

# SHELBY COUNTY FISCAL COURT EMPLOYEE HANDBOOK



Adopted 5/3/2022, Revised 1/6/2026

Revised 1/6/2026

# Welcome

To Our New Shelby County Employee:

On behalf of the Fiscal Court and the County Judge Executive - Welcome! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Shelby County Fiscal Court's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, Shelby County Fiscal Court will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Shelby County Fiscal Court's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your department head or to contact the Human Resources (HR) department.

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## Section 1 - Employment at Will

Employment with Shelby County Government, in any department, is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the County Judge Executive.

This means that either the employee or the county may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no county representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in hourly or annual terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Shelby County Fiscal Court employees have the right to engage in or refrain from such activities.

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## Section 2 - Equal Opportunity and Commitment to Diversity

### Equal Opportunity

Shelby County Fiscal Court provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Shelby County Fiscal Court expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Shelby County Fiscal Court will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon Shelby County Fiscal Court's operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the HR Manager. The county will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the HR Manager.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

1. Shunning and avoiding an individual who reports harassment, discrimination, or retaliation;
2. Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
3. Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include termination, demotion, denial of promotion, unjustified negative evaluations, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

## **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

Shelby County Fiscal Court is committed to the fair and equal employment of individuals with disabilities under the ADA. It is Shelby County Fiscal Court's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on Shelby County Fiscal Court's operations. Shelby County Fiscal Court prohibits any harassment of, or discriminatory treatment of, employees based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee with a disability may request an accommodation from the HR department and engage in an informal process to clarify what the employee needs and to identify possible accommodations. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Shelby County Fiscal Court to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Shelby County Fiscal Court prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

## **Commitment to Diversity**

Shelby County Fiscal Court is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of Shelby County and are valued for their skills, experience, and unique perspectives. This commitment is embodied in county policy and the way we do business at Shelby County Fiscal Court and is an important principle of sound business management.

## Harassment and Complaint Procedure

It is Shelby County Fiscal Court's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, department head, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by Shelby County Fiscal Court.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Shelby County Fiscal Court will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, pregnancy, veteran status, or another characteristic protected by state or federal law.

Definition of "sexual harassment." While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

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

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or competence;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; or
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Shelby County Fiscal Court's policy.

Complaint procedure. If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you are requested and encouraged to make a complaint. You may complain directly to your department head or the HR Manager, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

If the employee feels that they have experienced or witnessed harassment or sexual harassment, that person shall have the right to process a complaint in accordance with the following procedures;

Level One:

- 1) The aggrieved employee shall present the grievance to his/her Department Head within 24 hours of its occurrence.
- 2) The grievance (and all subsequent appeals) shall be in writing utilizing the appropriate complaint form (page 94) and shall set forth the reasons and grounds for the grievance along with a statement of the relief sought. The department head shall attempt to resolve the matter and shall respond to the employee in writing within five (5) working days.

- 3) If the grievance is against the department head or any member of management the aggrieved employee will present all information to Human Resources.

#### Level Two:

- 1) If the grievance remains unresolved, it may then be presented by the aggrieved employee to the County Judge Executive within five (5) working days after receiving the department head's written response or after speaking with Human Resources.
- 2) The County Judge Executive shall consider all information concerning the grievance and shall make a decision regarding the matter and respond to the employee within ten (10) working days. The decision of the County Judge Executive shall be final.

All complaints will be investigated promptly, and confidentiality will be protected to the greatest extent possible. A timely resolution of each complaint should be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, Shelby County Fiscal Court will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

#### **Harassment and Sexual Harassment – False Accusation Procedure**

While Shelby County Fiscal Court does not want to stifle an employee's right to bring good faith complaints of harassment or sexual harassment in any way, Shelby County Fiscal Court also recognizes that false accusations of harassment and sexual harassment can have a serious effect on innocent men and women. Accusations which, after investigation, are determined to be intentionally false or otherwise malicious in intent may result in appropriate disciplinary action against the accuser including immediate termination.

#### **Harassment and Sexual Harassment – Employee Inquiry Procedure**

The Shelby County Fiscal Court encourages any employee to raise questions he/she may have regarding the harassment or sexual harassment policy with his or her immediate supervisor, department head, Manager of Human Resources or the County Judge Executive.

