

# Jefferson County Personnel Policy



Adopted  
April 9, 2019

# JEFFERSON COUNTY BOARD OF COMMISSIONERS PERSONNEL POLICY

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# **JEFFERSON COUNTY**

## **PERSONNEL POLICY**

**April 9, 2019**

### **SECTION 1**

#### **OBJECTIVES AND SCOPE**

##### **1.01 AUTHORITY**

The Board of Commissioners of Jefferson County, Georgia, read and duly adopted “A Resolution to Establish a Personnel System”.

##### **1.02 PURPOSE**

The rules and regulations are adopted to provide for the recruitment and development of the best available employee for each position in the service of Jefferson County. They provide for establishing orderly procedures for administering the personnel system in such a way as to be consistent with the following principles:

- A. Recruiting, selecting, and advancing employees based on their relative ability, knowledge and skills.
- B. Providing equitable and adequate compensation.
- C. Training employees to assure high quality performance.
- D. Retaining employees based on the adequacy of their performance, correcting inadequate performance, and separating employees whose inadequate performance cannot be corrected.
- E. Assuring fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, religious creed, age, disability or other protected characteristic and with proper regard for their privacy and constitutional rights as citizens.
- F. The State of Georgia recognizes the doctrine of “employment at will” which means that in the absence of a written contract of employment for a defined duration, an employer may terminate an employee for good cause, bad cause or no cause at all, so long as it is not an illegal cause.
- G. The policies and procedures of Jefferson County are not intended to create a contract of employment. Nothing contained in any policy or work rule of Jefferson County shall constitute a contract of employment or a contract or agreement for a definite or specified term or employment. Nor does anything in any policy or work rule of Jefferson County alter the “at-will” employment relationship between the County and its employees. Nothing contained in any policy or work rule of Jefferson County shall limit or otherwise restrict the option of the County or its supervisory employees to terminate the employment relationship. Either party to the employment relationship may conclude such relationship at any time, with or without cause.

### **1.03 NON-CLASSIFIED SERVICE**

Officers, appointments, and positions of the county who are exempt from these provisions unless specifically provided otherwise. The Non-classified Service shall include the following:

- A. Members of the Board of Commissioners and other Elected Officials
- B. Members of Boards, Commissions, Authorities and Judges
- C. Persons employed or appointed to conduct temporary and special inquiries, investigations, or examinations on behalf of Elected Officials
- D. Persons performing work for the County under contract unless specifically covered in an agreement

### **1.04 CLASSIFIED SERVICE**

All Jefferson county government offices and positions not specifically placed in non-classified service by these policies and procedures. The following positions are appointed and are covered under this personnel policy as positions of Classified Service:

- A. County Administrator
- B. County Clerk
- C. Warden
- D. Deputy Warden
- E. Emergency Services Director
- F. Chief Tax Appraiser
- G. Transit Director
- H. Recreation Director
- I. Public Works Director
- J. Leisure Center Director

### **1.05 INTERPRETATION**

The regulations are intended to cover most personnel problems and actions, which will arise. The County Administrator with the advice of the Board of Commissioners shall interpret those not specifically

covered. Such interpretations shall be in keeping with the intent of the previously referenced Resolution and the purposes of the regulations.

#### **1.06 DEPARTMENT POLICIES**

- A. Each Department Manager/Elected Official has the authority to establish additional policies or standard operating procedures, which specifically apply to that department's activity and may not apply to the general employee population. Supplementary departmental policies and standard operating procedures must be consistent and compatible with these rules and regulations.
- B. Department policies and procedures will be in writing and approved by the County Administrator prior to departmental implementation for conformance to the Personnel Rules and Regulations.

#### **1.07 ADMINISTRATION**

The responsibility and authority for the administration and enforcement of the rules and regulations are vested in the County Administrator and supervising Elected Officials.

#### **1.08 ADOPTION AND AMENDMENT**

- A. The Board of Commissioners expressly reserves the right to modify, alter, amend, add, delete or change rules and regulations, as it, in its sole discretion, deems appropriate.
- B. Amendment, changes or revisions of the Personnel Policy as approved by the Board of Commissioners shall be distributed to all departments. The Supervising Elected Officials and Department Managers will have all employees sign and date a statement of receipt and understanding of the Personnel Policy. **(Appendix A)**
- C. These rules and regulations shall become effective on the date the resolution is adopted by resolution of the Board of Commissioners. These rules, regulations and amendments thereto shall remain in effect until amended by similar resolution.
- D. If any section or other portion of these regulations is found to be invalid by duly constituted authority, it shall not affect the validity of the balance of these regulations.

## SECTION 2

### DEFINITION OF TERMS

4. **Active Pay Status** –The administrative status of an employee while the employee is using annual or sick leave accrued or accumulated other than through the Voluntary Leave Transfer Program.
2. **Adverse Action** – Action unfavorably affecting an employee’s pay status without the employee’s voluntary consent, including dismissal, demotion, suspension without pay, or reduction in pay.
3. **Appeal** – Application for review of an adverse action submitted or instituted by an employee.
4. **Appointing Authority** – The person with authority to take personnel actions including appointments and dismissals such as supervising Elected Officials, Department Managers, the County Administrator or the Board of Commissioners.
5. **Class** – A group of positions, which are sufficiently alike in general duties and responsibilities to warrant the use of the same title, class descriptions, and pay range.
6. **Classification** – Grouping positions in classes.
7. **Classification Date** – The date an employee entered, transferred or was promoted to the current position. This is the date from which length of service in classification is computed for determination of probationary periods, order of layoff and eligibility for performance increases.
8. **Classification Plan** – A schematic list of classes of position.
9. **Classification Service** – Includes all employees subject to these rules and regulations. Excluded from the Classified Service are all Exempt Service positions.
10. **Class Description** – A written description of a class consisting of a class title, a general statement of the major function of work, illustrative duties and the qualifications for the class.
11. **Class Title** – A title in the classification plan, which describes the nature of work of the position.
12. **Compensation** – Standard rates of pay, which has been established for the respective classes of work, as set forth in the pay plan.
13. **Continuous Service** – Employment, which is uninterrupted except for authorized leaves of absence, suspension or separation due to reduction in work force.
14. **Demotion** – Assignment of an employee from one class to another, which has a lower pay grade.
15. **Designee** – The person or persons to whom the Board of Commissioners, County Administrator, Elected Officials or Department Managers delegate certain authority for the administration of Jefferson County Personnel Policies.

16. **Election Process** – time period between when a candidate qualifies for an elected office and the voting is complete for that elected position.
17. **Employee** - Any person in the Classified Service serving a Regular Appointment and who has successfully completed their initial probationary period and is not currently in a probationary status.
18. **Dismissal** – Separation from employment for cause or separation during the probationary period.
19. **Family Member** – The Immediate Family of an employee.
20. **Full-time** – A position, which requires an employee to work the full number of hours scheduled for employees of the unit if the position is regularly scheduled for thirty-two (32) hours or more per week.
21. **Immediate Family** – Includes spouse, children, grandchildren, parents, grandparents, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, or any minor who resides in the employee’s household or who is recognized by law as a dependent of the employee.
22. **Layoff** – Reduction of the number of employees due to lack of work, funds, abolition of position or other reasons not related to cause, delinquency, or misconduct on the part of the employee.
23. **Leave** – An approved type of absence from work as provided in these rules.
24. **Leave Donor** – An employee who has submitted voluntary written request for transfer of sick leave to the sick leave bank.
25. **Leave Recipient** – A current employee for whom the County Administrator has approved an application to receive sick leave from the sick leave bank.
26. **May** – The word “may” is conditional, and implies that there is discretion as to whether a condition exists or an act or action will take place.
27. **Medical Emergency** – A medical condition of an employee or a family member of such employee that is likely to require an employee’s absence from duty for a prolonged period of time for which the employee likely will not be in a paid status. Such time will likely be more than two weeks.
28. **Non-Classified Service** – -an employee who is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act.
29. **Performance Evaluation** – A formal system to evaluate and document job performance of employees made by the supervisor.
30. **Performance Pay Increase** – An increase established in the pay plan, which may be granted to an employee based on job performance.

31. **Position** – A group of duties and responsibilities assigned and budgeted requiring the full-time or part-time employment of one (1) person.
32. **Probationary Employee** – An employee serving a six (6) month trial period to determine fitness for the position.
33. **Probationary Period** – A period of six (6) months provided to allow the Board of Commissioners, Elected Officials, County Administrator, or Department Manager an opportunity to evaluate a new employee’s performance and to decide whether or not the employee is to be retained.
34. **Promotion** – The assignment of an employee from one class to another, which has a higher pay grade.
35. **Regular Appointment** – The appointment to an authorized position in the Classified Service
36. **Resignation** – The act of voluntarily withdrawing from the employment.
37. **Shall/will** – These terms are unconditional and imply that a condition exists or an act or action will take place.
38. **Suspension** – Relief from work for violation of the rules initiated by the Elected Official, County Administrator, Department Manager or other supervisor authorized to enforce disciplinary action.
39. **Trainee** – An employee undergoing a training period to learn the job duties or to attain education or certification.
40. **Transfer** – Action in which the employee moves from one budgeted position to another with no resulting title change, or if a title change does take place, there is no change in the pay rate.
41. **Transferred Leave Status** – The administrative status of an employee while the employee is using transferred leave under the Voluntary Leave Transfer Program.
42. **Unlawful Discrimination** – Employment practices which state and federal laws under the provisions of the Civil Rights Act of 1964 42 USC 2000 (d)-2000 (d) (1) prohibits discrimination of race, color, sex, Religion, national origin, age, mental or physical disability, and political affiliation.
43. **Working Test** – A period of time during which a new employee or an employee who has been promoted to a higher position is being tested on the job capability and performance.
44. **Working Period** – The number of hours regularly scheduled to be worked during a work cycle.

## SECTION 3

### STANDARDS OF CONDUCT

#### **3.01 GENERAL POLICY**

- A.** Jefferson County has established a system of personnel management to assist in providing superior service the community.
- B.** Employees are encouraged to develop skills and seek formal training that will enhance their personal development and add to the overall expertise of the organization.
- C.** It is the policy of Jefferson County to expect compliance from employees with all Rules and Regulations, state statutes, and federal regulations in the performance of duties. An employee who violates any of the Rules and Regulations shall be subject to disciplinary action.
- D.** Jefferson County, through the Board of Commissioners and Elected Officials, retains certain rights including but not limited to:
  - 1.** Determining the organization of the departments and units.
  - 2.** Determining the purpose of each of its departments.
  - 3.** Exercising control and discretion over the organization and efficiency of operations.
  - 4.** Setting standards for services to be offered to the public.
  - 5.** Managing and directing the employees of and to determine or recommend the number of personnel to be employed.
  - 6.** Hiring, examining, classifying, promoting, training, transferring, assigning, scheduling, and retaining employees.
  - 7.** Suspending, demoting, discharging or taking other disciplinary action against employees.
  - 8.** Changing, modifying, or altering the composition of the work force, including the right to relieve employees from duties because of lack of work, lack of funds, or other reasons.
  - 9.** Determining the location, methods, means and personnel by which operations are to be conducted, including the right to contract and subcontract existing and future work.
  - 10.** Establishing, changing, or modifying duties, tasks, responsibilities or requirements within job descriptions in the interest of efficiency, economy, technological change or operating requirements.
  - 11.** Prospective employees may be subjected to a criminal history check. All employees may be required to have random/periodic examinations which may include, but not be limited to psychological, alcohol, drug, and controlled substance testing and a quarterly (MVR) Motor Vehicle Record.

**(Appendix B) Jefferson** County Commissioners has zero tolerance when an employee tests positive at any level for use of alcohol and/or drugs.

### **3.02 EQUAL EMPLOYMENT OPPORTUNITY**

- A. Jefferson County is committed to a policy of fairness and equity for employees and will give them the opportunity to achieve maximum potential as an employee and as a human being.
- B. It is the policy of Jefferson County to ensure equal opportunity in employment, employee development and employee advancement to all individuals, without regard to religion, political opinions or affiliations, race, color, creed, sex, age, veteran status, or other unlawful basis.
- C. Individuals with disabilities will be given full consideration for employment and advancement in all departments.

### **3.03 CONFLICT OF INTEREST**

- A. Employees who are in a position to influence actions and decisions regarding Jefferson County administration shall refrain from relationships, which may adversely affect the exercise of their independent judgment in dealing with suppliers.
- B. An outside personal economic relationship, which affords present or future financial benefits to an employee, his/her family or individuals with whom he/she has business or financial ties, may be a conflict of interest requiring evaluation.
- C. Any employee who has, or who may have, a conflict of interest or obtains knowledge of an actual or potential conflict of interest involving another employee, shall notify the County Administrator or the supervising Elected Official. In the event the conflict involves the County Administrator or supervising Elected Official, the employee shall notify the Board of Commissioners in writing as soon as practicable after learning of such conflict.

### **3.04 ACCEPTANCE OF GIFTS AND GRATUITIES**

An employee shall not accept gifts, gratuities or loans from organizations, business concerns or individuals with whom he/she has official relationships on business of the Jefferson County government. These limitations are not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, to prohibit employees from accepting social courtesies, which promote good public relations, or to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers and enforcement officers guard against relationships, which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

### **3.05 POLITICAL ACTIVITY**

- A. Employees are prohibited from soliciting contributions for partisan candidates, political parties or other partisan political purposes while on duty as a County employee, or under color of office or position.

- B. Employees are prohibited from campaigning or attempting to influence other votes while on duty as a County employee or under color of office or position. At no time may the employee's political activity be disruptive to the normal function of County business. Employees shall not allow any political activity to adversely affect his/her job performance.
- C. No employee shall be involved in any political activity that may violate any Federal or State laws, existing or as may be hereinafter enacted.
- D. No employee shall be given or refused employment, suspended or discharged because of his/her vote or failure to vote in any primary or election. Employees are encouraged to exercise their individual right to vote.
- E. Any employee choosing to run for any county elected office must take a leave of absence during the time of the election process for that office.

**3.06 EMPLOYMENT OF IMMEDIATE FAMILY**

- A. Members of the immediate family of a Jefferson County employee, Board of Commissioners or Elected Official shall not be employed by Jefferson County where the employee, Board of Commissioners or Elected Official has direct supervision, jurisdiction or control over the position.
- B. If, while employed by Jefferson County, individuals become related by marriage or adoption, the following policy shall apply:
  - 1. If neither individual has direct supervision, control or jurisdiction over the other, both employees may retain their positions.
  - 2. Should marriage or adoption occur between a supervisor and a subordinate employee, one of the employees must transfer to another department if possible, or if not possible, be terminated.
  - 3. The County Administrator or Supervising Elected Official will make the decision as to which party is to be transferred.
  - 4. If termination becomes necessary, the initial determination of who is to be terminated will be left to the employees involved. If neither is willing to resign, the Elected Official or County Administrator will make the decision.
- C. No employee will be permitted to transfer, be promoted to or changed to any position when a member of the immediate family has direct supervision, jurisdiction or control over the position.

**3.07 OUTSIDE EMPLOYMENT**

Outside employment is any paid employment performed by an employee in addition to his/her employment with Jefferson county. The following criteria will apply to outside employment:

- A. Such employment shall not interfere with the efficient performance of the employee's duties.

- B. Such employment shall not involve a conflict of interest or conflict with the employee's duties.
- C. Outside employment shall not involve the performance of duties, which the employee should perform as part of his/her employment.
- D. Such employment shall not occur during the employee's regular or assigned working hours.
- E. Employees sustaining injuries while engaged in outside employment are ineligible to receive benefits under Jefferson County's Worker's Compensation.
- F. Employees for outside employment shall not use equipment, facilities, vehicles or property of Jefferson County.
- G. Prior written approval of any outside employment must be obtained from the Department Head or supervising Elected Official to whom the employee reports. **(Appendix C)**

### **3.08 RELEASE OF INFORMATION**

- A. It is the intent of Jefferson County to comply with state and federal law on release of information and to ensure that all information released is true and accurate to the best of Jefferson County's knowledge and belief. Therefore, designated officials as appointed in the Jefferson County Open Records Act Policy should exercise care in the release of such information.
- B. The Jefferson County Open Records Act Policy will be followed at all times. The County policy is to follow Georgia State Law.

### **3.09 SOLICITATION AND DISTRIBUTION**

Employee contributions to charitable organizations are voluntary. Coercion of an employee to contribute shall not be permitted.

- ~~A.~~ Employees are prohibited from conducting and promoting private commercial or charitable activity during duty hours or within any area not open to the public unless authorized by supervising elected official or Department Head.
- B. Employees are prohibited from distributing literature or soliciting contributions of any type during working hours, or in any county work area or while in a county uniform unless authorized by the Supervising Elected Official or Department Head.
- C. Distribution of literature for Jefferson County sanctioned programs such as recreational activities is not restricted by this rule.

### **3.10 USE OF COUNTY PROPERTY**

Employees ***shall not*** use Jefferson County property, equipment, vehicles, or county paid manpower except in the performance of official duty, nor shall they permit its use by an unauthorized person, either on or

off duty. This includes the transport of civilians or family members while on duty and during the official capacity of the employee's employment.

### **3.11 DRESS AND APPEARANCE**

- A. An important aspect of the County's public image is by employee personal appearance as people tend to judge employees and the organization that they represent by their appearance. Employees should try to dress and maintain their appearance in a manner that creates a good impression on the people of Jefferson County. Employees are expected to be knowledgeable about dress code and are responsible for adhering to it. The employee's supervisor will discuss the subject of personal appearance with the employee if it does not positively reflect the image of the county.
- B. Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, clothing with offensive wording, clothing that shows undergarments (sheer), torn clothing, blue jeans (office personnel), clothing with holes in it, or tight-fitting, revealing, or oversized clothing. All clothing must be clean, neat, and fit properly. ***[NOTE: This eliminates the low-slung pants look.]*** Safe, neat, and clean shoes should be worn at all times (not flip flops).
- C. Uniforms may be provided for those employees whose jobs require the wearing of one. Uniformed employees must wear neat and clean uniforms at all times.
- D. For all employees, professional appearance also means that the county expects you to maintain good hygiene and grooming while working. Facial hair is permitted as long as it is neat and well-trimmed. Earrings are acceptable; however, no more than one earring may be worn on each ear while working. Rings through the nose, eyebrow, tongue, or body parts other than the ear lobe that are visible to the public may not be worn while working. All tattoos shall not be offensive in nature. Employees are expected to be conservative in the wearing of makeup, scented products, and hairstyles.
- E. If employees require a reasonable accommodation regarding their dress for bona fide and/or religious reasons, they should contact their department manager or county administrator to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, Jefferson County Commissioners will accommodate such requests.
- F. All employees should practice commonsense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. Jefferson County reserves the right to determine appropriate dress at all times and in all circumstances and may send employees home to change clothes should it be determined their dress is not appropriate. Employees will not be compensated for this time away from work. ***[NOTE: Exempt employees' pay will not be docked; however, if they are sent home because of dress code violations, they may be required to use vacation to cover the absence.]***
- G. Employees are to be restrained in their use of perfume, cologne, lotions and other scented products so as to be mindful of the sensitivities of others in the workplace.

