

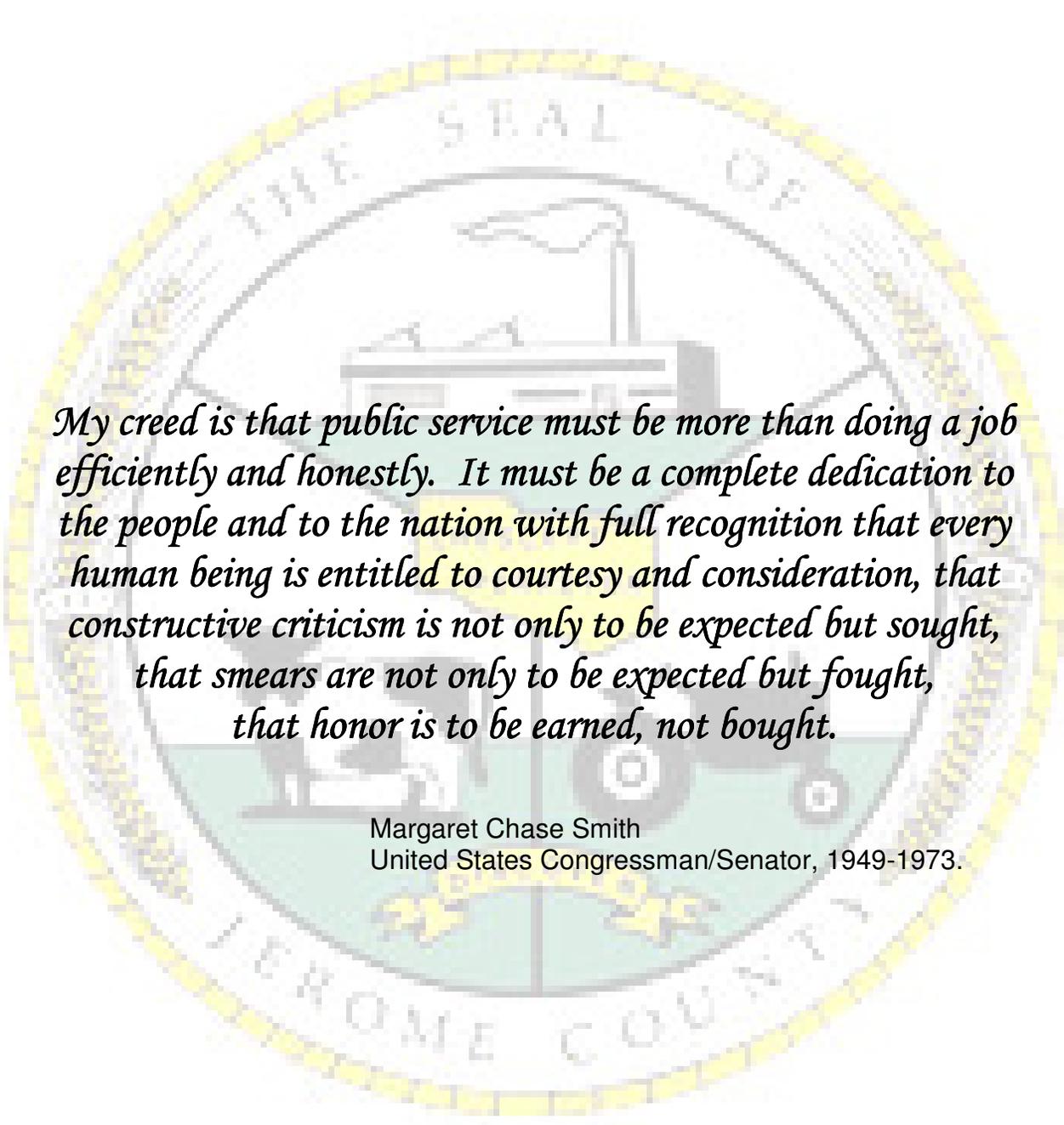


Jerome County
I D A H O

Employee & Supervisor Manual

Adopted by the
Jerome County Board of Commissioners
Resolution 2009-48

Amended by Resolutions 2010-1 and 51; 2011-1;
2012-1, 2013-7; and 2015-4

The seal of the State of Vermont is a circular emblem. It features a central shield with a landscape scene: a factory with a smoking chimney on the left, a plow in the foreground, and a cow on the right. The shield is set against a background of a green field and a blue sky. The shield is surrounded by a yellow border containing the text "SEAL OF THE STATE OF VERMONT" at the top and "1792" at the bottom. The words "SEAL OF THE STATE OF" are also visible at the top of the seal.

My creed is that public service must be more than doing a job efficiently and honestly. It must be a complete dedication to the people and to the nation with full recognition that every human being is entitled to courtesy and consideration, that constructive criticism is not only to be expected but sought, that smears are not only to be expected but fought, that honor is to be earned, not bought.

Margaret Chase Smith
United States Congressman/Senator, 1949-1973.

JEROME COUNTY PERSONNEL POLICY

THE PERSONNEL POLICIES OUTLINED IN THIS MANUAL ARE NOT CONTRACTS, NOR IS THE MANUAL AS A WHOLE. NO CONTRACT OF EMPLOYMENT WITH JEROME COUNTY WILL BE VALID UNLESS IT IS EXPRESSLY APPROVED BY THE GOVERNING BOARD AND UNLESS IT IS SIGNED BY AND CONTAINS THE NAME OF THE EMPLOYEE WHO WOULD BE BENEFITED/OBLIGATED BY THE CONTRACT. NOTWITHSTANDING ANYTHING SAID BY A SUPERVISOR, NO CONTRACT OF CONTINUED EMPLOYMENT SHALL BE IMPLIED. LEGAL COUNSEL EMPLOYED BY JEROME COUNTY SERVES AT THE PLEASURE OF THE CLIENT REPRESENTED AND SUCH REPRESENTATION MAY BE TERMINATED AT THE PLEASURE OF THE CLIENT.

CHANGES TO THE POLICIES AND BENEFIT OFFERINGS OUTLINED IN THIS POLICY ARE SUBJECT TO CHANGE AT ANY TIME, WITHOUT PRIOR NOTICE. CHANGES MAY BE MADE IN THE SOLE DISCRETION OF THE GOVERNING BOARD.

LEGAL COUNSEL for Jerome County is not covered by the generally applicable disciplinary provisions of this policy. Pursuant to the Idaho Rules of Professional Conduct, and notwithstanding different employment status for other employees of Jerome County employed legal counsel serves at the pleasure of the client. Nonetheless, no legal counsel employed by Jerome County shall be dismissed from employment or demoted with an attendant reduction in pay for unlawful discriminatory reasons as noted in Section VI of this policy. Legal counsel believing that he/she faces dismissal from employment or demotion with an attendant reduction in pay for unlawful discriminatory reasons or because of allegations requiring the opportunity for a “name-clearing hearing” shall be given an opportunity to be heard regarding these allegations as provided for in Section V entitled, “Opportunity to be Heard—Assertions of Unlawful Discrimination and “Name-Clearing Hearing”.”

PURPOSE

The purpose of this Manual is to establish a safe, efficient and cooperative working environment, to establish the responsibilities and level of performance expected of all County employees and to explain benefits provided to County employees. **THIS POLICY IS NOT TO BE CONSTRUED AS A CONTRACT OF EMPLOYMENT AND IS NOT INTENDED TO SPECIFY THE DURATION OF EMPLOYMENT OR LIMIT THE REASONS FOR WHICH AN EMPLOYEE MAY BE DISCHARGED. THIS POLICY CREATES NO RIGHTS, CONTRACTUAL OR OTHERWISE, ON BEHALF OF EMPLOYEES OF THE COUNTY.** The COUNTY may, at its sole discretion, alter or amend this Policy or portions thereof at any time without prior notice to or consent by its employees.

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CHAPTER 1: GENERAL INFORMATION

INTRODUCTION

Thank you for choosing local governmental involvement and public service as the manner to serve your fellow citizens. In fulfilling this role, it is vital to continually keep in mind the following: that each citizen of Jerome County (as with all Americans) has deeply instilled within themselves that power more aptly described in The Declaration of Independence – the freedom of self-rule and self-governance. Because of this freedom, the various governments of this land have been “loaned” only the limited power that the citizens have agreed and consented to. It is only with this “borrowed” power then, that a government is capable of performing its designated duties.

You should therefore recognize that, in working for the government of Jerome County, you have been loaned the power of others, and that these others have so entrusted you with their power for the purpose of enabling you with the ability to carry out their local governmental affairs. This is why the undertaking that you have now embarked upon as an employee of Jerome County should have you feeling both honored and humbled at the same time. It is imperative that you maintain nothing but the highest degree of respect for that which has been loaned and entrusted to you; and that you earn and show yourself worthy of the public’s trust each and every day in everything you do.

PURPOSE & STRUCTURE

This manual is provided to assist all officials and employees with carrying out the above described endeavors by setting forth the roles, rights, and responsibilities of Jerome County Employees.

The policies outlined in the Jerome County Employee/Supervisor Manual are intended to provide guidance to all Jerome County employees. Nothing in these policies should be construed as an employment contract or as a guarantee of continued employment. The purpose of the Jerome County Employee/Supervisor Manual is to provide employees, supervisors, managers, department heads, and elected officials with a clear and concise resource that details key policies and procedures presented in an understandable and logical manner. The policies set forth below not only outline the County’s rules and regulations, but provide a means in which employees can become familiar with Jerome County, its working conditions, and the benefits provided to the employee. It is also intended to be a resource for individuals with supervisory responsibilities.

The Manual is broken down into the following chapters:

- Chapter 1: General Information
- Chapter 2: Guide For Employees
- Chapter 3: Guide For Supervisors
- Chapter 4: Classification, Compensation & Benefits
- Chapter 5: Employee Discipline Procedures
- Appendix

TERMINOLOGY

Throughout the Jerome County Employee/Supervisor Manual, the terms employee, supervisor, manager, department head, elected official, and Board are used. For purposes of clarity within this document, the explanations of terminology are provided below. Departments and offices may have more specific terminology for the unique needs of their department/office policies and procedures.

The term “employee” is considered any person in the employ of a department or office who is paid a salary or wage, excluding officials elected by popular vote.

The term “supervisor” is considered any employee who is officially provided supervisory duties over at least one person, and/or employees with the official capacity to influence the employment status of employees within their direct line of supervision. Generally, the term supervisor as used in this manual will be referring to the department head or elected official of the office or department where the employee works

The term “department head” is considered as any non-elected official in charge of any department, agency, or office of Jerome County government.

The term “elected official” is considered as any official or officer in Jerome County government elected by popular vote.

The term “Clerk” refers to the Clerk for the Jerome County Board of Commissioners.

The term “Board” refers to the Jerome County Board of Commissioners.

COUNTY POLICYMAKER

The Jerome County Board of Commissioners serves as the governing body for the county, carrying out local legislative duties and fulfilling other obligations as provided by law. As the general policymaker, the Board then has primary authority to establish general terms and conditions of employment with Jerome County. The Board may appoint certain personnel to assist in the establishment of such employment policies and procedures, as well as with various other administrative matters of the Board.

CHANGES TO THE MANUAL

The Jerome County Employee/Supervisor Manual is an overall guide to the County personnel system and various other policies. All previous personnel ordinances have been repealed. The Manual may be amended or changed from time to time by the Board for such reasons as it may determine necessary. These amendments or changes may occur without prior notice, and at the sole discretion of the Board. Once any changes are made, the Clerk of the Board will provide notice to all elected officials and department heads, who are then responsible for distributing such notice to the employees of their office/department.

DISTRIBUTION OF THE MANUAL

The Clerk of the Board is responsible for keeping and maintaining a current, updated version of this manual in the Chambers of the Board of Jerome County Commissioners. Electronic use of the manual recommended for ease of reference and use of search functions. Electronic use also ensures that all employees have the most recent version with any and all changes as such changes are made. Elected officials and department heads are responsible for processing any requests for hard copies or other forms of access for their employees.

ADDITIONAL POLICIES & PROCEDURES

In addition to the policies stated within this manual, elected officials and department heads may adopt such further policies and procedures as are needed to meet the unique setup of the individual offices they administer. Such policies and procedures should not conflict with those of the Manual, except in those specific areas in the Manual where it is recognized that a variation might be needed in order to meet the above purpose.

CHAPTER 2: GUIDE FOR EMPLOYEES

SECTION 2.1 COMPLIANCE

It is Jerome County's policy to comply with all applicable federal, state, and local laws. This includes but is not limited to: the Americans with Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA), the Consolidated Omnibus Budget Reconciliation Act (COBRA), the Equal Pay Act (EPA), the Fair Credit Reporting Act (FCRA), the Fair Labor Standards Act (FLSA), the Family Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPAA), the Idaho Garnishment Law, the Idaho Wage Payment Law, the Idaho Public Records Law, the Immigration Reform and Control Act (IRCA), the Pregnancy Discrimination Act (PDA), Title VII of the Civil Rights Act, the Uniformed Services Employment and Reemployment Rights Act (USERRA), and the Idaho Workers' Compensation Law.

2.1.1 EQUAL EMPLOYMENT OPPORTUNITY/ TITLE VII OF CIVIL RIGHTS ACT

Jerome County is an equal opportunity employer. It is the policy of Jerome County to prohibit discrimination and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, citizenship (with valid work authorization), or veteran status (beyond veteran's preference). No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex, or age is a bona fide occupational qualification. The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between Jerome County and its employees, including but not limited to:

- Recruitment and Employment
- Promotion and Transfer
- Training and Working Conditions
- Wages and Salary Administration
- Employee Benefits and Application of Policies
- Discipline and Termination

The policies and principles of equal employment opportunity also apply to the treatment of independent contractors, individuals working on Jerome County premises who are employed by temporary agencies, volunteers, and any other persons doing business for or with Jerome County.

Preference For Promotion From Within

Qualified individuals who are already employees of Jerome County may be given preference over outside applicants to fill vacancies in the work force. Employees may be selected for transfer to positions without following the procedures normally required for hiring of new employees.

Harassment

Jerome County is committed to providing a work environment where its employees and those served by the County are treated respectfully and are free from harassment. Employees are responsible for respecting the rights of coworkers and others to be free from harassment.

General Harassment

General harassment is conduct that is insulting, degrading and shows hostility toward an individual such that it interferes with the individual's work environment and performance. General harassment is conduct that is so severe or occurs with such sufficient frequency to create a hostile or offensive work environment. General harassment does not include management actions including duty assignments, disciplinary actions, and performance evaluations.

Prohibited general harassment includes the following types of behavior:

- Verbal or written communication that contains degrading comments or jokes.
- Intimidating or threatening conduct directed at an employee.

Discrimination Based Harassment

Harassment based on an employee's sex, age, color, race, national origin, religion, or disability is a form of discrimination and is a violation of this policy. Sexual harassment is a form of discrimination and violates this policy.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reporting

If an employee feels he or she is the target of harassment or discrimination, the employee may confront the offending party either in person or in writing. However, this resolution will not constitute notice to the County of the alleged harassment or discrimination. If the employee feels uncomfortable confronting the offending party, or if after doing so the behavior has not stopped, he or she must report the conduct as soon as possible to a supervisor, manager, department head, or elected official.

Retaliation

All employees are responsible for assisting supervisors and managers in creating and sustaining a harassment-free environment by respecting the rights of others to be free

from harassment and acts of retaliation. Retaliation against someone who reports harassment or discrimination, or who participates in an investigation, is strictly prohibited. Retaliatory acts may include but are not limited to: unsubstantiated negative evaluations, inappropriate changes in job assignments or duties, exclusion from meetings, or negative treatment by coworkers. Retaliation does not include disciplinary actions taken against an employee for filing a fabricated claim of harassment, nor does it include disciplinary actions taken against an employee for performance issues not related to a harassment complaint or investigation. Employees should report acts of retaliation to the supervisor, manager, department head, or elected official. Reports of retaliation will be promptly investigated. Appropriate follow-up measures may be taken as necessary. Disciplinary action, up to and including termination, may be taken against anyone who violates this retaliation policy.

Violations

Violations of the County's Harassment Policy, regardless of whether or not an actual law has been violated, will not be tolerated. Jerome County will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment. (*See Section 5.2 Discrimination/Harassment Hearing Procedure of this manual*).

2.1.2 AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)

All employees are expected to comply with the Age Discrimination in Employment Act (ADEA), which prohibits discrimination against applicants and employees who are at least forty (40) years of age. The ADEA applies to all aspects of employment including: hiring, firing, compensation, benefits, work hours, job assignments, training opportunities, transfers, employee classifications, promotions, layoffs, retirement and leave. Employees who feel they may have been discriminated against due to their age should contact Board. Practices prohibited by Jerome County include:

- Making decisions based on stereotypes of older workers.
- Refusing to hire, train, or promote older workers because of their age.
- Printing job advertisements with preferences for younger workers.
- Retaliating against an individual for making or participating in an ADEA claim.

2.1.3 AMERICANS WITH DISABILITIES ACT (ADA)

All employees are expected to comply with the Americans with Disabilities Act (ADA), which prohibits discrimination against qualified individuals with a disability. The ADA covers both applicants and employees who meet the qualification requirements for the position (education, experience, etc.), who can perform the essential functions of the position with or without a reasonable accommodation, and have a disability as defined by the ADA.

Employees who wish to request an accommodation under the ADA may submit a request to their supervisor. The applicant or employee and the supervisor will look to see if the individual qualifies under the ADA, and if so, whether a reasonable accommodation is available to enable the applicant or employee to safely and successfully perform the

essential functions of their position. Jerome County may request information from the applicant or employee and their health care provider to verify the disability and recommend possible ways to accommodate the disability. If an employee fails to provide the necessary information for the request to be reviewed, the request for an accommodation may be delayed or denied pending more information.

2.1.4 EQUAL PAY ACT (EPA)

Jerome County will comply with all provisions of the Equal Pay Act (EPA) which prohibits employers from paying workers of one gender more than workers of the other gender to do equal work, except for valid business reasons. To be considered equal work, the jobs must require equal skill, effort, and responsibility and must be performed under similar working conditions. All department heads and elected officials must ensure their compensation practices are in compliance with the EPA.

Employee Concerns

Jerome County complies with the Equal Pay Act and all applicable federal, state, and local laws regarding employee compensation. An employee who perceives an issue in regard to compliance with the EPA may report the problem to the department head or elected official that supervises them.

2.1.5 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

Jerome County will comply with all provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA), which allows employees, their spouses and children to continue health coverage under the County's health plan after their coverage ends due to a qualifying event such as termination of employment. COBRA allows qualified individuals to extend their health insurance coverage at the County's full premium rate, which includes the employers' portion paid for active employees. Employees must notify their department head or elected official of qualifying events, such as termination of employment, divorce, or death. Once notified of a COBRA qualifying event, the COBRA notice and current COBRA rates will then be sent out to the affected parties. Only employees and dependents that were actively enrolled in the County's health plan are eligible to continue coverage under COBRA.

2.1.6 FAIR CREDIT REPORTING ACT (FCRA)

Jerome County will comply with the Fair Credit Reporting Act (FCRA), which restricts access of consumer credit information to those who have a legitimate need for the information and have the written consent of the individual whose records are being reviewed. Jerome County may review consumer credit reports of applicants and employees in certain law enforcement and cash-handling positions. Prior to seeking the consumer credit report, Jerome County will notify the individual of his or her rights under FCRA and obtain his or her written consent.

2.1.7 FAIR LABOR STANDARDS ACT (FLSA)

In keeping with the Fair Labor Standards Act (FLSA), Jerome County will compensate non-exempt employees one and one-half times their regular rates of pay for all hours

worked in excess of forty (40) in a workweek. Paid leave time such as PTO and holiday pay does not count towards the forty (40) work hour threshold for overtime. As a public sector employer, Jerome County may elect to grant compensatory or “comp” time in lieu of overtime pay for covered employees, upon reaching an agreement in advance with the employee. Comp time is earned at the rate of one and a half (1.5) hours for every one (1) hour of overtime worked. (*See: Section 4.3.12 Compensatory (Comp) Time Payout*).

TIME REPORTING

Hourly (Non-Exempt) Employees

Hourly employees are required to accurately report all of their work hours and leave taken on the appropriate timesheet. Time may be recorded in increments of one-tenth (0.10) of an hour. Employees are not allowed to work off the clock or “volunteer” time. Employees must receive approval from the department head or elected official that oversees their work prior to working any overtime beyond their regular schedule. Employees who fail to timely report all of their work hours (including any overtime) on their timesheet, who falsify a timesheet, or who work unauthorized overtime may be subject to disciplinary action, up to and including termination.

Salaried (Exempt) Employees

Employees who work in positions exempt from the FLSA are paid on a salary basis and are ineligible for both overtime pay and comp time. Salaried employees are expected to manage their work schedule to accomplish the duties of the position, and may be required to work over forty (40) hours in a week, including nights and weekends. Salaried employees who frequently work fewer than forty (40) hours a week or who frequently leave work early may need additional work, which is best handled as a performance issue. Salaried employees are not managed on an hourly basis so they do not record holiday or individual work hours, but should however document PTO on their timesheet. Salaried employees who work at least a half-day do not have to record leave taken on their timesheet for that day. Leave taken under the FMLA should be recorded in increments of one-tenth (0.10) of an hour. Elected officials have the discretion to veer from this policy as they see fit, and redefine the type and amount of recording that should be performed by the salaried employees beneath their charge.

Employee Concerns

Jerome County complies with the Fair Labor Standards Act and all applicable federal, state, and local laws regarding employee compensation. An employee, whether hourly or salaried, who perceives an issue in regard to hours of work or overtime compensation is encouraged to report the problem to his or her department head or elected official as soon as possible. If an employee feels he or she has been improperly designated as either covered by the FLSA or exempt from the FLSA, he or she should contact the county payroll clerk.

2.1.8 IMMIGRATION REFORM & CONTROL ACT (IRCA)

Jerome County complies with the Immigration Reform and Control Act of 1986, and is committed to employing only United States citizens and aliens who are authorized to

work in the United States. As a condition of employment all new employees must complete the employee section, section 1, of an Immigration and Naturalization Service Form I-9 no later than close of business on the first day of work. The employee's signature holds him/her responsible for the accuracy of the information provided. The new employee is expected to provide appropriate documentation from the list of acceptable verification documents within the first three (3) days of employment. An employee who fails to provide the necessary documentation to complete the I-9 form in the first three (3) days of employment may not continue working until the documents have been supplied.

2.1.9 UNIFORMED SERVICES EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (USERRA)

The Uniformed Services Employment and Reemployment Rights Act (USERRA) applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services," which include the Army, Navy, Marine Corps, Air Force, Coast Guard, and the reserve components of each of these services. Service in the Army National Guard and Air National Guard also provides rights under USERRA. Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members. USERRA prohibits employment discrimination against a person on the basis of past military service, current military obligations, or intent to serve. USERRA guarantees pension plan benefits that accrued during military service, and allows service members activated for duty to elect to extend their employer-sponsored health coverage for up to 24 months. Jerome County requires these individuals to pay up to 102% of total premiums for that elective coverage.

BASIC REQUIREMENTS

Jerome County will rehire service members returning from a period of service in the uniformed services if those members meet the following five criteria:

- The individual must have held a non-temporary job with Jerome County prior to his or her entry into the uniformed service for active duty or training.
- The individual must have given notice to Jerome County that he or she was leaving the job for service in the uniformed services.
- The individual must not have been released from service under dishonorable or other punitive conditions.
- The cumulative period of service must not have exceeded five years.
- The individual must have reported back to the job with Jerome County in a timely manner or have submitted a timely application for reemployment.

TIME LIMITS

Under USERRA, restoration rights are based on the duration of military service. The time limits for returning to work are as follows:

- Less than 31 days service: By the beginning of the first regularly scheduled work period after the end of the calendar day of duty, plus time required to return home safely and an eight-hour rest period.
- 31 to 180 days: The employee must apply for reemployment no later than 14 days after completion of military service.
- 181 days or more: The employee must apply for reemployment no later than 90 days after completion of military service.
- Service-connected injury or illness: Reporting or application deadlines are extended for up to two years for persons who are hospitalized or convalescing.

Any veteran, who has been restored to his/her position in accordance with Idaho Code Section 65-512, shall not be discharged from such position without cause for a period of one (1) year after such restoration. During this one-year period, a returning veteran shall be entitled to a hearing before the supervising elected official prior to termination.

2.1.10 FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical Leave Act (FMLA) provides up to 12 work weeks of unpaid, job-protected leave in a twelve month period for one of four qualifying reasons: (1) the birth of a child; (2) the placement of a child through adoption or foster care; (3) the need to care for a parent, spouse or child with a serious health condition; and (4) the serious health condition of the eligible employee.

To be eligible for FMLA leave, an employee must have worked for the County for at least 12 months prior to the start of leave and have worked 1250 hours during the 12 months prior to the start of the leave, not counting leave time.

If an employee anticipates the need for FMLA leave, the employee should contact his or her department head or elected official to discuss the requirements. For complete policy, please see the FMLA policy in subsection 4.8.7 in the Compensation and Benefits chapter.

2.1.11 WORKERS' COMPENSATION

Workers' compensation insurance program is provided at no cost to employees. This coverage is provided for employees who suffer from a work related injury or illness. Benefits under workers' compensation are set by the State of Idaho, governed by the Idaho Industrial Commission and begin on the first day of employment.

Any work-related injury or illness should be reported to the supervisor immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the county, nor the workers' compensation insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the County.

