

CROOK COUNTY EMPLOYEE HANDBOOK

DISCLAIMER

THIS HANDBOOK IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE. ADDITIONALLY, THIS HANDBOOK IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE ADMINISTRATOR RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY EMPLOYEE, AT ANY TIME, WITH OR WITHOUT GOOD CAUSE. THE ADMINISTRATOR AND/OR BOARD OF COUNTY COMMISSIONERS RETAIN THE RIGHT TO CHANGE THE CONTENTS OF THIS HANDBOOK AS THEY DEEM NECESSARY WITH OR WITHOUT NOTICE.

I, THE UNDERSIGNED EMPLOYEE, HAVE READ THIS HANDBOOK AND UNDERSTAND THAT THIS HANDBOOK IS FOR THE BENEFIT OF CROOK COUNTY AND THAT I CAN BE **TERMINATED** WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AND THAT THIS HANDBOOK CAN BE CHANGED FOR ANY REASON AT ANY TIME. I FURTHER UNDERSTAND NO ACTION OR INACTION ON THE PART OF THE COUNTY, BOARD OF COUNTY COMMISSIONERS, OR ANY ADMINISTRATOR SHALL CREATE ANY FORM OF EMPLOYMENT CONTRACT EITHER EXPRESS OR IMPLIED. I ACCEPT THE CHANGES TO THIS HANDBOOK IN CONSIDERATION OF THE ADDITIONAL BENEFITS CONTAINED HEREIN.

DATE _____ NAME (of employee) _____

DATE _____ WITNESS (administrator) _____

INSTRUCTIONS: The Administrator shall have each employee review and sign this Employee Handbook before the Administrator who shall sign as a Witness. The Administrator shall place the original of this Signatory in the employee's personnel file and give a copy of this Signatory page to the County Clerk (or Administrator if a Board employee) to place in their employee's personnel file. Board Administrators shall place a copy of this Signatory page in the Board employee's personnel file. The Administrator shall then give the Employee Handbook back to the employee.

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DEFINITIONS

AGENCY: Each unit of county government, such as the County Commissioners, elected official's office or appointed board.

ADMINISTRATOR: The elected official, the head of any agency, or person designated by an agency.

SUPERVISOR: The person who directs the employee in his day to day work activity, unless otherwise specified by agency directive.

EMPLOYEE: Any person paid compensation subject to federal withholding taxes when the compensation source is a line item budget approved within the County's constitutional 12 mil levy. This definition is conditioned further upon adoption of the policy manual by the appropriate elected officials and governing boards.

FULL-TIME EMPLOYEE: Regularly scheduled to work 40 hours per week.

PART-TIME EMPLOYEE: Regularly scheduled to work 20-39 hours per week.

REGULAR EMPLOYEE: An employee who works in a year-round position.

SEASONAL EMPLOYEE: An employee who works only certain seasons, not year-round.

TEMPORARY EMPLOYEE: An employee scheduled to work on a short-term, non-continuing basis, not to exceed six months.

ELIGIBLE EMPLOYEE: Any employee who is not seasonal or temporary who has worked for an agency for at least fifty-eight (58) days, and any employee that is regularly scheduled or who actually works over 1560 hours during the Standard Measurement Period (or Look Back Period) which is one year.

TIME SHARED EMPLOYEE: Is an employee that voluntarily shares a full-time employee position with another employee that voluntarily shares a full-time employee position, or an employee that voluntarily shares two (2) full time employee positions with two (2) other employees that voluntarily shares two (2) full time employee positions.

ANNIVERSARY YEAR: Starts the date employed.

EMPLOYMENT BENEFIT: The term "employment benefits" means all benefits provided or made available to employees by an agency, including group health insurance, disability insurance, personal leave, vacation leave, and retirement, regardless of whether such benefits are provided by a practice or written policy of an employer or through an "employee benefit plan".

HEALTH CARE PROVIDER: The term "health care provider" means –

A. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as

appropriate) by the State in which the doctor practices; or

B. Any other person determined by the Secretary of Health and Human Services to be capable of providing health care services.

PARENT: The term "parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

REDUCED LEAVE SCHEDULE: The term "reduced leave schedule" means a leave schedule that reduces the usual number of hours per workweek, or hours per workday, or an employee.

SERIOUS HEALTH CONDITION: The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves –

- A. Inpatient care in a hospital, hospice, or residential medical care facility; or
- B. Continuing treatment by a health care provider.
- C. Complications during pregnancy or child birth

MINOR HEALTH CONDITION: The term "minor health condition" means an illness, injury, impairment of physical or mental condition that is not a serious health care condition.

SON OR DAUGHTER: The term "son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, -

- A. Under 18 years of age; or
- B. 18 years or age or older and incapable of self-care because of a mental or physical disability.

SPOUSE: The term "spouse" means a person (of the same or opposite sex of the Employee) to whom a person is legally married to under the laws of the state or nation that were in place at the time and in the location that the marriage was entered into, and who is currently a permanent resident in the home of the Employee.

CIVIL PARTNER: A person (of the same or opposite sex of the Employee) with whom the Employee has entered into a civil union in a state or nation that sanctions such unions by law and that is valid pursuant to such law at the time that the parties entered into the relationship, and who is currently a permanent resident in the home of the Employee

FAMILY MEMBER: A person that is a spouse, civil partner, son or daughter.

PRO-RATA BASIS: When any benefit is given on a "pro-rata" basis the administrator will determine amount of hours of benefit granted (shall be rounded to the nearest half hour) based upon the following formula:

Take the number of hours actually worked per month divided by the number of hours (including holidays) that could be worked which then equals a percentage.

Then that percentage shall be applied to the holiday, vacation, personal or other paid leave earned within that pay period to determine the hours of non-worked paid leave.

The employee shall set forth this amount each month on their payment voucher and it must be approved by the administrator each month.

STANDARD MEASUREMENT or LOOK BACK PERIOD: A defined period of time of not less than 3 months but not more than 12 consecutive months, as chosen by the employer. A 12 month period commencing in the Fall of 2013 through the Fall of 2014.

ADMINISTRATIVE SIGN-UP PERIOD A time period of no longer than 90 days following the end of the "Standard Measurement" period and ending prior to the beginning of the associated "Stability" Period. This period may be utilized to determine if any employees should be offered coverage for the associated "Stability" period, and also allow time for the employer to communicate the available benefits to and assist in enrolling the eligible employees should they choose to enroll.

STABILITY PERIOD: A period that is no shorter in duration than the determined "Standard Measurement" period. Those individuals deemed full-time employees during the "Standard Measurement" period must be allowed coverage during the entire "stability" period.

INITIAL MEASUREMENT PERIOD A period between 3 months and 12 month, as chosen by the employer. The employer measures the hours of service completed by the new employee during this period and determines whether or not the employee completed an average of 30 hours of work per week or more during the period.

**CROOK COUNTY
EQUAL EMPLOYMENT OPPORTUNITY
STATEMENT**

Crook County is an equal opportunity employer. Discrimination on the basis of race, color, national origin, religion, handicap, sex, age, veteran's status or disability with respect to terms and conditions of employment, including, but not limited to, recruitment, selection, hiring, promotion, demotion, lay-off, reinstatement, termination, training, or any other personnel action is prohibited except where a bona fide occupational qualification or job requirement exists.

**SECTION I.
EMPLOYMENT AT WILL**

IN NO EVENT SHALL THE HIRING OR RETENTION OF AN EMPLOYEE BE CONSIDERED AS CREATING A CONTRACTUAL PROPERTY RIGHT FOR THE EMPLOYEE. UNLESS OTHERWISE PROVIDED IN WRITING, THE RELATIONSHIP SHALL BE DEFINED AS "EMPLOYMENT-AT-WILL", AS THAT TERM IS RECOGNIZED UNDER LAW. ABSENT A DISCRIMINATORY REASON, EITHER PARTY MAY DISSOLVE THE RELATIONSHIP AT ANY TIME WITH OR WITHOUT CAUSE.

**SECTION II.
EMPLOYMENT OF RELATIVES**

A. **EMPLOYMENT:** Nepotism including county employees. See W. S. 9-13-104

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

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

B. MARRIAGE: If one employee marries or enters into a civil union with another employee, both may retain their positions if they do not work in the same agency, are not under the direct or indirect supervision of each other, and neither occupies a position which has influence over the other's employment, promotion, or salary administration.