### **3.12 VETERANS' PREFERENCE**

Procedures concerning honorably discharged veterans of any war will conform to Article III; Section VII; Paragraph XXIV of the Constitution of the State of Georgia providing that equal preference be awarded such veterans as exists under Federal Civil Service Statutes.

### **3.13 BONDING**

Jefferson County will require employees who handle money to be properly bonded before performing their duties. Jefferson county shall pay the fee for such bonds.

### **3.14 NON-HARASSMENT POLICY**

Jefferson County is committed to providing a professional work environment that maintains employee equality, dignity and respect. In keeping with this commitment, Jefferson County strictly forbids discriminatory practices, including and other forms of harassment as defined in this Policy. Any harassment prohibited by this Policy, whether verbal, physical or environmental, is unacceptable and will not be tolerated, whether it occurs in the workplace or at outside work sponsored activities.

#### **A. Harassment Defined**

- 1.** Jefferson County prohibits any verbal, physical or visual conduct which could offend, intimidate or create a hostile working environment for any individual on the basis of race, color, religion, national origin, gender, age, disability or any other characteristics protected by federal, state or local law. Jefferson County also specifically prohibits sexual harassment, which is defined in this Policy as sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. All county employees must sign a Sexual Harassment Statement acknowledging they are aware of this policy. This statement then becomes a part of the employee's personnel record. **(Appendix D)**
- 2.** The conduct prohibited by the preceding paragraph will not be tolerated under any circumstances, including cases where the conduct is unwelcome, and/or:
  - a.** Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  - b.** Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
  - c.** The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment.
- 3.** Types of behaviors that may constitute prohibited harassment include, but are not limited to:
  - a.** Derogatory, vulgar, or graphic written or oral statements or jokes regarding race, color religion, national origin, age, disability, gender, sexuality, sexual experience or any other characteristics protected by federal, state or local law;
  - b.** Unnecessary touching or physical assault;

- c. Sexual compliments, flirtations, advances, propositions, innuendoes, suggestions or jokes; or
- d. The display of offensive or sexually suggestive pictures or objects;
- e. Violence and the threat of violence.

## **B. Scope**

This Policy applies to all employees, managers, supervisors and other staff, whether related to conduct engaged in by fellow employees, supervisors, or to someone who is not directly employed by Jefferson County, such as a vendor, consultant, client, customer, or other contact.

## **C. Responsibility**

1. It shall be the joint responsibility of the Supervising Elected Officials, Supervisors, Department Managers and the County Administrator to ensure adherence to this Policy.
2. All Elected Officials, Supervisors, Department Managers and the County Administrator have the duty of ensuring that no individual or employee is subjected to sexual harassment or any other form of unlawful harassment and of maintaining a workplace free of such harassment. Elected Officials, Supervisors and Department Managers shall discuss this Policy with employees and assure them that they are not required to endure any form of unlawful harassment.

## **D. Complaint Procedure**

Jefferson County encourages employees to report all perceived incidents of harassment regardless of the position of the alleged offender. Any employee who has a harassment complaint against a supervisor, co-worker, visitor, customer, or other person, shall bring the problem to the attention of their Supervisor, supervising Elected Official, or Department Manager. If the situation is not corrected, or if the complaint is of a nature that the employee would be uncomfortable in bringing it before the Supervisor, supervising Elected Official or Department Manager, the employee may bring the complaint to the County Attorney or County Administrator.

1. If you believe that you have been harassed, you should immediately report the incident as set out above. If you are uncomfortable with reporting the harassment to these individuals or if you believe that your complaint was not properly addressed, you should report the incident to the Chairman of the Board of Commissioners.
2. The complaint will be thoroughly investigated in a professional manner. The employee shall be notified of a decision or the status of the investigation as soon as possible. Even if the investigation produces insufficient evidence to support the complaint, there shall be no discrimination or retaliation against any employee filing a good faith harassment complaint.
3. There shall be no discrimination or retaliation against an employee, who participates in the investigation of a harassment complaint. If the investigation substantiates the complaint, appropriate corrective and/or disciplinary action up to and including discharge will be pursued. Disciplinary

action will also be taken against individuals who make false or frivolous accusations, such as those made maliciously or recklessly.

4. Actions taken internally to investigate and resolve harassment complaints shall be conducted confidentially to the extent practicable, appropriate, and consistent with the Georgia Open Records Act in order to protect the privacy of persons involved.

#### **E. General Provisions**

1. If a harassment complaint is directed against the County Administrator, Department Manager or Elected Official, the functions assigned to those people by these procedures will be transferred to the County Attorney.
2. Retaliatory action of any kind taken because of an employee seeking redress under these procedures is prohibited, and shall be regarded as a separate and distinct cause for complaint and discipline under these procedures.

## **SECTION 4**

### **APPLICATIONS AND EXAMINATIONS**

#### **4.01 ANNOUNCEMENT OF VACANT POSITIONS**

All vacancies in the Classified Service for appointments other than Emergency Appointments shall be publicized in appropriate public communications media.

#### **4.02 APPLICATION FORMS**

Application shall be made on forms provided by Jefferson County. Such forms shall require information covering training, experience and other pertinent information. The person applying shall sign all applications. *(An unsigned application will be considered invalid and will not be considered for evaluation.) Resumés attached with completed applications are encouraged.*

#### **4.03 EMPLOYMENT REQUIREMENTS**

All Jefferson County positions shall be open only to persons who meet the requirements, as much as practicable, as listed on the public announcement.

#### **4.04 RECEIPT AND DURATION OF APPLICATIONS**

Applications will be accepted for advertised vacancies only. The exceptions to that rule are for vacancies at E-911, the Sheriff's Department and the Correctional Institute where applications can be held for six (6) months. Applications are good for one position at a time.

#### **4.05 REJECTION OF APPLICATIONS**

Jefferson County may reject an application which indicates that the applicant is deficient in any or all of the requirements as specified in the public announcement of the vacancy. An applicant may also be rejected if his/her past record of employment is determined to be unsatisfactory. An applicant will be rejected, or if employed, the employee will be dismissed for the practice of fraud or deception in the completion of the application at any time such fraud or deception is discovered.

#### **4.06 COMPETITIVE APPOINTMENTS**

Positions in the Classified Service may be filled from outside the service of Jefferson County. These positions shall be filled through a competitive process open to the public and based on merit and fitness of the applicant.

#### **4.07 PROMOTIONAL APPOINTMENTS**

Promotional appointments shall be open to all Classified Service employees who meet the training and experience requirements included in the class description.

#### **4.08 APPLICANT'S MEDICAL EXAMINATION**

- A.** After an offer is extended, the applicant shall be required to undergo a medical examination to determine physical and mental fitness for employment.
- B.** A physician designated by or acceptable to Jefferson County, shall make the determination of physical and mental fitness.
- C.** All prospective employees will submit to and pass a drug screen prior to commencing work. Routine drug screens may be conducted on employees based on the duties of their individual position.

## **SECTION 5**

### **FILLING VACANCIES**

#### **5.01 PROCEDURE FOR FILLING VACANCIES**

- A. The Supervising Elected Official, County Administrator or Department Manager should review applications. A Prospective Employee Reference Check List (**Appendix E**) should be completed on all new hires.
- B. All hires are conditioned upon a background investigation or examination satisfactory to the Elected Official, County Administrator, and Department Manager.
- C. Once an applicant is offered and accepts employment with the county, the offer and acceptance (**Appendix F**) shall be completed by the county's Supervising Elected Official, County Administrator or Department Manager and signed by the appointee and filed in the employee's personnel file to alleviate any future misunderstandings of pre-employment commitments.

#### **5.02 TYPES OF EMPLOYMENT**

Employment in the Classified Service may be of the following types: Regular, Temporary, Part-time, Emergency, or Trainee.

#### **5.03 REGULAR EMPLOYMENT**

Regular employment is without specified duration and remain in effect until the employee voluntarily separates, is involuntarily separated, or the position is abolished.

#### **5.04 TEMPORARY EMPLOYMENT**

Temporary employment is not to exceed six (6) months in duration.

#### **5.05 PART-TIME EMPLOYMENT**

Part-time positions involve fewer than thirty two (32) hours work a week without regard to certification provisions, except as provided by law. Persons employed under such conditions shall not achieve regular status and do not have appeal rights or benefits.

#### **5.06 EMERGENCY EMPLOYMENT**

In the event of an emergency, the Board of Commissioners or County Administrator or Elected Official may authorize employment of any person in order to prevent stoppage of public business, or serious inconvenience to the public. Persons shall be employed only during the period of the stated emergency.

**5.07 TRAINEE EMPLOYMENT**

Trainee employment is the employment of persons who do not meet the minimum qualifications of the position. The length of training is at the discretion of the supervising Elected Official, Department Manager and County Administrator.

## SECTION 6

### PROBATIONARY PERIOD

#### **6.01 OBJECTIVE**

The probationary period shall be regarded as an integral part of the selection process and shall be utilized to closely observe an employee's work, secure the most effective adjustment of a new employee and to reject an employee whose performance or conduct is not satisfactory.

#### **6.02 DURATION OF THE PROBATIONARY PERIOD**

The probationary period for original entrance, return entrance and promotional appointments shall be six (6) months. For certain departments, where appropriate, the probationary period will not be considered complete until the employee has successfully completed the required training courses, even if the time to complete the training exceeds six (6) months. However, under no circumstances will the probationary period be less than six (6) months.

#### **6.03 PROMOTIONS—PROBATIONARY PERIOD**

The probationary period shall be used in connection with promotional appointments in the same manner as is used for original entrance appointments. If an employee fails to perform satisfactorily during the probationary period following a promotion

- A. From a position in the same department, the employee shall be entitled to return to a position in his/her former classification at the previous rate of pay if there is a vacancy in the former classification. If there is no vacancy in the former classification reasonable efforts will be made to place the employee in a position similar to that held before the promotion.
- B. From a position in another department, reasonable efforts will be made to place the employee in a position similar to that held before the promotion if there is a vacancy in the former classification. If there I no vacancy in the former classification, reasonable efforts will be made to place the employee in a position similar to that held before the promotion.
- C. If there is no position meeting above requirements, the employee shall be offered a vacant position for which he/she is qualified. If the employee refuses the offered position or none is available, the employee will be separated.

#### **6.04 PROBATIONARY PERIOD REPORTS**

- A. Throughout the probationary period, the employee's supervisor shall observe the employee's performance and discuss any strengths and weaknesses in performance with the employee.
- B. Before the expiration date of the employee's probationary period, the supervisor will complete an evaluation report and discuss whether he/she has performed satisfactorily during the probationary period. The probationary period will not end until the County Administrator or the supervising Elected Official has received and acted upon the evaluation report. The County Administrator or Elected Official may

take appropriate corrective and remedial action if the Department Manager fails to provide the evaluation report in a timely manner through no fault of the probationary employee.

- C. The evaluation report shall be forwarded to the County Administrator or supervising Elected Official prior to the expiration date of the employee's probationary period indicating that:
  - 1. The employee's performance is satisfactory and he/she should be retained in the position; or
  - 2. The employee's conduct or performance is unsatisfactory and that his/her removal is proposed as of a specific date prior to the end of the probationary period;
  - 3. An extension of the probationary period is required for additional observation.

#### **6.05 EXTENSION OF PROBATIONARY PERIOD**

- A. If an Elected Official or Department Manager requests additional time to evaluate an employee due to extenuating circumstances, which did not allow the employee to be fully evaluated during the probationary period, he/she may request an extension setting forth in writing the circumstances necessitating the extension.
- B. The County Administrator may grant an extension up to, but not to exceed three (3) months if it is determined that there are valid reasons for such an extension.

#### **6.06 REMOVAL DURING PROBATIONARY PERIOD**

A department Manager or Elected Official may remove an employee at any time during the probationary period if observation and evaluation have indicated that the employee is unwilling or unable to satisfactorily perform the duties of the position or that the employee's work habits do not merit continuance in the position.

#### **6.07 PART-TIME TO FULL-TIME PROBATIONARY PERIOD**

If an employee changes status from full-time to part-time, or from part-time to full-time, but otherwise remains in the same department and continues to perform substantially the same duties, the County Administrator or Elected Official may waive the requirement for a probationary period.

#### **6.08 DEMOTION OR TRANSFER DURING PROBATIONARY PERIOD**

- A. An employee transferred or demoted to another position with similar or lesser qualifications in the **same** department shall not be required to begin a new probationary period.
- B. An employee transferred, or transferred and demoted to another position with similar or less qualifications in a **different** department shall begin a new probationary period.
- C. An employee transferred or demoted to another position with substantially different qualifications shall begin a new probationary period.

## **6.09 APPEALS DURING PROBATIONARY PERIOD**

Consideration of appeals from employees during the probationary period shall be limited to the following:

### **A. Original Entrance Probationary Period**

Employees may appeal only actions which are alleged to be illegal discrimination.

### **B. Promotional Probationary Period**

Employees who have previously satisfactorily completed a probationary period may appeal an adverse action not based on inability to perform in the probationary position.

### **C. Replacement of Removed Employee on Eligible List**

If an employee is removed during the probationary period under conditions which the County Administrator or Elected Official determines are unique circumstances that does not render the employee permanently unsuitable for future employment, the employee shall be eligible for consideration for future job openings with the Classified Service.

## SECTION 7

### PROMOTIONS, DEMOTIONS, TRANSFERS

#### **7.01 POLICY**

Vacancies in positions above the entry level in the Classified Service shall be filled as far as practical by qualified employees within the Classified Service, except when it is determined to be in the best interest of Jefferson County to fill the positions with candidates recruited from outside the Classified Service.

#### **7.02 PROMOTION POLICY**

Jefferson County employees are encouraged to develop new skills, expand knowledge of their work and make known their qualifications for promotion to more difficult and responsible positions. Every effort should be made to utilize those persons already employed by the Classified Service, provided they meet the minimum qualifications of a vacant position.

#### **7.03 DEMOTIONS**

An employee may be demoted to a position in a lower pay grade for which he/she is qualified when:

- A. The position held by the employee is abolished.
- B. The employee voluntarily requests a lower classification.
- C. The employee fails to perform duties in a satisfactory manner or otherwise violates standards of good conduct.

#### **7.04 DEMOTION DUE TO ABOLISHMENT OF POSITION**

When the position held by an employee is abolished, and a transfer occurs pursuant to Section 7.07, the employee shall be demoted to a lower grade and step for which he/she is qualified if a lower grade position is available. The employee's pay shall remain the same rate in the lower pay grade provided the rate does not exceed the maximum rate for the lower position. If the employee's rate exceeds the maximum pay grade for the lower position, the employee will be paid at the maximum rate of the lower position.

#### **7.05 DEMOTION DUE TO RECLASSIFICATION**

If reclassification of a position results in its allocations to a lower level and pay rate, and the employee cannot be transferred to another position at his/her pre-classification level, the employee shall be demoted to the lower grade position, but shall remain at the same level of pay.

#### **7.06 VOLUNTARY DEMOTIONS**

- A. An employee may submit a written request for demotion to a vacant position in a class with a lower pay grade. Approval is subject to all affected Department Managers determining that the employee is qualified to perform the duties and responsibilities of the lower class position.

- B. When a demotion is voluntary, the employee’s pay rate shall be determined by the County Administrator or Elected Official but shall not exceed the lesser of the previous pay rate or the maximum rate of the new class.

**7.07 TRANSFERS**

A position may be filled by transferring an employee from a position in the same class or in a different class in the same pay rate involving the performance of similar duties and requiring essentially the same qualifications. Transfers must have the prior approval of the appropriate Elected Official or County Administrator.

**A. Intra—Departmental Transfer**

1. A Supervising Elected Official or County Administrator may approve a transfer from a position to a vacant position in the same class at any time.
2. The transfer of an employee from a position in one class to a position in another class in the same department may be made provided the supervising Elected Official or Department Manager certify that the employee meets the minimum qualifications for the class. **(Appendix G)**

**B. Inter—Departmental Transfer**

A transfer of an employee from a position in one department to a vacant position in the same class in a different department shall have the approval of the appropriate Elected Official and/or Department Manager. The transfer is subject to the approval of the County Administrator. **(Appendix H)**

## SECTION 8

### EMPLOYEE PERFORMANCE EVALUATION

#### **8.01 OBJECTIVE**

The County Administrator, in cooperation with the Supervising Elected Officials and Department Manager shall prepare a system for evaluating the work performance of all employees in the Classified Service. The purpose of the employee performance evaluation shall be to inform employees how well they are performing their work and how they can improve their performance. The performance evaluation may also be used in determining:

- A. Salary increments
- B. The order of lay-offs
- C. Training, promotion, demotion, transfer or dismissal

#### **8.02 PERIOD OF EVALUATION**

All full-time employees who have completed their probationary period will be evaluated on an annual basis. Temporary and part-time employees will be evaluated on an as necessary basis. Employees who have not performed for twelve (12) months under the rating supervisor will be evaluated on a partial-period basis.

#### **8.03 EVALUATION**

Evaluations shall be done on a calendar year basis.

#### **8.04 REVIEW WITH THE EMPLOYEE**

After the discussion of the performance evaluation with his/her supervisor, the employee will acknowledge the review and indicate any intention to submit written comments, which are due within ten (10) calendar days from date of review, for any ratings or comments in which there was significant disagreement between the employee and the supervisor. Written comments will be submitted through the Department Manager to the supervising Elected Official or County Administrator who will determine the appropriate action to be taken.

#### **8.05 SIGNATURE**

After the interview, the employee will sign the evaluation form indicating that the evaluation has been explained. The signature of the employee indicates that he/she has seen the evaluation. The employee's signature does not necessarily indicate that the employee agrees with the evaluation or rating. Failure to sign may result in disciplinary action.

**SECTION 9**  
**SEPARATIONS**

**9.01 TYPES OF SEPARATIONS**

Separations from positions in Jefferson County service shall be designated as one of the following types:

- A. Resignation
- B. Involuntary Resignation
- C. Layoff or Reduction in Force
- D. Dismissal
- E. Retirement
- F. Death

A Separation Report (**Appendix I**) will be completed by both the employee leaving Jefferson County employment and their supervisor at the time of the employee's separation. The Separation Report will be filed in the employee's personnel file.

**9.02 RESIGNATION**

Resignation is the separation of an employee by a voluntary act. An employee shall give at least fourteen (14) calendar days notice before the effective date of resignation. Failure to comply with this provision may be cause for denying re-employment.

**9.03 INVOLUNTARY RESIGNATION**

Involuntary resignation is the separation of an employee for reasons other than a voluntary action.

**A. Rejection of Probation**

Involuntary Resignation shall separate an employee during the probationary period because of inability to satisfactorily perform the duties of the position.

**B. Absent Without Leave**

Involuntary separation shall separate an employee who fails to return from Leave of Absence or who fails to report to work for three (3) consecutive workdays without authorization.

**C. Loss of License or Other Job Requirements**

Involuntary Resignation shall separate any employee who is unable to perform his/her duties because of the loss of a necessary license, inability to comply with job requirements and who cannot be placed in another position.

**D. Reasonable Accommodation**

Involuntary Resignation shall separate any employee who is unable to perform his/her job with reasonable accommodation.