SECTION 2.2 PREFERENCES

It is Jerome County's policy to give preference to certain groups of individuals when hiring for an open position. In this fashion, "preference" is viewed as a tiebreaker. For example, if there are two remaining candidates for an open position, similar in qualifications, experience and other hiring factors being considered; and where one candidate belongs to one of the preference groups of this section, the candidate belonging to the preference group should be the person offered the position. If both candidates belong to a preference group, then they should be viewed equal in that respect as well and the ultimate decision being then based on the individual thought to be the best person for the job.

2.2.1 VETERANS

Jerome County will give preference to applicants who are veterans of the U.S. armed services in accordance with Idaho Code Section 65-502 or its predecessor.

2.2.2 CURRENT COUNTY EMPLOYEES

Qualified individuals who are already employees of Jerome County should be given preference over outside applicants to fill open vacancies. Employees may be selected for transfer to positions without following the procedures normally required for hiring of new employees.

2.2.3 CURRENT COUNTY RESIDENTS

Preference should be given to applicants who are residents of Jerome County at the time of their job application. Preference may also be given to those applicants who agree to establish permanent residence within Jerome County within 30 days of employment.

SECTION 2.3 CODE OF CONDUCT

Each employee must recognize that public employees are subject to additional public scrutiny in their public and personal lives because the public's business requires the utmost integrity and care. In addition, Jerome County employees must recognize the responsibility they hold for themselves, to their fellow employees and to the public in which they serve. With such responsibility comes accountability; because of the high levels of responsibility entrusted to each employee by the public, he or she (the employee) must hold him/herself accountable for every action taken, whether during or outside of working hours.

These heightened levels of responsibility and accountability fuse to create the various codes of conduct and personal responsibility as set out below. These codes must be adopted and actively practiced by each Jerome County Employee.

2.3.1 CODE OF ETHICS

Jerome County conducts business fairly, impartially, in an ethical manner, and in compliance with all laws and regulations. The highest standards of ethical conduct are required of Jerome County employees in performance of their responsibilities.

Employees shall not engage in conduct or activity that may raise questions as to the County's honesty or impartiality or otherwise cause embarrassment to the County or its offices. Employees shall avoid any action that might result in or reasonably be expected to create an appearance of:

- Using public office, public position, or public property for private gain.
- Giving preferential treatment to any person or entity.
- Losing impartiality. □ □
- Adversely affecting the confidence of the public in the integrity of the County.
- Interference with or compromise of their position as a county employee.
- Receiving non-county payment for services customarily performed as part of their county employment.

Every employee has the responsibility to ask questions, seek guidance, express concerns regarding compliance, and report suspected violations of this policy. Employees should report suspected violations to their supervisor or the Board as soon as possible. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will be grounds for discipline.

2.3.2 CODE OF PROFESSIONALISM

During working time and in working areas, employees are expected to work and interact cooperatively and constructively with fellow employees and members of the public, so as to provide the public with service of the highest quality and quantity.

In addition, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained. Employees are strictly prohibited from engaging in physical or sexual contact that would be deemed offensive by a reasonable person while anywhere on County premises, whether during working hours or not.

2.3.3 CODE OF FAIRNESS

Employees shall avoid any situation that involves or may involve a conflict between their personal interest and the interest of the County. County employees shall not take any official action or make any decision that could create a conflict of interest. Each employee shall make prompt and full written disclosure to his/her supervisor of any potential situation that may involve a conflict of interest. Volunteer activities that could create a conflict of interest, interfere with performance of an employee's duties, or overlap with duties performed for Jerome County should be disclosed in writing to the supervisor to ensure no conflict of interest exists. Violations of this policy have legal implications as well as potential violations of the Ethics in Government Act and/or the Bribery and Corrupt Influence Act. For more information, please see Idaho Code, Title 59, Chapter 7 and Idaho Code Sections 18-1309 through 18-1360.

Such conflicts may include, but are not limited to:

1. Ownership by an employee or by an employee's family member of a significant interest in any outside enterprise that does or seeks to do business with the County.

2. Serving as a director, officer, partner, consultant, or in a managerial or technical capacity with an outside enterprise that does or is seeking to do business with the County. Exceptions not in violation of state and federal law may be approved by the Board.

3. Any other circumstances, including family or other personal relationships, which might dissuade the employee from acting in the best interest of the County.

2.3.4 CODE OF HONESTY

Jerome County is committed to maintaining financial statements free from any significant misstatement, whether caused by error or fraud. Many of Jerome County's policies and procedures are intended to prevent significant errors and fraud. Fraud is an intentional deception designed to obtain a benefit or advantage; or to cause some benefit that is due to be denied. Fraud is not restricted to monetary or material benefits. It includes intangibles such as status and information. Fraudulent activity includes, but is not limited to:

- Manipulation, falsification, or alteration of accounting records or supporting documents.
- Misrepresentation or intentional omission of events, transactions, or significant information.
- Stealing assets, or causing Jerome County to pay for goods or services not yet received.
- Management override of controls that otherwise may appear to be operating effectively.
- Forging signatures or falsifying electronic approvals.
- Collusion among management, employees, or third parties.

Every employee has the responsibility to ask questions, seek guidance, express concerns regarding compliance, and report suspected violations of this policy. Employees should report suspected violations to their supervisor or the Board as soon as possible. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will be grounds for discipline. Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. Jerome County will investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

SECTION 2.4 CODE OF PERSONAL RESPONSIBILITY

2.4.1 ATTENDANCE

Punctual and regular attendance is an essential responsibility of each employee at Jerome County, whether hourly or salaried. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform his or her work. No matter how skilled an employee, if he/she does not have a good attendance record, his/her contributions to the smooth functioning of Jerome County are diminished. Employees are expected to report to work as scheduled, on time and prepared to start

work. Employees also are expected to remain at work for their entire work schedule. If an employee is scheduled to work overtime and fails to report, it is considered an absence. Late arrival, early departure, or other absences from scheduled hours are disruptive. Employees who are unable to be at work on time or are unable to work as regularly scheduled must notify their supervisors as soon as possible via telephone in advance of the tardiness or absence. Tardiness, unscheduled absences, and/or poor attendance may lead to disciplinary action up to and including termination of employment.

Employees with attendance problems, unscheduled absences, or a pattern of tardiness may be subject to disciplinary action, up to and including termination. Employees with a pattern of absences, such as routinely calling in sick on Mondays and/or Fridays, may also be subject to disciplinary action, up to and including termination.

Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter and may subject the employee to disciplinary action, up to and including termination. Management may consider extenuating circumstances when determining discipline for a no call/no show (i.e., if the employee was in an accident and is hospitalized) and has the right to exercise discretion in such cases.

Job Abandonment

Any employee who fails to report to work without notification to his or her supervisor for a period of three (3) days or more will be considered to have abandoned his or her job and voluntarily terminated the employment relationship.

Other Employment

While Jerome County does not prohibit employees from having a second job, secondary employment must not affect the employee's work hours, interfere or conflict with the employee's regular duties, raise any ethical concerns, or necessitate long hours that may impact the employee's working effectiveness. Self-employment is considered other employment under this policy.

2.4.2 PERSONNEL DATA CHANGES

Employees should promptly notify the county of any changes in mailing address, telephone number, number and names of dependents, individuals to be contacted in the event of an emergency, and other related information. Notification of changes in this information is the responsibility of the employee.

2.4.3 DRUG-FREE WORKPLACE

The County has established a drug-free workplace policy that balances respect for individuals with the need to maintain an alcohol and drug-free environment. Abuse of alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, poses serious health risks to users and others, and has a negative impact on workplace productivity and morale. Jerome County encourages employees to voluntarily seek help with any drug and alcohol problems that they may be facing.

Prohibited Behavior

It is a violation of the drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of the drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be expected to consult with their health care provider to ascertain whether the medication may interfere with performance of his or her job. If the use of a medication could compromise the performance or safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate procedures (e.g., sick leave, request change of duty, notify supervisor) to avoid unsafe workplace practices.

Notification Of Convictions

Any employee who is convicted of a criminal drug violation must notify his or her supervisor in writing within five calendar days of the conviction. Jerome County will take appropriate action within 30 days of notification. This notice and any other resulting documentation should be forwarded to the Clerk for placement in the employee's personnel file.

Drug Testing

When supervisory personnel determine there are reasonable cause/grounds to believe an employee is under the influence of any substance prohibited by these standards or is otherwise in violation of these policies, the supervisor may require the employee to submit to appropriate test/tests to determine the existence of prohibited substances within their system. Selection of specific testing technique is at the discretion of the supervisor or conferring physician.

The finding of reasonable cause/grounds as used here must be based on specific physical, behavioral, or performance indicators of probable drug/alcohol use as generally known or understood by laypersons. A minimum of two (2) witnesses, at least one of which must be a supervisor, department head or elected official, must observe in an employee the presence of the above described indicators. The second witness may be another county employee or a non-employee that has specialized knowledge and or training in the area of drug and alcohol detection (e.g., a police officer, doctor, nurse, drug recognition expert, etc.). Both witnesses must agree that there is reasonable cause/grounds to test the suspected employee. A written, signed statement of their observations must be completed by the two witnesses and made available to the suspected employee, although such written statements do not have to be completed prior to the required testing. The statements must ultimately be forwarded to the Clerk to be placed in the suspected employee's personnel file.

Jerome County employees may also, as a condition of employment, be required to participate in pre-employment, random, post-accident, return-to-duty and follow-up drug testing upon selection or request of management. The "reasonable cause/grounds"

standard from above is not applicable to this paragraph. All drug testing information will be maintained in the employee's confidential personnel file located with the Clerk of the Board.

Work Prohibition

Employees will not be permitted to work if reasonable cause/grounds for testing as described above have been found; only being allowed to return that same day if the test results can be ascertained fairly quickly and are negative. Otherwise, the employee should not be allowed to report back to work until after the reasonable cause/grounds has dissipated.

Violations

Violations of the above-indicated policies may result in disciplinary action up to and including termination of the employee.

Right Not To Be Tested

Every employee does have the right to refuse to be tested. However, refusal to submit to any requested testing is grounds for disciplinary action up to and including termination. Any supervisor who is contemplating taking such disciplinary action, and who was one of the two witnesses described above, must turn the matter over to his or her department head or elected official to make the final decision on any such action being taken. If the witnessing supervisor is the offending employee's department head or elected official, then he or she should confer with the county prosecutor before taking any such action, unless he or she is the county prosecutor, who should then confer with county's insurance carrier (presently ICRMP) or the Board.

2.4.4 SAFETY

Jerome County is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. Any employee who notices a safety hazard should report it to management immediately.

General Safety

Jerome County expects employees and volunteers to comply with its occupational health and safety policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at undue risk. Supervisors, managers, department heads, and elected officials are responsible for maintaining a safe workplace. Contractors working on County premises are also required to conduct their activities in a manner that ensures the safety, health, and welfare of others.

Vehicle Use

The safety and well-being of employees is of critical importance. Employees have a responsibility to not only protect themselves when on the road, but also should do their best to protect those around them. Employees driving a vehicle on County business are expected to follow all vehicle safety regulations.

Workplace Violence

Jerome County is committed to preventing workplace violence and to maintaining a safe work environment. Jerome County has adopted the following guidelines to deal with intimidation, harassment, threats, and acts of violence that may occur during business hours or on its premises. All employees should be treated with courtesy and respect at all times. Jerome County encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. Jerome County is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Prohibited Conduct

Employees are expected to refrain from fighting, horseplay, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Jerome County facilities without proper authorization. Conduct that threatens, intimidates, or coerces an employee, a vendor or a member of the public will not be tolerated. This prohibition applies to all acts of harassment as defined in this manual.

Reporting

Any acts of violence or threats of violence should be reported as soon as possible to the immediate supervisor or any member of management. However, if the threat is deemed to be serious and impending, he or she may report it directly to law enforcement prior to bringing it to the attention of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Employees should not place themselves in peril. If an employee sees a disturbance near his or her workstation, the employee should not try to intercede but rather report the incident immediately.

2.4.5 SECURITY

Building

Jerome County operates several facilities that are routinely open to the public during normal business hours Monday through Friday. Facility security will differ based on the nature of operations contained within that facility. In all cases, public doors are locked outside normal working hours and access is limited to the public.

Where employee entrances are designated, employees are instructed to use those entrances to insure safety and security. When employees are doing business with the public either prior to or after normal business hours, either the employee or another county employee is instructed to escort that customer into or out of the building. Employees are not to permit any unescorted access to any Jerome County facility at any time when the building is not open to the public. Emergency procedures for specific threats and evacuation are contained within each department. Employees should know those procedures and observe them during any emergency. In the event of fire, all outer doors will be available for immediate use. Violations of building security can cause a

hazardous situation for all employees. Employees charged with violations will be subject to discipline up to and including dismissal and any legal or criminal penalties that may apply.

Employee

Electronic Key Cards & Identification Badges: Upon employment with Jerome County employees will be issued an electronic key card/identification badge. Electronic key cards will permit access to public doors, employee entrances where designated and assigned work areas. In all cases employees are instructed to utilize their key card access for business purposes only. Identification badges will identify individuals as employees of Jerome County and should be visibly worn at all times by each employee while such persons are performing their employment duties in a county facility. This applies regardless of whether such duties are being performed before, during or after normal business hours. Failure to do so may subject the employee to disciplinary action, up to and including dismissal. County law enforcement officers who are in uniform may display their law enforcement badges in lieu of their identification badges.

Each employee shall immediately notify his or her department head and the county's Security Software Administrator of a lost or stolen key card/identification badge so that such can be immediately deactivated. Employees shall be responsible for the replacement cost of a lost, stolen or damaged card/badge. Such replacement cost shall be determined by the Board and is non-refundable. No refunds will be granted if cards/badges are found after the replacement card/badge is purchased. Request for a replacement card/badge should be made to the county's Security Software Administrator.

2.4.6 POLITICAL ACTIVITY

Jerome County employees may participate in public affairs, except as prohibited by law, in a manner that maintains the neutrality, efficiency, and integrity of the employee's performance of County functions. Therefore, employees may engage in political activities as individuals, but not as representatives of the County or under the color of office or position. Examples of such political activities may include:

- Registering and voting in elections.
- Expressing personal opinions as a private individual on political subjects and candidates, provided that any expression is not under color of office or position.
- Displaying political pictures, badges or buttons as long as said display is out of the view of members of the public using County services as not to give the impression that the political view is being expressed under the color of office.
- Being a member of a political party or other political organization and participating in political rallies, fund-raising functions, or other political gatherings.
- Signing a political petition as an individual.
- Taking an active part in support of a candidate in an election.
- Serving as an election judge or clerk, or in a similar position to perform non-partisan duties as prescribed by state or local law.

County Employees Shall Not:

- Use their authority or influence for the purpose of interfering with an election to or a nomination for office, or affecting the result thereof.
- Directly or indirectly coerce, attempt to coerce, or direct any employee to lend or contribute money or anything of value to a party, committee, organization, or person for political purposes.
- Infringe upon the rights of other employees or members of the public to participate in political activities and support the candidate(s) of their choice.
- Express support for a candidate for political office on behalf of Jerome County or under color of office or position.
- Use County equipment, materials or work time to engage in political activities.

Employees should direct questions regarding this policy to their department head, elected official or Board.

2.4.7 CONFIDENTIAL INFORMATION

The revelation or use of any confidential or non-public information without prior authorization is prohibited. The misuse, unauthorized access to, or mishandling of confidential information, is strictly prohibited and will subject an employee to disciplinary action up to and including dismissal. All employees are expected to comply with the established procedures in responding to public records requests.

2.4.8 PROPRIETARY INFORMATION

Integral to Jerome County's success is the protection to the extent authorized by law of non-public information entrusted to us by vendors and other business partners. Confidential and proprietary information may include such things as pricing and financial data and customer names/addresses. Employees shall not disclose non-public information without a valid business purpose and proper authorization. For further guidance, please consult the appropriate elected official or department head who may in turn contact the Prosecuting Attorney.

2.4.9 GIFTS

No employee shall accept any gifts, services or other privileges offered or given by any person or organization which are prohibited pursuant to federal and Idaho state law. Employees may accept unsolicited gifts of nominal value, such as calendars, pens, mugs, caps and t-shirts or other promotional items. Employees may not accept compensation, payment or money of any amount from the public or entities with whom Jerome County does or may do business. Tangible gifts (including tickets to an event) that have a market value of \$50 or greater may not be accepted. Gifts such as a fruit basket or flowers, that are from the public or other businesses, valued less than \$50, should be shared with other employees to avoid the perception of favoritism or impropriety.

This policy is not intended to prevent personal gifts from family members, significant others, friends or the like from being delivered at work (flowers, candy, balloons, etc.),

however, such gifts should be balanced with the need to maintain the working environment without excessive interruption.

2.4.10 MEDIA INQUIRIES

From time to time, reporters and other members of the media may approach employees regarding County business. In this event, employees should direct all media inquiries to the appropriate department head or elected official unless otherwise authorized by an appropriate elected official.

2.4.11 VISITORS

Jerome County values a harmonious balance between its employees' family and work life. County policies and benefits are indicative of these beliefs. Jerome County believes in an environment that is conducive to work; therefore, the workplace should not be used in lieu of childcare. It is inappropriate for children and other relatives of employees to be in the workplace, except for short visits as detailed below. This policy is established to avoid disruptions in job duties of the employee and coworkers, reduce potential liability, and help maintain the professional work environment. If an employee performs work (other than on-call responsibilities) outside the office setting, relatives should not be present during those work hours as they present a distraction to the employee. This policy is not intended to prohibit family members from being in the workplace during special County-sponsored events. Exceptions to this policy are permitted under extenuating circumstances and with written approval from the appropriate department head or elected official. Occasionally an employee's family members or friends may want to visit them at work. Visitors may be allowed for a short visit, on an infrequent basis, depending on the work setting and needs of the office. Each department head or elected official may set standards for their department/office with regards to visitors.

SECTION 2.5 RULES OF EMPLOYMENT

With the full embodiment of the codes of this policy used as a foundation, certain traits and characteristics should manifest and culminate into the establishment of a certain work ethic in each employee. This work ethic is broken down and laid out into its individual components so as to assist each employee with understanding the performance standards that they are expected to adhere to.

2.5.1 PERSONAL PERFORMANCE & BEHAVIOR

Each Jerome County Employee:

1. SHALL work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. This is the first priority for all employees.
2. SHALL be prompt and regular in attendance at work or other required employer functions.

3. SHALL comply with dress standards established in the department for which the employee works. Dress standards shall be set by the managing official, but in the absence of any departmental dress standards, clothing shall be appropriate for the functions performed and shall present a suitable appearance to the public.
4. SHALL dedicate primary efforts to Jerome County employment with secondary employment subject to approval by the appointing official. Each employee must notify his or her supervisor of any other employment, self-employment or other business interests. Secondary employment should not conflict with duties performed for the County in any meaningful way. Individual department rules may spell out permissible examples of "moonlighting" wherein employees may hold additional positions.
5. SHALL avoid conflicts of interests in appointments and working relationships with other employees, contractors and potential contractors in Jerome County and related agencies. No employee shall engage in conduct which violates the laws of the State of Idaho, including but not limited to I.C. §18-1356 (accepting gifts that exceed a value of \$50), I.C. § 59-701 et seq. (Ethics in Government Act), I.C. § 59-201 (Prohibitions Against Contracts) and I.C. § 18-1359 (Using Public Position for Personal Gain).
6. SHALL NOT accept gifts or gratuities in any personal or professional capacity that could create the impression that the giver was seeking favor from the employee or official in violation of I.C. § 18-1356 and I.C. § 18-1357.
7. SHALL NOT serve on any board or commission that regulates or otherwise affects the official duties or personal interests of said official or employee in a way that could create disadvantage for other members of the public or advantage for the employee.
8. SHALL NOT release any public record without the express authority of the public official responsible for custody of the record or without an order from a court or public agency of competent jurisdiction.
9. SHALL NOT release any personnel record without the concurrence of the public official responsible for custody of the record and after consulting with legal counsel for the County or without an order from a court or public agency of competent jurisdiction.
10. SHALL NOT engage in conduct away from work that, although not criminal, may reflect adversely upon Jerome County or its officials or otherwise impair the employee's ability to perform.
11. SHALL NOT use any substances, lawful or unlawful, which will impair the employee's ability to function as a valued and competent part of the Jerome County work force. Should the employee be prescribed a lawful substance that may impair

the employee's ability to safely do his or her job, the employee is required to provide a physician's note explaining the possible effects of the medication upon the employee's ability to do his or her job and the length of the time that the employee will be required to take the medication. The employee may be required to take sick leave while taking the medication.

12. SHALL NOT engage in conduct while operating a motor vehicle that impairs the ability of the employee to perform job functions even though the driving conduct does not occur during hours of employment.
13. SHALL NOT engage in workplace or public conduct otherwise detrimental to the accomplishment of the goals established by the Board of County Commissioners or the elected official or the department for which he/she works.

2.5.2 WORKPLACE CONDUCT

Each employee will be expected to conduct him/herself in the workplace in accordance with the following rules. THESE RULES ARE NOT ALL-INCLUSIVE OF CONDUCT EXPECTED OF JEROME COUNTY EMPLOYEES. Each employee of Jerome County:

1. SHALL give his/her best efforts to accomplish the work of Jerome County for public benefit in accordance with policies and procedures adopted by the Board of County Commissioners and elected officials displaying an attitude of cooperation and constructive participation.
2. SHALL be subject to the administrative authority of the officials who supervise the department where the employee works even though the officials may not have been involved in the hiring of the employee.
3. SHALL adhere to any code of ethics in his/her profession and avoid conflicts of interest or using his/her public position for personal gain.
4. SHALL follow all rules for care and use of public property to assure that the public investment in such property is protected and that the safety of the public and other workers is maintained.
5. SHALL abide by all departmental rules whether they be written or issued orally by the supervisor. No employee shall be required to follow the directive of a supervisor that violates laws of any local jurisdiction, the state, or nation.
6. SHALL abide by pertinent state and Federal statutes, and county ordinances and rules concerning the dissemination of information to the public from public records or about public matters. The decision to release information from the public records or to disclose writings or other information in the hands of a public official belongs with the responsible official who has official custody of that record. Each employee shall maintain the confidential nature of records that are not open to public scrutiny in accordance with the direction of the responsible official.

7. SHALL adhere to defined work schedules and follow procedures for requesting exceptions from normal work schedules. Each employee shall follow the rules regarding the reporting of work hours and obtaining the supervisor's approval for time-keeping records. Failure to follow such rules may be grounds for delayed payment of wages, salaries, or reimbursements or for imposition of appropriate disciplinary penalties.
8. SHALL follow rules regarding breaks and lunch periods, including provisions granting supervisors authority to adjust them. Timing of breaks or lunch periods may be changed to accommodate the completion of necessary work.
9. SHALL report all accidents that occur or are observed on the job. Each employee shall cooperate in the reporting and reconstruction of any job-related accident in order that workplace hazards can be eliminated and that proper consideration can be accorded to injured workers and the public.
10. SHALL report any accidents observed to have happened on county property or involving county property. Each employee shall provide as much information as he/she can from the observations made in the course of activities associated with one's work. Such information should be reported to the employee's immediate supervisor as soon as physically possible and reasonable efforts should be made to assist those in need.
11. SHALL follow all rules regarding safety in the workplace whether established formally by the department or by outside agencies. Employees are encouraged to suggest ways to make the workplace or work procedures safer.
12. SHALL maintain a current driver's license when necessary in the conduct of work for Jerome County. Each employee must report any state-imposed driving restrictions to his/her immediate supervisor. Each employee is also obligated to notify his/her supervisor in the event that his/her driving abilities are impaired.
13. SHALL perform such obligations as are necessary to carry out the work of Jerome County in an efficient and effective manner at minimal costs and with limited risk to the public and fellow workers.

2.5.3 PROHIBITED WORKPLACE CONDUCT

Each employee of Jerome County:

1. SHALL NOT be present in the workplace under the influence of drugs, alcohol, illegal substances or other legal substances which would impair the ability of the employee to perform his/her work competently or which would threaten the safety or well-being of other workers or the public.

2. SHALL NOT engage in abusive conduct to fellow employees or to the public, or use abusive language in the presence of fellow employees or the public. Abusive language shall include profanity and loud or harassing speech.
3. SHALL NOT sleep at or be absent from the employee's workstation when on duty. Employees shall be attentive to their work at all times.
4. SHALL NOT engage in malicious gossip and/or spread rumors, engage in behavior designed to create discord and lack of harmony, or willfully interfere with another employee's work output or encourage others to do the same.
5. SHALL NOT use work time for personal business, including the selling of goods or services to the general public. Employees should minimize the amount of work time spent on similar activities engaged in with fellow employees.
6. SHALL NOT use work time or public premises to promote religious beliefs to members of the public or fellow employees.
7. SHALL NOT engage in political activities while on duty in public service. This rule shall not apply to elected officials.
8. SHALL NOT provide false or misleading information on employment applications, job performance reports, or any other related personnel documents or papers.
9. SHALL NOT destroy, alter, falsify or steal the whole or any part of a police report or any record kept as part of the official governmental records of the County (I.C. §§ 18-3201 and 18-3202).
10. SHALL NOT discriminate in the treatment of co-workers or members of the public on the basis of race, religion, gender, age, disability or national origin.
11. SHALL NOT smoke except in designated outdoor smoking areas if so provided.
12. SHALL NOT abuse employee benefit offerings by taking unjustified ESLC, unearned PTO, or otherwise participate in a scheme or deception designed to create incorrect personnel records or to claim benefits which are not deserved in accordance with Jerome County policy.
13. SHALL NOT violate rules concerning absence from the workplace without proper authorization. Employees must obtain prior permission as required by County policy for use of PTO, bereavement, or other types of leave granted by this personnel policy.
14. SHALL NOT engage in prolonged visits with co-workers, children, friends, or family members that interfere with the course of work in the office or department in which the employee serves.