SECTION III.

INDEMNIFICATION OF COUNTY EMPLOYEES AND OFFICERS

A. INDEMNIFICATION: Subject to the provisions of paragraph B., Crook County agrees that it will defend, hold harmless, and indemnify any administrator or employee of the County during and following employment or tenure in office, from any and all demands, claims, suits, actions, and legal proceedings, brought against said administrator or employee in his/her individual capacity, or in his/her official capacity as an administrator or employer of the County. The incident(s) prompting said legal action must have arisen while the administrator or employee was acting within the scope of his/her employment or duty. This indemnification provision does not apply when the liability arises from criminal conduct on the part of the employee and prosecution is initiated upon the criminal matter. This policy is limited by any and all provisions of Wyoming Statutory and Case Law restricting indemnification.

B. PUNITIVE DAMAGES: The punitive damages portion of a judgment entered against a person otherwise covered under paragraph A. may or may not be paid or be subject to indemnification at the absolute discretion of the County Commissioners if the individual liability is that of an administrator or employee.

SECTION IV.

DRUG-FREE WORK PLACE

In compliance with the Drug-Free Workplace Act of 1988, Crook County officially notifies its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Crook County workplace. All employees shall:

A. Abide by the terms of the above paragraph and,

B. Inform their administrator of any criminal drug conviction of a violation occurring in the Crook County workplace no later than five (5) days after such conviction.

C. If an administrator has probable cause that an employee is under the influence or possesses an illegal controlled substance or alcohol, they may request that the employee submit to such testing immediately to confirm or deny that fact.

- a. Testing shall be at the counties expense.
 - b. Testing for alcohol shall be by breath or, at the employees choice, blood.
 - c. Under the influence of alcohol shall mean a .04 % BAC or greater.
 - d. Testing for controlled substances shall be by urine or, at the employees choice, blood.
 - e. Under the influence of controlled substances shall mean any measurable quantity for an illegal controlled substance under state or federal law.
 - f. Under the influence of controlled substances shall mean any measurable quantity of a controlled substance under state or federal law that would impair the employees duties and responsibilities.
- D. The failure of the employee to be tested may result in termination of employment.

SECTION V.
SEXUAL HARASSMENT

A. Policy. Crook County will not allow any form of sexual harassment within the work environment.

B. Definition. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature under any of the following conditions: (i) submission to the conduct is made a condition of employment; (ii) submission to or rejections of it is the basis of employment decisions; (iii) it unreasonably interferes with work performance or creates an intimidating, hostile or offensive work environment. This behavior can be verbal or physical or any other form of communication. Examples of sexual harassment could include, but are not limited to, the following:

- a. Criminal touching which includes patting, touching or pinching or forcible sexual abuse.
- b. *Quid pro quo* harassment where sexual advances are combined with a threat or a promise regarding work status or conditions of employment.
- c. Gender abuse including offensive comments or jokes about gender or the display of demeaning cartoons, nudity or pornography. Gender abuse includes double-standard gender discrimination.
- d. Sex-role stereotyping which is demeaning, ridiculing or derisive. This includes personal errand running or requiring personal business tasks instead of work tasks.

C. Victim Procedure. Any employee who believes he or she has been subjected to sexual harassment shall immediately report the alleged act in writing to his or her immediate administrator. If said administrator is involved, or if the employee does not feel comfortable talking about the situation with the administrator, the report should be made to the County Attorney, or County Commissioners. If the employee refuses to provide a written report, the administrator or report taker shall prepare a written report of the verbal complaint and the administrator shall proceed upon such information contained in the administrator's written report.

D. Administrator Procedure. The following procedure shall be followed by that person receiving the complaint.

- a. All reports of sexual harassment shall be brought to the attention of the appropriate administrator unless that individual is involved in the alleged harassment.
- b. An administrator notified in any manner of a sexual harassment complaint shall begin a confidential investigation immediately, documenting their actions in every case.
- c. If the situation warrants, immediate steps will be taken to limit work contact between the victim and accused.
- d. If the situation warrants, possible criminal allegations shall be reported to the County Attorney.
- e. If it is felt the complaint should be further investigated by an administrator, the administrator shall refer the complaint to the County Attorney or Commissioners.
- f. Under no circumstances should the victim be required to confront the accused.
- g. Under no circumstances should the accused be allowed to contact the victim about the incident.
- h. Advise the victim what action has been taken within five (5) business days and provide for on-going checks to verify harassment has not recurred.
- i. The administrator will provide a written statement of conclusion for the complaint stating whether the complaint was substantiated or unsubstantiated and what action was taken to resolve the claim.

E. Rights of the Accused.

- a. An individual accused of sexual harassment may request an informal hearing with the person conducting the investigation.
- b. If the investigation results in recommended disciplinary action, the accused shall be afforded all rights and protection, expressed or implied, as stated in Section XXIII, Grievances.

F. Discipline. Any employee who is found by a preponderance of evidence, that is more probable than not, after appropriate investigation as stated above, to have engaged in sexual harassment of another employee or any member of the public, will be subject to immediate disciplinary action which may include termination.

G. Unjustified or Frivolous Complaints. Any employee, who lodges a sexual harassment complaint knowing the complaint is unjustified, without foundation, or frivolous, will be subject to disciplinary action which may include termination.

SECTION VI.
USE OF ALCOHOL OR ILLEGAL CONTROLLED SUBSTANCES

The consumption of, or being under the influence of, alcohol or illegal controlled substances by county employees is prohibited:

- A. during normal working hours,
- B. while operating a county vehicle, or
- C. on county property, except by permission of the governing body of the agency controlling the property.
- D. In addition, at no time shall alcohol or an illegal controlled substance be permitted in a

county vehicle, unless it is evidence.

E. If an administrator has probable cause that an employee is under the influence or possesses an illegal controlled substance or alcohol they may request that the employee submit to such testing immediately to confirm or deny that fact.

a. Testing shall be at the counties expense.

b. Testing for alcohol, shall be by breath or, at the employees choice, blood.

c. Under the influence of alcohol shall mean a .04 % BAC or greater.

d. Testing for controlled substances shall be by urine or, at the employees choice, blood.

e. Under the influence of controlled substances shall mean any measurable quantity for an illegal controlled substance under state or federal law.

f. Under the influence of controlled substances shall mean any measurable quantity of a controlled substance under state or federal law that would impair the employees duties and responsibilities.

F. The failure of the employee to be tested may result in termination of employment.

SECTION VII. WORKING HOURS

The Crook County Courthouse shall be open from 8:00 A.M. to 5:00 P.M., Monday through Friday, except for holidays set forth in Section XII. All employees shall report to work as directed by their administrator.

A. Flextime: The Administrator may allow the employee to have a flexible work schedule other than from 8:00 A.M. to 5:00 P.M., during the work week. The employee shall still be required to work the same amount of hours as set by the administrator. Flexible time shall be used within the same work week.

B. Lunch: Employees shall have one-half (½) to one (1) hour off for lunch as determined and scheduled by their administrator. Employees shall not be paid during lunch time, unless they are not allowed to leave the premise and they are required to work during their lunch time.

C. Work off Premises: Employee shall not work off the premises without the administrator's prior approval.

D. BOARDS: Boards shall set their own working hours.

SECTION VIII. SALARIES

A. ELECTED OFFICIALS: The elected county officials' salaries are set by the Board of County Commissioners every four (4) years pursuant to Wyoming Statute §18-3-107. No deputy shall be paid a salary less than 20% of their respective elected county officer as set forth in Wyoming Statute §18-3-107.

B. EMPLOYEES: The number of employees and salary for all employees shall be

determined by the administrator by and with the consent of the Board of County Commissioners pursuant to W. S. 18-3-107 (e).

C. BOARDS: The salaries of the administrator and employees of Boards that are appointed by the Board of County Commissioners shall be set by the appointed Board within the line item amount allowed by the Board of County Commissioners pursuant to Wyoming Statute 16-4-111(c).

D. Salaries, benefits and cost of living shall be examined annually by the administrators and the Board of County Commissioners.

E. The pay period for the County shall be monthly. Boards may pay bimonthly or weekly.

F. Hourly rate of pay. The hourly rate for salaried employees is to be computed as follows: annual salary divided by two-thousand and eighty (2080). Annual salary is calculated by multiplying the monthly salary by twelve (12).

