not reasonably able to perform the assigned duties of the position.

10. Rights of Employee or Job Applicant:

- a) An employee or job applicant who receives a positive test result on a Confirmatory Test has the right to receive a copy of the test result report and, within three (3) working days of notice of the original positive Confirmatory Test result, to submit information to the County in addition to any information already submitted to explain that result, or within five (5) working days to notify the County in writing of the employee's intention to obtain a Confirmatory Retest of the original sample at the employee's or job applicant's own expense.
- b) If the Confirmatory Retest is conducted in accordance with rules established by the Commissioner of the Minnesota Department of Health by a qualified laboratory, and if it is not positive, the County shall reimburse the employee or job applicant for the actual cost of the Confirmatory Retest in an amount not to exceed \$100.00 and no adverse personnel action shall be taken against the employee or job applicant based on the original Confirmatory Test.

11. General Testing Procedures:

All testing will be performed by a licensed laboratory that certifies its compliance with the requirements of Minnesota State law. All testing will comply with applicable law governing drug and alcohol testing.

12. Data Privacy:

Test result reports and other information acquired in the drug and alcohol testing process are private data on individuals as defined in Minnesota law, and may not be disclosed to another employer or to a third party individual, governmental agency, or private organization without the written consent of the employee or applicant tested, unless otherwise permitted by law or required by court order.

13. Other Misconduct:

Nothing in this Policy limits the right of the County to discipline or discharge an employee on grounds other than a positive test result in a Confirmatory Test. For example, possession, observed consumption of a controlled substance, the sale of a controlled substance on County premises, or conviction under any criminal drug statute for a violation occurring in the workplace, may by themselves, be grounds for discipline or discharge. Any County employee may be subject to discipline up to and including termination for violation of this Policy or any rules adopted by the County with respect to the manufacture, use, sale, or transfer of drugs and alcohol.

14. Administrative Responsibility:

- a) The County Administrator, or his or her designees, shall be responsible for implementing this Policy.
- b) Each department head and supervisor shall be responsible for informing their employees of this Policy.
- c) Each employee of the County shall be notified of this Policy. Employees shall acknowledge, in writing, receipt of this Policy.

15. Collective Bargaining Unit Conflict:

Nothing set forth in this Drug & Alcohol Free Workplace Policy is intended to conflict or interfere with the terms of a collective bargaining agreement, if any, between the County and its employees.

II. TOBACCO-FREE ENVIRONMENT POLICY

PURPOSE:

Renville County is committed to providing safe and healthy environments. We strive to provide a work environment that promotes the productivity and the well-being of our employees. We strive to be the good model for workplaces all across our county.

Tobacco use is a major cause of preventable disease and death. Smoking, tobacco use, and exposure to second-hand smoke have been found to cause heart disease, cancer, asthma, bronchitis, and other respiratory problems. Electronic delivery devices, more commonly referred to as electronic cigarettes or e-cigarettes, closely resemble and purposefully mimic the act of smoking. They produce a vapor of undetermined and potentially harmful substances and typically contain nicotine derived from tobacco, which is a highly addictive substance. Their use in locations where smoking is prohibited creates concern and confusion and makes policy enforcement more difficult.

Renville County believes the use of tobacco products, including electronic delivery devices, on county property is detrimental to the health and safety of its employees, residents, clients, and other visitors. Reducing tobacco use can increase productivity in the workplace, decrease absenteeism and lower medical and health expenditures as well as the other costs associated with tobacco use. This policy also serves as a model for other worksites in Renville County.

DEFINITIONS:

“All times” means 24 hours a day, seven days a week.

“Electronic Delivery Device” means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. The term includes any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.

“Property” means all facilities, grounds, and property (including vehicles and equipment) owned, leased, rented, contracted, used, or controlled by Renville County.

“Smoking” means inhaling or exhaling from any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product, or inhaling or exhaling vapor from any electronic delivery device. Smoking shall include carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

“Staff” means any person employed by Renville County in a full- or part-time capacity, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by Renville County, or any person working on a volunteer basis. The term includes, but is not limited to: elected and appointed officials, personnel, contractors, consultants, and vendors.

“Tobacco Product” means any product containing, made, derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

“Tobacco Use” means the act of smoking, the use of smokeless tobacco, or the use of any other tobacco product in any form, including the use of electronic delivery devices.

“Visitor” means any person subject to this policy who is not Renville County staff.

POLICY:

The sale and use of tobacco products and electronic cigarettes is prohibited at all times in or on all Property Renville County has the authority to control, regardless of locations.