15. SHALL NOT use phones or computers in the workplace in a manner that violates policy or which disrupts workplace activities.
16. SHALL NOT engage in criminal conduct of any kind while on duty or off. Jerome County employees are expected to behave in a lawful and socially acceptable manner and failure to do so is a violation of the trust placed in such employees by the public and the appointing official.
17. SHALL NOT violate any lawful office or department rule that has been established by the overseeing official of such, and designed to maintain order and productivity in the workplace.
18. SHALL NOT unlawfully harass a fellow worker or member of the public at any time while in the service of Jerome County, as outlined in the Harassment Sections of this Manual.

SECTION 2.6 SPECIALIZED RULES REGARDING WORKPLACE RELATIONSHIPS

2.6.1 NEPOTISM

The Jerome County Nepotism policy adopts the requirements of state law, and particular attention is directed to Idaho Code Section 18-1359 (Using public position for personal gain), particularly:

(1) No public servant shall:

(e) Appoint or vote for the appointment of any person related to him by blood or marriage within the second degree, to any clerkship, office, position, employment or duty, when the salary, wages, pay or compensation of such appointee is to be paid out of public funds or fees of office, or appoint or furnish employment to any person whose salary, wages, pay or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant when such appointment is made on the agreement or promise of such other public servant or any other public servant to appoint or furnish employment to anyone so related to the public servant making or voting for such appointment. Any public servant who pays out of any public funds under his control or who draws or authorizes the drawing of any warrant or authority for the payment out of any public fund of the salary, wages, pay, or compensation of any such ineligible person, knowing him to be ineligible, is guilty of a misdemeanor and shall be punished as provided in this chapter.

and, Idaho Code Section 18-1359(4):

No person related to a county commissioner by blood or marriage within the second degree shall be appointed to any clerkship, office, position, employment or duty with the commissioner's county when the salary, wages, pay or compensation of such appointee or employee is to be paid out of public funds.

and Idaho Code Section 59-70 Ethics in Government Act:

A public official shall not take any official action or make a formal decision or formal recommendation concerning any matter where he has a conflict of interest and has failed to disclose such conflict as provided in this section. "Conflict of interest" means any official action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit of the person or a member of the person's household, or a business with which the person or a member of the person's household is associated . . . This policy requires that each elected official and department head must make sure that each employment situation is in compliance with state law. An elected official may adopt a policy more restrictive, when such policy reflects the business needs of his or her office or department. Therefore, no employee may directly supervise any person related to him/her within the second degree which means his or her spouse, child, parent, sibling, grandparent or grandchild, aunt or uncle, niece or nephew or the same relation by marriage. Questions related to any situation where nepotism is implicated must be referred to Jerome County Human Resources, and where necessary, reviewed for compliance by the prosecuting attorney.

2.6.2 EMPLOYEE DATING

Jerome County believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business. Although this policy is not intended to prevent the development of friendships or romantic relationships between co-workers, it is intended to establish boundaries for relationships that affect the working environment. Further, this policy prohibits romantic relationships between supervisors and subordinates because individuals in supervisory roles are subject to more stringent requirements due to their status, their access to sensitive information, and their ability to influence others. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace.

SECTION 2.7 COUNTY RESOURCES

Use Of County Resources

It is important to remember that Jerome County resources, including time, material, equipment and information, are all funded by the Jerome County Taxpayers. Therefore, County resources should only be used to further their (the taxpayers') business. Employees and those who represent Jerome County are trusted to behave responsibly and

use good judgment to conserve County resources. Department heads and elected officials are responsible for the resources assigned to their departments/offices and are empowered to resolve issues concerning their proper use. Questions about the proper use of County resources should be directed to the appropriate department head or elected official.

2.7.1 COMPUTER & TELEPHONE USE

The County's communications systems, including but not limited to computers, telephones, and cell phones are for the furthering of County business. It is especially easy for those County employees that are issued County cell phones to allow the use of such phones to lapse into non-county business. Therefore, special attention should be particularly given in this area to guard against such a lapse.

2.7.2 E-MAIL & INTERNET

Use of e-mail and internet on Jerome County computers is to promote business-related communications and/or facilitation of County work. The computers belong to the County and are provided to employees for the purpose of the work of the County and its agencies. Employees have no right to privacy with regard to their use of the County computer system and computers, including the use of e-mail and internet. Employees should refrain from using e-mail and internet for non-work related purposes. Prohibited e-mail usage includes, but is not limited to, distribution of chain letters, inappropriate humor, unprofessional comments, vulgar language, offensive graphics and images or language that may offend someone on the basis of age, race, sex, religion, national origin or disability. Prohibited Internet sites include, but are not limited to those containing offensive graphics, images, and language. Downloading of copyrighted, protected materials or software is strictly prohibited.

2.7.3 INSTANT & TEXT MESSAGING

Employees should refrain from using, for personal use, instant messaging over the Internet on Jerome County computers, and text messaging on County cell phones. Use of the Internet on County computers and text-messaging capabilities by County cell phones is provided to employees for the purpose of facilitating the work of the County.

2.7.4 PERSONAL TELEPHONE CALLS

Jerome County recognizes that employees will occasionally need to place and receive personal phone calls during the workday. In all cases, personal calls should be minimal, whether the calls are placed or received using County phones or personal cell phones. Receiving and placing excessive personal calls is disruptive to others. If at all possible, calls should be limited to allotted breaks. Excessive work time spent on personal calls is considered a misuse of employee's work time and taxpayer funds; therefore, abuse is subject to disciplinary action. All personal cell phones and other communication devices are required to be kept on vibrate or silent mode, or should be turned off entirely, while employees are on duty (unless needed for County business). When cell phones or other communication devices are used for County business or otherwise deemed necessary, and are use around other employees, they are required to be set on a standard ring style with a middle range or lower ring tone.

2.7.5 EQUIPMENT & VEHICLES

As used in this section, the term “equipment” refers to all machines, tools, vehicles, or the like. The use of county owned equipment for other than county-related business is prohibited. Any employee making personal use of county owned equipment might be subject to criminal prosecution and/or other disciplinary action up to and including dismissal from employment.

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

Employees shall immediately notify their supervisor in writing of any risk or danger imposed by defective equipment, or if certain equipment appears to be damaged, defective or in need of repair. Such prompt reporting could prevent injuries from occurring or further deterioration of the equipment.

The improper, careless, negligent, destructive, or unsafe use of equipment will result in disciplinary action up to and including dismissal from employment. Any employee assigned to a county vehicle or employees who operate a fleet vehicle are required to review and sign the Jerome County Vehicle Use Policy (Appendix 15) and submit such to their supervisor before operation of any county vehicle.

SECTION 2.8 COUNTY RECORDS

2.8.1 RECORDS STORED ON COUNTY-OWNED OR LEASED PROPERTY, HARDWARE OR SOFTWARE ONLY

Records relating to Jerome County business must not be stored, kept or saved outside property owned or leased by Jerome County. All electronic records relating to Jerome County business may only be saved and stored on Jerome County hardware and software. For example, all e-mail relating to Jerome County business must be done on the Jerome County e-mail system and employees must not use personal e-mail accounts for Jerome County business. If electronic records, including Word or Excel documents, are created on hardware or software not owned by Jerome County, such as an employee’s home Computer, then that employee must ensure that a final version of such electronic record is saved on the Jerome County network. All electronic records relating to Jerome County business should be stored on the Jerome County network and not on the desktop of any computer (hard-drive), thus allowing proper retention and destruction of such records.

2.8.2 DESTRUCTION OF ELECTRONIC RECORDS

Electronic records are all information in digital form. This includes, but is not limited to, information stored on computers, software systems, tapes, disks, and optical disks. Electronic records should be destroyed according to established procedures and time schedules. Electronic mail inboxes should not be used for the archival storage of

important electronic records; such records must be moved from electronic mail messages to word processing documents, databases, or hard copy.

2.8.3 INAPPROPRIATE DESTRUCTION OF RECORDS

The wrongful removal of any county record from the County's possession, or intentional destruction of any County record before its expiration date, by any employee is strictly prohibited. This especially applies to the destruction of any record that is related to ongoing, potential, threatened or reasonably anticipated litigation. In addition, the destruction of any County record that must be retained for any legal or contractual reasons is strictly prohibited. If any employee knows of ongoing, potential, threatened or reasonably anticipated litigation that may be related to any county record, including any electronic record, that is set to be destroyed or disposed of, that employee must inform the person scheduling the records for destruction, or the department head or elected official over the threatened record. If an employee knows that a county record may be destroyed or disposed of in violation of this policy, such employee must take all appropriate steps necessary to prevent such record from being destroyed or disposed of.

SECTION 2.9 SEPARATIONS

2.9.1 EMPLOYEE TERMINATION

Employees may be terminated after it has been determined that such is in the best interests of the County and after the applicable procedural requirements of Chapter Five (5) of this manual have been met. The County is committed to ensuring all such decisions are in compliance and consideration of applicable employment laws and policy. It is County policy to ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work functions.

2.9.2 VOLUNTARY TERMINATION

Voluntary termination of employment occurs when an employee submits a resignation, either verbal or written to his or her supervisor; or termination is deemed to have occurred when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor (job abandonment).

Resignation/Retirement

As a courtesy, employees are asked to provide the County at least two weeks notice of their intention to separate in order to allow a reasonable amount of time to transfer ongoing workloads. Employees are asked to provide a letter of resignation to their supervisor, who in turn should retain a copy and submit the original to the Clerk's office for placement in the employee's confidential human resource file.

2.9.3 INVOLUNTARY TERMINATION

Involuntary terminations may occur for a number of reasons, including but not limited to lack of work, organizational restructuring, or for unacceptable performance, personal conduct, and for violations of any rule of employment listed in this policy. In some cases progressive disciplinary steps may be used, prior to termination, to correct a performance

problem. However, certain types of employee misconduct are such that one incident of misconduct will result in Immediate dismissal without prior disciplinary steps. (*See Chapter Five (5) for disciplinary procedure*).

Reductions In Force (RIF)

When financial circumstances or changes of workload require, Jerome County reserves the right to reduce forces in such manner as it deems necessary to maintain the effective functioning of Jerome County services. Decisions about the functions or positions to be reduced, or those concerning reorganization initiated to make more efficient use of resources or to accommodate budgetary needs, are not subject to the hearing procedures outlined under Chapter Five (5) of the manual.

2.9.4 AUTOMATIC TERMINATION

If an employee has not returned to full-duty status from an authorized leave of absence(s) at the end of one (1) year, employment will be automatically terminated. This period will be extended for up to two (2) years for those who were injured, hospitalized or convalescing following a period of service in the uniformed services governed by the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee will be considered unable to return to work if he or she cannot perform the essential functions of the job in full capacity, with or without reasonable accommodation. Under no circumstances may an employee be absent from the workplace for more than one (1) consecutive year, unless on approved Military Leave or with approval of the Board.

2.9.5 FINAL PAY

All employees leaving Jerome County employment will be paid through the last day of work, plus any accrued PTO and comp time.

2.9.6 REEMPLOYMENT

Former employees who left Jerome County in good standing may be considered for reemployment. An application must be submitted and the applicant must meet all minimum qualifications and requirements of the position, including any qualifying exams. Former employees may be considered for either rehire or reinstatements, as described below.

2.9.7 REHIRE VERSUS REINSTATEMENT

Rehire

Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits, except as required under the Uniformed Services Employment and Reemployment Rights Act (USERRA). However, previous tenure may affect other non-Jerome County benefits, such as those provided by the Public Employee Retirement System of Idaho (PERSI).

Reinstatement

Former employees who return to Jerome County within one (1) year of the termination of employment may be reinstated at the discretion of the department head or elected official. Reinstated employees will have their previous accrued ESLC balances restored up to a maximum of forty (40) hours. Additionally, reinstated employees will retain their previous years of service with the County and start accruing PTO at the same accrual rate as when they left employment with the County.

CHAPTER 3: GUIDE FOR SUPERVISORS

SECTION 3.1 HIRING PROCEDURES

In-house postings and those being made to the general public may occur simultaneously, and immediately, after a vacancy in an office or department's work force occurs. However, any applications received from the general public during the five days that immediately follow the position having come open, should be set aside until after the five-day period is over and all in-house applicants have been considered. If after the five-day period the position has not been filled with a current county employee, then applications from the general public may be considered.

3.1.1 POSTING OF JOB ANNOUNCEMENT

In- House Posting

Upon notification of a vacancy in an office's or department's work force, the elected official or department head should submit notice of the open position to all current county employees, along with information that denotes the position's functions, pay grade/step, and duties.

Current employees of the county should be given first consideration in filling the position. The elected official/department head is responsible for circulating notice to current county employees in whatever manner deemed most effective (*e.g.* written memo, e-mail, mass phone messages, on paycheck stubs, etc.).

Only applications from current county employees should be reviewed during the first five (5) days that follow the job announcement as discussed above. The elected official or department head should review the in-house applications received, and may interview any current county employee who meets the requirements for the open position. This in-house requirement is waived if it is generally known that no current county employees meet the necessary qualifications of the job opening.

General Posting

After compliance with the "in-house" requirements (if not waived), the elected official or department head may then begin reviewing applications from the general public and interviewing those who appear qualified. Applications from the public may be obtained in whatever manner deemed most fit by the hiring department head or official. Methods or manners for acquiring public applications may include, but are not limited to, the following:

- From a file of unsolicited applications or inquiries for employment, received and kept by the elected official or department head over the last several months.
- Publishing a job announcement in the classified section of a newspaper with general circulation in the county; *i.e.*, *The Times News*.
- Posting job an announcement on an appropriate website.
- Registration with the local Job Service Office.

- Posting job announcement on bulletin boards at courthouse, post office, city hall, library, etc.
- Mailing job announcement to employment agencies.
- Contacting a Temporary Employment Service.

Abbreviated Posting Requirements

The requirements set forth for advertising, soliciting, and recruiting new employees may be abbreviated in the instance of hiring temporary employees as deemed appropriate by the elected official or department head responsible for any such hiring.

SECTION 3.2 CANDIDATE SELECTION PROCEDURES

3.2.1 AUTHORITY FOR EMPLOYEE SELECTION

The authority to select and hire prospective employees is vested with the elected official over the particular position to be filled. Elected officials may delegate such authority to any department head working beneath them. The filling of any open position however, is subject to the budgetary authority of the Board.

3.2.2 INTERVIEWS

The elected official or department head doing the hiring may require prospective employees be interviewed to determine the fitness of the applicant for the open position. The questions asked of each applicant being interviewed for the same position should be similar in nature. Differences in interview inquiries between the candidates however is permitted as deemed necessary to discuss the unique information each job resume, application and/or answer in an interview may present.

SECTION 3.3 EMPLOYMENT START-UP

3.3.1 MANDATORY FORMS TO BE COMPLETED

The following pre-employment forms must be completed before a newly hired employee may begin work for Jerome County:

1. Jerome County Employment Application.
2. Tax documents (W-4, etc.).
3. Immigration form (I-9).
4. Acknowledgement of Personnel Policy Manual, other applicable employment policy receipts (to include but not be limited to the Jerome County Drug-Free workplace policy).
5. Signed Oath (for deputized employees).
6. Copy of job-required certification and/or license.
7. Personnel Change Form (see: Section 3.4.1)
8. Drug Free workplace pre-employment drug test result – negative.
9. Paperwork and photograph for the issuance of identification badge.
10. Any other forms necessary for employment or signifying employee notification.

The originals of all these documents should be kept with the Clerk of the Board and placed in the employee's confidential personnel file. Department Heads and elected officials may maintain their own file with copies of such documentation, as long as it is kept confidential.

3.3.2 DISTRIBUTION OF PERSONNEL MANUAL

At the time of employment, each employee is to be made aware of the personnel policy and how to access it on the county's website. Any employee requesting a hardcopy of the manual will be provided with such. It is the responsibility of the employee to familiarize themselves with the contents of the manual and to acknowledge in writing that they have read and are familiar with the provisions of this manual.

3.3.3 SUPERVISORS' RESPONSIBILITY

Each supervisor and/or manager is responsible for:

1. Ensuring that employees reporting to him or her have the correct regular and overtime hours recorded and the correct leave hours and codes (VAC, SIC, etc) reflected for any leave taken.
2. Ensuring that all employees maintain accurate time records and hourly employees do not "volunteer" or fail to record hours worked.
3. Ensuring that timesheets are approved and submitted to Payroll.
4. Ensuring that hourly employees are paid for all hours worked, whether or not the employee had prior authorization to work the hours in question. Members of management may not dock an employee's pay or fail to record hours, nor allow an employee to fail to record hours worked. An employee may be disciplined for working without prior authorization but said discipline may not include refusal or failure to pay for time worked.
5. Ensuring that employees who violate the timesheet reporting policies or procedures are counseled regarding the time reporting requirements and are advised of the consequences of further infractions.

3.3.4 JOB DESCRIPTIONS

Each employee should have an up-to-date and accurate job description in his or her personnel file at the Clerk's office. The job description should include primary and secondary duties, scope, reporting structure, supervisory responsibilities, minimum qualifications, and other requirements.

3.3.5 EMPLOYEE PERSONNEL FILES

Personnel Records

The Office of the Clerk of the Board is the official office for keeping and maintaining all employee records for Jerome County. The originals of all documents relevant to an employees' tenure with the County should be submitted to the Clerk for storage in the employees' official personnel file. However, it is understood that the operations of certain individual departments may require the "current" personnel records of its

employees to be kept with that particular department, readily available to its supervisors and managers. Therefore, it is permissible for those departments to temporarily maintain and keep the active records of its employees at the department itself. Under this system of record keeping, a department will keep its active personnel records until such point in time when the records are no longer considered “active” and do not need to be kept with the department itself. At this point in time, the department should turn over to the Clerk of the Board such “inactivated” personnel records.

An elected official may modify this system of record keeping or may implement a entirely different one so as to meet the needs of that official’s particular department. However, every system should strive towards the goal of ultimately having all personnel records end up in their official file at the Office of the Clerk of the Board. This is so the official files remains complete and as up-to-date as possible. “Shadow files” of personnel records kept in the individual departments are discouraged as such duplicate files increases the risk that documents will be placed in the shadow file without the original being forwarded to the Clerk for permanent placement in the official file.

Within an employee’s personnel files should be all records of employee’s work performance, all job evaluations, employee status, and other relevant materials related to the employee's service with Jerome County. The employee’s supervisor, employee’s elected official or the employee him or herself may contribute materials to the personnel files deemed relevant to the employee's performance and tenure. Each employee shall have the right to review all materials placed in his or her personnel file at any reasonable time. Copies of materials in an employee’s personnel file are available to that employee without charge. Personnel files shall not be removed from the premises where they are kept, except as necessary for County purposes.

Access to Personnel Files

It is the policy of Jerome County to allow only limited access to an employee’s personnel file. Those authorized to evaluate materials in a personnel file include the employee's supervisor(s), the Board of Commissioners when acting as a Board in the course of its official business, attorneys for the County, elected officials for the employee’s department, and the employee. Based upon the general confidentiality of personnel files, access of others to such files shall be allowed only with authorization of the supervising official after consultation with the county prosecuting attorney. Information regarding personnel matters will only be provided to outside parties with a release from the employee, or when deemed necessary by legal counsel for the County or pursuant to court order, or pursuant to a proper subpoena. The County reserves the right to disclose the contents of personnel files to outside state or Federal agencies, to its insurance carrier or its agents for risk management purposes, or when necessary to defend itself against allegations of unlawful conduct.

Management of Information in Personnel Files

Each employee shall be provided an opportunity to contest the contents of his or her personnel file at any time. This is to be done by filing a written objection and explanation that is to be included in the file along with the objectionable material. In the

sole judgment of the supervising official, after consultation with the county prosecutor, any offending material may be removed from the objecting employee's file upon a showing by the employee that such material is in fact false or unfairly misleading. In general, there should be a presumption that materials are to remain in personnel files accompanied by the employee's written objection and explanation to provide a complete employment history.

SECTION 3.4 POST START-UP

3.4.1 WAGE CHANGE FORM (WCF)

A supervisor must fill out an Employee Wage Change Form ("WCF") anytime there is a change in the employee's status, including but not limited to, hiring, transfers, promotions, demotions, disciplinary actions, and termination of employment that changes the employee's wages or salary.

A WCF that is completed due to an increase in pay must be reviewed and/or approved by the Board. For its review, the Board must have this form, a recent evaluation of the employee that explains why his or her wages are being increased, and the claim to increase the employee's wages. No request for increase in an employee's wages will be approved if the required information is not provided and the Board does not feel it has a reasonable understanding of why the request is being made.

All WCFs that have been approved will be routed to the County's payroll officer to be processed. Salary changes, transfers, promotions, and demotions must be made effective at the beginning of a pay period. Other actions may be made effective at any time during the pay period, as long as they are submitted prior to the effective date to ensure time to route and process the action. Submitting retroactive WCFs should be avoided.

All WCFs that designate leave under the Family Medical Leave Act (FMLA) or returning an employee from said leave should be submitted as soon as possible to protect the employee's benefits. If an employee takes non-FMLA qualifying leave without pay for a week or more, a Leave without Pay WCF should be processed.

After a WCF has been completely processed, it must then be permanently stored in employee's personnel file with the Clerk of the Board.

3.4.2 RESOLVING CONFLICT

It is Jerome County's intent to be responsive to employees and their concerns. Conflicts or misunderstandings can arise in any organization and should be resolved before serious problems develop. Employees, supervisors, managers, department heads and elected officials are strongly encouraged to attempt to address any concerns they may have as soon as possible and with each other directly, either in person or in writing. This section sets forth guidelines that may help accomplish the goal of resolving conflict and should be utilized if all other efforts to resolve the situation have been exhausted, or if the employee is uncomfortable with handling the situation directly.

Harassment/Discrimination

If the conflict or complaint is related to a disability as defined by the Americans with Disabilities Act (ADA), or is related to a claim of discrimination based on race, color, religion, sex, national origin, age, citizenship or veteran's status, the employee should report such a harassment claim as described in the above sections that relate to the ADA, regardless of all other manners that might be pursued in attempting to resolve the conflict.

Procedure

The procedure recommended here simply involves working up the line of supervision, starting with an informal attempt at resolving issues and proceeding with more formal attempts as such become necessary. This is to say that if the conflict an employee has is with another employee, the matter should be attempted to be resolved at an informal level between the two employees themselves, if circumstances allow, and if the employee with the conflict feels comfortable doing so. If not, or if the problem persists even after speaking to the offending employee, then the immediate supervisor should be made aware of the situation. If the immediate supervisor is not an option (either because the reporting employee does not feel comfortable reporting the problem to his or her supervisor, or because the supervisor is the source of the problem, or because the supervisor is out of the office), then the employee should arrange to speak with the next level of management. In this fashion, the conflict should be brought up the chain of supervision until it is either resolved or until it reaches the supervising elected official, which is the final step in the process. The decision of the elected official in charge of said office or department is final in each case.

Record

Both the reporting employee and contacted supervisor(s) must document any conflict resolving process that extends past an informal basis. The originals of this written documentation must be submitted to the Clerk's office for placement in the employee's confidential personnel file.

3.4.3 WHISTLEBLOWER

A whistleblower is an employee who reports waste or a violation of a law, rule or regulation to his/her supervising department head or elected official. The employee is not responsible for investigating the activity or for determining fault or corrective measures. As much as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation and to comply with the law.

Jerome County may not take adverse action against an employee because he/she communicates in good faith the existence of any waste of public funds, property or manpower, or a violation or suspected violation of a law, rule or regulation. The employee must communicate the information in a timely manner that gives Jerome County reasonable opportunity to correct the waste or violation.

An employee communicates in good faith if there is a reasonable basis in fact for the communication. Good faith is lacking where the employee knew or reasonably ought to have known that the report is malicious, false or frivolous. An employee who intentionally files a false or frivolous report of wrongdoing will be subject to discipline up to and including termination.

Jerome County may not take adverse action against an employee because an employee participates in an investigation, hearing, court proceeding, legislative or other inquiry. Any employee who believes he/she has been subjected to adverse action in violation of this policy must contact the department head, elected official or the Board immediately. The protection against adverse action does not include immunity for any personal violations of policy or law. For more information about the protection of public employees who report waste and violations of law, please see Idaho Code Section 6-2101 through Section 6-2109.

SECTION 3.5 PUBLIC RECORDS REQUEST

3.5.1 DEFINITIONS

Definitions used in this section (disclosure of public records) shall be the same as those found under Idaho Code Section 9-337.

3.5.2 ACCEPTANCE OF REQUEST FOR PUBLIC RECORDS

To accept a public records request, the request must:

- 1) Be in paper form, legibly handwritten or typed in English.
- 2) State the name, mailing address and a telephone number of the person making the request.
- 3) Be very specific as to the records sought and, if possible, should include dates, locations or names of, or that might be found in, the document(s).

NOTE: Requests may be received by U.S. Mail, fax or in person. An employee receiving a non-written public records request (*i.e.*, oral or by email) should inform the person making the request of the County's policy of requiring the request to be on paper form, and should make available to the person a copy of that departments request form for his or her convenience.

3.5.3 PROCESSING, GATHERING & DELIVERING RECORDS

It is the responsibility of the County employee who appropriately receives* a written records request, whether the custodian or not, to:

* A request is appropriately received when it is delivered to the office or department that keeps and maintains the record(s) being sought and the employee receiving the request works in that office or department.

- 1) Accept a written request by writing his or her name on the requesting document itself.
- 2) Write the date and time the request was so received and accepted by that employee.
- 3) If he or she is not the Custodian of his or her office or department, to then deliver the written request to the office or department's records custodian.