G. Payroll vouchers together with Personal Leave and Vacation Leave earned and used that month shall be submitted to the County Clerk by the employee and or administrator on or before 5:00 P.M. on the 23rd day of each month for payment on the last day of the month, unless the 23rd falls on a weekend or holiday then it shall be due the first working day prior to the 23rd day of the month. This is necessary so electronic payroll may be made the last business day of the month.

H. Any changes to benefits requested by an employee shall be submitted to the County Clerk on or before the 23rd day of the month for any changes to be effective for that month's pay period, unless the benefit program requires some other effective date.

SECTION IX OVERTIME PAY

Overtime is not allowed unless specifically authorized by the employee's administrator. The work week for purposes of computing overtime shall be from 12:01 AM Sunday through 12:00 PM midnight on Saturday.

A. Overtime shall only be provided for all time actually worked in excess of forty (40) hours in any one work week. Overtime will be earned at a rate of one and one-half (1 1/2) hours for each hour of overtime worked.

B. Non-worked time earned such as holiday, vacation, personal leave, compensatory time and any other paid or unpaid leave during each work week shall not be counted when computing overtime.

C. Compensation will be in the form of monetary pay unless a written agreement is entered prior to use of compensatory time for overtime pay. The employee cannot for any reason be required to take compensatory time.

a. This written agreement shall be placed in the employees permanent personnel

record and resigned annually.

- b. Compensatory time must be used within each monthly pay period.
- c. Compensatory time shall only be used in the amount that it is earned.

D. Administrator shall ensure that no unauthorized overtime hours are worked.

E. Exempt employees are not eligible for any overtime compensation or overtime compensatory time. See Appendix A for list of Exempt Employees.

F. Overtime pay shall be computed at the employees current hourly rate of pay.

SECTION X. VACATION LEAVE

A. Vacation leave shall be accumulated by and granted to such employees who are hired on a full-time or part-time basis. Vacation leave shall be paid at the employee's current hourly rate of pay.

B. A part-time employee will accumulate vacation leave on a pro-rata basis based upon the days granted to regular full-time employees.

C. Regular employees that are regularly scheduled 1-19 hours per week, seasonal and/or temporary employees do not earn vacation leave. Employees originally hired on a temporary basis and who have been changed to a regular employee that works more than 20 hours per week shall accumulate vacation leave from the date that their employment changes to a Part-Time or a Full-Time employee on a pro-rata basis.

D. Employees shall be entitled to vacation leave benefits on an accrued basis.

E. Vacation leave shall accumulate as follows:

- a. Zero through the end of five (5) years of service: Eight (8) hours per month.
- b. Six (6) years through the end of fifteen (15) years of service: Ten (10) hours per month.
- c. Sixteen (16) years through the end of service: Twelve (12) hours per month.

F. Vacation leave shall be approved in advance by an employee's administrator.

G. Administrators shall grant vacation leave on the basis of the work requirements of the agency after conferring with employees. Preference in the scheduling of vacation leave shall be given solely at the discretion of the administrator.

H. Vacation leave may be granted to employees who have earned the vacation leave, and shall not be granted in advance of accrual.

I. Vacation leave shall be granted within each anniversary year unless an administrator defers an employee's vacation leave because of unusual work requirements. An employee's vacation

leave shall not be deferred to the extent that employee will lose any vacation leave.

J. Vacation leave shall be used by the employee. Not more than eighty (80) hours of unused vacation leave may be transferred from one calendar year to the next, except that Boards and administrators may use the employee's anniversary year if the Board or administrator elect's to do so. Any unused vacation leave over eighty (80) hours that is not taken shall not be paid.

SECTION XI. PERSONAL LEAVE

A. Full-time employees shall accrue personal leave with pay at the rate of eight (8) hours each full month of service up to a maximum accrual of ninety-six (96) days or 768 hours.

B. Part-time employees shall accrue personal leave with pay on a prorate basis of up to eight (8) hours for each full month of service up to a maximum accrual of ninety-six (96) days or 768 hours.

C. Authorized Use. Accrued personal leave may be used during scheduled work hours when an employee is incapacitated by a serious or minor health condition, sickness or injury; for pregnancy, childbirth, or related medical conditions; for medical, dental or optical examinations or treatment; for death or illness of a member of the employee's or the employee's spouse's or civil partner's immediate family and such other persons as approved by the administrator; or when an employee has been exposed to a contagious disease such that attendance at work could jeopardize the health of others. Persons affected by pregnancy, childbirth and related medical conditions shall be treated the same as persons affected by other medical conditions.

D. Notification. Employees who are unable to work for any of the reasons stated in this section shall notify their administrator as soon as possible of their absence or anticipated absence. If such notification is not given, administrator shall charge the absence to vacation leave or leave without pay.

E. Approval. The administrator shall approve the use of personal leave only after having determined that the absence was for a legitimate reason. An employee may be required to submit substantiating evidence including, but not limited to, a health care provider's certificate. Abuse of personal leave is cause for disciplinary action.

F. Donation. The administrator, after determining that the employee has a serious health condition or family leave, may request donated personal leave from other county employees for an employee who has exhausted all of their accrued personal leave, compensatory time and vacation leave. Donors shall give his/her administrator, who shall approve or disapprove the donation, a completed "Personal Leave Transfer Request" form, which can be obtained from the administrator, specifying the number of hours donated and the name and department of the employee to whom the donation is being made. Donations to employees in departments other than the donor's department shall be approved by the donee's administrator.

a. Employees shall have depleted all of their personal, vacation, or other available leave prior to use of donated personal leave.

- b. Donor employee must maintain a minimum balance of sixty (60) days of personal leave.
- c. No employee may receive more than 480 hours of donated personal leave within a twelve (12) month period from date of application for Personal Leave Transfer.
- d. Donated leave will be utilized on a "first in, first used" basis. The administrator shall ensure that all donated but unused personal leave shall be credited back to the original donor(s) when the recipient returns to work and/or no longer has an immediate and reasonable need for the leave.

G. **Workman's Compensation.** In the event of absence occasioned by an injury which is compensable under the State Worker's Compensation Act, the employee may receive personal leave benefits to the extent accumulated. When an employee is receiving personal leave pay, Worker's Compensation benefits for those days will be endorsed over to the county. It is intended that Worker's Compensation Act benefits shall never provide compensation to an employee above his regular salary.

H. **Minor Health Conditions.** The eligible employee may use up to five (5) personal leave days per year in the event of a minor health condition of the employee's son, daughter, spouse, civil partner or parent.

I. **Maximum Use.** The eligible employee may use up to his maximum number of accrued paid personal leave days in the event of serious health condition, pregnancy, accident, illness, injury or any required dental or medical care and family leave. The eligible employee may use up to his maximum number of accrued personal leave days and transferred personal leave days in the event of a serious health condition or family leave for the employee's son, daughter, spouse, civil partner, parent, or said employee. When an employee has used all his accrued personal leave he may use his accrued vacation leave, then transferred personal leave, unpaid leave and if he is still unable to return to work after using up his family leave time he may take leave without pay at the sole discretion of the administrator.

J. Regular employees that are regularly scheduled 1-19 hours per week, seasonal and/or temporary employees do not earn personal leave.

SECTION XII. HOLIDAY LEAVE

Full-time employees not specifically required to work by their administrator, shall be granted at least ten (10) paid holiday leaves from regularly scheduled work hours. These days shall be set annually by the Board of County Commissioners. Part-time employees shall receive paid holiday leave on a pro-rata basis if it is their regularly scheduled work day.

A. When a legal holiday falls on a Saturday, the previous Friday will be observed, when on Sunday, the following Monday will be observed. At the option of the individual agency, other arrangements may be made when a holiday falls on a regular full-time employee's day off.

B. Members of religious bodies which have special observances on days not recognized as

County holidays do not receive time off with pay for such occasions. Eligible employees may, however, use vacation leave with the prior approval of their administrator.

- C. The Board of County Commissioners may approve any other day off with pay.
- D. Regular employees that are regularly scheduled 1-19 hours per week, seasonal and/or temporary employees do not earn holiday leave.