**9.04 REDUCTION IN FORCE (LAY-OFF)**

When, for any reason, it becomes necessary to reduce the working force in a department, employees shall be laid off based on the following:

- A. Length of service in class.
- B. Length of service with Jefferson County;
- C. The average performance rating for the last three (3) years of service or for the entire period less than three (3) years.
- D. All other things being equal, honorably discharged veterans will be given retention preference to the extent allowed by law.

**9.05 DISMISSAL**

Dismissals are discharges or separations made for just cause, which shall include, but not be limited to:

- A. Misconduct
- B. Refusal or inability to meet prescribed standards
- C. Insubordination
- D. Violation of Department or County Rules and Regulations

**9.06 DEATH**

Separation shall be effective as of the date of the employee's death.

**9.07 RETURN OF PROPERTY AND FINANCIAL OBLIGATION**

- A. All employees will sign for all equipment, materials, clothing and employee identification cards at the time of issue and will before receiving final monies due, return all items of Jefferson County property to the department of issuance. The employee's supervisor shall make certification to this effect. Any monies due because of shortages shall be collected through appropriate action. **(Appendix J)**

- B.** Employees who are separated shall be paid for all accrued annual leave provided no monies are due Jefferson County for equipment damage, lost property or similar circumstances.
- C.** Any outstanding debts incurred by an employee, deductions for loss or abuse of Jefferson County property, or other financial obligations which are due Jefferson County will be deducted from the employee's final pay check. Final payroll will be issued in the form of a paper check.

## SECTION 10

### DISCIPLINARY ACTIONS

#### **10.01 PHILOSOPHY**

- A. The Supervising Elected Official or a Department Manager is responsible for the proper and efficient operation of his/her department and for enforcing all policies and regulations. It is the responsibility of all employees to observe the policies and regulations.
- B. Disciplinary action may be imposed upon an employee for conduct or actions, which interfere with or prevent the effective and efficient performance of a department's responsibilities. The purpose of such disciplinary action shall be to effect a correction of an employee's conduct rather than to be punitive.
- C. The type and severity of disciplinary action shall be related to the gravity of the offense, the employee's record of disciplinary action, length of service, and actions taken in similar cases both within the department and in other departments. Adverse action taken must be based in cause supported by sufficient evidence, be consistent with other such actions taken and be fair and equitable.

#### **10.02 AUTHORITY FOR DISCIPLINARY ACTION**

The County Administrator, Department Manager or Supervising Elected Official is authorized to apply such disciplinary measures as may be appropriate and necessary. In cases of reduction in pay, suspension, demotion and dismissal, the Department Manager or Elected Official shall consult the County Administrator. This requirement for consultation is not intended to relieve the Department Manager or Elected Official of responsibility or to preclude the immediate suspension of an employee when emergency or other circumstances make it impractical to obtain prior consultation.

#### **10.03 REASONS FOR DISCIPLINARY ACTION**

Any of the following violations are sufficient grounds for disciplinary action ranging from oral reprimand to dismissal, depending on the seriousness of the offense and other circumstances related to the situation. These offenses are *illustrative and are not all-inclusive*.

- A. Willful neglect in the performance of the duties of the position to which the employee is assigned.
- B. Disregard for or violations of County Resolutions, departmental policies, and regulations, including safety rules.
- C. Willful misuse, misappropriation, negligence or destruction of County property or the utilization of County property for personal use or gain.
- D. Excessive tardiness or absence from duty.
- E. Violation of a reasonable official order, refusal to carry out lawful and reasonable directions given by a supervisor, or other acts of insubordination.

- F.** Intoxication or use of alcoholic beverages while on duty.
- G.** Abuse of narcotics, drugs or other controlled substances.
- H.** Criminal, dishonest, or other conduct which interferes with effective job performance or has an adverse effect on the efficiency of County service.
- I.** Disclosure of privileged and/or confidential information or its use for private gain.
- J.** Incompetent or unsatisfactory performance of duties.
- K.** Conviction of a crime.
- L.** Knowingly giving false statement in the application or in any other document used to obtain employment.
- M.** Discovery of a false statement in the application or in any other document used to obtain employment.
- N.** Acceptance of gratuities.
- O.** Refusal to be examined by a county physician or other designated physician when so directed by the proper authority.
- P.** Political activity violation as outlined in these rules.
- Q.** Participation in a strike or work slow down against Jefferson County.
- R.** Inability to obtain or maintain the appropriated type of driver's license required by the position occupied or excessive traffic violations. Failure to maintain the driver's license required by the position includes the suspension of such license for any day the employee is scheduled to work.
- S.** Sleeping While on Duty.
- T.** Refusal to participate in an investigation or conduct that interferes with an investigation or has the effect of interfering with an investigation.
- U.** Possession of firearms or other dangerous weapons in an official County vehicle.
  - 1.** Firearms or other dangerous weapons shall include, at a minimum:
    - a. Pistols, revolvers, shotguns, rifles, etc.
    - b. Dangerous knives not necessary in the performance of work duties.
    - c. Explosive devices of any kind.
    - d. Slingshots, nunchaku sticks, etc.
    - e. Clubs, throwing stars, etc.
    - f. Metal knuckles.
    - g. Air guns, pellet guns and blow guns.

- h. Dirks, daggers and similar knives fitted for stabbing.
- i. Any replica or other item that simulates any of the above items.

2. The provisions of this code shall not apply to:

- a. Persons certified by the Georgia Peace Officer Standards and Training (POST) Council or by a law enforcement agency of the state of the United States or any political subdivision thereof.
- b. An administrative investigator who is an agent, operative or officer of the County whose duties include the prevention, detection and investigation of violations of codes and the enforcement of administrative, regulatory, licensing, or certification requirements.

V. Any other conduct or action of such seriousness that disciplinary action is considered warranted.

**10.04 TYPES OF DISCIPLINARY ACTION**

Disciplinary action should only be taken to the extent necessary to correct a problem. Types of disciplinary action from the least severe to the most severe are:

- A. Oral Reprimand
- B. Written Reprimand
- C. Probation
- D. Suspension
- E. Suspension without-out pay
- F. Reduction in pay
- G. Demotion
- H. Dismissal

**10.05 PROCEDURES FOR DISCIPLINARY ACTION**

All disciplinary actions should be documented using the disciplinary form (Appendix K).

**A. Oral Reprimand**

- 1. Whenever grounds for disciplinary action exist and the supervisor determines that the incident, action or behavior of the employee is such that more severe disciplinary action is not immediately necessary, the supervisor should orally communicate to the employee the supervisor's observation of the problem and offer assistance in correcting the situation.

2. When an oral reprimand is given, the supervisor should ensure that the employee's personnel file is documented to show date and nature of the reprimand. The employee should be advised that the reprimand will be documented in the personnel file and that he/she may submit comments for the file. No right to appeal given for oral reprimand.
3. Depending on the circumstances or seriousness of the offense, normally no more than two (2) oral reprimands should be given to an employee for the same type of offense, after which a more severe type of disciplinary action should be taken. Whenever possible, however, sufficient time for improvement should be allowed before further and/or more severe action is taken.

## **B. Written Reprimand**

1. When a supervisor determines that a written reprimand is appropriate and necessary, the reprimand shall be addressed to the employee and shall include:
  - a. The charge
  - b. The specific behavior
  - c. The dates of the behavior that support the charge
  - d. The warning that continuance of this behavior will result in more severe disciplinary action
  - e. An offer of assistance in correcting the behavior
  - f. Circumstances affecting the severity of the discipline
2. A signed copy of the reprimand shall be included in the employee's personnel file in the Commissioner's Office. The employee shall have the opportunity to submit written comments to be included in the file and request reviewed by next level supervisor if any. No right to appeal is given for a written reprimand.

## **C. Probation**

The Supervising Elected Official or the County Administrator has the authority to place an employee on probation for a period up to one hundred eighty (180) days. Such action shall be considered the equivalent of a final written warning.

## **D. Suspensions**

Personnel, who are suspended, with or without pay, will continue to be entitled to ~~the~~ their portion of county provided health insurance coverage and other benefits they were authorized under Jefferson County's group policy prior to the suspension, until such time as the suspension is resolved.

### **1. Misdemeanor or Felony**

When an employee has been charged with a crime classified as a misdemeanor or felony, the supervising Elected Official or Department Manager shall:

- a. Review the nature of the employee's offense
- b. Assess the impact of the crime on the ability of the employee to perform the duties of his/her position in a satisfactory manner
- c. Determine whether continued service would put the public in jeopardy
- d. Assess the impact upon the reputation and good name of Jefferson County
- e. Consult with the County Administrator regarding actions to be taken
- f. If appropriate, suspend the employee until disposition of the charge or charges. If a suspension is granted under this section, the employee may be required to pay health and insurance payments.

## **2. Disciplinary Action**

When a Supervising Elected Official or Department Manager after consulting with the County Administrator determines that suspension is an appropriate corrective action, an employee may be suspended for up to thirty (30) workdays. Ordinarily, an initial suspension for a particular offense will not exceed three (3) to five (5) work days depending on the seriousness of the offense. A thirty (30) days suspension would normally be imposed only for the most serious and flagrant of offenses or as the last in a series of progressively more severe suspensions.

## **3. Written Notice**

- a. On or before the effective date of the suspension, the Supervising Elected Official or Department Manager will provide the employee with a written statement setting forth:
  1. The reasons for the suspension.
  2. The effective date of the suspension.
  3. The date the employee should return to work.
  4. The warning that continuance of this behavior will result in more severe disciplinary action.
  5. An offer of assistance in correcting the behavior.
  6. Circumstances affecting the severity of the discipline.
  7. Notice of the right of appeal.
- b. Except in the case of suspension with pay and emergency suspensions, the employee shall have an opportunity to present at least oral reasons why he/she should not be suspended, which shall be considered before determining whether a suspension shall be imposed.

#### **4. Types of Suspension**

##### **a. Suspension With Pay**

1. Whenever there is reason to believe that an employee may have committed a serious violation or offense, but sufficient evidence is not yet available to make a proper evaluation and determination of the appropriate final action, the Supervising Elected Official or Department Manager may suspend an employee for up to ten(10) work days pending investigation with pay.
2. In certain circumstances, the Supervising Elected Official or Department Manager may determine that even though a suspension without pay may not be appropriate, it is nonetheless necessary to relieve the employee of duties and remove him/her from the work site. In such a case, suspension with pay may be given the employee for up to five (5) work days.
3. The County Administrator or Supervising Elected Official may authorize a suspension with pay for any period that may be deemed necessary.

##### **b. Suspension Without Pay**

The Supervising Elected Official or Department Manager shall give their employee the opportunity to present at least oral reasons why he/she should not be suspended without pay before determining whether a suspension shall be imposed. A Supervising Elected Official or County Administrator may suspend an employee without pay.

##### **c. Emergency Suspension**

If an emergency exists which makes immediate suspension of an employee necessary before concurrence can be obtained; to preserve the health and safety of the employee or others; or to continue vital services to the public; or to continue a County function without serious disruption, a Supervising Elected Official or a Department Manager may make such an immediate suspension.

#### **5. Restoration to active Duty**

6. At the end of the period of suspension, the employee shall be returned to active duty at his/her previous salary rate unless other disciplinary action affecting the position and/or salary has been taken.

#### **E. Reduction in Pay**

In the event that a reduction in pay is warranted, the employee will be given advanced notification of this pending action and given the opportunity to respond. When a Supervising Elected Official or Department Manager has obtained the required concurrences and determines that an employee's performance or conduct is of such nature that it can best be corrected through a reduction of pay, the employee shall be advised of such action as follows:

1. The reasons for such action
2. The extend of the reduction
3. The effective date
4. Previous warnings, counseling and attempts to correct the situation
5. Notice of the right of appeal

**F. Demotion**

In the event that a demotion is warranted, the employee will be given advanced notification of the pending action and given the opportunity to respond. A Supervising Elected Official or Department Manager may determine that demotion of an employee to a position in a lower pay grade is a proper action to correct the situation. In such a case, the Supervising Elected Official or the Department Manager shall furnish the employee with a statement of the reasons for such action and the effective date at least three (3) days before the proposed date of the action. The statement shall fully set forth:

1. The reasons for demotion
2. Previous warnings, counseling and attempts to correct the problem
3. Notification of the employee's right of appeal

**G. Dismissal**

1. When dismissal is warranted, the employee will be given advanced notification of this pending action and given the opportunity to respond.
2. An employee may be dismissed when:
  - a. All reasonable attempts at corrective action have been ineffectual.
  - b. The seriousness of and the circumstances surrounding the offense leave dismissal as the only feasible alternative.
  - c. The employee is no longer able to perform one or more duties required by his/her position due to loss of required license, permit or certification.
3. A dismissal shall be effective only after the Supervising Elected Official or Department Manager has consulted with the County Administrator and has presented the employee with the reasons for dismissal in writing specifically and fully stated.
4. The Supervising Elected Official or Department Manager shall notify the employee of the right to appeal.

**10.06 DEPARTMENT MANAGER DISCIPLINARY ACTION**

When disciplinary action is warranted, the County Administrator is authorized to reprimand or suspend a Department Head. Demotions and dismissals of Department Heads and the County Administrator can occur only after a majority vote of the Board of Commissioners.

## **SECTION 11**

### **COMPLAINTS, GRIEVANCES AND APPEALS**

#### **11.01 PHILOSOPHY**

- A. It is the responsibility of employees of Jefferson County to provide efficient and continuous service to the citizens of Jefferson County. Jefferson County recognizes that employee morale is an important factor in maintaining a high level of public service and that the efficient and productive organization is measured in part by the employee's willingness to work cooperatively with other employees and with his/her supervisor.
- B. The primary purpose of these rules shall be to determine what is right rather than who is right. Free discussion between an employee and supervisor will lead to a better understanding by both parties as to policies, practices, and procedures, which affect all employees. This will tend to identify and reduce conditions which may cause misunderstandings and grievances.

#### **11.02 COMPLAINT**

- A. A complaint is a statement of employee dissatisfaction about some action, exclusive or adverse actions, event or condition in the work environment which is meaningful to the extent that the employee feels it is necessary to make it known to others.
- B. Any complaint should be made verbally to the immediate supervisor. The complaint shall be dealt with informally. The reply will normally be verbal.

#### **11.03 GRIEVANCE**

A grievance is a complaint that has not been resolved. A grievance is caused in most cases by the inability or unwillingness of individuals to adapt to one or more aspects of the work environment. The failure to adapt can be the fault of the employee or the supervisor or perhaps both. An awareness of the underlying cause of grievances and prompt resolution of these causes is mandatory for effective employee relations and efficient performance of an organization. A Grievance Procedure has been established to affect this purpose.

##### **A. General Provisions**

1. All Jefferson County employees have the right to use the Grievance Procedure without fear of reprisal, restraint, coercion or discrimination. Grievances shall be settled equitably, fairly, and promptly.
2. If the grievant fails to submit his/her grievance to the next higher step within the prescribed time limits, it shall be assumed that the grievance has been satisfied.
3. Should a decision not be rendered within the prescribed time limits, the grievant may immediately appeal to the next step.

4. Nothing in the Grievance Procedure shall be construed to prevent discussions or meetings to clarify facts in the case or resolve the grievance.

## **B. Non-Grievable Areas**

1. Issues, which are pending or have been concluded by other administrative or judicial procedures.
2. Work assignments, which do not result in a demotion or salary reduction.
3. Budget allocations and expectations, and organizational structure, including the persons or number of persons assigned to particular jobs or units.
4. The content or rating of a performance appraisal except when the employee can show that he or she has been adversely affected by the appraisal.
5. The selection of an individual by the Appointing Authority to fill a position through appointment, promotion, or transfer except when the employee can show that he/she has been adversely affected because of unlawful discrimination.
6. Disciplinary actions area covered by procedures relating to adverse actions.
7. Any matter, which is not within the jurisdiction or control of Jefferson County.
8. Internal security practices established by the Board of Commissioners.
9. Decisions, policies, practices or resolutions, passed by the Board of Commissioners, which is not job or work related, and which do not contradict these policies.
10. Position classifications and allocations.

## **C. Grievance Procedure**

1. The employee shall present the grievance to his/her Supervising Elected Official or Department Manager in writing within ten (10) work days of its occurrence or the day the employee could reasonably be expected to have had knowledge of its occurrence. The Supervising Elected Official or Department Manager shall promptly meet and discuss the grievance with the employee and his/her representative, if any, and reply in writing within ten (10) working days of the meeting. **(Appendix L)**
2. If the Department Manager does not settle the grievance, the employee may forward the grievance in writing to the County Administrator within ten (10) working days after the receipt of the Department Manager's correspondence.
3. The County Administrator shall meet and discuss the grievance with the employee within ten (10) working days after receiving the grievance, unless a longer period is mutually agreed upon.

4. The County Administrator shall render a written decision within ten (10) workdays after the meeting. The decision shall state the problem, the applicable policy or regulation, and the reasons for applying the policy. Copies of the decision shall be forwarded to the employee and the Department Manager.
5. If the grievance remains unresolved, the employee may file in writing, within ten (10) days from receipt of the response of the County Administrator a request for appeal to the Appeal and Grievance Review Board. A hearing shall be conducted within thirty (30) calendar days of the receipt of the employee request. The Board's decision shall be rendered within five (5) workdays of the hearing. In all grievance appeals, the decision of the Appeal and Grievance Review Board is final.

#### **11.04 ADVERSE ACTIONS**

Demotions resulting from organizational changes, reduction in force because of lack of funds, rejections of probation, classification studies, and the voluntary initiative of an employee are not adverse actions for disciplinary reasons and are not appealable.

#### **11.05 APPEAL PROCEDURES**

##### **A. Notice of Adverse Actions**

Concurrently or in advance of an Adverse Action to reduce an employee's pay, suspend, demote, or dismiss; a Supervising Elected Official or Department Manager shall notify an employee in the form of a letter of

1. The action being taken
2. The reasons for the action stated in sufficient detail for a full and complete understanding
3. The right to appeal
4. The manner in which the appeal may be initiated

**B.** The Supervising Elected Official or Department Manager must give the employee the opportunity to present at least oral reasons why he/she should not be considered for an adverse action.

##### **C. Time Limit for Appeal**

The appeal by an employee shall be made within ten (10) working days after receipt of the notice of adverse action, or of the occurrence of the event giving rise to the appeal.

##### **D. Method of Filing Appeal**

The method of filing appeal is the same as that set forth for filing a grievance as set out above. (**Appendix M**)

## **E. Representation**

Any person appealing to the Appeal and Grievance Review Board shall have the right to be accompanied, represented or advised by an attorney. Any designated attorney should file a notice of representation with the Appeal and Grievance Review Board as soon as possible after being so designated.