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## Section 3 - Conflicts of Interest and Confidentiality

### Conflicts of Interest

Shelby County Fiscal Court expects all employees to conduct themselves and county operations in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Shelby County Fiscal Court recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the county.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed. The list below suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Shelby County Fiscal Court;
2. Carrying on county business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest;
3. Holding a substantial interest in, or participating in the management of, an office to which the county works with or from which it makes purchases;
4. Borrowing money from co-workers, management or offices the county works with, other than recognized loan institutions, from which the county buys services, materials, equipment, or supplies;
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency;
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the county;
7. Participating in civic or professional organization activities in a manner that divulges confidential county information;
8. Misusing privileged information or revealing confidential data to outsiders or other co-workers that aren't involved in specific meetings and/or issues that may arise;
9. Using one's position in the county or knowledge of its affairs for personal gains; or
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of county operations.

## Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of Shelby County Fiscal Court. Confidential information is any and all information disclosed to or known by you because of employment with the county that is not generally known to people outside the county about its business.

An employee who improperly uses or discloses trade secrets or confidential county information will be subject to disciplinary action up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information.

All inquiries from the media must be referred to the COUNTY JUDGE EXECUTIVE OR HIS/HER DESIGNEE.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

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## Section 4 - Employment Relationship

### Employee Privacy

It is Shelby County Fiscal Court's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the county and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on county premises, medical examinations, and so forth. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of county facilities only for the business purposes of the county. Accordingly, materials that appear on county hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the county at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on county property. Shelby County Fiscal Court regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

Video surveillance. As part of its security measures and to help ensure a safe workplace, Shelby County Fiscal Court has positioned video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, etc.

### Privacy—Social Security Numbers

#### Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

**Purpose.** This policy and procedure explains Shelby County Fiscal Court's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

**Policy.** It is Shelby County Fiscal Court's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

**Procedure.** Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the county's employee benefit plans.

**Retention and access to Social Security numbers.** All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

**Unauthorized use/disclosure of Social Security numbers.** Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. Shelby County Fiscal Court will cooperate with investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

## Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Shelby County Fiscal Court classifies its employees as shown below. Shelby County Fiscal Court may review or change employee classifications at any time.

Each employee of the County shall be classified as follows:

- *Full-Time:* An employee who works 32+ hours per week on a regular basis, in a regular position and receives full benefits.
- *Part-Time:* An employee who works less than 32 hours per week in a regular position and receives no benefits unless the County Employees Retirement System requires retirement participation.
- *Temporary/Seasonal:* An employee who works various/occasional hours per week for a period of less than nine (9) months per calendar year.

Employees will be classified as exempt or non-exempt in accordance with state and federal law.

- *Exempt:* An exempt position is generally an executive, administrative, professional or highly skilled computer professional and therefore is not covered by the overtime provisions of the Fair Labor Standards Act or State Wage and Hour Law.
- *Non-Exempt:* Non-exempt positions are covered by the overtime provision of the Fair Labor Standards Act. Non-exempt employees are entitled to overtime.

Full-time employees shall be entitled to all benefits as provided in this Employee Handbook. Part-time, seasonal and temporary employees shall NOT be entitled to all benefits.

## Workweek and Hours of Work

The standard workweek is from Saturday 12:00 a.m. until Friday 11:59 p.m. and generally consists of 40 work hours. Office hours are 8:00 a.m. to 4:30 p.m., with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

The exception to this schedule will be for the following departments:

EMS	24 hours on, 48 hours off rotating schedule (determined by Chief of Operations)
Detention Center	12-hour shifts for Deputy Jailers
Dispatch	12-hour shifts for Dispatch
Sheriff Dept	Some 8-hour and some 10-hour shift Deputies (determined by the County Sheriff)

## Meal and Rest Breaks

Kentucky Labor Laws require employers to provide employees with a rest period of at least 10 minutes during each four hours of work. The rest period is a paid break.

Employers must also provide a reasonable period for a meal no sooner than the third nor later than the fifth hour of a work shift unless it has been mutually agreed with the employee or other agreement. Meal periods are not paid breaks.

Each supervisor and/or department head will coordinate meetings and annual and sick leave requests to ensure staff coverage during their scheduled office hours of business.

In emergencies and other circumstances, consistent with the maintenance of essential county services, a department head, with the approval of the County Judge Executive, may work overtime.

Employees called out who work more than two hours shall be compensated for hours actually worked at one and one-half times their hourly rate.

## COMP Time

The County does not provide compensatory time to any employee.

## Punctuality and Absenteeism

Punctuality and attendance are important. Unexcused tardiness and/or absenteeism may result in disciplinary action, up to and including termination.

## Time Records

All employees are required to complete accurate bi-weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay for the non-exempt employees and also used to accurately pay exempt employees. Bi-weekly, you and your department head must sign the time sheet attesting to its accuracy before forwarding it to the Finance Department for payroll processing.