SECTION XIII.
LEAVE WITHOUT PAY

If not detrimental to the service of the agency, an employee may be granted, at the discretion of the administrator, leave without pay. Such requests for leave without pay, if possible, should be applied for in writing at least thirty (30) days prior to the leave. This requirement will be waived in emergency situations.

- A. Leave without pay has the following effect:
 - a. No vacation leave, personal leave, or compensatory time shall accrue to the employee.
 - b. No paid holiday leave or time off may be granted during a leave without pay period.
 - c. Except for military or family leave, employees on an extended leave without pay are responsible for the full cost of the county's portion of their health insurance premiums and their portion of their premiums for health insurance and other benefits during the entire time they are on leave without pay.
- B. Arrangements for payment by the employee shall be made in advance with the County Clerk before the employee leaves.

SECTION XIV
FAMILY LEAVE

1. ELIGIBILITY

- A. An eligible employee shall be entitled to a total of 12 workweeks of leave during any 12-month period for one or more of the following:
 - a. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
 - b. Because of the placement of a son or daughter with the employee for adoption or foster care.
 - c. In order to care for the spouse, civil partner, or son, daughter, or parent, of the employee, if such spouse, civil partner, son, daughter or parent has a serious health condition.
 - d. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
 - e. Because of any qualifying exigency (as the Secretary of Labor by regulation shall determine) arising out of the fact that the spouse, civil partner, son, daughter, or parent of

the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

B. The entitlement to family leave for a birth or placement of a son or daughter shall expire one year from the date of such birth or placement.

C. Leave may be taken intermittently at the discretion of the administrator but shall not result in the lessening of their total family leave.

D. If an employee has paid leave (that is, personal leave, vacation leave and compensatory time) for fewer than 12 workweeks, the additional weeks of leave necessary to attain the 12 workweeks of leave required under this title shall be provided without compensation. If an employee has more than 12 workweeks of paid leave then they may use those benefits for additional family leave.

E. An eligible employee shall use their compensatory time and then accrued paid personal leave, vacation leave, and then unpaid leave in that order.

F. An employee shall request the use of Family Leave from the administrator in a timely manner and shall request and use the forms provided by the employer. A failure to do so may result in the delay of using Family Leave.

a. If the leave is foreseeable timeliness is set forth below.

b. If the leave is unforeseeable the request for leave shall be as soon as reasonably possible. An employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Notice may be given by the employee's spokesperson (e.g., spouse, civil partner, adult family member, or other responsible party) if the employee is unable to do so personally.

c. Nothing relieves the employee from providing certification if required by the administrator.

G. An eligible employee who is the spouse, civil partner, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 weeks of leave during any 12-month period of care for a service member injured in the line of duty while on active duty.

2. FORESEEABLE LEAVE

A. If family leave is foreseeable based on an expected birth or adoption placement, the employee shall provide the administrator with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave, except that if the date of birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

B. In any other case where the leave is foreseeable the employee-

a. Shall make a reasonable effort to schedule the treatment of serious health conditions so as not to disrupt unduly the operation of the agency, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, civil partner, or parent of the employee, as appropriate; and

- b. Shall provide the administrator with not less than 30 days' notice, before the date the leave is to begin, or the employee's intention to take leave unless treatment is to begin in less than 30 days, the employee shall provide such notice as is practicable; or
- c. In any case in which the necessity for leave is foreseeable, whether because the spouse, civil partner, or a son, daughter, or parent, of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable.

3. SPOUSES EMPLOYED BY THE SAME AGENCY

In any case in which spouses, or civil partners are entitled to family leave are employed by the same agency, the aggregate number of workweeks of leave to which both may be entitled shall be limited to 12 workweeks during any 12-month period, if such leave is taken, except in the case of a serious health condition of the employee; and limited to 26 workweeks during any 12-month period if such time period is applicable under paragraph 1 (G) set forth above.

4. CERTIFICATION

A. The administrator may require certification for a request for family leave from the health care provider of the eligible employee or the son, daughter, spouse, civil partner, or parent of the employee or next of kin of an individual in case of leave taken under paragraph 1 (G) set forth above as appropriate. The employee shall provide, in a timely manner, a copy of such certification to the employer.

B. SUFFICIENT CERTIFICATION. - Certification provided under subsection (a) shall be sufficient if it states.

- a. The date on which the serious health condition commenced;
- b. The probable duration of the condition;
- c. The appropriate medical facts within the knowledge of the health care provider regarding the condition and as appropriate;
- d. Either –
 - i. A statement that the eligible employee is needed to care for the son, daughter, spouse, civil partner or parent an estimate of the amount of time that such employee is needed to care for the son, daughter, spouse, civil partner or parents; or
 - ii. A statement that the employee is unable to perform the functions of the position of the employee; **and**
- e. In the case of certification for intermittent leave, or leave on a reduced leave schedule, for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment;
- f. In the case of certification for intermittent leave, or leave on a reduced schedule, a statement of the medical necessity for the intermittent leave or leave on a reduced leave schedule, and the expected duration of the intermittent leave or reduced schedule;
- g. In the case of certification for intermittent leave, or leave on a reduced leave schedule, a statement that the employee's intermittent leave or leave on a reduced leave

schedule is necessary for the care of the son, daughter, parent, civil partner, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

h. **CERTIFICATION RELATED TO ACTIVE DUTY OR CALL TO ACTIVE DUTY.**—An employer may require that a request for leave for active duty be supported by a certification issued at such time and in such manner as the Secretary of Labor may by regulation prescribe. If the Secretary of Labor issues a regulation requiring such certification, the employee shall provide, in a timely manner, a copy of such certification to the employer.

C. **SECOND OPINION.**—In any case in which the administrator has reason to doubt the validity of the certification provided above for family leave the administrator may require, at the expense of the employer, that the eligible employee obtain the opinion of a second health care provider designated or approved by the employer concerning any information certified above for such leave.

D. **RESOLUTION OF CONFLICTING OPINIONS.** -In any case in which the second opinion differs from the opinion in the original certification, the administrator may require, at the expense of the administrator, that the employee obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee concerning the information certified.

5. **FINALITY.** - The opinion of the third health care provider concerning the information certified above shall be considered to be final and shall be binding on the employer and the employee.

A. **SUBSEQUENT RECERTIFICATION.** - The administrator may require that the eligible employee obtain subsequent recertification on a reasonable basis.

6. **EMPLOYMENT AND BENEFITS PROTECTION.**

A. **RESTORATION TO POSITION.** -

a. **IN GENERAL.** - Except as provided in subsection c. Limitations, any eligible employee who takes family leave for the intended purpose of the leave shall be entitled, on return from such leave -

i. To be restored by the employer to the position of employment held by the employee when the leave commenced; or

ii. To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

b. **LOSS OF BENEFITS.** - The taking of family leave shall not result in the loss of any employment benefit accrued before the date on which the leave commenced.

c. **LIMITATIONS.** - Nothing in this section shall be construed to entitle any restored employee to -

i. The accrual of any seniority or employment benefits during any period of leave; or

ii. Any right, benefit, or position of employment other than any right, benefit

or position to which the employee would have been entitled had the employee not taken the leave.

d. CERTIFICATION. - As a condition of restoration under paragraph A for an employee who has taken family leave the employee shall be required to provide certification from the health care provider of the employee that the employee is able to resume work.

7. MAINTENANCE OF HEALTH BENEFITS. -

A. COVERAGE. - Except as provided in paragraph (2) below, during any period that an eligible employee takes family leave, the employer shall maintain coverage under any "group health plan" for the duration of such leave at the same level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of family leave.

B. FAILURE TO RETURN FROM LEAVE. - The employer may recover the premium that the employer paid for maintaining coverage for the employee under such group health plan during any period of unpaid family leave if:

a. The employee fails to return from family leave after the period of leave to which the employee is entitled has expired; and

b. The employee fails to return to work for a reason other than -

i. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave under the Family Leave Act; or

ii. Other circumstances beyond the control of the employee.

8. CERTIFICATION

An administrator may require that a claim that an employee is unable to return to work because of the continuation, recurrence, or onset of the serious health condition described above to be supported by: a certification issued by the health care provider of the son, daughter, spouse, civil partner, or parent of the employee, or an employee, if an employee is unable to return to work. The employee shall, upon request, provide, in a timely manner, a copy of such certification to the administrator. This certification shall be sufficient if the certification states that a serious health condition prevented the employee from being able to perform the functions of the position of the employee on the date that the leave of the employee expired. This certification shall be sufficient if the certification states that the employee is needed to care for the son, daughter, spouse, civil partner, or parent who has serious health condition on the date that the leave of the employee expired, or if the certification states that the employee is needed to care for the son, daughter, spouse, civil partner, or parent, who has a serious health condition on the date that the leave of the employee expired.