## **F. Hearings**

1. Hearings before the Appeal and Grievance Review Board shall be conducted informally and shall not be bound by formal court procedures.
2. Each party shall have the right to present his/her case by oral and/or documentary evidence, to submit rebuttal evidence and to conduct such cross-examination as may be required for a full and true disclosure of the facts.
3. The Appeal and Grievance Review Board shall consider all facts relevant to the complaint and within five (5) working days shall notify, in writing, all parties to the complaint of the decision.
4. The appeal and Grievance Review Board may find:
  - a. That the complaint is without merit; or
  - b. That the complaint has merit and administrative action suggested in an earlier step should or should not, be followed; or
  - c. That the complaint has merit and recommends some other course of action.
5. In any appeal involving disciplinary action, the Appeal and grievance Review Board may, where deemed appropriate, order an employee reinstated with or without back pay, or approve, revise or reverse any adverse action.
6. The Appeal and Grievance Review Board's decision shall constitute the final resolution of the appeal.

## **11.06 APPEAL AND GRIEVANCE REVIEW BOARD**

- A. The Appeal and Grievance Review Board shall consist of three (3) members drawn from a pool consisting of at least one representative from each of the following groups; the Board of Commissioners, Elected Officials, and Department Managers.
- B. The County Administrator shall select the members of the Appeal and Grievance Review Board for each case, which shall not include any Elected Official or Department Manager whose personnel are involved in the appeal or grievance.
- C. The County Attorney shall serve as an ad hoc member of the Appeal and Grievance Review Board.
- D. In reviewing cases, the Appeal and Grievance Review Board is guided by the following criteria to determine if the County has:

1. Ensured substantial compliance with sound management principles, consistent with these rules and regulations.
2. Verified that there is a preponderance of evidence supporting the finding of facts and judgment.
3. Taken action that is reasonable and relative to the severity of the offense.

## **SECTION 12**

### **ATTENDANCE AND LEAVE**

#### **12.01 HOURS OF WORK**

The Board of Commissioners or Appointing Authority shall establish the hours of work, which insofar as practicable, shall be uniform within occupational groups, which shall be determined in accordance with the needs of the Jefferson County service and shall take in to account the reasonable needs of the public who may be required to do business with Jefferson County departments.

#### **12.02 OVERTIME**

- A. Employees are categorized either as nonexempt (eligible to receive overtime pay) or exempt (ineligible for overtime pay) in accordance with the criteria established by the Fair Labor Standards Act (FLSA). All nonexempt employees shall be compensated for overtime worked as specified by the FLSA.
- B. Nonexempt Employees who are called back into work under emergency circumstances shall receive a minimum of two (2) clock hours regardless of the amount of time required to accomplish the emergency task. The County Administrator or Supervising Elected Official shall approve all overtime.

#### **12.03 COMPENSATORY TIME**

Compensatory time off is limited to employees entitled to receive overtime compensation under the Federal Fair Labor Standards Act (non-salaried). As a rule, compensation should be paid for all overtime worked at the rate of one and one half (1 ½) times the regular pay rate. However, at the discretion of the Supervising Elected Official or County Administrator, compensatory time may be granted for use later if the use of compensatory time does not disrupt workload or services.

Compensatory time is accrued on a one and one half (1 ½) basis, i.e. for every overtime hour worked, one and one-half hours of compensatory time shall be earned. Department Heads and Supervising Elected Officials are encouraged to keep employee compensatory time below 40 hours.

- A. Supervising Elected Officials or Department Managers will maintain complete records that will include the date compensatory time was earned and the date that compensatory time was used. Compensatory time earned and used by each employee is a responsibility of each Supervising Elected Official or Department Manager.
- B. The Board of Commissioners realize that Exempt Employees must devote a great deal of time outside of the normal business hours in order to accomplish the business of Jefferson County, and to that end Exempt Employees will be allowed to take reasonable time off as he/she shall deem appropriate during said business hours; to that end salaried employees are not allowed to accrue comp time. Abuse of this benefit will result in disciplinary action up to and including termination.

#### **12.04 RECORD KEEPING**

Jefferson County shall maintain complete employee records including hours worked and wages obtained during each pay period. In addition, Jefferson County shall keep account of all leave time taken. Salaried employees are to give an annual report at the end of each fiscal year on the amount of unused vacation leave they have banked. This report is to be turned in to the payroll clerk.

**12.05 TERMINATION**

- A. Upon termination of employment, an employee shall be paid for any unused vacation leave, which they may have accumulated. Payment shall be made at the employee’s regular rate at their time of termination.
- B. No payment for accumulated sick leave shall be made upon termination.
- C. The employee shall be paid for any unused compensatory time upon termination of employment. Payment shall be made at the employee’s regular rate at their time of termination.
- D. All Department Managers and Supervising Elected Officials will submit a notice of separation (**Appendix J**) to the Commissioner’s office for out processing within one business day of separation.

**12.06 ATTENDANCE**

Supervising Elected Officials and Department Managers shall be responsible for the attendance of all persons in their departments. Complete attendance records shall be maintained on forms and in accordance with procedures issued by the County Administrator.

**12.07 HOLIDAYS**

**A. Official holidays:**

January 1	New Year’s Day
Third Monday in January	Martin Luther King’s Birthday
Friday Before Easter	Good Friday
Last Monday in May	Memorial Day
July 4	Independence Day
First Monday in September	Labor Day
November 11	Veterans’ Day
Fourth Thursday and Friday in November	Thanksgiving
December 24	Christmas Eve
December 25	Christmas

**B. Birthday as a Holiday**

Each full-time employee is authorized to receive their birthday as a paid holiday after they have reached their fifteenth (15) year of continuous employment.

**C. Saturday and Sunday Holiday**

Generally, when a holiday falls on Saturday, the preceding Friday shall be observed as a holiday and when a holiday falls on Sunday, the following Monday shall be observed as a holiday. However, the County Administrator, at his/her discretion may amend the observation of the holiday.

**D. Work on Holidays**

Personnel who are required to work on holidays shall be paid his/her regular rate of basic pay plus additional pay for no more than eight (8) hours.

**E. Holidays Falling on a Regularly Scheduled day off**

Shift employees whose regular day off falls on a holiday shall be compensated for eight (8) hours at their regular pay rate.

**F. Holidays which Occur during Annual Leave or Sick Leave**

Holidays, which occur during vacation or sick leave, shall not be charged against vacation or sick leave.

**G. Full-Time Employees**

Full time employees that are not salaried will be paid their normal daily rate of pay.

**H. Part Time Employees**

Part-time employees shall not be paid for holidays, unless they are required to work, for which they will be compensated at their basic rate of pay only for hours worked.

**I. Temporary Employees**

Temporary employees shall not be paid for holidays, unless they are required to work, in which case they will be compensated their basic pay rate, only for hours worked.

**J. Pay Status**

An employee must be in pay status, not on unpaid leave or suspension, on the scheduled work day before and the scheduled workday after a holiday in order to be paid for the holiday. When a holiday falls at the beginning or the end of a pay period, an employee must be in pay status only the scheduled work day before or after the holiday, which falls within the pay period.

**K. Beginning Employment**

Employees whose first scheduled workday is a designated holiday shall not be eligible for holiday pay for that day unless they are required to actually work that day.

**12.08 VACATION LEAVE**

**A. Philosophy**

Vacation leave is provided for allowing employees time off from their work for vacation purposes or for necessary time to attend to personal business, which cannot be conducted during off duty hours. Vacation leave is granted at the convenience of Jefferson County. Leave requests will be honored to the extent possible. However, Supervising Elected Officials and Department Managers may deny vacation if it will create a hardship on the department. Unless there is an emergency, employees should request vacation leave one week in advance by presenting a vacation request form to his/her department manager. For employees in positions requiring 24/7 staffing, a request should be given one week before the end of the month preceding the month in which leave is requested.

**B. Eligibility**

All full time employees shall be eligible to accrue vacation leave as soon as employment begins, but leave may not be taken until the probationary period is successfully completed.

**C. Leave**

**Accrual Basis**

Annual leave is based on years of service with Jefferson County, accrued on a per pay period basis and is computed as follows:

Years of Service	Annual Vacation	
1	5 days	40 hours
2-9	10 days	80 hours
10 and over	15 days	120 hours

Employees earning less than 72 hours per pay period will be awarded leave on a reduced pro-rated basis.

**D. Part Time, Temporary and Seasonal Employees**

1. Part time and temporary employees shall not be entitled to earn or utilize vacation leave.
2. Part time and temporary employees are allowed to take time off, with the approval of the Supervising Elected Official or Department Manager. This time off is without pay and will only be used for medical reasons or an emergency. A request for such leave should be made as soon as practicable upon learning of the need for leave.

**E. Accumulation**

Vacation leave may be carried over to the following year. Employees cannot exceed a balance of 240 hours in annual leave at any time.

## **F. Use of Vacation Leave**

### **1. Prior Approval**

Vacation leave may be used only with prior approval of the Supervising Elected Official or Department Manager by submitting a Leave Request form. (**Appendix N**)

### **2. Restrictions on Use**

- a. Approval of duration and timing of vacations shall be determined with due regard to the employee's wishes, length of service, and the needs and workload of the department.
- b. Vacation leave may be used only to the extent of an employee's available accumulation. Vacation leave may not be allowed in advance of being earned. If an employee has insufficient leave credits to cover a period of absence, no allowance for leave shall be granted in advance or in anticipation of future leave credits.

### **3. Minimum Charge**

Vacation leave shall be charged based on actual time used.

### **4. In Lieu of Sick Leave**

Vacation leave may be used for sick leave purposes when sick leave is exhausted. Sick leave shall not be used for vacation leave.

### **5. Leave of Absence**

Except in accordance with Section 12.12, a leave of absence without pay for illness purposes shall not be allowed when an employee has accrued vacation leave available and is eligible to use vacation leave.

### **6. Unused Annual Leave**

Upon separation from the service of Jefferson County, only those employees who have completed the initial probationary period may be entitled to receive payment for accrued, unused vacation leave. Except in cases of forfeiture, as provided in Section 12.09.D.2 such employees shall be entitled payment for all accrued, unused annual leave at the hourly rate of pay the employee was earning on the effective date of the separation, providing all unpaid debts are satisfied.

## **12.09 SICK LEAVE**

### **A. Philosophy**

Sick leave benefits shall not be considered as a right or a privilege to be used at an employee's discretion. Sick leave benefits are an allowance granted by Jefferson County to provide employees reasonable time off during periods of personal illness or injury without loss of pay. Accumulation of sick leave benefits should be viewed as an insurance policy.

## **B. Eligibility**

All full time employees shall be eligible to accumulate sick leave benefits and may be authorized to use such benefits when accrued.

Part time employees scheduled for less than thirty two (32) hours per week and temporary employees shall not be eligible to accrue or utilize sick leave benefits.

## **C. Rate at Which Sick Leave is Accumulated**

All eligible employees shall accumulate sick leave benefits at the rate of 3.70 hours per pay period. Employees making less than 72 hours per pay period will be awarded sick leave on a reduced pro-rated basis.

## **D. Accumulation of Sick Leave Benefits**

Sick leave benefits may be accumulated to a maximum of 480 hours.

## **E. Use of Sick Leave**

### **1. Approval**

Sick leave benefits usage must have the approval of the employee's Supervising Elected Official or Department Manager. Whenever the situation permits, the employee must secure prior approval for the use of sick leave benefits. If prior approval is not possible, the employee barring any mitigation circumstances shall notify the Supervising Elected Official or Department Manager before or within one (1) hour of the time established for beginning the daily duties (circumstance providing).

### **2. Certification by a Physician**

An employee may be required to submit a medical certification signed by a licensed physician, physician's assistant or nurse practitioner to substantiate use of sick leave.

- a. Such medical certification may be required if absence from duty for illness purposes occurs frequently or habitually or is of such a manner as to suggest a pattern of misuse, provided the employee has been notified in writing that a certificate will be required.
- b. A medical certification may be required for any period of absence consisting of three (3) or more consecutive days.

- c. A medical certification may be required when a Supervising Elected Official or Department Manager has reason to believe that an employee may be fraudulently or illegitimately using sick leave benefits.
- d. A medical certification of the employee's fitness to return to duty may be required when an employee is returning to duty following a long illness, injury or when the Supervising Elected Official or Department Manager has reasons to question the employee's physical ability to return to duty and perform all duties without restriction or without risk of injury to his/herself or others.
- e. The cost of the medical certification and associated doctor's visits, examinations and tests will be borne by the employee.

### **3. Minimum Charge**

Sick leave benefits shall be charged based on actual time used.

### **4. Maximum Charge**

For each full day's absence, a maximum charge equal to the employee's scheduled work hours for that day shall be charged.

### **5. Restrictions on Use**

Sick leave is a benefit, which may be granted on account of:

- a. Personal injury or illness of the employee.
- b. If an employee has accumulated sick leave, he/she may use up to ninety six (96) hours to be off with a sick member of the employee's immediate family, which requires the personal care, and attention of the employee.
- c. Exposure of the employee to a contagious disease which would endanger others or when quarantined by a physician.
- d. Appointments by the employee with physicians, dentists or other medical practitioners, which cannot be scheduled during non-working hours.
- e. Employee pregnancy, miscarriage, abortion, childbirth and recovery there from, shall be considered a temporary disability to and subject to the same policies and regulations as applied to sick leave.

## **12.10 VOLUNTARY LEAVE TRANSFER PROGRAM**

### **A. Purpose**

The purpose of this policy is to set forth procedures and requirements for a voluntary leave transfer program under which the unused accrued sick leave of an employee may be transferred for use by another employee who needs such leave because of a medical emergency.

## **B. Eligibility**

All full-time hourly employees who have completed their probationary period shall be eligible for leave transfer. Employees filling temporary, part-time, seasonal, trainee or emergency appointments are not eligible for the Voluntary Leave Transfer Program.

## **C. Administrative Procedures**

1. An employee is required to make written application (**Appendix O**) through the employee's supervisory chain to the County Administrator to become a leave recipient.
2. Each application shall be accompanied by the following information concerning each potential leave recipient:
  - a. The name, position title, and grade or pay level of the potential leave recipient.
  - b. The reasons why transferred leave is needed, including a brief description of the nature, severity, and anticipated duration of the medical emergency, and if it is a recurring one, the approximate frequency of the medical emergency affecting the potential leave recipient.
  - c. Certification from a physician appearing on the employer's approved list, or other appropriate expert, with respect to the medical emergency.
3. An employee's application to become a leave recipient shall be reviewed by the employee's supervisor and approved by a committee made up of the County Administrator, County Clerk, Department Head or County Commissioner, and an hourly employee before the employee can become a leave recipient.
4. Before an application can be approved, it must be determined that the potential leave recipient is or has been affected by a "medical emergency".
5. Applicants may be approved for up to 12 weeks (480 hours) of additional leave using the leave transfer system in any rolling 12 month time period.
6. If the application is approved, the County Administrator shall notify the leave recipient within 10 days (excluding Saturdays, Sundays, and approved holidays) after the date the application was received that:
  - a. The application has been approved.
  - b. The amount of transferred leave they have been awarded.

7. If the application is not approved, the County Administrator shall notify the leave recipient within 10 days (excluding Saturdays, Sundays, and approved holidays) after the date the application was received that:
  - a. The application has not been approved.
  - b. The reason approval was not granted.

#### **D. Transfer of Sick Leave**

An hourly employee may submit a voluntary written request (**Appendix P**) through his or her immediate supervisor to the County Administrator that a specified number of hours of his/her accrued sick leave be transferred from his/her leave account to the sick leave bank. Request shall be signed and dated by the employee. The request will be placed in the employee's personnel file for record keeping purposes. A leave donor may donate up to 80 hours in a 12 month period.

#### **E. Accrual of Annual and Sick Leave**

While an employee is in a status of using their own sick leave, annual leave or any other type of leave that they have accrued they will continue to accrue annual and sick leave at their normal rate. Once they come into leave transfer status then they will be considered in a "Non Pay Status" for leave accrual purposes only and stop accruing annual leave and sick leave.

#### **F. Use of Transferred Annual Leave**

1. A leave recipient may use sick leave transferred to his or her annual sick leave account under the Voluntary Transfer Leave Program in the same manner and for the same purposes as if he or she had accrued the leave.
2. During each biweekly pay period, a leave recipient is affected by a medical emergency, he or she shall use any accrued leave (holiday, compensatory, annual, or sick leave, if applicable) before using transferred sick leave.
3. The approval and use of transferred sick leave shall be subject to all the conditions and requirements imposed by the County on the approval and use of annual leave normally accrued. All leave, annual and sick, that a leave recipient has must be used prior to any transferred leave being used.
4. Transferred sick leave may not be:
  - a. Transferred to another leave recipient.
  - b. Included in any lump-sum leave payment (e.g. upon termination of employment).
  - c. Made available for re-credit upon reemployment by the County.

#### **G. Restoration of Transferred Annual Leave**

Sick leave donated to the leave bank may not be returned to the individual leave donor.

## **H. Prohibition of Coercion**

An employee may not directly or indirectly intimidate, threaten, or coerce, or attempt to intimidate, interfering with any right such employee may have with respect to donating (including refusing to donate), receiving, or using sick leave under the Voluntary Leave Transfer Program.

### **12.11 BEREAVEMENT LEAVE**

A maximum of three (3) working days for funeral leave may be granted in the event of death in an employee's immediate family. Circumstances dictate the total number of funeral days allowed per year.

If more time is required, the additional time may be charged to annual leave, compensatory time, or leave without pay with the approval of the Supervising Elected Official or Department Manager.

### **12.12 WORKER'S COMPENSATION**

All employees are to immediately notify their immediate supervisor and/or department manager when injured on the job. This injury or illness has to be job related. The supervisor receiving notification of this injury or illness will complete a First Report of Injury (**Appendix Q**).

- A.** The provisions of the State Worker's Compensation Act cover an employee who is temporarily disabled because of an injury or illness that arises out of and in the course of his/her work.
- B.** Except when the employee is on leave pursuant to Section 12.12, an employee who is eligible to receive Worker's Compensation payments must choose to use their accrued vacation or sick leave until it is exhausted or to immediately start receiving workers compensation payment to the extent allowed by law.
- C.** The employee may elect to use sick leave, compensatory time, or vacation leave to supplement workers compensation wages up to the normal pay of the employee.
- D.** An employee who becomes temporarily disabled shall exhaust sick or vacation leave accumulations. After all sick and annual leave has been used, further extension of leave, with or without pay, must be pursuant to Section 12.16.

### **12.13 MILITARY LEAVE**

Military leave will be granted in accordance with State and Federal laws.

### **12.14 CIVIL LEAVE**

#### **A. Court Leave**

An employee performing court duty as a subpoenaed witness or juror will be granted leave with pay. The employee is allowed to retain all fees received as a part of court duty.

**B. Personal Involvement**

Leave for court attendance when the employee, as a private individual, is the defendant, engaged in personal litigation, or involved in a matter unrelated to his/her work with Jefferson County shall be charged to vacation leave or leave of absence without pay.

**C. Return to duty**

Upon release from the Court’s jurisdiction, an employee will be allowed a maximum of one and one-half (1 ½) hours to attend to personal matters before returning to duty, if the Court has not required the entire day.

**12.15 EMERGENCY SITUATIONS**

When the County operations or offices are directed to be closed by the Commissioners, County Administrator or by the Supervising Elected Official the employees who do not work will be paid up to a max of 40 hours per fiscal year Those individuals who have been directed to report to work will be paid the pay rate appropriate for their scheduled work day.