SCOPE:

This policy applies to all visitors and staff on Renville County Property.

Organizers and attendees at public or private events on Renville County Property are required to abide by this policy. Event organizers are also responsible for communicating and enforcing this policy.

When County events are conducted off County Property, Renville County staff will work with the owner to prohibit tobacco-use throughout the property.

EXCEPTIONS:

It is not a violation of this policy to use a product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

It shall be unlawful for any person to smoke or use any tobacco product in any indoor area including toilets and park buildings in Renville County Parks. Other areas of county parks, park shelters, and trails are excluded from this provision.

DISSEMINATION:

Signage will be used to state the policy and will be clearly posted on the property, at all entrances and other prominent places.

Visitors and staff will be informed of this policy through various communication sources, including but not limited to, new employee orientation, annual staff update, employee policy, department meetings, employee newsletters, contracts and agreements, public notices, and verbal communications.

CESSATION ASSISTANCE:

Renville County will identify and/or offer cessation programs and services to those willing to quit.

COMPLIANCE AND ENFORCEMENT

Enforcement of this policy is shared among all Renville County employees. All Renville County staff are authorized and encouraged to communicate this policy with courtesy, respect and diplomacy.

Individuals are encouraged not to loiter on adjacent, non-county properties or use sidewalks, streets and neighboring property as tobacco use areas. All staff are responsible for observing, and not abusing, break time and work rules.

Individuals who violate this policy will be reminded and asked to comply in a polite and non-threatening manner. Staff who violate this policy will be subject to disciplinary procedures. Failure of an employee to comply with this policy will result in progressive discipline up to and including termination. Visitors who refuse to comply with this policy shall be asked to leave Renville County Property.

JJ. APPROPRIATE USE OF TECHNOLOGY POLICY

JJ1. PURPOSE

- To clarify Renville County's policy regarding use of information technology and communication devices
- To reduce potential liability
- To avoid security threats by promoting awareness and good practice
- To safeguard and maintain strict confidentiality of private and confidential data
- To ensure the integrity of data
- To encourage effective and positive use of the County's technology resources

- To provide that users of the County's information technology and communication devices have no expectation of privacy with regard to such use.

JJ2. SCOPE

The technology resources that the County provides its employees include, but are not limited to, personal computers, laptops, scanners, networked servers, wireless networks, electronic mail, voice mail, telephones and mobile devices. The technology resources, software, peripherals, and the information conveyed through them are the property of the County. This Appropriate Use Policy governs access to and use of these systems.

JJ3. INDIVIDUALS WHO ARE SUBJECT TO THIS POLICY

This policy applies to all users of the County's electronic communications systems and technology resources. Such individuals may include, but are not limited to, elected and appointed officials, employees, agents, independent contractors, interns, and volunteers. By using any of the County's technology resources, users agree to be bound by the terms and conditions of this policy. Each individual user is responsible for complying with this policy.

Every user of any County technology resource will receive a copy of this policy and must sign the user agreement in order to be provided ongoing access. The original copy of the signed agreement will be kept on file in the Administration Office.

JJ4. NO PRIVACY

The County is the sole and exclusive owner of the technology resource it provides and all data created or stored on the technology resource. Users shall have no expectation of privacy related to such use. The County reserves the right to use any means available to access, inspect, review, and monitor its technology resources and data including, but not limited to, computer files, e-mail, voice mail and internet access information. The County reserves the right to override any passwords and access codes that are on any of its technology systems, and the right to track and recover any data despite any attempt by a user to delete such data. Employees are advised that most data can be tracked and recovered.

JJ5. SECURITY AWARENESS

Passwords:

All users are required to take reasonable precautions to protect their passwords. Users may not share passwords. A user may not access a County computer using another person's user name and password unless prior permission was received from the individual department head or supervisor. Absent prior permission from a department head or supervisor, no user may knowingly permit another individual to use their password to log onto or use any County technology resource.

Disclosure of Information:

Users shall only disclose County data in accordance with applicable laws (e.g., MN Government

Data Practices Act) and county and department policies and procedures. Users shall not discuss private, confidential, or other nonpublic information in public areas, nor share it with county staff who have no business purpose for being told. Employees shall take reasonable steps, including the use of locks and securing data with passwords, to protect the safety and security of all data collected, created, or maintained as part of the employee's job duties.