9. ADDITIONAL DEFINITIONS (used in addition to other definitions in this section only)

A. ACTIVE DUTY.—The term "active duty" means duty under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

B. CONTINGENCY OPERATION.—The term "contingency operation" has the same

meaning given such term in section 101(a)(13) of title 10, United States Code.

C. COVERED SERVICE MEMBER.—The term “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

D. OUTPATIENT STATUS.—The term “outpatient status”, with respect to a covered service member, means the status of a member of the Armed Forces assigned to—

- a. A military medical treatment facility as an outpatient; or
- b. A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

E. NEXT OF KIN.—The term “next of kin”, used with respect to an individual, means the nearest blood relative of that individual.

F. SERIOUS INJURY OR ILLNESS.—The term “serious injury or illness”, in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating.

SECTION XV. BEREAVEMENT LEAVE

Up to five (5) days paid personal leave shall be allowed out of an employee's personal leave for the purpose of making arrangements for and attending the funeral of a member of an employee's immediate family. Immediate family includes the employee's spouse, civil partner parents, parents-in-law, children, grandparents, brothers, sisters, and grandchildren. Up to twenty (20) days paid personal leave may be taken at the discretion of the employee's administrator. If no personal leave exists the employee may take vacation time or unpaid leave at the sole discretion of the administrator.

In the event of a death of a close friend or member of the employee's spouse's or civil partner’s family (other than their parents or children), paid personal leave will not be granted. Vacation leave or leave without pay may be taken at the sole discretion of the employee's administrator.

SECTION XVI. VOTING LEAVE

Employees time off to vote. See Wyoming Statute § 22-2-111

A. Any person entitled to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the congress of the United States is, on the day of such election, entitled to absent himself from any service or employment in which he is then engaged or employed for a period of one (1) hour, other than meal hours, the hour being at the

convenience of the employer, between the time of opening and closing of the polls. Such elector shall not, because of so absenting himself, lose any pay, providing he actually casts his legal vote.

B. This section shall not apply to an employee who has three (3) or more consecutive nonworking hours during the time the polls are open.

SECTION XVII. COURT DUTY

Any full-time or part-time county employee who is serving as a member of a jury panel or any County employee who is subpoenaed or directed by proper authority to appear as a witness to testify in their capacity as a county employee or administrator or for the Federal Government, the State of Wyoming, or a political subdivision thereof, and who is thereby prevented from performing job duties as assigned by his administrator, shall be granted leave with pay for the performance of such obligations.

A. Any employee who receives leave with pay and receives compensation for attending court shall be required to submit that compensation to the County. Any per diem or expense reimbursement the employee may receive shall be retained by the employee and need not be paid over to the County.

B. As another option, employees who serve on Court Duty may take vacation leave and keep the compensation they receive from the Court.

C. Any employee who is subpoenaed or directed by proper authority to appear as a witness to testify for some other reason than on behalf of the government may take vacation leave and keep the compensation they receive from the County and Court.

SECTION XVIII. MILITARY LEAVE

Any employee of Crook County, who is a member of the Wyoming National Guard, Army, Air Force, Navy, Marine, or Coast Guard Reserves or other uniformed service shall be given a military leave of absence with pay, not to exceed fifteen (15) days in any one calendar year to attend duly authorized encampments, training cruises and similar training programs. Military Leave shall be granted in addition to any other leave or vacation time with which such employee is otherwise entitled. This leave shall be taken first from accrued personal leave then from accrued vacation leave.

A. Requests for Military Leave must be made in writing by the employee and presented to their administrator immediately after receiving notice or at least 30 days prior to the effective date of such Military Leave. This requirement will be waived in emergency situations. Military Leave for optional training may be granted at the sole discretion of their administrator.

B. Employees may, at their option, take vacation leave or leave without pay during Military

Leave. Employees who take Military Leave shall have such other rights as stated in Wyoming Statute §19-10-105 which generally states that no member of the guard shall suffer any loss of pay, vacation privilege, seniority, or efficiency rating because of serving in the state guard under orders of the governor.

C. Employees who take Military Leave shall have such other rights as stated in the MILITARY SERVICE RELIEF ACT pursuant to Wyoming Statute §19-11-101 through 203 which generally governs benefits that uniformed service members are entitled.

D. All employees requesting Military Leave must select their payment option in their initial written request to their administrator.

SECTION XIX. TRAVEL REIMBURSEMENT

At the employee's request Crook County shall reimburse its employees, administrators, board members and appointees for the expenses of travel, including the reasonable costs associated with transportation, meals, lodging, and other expenses incurred when such travel is performed in the course of conducting County business. Prior approval of such travel must be obtained from the employee's administrator or Board as the case may be. Expenses considered by the administrator to be excessive will not be reimbursed.

A. All employees and administrators shall present actual itemized receipts for all reimbursable expenses. No reimbursement is allowed for alcoholic beverages or entertainment expenses such as movies.

B. Administrators may require employees to use or be transported in a county or other vehicle when travelling and conducting county business. If an employee or administrator uses a private vehicle for transportation while conducting County business, the employee shall be reimbursed at the maximum nontaxable rate per mile for vehicles as allowed by the internal revenue service at the time of travel or as set forth by W. S. 9-3-103 and any amendment thereto, whichever is higher. If an employee chooses not to use or be transported in a county or other vehicle when traveling and conducting county business as directed by the administrator the employee shall not be entitled to reimbursement for travel expenses or at the administrator's discretion may pay actual fuel expenses.

SECTION XX. POLITICAL ACTIVITIES

A. All employees have the inherent right as citizens to participate on their own time in the constitutional and political processes, provided such participation does not interfere in the fair and efficient discharge of their duties. Every employee has the obligation and right to freedom of speech and a duty to vote.

B. If elected or appointed to any elected County office while employed by the County, the employee shall choose between the political office and County employment but cannot maintain

both positions. For election to any other political office, a County employee must ascertain the elected position will not interfere with their ability to perform their job at the County. If interference is identified by the employee's administrator, a review of the possible conflict will be handled by the administrator. This review cannot violate Wyoming Statute 22-26-118.

C. No County equipment, office space or materials shall be used to support a campaign for any elected office.

D. The County is non-partisan in elections and no County employees shall use their official capacity or influence for the purpose of furthering, interfering with or affecting an election or nomination for elected office by creating the impression they represent or speak for the County. Further, no employee shall directly or indirectly coerce, command or advise any employee of the County to contribute, lend or pay anything of value to a campaign for elected office.

E. Campaign material of any kind shall not be worn on any County uniforms or displayed in or on any County-owned or leased building, equipment, vehicle or premises.

F. No county employee shall violate the provisions of the Federal Hatch Act, which governs the political activities of all federal, and some state and local government employees.

a. The Hatch Act prohibits county employees from using their official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office.

b. The Hatch Act prohibits running or being a candidate for partisan political office if the county employees principal employment is in connection with an activity which is financed in whole by federal loans or grants.

c. The Hatch Act does not prohibit voting, being a candidate for a nonpartisan public office, campaigning for other candidates for partisan or nonpartisan offices.

d. The penalty for a violation of the Hatch Act may include termination of employment, or the employee's employer forfeiting a portion of the federal assistance equaling two years salary of the employee.

e. Questions about the applicability of the Hatch Act or Complaints for a violation of the Hatch Act should be made to the U.S. Office of Special Counsel 1730 M Street, NW Suite 218 Washington, DC 20036, hatchact@ocs.gov or by calling 1-800-854-2824 or 202-254-3650. See also www.osc.gov.

f. See 5 USCA 1501 - 1508.

SECTION XXI. PERSONNEL RECORDS

A. All personnel records and files shall be collected and maintained by the employee's administrator. The files shall contain all pertinent information related to the employee's employment.

B. A personnel record for each County employee will also be maintained by the County Clerk. This file will contain a current IRS Withholding Allowance Certificate (W-4), an INS Employment Eligibility Verification (I-9), appropriate group insurance enrollment cards, appropriate Employee

Status Change forms and other vital information determined by the County Clerk or Board Administrator.