**12.16 LEAVE OF ABSENCE WITHOUT PAY**

**A. Purpose**

A leave of absence without pay may be granted to an employee for necessary absence when no other leave, paid, or unpaid, is available. Normally, a leave of absence without pay will be utilized in situations involving personal or family illness.

**B. Approval**

A Supervising Elected Official or Department Manager with the concurrence of the County Administrator may grant a leave of absence without pay for a period not to exceed six (6) weeks. A leave of absence without pay in excess of six (6) weeks, or an extension beyond six (6) weeks, may be granted with the prior approval of the Board of Commissioners. Leave under this section will only be taken once a year even though the employee may not have used the entire six (6) weeks.

**C. Eligibility**

1. Employees who have completed their initial probationary periods shall be eligible to be considered for a leave of absence without pay.
2. Approval of a leave of absence and the duration of such leave will be determined by giving due consideration to length of service, quality of performance, reason for the leave, and any other circumstances deemed appropriate by the Supervising Elected Official or Department Manager and the County Administrator.

**D.** An employee granted a leave of absence without pay should be entitled to return at the end of the period of leave to the same or reasonably similar position to the extent possible. If not to the same position then

to another position in the same class with substantially the same working in the same department in which he/she was employed when the leave was granted.

**E. Pay**

An employee shall return from leave of absence without pay to at least the same rate of pay as he/she held at the effective date of the leave of absence.

**F. Insurance**

To the extent permitted in the plan document or insurance contract, membership may be maintained in the Jefferson County sponsored group insurance plans provided the employee pays both the employee's share and Jefferson County's share of the group insurance premiums.

**G. Annual Leave, Sick Leave Benefits and Holidays**

An Employee on leave of absence without pay shall not earn vacation or sick leave benefits or pay for holidays while on leave.

**H. Failure to Return from Leave of Absence**

Failure of an employee to return to duty upon the expiration of the leave of absence without pay shall be interpreted as a resignation.

**12.17 ABSENT WITHOUT LEAVE**

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized shall be deemed to be an absence without leave and shall be without pay.

**A. Disciplinary Action**

Any absence without leave may be subject to disciplinary action, up to and including dismissal, depending upon the circumstances of the situation.

**B. Absence for Three Days**

Any employee who is absent for three (3) consecutive days without leave shall be deemed to have resigned.

**12.18 FAMILY LEAVE POLICY**

**A. Eligibility**

1. Employees who have worked for Jefferson County for at least twelve (12) months and at least 1,250 hours during the twelve (12) months preceding the leave may take up to twelve (12) weeks of unpaid leave (during a 12 month period) for the following reasons: **(Appendix R)**

- a. Birth and/or care of a child of the employee
  - b. Placement of a child into the employee's family by adoption or by a foster care arrangement.
  - c. In order to care for the employee's spouse, child, or parent who has a serious health condition.
  - d. A serious health condition, which renders the employee unable to perform the functions of the employee's position.
2. The 12 month period shall be a "rolling" 12 month period measured backward from the date an employee uses any FMLA leave will be used to determine the twelve weeks of eligibility.
- B.** In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the employee and employer agree. Likewise, in such an event, if Jefferson County employs both spouses, the combined leave shall not exceed twelve (12) weeks. Leave for birth or placement of a child must conclude within twelve (12) months of the birth or placement.
  - C.** In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hours basis only if such leave is medically necessary. If intermittent or reduced hours leave is required. Jefferson County may in its sole discretion temporarily transfer the employee to another job with equivalent pay and benefits.
  - D.** During family leaves of absence, Jefferson County will continue to pay the health insurance premiums of the employee on the same bases of current county pay. If the employee does not return to work after the expiration of the leave, the employee will be required to reimburse Jefferson County for payment of health insurance premiums during the family leave, unless:
    1. The employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job.
    2. Circumstances beyond the control of the employee or
    3. The employee is a "key" employee hereinafter defined and Jefferson County denied job restoration to the employee.
  - E.** To the extent allowed by law, employees are required to use their available vacation time and sick leave, if such leave is otherwise available to the employee in accordance with the sick leave policy, during the twelve (12) week family leave.
  - F.** During unpaid leave, the employee shall not accrue employment benefits, such as vacation pay, sick pay, leave accrual, pension, etc. Employment benefits accrued by the employee up to the day on which the family leave of absence begins will not be lost.
  - G.** Employees who return to work from family leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

- H. Jefferson County may, under specified and limited circumstance, refuse to reinstate certain, high-paid “key” employees after using family leave. In order to do so, Jefferson County will:
  - 1. Notify the employee of his/her status as “key” employee in response to the employee’s notice of intent to take family leave.
  - 2. Notify the employee as soon as Jefferson County decides to deny job restoration and explain the reasons for this decision.
  - 3. Offer the employee a reasonable opportunity to return to work from family leave after giving this notice.
- I. A “key” employee is a salaried “eligible” employee who has been designated by Jefferson County as “key”. Normally, a “key” employee is among the highest paid ten percent of county employees.
- J. Applications for family leaves of absence must be submitted at least thirty (30) days before the leave is to commence, or as soon as possible if thirty (30) days notice is not possible. Appropriate forms should be submitted through the Department Manager to the County Administrator to initiate family leave and to return the employee to active status. Employees requesting family leave shall provide Jefferson County with appropriate medical certification.
- K. Prior to returning to active duty, a medical certificate of fitness for duty is required before being restored to employment.
- L. The provisions of his Family Leave Policy shall supersede any conflicting personnel policies when the requested leave qualifies as leave under the Family and Medical Leave Act.

**12.19 LEAVE TO DONATE BLOOD**

- A. In accordance with Georgia Law (Acts 1976, pp 165, 166) each employee shall be allowed a leave of absence with pay for purposes of donating blood.
- B. The leave will not be more than eight (8) hours in each calendar year. This absence shall be computed at two (2) hours per donation, up to four (4) times per year.

**12.20 RE-EMPLOYMENT**

In those instances where the nature or length of a leave, with the exception of military service and leave under the Family and Medical Leave Act, dictates that Jefferson County fills the employee’s position on a permanent basis, Jefferson County reserves the right to refuse re-employment to the displaced employee to the extent allowed by law.

**12.21 EMPLOYEE ASSISTANCE PROGRAM POLICY**

- A. **Purpose**

To assist all Jefferson County employees at a time when issues of a personal nature may interfere with their effective functioning as members of a competent staff, with a goal of improving or maintaining their job performance and retaining them as valued members of the Jefferson County staff.

## **B. Policy**

1. It is the policy of Jefferson County to offer all employees the use of an Employee Assistance Program to provide confidential assessment and referral service for serious personal problems. An independent organization will be selected to provide these services.
2. Jefferson County recognizes that a number of personal/medical problems including, but not limited to: stress, legal, financial, alcoholism, marital and family concerns, drug dependence, emotional problems, etc., are treatable disorders and can improve with proper professional assistance.
3. The benefits of the employee assistance Program shall be available to all employees of Jefferson County and their dependents who seek assessment and referral for personal or medical problems.
4. The services of the Employee Assistance Program will be provided to employees. However, when referrals are made to resources outside of the Employee Assistance Program, the employee will be responsible for the costs unless specifically covered by the employee's health insurance program.
5. All records of the Employee Assistance Program shall be strictly confidential unless the employee chooses to sign a release. The purpose of this aspect of the policy is to encourage employees and their families to seek referral to treatment without embarrassment.

## **C. Supervisory Referrals**

1. Jefferson County recognizes that supervisory personnel are not trained to be diagnosticians of personal or medical problems, yet they may be the first to notice a deterioration of job performance, which may indicate such problems. Therefore, supervisory referrals to the Employee Assistance Program must be based strictly on documented deteriorating job performance.
2. Such referrals for assessment of failure in performance of duties will be considered mandatory. Failure to comply with a mandatory referral will be addressed under the guidelines of Jefferson County's disciplinary policy.
3. No employee shall have his or her job placed in jeopardy because of a request for assistance for a personal/medical problem. However, employees referred to the Employee Assistance Program will be fully responsible for cooperating and participating in the program.
4. Although the employee is expected to follow through on the recommendations of the County Administrator acting in the capacity of the Employee Assistance Counselor, job performance remains the ultimate criteria for assessment. Continuing job performance decline will be handled according to normal disciplinary procedures.
5. To ensure the successful implementation of this program, employee feedback is encouraged in order to adapt the program, if necessary, to better meet the needs of all Jefferson County employees.

6. This policy does not alter or replace existing administrative policy, but serves to assist in its utilization.

**D. Time off**

If an employee requests time off from work to seek assistance, the employee will be granted time off in the following order:

1. Sick Leave
2. Vacation
3. Compensatory Time
4. Time off Without Pay

**E. Voluntary Disclosure of Drug And/or Alcohol Abuse**

Employees of Jefferson County shall be entitled to up to thirty (30) consecutive calendar days for initial substance abuse treatment as follows:

1. The employee shall be required to use all vacation, sick, and compensatory time available.
2. In the event accumulated vacation, sick, and compensatory time is insufficient to provide the medically prescribed and needed treatment, up to a maximum of thirty (30) consecutive calendar days, the employee will be provided paid leave for the difference up to the maximum thirty (30) days treatment period.

**SECTION 13**

**POSITION CLASSIFICATION PLAN**

**SECTION 14**

**COMPENSATION PLAN**

## SECTION 15

### EMPLOYEE DEVELOPMENT AND TRAINING

#### **15.01 PURPOSE**

It shall be the responsibility of the County Administrator in cooperation with the supervising Elected Officials, Board of Commissioners, Department Managers, employees and other to foster and promote programs of training for Jefferson County employees in the Classified Service for improving the quality of services rendered and aiding employees to equip them for advancement.

#### **15.02 ADMINISTRATION**

The County Administrator shall:

- A. Recommend training programs.
- B. Assure that training is carried out as approved and prepare certificates or other forms of recognition for persons who satisfactorily complete approved courses and programs.
- ~~C.~~ Assist Department Managers in developing.
- D. Develop supervisory and management training and other types of training and employee development programs.
- E. Assist Department Managers in establishing standards of performance and procedures for evaluating employee efficiency.
- F. Assist Department Managers in making available information concerning job requirements and training opportunities in order to assist employees in increasing their efficiency in their present positions, and in preparing themselves for promotion to higher positions in the Jefferson County service.
- G. Insure a record of all training programs and courses and a record of employees who successfully complete such courses and programs.
- H. Cooperate with Department Managers, employees, and others to promote measures directed toward more sanitary, safe, and healthful working conditions; toward affording better facilities for recreation; toward greater security and economic advantage; and improving the morale of County employees.

#### **15.03 TRAINING—CONFERENCES**

The Supervising Elected Official, Department Manager, and/or County Administrator must approve all training courses, conferences, or meetings regardless of whether the item has been included in the approved budget.

#### **15.04 TRAINING REIMBURSEMENT POLICY**

Jefferson County routinely covers the costs associated with providing employees any training required and necessary for their position. The County covers the cost of the training with the understanding that the employee will bring his/her new skills and knowledge to the workplace. It is not the policy of the County to train employees for positions outside of the County government. To ensure that employees receive work-related training, and to ensure that the County's costs associated with the training are not spent on employees who leave the service of the County following their training, the County will pay for the costs associated with training that is required for an employee to perform his/her essential job duties and responsibilities.

## SECTION 16

### CERTIFICATION OF PAYROLLS

#### **16.01 PAYROLL CHANGES**

A Supervising Elected Official or Department Manager may add a classified employee to the payroll or change his/her salary or status only upon prior receipt of the properly completed personnel action form designated and approved by the County Administrator. (**Appendix T**).

#### **16.02 REVIEW OF PAYROLLS**

- A.** The County Administrator shall insure that each employee who appears on the payroll has been properly appointed.
- B.** The Accounting Coordinator shall examine each payroll for accuracy. Only when it has been determined that the pay of the employees appearing on the payroll is proper, shall the payroll be released for processing.

## **SECTION 17**

### **JEFFERSON COUNTY INFORMATION TECHNOLOGY RESOURCES POLICY**

#### **17.01 PURPOSE**

The purpose of this document is to establish the policy for employee use of Information Technology resources in Jefferson County. This policy applies to all Jefferson County Information Technology resources regardless of location (i.e. office, home, field locations, etc.).

#### **17.02 BACKGROUND**

The mission of Jefferson County requires its employees to have access to electronic mail (e-mail), Intranet, Internet and other technology resources (such as various local area networks, computer hardware and software) to support the conduct of official programmatic and administrative duties. Use of these technology systems is intended for official purposes.

#### **17.03 POLICY**

- A. Employees are permitted limited use of e-mail, Intranet, Internet and other technology resources for occasional brief personal needs if the use is incidental, involves no additional expense to the government, is performed on the employee's personal time, does not hinder or interfere with the mission, productivity, or operations of the County, and does not violate federal or state laws or the following provisions of this policy.
- B. Employees may be allowed by their respective supervisor/dept head the use of these resources for self-development during duty hours, insofar as such use is job related, promotes professional development, promotes productivity, and or is related to or reinforces the mission or customer service capabilities of Jefferson County government.
- C. All Internet/Intranet data that is composed, transmitted, or received via the information technology system of the County is considered part of the official records system and as such, is subject to disclosure law, the Georgia Open Records Act, and the confidentiality/privacy provisions of Federal and State law. As a public record, Jefferson County management retains the right to inspect, copy, or retrieve any data on the County Information Technology system without prior approval of the employee.

#### **17.04 AUTHORITY**

Generally, employees may use County equipment for official purposes only, or as authorized by the County. As set forth in this policy, incidental personal use of Jefferson County Information Technology resources by employees during personal time that is in compliance with this Information Technology is considered to be an "Authorized Use" of County property.

#### **17.05 PROCEDURES**

Use of Jefferson County Information Technology systems and resources are subject to federal, state, and county laws and regulations governing such, including, but not limited to:

- A. Copyright Act
- B. State Open Records Act
- C. Jefferson County Personnel Policy

**17.06 PROHIBITED USES**

- A. Promoting or conducting political activities.
- B. Making personal use of e-mail, Intranet, Internet or other Information Technology resources to advertise, trade (including buying or selling stocks), give away, solicit, or provide goods or services, except under circumstances and conditions that are specifically authorized by Jefferson County,
- C. Violating copyrights or software licensing agreements.
- D. Engaging in unauthorized transactions that may incur a cost to the county.
- E. Disseminating, intentionally accessing, or storing offensive or disparaging information, including hate literature, pornographic or sexually explicit images, or discriminatory/racist literature.
- F. Distributing e-mail to multi users (e.g. all employees) outside your department without the specific approval of your department head.
- G. Sending, or contriving to send, or re-transmitting anonymous messages.
- H. Revealing or publicizing proprietary or confidential information.
- I. Making or posting improper remarks, proposals, or sending and posting messages that defame or slander other individuals on social media.
- J. Overriding or avoiding security and integrity procedures and devices.
- K. Subscribing to mail lists or list servers that are not related to official Jefferson County business, or to professional enhancement in support of Jefferson County's mission.
- L. Removal of any information technology equipment or material belonging to Jefferson County from its intended location without prior approval from either the supervising Elected Official or the Department Manager is strictly prohibited. This includes but is not limited to, Desktop Computers, Printers, Scanners, Terminals, and all software packages. *(No one at any time should move or change anything in any of the Jefferson County Information Technology System. These changes are to be made only by Contractors approved by the county. Failure to comply with this policy could cause very costly down time.)*
- M. Listening to the radio or viewing video clips through the Jefferson County Internet connection.

- N. Participating during duty hours in unauthorized chat rooms (not related to Jefferson County business or to job related/professional development) or playing computer games.
- O. Transmitting or re-transmitting chain letters.
- P. Use of the internet/e-mail system for gambling, union activities, etc.
- Q. Subscribing to push technology services that are not related to official Jefferson County business or to professional enhancement. This refers to subscription type services that send information to personal computers automatically and routinely as a result of prior registration by the user. Examples of such services include: sports news, hobby updates. Permitted push technology services are those that provide information on Jefferson County business or professional enhancement topics such as Government, environmental, health, or technology related subjects.
- R. Establishing personal web sites or bulletin board systems not authorized by the Jefferson County Board of Commissioners.
- S. Using Jefferson County logos to misrepresent personal materials so as to infer that the information presented falls under official Jefferson County operations.
- T. Intentionally misrepresenting, either implicitly or explicitly, personal views or comments in electronic forums or E-mail as Jefferson County policy or position. *(Note: if there is reasonable expectation that a personal communication could be interpreted as official business, then a disclaimer shall be used. For example, "My personal opinion is..., " or "While not speaking on behalf of Jefferson County, I think.... ").*
- U. Attempting to tamper with or inappropriately access ("break into") the computer system of another organization or person.
- V. Jefferson County reserves the right to amend or clarify this listing or add additional prohibitions at any time

#### **17.07 PRIVACY EXPECTATION**

- A. Jefferson County administration and its employees do not have a right to or expectation of privacy while using any government equipment at any time, including: accessing the Internet, using social media, (e.g., participating in a "chat" room or forum), using e-mail, or during authorized personal use. To the extent that employees prefer their personal information resources to remain free of access by supervisors and managers they should avoid use of Jefferson County Information Technology resources and systems. Appropriate personnel may monitor usage at any time.
- B. Except in the legitimate performance of their duties, Jefferson County policy prohibits system administrators, agency officials, and supervisors from violating or overriding the privacy of an employee with respect to the information that the employee receives, stores, or transmits. Nevertheless, due to technical, administrative, or legal reasons, system administrators, agency officials, and or supervisors may be authorized to access information, files, materials and messages that reside in hardware or software used by employees.

**17.08 MONITORING, COMPLIANCE AND DISCIPLINARY ACTION**

Jefferson County has the capability and the authority to evaluate the performance and use of its Information Technology resources and will routinely monitor their use. Individuals, who abuse these resources, knowingly interfere with the operation of Information Technology systems, or otherwise fail to comply with the provisions of this policy are subject to disciplinary action and possible loss or suspension of associated Information Technology privileges. (**Appendix U**)

## SECTION 18

### ELECTRONIC MAIL (E-MAIL) POLICY

#### **18.01 PURPOSE**

- A. Jefferson County provides electronic mail to its employees for their use in performing their duties for the County. This material sets forth the County's policy for proper use of electronic mail ("E-mail") and addresses circumstances under which E-mail messages directed to one person may be accessed by other people within the County. This policy also states when E-mail messages may be disclosed to persons outside of the County.
- B. Electronic mail is a local government record, and the purpose of this policy is to provide guidelines for the generation, access, and inspection of the public records generated and received by the County.

#### **18.02 BACKGROUND**

E-mail provides the immediate and direct ability for individuals to communicate with each other and is therefore of great benefit to the County. Jefferson County provides E-mail to its employees and elected officials for the following purposes: (1) to improve the communication and overall relationship between the different departments within the County, thereby improving the effectiveness and efficiency of these departments and the services that they provide; (2) to improve the communication among and between the elected officials, the County administration, Department Heads, and County employees authorized to utilize the E-mail system; and (3) to facilitate effective and economical communication among and between the general public, residents of the County and the representatives of County.