## Overtime

Shelby County Fiscal Court recognizes that employees may be required to work overtime in order to complete projects, meet job commitments, and/or make up for an employee shortfall. In response, the Shelby County overtime policy is as follows:

### **Purpose.**

The purpose of this policy is to (a) establish guidelines for mandatory overtime, (b) outline the overtime eligibility and authorization process, and (c) to establish disciplinary procedures for violations of this policy.

### **Scope.**

With exceptions for the Shelby County Sheriff's Office, Shelby County EMS and the Shelby County Road Department employees, this policy shall apply to all Shelby County Fiscal Court non-exempt employees, including part-time, full-time, and/or seasonal employees. "Overtime" means any additional hours worked in excess of the mandatory 40 hours per week that each employee physically works. (Please see exception rules for the Sheriff's Office, EMS and the Road Department at the end of the policy.)

### **Mandatory Overtime.**

Shelby County Fiscal Court may require any and/or all non-exempt employees to work overtime as may become necessary in cases of emergency, in order to complete projects, to meet job commitments or in cases where there are insufficient employees to complete a task during normal working hours. Shelby County Fiscal Court will pay non-exempt employees one- and one-half times their normal pay rate for all overtime hours worked.

### **General Guidelines:**

- Employees are classified as exempt or non-exempt by Shelby County Fiscal Court according to overtime pay laws.

- All non-exempt employees subject to this provision who work in excess of 40 hours per week shall be entitled to be paid overtime for that work as stated herein.

#### **Authorization.**

Department heads shall determine when non-exempt employees are needed to work overtime. In addition, department heads shall avoid mandating overtime, unless, in their discretion, it is absolutely necessary.

Employees shall only work overtime as directed by the department head. Any employee not having prior authorization shall be subject to disciplinary action in the event that they work unauthorized overtime.

#### **On Call Situations.**

The overtime policy shall apply to on call employees or other non-exempt employees called into work outside of normal working hours.

Employees who are on call must adhere to all of Shelby County Fiscal Court's policies, including, but not limited to, drug and alcohol use and testing. Any violation of fiscal court policy may result in disciplinary action, up to and including termination.

#### **Sheriff's Office**

Shelby County Sheriff's Office employees shall receive their approved overtime rate at one- and one-half times their regular hourly rate of pay if they're called out for investigative purposes, emergency call-out situations and only, if at the request from the Sheriff or his/her designee. This exception will apply only if holiday or sick time is observed during the pay period the call out is included in.

#### **EMS**

EMS personnel are required to work 48 hours one week and 72 hours the following week based on their schedules. The employees shall be paid at an adjusted overtime rate, or one- and one-half times their normal hourly pay rate, for eight (8) hours on the 48-hour shift week and 32 hours on the 72-hour shift week for a total of a minimum of 40 hours of overtime per biweekly pay period. If the employee works overtime hours in addition to the minimum they shall be paid for those overtime hours worked also. All overtime outside the EMS employee's normal schedule is at the discretion of the EMS Chief of Operations.

If an EMS employee is off work for an extended sick leave and they run out of their paid time off (sick, vacation, etc.) other EMS employees have the option of donating time to the EMS employee that is off. If an EMS employee receives donated time they will not earn the adjusted overtime rate while using donated time. They will, instead, be paid at their regular rate of pay for the donated time being used.

- Adjusted overtime shall not be made up or paid when the EMS employee returns to work while on leave without pay or while using donated time.
- Adjusted overtime shall not be paid or made up by an EMS employee while they are out and being paid by Worker's Comp.

- Time shall not be adjusted if the EMS employee does not have the available sick, vacation or holiday time to take in order to adjust the overtime. An EMS employee cannot have their time adjusted to the overtime rate for any negative time balances.

### Road Department

Mandatory overtime resulting from weather events or other like circumstances shall be paid at one-and one-half times the employee's regular rate of pay regardless of whether the road department employee has physically worked the normal 40-hour workweek. The Road Department Supervisor shall take all necessary steps to ensure that overtime is not abused or misused and that only necessary employees are used to perform overtime service.

### Deductions from Pay

Shelby County Fiscal Court does not make improper deductions from the salaries of exempt or non-exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt or non-exempt employee. Deductions that are permitted include, but are not limited to:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for 1 or more full days for personal reasons other than sickness or disability;
- Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; *or*
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the county or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt or non-exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the County Treasurer. The report will be promptly investigated, and if it is found that an improper deduction has been made, the county will reimburse the employee for the improper deduction.