Logout Unattended Sessions:

All Users shall "Lock" their device if they are going to leave the system unattended, including breaks and meetings. In Windows, users can hit the "WINDOWS" Key and "L" at same time to lock their PC.

Alert Use:

Users will be alert about their use of any technology resources and take care that unauthorized individuals cannot read or modify data through a valid system login or session. Users shall retrieve any printed material in a timely manner to ensure that it is not available for unauthorized use, and shall not make extra copies of any data beyond what is required to perform official duties. Printers shall be located in an area of the office that does not compromise the data generated by them.

JJ6. SYSTEM INTEGRITY

Installation of Software:

Users may not install any software on a County technology resource without prior approval from the Information Technology Office. The County reserves the right to remove unauthorized software at any time and without prior notice.

ELECTRONIC MAIL (E-mail)

All e-mail messages and attachments that are sent, received, or accessed by means of any County technology resource are County property and are subject to federal and state laws, such as the Minnesota Government Data Practices Act, which govern the collection, creation, storage, maintenance, dissemination, and access to data created or maintained by the County. All employees must exercise care in addressing messages to ensure that they are sent to the proper addressee.

The County's e-mail system is intended to be a temporary medium for the transmission of data. All government data that is required to be maintained pursuant to law shall be maintained separate from the County's e-mail system. All users must transfer all such data to a different medium (e.g., the network server or ApplicationXtender).

INTERNET ACCESS:

Access to and use of the internet through any County technology resource is subject to the terms and conditions of this policy. Use of the internet by County employees is permitted and

encouraged where such use is suitable for business purposes and supports the goals and objectives of Renville County and its business units. Internet use should be consistent with Renville County's standards of business and as part of the normal execution of an employee's job responsibilities.

JJ7. INAPPROPRIATE USE OF THE COUNTY'S TECHNOLOGY RESOURCES

Inappropriate use is defined as, but not limited to, the following:

- **Threatening or Fraudulent Messages**

No person may use any technology resource to intentionally threaten or offend another person or to send a fraudulent message.

- **Harassment and Discrimination**

No person may use any technology resource to harass or discriminate against another person on the basis of race, color, creed, religion, national origin, sex, age, disability, sexual orientation, marital status, status with regard to public assistance, membership in a local human rights commission, familial status, or any other characteristic protected by state or federal law. All County policies on harassment and discrimination apply to conduct performed using any County technology resource.

- **Pornographic, Obscene, Vulgar, Lewd, and Sexually Explicit Material**

No person may use any technology resource to access, upload, download, store, transmit, display, or distribute pornographic, obscene, vulgar, lewd, or sexually explicit language or material. The sole exception to this rule is when such materials are directly related to the job duties of an employee, and the employee has a legitimate job-related reason for accessing, uploading, downloading, storing, transmitting, displaying, or distributing such materials (e.g., Sheriff's Office staff investigating a criminal case).

Employees are prohibited from sending obscene, vulgar, lewd, and sexually explicit material through the County's e-mail system, unless they have a legitimate business-related purpose for doing so. Employees receiving such mail that do not have a valid business-related purpose for receiving it must direct the sender, if known, that it is against County policies to receive this type of mail.

- **Harm to Reputation**

No person may use any County technology resource to defame another, engage in conduct unbecoming of a County employee, or harm the reputation of the County.

- **Disruption**

No person may use any County technology resource in a manner that damages, disrupts, or interferes with any County operation, service, equipment, or the job performance of an employee.

- **Vandalism**

No person may use any County technology resource to directly or indirectly vandalize, damage, or disable the personal, real, or intellectual property of another person or organization, or to make unauthorized modifications to the property or digital files of another (including information owned by the County). By way of example, this rule prohibits “hacking” into a County technology resource or another employee’s files, as well as the propagation of computer malware and viruses.

- **Unauthorized Interception or Access**

No employee may intercept or access another employee’s materials, or electronic information, or files (including e-mail) without the prior permission of that person. The exception to this rule is that County management may request to override passwords and may access, inspect, and monitor any technology resource or data.

- **Copyright Infringement**

No person may use any County technology resource to violate any copyright law or otherwise use the intellectual property of another person or entity without proper authorization. The unauthorized duplication of computer software, exchanging of pirated or otherwise unlawful software is prohibited.

- **Commercial Use and Private Causes**

No person may use any County technology resource for private commercial use, for personal financial gain, to promote any private cause, including but not limited to political or religious causes, or to enter into any contractual relationship. Similarly, no person may use any technology resource in a manner that could result in any expense, financial loss, or obligation for the County. The County shall not be liable for any unauthorized financial obligation incurred by inappropriate use of its technology resources in violation of this rule.