#### **18.03 DEFINITIONS**

##### **A. Archive**

To copy files into a long-term storage medium in order to retain for utilization backup.

##### **B. Copyright Infringement**

"Copyright," is the exclusive right of a person or a legal entity to reproduce, publish or sell a work (e.g., a picture, written article or a computer program) which it has created. Copyright infringement may occur if, for example, an individual copies a computer program or other work without the author's permission. E-mail messages which have computer programs or artwork attached to them should be carefully analyzed to insure that no copyrights are violated by the use or other reproduction of the program or artwork.

##### **C. Distribution List**

A list of intended recipients of an E-mail communication.

##### **D. Electronic Mail ("E-mail")**

Communications within and among Microsoft Exchange, Jefferson County, Mindspring, Windows Internet Mail, Microsoft Internet Explorer, etc.

**E. E-mail Records Master Copy**

The archived E-mail records maintained by the County Encryption. The translation of data into a secret code.

**F. LAN**

A network (or group) of personal computers and related devices (e.g., printers) in a small area (such as an office) that are linked together by cable; that can directly communicate with other devices in the network, and that can share resources (e.g., directories and files). LAN Administrators are those individual(s) in charge of insuring that the LAN works properly.

**G. Network Server**

A computer which is dedicated to managing network traffic. Individual desktop computers rely on network servers for files, printers and software.

**H. WAN**

"WAN" is the acronym for Wide Area Network, which is a network (or group) of LAN's.

**18.04 RESPONSIBILITIES**

**A. Records Custodian**

The designated records custodians for all standard public records generated by the County is the designated records custodian for public records generated by E-mail as well. It is the responsibility of the Records Custodians to accommodate members of the public who request access to E-mail by scheduling a time for access and by providing instruction regarding the operation of the E-mail program. The public will be able to access and inspect public records generated through the E-mail system. The Records Custodian will create and maintain a record of those members of the public who access the system. The Records Custodian will follow the Jefferson County Open Record Act Policy to ensure the integrity of the E-mail Records Master Copy. The Records Custodian will also levy and collect charges for providing copies of records generated through the E-mail system to the public, however, the charges will not exceed that allowed by Georgia law.

**B. Departments Not on Networks**

All departments within the County administration which are not on Wide Area Networks but generate information through E-mail shall provide -data to the County Administrator upon request.

**C. LAN Administrators**

LAN administrators shall assure their E-mail accounts are properly set up to archive E-mail. LAN administrators shall also install and maintain a warning notice on the Wide Area Network programmed to appear when users login; this notice will advise users that E-mail is a public record and that it should be used for official purposes only. This message shall be included in the login script, along with a built in pause and instructions for the user to hit any key to go into the E-mail program.

#### **D. County Commissioners**

The County Commissioners are prohibited from the following: a) using E-mail in such a manner that would result in a quorum of the Commission contemporaneously reading and responding to E-mail messages from other commissioners and by using E-mail in any manner that would constitute a "meeting" under Georgia's Open Meetings law (O.C.G.A. 50-14-1(a)(2)).

### **18.05 OWNERSHIP**

- A. E-mail messages generated and received by the County is County property and may be retrieved from storage even though they have been deleted by the sender and receiver. These messages may be used in disciplinary proceedings. E-mail messages that are sent to or received from Jefferson County but are stored on computer equipment that is not owned by the County are subject to retrieval and production via subpoena.
- B. Supervising Elected Officials, Department Heads and the County Administrator have the authority to inspect the contents of any equipment, files, calendars or electronic mail of their subordinates in the normal course of their supervisory responsibilities. IT personnel shall extract stored E-mail messages when requested to do so by authorized County personnel. Reasons for review and inspection include, but are not limited to, the following: system hardware or software problems; general system failure; regular system maintenance; a lawsuit threatened or asserted against the County; suspicion of a violation of County policies; suspicion of widespread or individualized inappropriate use of the E-mail system; receipt of a public records request; and/or a need to carry out task(s) or to provide service(s) when the responsible employee is otherwise unavailable.

### **18.06 STATEMENT OF POLICY**

#### **A. General**

It is County policy that the E-mail system, like other County assets, is to be used exclusively for the benefit of the County. Use of the E-mail system to violate other County policies is prohibited and may lead to disciplinary action all employees who use E-mail shall certify in writing that they have read and fully understand the content of this policy. Any and all opinions communicated using the E-mail system, whether express or implied, are those of the individual and do not necessarily express the opinions of the County or its administration and elected officials.

#### **B. Authorized Uses**

Supervising Elected Officials or Department Heads may authorize the use of E-mail to send and receive messages and to subscribe to and obtain the services of recognized professional organizations and entities relating to the official duties of the County. All employees are authorized to use E-mail as they would any

other official County communication tool. Communication by E-mail is encouraged when it is the most efficient and effective means of communication. The sender of E-mail messages retains the primary responsibility for ensuring that his or her communication is received by the intended receiver.

### **C. Confidential Information**

Georgia law requires that all employees protect the integrity of any confidential information generated by or on behalf of the County as well as confidential information concerning others. Employees must exercise a greater degree of caution in transmitting confidential information through the E-mail system than with other modes of communication because of the ease and simplicity with which this information can be redistributed. Confidential information should never be transmitted or forwarded to other County employees who do not have a "need to know" the information.

To reduce the chance that confidential information may inadvertently be sent to the wrong person, avoid the misuse of distribution lists by ensuring that any lists used are current prior to the transmission of information. Review each name on any list of recipients before transmission to ensure that all recipients have a need to know the information.

County employees should consult the appropriate Department Head, Supervising Elected Official or, if necessary, legal counsel to answer any questions regarding the confidentiality of information. Types of information often considered confidential include, but are not limited to, the following:

1. Information from an individual's personnel file
2. Personal information about other employees, such as home addresses and phone numbers
3. Information relating to potential litigation, existing litigation, claims against the county, administrative hearings of a criminal or civil nature, or any judicial proceeding
4. Information which, if released, would give a competitive advantage to one competitor or bidder over another
5. A draft or working paper involved in the preparation of proposed legislation
6. Private correspondence of elected officials
7. Trade secrets
8. Commercial or financial information of outside businesses
9. Information related to the regulation of financial institutions or securities
10. Social security numbers
11. Personal/family information of county employees
12. Photographs of peace officers

13. Certain information the county obtains from businesses pertaining to environmental audits.

E-mail messages that contain confidential information should have a confidentiality legend in all capital letters at the top of the message in a form similar to the following:

**"THIS MESSAGE CONTAINS CONFIDENTIAL INFORMATION OF THE JEFFERSON COUNTY COMMISSION AND UNAUTHORIZED USE OR DISCLOSURE IS PROHIBITED."**

Since copies of E-mail messages may be placed on back-up or other systems out of the control of the County an employee generating the message and/or may be accessed by information system personnel or others who do not need to know the information, all employees should remember that it may be inappropriate to communicate certain types of confidential information through the E-mail system.

In addition, to minimize the inadvertent disclosure of confidential information, employees should not access their E-mail messages in the presence of others unless such messages have been reviewed to ensure that the information contained therein is not confidential. Messages should not remain visible on the monitor when a user is away from his or her computer.

#### **D. Copyright Infringement**

The ability to attach a document to an E-mail message for distribution to others greatly enhances the risk of copyright infringement. A system user can be liable for the unauthorized copying and distribution of copyrighted material through the E-mail system.

Accordingly, County employees and elected officials should not copy and distribute copyrighted material of a third party (such as software, database files, documentation, articles, graphics files and down-loaded information) without advance confirmation that the County has the right to copy or distribute such material. Any questions concerning copyrighted information should be directed to the County Administrator or, if necessary, the County Attorney.

#### **E. Deletion of Messages**

The County strongly discourages the local storage of large numbers of E-mail messages. Retention of such messages utilizes a large amount of storage space within the network server and may also slow down performance of the system. In addition, because E-mail messages can contain confidential information, it is advisable to limit the number, distribution, and availability of such messages. If the message generated or received is a public record and should therefore be retained, employees should archive the message within a week of its receipt or generation. Once a month, the Data Management Administrator will determine which E-mail messages retained on the system may be deleted and will delete these messages.

#### **F. Internet Access**

The County provides Internet access as a part of its E-mail system; however, County employees may only access the Internet for work-related purposes in the furtherance of their responsibilities on behalf of the County.

## **G. Messages to Legal Counsel**

All messages to and from the County Attorney or other legal counsel seeking or providing legal advice or otherwise pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions should be marked with the following legend in all capital letters at the top of the message:

**"CONFIDENTIAL ATTORNEY/CLIENT PRIVILEGED INFORMATION"**

In addition, in order to preserve the attorney-client privilege, messages to and from the County Attorney should never be sent to others via distribution lists, should never be forwarded to anyone else, and should never be retained on a network E-mail system. If it is necessary to retain a copy of an attorney-client privileged communication, it should be printed and placed in the appropriate file. Confidential communications between the County and its legal counsel should not be archived for disclosure to the public.

## **H. Miscellaneous Considerations**

E-mail is a valuable mode of communication and is provided by the County in order to improve its quality of service. However, employees should consider the following when determining whether a message is appropriate for E-mail transmission:

1. Avoid generating an E-mail message about someone if you would not verbally make the same statement to this person or write a formal memo containing this statement.
2. Avoid generating an E-mail message which may be perceived as ill-considered, uninformed, or offensive.
3. Avoid using the E-mail system if a more time or cost-effective communication tool is available (for instance, when a telephone conversation would be quicker and/or more efficient).
4. Avoid using the E-mail system as a substitute for manager-subordinate face-to-face communications.
5. Avoid using the E-mail system for personnel performance-related communications.

## **I. Personal Use**

County employees should be aware that if they use the E-mail system to transmit personal messages, such messages will be treated no differently than other transmissions and may be accessed, reviewed, copied, deleted, or disclosed by the County. Employees should not expect that a personal message will never be disclosed to or read by someone other than the intended recipient(s).

## **J. Privacy**

County employees should be aware that E-mail messages may be read by others for a variety of valid reasons. Although this statement is true of many types of County correspondence, the nature of E-mail can lead one to forget or disregard the fact that E-mail is not the private property of the sender or recipient even though passwords or encryption codes are used for security reasons.

#### **K. Prohibited Uses**

The following actions are prohibited:

1. Intercepting, eavesdropping, recording, or altering another person's E-mail message.
2. Forwarding a message that you receive to another without the permission of the originator
3. Adopting the identity of another person on any E-mail message, attempting to send electronic mail anonymously, or using another person's password.
4. Composing an E-mail message which contains racial or sexual slurs or jokes or otherwise contains patently harassing, intimidating, abusive, or offensive material to or about others.
5. Composing or sending messages violating all County policies governing sexual harassment and other forms of harassment as well as discrimination based on race, sex, or national origin.
6. Using E-mail for any commercial, promotional, or business purpose, including the transmittal of personal messages offering to buy or sell goods or services.
7. Using E-mail to conduct unauthorized employee organization or association business.
8. Using E-mail to conduct union business.
9. Sending or receiving software in violation of copyright law.
10. Using E-mail to communicate any message of a political, religious, obscene or derogatory nature.
11. Using E-mail to conduct any type of illegal activity.

#### **L. Reporting of Suspected Unauthorized Access**

All suspected intrusions into the E-mail system by unauthorized persons or County employees must be reported immediately to the appropriate Department Head Supervisor, who will then ensure that information systems management is notified along with any other necessary persons.

#### **M. Uses Subject to Authorization**

The following uses require the written approval of the employee's Supervising Elected Official, Department Manager or County Administrator:

1. Use of hardware, software, and related computer equipment for the transmission and receipt of E-mail messages if such equipment is not the property of the County.
2. Reading the electronic mail of another employee. However, the contents of an E-mail message may be inspected pursuant to section IV of this Policy.
3. Encrypting any E-mail message unless specifically authorized to do so without depositing the encryption key with the LAN administrator or one's immediate supervisor prior to encrypting the message. If an employee is allowed to encrypt an E-mail message, this does not mean that the message is intended for personal communication, nor does it suggest that encrypted E-mail messages are the private property of the employee.

#### **18.07 MODIFICATION OF THIS POLICY**

The County reserves the right to change this E-mail policy at any time and will notify its employees of any material changes. County employees are responsible for reviewing and abiding by this policy and any modifications thereto.

#### **18.08 VIOLATIONS OF THIS POLICY**

Violations of this policy will be evaluated on a case-by-case basis and may result in disciplinary action. All E-mail messages are subject to all state and federal laws and rules applicable to the use of the E-mail system. In addition, violations of this policy or misuse of the E-mail system which is of a criminal nature may be referred to the appropriate authorities for criminal prosecution. (**Appendix V**)

## **SECTION 19**

### **TRAVEL EXPENSE POLICY**

#### **19.01 PURPOSE**

These travel and expense regulations are designed to assist Jefferson County elected and appointed officials and employees (hereinafter collectively called employees) who are required to travel away from their official headquarters in the course of performing their official duties, and aid the County in the payment of travel expenses. Each employee required to travel is entitled to reimbursement for reasonable, necessary and allowable expenses incurred. These regulations are intended to indicate what constitutes reasonable and necessary expenses and to provide uniformity among the various departments of County Government.

#### **19.02 HEADQUARTERS**

The headquarters of an employee is defined as the office at which he/she normally carries out the responsibilities of his/her position or as otherwise designated by the Jefferson County Commission. The official job description may be the basis for determining the employee's office headquarters.

#### **19.03 ALLOWABLE TRAVEL**

It is the County's purpose to allow travel arrangements on a limited basis provided (a) travel appropriations are available, (b) travel is duly authorized and (c) travel is within the scope of the employee's employment and the discharge of his/her official duties. Out-of-state travel requires prior approval by the County Administrator in writing.

#### **19.04 RESPONSIBILITY**

Employees are expected to show good judgment and proper regard for economy in incurring travel expenses. Required records must be kept of expenditures at the time incurred, submitted on the appropriate expense report and completed in strict accordance with these regulations.

#### **19.05 APPROVAL FOR REIMBURSEMENT OF CLAIMS**

Reimbursement claims for meals, lodging, transportation, and miscellaneous expense are to be reported on a "Statement of Travel Expense" form by date, location, and amount for each meal, lodging and other allowable expenses claimed. Reimbursement claims submitted by employees other than Elected Officials, the County Administrator, and appointed Department Manager shall be approved by the appropriate Department Manager and the County Administrator or his designee. Reimbursement claims submitted by appointed Department Manager shall be approved by the County Administrator or the County Commission Chair.

#### **19.06 MEAL REIMBURSEMENT**

Reimbursement will be made for actual costs of meals including tips and taxes but excluding alcoholic beverages. Reimbursement is limited to the cost of meals for County employees and others associated with County business, such as legislators and other government officials and their spouses. Reimbursement for out-of-town meals for an employee’s spouse may also be allowed. Employees are entitled to reimbursement for breakfast expenses if they depart from Jefferson County before 6:30 a.m. and for dinner expenses if they return later than 7:30 p.m. This entitlement is based on the premise that early departure and late return times as provided above are out of necessity and not at the discretion or convenience of the employee.

The costs of meals are as follows:

<b>Meal</b>	<b>Amount</b>
Breakfast	\$8.00
Lunch	\$14.00
Dinner	\$25.00
Total for Meals	\$47.00

At no time will a request for advance reimbursement be submitted or processed.

**19.07 TAX EXEMPTIONS FOR LODGING**

Local government officials and employees should not be charged local hotel/motel excise tax on lodging while traveling on official government business inside the State of Georgia. The form “Exemption of the Local Hotel/Motel Excise tax” is to be completed and presented at the hotel registration desk when registering.

**19.08 TRANSPORTATION REIMBURSEMENT**

First priority for travel within the state should be given to use of County owned vehicles, if available. If a county vehicle is available but an employee chooses to take a personal vehicle, no travel reimbursement will be given. Departments should approve transportation based on the most economical mode, consistent with the purpose of the travel. The reimbursement for transportation expenses incurred by use of personally owned vehicles will be at a rate of .505 per mile. When possible, employees should attempt to travel together to the same destination in one vehicle. Actual odometer readings must be reported; however personal mileage will be excluded in determining the mileage for which reimbursement will be made. Claims exceeding mileage computed by the most direct route from the point of departure to destination (due to field visits, picking up passengers, etc.) must be explained on the Statement of Travel Expense form. The authorized mileage rate is intended to cover the normal expenses incurred in the operation of a personal vehicle. In addition, parking and toll expenses will be paid for official travel in personal or county vehicles. A receipt should be provided when possible; if not, a written explanation should be included on the expense statement. Employees sharing a ride with another County employee using either a personal or county vehicle, and not claiming reimbursement for mileage, should indicate in the automobile mileage record section of the expense statement the name of the person they rode with and the dates of the trip(s).

**19.09 REIMBURSEMENT PROCEDURES**

A diligent effort should be made by Department Managers and persons responsible for approving claims for travel reimbursement to see that expense statements submitted are reasonable accurate and cover only expenses actually incurred by an employee traveling in the interest of the County.

**19.10 SUBMITTING REPORTS**

Employees should submit travel expense statements for reimbursement within five (5) working days after returning from the trip. Employees requesting reimbursement for travel expenses must submit claims on the standard “Statement of Travel Expense” form (**Appendix W**)

## SECTION 20

### SEAT BELT POLICY

#### **20.01 SEAT BELTS**

- A. The Jefferson County Commissioners have declared that any and all passengers, including the driver, riding in a vehicle owned by Jefferson County is required to properly wear installed seat belts when operating a Jefferson County vehicle.
- B. Exceptions are as follows:
  - 1. Tractors without a “Roll-Over Protection System (ROPS)
  - 2. Specialized construction equipment.
  - 3. Prisoner/suspect of law enforcement officers being transported for short distances in the back seat of the vehicle when restraining devices or other circumstances prevent the proper wearing of seat belts.
  - 4. Other exceptions must be requested in writing giving a full justification. Requests will be addressed to the Risk Management Department for presentation to the Commission.
- C. A failure to use your seat belt is a serious safety violation and is not to be taken lightly. It is a known fact that seat belts can and do help reduce the severity of injuries when they are properly used. Proper use constitutes proper adjustments as well as proper latching of the unit. Employees who receive an auto allowance for operating their personal vehicle on Jefferson County business is required to wear their seat belts in their personal vehicles as well as those in Jefferson County vehicles. To bring employees into compliance with this policy:
  - 1. *First Offense:* Will result in a written warning;
  - 2. *Second Offense:* Will result in a two-day suspension without pay.
  - 3. *Third Offense:* Will result in the loss of driving privileges for those who drive Jefferson County vehicles;
  - 4. *Offense for Those who receive auto allowance:* Will be the forfeiture of that allowance.

## **SECTION 21**

### **HANDS FREE DRIVING POLICY**

#### **21.01 Policy Statement**

The purpose of this policy is to ensure the safety of all employees who drive county owned motor vehicles and to comply with Georgia law.