C. Personnel files held by the Administrator and by the County Clerk shall be kept confidential and not open to public inspection. Access will be limited to the employee's administrator and the County Clerk. Employees will be given reasonable opportunity, in the presence of the administrator or their designated representative, to examine their official and permanent file.

D. The County and administrator will not disclose data in the personnel file about current or former employees to anyone outside the County except as follows:

- a. The employee gives written permission to release personnel information.
- b. To comply with a subpoena, court order or other legal requirements.
- c. To verify employment dates, job classification and work location.

E. A separate sealed file within an employee's personnel file shall be maintained for all HIPPA required items such as medical, and mental health care records or other documents.

SECTION XXII. COMPLAINTS AND GRIEVANCES

Any employee who believes they have a grievance or complaint shall immediately report the grievance or complaint in writing to their administrator. If said administrator is involved the written report shall be made to the County Attorney, or County Commissioners. No action will be taken until a written report is received. If the employee refuses to provide a written report, the verbal complaint will be noted and it will also be noted by their administrator or other party they reported the grievance or complaint to that no action can be taken due to the employee's failure to follow through with the required written report. The administrator's or other party's decision, if any, is final. ANY MATTER DEALING WITH SEXUAL HARASSMENT SHALL FOLLOW SECTION V ABOVE.

IN NO EVENT DOES THIS CHANGE THE "AT WILL" STATUS OF AN EMPLOYEE OR CREATE ANY CONTRACTUAL RIGHT EITHER EXPRESS OR IMPLIED.

SECTION XXIII. RETIREMENT PROGRAM

Membership in the Wyoming Retirement Program is required by all full-time employees and at the County's option all regular and part-time employees are covered. The County shall pay the total employer contribution and the County has elected to pay the total employee contribution to the State Retirement Program for all elected officials, regular, full-time and part-time employees.

A. All County officers and employees are also covered by Social Security and have the option

to participate in the Wyoming Deferred Compensation Program at their own expense.

SECTION XXIV.
HEALTH INSURANCE

Crook County provides group health and life insurance to all elected officials and their families immediately, all full time and part-time employees and their families, and eligible employees upon the request from the employee upon the first day of the month after fifty-eight (58) days of employment with the County.

A. The County shall pay an amount set annually by the Board of County Commissioners toward health insurance premium for each elected official and their families immediately, and full time or part-time employee and their families signed up in the county group health and life insurance plan.

B. THE EMPLOYEE MUST PAY THE BALANCE OF SAID INSURANCE AT THE CURRENT RATE WHICH IS SUBJECT TO CHANGE AT ANY TIME WITHOUT OR WITHOUT NOTICE. THE COUNTY'S CONTRIBUTION AND COVERAGE MAY CHANGE AT ANY TIME WITH OR WITHOUT NOTICE.

C. After age fifty (50) or ten (10) years of employment with Crook County, any elected officials and full time or part-time employees shall be eligible for retirement health and life insurance at their own expense if it is offered by the health and life insurance provider for Crook County pursuant to the terms of the provider. The employee should contact the Insurance provider or County Clerk for contact information.

D. Group health and life insurance may be available upon termination of employment at the employees own expenses pursuant to the insurance provider, COBRA or other state and federal law. The employee should contact the Insurance provider or County Clerk for contact information.

E. The Standard Measurement or Look Back period shall be twelve (12) consecutive months, and shall commence on November 1, 2013 and run through October 31, 2014 and each year thereafter.

F. The Administrative period (sign-up period) shall run from November 1, 2014 through November 30, 2014 to allow any eligible employee to enroll for coverage effective January 1, 2015.

G. The Stability period is that period in which an employee shall be covered while employed for one year after they are an eligible employee and shall run from January 1, 2015 through December 31, 2015 and each year thereafter.

SECTION XXV.
EMPLOYMENT DATE FOR NEW EMPLOYEES

When an employee is hired as of the first day of the month, and the first day of the month

falls on a day other than a regular working day, his/her salary will start on the first working day.

SECTION XXVI.
SEPARATION PAY

Employees who resign, retire or are terminated shall be paid for all of their unused accrued vacation leave and on a pro rata basis for the last month of employment. Employees shall not be paid for accrued unused personal leave or any other type of leave.

SECTION XXVII.
PARKING

County administrators and employees are requested to park their vehicles in the parking area, or on north or east side of the Courthouse Square to accommodate courthouse customers on the south and west side of the Courthouse Square.

SECTION XXVIII.
SMOKING

No smoking will be permitted inside the Courthouse and in the south stairwell entrance to the basement.

SECTION XXIX
CONFLICT OF INTEREST

The County expects employees to avoid any situation which may involve a conflict between their personal interests and the interests of the County. Each employee has an obligation at all times to promote the County's best interests. Some examples of conflicts of interest which should always be avoided are set forth below:

- A. No employee shall accept full-time, part-time or temporary employment in any firm acting as a vendor to the County without written approval by their administrator.
- B. If an employee or a member of their immediate family has a financial interest in a firm which does business with the County and the interest is sufficient to affect the employee's decisions or actions, the employee must not represent the County in such transactions.
- C. No employee will engage in another business during working hours for the County without the express, written permission of the appropriate administrator. Such permission will be renewed on an annual basis.
- D. It is difficult, if not impossible, to describe all of the situations which may arise involving conflicts of interest. When any employee has a question concerning a possible conflict of interest, it is expected that the employee will request advice from the appropriate administrator.

SECTION XXX.

EMPLOYEE RESPONSIBILITY

- A. Your work is important. It contributes to the general welfare of the County and those we serve. Take pride in the quality of your service.
- B. To the people who meet or talk with you, you represent Crook County. The impression you leave with them is their impression of the County. The County expects you to be courteous and helpful to the public. If you receive a complaint, regard it as an opportunity to help the County improve its standing with the public. Your conduct in these matters is important to the success of the Crook County government and to your own feeling of personal worth.
- C. Every organization has standards by which it guides itself. Our code includes faithful adherence to:
- a. Maintaining high moral standards and abiding by the law.
 - b. Guarding the privacy, personal and legal rights of others.
 - c. Being fair and scrupulously honest in all dealings with and for the people knowing that our employers are the public we serve.
- D. **Every employee is responsible for being aware of the terms and conditions set forth in this Handbook.**
- E. If any employee has any questions about the applicability of the terms and conditions of this Handbook they shall discuss the matter with their administrator. If the employee and administrator still have questions they may submit the question in writing to the County Attorney.

SECTION XXXI. COUNTY EMPLOYEE RESIDENCY

Crook County encourages all employees of Crook County to become residents of and reside within the County within ninety (90) days after commencing employment with the County. The employee's administrator may require the employee to reside within the county.

SECTION XXXII. TRANSFER OF EMPLOYEES

Employees transferred from one agency to another agency shall maintain their vacation leave, personal leave, seniority for vacation leave, health insurance, Wyoming Retirement, and any other benefit unless there is a break in service. A break in service shall be at least thirty (30) days duration between employment with an agency from the last date employed until the first date of the new employment with the same or with a different agency.

SECTION XXXIII. USE OF COUNTY VEHICLES

Any employee who is required as part of their employment to use a County vehicle may not use the vehicle for personal use, except for commuting or de minimus personal use, without

permission of their administrator.

Commuting expenses, if any, shall be taxable to the employee in an amount set by the Internal Revenue Service. This amount is currently \$3.00 per day or \$1.50 per one-way commute.

SECTION XXXIV.
USE OF COUNTY CREDIT CARDS

Any employee or administrator who uses any credit card required as part of their employment shall not use the credit card for personal use.

SECTION XXXV.
USE OF COUNTY CELL PHONES

Any employee or administrator who uses any cell phone required and issued by the administrator as part of their employment shall not use the cell phone for personal use, except for de minimus personal use approved by their administrator. Any employee or administrator that uses any cell phone belonging to the County understands that anything on that cell phone is property of the County and subject to disclosure pursuant to the Public Records Act. County employees and administrators may use cell phones for de minimus personal use at the discretion of their administrator or employer. County employees and administrators shall not install any device or software on any county cell phone without permission of their administrator or employer. County cell phones shall not be used in violation of any aspect of this Handbook and/or any State or Federal law.