- **Gambling**

No person may use any County technology resource to gamble or engage in a game of chance for money or other valuable consideration.

- **Disguising Identity**

No person may disguise or attempt to disguise their identity while using any County technology resource, unless there is a legitimate business-related purpose for doing so.

- **Violating the Law**

No person may use any County technology resource in a manner that violates any local, state, or federal law or engage in any type of illegal activities.

JJ8. PERSONAL USE OF TECHNOLOGY BY EMPLOYEES

Limited Personal Use Permitted:

The County’s technology resources are provided to support County business and, accordingly, are intended to be used primarily for business related purposes. Unless prohibited by the applicable

department head, employees may engage in **incidental and occasional personal use** of the County's technology resources. Individual department heads may determine when an employee's personal use becomes excessive or otherwise violates this policy. All personal use must be limited such that it:

- is done on the employee's personal time, and not on County time
- does not interfere with County business or the use of its technology resources
- does not interfere with the employee's job performance or activities
- is not for personal financial gain or other promotional activities
- does not suggest any endorsement by the County (or of the employee acting in his or her capacity as a County employee) of any political, religious, social, cultural, or other topic or position
- does not damage any of the County's technology resources
- does not result in the excessive consumption of County resources
- does not result in any expense, financial loss, or obligation for the County
- does not violate any rule set forth in this policy
- does not violate any federal, state, or local law
- does not violate any other policy of the County

Note: Minimal personal use of the County technology resources, including internet and e-mail, is a privilege for the employee only. No other family members or children of the employee may use the County technology resources, e-mail, or internet for personal use.

No Expectation of Privacy:

Employees who use any County technology resource for personal use have no expectation of privacy with any information that is stored, processed, or transferred by any of the County's technology resources, including but not limited to e-mail and information accessed on the internet. As with any other data stored on the County's technology resources, data created from an employee's personal use is subject to periodic inspection and monitoring. By engaging in personal use of any County technology resource, employees consent to such inspection and monitoring.

JJ9. CONSEQUENCES FOR VIOLATION OF THIS POLICY

County Management will review alleged violations of this policy on a case-by-case basis. Any employee's failure to comply with any part of this policy may result in disciplinary action up to and including termination of employment with the County. In addition to any penalty or discipline imposed, any employee's failure to comply with this policy may result in loss of the privilege to continue using the County's technology resources and, if the violation is criminal in nature, referral to law enforcement.

JJ10. QUESTIONS REGARDING THIS POLICY

Users who have questions about this policy should address them with their department head or supervisor. If the supervisor is uncertain about the answer to the employee's questions, they will consult with County Administration.

Until an answer is determined, questionable use should be considered inappropriate.

Implementation and interpretation of this policy will be the responsibility of County Administration in consultation with Information Technology.

An up-to-date copy of this policy shall be available on the Staff page of the County website.

KK. ID BADGE POLICY

This policy is intended to establish a means of uniformly identifying Renville County employees. This policy does not apply to licensed and/or uniformed employees of the Sheriff's Office.

All Renville County employees with secured entry access to County buildings and facilities will abide by the following procedures:

1. An Identification Badge and Photo Request form must be completed. If an employee does not consent to a photograph as part of the ID badge, the employee will not be allowed to have secured entry access and will be required to present a State issued photo ID upon entering into any secured areas.
2. New employees will be issued an ID Badge as part of their new employee orientation. A copy of the executed form will be kept in the employee's personnel file.
3. Temporary employees, interns, student workers, and persons with secured entry access to County buildings and facilities are issued an ID Badge upon assignment. A copy of the executed form will be kept in the Administration Office. If an employee, intern, or other person does not consent to a photograph as part of the ID badge, the individual will not be allowed to have secured entry access and will be required to present a State issued photo ID upon entering into any secured areas.
4. ID cards are considered property of the County. Upon separation of employment and/or services provided to the County, the ID Badge is to be collected and returned to the HR Coordinator or designee for deactivation and/or destruction.

The ID Badge will display the County name and logo, employee's first and last name, department name, employee photograph, and return information on the backside.

An employee's ID Badge will be reviewed at the time of an employee's annual performance evaluation to check for accuracy and condition.

A replacement ID Badge will be provided (no charge) when an employee changes any of the required information listed on the ID Badge or for normal wear and tear. The ID Badge to be replaced will be collected and disposed of properly upon creation of the new ID Badge by the H.R. Coordinator or designee.