#### **21.02 Hands Free Driving Compliance**

Any employee who receives a citation for illegal use of a cell phone while operating a Jefferson County Government vehicle will be responsible for paying any associated fees and/or fines. In addition, failure to adhere to this policy will result in disciplinary action. For the first offense, employees will receive one (1) day suspension without pay. Additional violations will result in increasingly severe disciplinary action.

## **SECTION 22**

### **SOCIAL MEDIA POLICY**

#### **22.01 PURPOSE**

The purpose of this policy is to establish guidelines for employees who post information to and access personal web pages or social networking technologies. Despite the fact that social media is still an emerging technology, Jefferson County, through this policy, seeks to establish some basic guidelines for county employees who use social media technologies, both at the worksite and away from it. The interest of this policy is not to prohibit employees' personal expression on the internet. However, an employee's online presence reflects upon the County, and employees should be aware that actions captured via images, posts, or comments may discredit the County or adversely affect the efficiency or integrity of the County.

It is the policy of Jefferson County that employees may not use social media technologies during their working hours for personal use. It is permitted when directly related and necessary to perform job duties. However, it is the responsibility of employees to ensure that such use does not cause a decline in public confidence in and/or respect for the County of the individual employee while on or off the job. Employees must exercise appropriate discretion, so as not to discredit the County or themselves as employees.

#### **22.02 SCOPE**

This policy shall apply to all Jefferson County personnel. This policy applies to an employee's use of social media technologies, both at the worksite (when authorized) during business hours and away from the worksite during non-business hours. Personnel who violate this policy may be subject to disciplinary action, up to and including termination of employment.

#### **22.03 APLICABILITY**

This policy shall apply to the technologies and practices that employees use to share opinions, insights, experiences, and perspectives, known familiarly as "social media." In many cases social media is associated with an internet-based website where members of that site can electronically gather to share personal profiles with other members. Social media can take many different forms, including text, images, audio, and video. Social media sites typically use technologies that include, but are not limited to blogs, message boards, podcasts, posts, wikis, and vlogs. Examples of current social media applications include, but are not limited to, MySpace, Facebook, Twitter, and Blogger. The term "friend" or "follower" in the world of social media has a different connotation than the traditional definition might imply. When an employee is a "friend" or "follower" of someone, the County interprets this as a communication connection, similar to storing a phone number in an email or phone address book. Social media is still an emerging technology and the way in which people use the technology will continue to change. As new tools are introduced, this policy and its interpretation will evolve accordingly.

#### **22.04 PRIVACY**

Jefferson County employees should be aware that information posted on the internet is not secure or private, even if active steps are taken to restrict access to an employee's site. Once information has been posted on the internet, it is generally traceable and accessible indefinitely. In addition law enforcement, in particular, are advised that, in the event information has been posted on the Internet identifying them as law enforcement they may be ineligible for specialized positions in which anonymity is required.

## **22.05 LIABILITY**

All employees should be aware that due to the nature of their employment in the public sector, they are held in a higher standard. As a result, certain kinds of internet postings may be detrimental in both the employee's personal and professional capacity. Whether social media technologies are used during or after business hours or posts made on personal or publicly accessible websites, employees should assume they are at all times representing Jefferson County, and employee postings images, etc are a reflection of both the County and its staff. In the event employees choose to post information that is in violation of this policy, they should be aware that they will be held accountable through the County's standards of conduct and action may be taken as outlined in the County's disciplinary policies. Employees should consider the possible adverse consequences of some Internet postings with respect to future employment, cross-examination in court cases, and potential public/private embarrassment. Employees are encouraged to seek the guidance of supervisors regarding any posting that they are concerned may adversely reflect upon either the County or upon the professionalism or integrity of the employee.

## **22.06 RESTRICTIONS**

### **A. General Use**

Employees may post personal information that is not inconsistent with this or any other County policy. Such posts may include generally known and available information about County activities, including information about the workplace, an employee's projects, etc for certain positions; the County recognized social media as a significant and effective communication tool.

### **B. Co-Worker Interactions**

Employees may be "friends" of other employees, at each employee's discretion. No employee is obligated, however, to interact with co-workings through social media technologies. Supervisors are discouraged from being "friends" with subordinates.

### **C. Photographs**

If otherwise compliant with copyright and other legal restrictions, employees may post photographs or other depictions of Jefferson County, including public areas of County facilities, events, etc.

### **D. Logos & Trademarks**

Employees may not post the County's adopted logos and trademarks without written approval of the County Administrator.

## **E. Respect**

Demonstrate respect for the dignity of the County, its citizens, its customers, its vendors, and its employees. Internet postings or messages left on social media sites are available for public viewing and employees are encouraged to avoid embarrassing, harassing, or bullying other users of such sites, as well as County employees, customers, vendors, or citizens. You are encouraged to refrain from using ethnic slurs, personal insults, or obscenity, or using language that may be considered hateful or bullying. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

## **F. Worksite usage**

The County recognized that social media technologies are an emerging form of communication. The County permits use of social media when directly related and necessary to perform job duties. The County does not permit any form of personal usage during working hours.

## **G. Files from County Devices**

Employees may not upload any audio/video files or other data files captured on devices owned by Jefferson County, without prior approval by his/her department manager.

## **H. Political Communications and Participation**

Employees are not permitted to use social media technologies to influence or affect the results of any election or nomination while acting in their official County capacity, on County time, or using any county equipment.

## **I. Privileged and Confidential Information**

Employees are not permitted to post any privileged or confidential information.

## **J. Judgment**

Employees should use good judgment in their postings and social media activity. If the content of a post is not something that an employee would feel comfortable with their supervisor reading or viewing, it is probably inappropriate and may conflict with this policy.

## SECTION 23

### SUBSTANCE ABUSE POLICY

#### **23.01 POLICY STATEMENT**

It is the position of Jefferson County Board of Commissioners that alcohol and controlled substance abuse is a significant health problem in the United States today. The costs involved with this problem include human costs, such as lost jobs, morale problems, injuries, illnesses, and deaths, as well as economic costs, such as property damage, absenteeism, tardiness, lost productivity, increased health insurance costs, and the costs involved in replacing and retraining new employees. Further, in professions that serve the public, alcohol and substance abuse represents a real danger to the health and safety not only of the employees themselves, but also of the constituents served by those employees.

It is the objective of the Jefferson County Board of Commissioners to provide safe and effective public service. To meet this objective, the problem of alcohol and controlled substance abuse must be identified, confirmed and defeated. In order to achieve this, the board of commissioners has developed a comprehensive alcohol and controlled substance abuse policy.

#### **23.02 DEFINITIONS**

Within this Substance Abuse Policy, and on any accompanying forms, the following terms shall have the meanings associated therewith:

- A. Controlled Substance** shall have the meaning and include the substances defined as “controlled substances” in the Georgia Controlled Substances Act, O.C.G.A. § 16-13-20 and 16-12-21(4) as said Act shall appear from time to time.
- B. Safety Sensitive Position** shall be those positions where inattention to duty or errors in judgment by the employee or applicant while on duty will have the potential for significant risk of physical harm to the employee, other employees or the general public.
- C. Confirmed Positive Result.** Whenever an initial test for drugs or alcohol is found to be positive, the laboratory will carry out additional tests pursuant to laboratory testing guidelines to confirm that the initial positive indication was correct. If the second procedure also indicates the presence of drugs or alcohol, the test result will be considered a confirmed positive result.
- D. Medical Review Officer** shall mean a properly licensed physician who reviews and interprets the results of drug tests and evaluates those results together with medical history and any other relevant biomedical information to confirm positive results.

#### **23.03 DRUG AND ALCOHOL USE PROHIBITED**

Alcohol and controlled substance use by employees during assigned working hours, in county buildings or on county grounds, or otherwise while on official business shall be prohibited. This shall include the use or possession of controlled substances, the abuse of prescription medications, the possession of prescription medications by anyone other than the person for whom the medication was prescribed (except as required by official duty), and the use or abuse of alcohol. This prohibition (and the procedures set forth below) is in addition to any other drug and alcohol policy, including any policies or programs required by federal or state law.

## **23.04 TYPES OF TESTING TO BE IMPLEMENTED**

### **A. Pre-employment testing**

Because substance abuse is not easily detectible in an applicant without the provision of a drug and alcohol screening, and because the safety and health of employees and the health and safety of citizens depend upon a workforce free from drug and alcohol abuse, all job applicants being considered for employment in positions for which pre-employment drug and/or alcohol screening is allowed by law, shall be required to pass a drug and/or alcohol screening test prior to being hired. All job applicants shall be informed in advance that such testing shall be required, and postings for all jobs shall include a notice of this testing requirement. Pre-employment testing shall take place only after an offer of employment has been made but before employment actually commences.

### **B. Random and periodic drug testing**

Employees in all positions designated as safety sensitive, involved in drug interdiction, or having unsupervised access to prisoners or contraband shall be required to submit to a drug and alcohol screening test at random or on a periodic basis from time to time as determined by the department head and the personnel director.

### **C. Drug and/or alcohol screening test based on reasonable suspicion:**

Any employee shall be required to submit to drug and/or alcohol testing when there is reasonable suspicion to believe that such employee is under the influence or effects of drugs and/or alcohol immediately before, during or immediately after assigned working hours or while otherwise on duty or in control of government property.

Reasonable suspicion means a reasonable belief based on specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Situations that may give rise to a conclusion that an employee is under the influence of drugs and/or alcohol include, but are not limited to, the following:

1. An employee is involved in a physical or verbal altercation on the job.
2. An employee has an excessive number of incidents or accidents on the job.
3. An employee exhibits unusual behavior such as slurred speech or unsteady walking or movement on the job.

4. An employee has an odor of alcohol or marijuana on their person on the job.
5. An employee is in possession of alcohol, drugs, or drug paraphernalia on the job.
6. An employee is observed using illegal drugs or alcohol or has exhibited the symptoms and manifestations of being impaired due to alcohol or drug use.
7. An employee has caused or contributed to an accident while on the job.

In the event a supervisor determines that reasonable suspicion exists that an employee is under the influence of drugs and/or alcohol, the supervisor shall immediately report the incident to his/her immediate supervisor or department head and shall complete the form entitled *Observation Checklist* (Exhibit A).

The determination of whether reasonable suspicion exists shall be made by the department head or, in his/her absence, by the highest ranking supervisory staff on-duty at the time.

Following the determination that reasonable suspicion exists, the facts underlying the determination of reasonable suspicion shall be disclosed to the employee at the time the demand to submit to testing is made. The employee shall be transported to and from the testing site by the employee's supervisor or a designee. Following the testing procedure, the person transporting the employee shall make appropriate arrangements to transport the employee home.

Supervisors shall be required to document in writing, by the next working day, the specific facts, symptoms or observations that formed the basis for their determination that reasonable suspicion existed to warrant the testing of an employee. All documents created in connection with the determination of reasonable suspicion shall be forwarded to the County Commissioner's Office.

#### **D. Testing after accidents or injury**

An employee in a safety sensitive position, an employee involved in the interdiction of illegal drugs, or an employee who, in his/her job duties, is given unsupervised custody of prisoners or contraband shall be subject to a drug and alcohol test conducted when, while on duty or just prior to going on duty:

1. The employee is operating a vehicle and/or equipment causing damage or bodily injury; or
2. The employee is involved in a fatality; or
3. The employee is cited with a traffic violation; or
4. The employee sustains a work-related injury requiring medical treatment beyond first aid.

### **23.05 PRESCRIPTION DRUG USE**

- A. Any Employees using prescription medication while on the job shall do so in strict accordance with medical directions. It is the employee's responsibility to notify the prescribing physician of the duties required by the employee's position and to ensure the physician approves the use of the prescription medication while the employee is performing his/her duties.
- B. The abuse and/or inappropriate use of legally prescribed drugs, including the performance of duties when the employee knows or should know that he or she is potentially impaired due to prescription drug use, shall be prohibited and shall be deemed a violation of this policy. Job performance or attendance deficiencies resulting from use shall be cause for disciplinary action up to and including termination. If any employee's behavior or job performance gives rise to a reasonable suspicion that the employee is abusing or inappropriately using prescription medication, the employee may be required to submit to drug testing and to take leave until such time as the employee is cleared to return to work by the employee's physician, the Medical Review Officer, and the personnel director.
- C. Employees and job applicants shall at the time of testing provide testing laboratory with a list of those prescriptions and over-the-counter medications the employee recently has used. The list of medications shall be kept confidential until there has been a test result. The list of medications shall be disclosed only to the Medical Review Officer who will determine whether the positive result was due to the lawful use of any of the listed medications.

### **23.06 CONSENT**

Before a drug and alcohol test is administered, employees and job applicants will be asked to sign a *Consent Form* authorizing the test and permitting release of test results to the employer and the Medical Review Officer. The consent form shall provide a space for employees and job applicants to acknowledge that they have been notified of the requirements of this policy.

### **23.07 REFUSAL OF CONSENT**

#### **A. Job applicants**

Any applicant for a position for which pre-employment drug and/or alcohol screening is permitted by law who refuses to consent to a drug and/or alcohol test shall be denied employment, and any conditional offer of employment shall immediately be rescinded.

#### **B. Employees**

Any employee who refuses to sign the required consent form or to submit to a drug and/or alcohol test as required shall be deemed to have violated this policy.

#### **C. No show**

Employees who fail to appear at the designated collection site to submit to a required drug and/or alcohol test when so directed shall be deemed to have refused to submit to the test and shall be deemed to have violated this policy. A “no show” shall include any attempt to adulterate a test sample or otherwise frustrate, impair, or otherwise impede the testing process.

### **23.08 TESTING LABORATORY GUIDELINES**

- A. All testing procedures shall be administered and accounted for by an approved laboratory and/or medical facility operating in compliance with the National Institute of Drug Abuse (NIDA) or College of American Pathologists (CAP) guidelines.
  
- B. Urine samples shall be provided in a private restroom stall or similar enclosure so that employees and applicants may not be viewed while providing the sample, unless circumstances require monitored testing. Outer garments, bags, briefcases, purses, or other containers will not be permitted into the test area. The water in the commode shall be colored with dye to protect against dilution of test samples.

If the drug and/or alcohol test is to be conducted using a specimen other than urine (e.g. hair, saliva, blood, etc.), the sample shall be collected in a manner consistent with the privacy of the employee and the need to minimize the possibility of adulteration and/or mislabeling of the sample.

- C. Whenever an initial test for drugs and alcohol is found to be positive, the laboratory will then carry out additional tests pursuant to laboratory testing guidelines to confirm that the initial positive indication was correct. If the second procedure also indicates the presence of drugs or alcohol, the test result is considered a Confirmed Positive Result.

### **23.09 CONFIDENTIALITY OF TEST RESULTS**

To the extent allowed by law, all information from an employee’s or job applicant’s drug and alcohol screening shall be confidential and only available to the Medical Review Officer, department head, county administrator and those with a need to know at the discretion of the county administrator. Disclosure of test results to any other person, agency, or organization shall be prohibited unless written authorization is obtained from the employee or job applicant. In any case, the results of an initial positive drug or alcohol test shall not be released until the results are confirmed.

### **23.10 VIOLATIONS OF THIS POLICY**

Any violation of this policy shall be handled in a manner consistent with disciplinary procedures.

### **23.11 EMPLOYEE ASSISTANCE PROGRAM**

Referrals to an employee assistance program or rehabilitation program shall be made in accordance with established employee assistance policies, if any.

### **23.12 DRUG AND ALCOHOL CONVICTION**

Consistent with the Federal Drug-Free Workplace Act of 1988, employees shall report to his or her department head within five (5) working days any arrest or conviction made under a criminal drug or alcohol law and any charge made under a drug or alcohol law for which conviction could cause the loss of driving privileges. The department shall then investigate and make appropriate recommendations to the county administrator.

Appendix A

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**RECEIPT**

**JEFFERSON COUNTY PERSONNEL POLICY**

I, \_\_\_\_\_, have received a copy of the Jefferson County Personnel Policy Manuel updated on \_\_\_\_\_ .

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

---

**Signed seven (7) days after receipt of policy failure to sign within the allotted time will result in termination**

I, \_\_\_\_\_, have read and understand the Jefferson County Personnel Policy Manuel updated on \_\_\_\_\_.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

TO BE PLACED IN PERSONNEL FILE ONCE SIGNED.

**Appendix B**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**MOTOR VEHICLE REPORT (MVR)  
CONSENT FORM**

I hereby authorize and fully understand that prior to my application being considered for employment by the Jefferson county Commissioners that the Personnel Department will access my Driver's license History (MVR).

Full Name (Printed): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: Male / Female

Driver's License Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Appendix C

**JEFFERSON COUNTY BOARD OF COMMISSIONERS  
REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT**

Date: \_\_\_\_\_

I, \_\_\_\_\_, have the opportunity to obtain employment outside the county government. I here-by request to be allowed to work at \_\_\_\_\_ (Telephone number: \_\_\_\_\_, Address: \_\_\_\_\_)

If allowed to obtain this outside employment my first work day will be: \_\_\_\_\_, my hours work will be: \_\_\_\_\_, and my total weekly hours of work will be: \_\_\_\_\_. I recognize that my primary employment is with Jefferson County and that if any conflict arises between these jobs my Jefferson County position takes precedence. I recognize that all times that I am bound by the requirements of the Jefferson County Personnel Policy and that any violation of that policy could cause me to face disciplinary action up to and including termination.

Requestor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**\*\* Place one copy in personnel file and give one to the employee.**

Appendix D

**JEFFERSON COUNTY BOARD OF COMMISSIONERS  
STATEMENT PROHIBITING UNLAWFUL HARASSMENT  
INCLUDING SEXUAL HARASSMENT**

It is the commitment of the Jefferson County Board of Commissioners to provide all personnel with a work environment conducive to personal and professional satisfaction. The Jefferson County Board of Commissioners wish to provide all personnel with a clear understanding of unlawful harassment and its adverse impact upon the working relationships within the county and with outside parties. All personnel are hereby forewarned that unlawful harassment and unlawful retaliation of any person employed by Jefferson County or any individual conducting business with the county is strictly prohibited by county policy and is basis for disciplinary action to include termination.

**Unlawful Harassment** includes: verbal, electronic, written or physical conduct that disparages or shows hostility or aversion toward an individual because of that person’s race, color, religion, gender, national origin, age or disability.

**Sexual Harassment** includes: unwelcome sexual reference, allusions, “humor,” and advances, requests for sexual favors, and other verbal, written, electronic, or physical conduct or interactions of a sexual nature as defined by Section 3.14 of the Jefferson County Personnel Policy. Employees shall report all events of unlawful harassment and unlawful retaliation against themselves or others to their supervisor, their supervising Elected Official, their Department Head, the County Administrator, or County Attorney.

Personnel who, in good faith, report unlawful harassment will be protected from retaliation or reprisals of any kind. The initial report, and any subsequent investigation, will be treated with confidentiality. Confidentiality and protection from retaliation will be provided to personnel who participate in any aspect of an investigation or any subsequent disciplinary process.

Personnel are encouraged to help safeguard our organization from irresponsible behavior. We solicit your support in promoting a work environment which will be free of unlawful harassment or other similarly inappropriate conduct.