A. De minimus personal use is defined as no more than 10% per month of the available minutes of usage of the cell phone. Personal use is defined as any use that does not directly concern county business. For example calling home to see what's for dinner, when you will get home, checking on kids at home or school or making an appointment.

B. All County issued cell phones shall comply with the following requirements:

a. The employee or administrator shall highlight all personal calls on each bill each month.

b. The administrator of the employee shall then review and approve all employee cell phone usage from their department each month.

c. If the administrator is the cell phone user then the County Commissioners shall review and approve the cell phone usage each month.

d. Any employee or administrator of a County issued cell phone that had personal calls greater than the de minimus usage each month shall reimburse the county for the cost to the county of the personal calls. The reimbursement shall include the actual cost per minute and the pro rata share of the base telephone service charge for each month.

e. Any personal calls that result in additional payment shall be reimbursed to the county by the employee even if the employees or administrators de minimus use is less than the 10%.

f. If the employee or administrator uses the cell phone for personal use without the administrator's or commissioners prior permission the employee shall reimburse the

county for the cost to the county of the personal calls. The reimbursement shall include each month.

C. If an employee does not have a county cell phone and uses their personal cell phone for county business the administrator may reimburse the employee for the county's usage of the cell phone at the rate of up to \$30.00 per month for a regular cell phone and up to \$60.00 per month for a data phone. The administrator must specifically budget for and approve this item.

SECTION XXXVI. TIME SHARED POSITIONS

If the Administrator approves two (2) employees may voluntarily occupy one (1) full time position, or three (3) employees may voluntarily occupy two (2) full time positions providing that the total salary and benefits expenditures set forth in Section VII through VIII, XV through XIX, and XXIV and any other section of this policy for those employees does not exceed the amount authorized for the number of position or positions as authorized by the Board of County Commissioners pursuant to Wyoming Statute 18-3-107(e). Only full-time 40 hour per week positions may be time-shared.

The actual hours and time worked shall be at the absolute discretion of the Administrator. The time shared employees are at will employees and the ability to time share a position may be terminated at any time at the absolute discretion of the administrator.

SECTION XXXVII. USE OF COMPUTERS, ELECTRONIC MAIL AND INTERNET

Any employee or administrator who uses computers owned by the County, and uses the Internet, software and electronic mail on the Counties computers understands that any item created, viewed or used in electronic format is the property of the County and subject to the Public Records laws of the State of Wyoming. Specific Guidelines for Use of Computers, Internet and Electronic Mail are as follows:

A. **Etiquette** Users have an obligation to utilize the Internet and communicate via electronic mail in a professional and responsible manner and to conform to network etiquette, general office courtesy and behavior.

B. **Responsibility** Each user is individually responsible for the content of any communications sent via electronic mail or placed on the Internet; and they should understand that their use can be reported to their administrator.

C. **Downloads** Users are not allowed to download onto County or State owned computers executable files or application software (including but not limited to utility software, freeware, and shareware) without obtaining prior authorization from their Administrator, who shall consult with the Network Administrator before downloading onto the County or State owned computers.

D. **Legal Use** Users shall request applicable copyright and software licensing

agreements.

E. Use. The Internet and Electronic mail should be used only for official County business; however, if the Administrator approves brief and occasional Internet viewing and e-mail messages of a personal nature may be sent and received. Internet use and personal e-mail should not impede the conduct of County business; only incidental amounts of employee time, time periods comparable to reasonable breaks during the day, should be used to attend to personal matters. Personal use of the Internet and e-mail should not cause the County to incur a direct cost in addition to the general overhead of Internet Service and e-mail. Consequently, employees upon receiving personal e-mail, should read it and delete it. Employees shall not store or print their personal e-mail.

F. Harassment The Internet or electronic mail shall not be used in a manner that violates federal or state laws, nor to transmit or obtain threatening, obscene, harassing or malicious material; nor the use abusive or objectionable language either in public or private messages. Types of data include: writings, drawings or any other form that is degrading or harassing to others based on, but not limited to, race, age, origin, sex, disability, religion or political beliefs, including "jokes." Users shall not misrepresent oneself or Crook County; nor use a computer for any activities or use that may cause congestion or disruption of networks or systems, including but not limited to such activities as the distribution of chain letters or unsolicited advertising; nor use of Internet or electronic mail for commercial or political purposes; nor use of Internet or electronic mail for any personal monetary interests or gain.

G. Lack of Privacy Electronic communications are for business use; therefore, no right to privacy can be reasonably expected. Data on the Crook County network will be protected from unlawful disclosure. Data on the network is subject to the Public Records Act and full disclosure should be expected. All information on the network belongs to Crook County or the State of Wyoming depending on the system used. Deleting electronic mail does not ensure erasure of all copies of the file. Copies of deleted files may be stored remotely for long periods of time, and can be accessed and disclosed. Therefore, users should not expect their electronic communications to be private, and should not use electronic mail for communications not intended for disclosure to third parties.

H. Passwords No person shall place any passwords upon any computer hardware or software without the written approval of their administrator. All passwords shall be written down and given to the administrator who shall secure them and provide them to the network administrator in writing.

I. Video and Audio Use Video and Audio use over the internet and electronic communication should be limited to official county business since uses up extreme amounts of band width and slows down others on the network electronic communication and internet access.

J. Electronic Storage Devices No person or employee shall copy, remove, or store electronic data from a county controlled device that may contain confidential material or any data created by the county or upon a county controlled device without the prior written permission of their administrator; nor shall they physically or electronically remove the

electronic data from the office wherein they work without the prior written permission of their administrator.

K. Violation Any violation of this policy may result in termination of employment with or without cause or notice.

SECTION XXXVIII COURTHOUSE CLOSURE

A. Closure: The courthouse or other county facility shall only be closed by the Chairman of the Board of County Commissioners and if he cannot be reached then the Vice Chairman, then the member of the Board; if they cannot be reached by a majority vote of the elected officials in the courthouse. The closure will be re-evaluated at 10:00 a.m. to determine whether or not to open the courthouse or other county facility at 12:00 P.M.

B. Inclement weather: The Courthouse or other county facility may be closed upon the recommendation of the Homeland Security Director upon approval as set forth above. The Courthouse may be closed if all state highways into Sundance are closed by the Wyoming Department of Transportation. The other county facilities in other towns in Crook County will be closed if all state highways into said town are recommending "No unnecessary travel," or the town recommends "No unnecessary travel."

C. Other Reasons: The courthouse or other county facility may be closed as set forth above for fire, flood, smoke, no electricity, or other reason; or by order of the City Fire Chief, City Chief of Police, or County Sheriff. Closures shall be dealt with on a case by case basis. If the electricity is fluctuating and the machines have to be shut off, but the lights are still on, the courthouse shall remain open.

D. Compensation: When the Courthouse is closed due to inclement weather or other approved reasons, except holiday; full and part time employees will be paid at their regular rate for the hours they were scheduled to work. Employees regularly scheduled to work 1-19 hours per week, temporary and seasonal employees shall not be paid. If the Courthouse remains open during inclement weather and an employee wishes to shorten their work day or cannot make it to work they may be excused from work by their administrator. The employee shall not be paid beyond the hours actually worked. An employee shall submit vacation and or if approved by the employee and administrator compensation time for such occasions.

E. Notification: The Crook County Homeland Security Director shall notify County Commissioners if the courthouse needs to be closed and make reasonable efforts to notify the County elected officials and other administrators of the decision to close the courthouse or other county facility. The County elected officials and administrators shall make reasonable efforts to notify their employees. The employee is responsible to determine whether or not the Courthouse or other facility is officially closed. Notice may be made in person, by email, TV, radio, telephone or other means.

F. Boards. In addition to the County Commissioners, Boards appointed by the County

Commissioners may close the county facilities administered by the Board.

SECTION XXXIX
PERSONAL PROTECTIVE EQUIPMENT FOR EMPLOYEES

It is the County's intent to provide employees with personal protective equipment essential to safely perform routine operations. This policy represents the minimum requirements associated with personal protective equipment herein after referred to as PPE. Departments shall establish individual hazard assessments that identify the specific PPE to be used by employees within their department and job assignment.

Elected officials are responsible for the implementation of the policy and completion of department specific hazard assessments and will reimburse or pay for PPE that is required by the Elected Official. The immediate supervisor is responsible to insure that employees under his direction are furnished with required protective gear and that the employees comply with the wearing and use of the protective gear.