A lost, misplaced, or damaged ID Badge is to be reported to the department head and/or immediate supervisor. Multiple instances of lost, misplaced, or damaged ID badges may result in corrective action.

Each employee is responsible for the proper care, safekeeping, and use of his or her ID Badge. Any employee who alters or intentionally mutilates his or her ID Badge, who uses the ID Badge of another, or who allows his or her ID Badge to be used by another may be subject to disciplinary action.

LL. POLITICAL ACTIVITY

All County employees have the right to vote as they please, to express their personal opinions on political subjects in their capacity as individuals and retain membership in political parties.

LL1. CANDIDATE FOR PUBLIC OFFICE AND POLITICAL ACTIVITIES

An employee may be a candidate for partisan or non-partisan public office provided that no employee shall campaign for such office during actual hours of work. County employees' political activity may be subject to state and federal laws including, but not limited to, the federal Hatch Act, the Minnesota Fair Campaign Practices Act, and Minnesota Rules part 9575.0080, and all amendments thereto.

LL2. LEGISLATIVE PROTOCOL FOR EMPLOYEES

Any questions regarding legislative protocol should be addressed directly to the County Administrator. No employee will be permitted to express any view on any legislative protocol or other topic on behalf of the County unless expressly approved to do so. Any and all lobbying activities undertaken, or purportedly undertaken, on behalf of the County must be approved in advance by the County Administrator and comply with the County's expectation and direction for such activities.

MM. DISPUTE RESOLUTION

MM1. OVERVIEW

The County recognizes that open and effective communication is an essential ingredient for employee satisfaction and productivity. It is the policy of the County to encourage communication between employees and their managers. As part of this policy, the County has established an employee problem resolution procedure which employees will be encouraged to use for resolution of a personnel action which the employee believes will adversely impact the terms, conditions or status of their employment, without fear of criticism or reprisal.

MM2. OBJECTIVES

1. To ensure that employees receive equitable treatment.
2. To provide employees with a procedure for expressing dissatisfaction in regard to work related matters.

3. To foster sound employee relations through communication and resolution of work related problems.

MM3. GUIDELINES

1. Dispute resolution meetings shall be scheduled at mutually satisfactory times.
2. Employees and supervisors may have the assistance of the Administration Office at any time.
3. Information will be treated with discretion by all persons involved, subject to the provisions of applicable law, including, but not limited to, the Minnesota Government Data Practices Act.
4. It is not the intention of the County Board, by establishment of this procedure, to thereby grant an employee a second opportunity to address an issue which has already been litigated in any administrative or judicial proceeding.

MM4. PROCEDURE

Step 1 - An employee with a dispute shall initially discuss the problem within seven (7) calendar days of its occurrence, with the designated supervisor. The supervisor shall investigate the complaint, discuss the dispute with the employee, and provide an oral response to the employee within fourteen (14) calendar days from the date the dispute was initially presented. (In instances where the organizational structure does not provide a level of supervision between the department head and the employee, a dispute may be presented directly to the department head as set forth in Step 2.)

Step 2 - If the employee is not satisfied with the supervisor's response, the employee may present the dispute, in writing, to the department head within fourteen (14) calendar days of the response received in Step 1. The written statement of dispute shall include: the nature of the dispute, the facts on which it is based, the provision(s) of these policies or the County work rules allegedly violated and the remedy requested. The department head shall investigate the complaint, discuss the dispute with the employee and provide a written response to the employee within fourteen (14) calendar days of receiving the statement.

Step 3 - A dispute not resolved in Step 2 may be appealed to Step 3 using the same presentation procedures outlined in Step 2. The HR Coordinator shall investigate the dispute and alleged violation of these policies. The decision of the HR Coordinator shall be final (with the exception of discharges) and shall be provided in writing to the employee within twenty-one (21) calendar days following receipt of the appealed dispute.

MM5. APPEALS PROCEDURE

Where an employee dispute involving discharge cannot be satisfactorily resolved in the three steps of the Dispute Resolution Procedure, the appeal procedure outlined below shall be followed:

- If the discharged employee is not satisfied with the HR Coordinator's response, the employee may present the dispute, in writing, to the County Administrator within

fourteen (14) calendar days of the response received in Step 3. The County Administrator's decision shall be final.