NOTE: A public records request should not be accepted by any office or department that does not have, keep or maintain the records being sought. Instead, the person making the request should be informed of, and directed to, the office or department (if known) that does in fact keep and maintain the desired records, so that the person making the request can submit his or her request to the appropriate office or department.

Once an office or department custodian receives a request, he or she then has the responsibility to:

- 1) Make available for review, or provide copies if requested, the desired documents within three (3) days of the request first having been received. If it is determined by the Custodian that a longer period of time is needed to locate or retrieve the requested records, then the Custodian must, within the three day time period, notify the requestor in writing that additional time is needed. In any event, the requested documents should be made available for inspection no later than ten (10) working days from the date the request was first received.
- 2) Write on the requesting document the date and time the requested records were mailed (if so requested), or when the person making the request was notified that the documents were ready to be reviewed or picked-up, and when in fact they were reviewed or picked-up.
- 3) Ensure the original requesting document, with the names, dates and times identified above written on it, is stored and maintained as a public record itself.

3.5.4 CONFIDENTIAL & EXEMPT RECORDS

Certain records kept by Jerome County are exempt from public disclosure. Refer to I.C. § 9-340A through 340(H) for a list of exemptions.

3.5.5 NOTIFICATION OF DENIAL

If a records request is to be denied because it falls within a legalized exemption the Custodian contemplating the denial MUST, before notifying the person making the request of the denial, contact the Jerome County Prosecuting Attorney and confer with him or her about the proposed denial. This requirement of contacting of the Jerome County Prosecuting Attorney MUST be done for any contemplated denial, whether it is a

full or partial denial, and regardless of the reason for the denial. (e.g. the request is being complied with but has redacted information (see below); the request is too vague; the request asks for exempt records, etc.).

After conferring with the Jerome County Prosecuting Attorney and receiving his or her consent/advice on the denial, the Custodian MUST then notify, in writing, the person making the request that the request is being denied or partially denied, as the case may be.

The written notice of denial or partial denial MUST state that the Jerome County Prosecuting Attorney has reviewed the request, and MUST also state the statutory authority for the denial and the right of the person making the request to appeal the denial or partial denial to the district court, and the time periods for doing such.

The following language, or a variation thereof, should be included on every response form, but MUST be on every response that is a denial or partial denial of a records request:

To the extent this response may be considered a denial or partial denial of a request for information under Idaho's public records laws, you have the right to appeal such denial pursuant to Idaho Code § 9-343. Pursuant to that section, you have 180 calendar days from the date of denial to file a petition in the district court for an order compelling the production of the public records to which you believe you have been denied access.¹

If a requested public record contains information that is nonexempt as well as information that is exempt from disclosure, the custodian should assure that all confidential information is deleted, redacted, blocked out or otherwise not visible before releasing the nonexempt information for public view, along with a written, partial denial that complies with those requirements described above.

NOTE: Various response forms are attached and should be considered for use by all offices and departments so as to maintain uniformity within the County.

3.5.6 FEES & CHARGES

The state legislature has determined the process of examining and copying county records, at least to a point, is a matter of public business that should be funded at taxpayer expense. Therefore, except under the circumstances described in the following paragraph, no charge shall be made for the cost of materials or labor when responding to a request for public records.

A fee to recover actual copying and labor costs associated with locating and copying

¹ This language only satisfies the requirement of informing a person making a public records request of his or her right to appeal a denial and the timeframes from which to do it in. The statutory authority for the denial or partial denial still must be stated.

documents may be established and/or charged if: (1) the request exceeds 100 pages of copies; (2) non-public information must be deleted or redacted; or (3) the actual labor associated with responding to the request exceeds two (2) person hours. EXCEPTIONS: Idaho Code does provide exceptions to the three points above, which do prohibit fees and costs from being charged under any circumstances. These exceptions require the individual making the records request to also request a fee waiver. It is the request of such a fee waiver that should notify the employee that possible exceptions are in play. If a fee waiver is being claimed by the records requestor, the employee responding to such request should contact the Jerome County Prosecuting Attorney's Office for further guidance.

3.5.7 FEE SCHEDULE

When fees are allowed per Idaho Code and this manual, a standard copying amount has been set by the Board at fifteen cents (\$0.15) per page. Fees for labor should equal the hourly rate of the lowest paid employee in the responding department who is qualified to process the request.

3.5.8 OTHER FEES & COSTS

A custodian may choose to obtain copies made to satisfy a public records request from a commercial copying service. In such cases, the person making the request should either be charged that amount had the custodian performed the copying him or herself based on the above, or the cost charged by the commercial copying service, whichever is the lower of the two.

3.5.9 MISCELLANEOUS PROVISIONS

- It is the duty of the records custodian to safeguard all records within his or her control. Therefore, a request to view records should be done in the presence of the custodian, or his or her designee, in order to ensure the safety of the record. Labor costs should be charged for this function if the viewing takes more than two hours, or if exempt information has to be covered or hidden during the viewing.
- If there is reason to believe that a requestor or group of requestors acting in concert is attempting to avoid the assessment of fees and costs by breaking a request down into a series of smaller requests that are individually under 100 pages, the custodian should aggregate the individual requests so as to determine if fees and costs are appropriate; and if so, then charge accordingly.

3.5.10 VIOLATIONS

All employees are expected to comply with this policy, or variations thereof, as adopted or established by the particular department or office for which they work. If the policy is not clear in a certain instance, employees must seek guidance from their supervisor. Violations of this policy or established variations thereof, are strictly prohibited and will subject an employee to disciplinary action.

SECTION 3.6 RETENTION & DESTRUCTION OF COUNTY RECORDS

3.6.1 DEFINITIONS

The following terms, as used in this section shall have the following meanings:

RECORD includes, but is not limited to, any writing containing information relating to the conduct or administration of the public's business prepared, owned, used or retained by any employee, regardless of physical form or characteristics.

WRITING includes handwriting, typewriting, printing, photostating, photographing and every means of recording, including letters, words, pictures, sounds or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums or other documents.

3.6.2 RETENTION & DESTRUCTION

Jerome County records must be retained according to applicable law (*See*: I.C. § 31-871), contractual requirements, and this policy. All Jerome County employees are prohibited from destroying or removing Jerome County records in violation of applicable law, contractual requirements, and this policy. Jerome County records may only be destroyed by resolution of the Board of Jerome County Commissioners and upon the advice of the Jerome County Prosecuting Attorney's Office. All questions regarding the retention of records should be directed to a supervisor, manager, department head, or elected official. If the department head or elected official determines that the records should be disposed of, a records destruction request must be sent to the Jerome County Prosecuting Attorney's Office for review. The request should include a detailed list of the records to be destroyed. The Jerome County Prosecuting Attorney's Office will review the request and provide its advice on the length of time that those records need to be retained. If the records can be disposed of the Jerome County Prosecuting Attorney's Office will prepare a resolution authorizing the destruction of the records. The records may only be disposed of if the Board of Jerome County Commissioners passes the resolution. The destruction of those records must be done under the direction and supervision of the Jerome County Clerk's Office.

3.6.3 DESTRUCTION OF ELECTRONIC RECORDS

Electronic records are all information in digital form. This includes, but is not limited to, information stored on computers, software systems, tapes, disks, and optical disks. Electronic records should be destroyed in accordance with the schedules contained in the appendix below. If there are legal, business or other requirements for keeping electronic records for a longer period of time, it is the responsibility of the appropriate employee, supervisor, manager, department head or elected official to ensure that those records are kept in conformity with such requirements. Electronic mail inboxes must not be used for the archival storage of important electronic records; such records must be moved from electronic mail messages to word processing documents, databases, or hard copy. All

electronic mail messages that are no longer needed for business purposes should be purged by employees from their personal inbox. Electronic records must be destroyed in accordance with the following schedule unless other legal requirements require that these electronic records be maintained for a longer period of time:

The following should not be destroyed until 2 years after the point in which the information contained in such is no longer utilized for purposes of County business:

- Emails
- Records and Files Saved on Jerome County Network
- Disk drives, diskettes, tape reels and cartridges
- Computer Hard Drives or Images of Hard Drives

3.6.4 INAPPROPRIATE DESTRUCTION OF RECORDS

The wrongful removal of any county record from the County's possession, or intentional destruction of any county record before the required time period has expired by any employee is strictly prohibited. This especially applies to the destruction of any record that is related to ongoing, potential, threatened or reasonably anticipated litigation. In addition, the destruction of any county record that must be retained for any legal or contractual reasons is strictly prohibited. If any employee knows of ongoing, potential, threatened or reasonably anticipated litigation that may be related to any county record, including any electronic record, that is set to be destroyed or disposed of, that employee must inform the person scheduling the records for destruction, supervisor, manager, or the supervising department head or elected official. If an employee knows that a county record may be destroyed or disposed of in violation of this policy, such employee must take all appropriate steps necessary to prevent such record from being destroyed or disposed of.

CHAPTER 4: CLASSIFICATION, COMPENSATION & BENEFITS

SECTION 4.1 EMPLOYEE CLASSIFICATION

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

4.1.1 CLASSIFICATION FOR POLICY PURPOSES

Deputy Attorneys & Other Legal Counsel

Because the Idaho Rules of Professional Conduct, as established by the Idaho State Bar, govern the relationship between an attorney and his/her client, Deputy Prosecutors (including Senior Deputy Prosecutors) and other legal counsel for the County appointed pursuant to I.C. § 31-2601 et seq. are considered to be at-will employees, and they serve at the pleasure of the Prosecuting Attorney or the Board as the case might be. They can be appointed or removed at the pleasure of the elected official for whom they serve. However, any deputy prosecutor or other legal counsel for the County who believes that he/she has been removed from his/her position or demoted with attendant change in pay as a result of unlawful discrimination may utilize the Unlawful Discrimination Hearing Procedure as set forth in this policy.

Senior Deputies (Also Known As “Chief Deputies”)

Employees appointed pursuant to Idaho Code Section 31-2006 by an elected official, serve in that role at the pleasure of the elected official. The designation can be established or removed at the pleasure of the appointing elected official, and the hearing process set out in this policy does not apply to the removal process. In all other respects of this policy, they are considered to be regular employees and shall receive all employee benefits provided by Jerome County as such benefits now exist or may be subsequently changed.

4.1.2 CLASSIFICATION FOR BENEFIT PURPOSES

The classification of the position you hold with Jerome County may affect the status of obligations or benefits associated with your employment. The primary classes of employees and their respective status is outlined as follows:

Elected Officials

Elected officials are not considered regular employees. Elected officials receive employment benefits as identified in a resolution adopted by the Board of County Commissioners.

Introductory

Introductory employees are those whose performance is being evaluated for a specified amount of time immediately after hire. Introductory employees who maintain their employment after the introductory period will take on the regular classification in which they were intended at hire (e.g. full-time, part-time, seasonal, etc.).

Introductory employees are AT-WILL EMPLOYEES during their introductory period, and are thus not eligible for the disciplinary procedures outlined in chapter five of this manual. The introductory period is intended to give both the County and the new employee the opportunity to determine whether further employment with the county is appropriate. This period allows new employees to demonstrate, both to themselves as well as to the County, that they are a “good fit” with the County and have the abilities to satisfy the expectations of their respective positions.

The introductory period shall be 180 days and shall apply to all new, promoted, transferred, and rehired employees. It shall not apply to elected officials. An introductory employee who is absent for more than ten working days, whether stemming from a single absence or an accumulation of multiple absences, during the introductory period will automatically extend such introductory period by the length of the absence(s).

During the introductory period all new employees are eligible for those benefits required by law. Further, new full-time introductory employees, as well as introductory employees newly promoted or transferred into full-time positions, are eligible for county-provided benefits, subject to the terms and conditions of each benefit program.

Full-Time Regular Employees

Employees whose employment is sustained and continuing and whose typical workweek consists of at least thirty-five (35) hours or more are considered full-time regular employees. Full-time regular employees shall receive all employee benefits provided by Jerome County as such benefits now exist or may be subsequently changed by action of the Board.

Part-Time Employees

Employees whose employment is sustained and continuing, but whose typical workweek consists of less than thirty-five (35) on a regular basis are considered part-time employees. Part-time employees shall receive no benefits provided to regular employees, except those required by law or those approved by official action of the Board. The number of hours scheduled may also affect the employee's obligation to participate in certain mandatory state benefit programs.

Temporary or Seasonal Employees

Employees who work on an irregular or temporary basis, even though they may or may not work more than thirty-five (35) hours per week are classified as temporary or seasonal employees. Temporary or seasonal employees will receive no benefits provided to regular employees, except those required by law or those approved by official action of the Board. The disciplinary hearing process set out in this manual does not apply to temporary or seasonal employees, and they are considered to be at-will employees.

Transferred Employees

Employees transferred from one county department to another must be qualified for the job to which they transfer. A transferred employee retains any benefits earned during their employment with the County prior to the transfer. The transferring employee may be subject to a change in pay grade and/or a new introductory period after transfer, at the sole discretion of the hiring elected official, department head or Board.

Promoted Employees

Employees may be promoted into a county position at a higher pay grade. A promoted employee will retain benefits earned during their employment with the County prior to the promotion. The promoted employee may be subject to a new introductory period after promotion, at the sole discretion of the hiring elected official, department head or Board, whoever was responsible for the transfer.

4.1.3 WORKERS NOT CONSIDERED COUNTY EMPLOYEES

Independent Contractors

Independent contractors who provide services to the County on a contractual basis are not considered employees of the County. As such, this manual does not apply to independent contractors.

Volunteers

Volunteers who provide services to the County on a voluntary basis are not considered employees of the County. As such, only section 4.9 of this manual applies to volunteers.

Fifth Judicial District Problem Solving Court Coordinators

The Fifth Judicial District presently has multiple Problem Solving Court Coordinators (PSCCs) that work throughout the district. Although these positions are funded by the Idaho Supreme Court and are under direction of the Fifth Judicial Administrator, they are classified as Jerome County Employees for the administrative purposes of the district. Because this classification is done for such administrative purposes only, these PSCCs are not considered employees of Jerome County and are exempt from the entitlements and requirements of this manual.

SECTION 4.2 COMPENSATION PHILOSOPHY

Jerome County adheres to a compensation plan that is designed to pay salaries that motivate employees for excellence in job performance, is equitable across County departments and offices, demonstrates responsible use of public funds, and matches the labor market to be competitive in recruiting and retaining employees, thereby reducing costly turnover. Individual pay is established by determining the value of the position in the labor market, the value of the individual including relevant education, experience and special skills, and the value to the organization. Pay decisions must include consideration of job performance.

4.2.1 COMPENSATION PLANNING

Jerome County compensates employees in accord with decisions by the Board of County Commissioners as budgets are set and tax levies are authorized. Pay for any given position is subject to the annual budgetary process and as such may be subject to increase, reduction, or *status quo* maintenance for any time period. The supervising elected official or administrator may make suggestions about salary compensation and other pay system concerns, but the final decision regarding compensation levels rests with the Board of County Commissioners.

The Board of County Commissioners reserves the right to make budget adjustments, and consequently pay adjustments, during the course of the budget year in order to manage cash flow or to deal with other circumstances which justify or require change in County expenditures. General compensation may therefore be changed for any reason deemed appropriate by the Board of County Commissioners. Compensation may also be adjusted based upon job performance and the availability of funds to maintain a solvent county budget.

An employee's hours may be reduced or employees may be laid off by the Board of County Commissioners or by Elected Officials within their departments as necessary to meet budgetary constraints or as workload changes. An employee who has his or her hours reduced, or who is laid off, shall not be subject to hearing procedures established by this policy.

4.2.2 MERIT INCREASE

Jerome County attempts to annually budget for merit increases for employees. If money is available, each department and office is allotted a pool of budgeted money for individual merit increases based on performance. No employee is guaranteed an annual merit increase nor is any employee guaranteed a particular dollar or percentage amount of merit increase.

Merit increases are not guaranteed and are based upon performance and budget. Overall merit budget allocations and individual merit increases are planned for and allocated prior to the start of each fiscal year. Merit increases are designed to:

- Reward individual performance
- Be both market competitive and internally equitable
- Be compatible with the operating budget

Requests for pay increase **MUST** be accompanied and supported by a Wage Change Form that justifies the request. (See: Section 3.4.1 *Wage Change Form (WCF)*) The employee's overall performance and salary level relative to his/her position responsibilities must be evaluated to determine if a salary increase is warranted.

Mid-Year Pay Increases

Pay increases requested outside of the normal budget process are generally limited to new hires that have successfully completed six (6) months of employment. Such pay increases are limited to a maximum of five (5) percent of the employee's salary.

4.2.3 SALARIED EMPLOYEES

Elected officials shall be paid a set salary as established by the Board of County Commissioners in the annual budget. They shall have no right to overtime pay or compensatory time off.

Employees determined to be exempt from the hourly requirements of the Fair Labor Standards Act should be paid on a salary basis as established by the Board of County Commissioners.

Senior deputies in the offices of the Assessor, Clerk, Coroner, Prosecuting Attorney, Sheriff, and Treasurer may earn hourly wages and thus be entitled to that type of classification. In addition to the regular wage for their position, senior deputies may be paid additional periodic compensation because of their enhanced employee status. The senior deputy designation and the additional compensation that accompanies it shall be in the sole discretion of the designating elected official. Removal from the senior deputy status and the consequential reduction in pay shall not be subject to hearing procedures established in this manual.

SECTION 4.3 PAY POLICIES

4.3.1 TIMESHEET REPORTING

Each pay period begins and ends with the normal calendar month. Timecards for each pay period should be submitted as directed by their supervisor, but in any event, such should be completed and turned into the payroll officer (located in the Clerk/Auditor's office) on, or just shortly after, the 20th of each month.

4.3.2 PAYDAY

Employees are paid once a month. Paychecks are issued the last business day of each calendar month.

4.3.3 ADVANCES

Jerome County does not allow employees to receive pay advances.

4.3.4 PAYROLL DEDUCTIONS

Employee paychecks reflect total employee earnings for the past calendar month, as well as any mandatory or voluntary deductions from the paycheck. Mandatory deductions are deductions that Jerome County is legally required to take. Such deductions include federal income tax, Social Security tax (FICA), any applicable state taxes, and PERSI. Voluntary deductions are deductions that you have authorized. Such deductions might include health insurance, deferred compensation, and supplemental life insurance. For further information or questions regarding deduction, please contact the payroll officer located in the clerk/auditor's office.

4.3.5 DIRECT DEPOSIT

Direct deposit is available to all employees and participation is strongly encouraged. Employees interested in direct deposit or needing to make changes to direct deposit should contact Jerome County Payroll.

4.3.6 SHIFTS & WORKDAYS

A normal or regular work shift consists of a seven and a half (7½) hour period for clerical staff, and an eight (8) hour shift for all others, that is worked during the course of a normal workday. A normal workday begins at 12:01 a.m. and ends at midnight the following day.

Some employees may be scheduled for shorter or longer shifts (non-normal or non-regular work shifts) during a workday depending on the needs of the position, which are considered non-regular shifts. Shift lengths for salaried (exempt) employees are determined primarily by their current workloads. As starting and ending times vary within departments and office locations, each department/office will determine the schedule for the appropriate department/office. All employees are expected to be at their workstation and ready to start work at their scheduled time. Unless an employee makes other arrangements with his/her supervisor, the employee is expected to work until the end of his/her scheduled shift.

4.3.7 WORKWEEK

The workweek begins at 12:01 a.m. on Sunday and ends at midnight (12 a.m.) on the following Saturday, with a regular workweek consisting of thirty-seven and a half (37½) hours worked during that period of time.

4.3.8 MEAL & REST BREAKS

The appropriate use of short breaks may increase employee efficiency and result in better customer service. Therefore, while no state or federal law requires such breaks, Jerome County allows for such for this reason. A supervisor may grant employees one break during each four-hour work period. The supervisor may determine the appropriate duration of a break for the office, up to a maximum of fifteen (15) minutes. These breaks will be considered paid work time. Supervisors may discontinue breaks as needed to ensure proper staffing to meet customer demand. Unauthorized extensions of authorized work breaks will not be considered work time and should be deducted from the

employee's pay. Breaks may not be combined or foregone in order to leave earlier in the day.

In addition, all employees who work at least six (6) hours in a day are entitled to take a meal break. Meal breaks are generally one (1) hour in length. This period can be decreased to less than an hour, but cannot be increased. In no event can a meal break be shortened to less than thirty (30) minutes. Meal breaks are generally unpaid; however employees who are required to work during the meal break will be paid for that time. Employees who are not required to work during lunch are expected to take a lunch break, the length of which should be determined by the employee's immediate supervisor.

4.3.9 TRAVEL TIME

The time an employee spends commuting to and from work is considered "home-to-work travel" and is not considered work time. However, the time an employee spends traveling from one work-site to another for work purposes is considered work time. Time spent in travel away from home outside of an employee's regular work hours as a passenger on an airplane, train, automobile or public transportation is generally not considered work time under the Fair Labor Standards Act (FLSA), but will be compensated as work time when in the best interest of the department/office. Employees will be expected to do other productive work while traveling as a passenger to justify the designation as work time. Work assignments that require an employee to stay out overnight will qualify for expenses, but no time will be compensated beyond appropriate travel time and actual hours worked in accordance with FLSA rules and County procedures.

4.3.10 TRAVEL REIMBURSEMENT

Jerome County employees will be reimbursed for certain actual costs when traveling on county, work-related business. In order for an employee to be eligible for reimbursements, the employee must receive authorization for travel and reimbursement from his/her overseeing elected official or department head in advance of the business trip.

Overnight Business Trips

Employees on official business travel that mandates an overnight stay may collect a per diem, prior to such travel and without supporting documentation, for the purpose of covering meal and mileage expenses. Such per diem amounts shall be as stated in the appendix under the section entitled, "*Reimbursement Amounts*". A claim for such per diem amounts may be made by the employee to the Board either prior to, or after return from, the business trip. Complimentary meals, including continental breakfast provided by a hotel and meals provided by common carriers will not be deducted from the per diem allowance to be paid. The mileage distances shown on an official state highway map shall determine the actual number of miles of a particular trip that qualify for a per diem reimbursement.

Same Day Business Trips

Employees on an official business trip that can be completed within a single day will be reimbursed for meal and mileage expenses at the conclusion of the business trip. Meal

expenses will be reimbursed upon the traveling employee submitting a claim to the County that has proof of such expenses attached. In no event shall the reimbursed amount exceed those amounts identified in the appendix under the section entitled, *Reimbursement Amounts*. Mileage expenses for same day business trips shall be reimbursed at the rate stated in the appendix under the section entitled, "*Reimbursement Amounts*". The mileage distances shown on an official state highway map shall determine the actual number of miles of a particular trip that qualify for a per diem reimbursement.

Lodging

The actual cost of lodging plus applicable tax will be reimbursed to the traveling employee. Lodging costs may be direct-billed to the County with prior approval of the department head or elected official. Absent direct billing, such expenses will be reimbursed upon the employee submitting a claim to the Board with the original lodging receipts attached to the claim.

Miscellaneous

Other travel expenses may be reimbursed at the discretion of the Board of Commissioners. Employees seeking such reimbursement must provide verified receipts for any other expenses for which reimbursement is requested in accord with Idaho Code Section 31-1501 or its successor.

THE BOARD IS THE SOLE AND FINAL AUTHORITY FOR REIMBURSEMENT OF TRAVEL COSTS.

4.3.11 TRAINING TIME

An employee's attendance at training sessions is considered work time unless the following four criteria are met:

- Attendance at the training session is outside of the employee's regular work hours.
- Attendance at the training session is voluntary.
- The training session is not directly related to the employee's current job, and
- The employee performs no productive work during the training session.

4.3.12 ON-CALL TIME

On-call employees are allowed to use that time for their own personal reasons, and are not limited to one geographical location, but must respond to a page or a telephone call within a reasonable amount of time. Employees who are required to take on-call shifts will only be compensated for the actual time worked during that shift, not for the entire shift. Time spent on the telephone or in person resolving a work issue during an on-call shift is considered work time, and if performed by an hourly employee should be reported on the employee's timesheet.

4.3.13 OVERTIME

On occasion, a supervisor, manager, department head or elected official may ask employees to work beyond their regularly scheduled hours. Supervisors will try to give

employees advance notice when overtime work is necessary; however, it will not always be possible to notify workers in advance. In any event, overtime is only allowed after it has been authorized or requested by an appropriate supervisor or elected official, or when done because of an emergency that mandates such overtime as being absolutely necessary.

Overtime assignments should be distributed as equitable as practical to all employees qualified to perform the required work within budget limitations. However, preference for overtime assignments should be given to those employees who agree to accept compensatory time off for overtime worked.

Salaried (FLSA exempt) employees will not be paid for working beyond their regularly scheduled hours. Hourly (FLSA covered) employees are entitled to payment for overtime, according to the rules set forth below. As overtime incurs an additional expense, the supervisor may alter the employee's work schedule within the workweek to avoid or minimize overtime. For example, if an hourly employee works two extra hours on a day during the workweek, the supervisor may reduce the employee's schedule within the current workweek by two hours to result in the employee not working more than forty (40) hours within the current workweek. This schedule adjustment must occur during the current workweek and the time cannot be "flexed" off in any subsequent workweeks.

Hourly employees will be paid 1½ times their regular rate of pay for every hour worked in excess of forty (40) hours per week. This time will accrue as compensatory time on payroll records following the work period during which it was earned, or it will be compensated. PTO, holidays, or any other paid time during which an employee did not work will not count as hours worked for calculating overtime. Generally, for overtime purposes, the County is considered one employer. If an employee regularly works in more than one department or office, Jerome County may need to determine the total hours worked in all County jobs to determine if overtime compensation is due.