All employees are responsible for complying with the requirements contained in the Elected Official's individual policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including termination of employment.

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SIGNATURE PAGE

We, the undersigned parties, adopt the revisions to the 2015 Crook County Handbook.

CROOK COUNTY

Kelly B Dennis 1-7-15
Board of County Commissioners DATE

Weed & Pest Board DATE

Jeanne A. Whalen 1-7-15
Board of County Commissioners DATE

Judy Hutchinson 1-12-15
Fair Board DATE

Steve J. Bell 1/7/15
Board of County Commissioners DATE

Judy Bettmann 1-12-15
Fair Board DATE

Mary Kull 1/6/2015
County Treasurer DATE

Andrea Selby 1/12/15
Fair Board DATE

Theresa L. Curran 01/06/15
County Assessor DATE

Peggy Broadman 1/12/15
Fair Board DATE

Joseph A. Bova 1/7/2015
County Attorney DATE

Theodore A. R... 1/12/15
Fair Board DATE

Christine Rival 1/6/2015
Clerk of District Court DATE

Mailee Bacon-Kenade 2-5-15
Library Board DATE

S.F. Winda Fito 1-6-15
County Clerk DATE

Jamara Baron 02/05/15
Library Board DATE

Oleka Tolander 1/9/15
County Coroner DATE

Margie Myers 2/5/2015
Library Board DATE

Weed & Pest Board DATE

Heather W... February 5, 2015
Library Board DATE

Weed & Pest Board DATE

Library Board DATE

Weed & Pest Board DATE

Weed & Pest Board DATE

APPENDIX A

ALL ELECTED COUNTY OFFICIALS

DEPUTY COUNTY ATTORNEY

FACILITIES MAINTENANCE FOREMAN

ROAD AND BRIDGE FOREMAN

HOMELAND SECURITY COORDINATOR

GROWTH AND DEVELOPMENT ADMINISTRATOR

COUNTY FIRE WARDEN

COUNTY HEALTH OFFICER

COUNTY HEALTH NURSE

PERSONAL LEAVE TRANSFER REQUEST

Requests to transfer personal leave accruals from one employee to another will be considered and approved by the employee's Administrator on a case-by-case basis. Donors shall provide their Administrator with a "Personal Leave Transfer Request" form, which can be obtained from the Administrator, for approval. If the transfer is approved, the Administrator will submit the approved form to the County Clerk.

Employees must exhaust their paid leave (personal and vacation) before they will be allowed to receive a transfer of personal leave from another employee. No employee may receive more than 480 hours of donated personal leave within a twelve (12) month period from date of application.

Donor employee must maintain a minimum balance of sixty (60) days of personal leave.

Donated leave will be utilized on a "first in, first used" basis. Unused donated personal leave will be returned to the donor.

FROM: _____ (Donor)

DATE: _____

Please consider this request to transfer my personal leave accrual to another employee.

JUSTIFICATION (to include reason for transfer, requested effective date for transfer, anticipated return to work, etc.): _____

I donate _____ hours of my personal leave to _____ (Donee)

Printed Donor Name / Department

Donor signature

_____ approved _____ not approved By:

(Donor Employee Administrator)

_____ approved _____ not approved By:

(Donee Employee Administrator)

CROOK COUNTY HANDBOOK

* * * * *

DISCLAIMER

THIS HANDBOOK IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE. ADDITIONALLY, THIS HANDBOOK IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE ADMINISTRATOR RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY EMPLOYEE, AT ANY TIME, WITH OR WITHOUT GOOD CAUSE. THE ADMINISTRATOR AND/OR BOARD OF COUNTY COMMISSIONERS RETAIN THE RIGHT TO CHANGE THE CONTENTS OF THIS HANDBOOK AS THEY DEEM NECESSARY WITH OR WITHOUT NOTICE.

I, THE UNDERSIGNED EMPLOYEE, HAVE **READ** THIS HANDBOOK AND UNDERSTAND THAT THIS HANDBOOK IS FOR THE BENEFIT OF CROOK COUNTY AND THAT I CAN BE **TERMINATED** WITH OR WITHOUT CAUSE, WITH OR WITHOUT NOTICE, AND THAT THIS HANDBOOK CAN BE CHANGED FOR ANY REASON AT ANY TIME. I FURTHER UNDERSTAND NO ACTION OR INACTION ON THE PART OF THE COUNTY, BOARD OF COUNTY COMMISSIONERS, OR ANY ADMINISTRATOR SHALL CREATE ANY FORM OF EMPLOYMENT CONTRACT EITHER EXPRESS OR IMPLIED.

DATE _____ NAME _____

DATE _____ WITNESS _____

Employee acknowledgment of receipt of Crook County Handbook updates:

Revision Date/Initial Revision Date/Initial Revision Date/Initial Revision Date/Initial

Revision Date/Initial Revision Date/Initial Revision Date/Initial Revision Date/Initial

** Use of County Cell Phone Revision 7-8-2015 **

SECTION XXXV.
USE OF COUNTY CELL PHONES

Any employee or administrator who uses any cell phone required and issued by the administrator as part of their employment shall not use the cell phone for personal use, except for de minimus personal use approved by their administrator. Any employee or administrator that uses any cell phone belonging to the County understands that anything on that cell phone is property of the County and subject to disclosure pursuant to the Public Records Act. County employees and administrators may use cell phones for de minimus personal use at the discretion of their administrator or employer. County employees and administrators shall not install any device or software on any county cell phone without permission of their administrator or employer. County cell phones shall not be used in violation of any aspect of this Handbook and/or any State or Federal law.

A. De minimus personal use is defined as no more than 10% per month of the available minutes of usage of the cell phone. Personal use is defined as any use that does not directly concern county business. For example calling home to see what's for dinner, when you will get home, checking on kids at home or school or making an appointment.

B. All County issued cell phones shall comply with the following requirements:

- a. The employee or administrator shall highlight all personal calls on each bill each month.
- b. The administrator of the employee shall then review and approve all employee cell phone usage from their department each month.
- c. If the administrator is the cell phone user then the County Commissioners shall review and approve the cell phone usage each month.
- d. Any employee or administrator of a County issued cell phone that had personal calls greater than the de minimus usage each month shall reimburse the county for the cost to the county of the personal calls. The reimbursement shall include the actual cost per minute and the pro rata share of the base telephone service charge for each month.
- e. Any personal calls that result in additional payment shall be reimbursed to the county by the employee even if the employees or administrators de minimus use is less than the 10%.
- f. If the employee or administrator uses the cell phone for personal use without the administrator's or commissioners prior permission the employee shall reimburse the county for the cost to the county of the personal calls. The reimbursement shall include each month.

C. If an employee does not have a county cell phone and uses their personal cell phone for county business the administrator may reimburse the employee for the county's usage of the cell phone at the rate of up to \$25.00 per month for a regular cell phone and up to \$45.00 per month for a data phone. The administrator must specifically budget for and approve this item.

SIGNATURE PAGE

We, the undersigned parties, adopt the revisions to the 2015 Crook County Handbook.

Jelly Blannis 7-8-15
Board of County Commissioners DATE

Joanna R. Whalen 7-8-15
Board of County Commissioners DATE

Steve J. Todd 7-8-15
Board of County Commissioners DATE

Mary Kuhl 7-8-2015
County Treasurer DATE

Theresa L. Curran 07/08/15
County Assessor DATE

Joseph A. Barron 7/8/2015
County Attorney DATE

Christina Wood 7/8/2015
Clerk of District Court DATE

Linda Fitz 7-8-15
County Clerk DATE

Michael A. Holander 7/9/15
County Coroner DATE

Judy McCullough 7-13-15
Fair Board DATE

Tod Bosman 7-13-15
Fair Board DATE

Peggy L. Boardman 7/13/15
Fair Board DATE

Randy Jones 7-13-15
Fair Board DATE

Bob A. Rite 7-13-15
Fair Board DATE

Maylee Baron-Kanode 8-11-15
Library Board DATE

Jamara Baron 08/11/15
Library Board DATE

Robert Smith 11 AUG 15
Library Board DATE

Tamara 8-11-15
Library Board DATE

Naresh E. Nagesh 8/24/15
Library Board DATE