I hereby declare that I have read and understand the Jefferson County Statement regarding unlawful harassment (including sexual harassment) of individuals employed by Jefferson County or those individuals conducting business with Jefferson County. I further understand that unlawful harassment is a basis for disciplinary action, which presumptively, shall be termination. My signature below acknowledges that I am aware that this statement becomes a part of my official personnel records.

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee’s Printed Name: \_\_\_\_\_

**Appendix E**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**PROSPECTIVE EMPLOYEE REFERENCE CHECK LIST**

(Provide a copy of DD214 if applicable.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

---

Respondent Name: \_\_\_\_\_

Relationship to Employee Candidate: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Comments:

---

Respondent Name: \_\_\_\_\_

Relationship to Employee Candidate: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Comments:

---

Respondent Name: \_\_\_\_\_

Relationship to Employee Candidate: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Comments:

**Appendix F**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**APPLICANT OFFER AND ACCEPTANCE FORM**

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person Making Offer:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**Offer Made to Applicant**

**Position Title:** \_\_\_\_\_

**Hourly:** \_\_\_\_\_ **Salaried:** \_\_\_\_\_

**Wage Rate Per Hour:** \_\_\_\_\_

**Hours Per Day:** \_\_\_\_\_

**Hours Per Week:** \_\_\_\_\_

**Days Per Pay Period:** \_\_\_\_\_

**Date For First Performance Review:** \_\_\_\_\_

**Date of Completion of Probation:** \_\_\_\_\_

**Promised Pay adjustments Upon Completion of Probation:** \_\_\_\_\_

**Type of License or Certification Attainment:** \_\_\_\_\_

**Date to Have Completed All Licenses and All Certifications:** \_\_\_\_\_

**Other Special Conditions or Requirements:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Acceptance of Offer by Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Acknowledgement by Departmental Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Appendix G

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**INTRADEPARTMENTAL TRANSFER REQUEST**

Date: \_\_\_\_\_

I, \_\_\_\_\_, whose job title is \_\_\_\_\_ at the  
Jefferson County \_\_\_\_\_ request to be reassigned to  
\_\_\_\_\_ (position title) for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Department Head must sign approval of this request:

Name: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**\*\*This request can only be submitted for an existing vacant position.**

**\*Original signed copy to be filed in Personnel File of Employee**

**Appendix H**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**INTERDEPARTMENTAL TRANSFER REQUEST**

Date: \_\_\_\_\_

I, \_\_\_\_\_, who am assigned to the \_\_\_\_\_  
Department/Office in Jefferson County request to be reassigned to the  
\_\_\_\_\_ Department/Office for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Gaining Department Head must sign approval of this request.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

The Losing Department Head must sign approval of this request.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*This request can only be submitted for an existing vacant position.**

**\*Original signed copy to be filed in Personnel File of Employee**

**Appendix I**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**SEPARATION REPORT**

Name of Employee: \_\_\_\_\_

Date of Separation: \_\_\_\_\_

Pace of Employment: \_\_\_\_\_

Reason for Separation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Department Head/ Elected Official: \_\_\_\_\_

Employee's Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

**Appendix J**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**CLOTHING/EQUIPMENT ISSUE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

New Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Departing Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inventoried By: \_\_\_\_\_ Date: \_\_\_\_\_

ITEM	SIZE	NUMBER	NUMBER
		ISSUED	RETURNED
Badge (Shirt)			
BDU Pants			
BDU Shirt			
Cap-Baseball			
Collar Pins (JCCI)			
Gas/Fuel Card			
ID Card/Time Card			
Jacket			
Pants-Uniform			
Shirt-Short Sleeve			
Shirt-Long Sleeve			
Shoes/Boots			
Shoes-Low Quarters			

**Appendix K**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS  
DISCIPLINE FORM**

Employee Name: \_\_\_\_\_  
Employee Classification and Department: \_\_\_\_\_  
Date Warning/Discipline Was Issued: \_\_\_\_\_  
Date Violation Occurred: \_\_\_\_\_

Type of Violation

Incompetency	_____	Insubordination	_____
Inefficiency	_____	Discourteous Treatment	_____
Dishonesty	_____	of the Public	
Drunkenness	_____	Neglect of Duty	_____
Immoral Conduct	_____	Failure of Good Behavior	_____
		Other (Explain Below)	_____

Description of Violation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This written reprimand is issued as a corrective measure in an effort to help you improve your conduct. Any further violations could result in more severe disciplinary actions

Signature of Person Issuing Discipline: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby acknowledge that a copy of the above disciplinary form has been given to me this day. I further acknowledge that additional violations may result in my termination of employment with Jefferson County.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix L

**JEFFERSON COUNTY BOARD OF COMMISSIONERS  
GRIEVANCE FORM**

Date: \_\_\_\_\_

Grievant Name: \_\_\_\_\_ Department: \_\_\_\_\_

Supervising Elected Official/Department Head: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Approximate Time of Incident: \_\_\_\_\_

Details of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initial Meeting Conducted By: \_\_\_\_\_

Response By: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date County Administrator Receives Grievance: \_\_\_\_\_

Date of Comments: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Returned to Grievant: \_\_\_\_\_

Date of Appeal to Appeal and Grievance Board: \_\_\_\_\_

Schedule Date of Hearing: \_\_\_\_\_

Date Hearing was Actually Conducted: \_\_\_\_\_

**\*Original signed copy to be filed in personnel file**

Appendix M

**JEFFERSON COUNTY BOARD OF COMMISSIONERS  
APPEAL FORM**

Date: \_\_\_\_\_

Appellant Name: \_\_\_\_\_ Department: \_\_\_\_\_

Supervising Elected Official/Department Head: \_\_\_\_\_

Date of Adverse Action: \_\_\_\_\_ Action Taken By: \_\_\_\_\_

Relationship to Appeal: \_\_\_\_\_

Details of Appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initial Meeting Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

Response By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date County Administrator Receives Appeal: \_\_\_\_\_

Date of Comments: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Returned to Appellant: \_\_\_\_\_

Date of Appeal to Appeal and Grievance Board: \_\_\_\_\_

Schedule Date of Hearing: \_\_\_\_\_

Date Hearing was Actually Conducted: \_\_\_\_\_

**\*Original signed copy to be filed in personnel file**

Appendix N

Jefferson County Board of Commissioners

**LEAVE REQUEST FORM**

Type Leave Requested:

Sick \_\_\_\_\_ Military \_\_\_\_\_ Vacation \_\_\_\_\_ Jury \_\_\_\_\_

Funeral \_\_\_\_\_ Comp \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Leave Dates: From \_\_\_\_\_ To \_\_\_\_\_

Total Number of Days Off: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Payroll Department: \_\_\_\_\_

**Appendix O**

JEFFERSON COUNTY BOARD OF COMMISSIONERS

LEAVE BANK WITHDRAWAL REQUEST APPLICATION

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Description of Need:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Beginning Date of Absence: \_\_\_\_\_

Duration of Medical Emergency: \_\_\_\_\_

Is This Is a Recurring Issue? Y / N. If Yes, What Is the Expected Frequency?

\_\_\_\_\_

Signature of Requesting Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee's Department Head/Supervising Elected Official:

\_\_\_\_\_

---

Application Approved: \_\_\_\_\_ Application Denied: \_\_\_\_\_

Number of Hours Approved: \_\_\_\_\_

If Denied, Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of County Administrator: \_\_\_\_\_

Date Approved: \_\_\_\_\_

**\*Original to be placed in the employee's personnel file and a copy given to payroll\***

**Appendix P**

JEFFERSON COUNTY BOARD OF COMMISSIONERS

LEAVE BANK DONOR FORM

Donating Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Number of Sick Leave Hours Donated: \_\_\_\_\_

I, \_\_\_\_\_, understand that once these sick leave hours are donated they cannot be credited back to me.

Signature of Employee: \_\_\_\_\_

**\*Original to be placed in the employee's personnel file and a copy given to payroll\***

**Appendix Q**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**FIRST REPORT OF INJURY**

---

Name Of Injured

---

Time And Date Of Injury

---

Place Of Accident

---

Did Accident Occur On Employer's Premises

---

County Of Injury

---

Supervisor's Name

---

Supervisor's Phone Number

---

Witness Name

---

Did Employee Work The Next Scheduled Day?

---

Employee Signature

---

Supervisor Signature

**Appendix R**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**CONFIDENTIAL**

*CERTIFICATION OF PHYSICIAN OR PRACTITIONER*

***PART I – To be completed by employee.***

\_\_\_\_\_  
Employee’s Name (Last, First, MI) . Department

I am requesting leave from my position at Jefferson County due to the illness or injury of:

\_\_\_\_\_ Self (Employee)

\_\_\_\_\_ Immediate Family Member (Indicate name and relationship of family member to self: \_\_\_\_\_)

The beginning and ending dates of this requested leave are \_\_\_\_\_ through \_\_\_\_\_.

This requested leave would be on a \_\_\_\_\_ full-time \_\_\_\_\_ part-time basis.

I hereby authorize release of information as it relates to this leave request to the Jefferson County Human Resources Department.

\_\_\_\_\_  
Patient’s (Guardian’s if minor) Signature Date

\_\_\_\_\_  
Employee’s Signature Date

***Part II – To be completed by the authorized health care provider.***

Patient’s Name: \_\_\_\_\_

Diagnosis: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Condition Commenced: \_\_\_\_\_

Regimen of Treatment to be Prescribed (Indicate number of visits, general nature and duration of treatment, including referral to other provider of health services. Include schedule of visits or treatment, if it is medically necessary for the employee to be off work on an intermittent basis or to work less than his/her normal schedule of hours per day or days per week.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

**Part III – To be completed by the authorized health care provider (Continued).**

Yes  No Is inpatient hospitalization of the patient required?

Yes  No Is employee able to perform the functions of his/her position? (Answer after reviewing the functions on the Position Description/Classification Specification for the employee's position, or, if none provided, after discussing with employee.)

**FOR CERTIFICATION RELATING TO CARE FOR THE EMPLOYEE'S SERIOUSLY ILL FAMILY MEMBERS(S), COMPLETE ITEMS BELOW AS THEY APPLY TO THE FAMILY MEMBER.**

Yes  No Does (or will) the patient require assistance for basic medical, hygiene, nutritional needs, safety or transportation?

Yes  No In your opinion, is the employee unable to work because his/her presence is necessary, or would be beneficial for the care of the Patient? (This may include psychological comfort.)

Estimate the period of time care is needed, or the employee's presence would be beneficial: \_\_\_\_\_

Physician's Comments:

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Signature of Physician or Practitioner Date Physician's Printed Name

Physician's Mailing Address:

---

---

Physician's Phone Number: \_\_\_\_\_

Type of Practice (Field of Specialization, if any): \_\_\_\_\_

# Appendix S

## JEFFERSON COUNTY BOARD OF COMMISSIONERS

### TRAINING REIMBURSEMENT ACKNOWLEDGEMENT FORM

Pursuant to the county's policies and procedures, Jefferson County will pay for the costs associated with training related to the requirements of a particular county position or training which is necessary for the successful performance of an employee's essential duties and responsibilities.

This form must be completed and signed by the employee, his/her department head, and the County Administrator prior to any training expected to incur costs greater than or equal to \$1,000.

---

Employee's Name \_\_\_\_\_

Department \_\_\_\_\_

Work Phone No. \_\_\_\_\_

I hereby request that the county incur the costs associated with \_\_\_\_\_

\_\_\_\_\_  
(Identify the training and its purpose)

The total costs (i.e. registration, per diem fees, hotel/motel fees, etc...) for this training is expected to be \$\_\_\_\_\_.

I hereby acknowledge that I understand that the county has the following policies for any training where the total training costs are expected to be greater than or equal to \$1,000:

The undersigned employee of the Jefferson County Board of Commissioners, agrees to repay to the County all payments or reimbursements that were incurred when the employee pursued training.

\_\_\_\_\_  
Employee's Printed or Typed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of County Administrator

\_\_\_\_\_  
Date

# Appendix T

## JEFFERSON COUNTY BOARD OF COMMISSIONERS

### PAYROLL STATUS CHANGE

Date \_\_\_\_\_

I \_\_\_\_\_ recommend that \_\_\_\_\_'s  
(Name of Elected Official or Manager) (Name of Employee)

salary be adjusted to \_\_\_\_\_ per hour/month from \_\_\_\_\_ effective  
\_\_\_\_\_. This payroll status change is requested because \_\_\_\_\_  
\_\_\_\_\_. I further recognize that no adjustment can be made until  
authorized by the County Administrator and the Jefferson County Board of Commissioners.

\_\_\_\_\_  
(Signature of Elected Official)

\_\_\_\_\_  
(County Administrator)

\_\_\_\_\_  
Chairman, County Commission

\_\_\_\_\_  
Vice-Chairman , County Commission

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

## **Appendix U**

### **JEFFERSON COUNTY BOARD OF COMMISSIONERS INFORMATION TECHNOLOGY RESOURCE POLICY**

I have read, understand, and will comply with the Employee Use of Jefferson County Information Technology Resources Policy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix V**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**ACKNOWLEDGEMENT OF RECEIPT FORM  
JEFFERSON COUNTY ELECTRONIC MAIL POLICY**

I hereby acknowledge that I have received a copy of the Jefferson County Electronic Mail Policy. I understand that all E-mail communications systems and all information transmitted by, received from or stored in the County's computer system are the property of the County, and that I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of the information in this equipment.

I agree not to use a code, access a file, or retrieve any stored communications unless authorized to do so. I acknowledge and consent to the County monitoring my E-mail at any time as provided by the above-referenced E-mail policy. Such monitoring may include printing and reading all electronic mail entering, leaving, or stored on Jefferson County.

I also acknowledge that all the Jefferson County Information Technology system which includes any E-mail message is subject to the Open Records Act

I have read and understand all the provisions specified in this policy.

**Name:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Appendix W**

**JEFFERSON COUNTY BOARD OF COMMISSIONERS  
STATEMENT OF TRAVEL EXPENSE**

[This form should be completed within 5 working days after returning from an approved trip and submitted to the commissioner's office.]

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Date of Return: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Mode of Transportation:     County Vehicle         Personal Vehicle         Other

**ITEMIZED EXPENDITURES**

RECEIPTS must be attached for expenditures itemized below other than mileage in personal vehicle.

GAS & OIL [County Vehicle] \_\_\_\_\_

\_\_\_\_\_ Miles @ .505/mile [Personal Vehicle] \_\_\_\_\_

Beginning odometer reading \_\_\_\_\_

Ending odometer reading \_\_\_\_\_

Tolls \_\_\_\_\_

Meals (maximum of \$47.00 per day) \_\_\_\_\_

Other: \_\_\_\_\_

**TOTAL REIMBURSEMENT DUE** \_\_\_\_\_

I {we} certify that the above is a true and correct statement of my {our} expenses, and that all expenditures charged to the County are for authorized and official business of the County.

\_\_\_\_\_  
Employee's Signature

Approved by County Official      Department \_\_\_\_\_

\_\_\_\_\_  
Department Head \_\_\_\_\_

Signature

# **OTHER APPENDIXES**

# HOTEL/MOTEL FORM

Name of Hotel/Motel: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

I need Tax Forms  Yes  No

Will pick up forms & check:  Yes  No, By \_\_\_\_\_ (Date)

Or mail forms & check:  Yes  No.

Confirmation Number: \_\_\_\_\_

***MUST HAVE CONFIRMATION NUMBER***

***(We Do Not Make Your Reservations.)***

Employee Name: \_\_\_\_\_

Use separate sheet on each employee unless staying in same room.

Rate per night (excluding taxes) \_\_\_\_\_

Number of nights \_\_\_\_\_

Parking \_\_\_\_\_ days @ \$ \_\_\_\_\_ = \_\_\_\_\_

Resort Fee \_\_\_\_\_ days @ \$ \_\_\_\_\_ = \_\_\_\_\_

GA State Hotel/Motel Fee \_\_\_\_\_ days @ \$ 5.00 = \_\_\_\_\_

Occupancy Fee \_\_\_\_\_ days @ \$ \_\_\_\_\_ = \_\_\_\_\_

**Total to Motel/Hotel** \$ \_\_\_\_\_

Check in Date \_\_\_\_\_

Check out Date \_\_\_\_\_

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**Personal Expense Reimbursement Form**

[This form should be completed within 5 working days of assuming the expense and submitted to the commissioner's office.]

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**ITEMIZED EXPENDITURES**

RECEIPTS must be attached for each expenditure itemized below.

Brief Description of Item Purchased	Cost
_____ Vendor: _____	_____
_____ Vendor: _____	_____
_____ Vendor: _____	_____
<b>Total:</b>	_____

I {we} certify that the above is a true and correct statement of my {our} expenses, and that all expenditures charged to the County are for authorized and official business of the County.

\_\_\_\_\_  
Employee's Signature

Approved by County Official Department \_\_\_\_\_

\_\_\_\_\_  
Department Head \_\_\_\_\_  
Signature

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby give consent for the JEFFERSON COUNTY SHERIFF OFFICE to receive any Georgia or  
 Criminal Justice Agency

III criminal history record information pertaining to me, as authorized under state and federal law for individuals seeking employment with a criminal justice agency.

Full Name (print):			
Address			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 90/180/\_\_\_\_\_ (circle one) days from date of signature.

I, \_\_\_\_\_ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this agency.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date of inquiry: \_\_\_\_\_ Time of inquiry: \_\_\_\_\_ Operator's initials: \_\_\_\_\_

Purpose Code used: (check one)

<input type="checkbox"/>	<b>Civilian Employment with a Criminal Justice Agency (J)</b> – Provides complete <i>Georgia</i> and <i>III</i> Criminal History Record Information except juvenile or restricted records and
<input type="checkbox"/>	<b>P.O.S.T. Certified Employment with a Criminal Justice Agency (Z)</b> - Provides <i>Georgia</i> and <i>III</i> Criminal History Record Information including restricted records that contain completed first offender sentences for any offense

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Georgia or III CHRI results available.
<input type="checkbox"/>	Georgia / III CHRI attached/released.

<input type="checkbox"/>	No NCIC/GCIC Warrant results available.
<input type="checkbox"/>	Possible NCIC/GCIC Warrant. Contact Agency listed below.

Wanting Agency Name:	_____
Agency Telephone:	_____

Agency Designee Signature and Title \_\_\_\_\_

Date \_\_\_\_\_

10/24/2014

**JEFFERSON COUNTY BOARD OF COMMISSIONERS**

**Personnel Policy**

This Policy shall be effective and in full force after the date of its adoption.

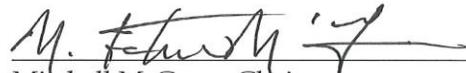
Adopted: April 9, 2019.

Attest:

  
Bonnie V. Wells, County Clerk

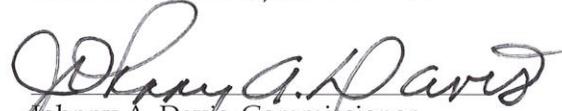


Jefferson County Board of Commissioners

  
Mitchell McGraw, Chairman

  
Gonice C. Davis, Vice Chairman

  
H. G. Thomas New, Commissioner

  
Johnny A. Davis, Commissioner

  
Charles W. Davis, Commissioner