4.3.14 COMPENSATORY (COMP) TIME POLICY

As a public sector employer, Jerome County may grant hourly employees compensatory or "comp" time off in lieu of overtime pay for hours worked in excess of the time set for the employee's normal work period. It is the policy of Jerome County for employees to accrue compensatory time opposed to receiving overtime pay.

"Overtime" for purposes of accruing comp time means time worked beyond the designated workweek. Absences resulting from paid leave, such as PTO, holidays, etc. are not considered as hours worked and are thus not part of the calculations of determining accrued comp time. Comp time will accrue at the rate of one and a half (1.5) hours for every one (1) hour of overtime worked. Comp time may be taken in lieu of PTO, subject to supervisor approval.

Compensatory time off for hourly (FLSA covered) employees may accrue to a maximum of eighty (80) hours, with the exception of the Sheriff's Office, whose maximum balance

for accrued compensatory time will be one hundred (100) hours. Any overtime hours worked after these specified maximums are reached will be paid out as overtime pay in the next pay period unless otherwise determined and approved by the Board of Jerome County Commissioners. Individual departments and offices may internally limit comp time maximums for appropriate financial management reasons and if equally applied to all employees in that particular department or office.

At the end of the fiscal year, hourly employees may carry up to forty (40) hours of accrued comp time into the new fiscal year, with the exception of the Sheriff's Office, whose employees may carry up to sixty (60) hours of accrued comp time into the new fiscal year. Any additional comp time hours above those limits will be paid out at the end of the fiscal year.

Employees may request to have some accrued comp time paid out in keeping with the comp time payout procedures. Employees with accrued comp time will have their comp time balance paid out upon transfer to a salaried (FLSA exempt) position, transfer to another department or office, or upon separation from County employment.

4.3.15 FLEXIBLE SCHEDULING

Jerome County understands that many employees have to balance the demands of their job with the needs of their families and other outside commitments. Therefore, it offers its employees the opportunity to work a flexible schedule when it is in the best interest of the County and will not negatively affect the performance of employees' duties. If an employee would like to change his/her work schedule for example, to come in and leave a couple of hours earlier or to work a compressed schedule, the employee should submit a request to his/her supervisor. Jerome County will try to accommodate employee requests, to the extent practical. Because not all jobs are suitable to flexible scheduling, and because Jerome County must ensure that staffing needs are met, it cannot guarantee that a request will be granted. Flexible schedules may be discontinued at any time, without prior notice.

Employees who have not maintained a good attendance record or who have received a disciplinary action in the last six (6) months may not be eligible for a flexible schedule. Exceptions may be made by the department head or elected official when appropriate.

SECTION 4.4 PAID TIME OFF (PTO)

In lieu of vacation and normal sick leave, Jerome County offers Paid Time Off (PTO) to regular full-time employees. PTO is an alternative to categorized vacation and sick leave accruals. It provides an employee with more flexibility to use paid time off to meet personal needs, while recognizing an employee's individual responsibility to manage such absences. PTO accrues as the employee works. Employees will not accrue PTO while on an unpaid leave of absence; under suspension of any kind; laid-off; or when working overtime.

4.4.1 ACCRUAL RATES

The rate at which an employee accumulates PTO is dependent upon his or her length of employment with the County in a full time position (see below chart). PTO is tallied at the end of each month by adding the number of hours of straight time worked with the number of hours of paid leave taken, and then multiplying that sum by the applicable accrual rate. The resulting figure is the amount of PTO in hours an employee earns for the month.

Length of Continuous Service	Accrual Rate
0 to < 1 year	0.021
≥ 1 to < 5 years	0.062
≥ 5 to < 10 years	0.07
≥ 10 to < 15 years	0.082
≥ 15 to < 20 years	0.09
20 years or more	0.103

4.4.2 AVAILABILITY

Although PTO accrues during an employee's first year of employment, it is not available for use until the employee reaches his or her first anniversary date. Thus, the PTO available to the employee during his or her second year of employment is that which actually accrued during the first. The PTO the employee accrues during his or her second year of employment, and for all subsequent years thereafter, will not be available for use until the next anniversary. Employees shall not be allowed to take PTO before it becomes available on the relevant anniversary date.

4.4.3 UTILIZING AND NOTICE

A minimum of one (1) hour of PTO must be used at any one time. When an employee knows in advance that he or she will be taking PTO, a request for approval should be made to the employees supervising manager, elected official or department head. Employees should provide as much advance notice as possible. PTO requested in

advance may be denied by a supervisor if he or she determines an employee's absence during the requested time period will disturb the normal business flow of the office or department. When an employee is forced to take PTO unexpectedly, because of illness, injury or other unforeseen events, he or she must notify his or her direct supervisor of the absence before the start of the scheduled workday, or as soon thereafter as possible. The employee must keep his or her supervisor apprised of the amount of PTO needed during the unforeseen absence.

4.4.4 AMOUNT PAID FOR PTO

PTO is paid at the employee's base pay rate at the time taken. It shall not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

4.4.5 PTO CARRIED FORWARD TO FOLLOWING YEAR

If an employee does not use all of his or her available PTO during a particular year and reaches his or her next anniversary date with the unused amount in hand, the first 40 of such unused hours will be carried over to the following year. The employee may use these carried over hours, along with those normally scheduled for availability for that year, in whatever manner the employee desires. If an employee has more than 40 hours available at the end of an employment year, the excess hours (those above the first 40) will be paid out to the employee at his or her base pay rate at that time. Or in the alternative, the employee may choose to have the excess hours converted to ESLC time (see section 4.5). Converted hours will be placed in the employees' ESLC account and may be accessed per the normal ESLC procedures. Because PTO hours will be strictly viewed as ESLC hours once converted, they will not be paid out to an employee upon separation from employment if they remain unused.

4.4.6 WORKERS' COMPENSATION

Accrued PTO may be used to supplement any payments that an employee is eligible to receive from workers' compensation. The combination of any such disability payments and the benefits provided by PTO cannot exceed the employee's normal weekly earnings.

4.4.7 TRANSFER/SEPARATION

An employee who transfers from one benefit-eligible position to another benefit-eligible position – regardless of whether such transfer is within the same department/office or to another – will continue accruing PTO at the employee's current rate, and any previously accrued PTO will transfer and remain with the employee. Employees who transfer from a benefit-eligible position to a non-benefit-eligible position will no longer accrue PTO and will have all existing PTO previously accrued paid out by the County at the employee's base pay rate at the time of transfer.

Unless an employee's service ends during the first six months of his or her employment, all accrued, unused PTO an employee has at the time of separation from employment will be paid out at the employee's base pay rate at that time. Employees separating from employment during the first six months will forfeit all accrued PTO.

SECTION 4.5 EXTENDED SICK LEAVE COVERAGE

Jerome County offers benefit-eligible employees paid leave for extended periods of illness or injury suffered by themselves, immediate family members, or persons in the employees' care. This leave, referred to as Extended Sick Leave Coverage ("ESLC"), is not designed to cover common bouts of minor sickness (which are to be covered by PTO), but rather more serious illnesses and injuries requiring lengthier recovery times.

4.5.1 ACCRUAL RATE

Benefit-eligible employees will obtain 2 days of ESLC on each anniversary in a benefit-eligible position. The length of the actual "2 days" provided to each employee will vary depending on his or her workday classification at the time of receipt. Employees classified as working a 7½ hour workday will receive 15 hours a year; 8 hour workday employees will receive 16 hours a year; 10 hour workday employees will receive 20 hours a year; and 12 hour workday employees will receive 24 hours a year. ESLC will not accrue during periods of unpaid leave of absences, except for military leave of absences, in which coverage will continue accruing.

4.5.2 UNLIMITED ACCRUAL AMOUNT

If not used, accrued ESLC will be carried over to the following year and will continue accruing for every year of employment in a benefit-eligible position. ESLC will accrue from year to year without limit.

4.5.3 UTILIZATION AND DOCUMENTATION

Accrued ESLC may be accessed by an employee when he or she requires an absence from work because of an illness or injury and the length of such absence will be longer than 3 days. The absence must occur during a single setting and the employee must have covered the first 3 workdays with available PTO. The length of the actual "3 days" will vary depending on each employee's workday classification at the time of use. Employees classified as working a 7½ hour workday must first use 22½ hours of PTO; 8 hour workday employees must use 24 hours; 10 hour workday employees must use 30 hours; and 12 hour workday employees must use 36 hours. If the employee has an insufficient amount of PTO available to cover the required "3 day" time period, then any portion of such period not capable of being covered by PTO will need to be taken as time off without pay before ESLC becomes available. After fulfilling the initial "3 day" requirement, an employee may access his or her available ESLC by submitting to his or her direct supervisor written documentation which confirms the illness or injury to the satisfaction of the supervisor (e.g. a note from a doctor or some other qualified person with knowledge of the reason behind the absence). A copy of the written documentation, or if missing, a written explanation from the employee's department head, must be submitted to the payroll officer along with the timesheet which records the employee's absence and use of ESLC. The payroll officer should request the Board review any ESLC timesheet that does not include the written documentation or explanation. The Board may review any timesheet and deny an employee's use of ESLC upon finding the above requirements not met or abuse of an ESLC account.

No ESLC will be allowed in advance of being accrued. ESLC will not be available for any time the employee has already scheduled as PTO. Officially designated holidays falling within a period of ESLC will not be counted against the employee's accrued coverage.

4.5.4 AMOUNT PAID OUT

ESLC is paid out in an amount equal to the requesting employee's base pay rate at the time he or she accesses such coverage.

4.5.5 TRANSFER AND SEPARATION

An employee who transfers from one benefit-eligible position to another benefit-eligible position, regardless of whether such transfer is within the same department/office or to another, will continue accruing ESLC and any previously accrued ESLC will transfer and remain with the employee. Employees who transfer from a benefit-eligible position to a non-benefit-eligible position will forfeit their accrued coverage at the time of transfer.

Because ESLC is not considered compensation that is due and owing for services rendered, but rather is intended solely as a form of wage protection in the event of extended illness or injury, all accrued coverage not taken upon an employee's separation from County employment will be forfeited and there will be no reimbursement for unused coverage to any departing employee or official.

4.5.6 CARE OF FAMILY MEMBERS

Employees with available ESLC may use such when, under compelling and necessary circumstances, they must administer aid to an immediate family member or when an immediate family member is quarantined. For purposes of this section, immediate family member includes a spouse, child, parent, sibling, grandparent, grandchild, or the same relation by marriage, or a household member over whom the employee has charge and is living with on a permanent or temporary basis. ESLC taken for the care of family members will be accessed by an employee following the same requirements outlined in section 4.5.3 above.

4.5.7 BEREAVEMENT LEAVE

In case of death in a benefit-eligible employee's immediate family (as defined in section 4.5.6), the employee will be given 3 days of paid bereavement leave, to be paid in an amount equal to the employee's base pay rate at the time he or she takes such leave. The length of the actual "3 days" will vary depending on each employee's workday classification at the time of receipt. Employees classified as working a 7½ hour workday will be given 22½ hours of paid bereavement leave; 8 hour workday employees will receive 24 hours; 10 hour workday employees will receive 30 hours; and 12 hour workday employees will receive 36 hours. An employee may extend the bereavement period by accessing his or her ESLC after having first taken 3 days of PTO as required in section 4.5.3.

Bereavement leave does not accrue, but is rather created and given at the time an employee suffers the death of an immediate family member and requests such leave. An employee suffering no such death during a particular year accrues no bereavement leave and thus has none to carry forward.

4.5.8 SHORT TERM DISABILITY BENEFITS

Employees making application for disability benefits that may be provided by the County must exhaust all accrued PTO and comp time prior to receiving any paid disability benefits.

SECTION 4.6 DONATION OF LEAVE

County employees who suffer from a medical emergency involving life threatening or critical illness or injury, may be eligible to receive donated PTO, up to 840 hours per fiscal year.

An employee must have completed one year of continuous employment with Jerome County to be eligible to receive donated leave. The donation and receipt of leave is subject to the approval of the appropriate department heads and/or elected officials of both the donating and receiving employees; as well as from the Board of County Commissioners. The donated PTO hours will be converted to ESLC for the receiving employee and paid based upon the receiving employee's base pay rate at the time of receipt. An employee may receive up to 840 hours of donated leave per fiscal year, and a transfer of leave will not occur until the receiving employee has exhausted all of his or her accrued PTO and comp time. Once transferred, donated PTO hours are forfeited and will not be returned to the donor. Names of donors and recipients must be kept confidential. An employee may donate only accrued PTO.

4.6.1 APPROVAL

The affected department heads and/or elected officials, and the Board may base their approval or disapproval on their evaluation of such things as the employees (either donating or receiving) having prior satisfactory attendance with no history of leave abuse.

4.6.2 RECIPIENT RESPONSIBILITIES

An employee who wishes to receive donated leave should have a written request for donated leave submitted to his/her supervisor for approval. The supervisor will forward the request through their line of supervision to the department head or elected official. If approved by the department head or elected official, the request should then be forwarded to the Board for its approval. Employees receiving workers' compensation benefits through the County are not eligible to receive donated leave.

4.6.3 DONOR RESPONSIBILITIES

An employee who wishes to donate leave to another employee should submit a completed Donation of PTO Agreement form to his or her supervisor for approval.

Donating employees must have actual accrued PTO in order to donate. Donations to another employee must be in whole hour increments of not less than eight (8) hours.

The department head or elected official will review the appropriate forms and make a recommendation for approval/denial. In addition to the above, the department head or elected official for the receiving employee must consider whether the reason for the requests meets the donation of leave policy criteria. County employees who suffer from a medical emergency involving life threatening or critical illness or injury may be eligible to receive donated PTO. Such policy parameters are required to remain in compliance with IRS regulations regarding such transactions.

Once the appropriate department heads and/or elected officials have approved both the written request and the Donation of PTO Agreement, the approvals and all completed forms are to be sent to Board for final approval. Jerome County Payroll will coordinate approved transfer with the department/office and Payroll.

SECTION 4.7 HOLIDAYS

Jerome County recognizes ten paid holidays each year. These holidays include:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

In addition to these ten days, the Board can designate any other day a paid holiday. Time off without pay may be granted to employees who desire to observe a religious holiday which is not recognized by Jerome County, provided it does not create an undue hardship to the flow of County business.

Should a holiday fall on a Saturday, the preceding Friday will be a holiday, and if the holiday falls on a Sunday, the following Monday will be a holiday.

In cases of suspected sick leave abuse, a supervisor may request a doctor's note for the absence when an employee calls in sick the last scheduled work day before or the first scheduled work day after a holiday. Failure to provide documentation for the unscheduled absence may be subject to disciplinary action, including denial of holiday pay for that holiday and termination.

The following conditions apply to Jerome County's holiday pay policy:

- Employees must be full-time benefit-eligible to receive holiday pay.
- Holiday pay **is not** considered time worked for the purpose of overtime calculations.
- Holiday pay is computed at the individual employee's base rate of pay.

- If an hourly (FLSA covered) employee is required to work on a holiday, he or she will be compensated for regular pay plus the accumulation of comp time equal to the amount of time worked, up to, but not more than, eight hours for each holiday worked.
- If an employee is not required to work on a holiday he/she will be compensated for the number of hours he/she would have otherwise worked had the holiday been a regular workday.

SECTION 4.8 OTHER LEAVE

4.8.1 JURY/COURT LEAVE

Employees called for jury duty or as a witness for a governmental entity are entitled to take time off, as necessary, to fulfill such jury/court obligations. This leave will be leave with pay. Employees called to attend court hearings in connection with their official duties will consider those hours as work time. No employee will face discipline or retaliation for such jury/court service, except for any violations of the jury/court leave policy set forth below.

Employees must immediately inform their supervisor when they receive a jury duty summons. Employees chosen to sit on a jury must inform their supervisor how long the trial is expected to last. Employees must also check in with their supervisor periodically during jury service, so the County knows when to expect the employee back at work.

Any payment for such duties other than salary must be endorsed over to the County. If an employee fails to do so, pay will be reduced by the amount of any such payment. Personal mileage reimbursements do not have to be signed over to the County.

On any work day when jury service ends before the end of that employee's usual work day, the employee must check in with their supervisor to find out whether they need to return to work for that day.

Any other reason for court attendance other than as provided above will be considered leave without pay. However, employees may substitute accrued compensatory time or vacation time off instead of taking leave without pay.

4.8.2 MILITARY LEAVE

Jerome County is committed to protecting the job rights of employees absent due to military leave. Under federal and state laws, an employee who is a member of the National Guard or military reserve of the United States and who leaves a non-temporary position for active duty or to receive military training is entitled to an unpaid protected leave of absence. Although not required by law, if the gross amount earned by the employee during military leave is less than his/her county gross salary for that period, the County will pay the difference for a period not to exceed one year after which time the employee will be on unpaid leave. If the employee's pay during the leave is greater than his/her County gross salary for that period, it will be considered leave without pay.

4.8.3 CLOSED FACILITY

On occasion, inclement weather or some other unforeseen occurrence will necessitate the closing of a County facility during a workday. If the Board of County Commissioners declares the facility to be closed, employees will be paid their regular work hours for that day without having to use accrued PTO.

If, however, an employee cannot make it to work due to inclement weather, poor roads, or other conditions, and the facility has NOT been closed, the employee must make up the work hours, take leave without pay, or use accrued PTO at the discretion of the department head or elected official.

If the closure occurs during work hours, those employees at work and sent off site will be paid their regularly scheduled work hours for that day. Employees who have taken PTO and are absent during the closure, must continue using PTO and will not be eligible for closed facility regular pay.

4.8.4 TIME OFF TO VOTE

Employees unable to vote in any election during their non-working hours will be given one (1) hour of paid time off to vote. Employees should request time off to vote at least two (2) working days in advance. Supervisors should schedule time off at the beginning or end of the work shift.

4.8.5 LEAVE WITH PAY

A department head or an elected official may grant, with the concurrence of the Board of County Commissioners, an employee leave of absence with pay and benefits for a period of time not to exceed six (6) months when such leave is in the best interest of, or will benefit, the County or when an employee is approved for worker's compensation supplemental pay and benefits. During an approved leave of absence with pay, an employee will continue to accrue: PTO; years of service credit for purposes of PTO accrual; and appropriate salary increases. The salary or wage to be paid to an employee on an approved leave of absence with pay will be negotiated by the employee and the appropriate department head or elected official and approved by the Board of County Commissioners; provided, however, the salary or wage to be paid to an employee approved for workers' compensation supplemental pay and benefits will be as provided in accordance with workers' compensation policy. If the employee is compensated by another entity for working during the leave of absence with pay, the County will not pay more than the difference between the employee's county gross monthly salary, excluding fringe benefits, and the employee's gross monthly salary or wages paid by the other entity. An employee placed on an approved leave of absence with pay for the purpose of attending courses of advanced professional study must sign a document certifying that he or she will return to employment with the County for twice such period of time as on leave with pay. The employee will reimburse the County for salary and other benefits paid during the period he or she is on leave of absence with pay if he or she does not comply with the document noted above.

4.8.6 EXTENDED LEAVE WITHOUT PAY

When an eligible employee has extinguished all his or her PTO, ESLC (if applicable to the reason behind the requested leave without pay) and comp time, the elected official over the employee's office or department may grant the employee an extended leave of absence without pay for a period of time not to exceed six (6) months when such "granting of leave" is beneficial to, or in the best interest of, the County. Although left in the discretion of the elected official, a leave of absence without pay is intended as a tool to be utilized by the county for purposes of retaining valuable employees needing to recess their employment for a lengthy amount of time.

Any leave without pay granted per this section must be accompanied by the completion of a Wage Change Form (found in the appendix of this manual) that upon departure reduces the employee's wages to zero. A second Wage Change Form shall be completed upon the employee's return from leave without pay that reinstates the employee's pay to an amount equivalent to that which the employee had at the time of his/her departure.

Upon return from leave without pay, the elected official may restore the employee to his/her former position and status or to someother. Further, the employee will be restored to the same PTO accrual rates that the employee was at before taking such leave. However, no accruals shall be made in the employee's PTO, ESLC, PERSI, and salary increases during the time spent on a leave without pay. Furthermore, all other county benefits afforded eligible employees shall be suspended during such leaves without pay.

4.8.7 FAMILY & MEDICAL LEAVE ACT (FMLA)

The FMLA attempts to balance an employee's need for time off for family and medical reasons and the employer's need for a stable work force. The FMLA provides an eligible employee up to twelve (12) workweeks of unpaid, job-protected leave during a twelve (12) month period for qualifying reasons. The twelve (12) month period is measured backward from the date an employee uses FMLA. Each time an employee takes FMLA leave, the remaining leave available is the balance of the 12 weeks remaining during the preceding twelve (12) months.

Use Of Paid Time

Except as otherwise stated, Jerome County requires the use of accrued paid leave (comp time and PTO, in that order) before unpaid leave is taken under the FMLA. Employees may elect to keep a balance of 16 hours of accrued PTO when taking FMLA.

Eligible Employees

To be eligible for FMLA leave, an employee must have worked for the County for at least twelve (12) months (consecutive or nonconsecutive) and have worked at least 1250 hours during the twelve (12) months prior to the start of the leave.

Reasons For Taking Leave

Leave will be granted/designated as FMLA leave when taken for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- For an employee's own serious health condition that make the employee unable to perform his or her job.

A "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
- A period of incapacity more than three consecutive days (including any subsequent treatment or period of incapacity relating to the same condition), that involves treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
- Any period of incapacity due to pregnancy, or for prenatal care.
- A chronic condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, or may cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.).
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

Intermittent Leave & Reduced Leave Schedules

When medically necessary, employees will be allowed to take intermittent leave or to take leave on a reduced leave schedule. If the family and medical leave is being taken because of the birth or placement of a child by adoption or foster care, allowance of intermittent or reduced leave schedule is at the discretion of the County.

Job Benefits

For the duration of FMLA leave, the County will maintain the employee's medical, dental, and vision coverage, as provided to active employees. If an employee elects to retain health insurance coverage for his or her dependents during family and medical leave, he or she must continue to pay his or her respective premium contributions for such coverage. If an employee elects to not retain health insurance coverage for his or her

dependents during family and medical leave, he or she will be entitled to re-enroll his or her dependents without waiting for any pre-existing condition periods, physical examinations or insurance carriers' ability to reject such re-enrollment.

If an employee fails to return to full or part-time work within thirty (30) days after exhausting FMLA leave, he or she may be required to repay the County for all health insurance premiums paid by the County during the unpaid family and medical leave.

Life insurance and disability insurance will not be maintained at County expense for an employee on family and medical leave. If an employee on medical and family leave elects to continue such insurance coverage, he or she must pay the respective premiums.

Job Protection

Upon return from FMLA leave, an eligible employee must be returned to his or her original or equivalent position with equivalent pay, benefits and working conditions, and substantially similar duties, responsibilities and authority. A key employee, however, is not required to be returned to the same position the key employee held when he or she began family and medical leave, or to an equivalent position, if the return to employment, not the key employee's absence, would cause substantial and grievous economic injury to the operations of the County.

The use of FMLA leave will not result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Interference, Discrimination Or Retaliation

The County will not: interfere with, restrain, or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to the FMLA.

County employees, supervisors, managers, department heads and elected officials may not use an employee's inquiry or request about the use of family medical leave or his/her utilization of family and medical leave as a negative factor in any employment decisions and actions.

GENERAL PROVISIONS

Spouse Employees

Eligible County employees who are also husband and wife may take only a combined total of twelve (12) weeks leave during such twelve (12) month period, if the leave is taken for the birth of a child, to care for a child after birth, for the placement of a child for adoption or foster care, to care for a child after placement for adoption or foster care or to care for a parent with a serious health condition. This limitation does not apply to family and medical leave taken by either spouse to care for the other, to care for a child with a serious health condition or for his or her own serious health condition.

Workers' Compensation

Jerome County runs FMLA leave and Worker's Compensation leave concurrently. As such, an employee who is off work on Worker's Compensation Leave will have that time designated as FMLA leave, which will count against his/her FMLA entitlement.

Pregnancy

Pre-natal appointments and related care qualify as a serious health condition under the Family Medical Leave Act (FMLA). Eligible employees are expected to use FMLA leave for pre-natal appointments and appropriate pre-natal care as directed by their health care provider.

SECTION 4.9 VOLUNTEERS IN PUBLIC SERVICE**4.9.1 POLICY**

Jerome County recognizes and strongly supports volunteer service to assist County government in providing services and programs. Citizens are encouraged to volunteer their time and talents in the provision of County services. Volunteer participation opportunities are available for short and long-term service, single special events, in times of local emergencies, for student internships, and community service, among others.

This administrative volunteer policy will establish standards of volunteer service. Persons between the ages of 12 and 17 years are eligible to participate in County programs as youth volunteers, with written parental or guardian consent. Members of advisory boards and committees, whose services and efforts are recognized and highly-valued by the County, are not covered by this policy.

4.9.2 SCOPE

In order to maximize the effectiveness of volunteers, yet limit risk exposure to both volunteers and the County, this policy will apply to all County departments and volunteers. Exceptions to County-wide uniform conditions of the policy may be brought to the Human Resources Director, who will review such variations on a case-by-case basis.

4.9.3 DEFINITION

Volunteer is defined as an individual who performs hours of voluntary service to the County for civic, educational, charitable, humanitarian, recreational, health, public safety or general welfare reasons, without promise, expectation or receipt of compensation for services rendered. Individuals are considered volunteers only when their services are offered freely and without pressure of coercion, direct or implied, from the County.

4.9.4 PROCEDURES

Departments wishing to utilize volunteers are directed to develop and maintain procedures consistent with this manual to encourage and facilitate such usage. Department heads will designate an employee to coordinate the department's volunteer program and who will serve as contact person.