MM6. TIME LIMITS

If the dispute is not presented within the time periods set forth above, it shall be considered waived. If a dispute is not appealed to the next step within the specified time limit, it shall be considered settled on the basis of the last answer. If the County representative identified in each step does not answer a complaint or appeal thereof within the specified time limits, the employee shall treat the dispute as denied and may appeal to the next step. The time limit in each step may be extended by mutual agreement of the employee and the authority involved in the step.

MM7. REPRISALS PROHIBITED

No employee shall be disciplined for seeking redress through this procedure or as a result of testimony in accordance with the provisions of these policies.

NN. EMPLOYEE DISCIPLINE AND DISCHARGE

NN1. OVERVIEW

County employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities in a satisfactory manner, including the observance of work rules and policies. The appropriate discipline to be used in any particular situation will be determined by the County Administrator. Any employee may be disciplined for conduct which violates the terms of these personnel policies, including, but not limited to, any conduct specifically prohibited by these policies.

NN2. GROUNDS FOR DISCIPLINE

Nothing in this policy is intended to, or can be construed as, altering the at will status of County employees or creating any type of "just cause" standard for discipline or termination. The following actions are considered violations of County rules of conduct or otherwise grounds for disciplinary action. The following list is not intended to be exhaustive but rather is only illustrative of examples of misconduct subject to disciplinary action up to and including discharge:

1. Incompetency, inefficiency or ineffectiveness in the performance of duties as reflected in the lack of achievement of assigned reasonable workloads.
2. The inability, whether due to physical or mental conditions or otherwise, of the employee to perform the essential functions of his/her duties employment position.
3. Unauthorized use of drugs or alcohol while on duty and/or excess use of drugs or alcohol while off duty which is detrimental to the performance of duties.
4. Hostile, insulting and/or abusive conduct or language used toward County employees and/or members of the public.
5. Carelessness and/or negligence in the handling or control of County property.

6. Abuse of an official County position to achieve personal, political or financial gain.
7. Absence from duty without just cause.
8. Willful misconduct or insubordination.
9. Misuse, theft, destruction, neglect, or non-authorized use or appropriation of County equipment and supplies, including phone and computer use.
10. Dishonesty in performance of duties.
11. Criminal conduct which would constitute a felony or a misdemeanor except as limited by Minn. Stat. Sec. 364.
12. Failure to follow County and/or department safety rules.
13. In the case of employees of the Sheriff's office, any criminal conduct.
14. Falsifying government, client or employment records.
15. Falsely stating or falsely making claims of injury or illness.
16. False or inaccurate claims for reimbursement of expenses.
17. Sale, distribution, possession, or use of drugs or alcohol on agency property during working hours and/or while representing the County;
18. Being under the influence of drugs, alcohol, or controlled substances while performing duties for the County or while on agency premises, or acting as a County representative off premises.
19. Neglect or refusal to follow established health, safety, or security rules or regulations.
20. Disorderly, abusive, or indecent conduct that causes disruption of the work environment, including fighting.
21. Gambling on County property or County equipment or resources.
22. Possession of weapons on County property.
23. Sleeping during working hours.
24. Allowing unauthorized visitors into unauthorized County offices and locations.
25. Violation of attendance and punctuality guidelines.
26. Unauthorized/excessive service to outside organizations on agency time.
27. Unauthorized disclosure of private or confidential information.
28. Violation of provisions of agreements.
29. Violation of any personnel policy set forth in this policy manual or as adopted by the County Board.
30. Failure or refusal to follow a lawful directive of a supervisor.
31. Failure or refusal to comply with department or program regulations, policies, or procedures.
32. Any other conduct which, in the discretion of the County, constitutes a breach of the standards

of behavior which it should reasonably expect of its employees.