Recruitment

Departments shall use recruiting procedures appropriate to the specific program area. Procedures shall be consistently followed. To assist in this initial process, potential volunteers may be required to complete a Volunteer Application. Initial information to collect may be: name, address, telephone number, driver's license (if driving required), work or volunteer experience, education or training, interests, availability, preferred assignments, references, etc., as proper for the program area.

Selection

A selection process may be established where potential volunteers are interviewed, references verified, and in sensitive placements, agree to a criminal and/or background check in order to proceed with recruitment effort. If the volunteer position requires driving, the volunteer's driver license shall be viewed to determine validity and/or driver's license record. If a volunteer will be driving their personal vehicle, proof of liability insurance will be required to be submitted to the County.

If the selection process discloses information that indicates the tentative volunteer would not fulfill department expectations, the County is under no obligation to assign or retain that volunteer.

Training

Volunteers will receive an overview of their volunteer assignment and, as appropriate, a written list of duties and expectations, hours of service, supervision, necessary forms, approved financial expenditures and reimbursement procedures, accident reporting procedures, confidentiality, call-in, dress code, performance reviews, etc. Volunteers shall be directed to serve within their assigned duty assignment.

Supervision

Volunteers will be supervised as to assignments, work performance, activity, use of equipment, etc. Performance problems will be corrected or the volunteer service terminated.

4.9.5 RISKS OF INJURY TO VOLUNTEERS

Before starting any service for the County, every volunteer is required to review and sign the *General Release of Liability* form found in the appendix of this manual. Beyond this release of general liability, it is important for volunteers to know what specific coverage may or may not be provided by the County.

Personal Injury

Medical costs for personal injuries suffered by volunteers while serving in an authorized volunteer status will be covered by workers compensation when required by law (*ID Stat. Sec. 72-101 et seq.*); and/or by the County's insurance policy if applicable. Such medical costs falling outside the dictates of workers compensation and the county's insurance policy may be reimbursed as determined by the Board of County Commissioners.

Damage to volunteer property

When volunteer's personal property is damaged while the volunteer is serving in an authorized volunteer status, the County will not be responsible to reimburse for the damage.

Driving

All volunteers operating a motor vehicle as part of his or her service to the County are required:

- Review the Jerome County Vehicle Use Policy (Appendix 15 of this manual) and submit a signed copy of such to their supervisor before operation of any vehicle.
- To be qualified to drive and drive safely.
- To **be at least 25 years of age and** have sufficient knowledge about vehicle handling, demonstrated by a safe driving record, so as to protect employees, volunteers, the County, clients and the public from an unsafe driver.

This provision applies to both County-owned and volunteer-owned vehicles. Volunteers operating County equipment will receive instruction from the supervisor or safety officer regarding County vehicles before being authorized to operate them.

Damage to private property

When private property is damaged by a volunteer serving in an authorized volunteer status, provisions of the County's insurance policies will prevail.

4.9.6 REIMBURSEMENT OF CERTAIN COSTS

Volunteers are entitled to reimbursement of actual fuel costs that the volunteer expends by using his or her own vehicle for county business or purposes (this provision does not include the fuel cost spent getting the volunteer to and from the county function or point of service).

Other actual costs incurred by a volunteer when completing volunteer-related assignments may also be reimbursed by the County in the discretion of the Board of Commissioners. Each volunteer is responsible for providing verified receipts for any expenses for which reimbursement is requested in accord with Idaho Code Section 31-1506 or its successor.

CHAPTER 5: EMPLOYEE DISCIPLINE PROCEDURES

SECTION 5.1 GENERAL DISCIPLINING PROCEDURES

Retaining employees and providing opportunities for improvement in behavior and performance is often in the County's, as well as the employee's, best interest. For this reason, progressive discipline should be utilized whenever possible. Corrective disciplinary actions may range from verbal counseling to dismissal. The policies outlined in this manual are intended to provide guidance to all Jerome County employees. Nothing in these policies should be construed as an employment contract or as a guarantee of continued employment.

5.1.1 PURPOSE OF DISCIPLINE POLICY

The purpose underlying the discipline policy of this manual is to establish a consistent procedure for maintaining suitable behavior and a productive working environment in the workplace. These procedures are directory in nature and minor variations of the processes set forth herein shall not affect the validity of any actions taken pursuant to this policy.

5.1.2 DISCIPLINARY SYSTEM FRAMEWORK

Jerome County adopts the following framework for actions to be taken in the event that any employee subject to this policy violates employment policies or fails to perform adequately. Progressive steps may be implemented in order to encourage improved performance or attitude, but are not required. Jerome County reserves the right to take any of the prescribed steps in any order in the event that a supervisor deems a policy violation or action of the employee to be serious enough to warrant a certain step.

5.1.3 DISCIPLINARY ACTIONS AVAILABLE

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

- Oral warning
- Written warning or reprimand
- Suspension without pay
- Probation
- Demotion
- Dismissal

5.1.4 PRIOR TO TAKING DISCIPLINARY ACTION

Prior to implementing any available disciplinary actions, the supervisor should evaluate:

- The facts surrounding the episode or incident. An incident or infraction should be thoroughly investigated regardless of how the situation appears initially.
- The training the employee received regarding the work rules and consequences of failing to follow those rules.
- The performance history of the employee with the County.
- The effect of the employee's past and present behavior/performance on the day-to-day operations.
- The corrective actions taken for other employees in the past in similar situations.
- If applicable and thought necessary, discuss the matter with the offending employee's department head and/or elected official.

5.1.5 DISCIPLINARY ACTION NECESSARY (Amended, Resolution 2010 –1)

If a supervisor determines that disciplinary action is necessary, he or she should:

- Determine the appropriate time and place for a disciplinary meeting, not in front of others or where other employees could overhear the meeting. However, another official or member of management should be present in the disciplinary meeting along with the supervisor and employee.
- Document the disciplinary action in writing with a copy provided to the employee and to the Clerk of the Board to be placed in the employee's permanent, confidential human resource file. The documentation should include:
 - Who, what, when, where, and how.
 - The effect of the conduct as it relates to performance, job related behavior or interference with office/department operations.
 - What action(s) will be taken because of the incident.
 - What action(s) will be taken in the future if another infraction occurs.

If the disciplinary action deemed warranted by the supervisor involves a demotion with an attendant change in pay, suspension without pay or dismissal from employment, then in addition to the above, the supervisor:

- Should refrain from making any final decision on the matter until after all relevant information has been considered, including any presented by the employee at a disciplinary hearing. The lack of a final decision in no way is to be interpreted as prohibiting the supervisor/department head/elected official from taking whatever immediate action he or she may deem fit (*e.g. immediately suspending pay, employment, etc.*).
- Should, if applicable and not already done, notify and discuss the matter with the offending employee's department head and/or elected official.
- Must notify and discuss the matter with the Jerome County Prosecuting Attorney or his or her assigned deputy.
- Must complete a Notice of Contemplated Disciplinary Action Form ("NCDAF") and have it hand delivered to the employee. A completed NCDAF may take the place of, or prevent the need for, a disciplinary meeting.

- Should, if the employee fails to sign the NCDAF and acknowledge receipt of such at the time it is delivered to him or her, sign a statement that he or she (the supervisor) did in fact deliver the NCDAF, or make it available, to the employee.
- Must automatically schedule a disciplinary hearing for the employee within ten (10) days after the NCDAF is delivered to the employee, and include the date, time and place for such hearing on the NCDAF.
- Should, upon delivering the NCDAF to the employee, specifically point out the date, time and place that have been set for the disciplinary hearing.
- Should, in the event that the employee declines the disciplinary hearing, have the employee sign a written statement to that effect.

5.1.6 HEARINGS ALLOWED WHEN CERTAIN DISCIPLINARY ACTION IS BEING TAKEN AGAINST CERTAIN EMPLOYEES (Amended, Resolution 2010 –1)

When Disciplinary Hearings Allowed

A disciplinary hearing will be made available to all full-time employees (not including independent contractors, introductory employees, casual employees, seasonal employees or legal counsel for the County) that are being considered for the following kinds of disciplinary action: 1) Suspension without pay; 2) Demotion with attendant change of pay; or 3) Discharge for cause.

Hearings Not Available Under Certain Circumstances

Employees, whether full time or not, who suffer changes in employment status that are not a result of disciplinary action, but rather the result of budgetary needs, reductions in force, reorganization of work duties through transfer or reassignment, or general changes in the terms or conditions of employment or of benefit offerings, shall not be allowed a disciplinary hearing as set forth herein. Jerome County retains full authority, without prior notice, to modify the general terms and conditions of employment.

5.1.7 HEARING PROCEDURES (Amended, Resolution 2010 –1)

Jerome County provides a disciplinary hearing to all eligible employees as a means for such employees to be heard and respond to that kind of disciplinary action identified under section 5.1.6 above that is being taken against them. Such disciplinary hearing is not mandated and may be waived or declined by the employee.

A disciplinary hearing is to be administered in a directory manner, allowing flexibility in administration that does not adversely affect the employee's fundamental opportunity to be heard. It is the responsibility of an employee to show by clear and convincing evidence that the factual basis for the personnel action is incorrect or that the reasons for the personnel action are contrary to existing law. Should the employee establish such basis, the employee's back wages and benefits shall be restored as if the specified action had not been taken.

A disciplinary hearing will automatically be scheduled for any eligible employee by the department head or elected official taking the disciplinary action, and written notice of the date, time and place for the hearing should be hand delivered to the employee at the time the employee is presented with the NCDAF.

If not declined or waived by the employee, the hearing must be held within ten (10) days of the NCDAF being delivered to the employee, unless both the supervisor and the employee agree that the time for the hearing may be extended. If the time for the hearing is extended, any continuing compensation that the employee may be receiving shall immediately cease.

The hearing will be undertaken and presided over by the supervising department head or elected official, who may allow any person to partake in the hearing that he or she feels appropriate. The department head or elected official may also delegate or allow another County official to conduct, preside over, and/or be present at, the hearing as he or she sees fit. Otherwise, the hearing is to be closed, with the information stated at such to be kept confidential.

Unless declined or waived by the employee, the following is required in preparation of a disciplinary hearing:

1. The employee will be provided the following information in writing (most of which should be, or have been, provided through the NCDAF):
 - The disciplinary action being considered and/or possible consequences thereof.
 - The factual basis for the disciplinary action being considered.
 - Any other information in possession of the County that is relevant to or supports the disciplinary action that is under consideration.
 - The date, time and place for the disciplinary hearing.
2. The employee must be given the opportunity to be heard at the disciplinary hearing. The employee may choose to be heard in person or by providing a written response as to why the disciplinary action being considered should not be taken against him or her.
3. There shall be a record maintained, including but not limited to, an audio recording of the disciplinary hearing.
4. The employee, at his or her own choosing and expense, may elect to be represented by legal counsel at the hearing. This in no way should infer a right of the employee or his/her legal counsel to question or cross-examine the supervisor or any other county official. Any “question and answer” format such as this, along with the format of the disciplinary hearing in general, is left to the sole discretion of the presiding officer over the hearing.

5. At the conclusion of the disciplinary hearing and after considering all relevant information, the supervisor or elected official may notify the employ of his or her decision, or may take the matter under advisement and send written notice of his or her final decision to the employee within the next three (3) business days.

SECTION 5.2 UNLAWFUL DISCRIMINATION HEARING PROCEDURES

5.2.1 ALLEGATIONS OF DISCRIMINATION

This policy establishes an opportunity to be heard in the event of a discharge or demotion when the employee asserts that the discharge or demotion is actually the consequence of alleged unlawful discrimination by the County. Unlawful discrimination addresses actions that are alleged to involve decisions based upon age, sex, race, religion, national origin or disability that is not a bona fide occupational qualification. Issues of job performance or employee attitude are not the proper subjects of this opportunity to be heard. Jerome County does not condone discrimination on the basis of the foregoing unlawful categories. Failure to pursue a hearing pursuant to this policy shall constitute a failure to exhaust remedies under this policy.

Any employee entitled to be heard per Section 5.1 as a result of a disciplinary action that concerns job performance or behavior, must raise allegations of discrimination in the course of that disciplinary process, with such issues to be addressed as provided by this section of the policy.

5.2.2 DISCRIMINATION HEARING VERSUS THAT OF SECTION 5.1

The procedures stated here can be part of, in addition to, or instead of, those stated in Section 5.1. The discrimination hearing described in this section shall be initiated only upon request of a demoted or discharged employee, and must be requested within seven (7) calendar days from the date a decision is rendered in a Section 5.1 hearing; or within fourteen (14) calendar days from the date a demotion or discharge action is taken against an employee, whichever is later. An employee that request a Section 5.1 hearing per the time limits of that section, and requests a discrimination hearing per the time limit of this section, but before the Section 5.1 hearing has been held, shall have the two hearings combined and ran simultaneously with one another.

5.2.3 ELEMENTS OF A DISCRIMINATION HEARING

The elements of procedure to be followed in a discrimination hearing, to be undertaken and presided over by the Board of County Commissioners, or by a hearing officer appointed by the Board, and unless waived by the employee, are:

1. The employee may, within fourteen (14) days of his or her termination or demotion, submit a written allegation of unlawful discrimination, stating with particularity the basis for the requested opportunity to be heard. Complaints filed untimely or

failing to state a particular, legally recognized basis for this opportunity will not be heard.

2. An employee alleging discrimination shall be allowed one (1) hour, unless otherwise approved by the Board or official, to meet and discuss the allegations with the Board of Commissioners or designated official. In the event that a Section 5.1 hearing is running simultaneously with a discrimination hearing per this section, the total allotted time the employee will have to be heard on all issues will be three (3) hours, unless otherwise approved as stated above.
3. There shall be a record maintained, including a tape recording, of the discussion that constitutes the opportunity to be heard.
4. The employee's supervisor shall provide a brief, written statement in response to the particular allegation of discrimination. The Board or appointed officer may request that the employee's supervisor or any other official that the Board deems appropriate to observe or participate in the hearing and/or in any discussion the Board may have as a result of such. Otherwise, the hearing is to be closed, with the information stated at such to be kept confidential..
5. The employee, at his or her own choosing and expense, may elect to be represented by legal counsel at the hearing. This in no way should be inferred as an invitation, opportunity, or right of the employee or his/her legal counsel to question or cross-examine the supervisor or any other county official. Any "question and answer" format such as this, if any, along with the format of the hearing in general, is left to the discretion of the Board or presiding officer of the hearing.
6. The employee will be allowed to present evidence upon which the alleged discrimination is based.

Every discrimination hearing shall take place as soon as it can be accommodated by the schedules of those involved. Additional time may be granted at the request of the employee or the employee's counsel upon a showing that additional time is needed to provide facts necessary to respond to the charges.

After the hearing has been concluded, the Board or appointed hearing officer, shall consider the information submitted and such other information as might be in the County's records to arrive at a decision concerning the employee's allegations. Said decision should set forth the reasons for the Board's determination and should be in writing.

All documentation produced from the hearing, which would include the electronic recording made at the hearing, must be kept confidentially in the employee's personnel file, maintained with the Clerk of the Board.



**Jerome County
Employee/Supervisor Manual
Cumulative Pocket Supplement**

Additions to, and amendments effecting the page numbering of , the Jerome County Employee/Supervisor Manual since the publication of the original volume are compiled in this supplement and will be found under their appropriate section numbers.

The Jerome County Board of Commissioners has adopted these additions and amendments as part of the JCESM, and thus such are to be given the full force and effect of any other part of manual. Employees are responsible for reading and understanding the additions or amendments contained herein and shall be held accountable for any violation of them.

APPENDIX

REIMBURSEMENT AMOUNTS

Mileage Per Diem

Mileage expenditures made within the parameters of Section 4.3.10 of this manual shall be paid at a per diem rate of \$0.50 per mile traveled.

Meal Per Diem

Full Day Away on Business	Amount Of Per Diem For That Day
For every full day away on business that is in between the departure and return dates.	\$34.50
Per Diem reimbursement for days of departure and return is calculated in terms of four six-hour quarters, as shown in the table below: Calculating for Per Diem Only for Overnight Travel	
REIMBURSEMENT AMOUNTS ALLOWED ON DEPARTURE DATE	
Time of Departure	Amount Of Per Diem For That Day
12 a.m. – 5:59 a.m.	\$34.50
6 a.m. – 11:59 a.m.	\$27.00
12 p.m. – 5:59 p.m.	\$16.50
6 p.m. – 11:59 p.m.	\$0.00
REIMBURSEMENT AMOUNTS ALLOWED ON RETURN DATE	
Time of Return	Amount Of Per Diem For That Day
12 a.m. – 5:59 a.m.	\$ 0.00
6 a.m. – 11:59 a.m.	\$7.50
12 p.m. – 5:59 p.m.	\$18.00
6 p.m. – 11:59 p.m.	\$34.50

JEROME COUNTY
Application for Employment
 An Equal Opportunity Employer

Jerome County believes that a diverse work force adds quality and prospective to servicing the public in the best manner possible. Therefore, it is the ongoing policy and practice of Jerome County to strive for equal opportunity in employment for all employees and applicants. No person shall be discriminated against in any term, condition, or privilege of employment because of race, national origin, religion, disability, pregnancy, age, military status, marital status, genetic characteristics or information, gender, gender identity, gender variance, or sexual orientation.

To be considered an applicant, you must complete this form. A résumé may also be attached. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for your signature. This application is to fill the current open position only.

Applications must be received by _____ a.m./p.m. on the closing date listed on the job announcement and at the location listed on the announcement. Late applications will not be accepted. The County is not responsible for errors made by the postal or electronic system, or for mechanical failure of a FAX machine. Applications are required for all Jerome County positions openings and must be filled out completely and accurately. You may submit a resume and cover letter with your job application. Please refer to the job announcement for duties and requirements of the position. According to the Public Writings section of Idaho Code, Title 9, chapter 3, some or all of the information on this application may be required to be disclosed to a requesting party.

Personal Information:				
Name:				
	Last	First	Middle	Other Names Used
Address:				
	Street	City	State	Zip
Telephone:				
	()	()	()	
	Home	Cell	Message	
Email Address:				
Webpage Address(es):				
Position Applying For:				
Are you applying for:		What shifts will you work?		May We Contact Present Employer?
<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Temp/Seasonal		<input type="checkbox"/> Days <input type="checkbox"/> Nights		<input type="checkbox"/> Yes <input type="checkbox"/> No
Available Start Date:				

Bilingual Skills				
Language	Speaking Fair, Good, or Fluent	Understanding Fair, Good, or Fluent	Reading Fair, Good, or Fluent	Writing Fair, Good, or Fluent

Are you legally eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Federal Law requires proof of identity and employment authorization for all new employees.)	
Can you travel if the job requires it? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> State: _____

Employment History (Please Start With the Most Recent, Ending With Age 18, Excluding Part-Time Positions Held While Obtaining Higher Education—Use Additional Paper as Necessary.):

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From: To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Next Employer:

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From: To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Next Employer:

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From: To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Technology Skills (List All Skills & Software Applications You Have Experience Using):

Word Processing:
 Spreadsheet:
 Other Software:
 Database:
 Microsoft Office? Yes No PowerPoint? Yes No

Scanner? Yes No Copier? Yes No

Digital Phone Systems? Yes No

Explain Internet Skills, Including Email Usage:

Professional Licenses or Certificates Held:

If employed in the position for which you have applied, would you be in a supervisory or subordinate relationship to any relative or domestic partner? €No €Yes

Have you ever worked for Jerome County? €No €Yes – If yes, from (mo/yr) _____ to (mo/yr) _____.

Military

Are you a veteran or family member who qualifies for and are claiming preference pursuant to Idaho Code § 65-503 or its successor? Yes No (If Yes, fill out Page 5 of Application & attach proper documentation)

Have you previously claimed such preference? Yes No

Personal Reference (Please list the names of three (3) persons not related to you by blood or marriage.)

Name: _____
 Last First Middle
 Address: _____
 Street City State Zip
 Telephone: (____) (____)
 Home Other
 Connection To You (i.e. friend, co-worker): _____ Occupation: _____

Personal Reference

Name: _____
 Last First Middle
 Address: _____
 Street City State Zip
 Telephone: (____) (____)
 Home Other
 Connection To You (i.e. friend, co-worker): _____ Occupation: _____

Personal Reference

Name: _____
 Last First Middle
 Address: _____
 Street City State Zip
 Telephone: (____) (____)
 Home Other
 Connection To You (i.e. friend, co-worker): _____ Occupation: _____

Education/Training				
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<u>Name</u>	<u>Location</u>	<u>Dates Attended From / To:</u>	<u>Diploma, Degree & Major</u>	Graduated?
High School				
College				
Other (Business, Vocational, Military)				

Conviction Record (Required From All Applicants)

PLEASE NOTE: A full disclosure by you is to your advantage, as your record does not necessarily disqualify you for employment. Factors such as, but not limited to, age at time of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply may be taken into account. Jerome County routinely verifies conviction, driving and other information listed on this application. If you do not respond accurately, or if you commit errors of omission of fact, intentionally or unintentionally, you may be ineligible for Jerome County employment.

Answer this section truthfully, including all offenses of which you were convicted or pleaded no contest.

Have you ever plead guilty, no contest or been convicted of a **MISDEMEANOR** or **FELONY** or violation of any ordinance or law other than minor traffic violations and/or placed on probation, fined, or given a suspended or deferred sentence in court? (Include any convictions by military trial and any criminal charges for which you are awaiting trial. List all cases other than minor traffic violations. Driving under the influence, careless, reckless, or hit-and-run driving are not minor traffic violations.) €
No € Yes – If yes, provide the information requested below for each offense.

Do not list arrests – only list convictions		
----------------------------------------------------	--	--

OFFENSE	OFFENSE	OFFENSE
DATE	DATE	DATE
PLACE	PLACE	PLACE
SENTENCE/FINE	SENTENCE/FINE	SENTENCE/FINE

Required Signature Section

YOUR SIGNATURE IS REQUIRED prior to your selection for a position with Jerome County.

Employment Application Certification

I certify that all of the information provided by me in connection with my employment application, whether on this document or not, is true and complete, and I understand that any false, omitted, incomplete or misleading information may disqualify me from further consideration for employment or be grounds for refusal to hire or, if hired, may result in my dismissal if discovered at a later date.

I authorize Jerome County to investigate any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employer, and organizations to provide relevant information and opinions to the county that may be useful in making a hiring decision. I release all such parties from any liability in making such statements.

I understand that, if I am offered employment or a post-employment promotion, it may be conditioned on satisfactory results of a background investigation, pre-placement physical, physical agility skill testing, substance screen, and a county post-employment medical examination or inquiry. I also understand that if hired, my continued employment may be based on the testing listed above.

I understand that, if I am offered employment, I will be required to serve an at-will probationary period, and that my continued employment is conditional based upon my performance.

I understand that because Jerome County is a public employer, this application may be public information.

I understand that for jobs that require a valid driver's license, I will be required to provide a copy of my driving record.

I understand that for jobs requiring operation of a commercial motor vehicle, that I am required, in accordance with the Commercial Motor Vehicle Safety Act of 1986, to list any experience I had as a commercial vehicle driver within the past 10 years from the date of this application. I certify that the information provided in the driving section of this application meets this requirement. I also understand that in accordance with the Commercial Motor Vehicle Safety Act of 1986, I am not allowed to operate a commercial motor vehicle if I hold more than one license; or if my license has been revoked, suspended or canceled; or if I have been disqualified as a driver under the Federal Motor Vehicle Carrier Safety Standards.

I CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE AND THAT MY FAILURE TO SIGN BELOW WILL NULLIFY MY CONSIDERATION FOR EMPLOYMENT.

SIGNATURE OF APPLICANT: _____

DATE: _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, an applicant for employment with Jerome County, do hereby authorize a review of and full disclosure of all records or information concerning myself to any duly authorize agent of Jerome County, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all records and information of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, either criminal or civil, in which I have, or have had any interest or involvement.

I understand that any information obtained during any personal history background investigation which is developed directly or indirectly, in whole or in part, upon this authorization will be considered in determining my suitability for employment by the Jerome County. I hereby agree that any person(s) or entities who may furnish such information concerning me shall not be held liable for providing this information; and I do hereby release said person(s) and entities from any and all liability which may be incurred as a result of furnishing such information.

I further authorize that a photocopy of this signed release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Witness

DATED: _____

Printed Name, including all names I have previously used or been known by:

Phone: _____

DOB: _____

JEROME COUNTY PROSPECTIVE EMPLOYEE REFERENCE CHECK

Name of Applicant: _____

Position Applying for: _____ Department: _____



REFERENCE:

Employer: _____ Contact Name/Title: _____

Dates of Employment: FROM _____ TO _____ Job Title: _____

Type of Duties Performed: _____

Overall, how would you evaluate his/her performance? _____

Specific professional strengths? _____

Specific professional weaknesses? _____

Accomplishments on the job/results achieved: _____

How did he/she interact with other people/staff/public? _____

Did he/she have any interpersonal difficulties that interfered with his/her work? _____

Would you provide comments on the following:

- attendance_____
- dependability_____
- ability to accept responsibility_____
- ability to follow instructions_____
- degree of supervision needed_____
- work attitude_____
- quality/quantity of work_____
- ability to handle stressful situations_____

Why did he/she leave the position?_____

Eligible for rehire? YES _____ NO _____ Why not?_____

OTHER COMMENTS:_____

Interviewer: _____ Title: _____

Date/Time Reference Check Obtained: _____

Public Records Request/Intake Form

To make a records request, fill this form out completely *and submit it to the appropriate department or official who is the custodian of the requested records.*

PLEASE TYPE OR PRINT LEGIBLY

Date: ____/____/____

Name: _____
First Name Last Name

Address: _____
Street City State Zip Code

Phone: (____)____ - _____ Fax: (____)____ - _____
Daytime Phone Number

Identify custodian of the requested records (department or official), to whom this request is being directed:

Describe In As Much Detail As Possible The Records Being Requested (report names, dates etc.):

FOR OFFICE USE ONLY

Completed by: _____ <small>Records Custodian</small>	
____/____/____ <small>Date Completed</small>	____/____/____ <small>Date Requestor Contacted</small>
Notification by: Mail Phone Other _____	
____/____/____ <small>Date Picked-Up/Mailed</small>	

Copying Fees			
Pursuant to I.C. § 9-388(8)(a)			
1. _____ # of pages	x	\$ 0.15	= \$ _____ Fee
2. _____ # of Tape/CD Copied	x	\$ 10.00	= \$ _____ Fee
3. _____ # of Hours Worked	x	\$ _____ Rate	= \$ _____ Fee
<i>Third line to be completed only if request requires more than 100 copies or more than 2 hours of labor</i>			\$ _____

Response To Public Records Request; Approval Whole Or In Part

Today's Date: ____/____/____ Date Request Received: ____/____/____

Name of Requestor: _____
First Name Last Name

- Your request has been approved in full or in part.
- If copies were not requested, please contact the undersigned to arrange a time to examine the records that have been approved for disclosure.
- If copies were requested, see attached Intake Form for explanation of costs. Once such costs are received, copies of the approved records will be produced.
- Your request is being processed, however it has been determined that additional time will be required to locate, retrieve and/or copy the records you have requested. Your request will be provided no later than ten days from the date of your original request and you will be notified when the records you requested are ready for your review or copies thereof can be picked-up.
- THE JEROME COUNTY PROSECUTING ATTORNEY HAS BEEN CONTACTED AND CONFERRED WITH AND HAS ADVISED TO CHECK THE BOXES BELOW IN THE MANNER IN WHICH THEY ARE.**
- Some of the records or information you've requested is exempt from disclosure (see attached Denial Form). The exempt information has either been withheld or redacted from disclosure.

I am unable to determine the records being sought as a result of your request being too:

- Vague - Please be more specific by providing dates or names of documents requested.
- Broad - Please narrow or define or state with more specificity the time period or scope of the documents which you seek.
- No records - There is no recorded documentation (and thus no records) concerning the subject matter of your request.
- Other - See attached explanation.
- This department (the one you directed your request to) is not the keeper of the records that you seek. Please be advised that the proper department is _____ and I have forwarded your request to that department. You should be hearing from that department's custodian shortly.

To the extent this response may be considered a denial or partial denial of a request for information under Idaho's public records laws, you have the right to appeal such denial pursuant to Idaho Code § 9-343. Pursuant to that section, you have 180 calendar days from the date of denial to file a petition in the district court for an order compelling the production of the public records to which you believe you have been denied access.

Custodian

Department _____ Telephone # _____

Response To Public Records Request; Denial, In Whole Or In Part

Today's Date: ____/____/____ Date Request Received: ____/____/____

Name of Requestor: _____
First Name Last Name

Copy of Written Request attached Yes No

THE JEROME COUNTY PROSECUTING ATTORNEY HAS BEEN CONTACTED AND CONFERRED WITH AND HAS ADVISED TO CHECK THE BOXES BELOW IN THE MANNER IN WHICH THEY ARE.

Jerome County is prevented from disclosing the record(s) that you request as such are exempt from disclosure, in their entirety, under the Idaho Public Records Law. The record(s) you request are exempt specifically because such record(s):

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> are exempt pursuant to federal or state law and/or regulations (<i>i.e.</i> attorney/client privilege - I.C. § 9-340A) | <input type="checkbox"/> pertained to trade secrets; production records; appraisals; bids; or proprietary information - I.C. § 9-340D |
| <input type="checkbox"/> are contained in court files of judicial proceedings - I.C. § 9-340A | <input type="checkbox"/> pertain to undisclosed archaeological or geophysical, or endangered species sites - I.C. § 9-340E |
| <input type="checkbox"/> are investigatory records of law enforcement - I.C. § 9-340B | <input type="checkbox"/> pertain to confidential contributions to libraries, museums, or archives - I.C. § 9-340E |
| <input type="checkbox"/> involve evacuation and emergency response plans - I.C. § 9-340B | <input type="checkbox"/> pertain to testing or licensing information - I.C. § 9-340E pertain to draft legislation---I.C. § 9-340F |
| <input type="checkbox"/> pertain to worker's compensation claims of county employees - I.C. § 9-340B | <input type="checkbox"/> pertain to judicial authorization of abortion procedures for minors - I.C. § 9-340G |
| <input type="checkbox"/> pertain to County personnel, personal information, health records, or professional discipline - I.C. § 9-340C | <input type="checkbox"/> are records related to the uniform securities act - I.C. § 9-340H |

NOTICE: PURSUANT TO IDAHO CODE § 9-343 YOU HAVE 180 DAYS TO APPEAL THIS DECISION BY FILING A PETITION IN STATE DISTRICT COURT IN THE COUNTY WHERE THE RECORDS AT ISSUE ARE KEPT, ASKING THE COURT COMPEL THE PRODUCTION OF THE RECORDS TO WHICH YOU BELIEVE YOU HAVE WRONGLY BEEN DENIED ACCESS TO.

Custodian

Department _____ Telephone # _____

RETENTION SCHEDULE GENERAL

TYPE OF RECORD	RETENTION PERIOD (BY YEAR)
<p>APPLICATIONS, RESUMES OR LETTERS SEEKING EMPLOYMENT Documentation applying for or seeking employment with any office or department the County. Forms may include applications, resumes and letters of interest.</p> <p>A. Any such documents pertaining to any individual who accepted an offer of employment with the County, and performed some aspect of job, or was present for any part of a shift</p> <p>B. Any such documents pertaining to individuals not hired by Jerome County. These would include but not be limited to those documents received from individuals who were or were not given an interview; documents sent and received either because the County was advertising for an open position, or just as an unsolicited inquiry of employment possibilities.</p>	<p><i>Items:</i></p> <p>A: PM</p> <p>B: AC +2, then destroy</p>
<p>CORRESPONDENCE Written correspondence of a general nature that was used, retained or of benefit to a county employee. Records may include letters, memos, notes, emails, logs of phone messages (books containing the carbon copies of individual phone messages), and the like.</p>	<p>B: AC +2, then destroy</p>

Retention Codes – **AC**-After closed, terminated, completed, expired, settled, or last date of contact; **AV** - As long as administratively valuable; **CE** - Calendar Year End (December 31st); **LA** – Life of Asset; **PM** – Permanent; **US** - Until Superseded.

RETENTION SCHEDULE

BOARD OF COUNTY COMMISSIONERS

TYPE OF RECORD	RETENTION PERIOD (BY YEAR)
<p>ADVISORY BALLOT QUESTIONS Questions placed on a primary or general election ballot by the Board for advisory purposes and that pertains to any issue. Would include documentation, reports, studies, written correspondence, opinions, conclusions, or decisions; audio recordings; working papers; hearing schedules and lists of participants; and related correspondence and documentation leading up to the Board deciding to place such a question on a ballot. .</p>	AC +10, then destroy
<p>APPEAL AND REVIEW RECORDS Decisions made by the Board when it is acting in an appellate capacity or reviewing any matter within its jurisdiction. Records may include documentations relevant to the matter or relied upon on by the decision maker below (e.g., P&Z Commission, P&Z Administrator, Social Services Administrator, etc), to staff and other reports, correspondence, written or recorded evidence such as testimony, plans, studies, maps, letters, pictures, drawings, graphs, or other exhibits, narrative history or description of case, minutes and testimony, subpoenas, findings of fact; final orders, opinions, conclusions, decisions; audio or video recordings, working papers, hearing schedules, lists of participants, related correspondence and documentation, and like data.</p>	<i>Case Files:</i> AC +10 <i>Working Files:</i> AC, then destroy
<p>APPLICATIONS FOR COUNTY ASSISTANCE, PERMITS AND ORDINANCE AMENDMENTS The case file for an application seeking county assistance, a permit, or an amendment to the ordinance. Documents in the file may include applications, exhibits, correspondence, staff and other reports, narrative history or description of case, minutes, subpoenas, findings of fact, final orders, opinions, conclusions, decisions; audio or video recordings, working papers and notes, hearing schedules, notices, lists of participants or those in attendance, correspondence, written and recorded testimony and physical evidence that might include but not be limited to plans, studies, maps, letters, pictures, drawings, graphs, records, and the like.</p>	<i>Case Files:</i> AC +10, then destroy <i>Working Files:</i> AC, then destroy
<p>APPLICATIONS FOR COUNTY LICENSES Applications for marriage, building, franchise, and other licenses distributed by the County. Documentation might include applications, forms, duplicate of license, copies of other personal records used for verification (e.g. birth certificate, identification card, etc.), tests, scores, affidavits, authorizing signatures, and the like.</p>	AC +5, then destroy.

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<p>BUILDING PLANS AND SPECIFICATIONS Documents used to in the erection of public buildings and other structures, and may include notices, proposals, written bids and objections to bidding procedures, correspondence, maps, graphs, plans, security documentation, and the like.</p>	AC +10, then destroy
<p>ELECTION RECORDS Documentation of all ballots, poll lists, poll books, correspondence, blank returns and certificates, proclamations of elections, receipts for charges therefore, and other appropriate and necessary records for holding, transmitting, and returns in all elections in the county,</p>	PM
<p>FAIR GROUNDS AND FAIR RECORDS A. Documents, records, and the like pertaining to the purchasing of a site, grounds or park on which to hold public fairs and exhibitions; and that pertain to the erection of any and all buildings or structures thereon. Information may consist of notices, proposals, correspondence, written objections to bidding procedures, contracts, maps, graphs, plans, warrants, security documentation, titles, and like data. B. Documents, records, and the like pertaining to the maintenance of fair ground property and structures, as well as to the operation and maintenance thereof, including the holding of fairs, exhibitions, and events thereon. Information may include contracts, leases, receipts, accounts, correspondence, notices, advertisements, security deposits; the names of vendors, volunteers, judges and other staff; and all other like data.</p>	<p><i>Items:</i> A: PM B: AC +5, then destroy</p>
<p>FINANCIAL RECORDS A. Annual statements of financial county’s financial conditions per I.C. § 31-2307; accounting records of all claims and warrants drawn against the county treasury; all bond and warrant registers, budget records, general logs, ledgers, balance and spread sheets, cashbooks, and other financial records that track county monies. B. Cancelled checks, drafts, warrants, claims, orders, purchase orders, vouchers, bonds, coupons, and other like cancelled instruments for the payment of county money.</p>	<p><i>Items:</i> A: PM B: AC +5, then destroy</p>
<p>FRANCHISE RECORDS Documents containing all franchises granted by the Board for whatever purpose, the length of time and to whom granted, the amount of bond and license tax required.</p>	PM

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<p>ORDINANCES AND RESOLUTIONS</p> <p>A. Ordinances and Resolutions.</p> <p>B. All documents, reports, studies, written correspondence, opinions, conclusions, or decisions; audio recordings; working papers; hearing schedules and lists of participants; and related correspondence and documentation leading up to the passage of such ordinances and resolutions.</p>	<p><i>Items:</i></p> <p>A: PM</p> <p>B: AC +10, then destroy</p>
<p>PERSONNEL RECORDS</p> <p>Documentation pertaining to the employment of elected or appointed officials, as well as all other county employees. Records may include job description, advertisement of position, applications, resumes, writing samples, cover or reference letters, letters of interest, recommendation or support, recommendations from political parties, test scores, offer letters, starting pay wage and increases, written reviews, letters of appreciation, reprimands, letters of resignation, exit reports and other like records or data.</p>	<p>PM</p>
<p>PUBLICATION RECORDS</p> <p>Annual, monthly, or case driven statements or notices required of law to be published in local newspapers. Information may pertain to the Board’s actions and proceedings; the County’s financial summary and balance sheets; planning and zoning hearings; affidavits of publication, newspaper clippings, and like data.</p>	<p>PM</p>
<p>POLICIES, RULES AND BYLAWS</p> <p>Written policies, rules and bylaws by the Board, its commissions, committees, or other groups; elected officials and department heads. Information might include rules or regulations for the governing of individual offices and departments; for the preservation of order; and for transacting business; position and policy statements; mission and goal statements; rules and regulations; work plans; and related documentation.</p>	<p>US, then destroy</p>
<p>PROPERTY ACQUIRED FOR PARK OR RECREATION PURPOSES</p> <p>Documents, records, or like data pertaining to real or personal property, owned or controlled by the Board by whatever means allowed by law, for the purpose of establishing a public park or public recreation, and on the holding, maintenance, improvement, and operation thereof.</p>	<p>PM</p>

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<p>PROPERTY, REAL All documents affecting title of real property, or pertaining to the ownership or control interests of such real property, whether being in the County's possession because of law; because the County is a party having interests in certain real property; or because of whatever other reason such documents might be in the County's possession. Such records would include but not be limited to notice of sale, lease or other, bidding procedures, logs or list bidders, titles, deeds, conveyances, leases, rental agreements, easements, and the like.</p>	<p>PM</p>
<p>PROPERTY, PERSONAL Documents pertaining to personal property of the county. Records may include purchase orders, receipts, invoices, warranties, titles, contracts, bid notices, bidding procedures, instructions and like data.</p>	<p>AC +5, then destroy</p>
<p>ROAD RECORDS Documents containing all proceedings and adjudications relating to the establishment, layout, maintenance, control, management of public roads, turnpikes, bridges, and road districts; changes and discontinuance thereof; and records of the levy of taxes therefore.</p>	<p>PM</p>

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RETENTION SCHEDULE FOR LAW ENFORCEMENT

TYPE OF RECORD	RETENTION PERIOD (BY YEAR)
<p>ACTIVITY REPORTS, LAW ENFORCEMENT Individual officer, shift, and other activity reports usually filed on a daily, weekly, monthly, or annual basis. Useful for reference, performance monitoring, compiling annual reports, planning and budgeting, and for briefing subsequent shifts or activities. Applies to various duties such as dispatch, confinement, investigations, and patrol. Information usually includes name, shift, date, activities, and various statistical categories for tracking the number of arrests, phone calls, mileage, and other indicators. Also includes monthly and annual law enforcement or uniform crime reports summarizing statistics on criminal activity and office operations. Information may include date, categories, totals, and related data.</p>	<p>Annual reports and monthly reports: US +3, then destroy</p> <p>Other Reports: AC +3, then destroy.</p>
<p>ALARM RECORDS Records documenting the licensing, use, and response to security alarms. Licenses and permits usually contain name and address of holder, type of alarm, location, instructions to officers responding to call, names of individuals to be contacted when alarm sounds, fee charged, and related data. Other records may include alarm response reports and false alarm reports. False alarm reports are used to document ordinance violations concerning the number of false alarms in a given period.</p>	<p>AC +2, then destroy</p>
<p>ARREST WARRANT LOG RECORDS Records documenting the status of arrest warrants as served, unserved, or recalled by the court. May include logs, validation listings, checkout sheets, and related records. Logs usually include date of warrant, subject's name, charge, date, warrant served or recalled, and related information.</p>	<p>US, then destroy</p>
<p>ARREST WARRANT RECORDS Records related to a written order made by the court on behalf of the commanding law enforcement officials to bring a specified individual before the court. May also include detainer requests, informational documents related to the wanted person, teletypes, and other records relevant to the service of warrants. Warrant information includes date, court, judge's name, individual's name and date of birth, charge, and related data.</p> <p><i>GUIDANCE:</i> - AC - Until served or recalled by the court.</p>	<p>AC, then destroy</p>

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<p>BOOKING RECORDS Books, logs, or other records documenting the confinement and release of individuals held in an agency correctional facility. Information usually includes name, charges, date of confinement, date of release, physical condition, and related data.</p>	<p><i>Homicide or Felony:</i> PM <i>Misdemeanor:</i> AC +5, then Destroy</p>
<p>BULLETINS FROM OTHER AGENCIES Bulletins, circulars, and related records received from federal, other state, and local law enforcement agencies. Usually contains descriptions and photographs of fugitives, missing persons, or stolen property. May also include other information of interest to the department.</p>	<p>US, then destroy</p>
<p>CIVIL ENFORCEMENT CASE FILES Record of actions taken relating to a specific civil case. Information may include attempts at service, actual service information, and documentation of enforcement actions taken under the provisions of the order.</p>	<p>AC +3, then destroy</p>
<p>COMMUNICATIONS LOGS Logs documenting incoming and outgoing communications including radio, telephone, computer aided dispatch, and teletype. Information may include date and time, subject, location, response, message, and other data depending on type of transmission.</p>	<p>AC +1, then destroy</p>
<p>COMPUTER INQUIRY RECORDS Logs or other hard copy records documenting requests made to other agencies involving missing persons, wanted persons, stolen vehicles, and other subjects.</p>	<p>US, then destroy</p>
<p>COMPUTER VALIDATION RECORDS Logs or similar hard copy records detailing validation requests and proof of verification for NCIC or other law enforcement information networks. Useful to document maintenance of network standards.</p> <p><i>GUIDANCE:</i> - AC - Until audited by NCIC or other applicable law enforcement network, whichever is first.</p>	<p>AC +5, then destroy</p>
<p>CONCEALED WEAPONS PERMIT Records documenting the issuing of concealed weapons permits. Information may include criminal records checks from Idaho State Police, date and time, city, make, serial number, caliber, name of applicant for permit, date of birth, address, height, occupation, race, color of eyes and hair, local address, and signatures.</p>	<p>PM</p>

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<p>CRIME ANALYSIS RECORDS Records documenting department efforts to anticipate, prevent, or monitor possible criminal activity. May include reports, statistical summaries, photographs, sound and video tape recordings, and related documents. Subjects often include crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, and others.</p>	<p>Major crime analyses or <i>studies</i>: AC +10, then destroy. <i>Other records</i>: US, then destroy</p>
<p>CRIME PREVENTION COMMUNITY ORGANIZATION RECORDS Mailing lists, plans, evaluations, notes, reports, and other records documenting community organizations, associations, individual volunteers, and others engaged in or interested in crime prevention efforts. Useful in developing community support for law enforcement programs.</p>	<p>US, then destroy</p>
<p>CRIME PREVENTION PROGRAM RECORDS Records documenting department efforts to train citizens in crime prevention. May contain training and media presentation records including lesson plans, outlines, tests, evaluations, speeches, and related records. Subjects usually include neighborhood watches, home security, and others.</p>	<p>PM</p>
<p>CRIME PREVENTION SECURITY SURVEY RECORDS Records documenting citizen requested officer surveys of homes and businesses and subsequent recommendations related to security. Usually contains a detailed checklist of problems or security defects. Subjects often include areas of potential break in blocked exits landscaping that can hide crime, and similar topics. Survey usually is compiled into a report that is sent to the owner or renter.</p>	<p>AC +2, then destroy</p>
<p>CRIME PREVENTION VACATION HOUSE INSPECTION RECORDS Records documenting the inspection of homes and other properties while the occupants are away. Information often includes name, address, date received, vacation beginning and ending dates, emergency contact information, special conditions at the house or property, dates and times officers checked the house or property, and related data.</p>	<p>US, then destroy</p>
<p>CRIMINAL ARREST HISTORY RECORDS Records documenting information on the accumulated criminal arrest history of individuals that may be useful in current or future investigations. Records may include summary sheets or cards, arrest reports, fingerprint cards, mug shots, and related documents. Information often includes name, aliases, residence, sex, age, date and place of birth, height, weight, hair and eye color, race, scars, marks, tattoos, abnormalities, date of arrest, offense committed, habits, closest relatives or friends, and more.</p> <p><i>GUIDANCE:</i> - All data entered into a national or local database, such as NCIC or other law enforcement information networks, should be kept permanent regardless of Felony/Misdemeanor status.</p>	<p><i>Homicide or Felony</i>: PM <i>Misdemeanor</i>: AC +5, then destroy</p>

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<p>CRIMINAL HISTORY DISSEMINATION RECORDS Logs and other records documenting the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems. May include teletype and computer message logs. Information includes date of release, subject of information, recipient of information, reason information was requested, and identification numbers.</p>	US, then destroy
<p>CRIMINAL INTELLIGENCE SYSTEM DATABASE RECORDS Records documenting possible and proven criminal activity by individuals, groups, organizations, and businesses for use by local government law enforcement agencies. Includes investigatory reports, statistical reports, correspondence, memoranda, and related records. Information includes suspect identification, alleged activity, location, date, source validity, and other data. Sources include law enforcement and regulatory agencies, and private citizens.</p>	<i>Homicide or Felony:</i> PM <i>Misdemeanor:</i> AC +5, then destroy
<p>DETOXIFICATION CONFINEMENT LOGS Logs listing names of individuals held because of drunkenness and released when sober. Includes dates and times confined and released, name of individual, and related information.</p>	AC +2, then destroy
<p>EQUIPMENT ISSUED RECORDS Records documenting equipment issued to an agency law enforcement agency and other agency personnel. Items include but are not limited to handcuffs, keys, uniforms, badges, personal protective and fire fighting equipment, and lockers. May include inventories, optional equipment lists, data sheets, and other records. Information often includes date, employee name, number, and section, description of equipment, and related data.</p>	US, then destroy
<p>EXPUNGED OR SEALED RECORDS Records documenting the arrest and/or conviction of a person who petitions and is granted by the court an order sealing or otherwise disposing of any related records. Upon entry of such an order, the applicant for purposes of the law shall be deemed not to have been previously convicted, or arrested as the case may be, and the court shall issue an order sealing the record of conviction or other official records in the case, including the records of arrest whether or not the arrest resulted in further criminal proceeding.</p>	PM
<p>FIELD INTERROGATION REPORTS Informational reports written by a law enforcement officer related to individuals, events, or vehicles for which the officer does not have probable cause for enforcement. Information usually includes name and address of person contacted, physical description of person or vehicle, officer's name, location of contact, date and time, witnesses, reason for contact, and related data.</p>	AC +1, then destroy

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<p>FINGERPRINT CARDS Cards containing fingerprints, palm prints, toe prints, and other personal identifiers of arrested individuals. Used for identification and apprehension of suspects in criminal investigations. Often includes name, address, date and place of birth, Social Security number, alias, occupation, employer, name of individual taking prints, and related data. Fingerprint cards of individuals known to be dead need not be retained.</p>	<p><i>Homicide or Felony:</i> PM <i>Misdemeanor:</i> AC +5, then destroy</p>
<p>INDEMNITY BONDS Copies of insurance bonds issued to indemnify the law enforcement agency against claims of wrongful actions in civil seizure cases.</p> <p>GUIDANCE: - AC - After seizure has been completed and a return has been made to the court of issuance.</p>	<p>AC +2, then destroy</p>
<p>IMPOUNDED AND ABANDONED VEHICLE RECORDS Records documenting vehicles impounded by the department related to accidents, abandonment, recovered stolen vehicles, vehicles used in the commission of crimes, and other reasons. May include reports, notifications, information cards or sheets, receipts, and related records. Information often includes the make, model, year, color, identification number, tag number, and condition of the vehicle and contents, reason for impounding, location of impoundment, charge (if any), towing company used, release conditions, name and address of individual to whom vehicle was released, and other data.</p> <p>GUIDANCE: - AC - After disposition, for records not included in Incident Case Files.</p>	<p>AC +2, then destroy</p>
<p>INCIDENT CASE FILE INDEXES Indexes to incident case files used as cross-references between case numbers, names, dates, modus operandi, and other descriptive information.</p>	<p>PM</p>
<p>INCIDENT CASE FILES Central case files documenting complaints or other actions or incidents investigated by the department. Usually filed by case number. Records may include investigative reports, fingerprint cards, original arrest reports, supplemental reports, photographs, correspondence, teletypes, court orders, court dispositions, officer notes, laboratory reports, DUI test records including chemical analyses (also known as intoxilizer or breathalyzer test records), citizen arrest certificates, copies of warrants, search warrants, and booking sheets, property/ evidence reports, custody reports, and other related documents. Information usually includes suspect identification, alleged activity, location, date, validity of source information and other data. Sources include law enforcement and regulatory agencies and private citizens.</p>	<p>Homicide PM <i>Felony:</i> AC +10, then destroy <i>Misdemeanor:</i> AC +5, then destroy</p>
<p>INFORMANT CASE FILES Records documenting information about informants used by department personnel. May include reports, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities, and related records. Risk management issues arise when keeping these records for longer periods of time. There is a real liability issue when dealing with personal information.</p>	<p>AC +3, then destroy</p>

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<p>INMATE ACCOUNTABILITY RECORDS Logs, lists, rosters, and other records documenting inmate counts, cell locations, and status, as well as related information. May include logs detailing status of individual inmates such as those awaiting action or on hold status, released on their own recognizance, or released on security. May also include rosters documenting the location of all inmates by head counts at regular intervals.</p>	AC +1, then destroy
<p>INMATE CASE FILES Records documenting non-medical information on inmates confined in an agency correctional facility. Often contains date of entry, date of release, incident reports, release receipt indicating return of property, court commitment and release orders, behavioral information, and other relevant information concerning the arrest and confinement of an individual.</p>	PM
<p>INMATE MEAL RECORDS Records documenting menus used to plan and schedule inmate meals. May include listings of those inmates who received meals. Information may include month, day, meal, menu, inmates served, and related data.</p>	US, then destroy
<p>INMATE MEDICAL/MEDICATION RECORDS Records documenting outpatient medical treatment to inmates, and/or medication dispensed to inmates. Often contains treatment log, prescriptions, health questionnaires, laboratory reports, x-ray reports, medical reports from other facilities, and related records. Information may include name of inmate receiving treatment/medication, date treatment/medication given, description of treatment, name and amount of medication dispensed, name of individual dispensing medication, amount dispensed, amount remaining in stock, and related data.</p>	AC +7, then destroy
<p>INMATE TELEPHONE, MAIL AND VISITOR LOGS Logs and other records documenting telephone calls, mail sent and received by inmates, and inmate’s visitors. Information may include name of inmate, date and time of telephone call and mail, visitor’s time in, signature and address, object of visit, time out, and related data.</p>	AC +1, then destroy
<p>INTERNAL INVESTIGATIONS CASE FILES Records documenting investigations of department personnel for violations of laws, rules, or policies and may include findings and dispositions of investigations. Records often contain complaints, correspondence, investigatory reports, interviews, hearing summaries and testimony, and related documents. Information usually includes name of employee investigated, reason, location of violation, date, accomplices' names and addresses, witnesses' names and addresses, action taken, and related data.</p>	AC +3, then destroy

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<p>JUVENILE TEMPORARY CUSTODY RECORDS Records documenting children taken into temporary custody by the department. The action is not considered an arrest. Information may include the name, age, and address of the child, the name and address of the person having legal or physical custody of the child, reasons for and circumstances under which the child was taken into temporary custody, and other data.</p>	AC +3, then destroy
<p>LOST AND FOUND PROPERTY RECORDS Records documenting agency receipt and maintenance of lost and found or abandoned property such as money, bicycles, automobiles, and other items not related to a crime. Includes receipts, inventory lists, destruction logs, property reports, and related records.</p>	AC +3, then destroy
<p>MAPS, LAW ENFORCEMENT Maps and related records maintained for reference and for tracking various trends. Examples include but are not limited to Neighborhood Watch Program maps, Block Home Program maps, street number location maps and books, and maps plotting reported crimes in a given area.</p>	PM
<p>MUG SHOTS Photographs and negatives of arrested individuals used for identification and apprehension of suspects in criminal investigations.</p>	<p><i>Homicide or Felony:</i> PM</p> <p><i>Misdemeanor:</i> AC +5, then destroy</p>
<p>OFFICER NOTES Notes written by officers during the course of a shift containing information that may or may not be included in an official report. May pertain to contacts, incidents, unusual circumstances, and other subjects. Useful for referral in writing reports and testifying in court. Information includes names, dates, times, vehicles, activities, locations, and related data.</p>	AC +3, then destroy
<p>OFFICER WEAPON REGISTRATION RECORDS Records documenting weapons assigned to law enforcement officers. Information includes officer's name, and the make, model, serial number, and caliber of the weapon.</p>	US, then destroy
<p>PHOTO IDENTIFICATION RECORDS Photographs and other records used to identify agency employees, private security personnel, contract workers, and others. May include photographs taken for agency identification cards, driver's license photographs, and information such as name, date of birth, physical description, identification number, driver's license number, and other data.</p>	PM

Retention Codes – **AC**-After closed, terminated, completed, expired, settled, or last date of contact; **AV** - As long as administratively valuable; **CE** - Calendar Year End (December 31st); **LA** – Life of Asset; **PM** – Permanent; **US** - Until Superseded.