NN3. DISCIPLINE

- a) The County reserves the right to take any disciplinary action, at any time. Discipline may be in one of the following forms, depending on the nature and severity of the conduct and the employee's prior discipline history. Nothing in this policy shall be construed as requiring the County to impose discipline in any particular order. Discipline actions numbers 2 – 4 below may be appealed using the Dispute Resolution process.
1. Verbal Warning -- An informal action by the supervisor, department head, HR Coordinator, or County Administrator to inform an employee of a minor or first occurrence of a policy violation or misconduct. A verbal warning shall define the unacceptable performance or misconduct, the desired improvement and the consequences for failing to correct the infractions. The department head or supervisor should maintain a record of a verbal warning. A verbal warning may not be appealed through the Dispute Resolution process.
 2. Written Reprimand -- A formal action by the department head, HR Coordinator, or County Administrator providing official notice of the violation or misconduct, the corrections and time frame expected and the consequences for failing to correct the infractions. The maximum time frame which may be allowed for correction is twelve (12) months. The written reprimand will be maintained permanently in the employee's personnel file. The written reprimand shall be signed by the department head or County Administrator and presented in person by the department head, HR Coordinator, or authorized supervisor. The employee shall sign the original written reprimand, acknowledging that he/she has received the reprimand. The signature of the employee does not mean that he/she agrees with the reprimand. If the employee refuses to sign the reprimand, such refusal will be noted on the reprimand notice. Failure or refusal of the employee to sign shall have no impact on the validity of the reprimand. A copy of each written reprimand shall be placed in the employee's personnel file.
 3. Work Re-assignment -- To the extent allowable by law, an employee may be transferred, reassigned, demoted, or have their duties temporarily changed as a disciplinary action by the supervisor, without the consent of the employee.
 4. Suspension -- To the extent permitted by law, the Department Head, County Administrator, or authorized supervisor may remove an employee from employment without pay for a period not to exceed thirty (30) days, provided that an additional suspension period may be allowed upon application to and approval by the Board of County Commissioners. Prior to the suspension, the employee shall be notified of the reason for the suspension and the length of the suspension. The employee shall sign the original suspension notice, acknowledging that he/she has received the notice. The signature of the employee does not mean that he/she agrees with the suspension. If the employee refuses to sign the suspension notice, such refusal will be noted on the notice. Failure or refusal of the employee to sign shall have no impact on the validity of the suspension or delay the implementation of the suspension. A copy of each written suspension notice shall be placed in the employee's personnel file.

Employees may be placed on administrative leave during the pendency of an investigation into allegations against them. Placement on such leave is not disciplinary and does not constitute a

“suspension” for purposes of this policy.

NN4. DISCHARGE

The County may dismiss any employee at any time, for any lawful reason or no reason at all. All employees will be notified in writing of the dismissal by the HR Coordinator. The employee shall sign the original dismissal notice, acknowledging that he/she has received the notice. If the employee refuses to sign the dismissal notice, such refusal will be noted on the notice. The signature of the employee does not mean that he/she agrees with the dismissal. Failure or refusal of the employee to sign shall have no impact on the validity of the dismissal. For employees subject to the Minnesota Veterans' Preference Act, and subject to the limitations of Minnesota Statutes, section 197.46 (as amended) and other applicable law, the County will provide written notice of the charges against the employee and follow all other provisions of Minnesota Statutes, Section 197.46 (as amended).

For purposes of the Minnesota Government Data Practices Act, the issuance of discipline constitutes a final disposition of the disciplinary matter, unless the employee requests dispute resolution in accordance with these policies. In such cases, the final decision of the HR Coordinator or County Administrator (in discharge matters) following the dispute resolution process shall constitute the final disposition.

OO. RESPECTFUL WORKPLACE

OO1. POLICY

It is the policy of Renville County to maintain a respectful work and public service environment free from violence, discrimination, harassment, and other offensive or degrading behavior or conduct. Renville County will not tolerate such behavior by or toward any employee. Any employee found to have acted in violation of this policy shall be subject to disciplinary action, up to and including termination from employment.

The County shall provide a reporting process and investigative practices for reported violation of this policy.

OO2. PROCEDURE

Maintaining Renville County as a respectful environment is the responsibility of all employees. Management will promptly address any form of inappropriate behavior.

1. Behavior which violates this policy includes, but is not limited to:
 - a. Violent behavior which includes the use of physical force, harassment or intimidation, or abuse of power or authority when the impact is to control by causing pain, fear or hurt.
 - b. Discriminatory behavior which includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, sex, age, disability, sexual orientation, marital status, status with regard to public assistance,

membership in a local human rights commission, familial status, or any other characteristic protected by state or federal law.