<p>POLYGRAPH RECORDS Records documenting polygraph tests given to criminal suspects, prospective employees and others. Includes pre-examination records, examination questions for individuals interviewed, statements of consent, polygraph analysis reports, examiner's original test questions, examination chart tracing reports, polygraph results charts, conclusions, interviewee statements, and background information.</p>	<p><i>Homicide or Felony: PM</i> <i>Misdemeanor: AC +5, then destroy</i></p>
<p>PROPERTY AND EVIDENCE CONTROL AND DISPOSITION RECORDS Records used to track property and evidence coming into department possession. Documents receipt, storage, and disposition of personal property and physical evidence from defendants, victims, and others. May include evidence photographs documenting crime scenes, accidents, and other incidents. Records often include receipt forms, evidence control sheets, property reports, destruction lists, property consignment sheets, seized firearm logs, homicide evidence inventories, and other documents. Information usually includes case number, tag number, date and time, property or evidence description, storage location, release date, and other data.</p>	<p>US, then destroy</p>
<p>PROPERTY REGISTRATION RECORDS Records documenting the registration of property for identification in case of theft, loss, or burglary. Property includes but is not limited to bicycles, televisions, cameras, stereos, and guns. Information may include name, address, and phone number of owner, date, description of property, serial number, and related data.</p>	<p>US, then destroy</p>
<p>PROPERTY SALES RECORDS Documents sale and conveyance of real and personal property by the enforcement agency. May include certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgment and execution, certificate of sale, return of service, and copy of deed issued.</p>	<p>AC +7, then destroy</p>
<p>RADAR EQUIPMENT AND OTHER TECHNICAL EQUIPMENT CERTIFICATION AND MAINTENANCE RECORDS Records documenting the calibration and maintenance of radar or other technical equipment that may be useful in documenting the accuracy of the readings. Often includes original factory certification of calibration. If tuning fork tests reveal an inaccuracy, the equipment is removed from service for repair and re-calibration. Information related to maintenance and repair may include a description of work completed, parts used, date of service, equipment number, make, model, and related data.</p>	<p>LA +2, then destroy</p>
<p>RECORDS REQUEST FILE</p> <p>A. Request for access to public records, when request is granted.</p> <p>B. Request for access to public records, when request is denied, including statement of denial, appeal records, documentation of review and decision.</p>	<p><i>Items:</i> <i>A: AC +1, then destroy</i> <i>B: AC +1, then destroy</i></p>

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<p>RESULTS OF ALCOHOL AND DRUG TESTS ADMINISTERED BY LAW ENFORCEMENT PERSONNEL When not included as part of case investigation record.</p>	AC +5, then destroy
<p>TOWED VEHICLE RECORDS Rotation lists and related records documenting tow truck requests and responses. Information usually includes date, name of requestor, name of towing company called, location, and other data. Records may also include documentation of vehicles towed from private property at the request of citizens. This information is used to prevent towed vehicles from being reported as stolen.</p>	AC +2, then destroy
<p>TRAFFIC AND OTHER CITATION LOGS Logs listing various information related to citations issued by the department. Usually includes type of citation, ticket number, name of violator, date of issue, and officer's name.</p>	AC +2, then destroy
<p>TRAFFIC AND OTHER CITATIONS Department copies of citations issued for traffic, motor vehicle, and other violations. Includes Uniform Traffic Citations, parking citations, and others. Information includes city and county, date and time, name and address, date of birth, sex, occupation, license number, state, year, make and model of vehicle, location of violation, state or city law alleged violated, conditions, name of officer issuing citation, and related data.</p>	AC +2, then destroy
<p>TRAFFIC VIOLATION WARNING RECORDS Records documenting warnings issued for traffic violations. Often used to determine repeat offenders and for follow-up investigations. Information usually includes date, time, category, name, address, phone number, date of birth, race, sex, hair and eye color, height, weight, Social Security number, drivers license number, make and model of vehicle, location of violation, violation, signatures, and related data.</p>	US, then destroy
<p>WORK DETAIL Documentation on the sheriff's weekly inmate work detail. Information may include court documentation, dates of operations, logs of names of participating inmates, receipts for fees paid, location of service, description of work performed, hours served, expenses, accounts, ledgers, books, insurance forms, equipment maintenance, and other like data.</p>	AC +2, then destroy

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JEROME COUNTY DONATION OF VACATION LEAVE AGREEMENT

Completed form to be forwarded to County Clerk/Payroll

Donating Employee's Name:	
Job Title:	Department/Office:
Current Total # Vacation Hours:	Hours Being Donated: (Must be whole # between 8 and 40)
Receiving Employee's Name:	Department/Office:
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Employee Signature</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div>	
<p>I, the undersigned, have verified that the above named employee meets all of the following criteria necessary to make him/her eligible to transfer unused vacation hours to another County employee's sick leave balance in keeping with Jerome County's Donated Leave Policy.</p> <ol style="list-style-type: none"> 1. Employee has more than 8 hours of vacation balance. 2. Employee will not exceed 40 hours of transferred vacation leave, including this transfer, in the current Fiscal Year. 3. The employee's signature is present on this form. 	
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Department Head / Elected Official Signature</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div>	
Chair, Commissioners	Date
Commissioner	Commissioner

JEROME COUNTY REQUEST FOR DONATED LEAVE

Completed form to be forwarded to Jerome County Clerk/Payroll

Employee's Name:	
Job Title:	Department/Office:
# Of Hours Requested	Date Existing Paid Leave Will Be Exhausted:
REASON FOR LEAVE	
<hr/> <hr/> <hr/> <hr/>	
<hr/> <i>Employee Signature</i>	<hr/> <i>Date</i>
<p>I, the undersigned, have verified and certify that the above named employee meets all of the following criteria necessary to make him/her eligible to receive unused vacation hours from another employee to be used as sick leave</p> <ol style="list-style-type: none"> 1. Employee is eligible to receive the above hours because he/she suffers from a medical emergency involving life threatening or critical illness or injury. 2. Employee will not exceed 160 hours received from other employees, including this transfer, in the current Fiscal year. 3. As of pay period, _____ all of his/her sick and vacation balance will be exhausted, making the employee eligible to receive the hours. 	
<hr/> Department Head / Elected Official Signature	<hr/> Date
<hr/> Chair, Commissioner	<hr/> Date
<hr/> Commissioner	<hr/> Commissioner

JEROME COUNTY REQUEST FOR EMPLOYEE WAGE CHANGE

Employee's Name: _____					
Job Title: _____			Department/Office: _____		
Current Wage: _____		Hourly	Yearly	New Wage: _____	
				Hourly	
				Yearly	
Reason For Change (circle one)					
<u>New Hire</u> <u>Promotion</u> <u>Merit Increase</u> <u>Probation Period Ended</u> <u>Job-evaluation</u> <u>Cost of Living</u> <u>Other</u>					
*Detailed Explanation For Reason Of Wage Change (Relevant Documentation Must Be Attached):					

*Detailed Explanation Of How Wage Change Fits Requestor's Current Year's Budget:					

_____				_____	
Requesting Department Head / Elected Official Signature				Date	
Amount Approved: \$ _____ \$ _____ Date Approved _____					
Denied: Insufficient Funding In Budget ____ Insufficient Information Provided ____					
Other (see attached): _____					

_____				_____	
Chair, Commissioners				Date	

Commissioner				Commissioner	

PERSONAL AND CONFIDENTIAL

DATE _____

TO: _____

FROM: _____

RE: **NOTICE OF CONTEMPLATED DISCIPLINARY ACTION – (e.g. Suspension without pay; Demotion with attendant change of pay; or Discharge for cause)**

You are hereby notified that I believe you have been involved in acts or omissions for which any employee of Jerome County and/or the Jerome County _____ Office may be subject to discipline, up to and including dismissal from employment, pursuant to the Jerome County Employee/Supervisor Manual (JCESM) and/or the policies of the Jerome County _____ Office.

YOU ARE FURTHER NOTIFIED THAT A DISCIPLINARY HEARING HAS BEEN SET FOR THIS MATTER ON _____ (day of week), THE _____ DAY OF _____ (month), 201__, AT _____ A.M./P.M., TO BE HELD AT THE JEROME COUNTY COURTHOUSE, 300 NORTH LINCOLN, JEROME, IDAHO. At this hearing, you will be given the opportunity to meet with me in person, or to submit to me in writing, and present clear and convincing evidence that the factual basis (as set forth below) for the disciplinary action being contemplated against you is unjust or incorrect, or that the reasons for the disciplinary action are contrary to existing law. Should you establish such a basis, your employment, wages (including any back wages) shall be restored as if the action specified in this notice had not been taken at all. I will consider any response you provide at the hearing, along with all the other information known to me at that time, before I make my final decision on this matter.

Further, you are notified that, at your own choosing and expense, you may elect to be represented by legal counsel at the hearing. This in no way should infer a right however of you or your legal counsel to question or cross-examine me or any other county official.

You are free to decline such hearing, but keep in mind that if you decline a hearing; if you fail to attend the hearing after not declining such; and/or if you fail to submit any evidence, written, oral or otherwise, at the scheduled hearing, I will have to reach my final decision based upon the information known to me at that time. Also, any such declining or failure to respond on your part shall constitute a waiver of this opportunity to provide a response to the disciplinary action being considered and to the information upon which it is based.

To assist you in preparing any response you may desire to submit at the hearing, the following is the information upon which forms the factual basis for my decision and for which I have relied upon in reaching the decision that is being contemplated herein:

(EXAMPLES)

1. Documentation of Employee Conduct by _____, dated _____ (____ pages);
2. Statement by _____, dated _____ (____ page(s));
3. Typed memo by _____, dated _____ (____ page(s));
4. Copy of "Note" dated _____ (1 page);
5. Memo to _____, dated _____ (1 page);

Based on the foregoing it appears to me that your acts or omissions with regard to the matters referred to in the foregoing documentation constitute violations of the *Jerome County Employee/Supervisor Manual* (JCESM), including, but not limited to:

(EXAMPLES)

1. *Engaged in conduct away from work that, although not criminal, reflects adversely upon Jerome County or its officials or otherwise impair your ability to perform your employment duties, in violation of paragraph ten (10) of section 2.5.1 of the JCESM*
2. *Engaged in workplace and/or public conduct that was detrimental to the accomplishment of the goals established by the Board of County Commissioners or the Jerome County Sheriff's Office, in violation of paragraph thirteen (13) of section 2.5.1 of the JCESM.*
3. _____;
4. _____;
5. _____;

ACCORDINGLY, YOU ARE HEREBY NOTIFIED THAT, PENDING RECEIPT OF ANY RESPONSE BY YOU TO THE INFORMATION SET FORTH AND/OR REFERRED TO HEREIN AND ATTACHED HERETO, IT IS MY INTENTION TO (SUSPEND YOU WITHOUT PAY; DEMOTE YOU WITH ATTENDANT CHANGE OF PAY; OR TERMINATE YOU FROM YOUR EMPLOYEMENT FOR CAUSE). AT THIS TIME AND UNTIL MY FINAL DECISION IN THIS MATTER IS MADE, YOU ARE TO CONSIDER YOURSELF **(EXAMPLE: SUSPENDED FROM EMPLOYMENT WITHOUT PAY AND EMPLOYMENT BENEFITS).**

Effective immediately, and until a final decision is made in this matter, you are not authorized to be present in any of the offices of any Jerome County facility (including automobiles), which are not accessible to any other members of the general public, without express written permission from me. You are hereby directed to immediately surrender to the person delivering this Notice upon you any and all badges, identification cards, business cards, or any items that identify you as an employee of Jerome County or the Jerome County _____ Office, along with any and all department issued weapons or restraining devices (however characterized), and any and all keys and/or swipe cards which you have to any and all Jerome County automobiles, buildings or facility of any nature. Finally, you are directed not to access or utilize any County computer, computer system or network resource or application (however characterized) or remove any documents or other Jerome County property (excluding only your personal effects unconnected with Jerome County operations) from any Jerome County facility. You are hereby notified that any violation of these directives may result in further administrative charges being made against you, which may weigh into my final decision

on this matter; and/or any violation of these directives may result in criminal charges being brought against you.

If after reviewing this Notice, and the information contained herein or attached hereto, you decide you do not desire to submit a written or oral response to this Notice, but prefer to resign from your employment with Jerome County and the Jerome County _____ Office, please submit your written resignation to me immediately, and your personnel records will be documented to reflect a resignation, and your final pay check will be prepared and delivered to you.

Please be advised that since this matter involves a personnel action, no comment should be made regarding this matter until after I have considered all the information that has been submitted to me as outlined above, and have made a final decision in the matter. **These documents are confidential and neither this notice nor any of the attachments hereto should be shown to anyone other your attorney if you elect to hire one at your own choosing and cost.**

Dated this _____ day of _____ 201____.

(Signature of department head/elected official)
Jerome County _____

I, _____(Name of Employee)_____, acknowledge receipt of the foregoing Notice of Disciplinary Action, on this _____ day of _____ 201____. My signature below does not mean I am agreeing with any of the content stated in the referenced notice; only that I have received a copy it.

Further, at this time:

- I wish to be heard at the disciplinary hearing scheduled above and to present a response to this notice at that time.
- I decline the disciplinary hearing scheduled above as well as the opportunity to be heard in regard to this matter and to respond to this notice and the information stated herein.

(Signature of department head/elected official)

I, _____, on this _____ day of January 2010, do hereby state that I delivered a copy of this Notice and all its attachments to _____ and made him/her aware of the disciplinary hearing as scheduled above.



Jerome County Vehicle Use Policy

(Added, Resolution 2010-51)

Approved by the Jerome County
Board of Commissioners

Date: December 20, 2010

Appendix 15: Jerome County Vehicle Use Policy

Page 1 of 7

1) PURPOSE

- A. This Policy outlines the use of vehicles for work used on behalf of Jerome County.
- B. Operators of Jerome County-owned or leased motor vehicles shall always drive safely, legally and courteously, remembering that they are directly responsible for maintaining both Jerome County-owned property and public trust.
- C. Employees are expected to operate vehicles safely. It is the policy of Jerome County to provide a safe working environment that protects our employees and our citizens from injury and property loss. Jerome County considers the use of vehicles part of the working environment. Jerome County is committed to safe responsible employee driving behavior that reduces the risk of personal injury and property loss.
- D. This policy applies to all employees and agency volunteers* who operate vehicles on Jerome County business. These drivers will be referred to as “employee drivers” and will be reviewed by managers and supervisors to ensure full implementation and compliance.

*Volunteers are those that volunteer on a regular basis, not one-time volunteers.

2) USE

- A. Vehicles owned or leased by Jerome County are to be used for county business only. Personal use or any other type of use must be authorized by the governing board.
- B. _____ is entrusted with the care and keeping of the vehicles and may assign that responsibility to an employee.
- C. Some employees may be assigned a vehicle that is driven home; such personal use, if allowed, may be a taxable benefit.

Jerome County Vehicles:

Employees must be authorized by their supervisor to operate a county vehicle.

A CDL shall be required of, and possessed by, any county employee who drives a vehicle, the operation of which requires such a license per state or federal law.

Personal Vehicles on Agency Business

Employees who drive their personal vehicles on agency business are subject to the “driving” requirements of this policy including:

- 1) Maintaining auto liability insurance with minimum state limits.
- 2) Providing proof of liability insurance to the governing board if requested.
- 3) Maintain vehicle in a safe operating condition when driven on agency business.

3) ASSIGNED OR PERMISSIVE DRIVERS

- A. Each employee assigned to a Jerome County vehicle or employees who operate a Jerome County fleet vehicle are required to have a valid driver's license. Should an employee's Driver's License expire, be revoked or suspended, the employee shall immediately notify his or her supervisor. At the time of the suspension, the employee's "county-vehicle-use" privileges will be suspended until the employee's Driver's License has been fully restored and validated.
- B. In addition to the employee assigned or permitted to drive a Jerome County vehicle, he or she may allow others, as necessary, to operate the vehicle if they have a valid driver's license and are 25 years of age or older.
- C. Each employee assigned or permitted to operate a Jerome County vehicle shall be responsible for the following:
 - 1) Proper and safe operation of the vehicle;
 - 2) Service and maintain the vehicle in accordance with the manufacturer's recommendations;
 - 3) Maintain vehicle registration, license plates and inspections; and
 - 4) Participate in vehicle safety and defensive driving training as required by the governing board.

4) DRIVER EVALUATION

Employees will be evaluated and selected based upon their driving ability. To evaluate employees as drivers, management may:

- 1) Review past driving performance and work experience through reference checks with previous employers.
- 2) Review the employee's Drivers License Record (DLR).
- 3) Ensure the employee has a valid driver's license.
- 4) Ensure the employee is qualified to operate the type of vehicle he/she will drive.

5) SEATBELT USE

Except as authorized herein, all drivers and passengers are required to utilize seatbelts as mandated by law. Exception: Sworn law enforcement officers may dispense with wearing safety restraints in specific tactical situations or when it reasonably appears that, due to unusual circumstances, wearing a seatbelt would hinder rather than increase safety (Idaho Code 49-673(2)(b)).

6) MOBILE COMMUNICATION DEVICE, CELL PHONE AND COMPUTER USE

The driver of a Jerome County vehicle, or any other vehicle being used for Jerome County business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using phone or mobile computer equipment. A mobile communication device is defined as “a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication”. This does not apply to Jerome County work-related two-way radios. Exception: Sworn law enforcement officers may use mobile communication devices in specific tactical situations.

7) SMOKING PROHIBITED IN VEHICLES

Smoking is expressly prohibited in all Jerome County vehicles.

8) IMPAIRED DRIVING

The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury.

The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

9) PROOF OF INSURANCE

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.

10) ACCIDENT REPORTING

- A. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
- B. Drivers shall always have a police officer investigate any accident that involves a Jerome County vehicle. This will help ensure that Jerome County is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of Jerome County.
- C. Drivers shall notify their supervisor as soon as possible of the accident and report the extent of the injuries and property damage involved.
- D. Drivers shall cooperate fully with ICRMP Claims Department in the handling of the claim.

11) TRAFFIC VIOLATIONS

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of any Jerome County vehicle. These costs are not reimbursable by Jerome County and must be paid promptly by the driver.

12) VEHICLE MAINTENANCE AND REPAIR

- A. If a Jerome County vehicle is in need of repairs, the vehicle should be taken to a qualified auto mechanic, approved by the governing board, for repair.
- B. Major repairs and maintenance that are estimated to cost over \$500.00 must be approved by the governing board prior to such repairs or maintenance being performed.

VEHICLE ASSIGNMENT AGREEMENT

The undersigned hereby acknowledges receipt of a Jerome County or county insured vehicle. I understand that this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the owner's manual.

Further, it is agreed this vehicle will be operated in a safe manner and in compliance with this policy. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant my department head the right to investigate my driver's license record at any time. My current drivers license is issued from the State of _____ and is License Numb _____.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor(s) immediately.

I have read and agree to the provisions of this vehicle assignment agreement and the requirements of the Vehicle Use Policy.

Print Full Name

Signature

Date

ACKNOWLEDGMENT OF RECEIPT OF JEROME COUNTY VEHICLE USE POLICY.

I, _____, acknowledge receipt of the Jerome County Vehicle Use Policy, adopted on _____.

Please initial each statement below if it is true (vehicles cannot be assigned until this acknowledgment is completely initialed and signed).

____ I understand that it is my responsibility to read and understand the contents of this Policy, and state that I have in fact read such policy.

____ I understand that I am obligated to perform my duties of employment in conformance with the provisions of this Policy and any additional rules, regulations, policies or procedures imposed by the department in which I work.

____ I understand that this Policy may be modified without prior notice to me.

____ I understand that should this Policy be modified that I will be provided with a copy of the modification.

DATED this _____ day of _____, 20____.

(Employee)

I, _____, provided a copy (either electronically or by paper) of the Jerome County Vehicle Use Policy, as adopted by the governing board to _____, on this _____ day of _____, 20____.

(Name - Title - Department)

GENERAL RELEASE OF LIABILITY FOR VOLUNTEERS

For and in consideration of my being allowed to provide volunteer services to Jerome County, I do hereby release Jerome County, a political subdivision of the State of Idaho, and any and all other officers, employees, volunteers, agents, insurers and any elected or appointed officials of Jerome County, individuals or entities affiliated with such persons and/or entities, from any and all civil liability or any and all forms of injury which may arise as a result of me providing such services to the County.

I acknowledge that I understand that there may be both known and unknown dangers and/or risks associated with every service that I might provide for Jerome County, and I grant a general release, for myself, my heirs, executors, administrators and assigns and I waive, remise and forever discharge and release Jerome County and any and all elected or appointed officials of Jerome County, and all officers, employees, volunteers, agents, insurers and any other individuals or entities affiliated with such persons and/or entities from any and all claims, several or otherwise, past, present or future, which can or may ever be asserted as a result of any injuries or damages, physical or mental, sustained by me while I am volunteering for Jerome County in any way, including my coming and going from and away from the site.

I have read the foregoing and understand that the terms of this agreement are contractually and legally binding and that no verbal statement to the contrary, by any person or entity, can void or alter the terms of this agreement.

DATED this _____ day of _____, 20____.

Volunteer:

(Signature)

Printed Name:

ACKNOWLEDGMENT OF RECEIPT OF JEROME COUNTY EMPLOYEE/SUPERVISOR MANUAL

I, _____, do hereby acknowledge the following:
(Print Name of Employee)

- I am aware that the Jerome County Employee/Supervisor Manual, adopted on December 14, 2009, is on the Jerome County web site for my free review, and/or that a hard copy of such manual is available to me upon my request.
- I understand that it is my responsibility to read and review this Policy.
- I understand that this Policy is not a contract and cannot create a contract.
- I understand that I am obligated to perform my duties of employment in conformance with the provisions of the Employee/supervisor Manual and any additional rules, regulations, policies or procedures imposed by the office or department in which I work, whether or not I choose to read the manual and/or departmental policies.
- I understand that the employee/supervisor Manual may be modified without prior notice to me.
- I understand that should this employee/supervisor manual be modified that I will be made aware and/or provided with a copy of the modifications.

DATED this _____ day of _____, 20____.

(Employee)

I, _____, provided on this date a copy of the
(Supervisor Name-Title-Department)

Jerome County Employee/Supervisor Manual Personnel Policy, as adopted by the Jerome County Board of Commissioners, to the above employee by demonstrating to such employee how to access the manual at the Jerome County web site; by informing the employee where a hardcopy of the manual can be found in this department; and by informing the employee that a personal hardcopy will be provided to the employee upon his/her request.

Signature

Title

Date