- c. Offensive behavior includes patterns of actions that have a negative impact on the work environment such as: excessive rudeness, inappropriate joking, vulgar obscenities, name calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.
 - d. Responding to behavior which violates this policy is often effectively handled immediately by the person(s) observing the behavior. An employee who believes that they have been treated in violation of this policy by any person in relation to employment with the County may, but is not required to, politely but firmly request that the person cease the behavior. This may include describing how this behavior is disrespectful (e.g., causing feelings of intimidation, offense, or discomfort).
 - e. The person who is the target or observer of the behavior may write a statement describing the incident(s) of inappropriate behavior, a summary of the conversation with the person violating this policy, and a description of that person's reaction to the conversation following the incident. This statement may be kept by the author or provided to a supervisor or the HR Coordinator. The use of a written statement or reporting form is encouraged, but not required. The County will investigate and respond to oral reports. A supervisor, department head, or other employee receiving an oral report shall reduce the report to writing and forward it to the HR Administrator.
 - f. If an employee fears that adverse employment consequences could result from direct conversation with the offender, the employee may go to their supervisor, department head, or HR Coordinator. In the event of a complaint against the HR Coordinator, it should be reported to the County Administrator. The report of such an incident shall include the details of the situation, including the resolution sought. An investigation will follow such a report.
 - g. In the case of violent behavior, all employees are required to report the incident immediately to their supervisor, department head, or the proper legal authorities.
2. Management's responsibilities include investigating all complaints and making necessary efforts to re-establish or provide an environment free of disrespectful behavior to protect the rights of all employees.

Supervisors and department heads shall deal swiftly and vigorously with persons treating others disrespectfully. An employee who engages in disrespectful workplace behavior is subject to standard disciplinary procedures.

The cooperation of all employees is required to reestablish a respectful environment. Employees need to be aware of the sensitivity of those individuals with whom they work.

A supervisor or manager who becomes aware of disrespectful workplace behavior and fails to take actions against it is subject to disciplinary procedures.

A department head or supervisor who receives such a complaint shall record their actions in response to the complaint, including any investigation, correction or discipline.

When conducting an investigation, management shall operate within the requirements of the Minnesota Data Practices Act. When allegations of sexual or other types of harassment are made against any employee, and to the extent permitted by the Minnesota Government Data Practices Act, the employee may not have access to data that would identify the complainant or other witnesses if the County determines that the employee's access to that data would:

- 1) Threaten the personal safety of the complainant or a witness; or
- 2) Subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness may be available to the employee as may be necessary for the employee to prepare for the proceeding, and consistent with the Minnesota Government Data Practices Act.

PP. WORKPLACE VIOLENCE

The County is committed to providing employees with a safe workplace that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior; reducing employee vulnerability to such behavior; responding quickly to employees when such behavior occurs; and supporting employees who experience such acts, both at the time of and subsequent to the incident. The County will work to provide a safe workplace for employees and for visitors to the workplace.

County employees are expected to serve angry, upset or otherwise disgruntled customers with patience, courtesy and respect; however, no employee is required to tolerate physical or verbal threats to one's safety, or physical or verbal abuse. Further, it is a goal of the County to maintain a work environment that provides for respectful conflict resolution.

PP1. DEFINITION

Workplace violence encompasses a wide range of behaviors that can include, but is not limited to, aggression by coworkers, criminal assault in the work area, or direct or indirect threats of physical violence, whether written, verbal, or communicated by gesture or expression. Individuals who commit such acts may be removed from County premises and may be subject to discipline, up to and including immediate termination, criminal penalties, or both.

PP2. PROCEDURE

The County assumes the initiative for maintaining a safe workplace. The County retains the authority to act appropriately in performance evaluation and disciplinary procedures. The intention of these procedures is not to conflict with any other County policy or procedure.

Each department head is charged with the development, maintenance and communication of procedures for addressing workplace violence relevant to the functions of that division. These include procedures for prevention, incident response and actions following an incident.

Each employee is responsible for participating in training, asking questions and adhering to these procedures.

If an employee is threatened or assaulted, the first thing the employee should do is end the encounter and move to a secure place. Threats or assaults that require immediate action by police should be reported first to law enforcement by dialing 911, then to the department head and the Administration Office.

County employees should not ignore violent, threatening, harassing, intimidating, or other disruptive behavior. If anyone on County premises displays such behavior, whether or not he/she is an employee, such behavior should be reported immediately to the Administration Office. Again, calling 911 may be appropriate for obtaining either law enforcement or medical support.

If a violent incident occurs, the employee involved needs to report it to their supervisor; follow up will vary depending on the incident.

QQ. RETALIATION

The County is committed to maintaining a culture that promotes the prevention, detection, and resolution of instances of conduct that do not conform to laws, regulations, policies and procedures, or to the Code of Conduct section.

Board members, directors, managers, and employees are not permitted to engage in retaliation, retribution, or any form of harassment against an employee who, in good faith, reports a compliance concern. Anyone who is involved in any act of retaliation or retribution against an employee who has reported suspected misconduct in good faith will be subject to disciplinary action.