## Paychecks

Time sheets are the basis from which payroll checks are computed at the end of each pay period. The employee must sign the form and submit it to his/her department head. It is each department head's responsibility to be certain their department's time sheets are completed and contain an accurate account of all hours worked, hours for paid time taken off, leave without pay or any other form of time that may need to be accounted for during any given pay period.

Time sheets/cards are maintained by the Shelby County Fiscal Court as a three-year record, all hours worked must be accurately recorded. This information is the basis for compiling payroll and determining costs. The minimum increment of time to be recorded on your time sheet/card is one-quarter (.25) hour.

Employees are paid on a bi-weekly basis (every two weeks). Pay periods begin on Friday at 12:00am (midnight) and ends two weeks later on Thursday at 11:59pm, with the payroll for that pay period being directly deposited to the employee's designated account on Friday of the following week. There are usually twenty-six (26) pay periods during each calendar year. Whatever hours the employee worked during the pay period will be paid in accordance with the bi-weekly schedule. Under no circumstances will Shelby County Fiscal Court grant an advance payment of salary. It will be the responsibility of the employee to notify the County Treasurer within one (1) week if their direct deposit was not received by their financial institution. Direct deposit is a requirement of employment with Shelby County Fiscal Court, there will be no exceptions.

Payroll sheets and timecards are to be turned into the Finance Office no later than 2:00pm on Monday afternoon of payroll week. If this deadline is missed the corrected time will be made on the next payroll run.

## Salary Increases

Pending budgetary constraints pay/salary increases may or may not be given. Increases may be given based on:

1. Cost of Living
2. Promotion and/or
3. Industry/position adjustment

County elected officials not covered by the KRS 64.5275 shall automatically receive the KRS 64.527 annual Consumer Price Index (CPI) adjustment in February of each year. Fiscal Court may decline the CPI increase for those elected county officials referenced herein, in any year, by order, resolution or an approved motion. The order, resolution or approved motion shall only apply to that year's CPI.

## **Access to Personnel Files**

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **Employment of Relatives and Domestic Partners**

Relatives and domestic partners may be hired by the county if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the county provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the county will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from county employment.

## **Separation from Employment**

In all cases of voluntary resignation (one initiated by the employee); employees are asked to provide a written notice to their department head at least 14 calendar days in advance of the last day of work. Holidays and PTO will not be counted toward the notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, HR will conduct an exit meeting on or before the last day of employment to collect all county property and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address by the insurance company.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the county.

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## Section 5 - Workplace Safety

### Drug-Free and Alcohol-Free Workplace – Substance Abuse Policy

#### Purpose and Goal

Shelby County Fiscal Court (SCFC) is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. SCFC recognizes that alcohol abuse and drug use pose a significant threat to county goals. In the interest of assuring the safety of the general public by employing persons in safety sensitive positions that do not abuse illicit substances, illegal drugs, and alcohol, this drug-free workplace policy establishes the balance of respect for individuals with the need to maintain an alcohol and drug-free environment.

Shelby County Fiscal Court complies with 803 KAR 25:280 and the provisions of the Federal Transportation Workplace Drug and Alcohol Testing Program and compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

Likewise, it is SCFC's additional purpose(s) and intent to accomplish the following with the establishment of this policy:

- 1) To comply with all requirements of 803 KAR 25:280 regarding the establishment and maintenance of a Drug Free Workplace for the purposes of obtaining Certification from the Department of Worker's Claims.
- 2) As a recipient of Federal funds, to comply with the Drug Free Workplace Act of 1988 (PL100-690, Title V, Schedule D).
- 3) To comply with the Federal Department of Transportation regulations regarding employees holding Commercial Drivers Licenses (CDL).
- 4) To reduce the number of accidents and injuries to employees, other persons, and property.
- 5) To reduce absenteeism and tardiness, and to increase the productivity of all employees of the county.

- 6) To help maintain a quality reputation of SCFC as a whole and of the employees throughout the community.
- 7) In line with SCFC's stated goals and objectives, to provide leadership in helping to stem the tide of the abuse of alcohol, illicit substances, and illegal drugs throughout Shelby County and the Commonwealth of Kentucky as a whole.

It is with these stated goals in mind that the Shelby County Fiscal Court issues this policy, declaring itself a Drug and Alcohol-Free Workplace and hereby issues these accompanying rules regarding drug and alcohol use in the workplace for Shelby County Fiscal Court.

***The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled or illicit substance is prohibited in the workplace.***

### Definitions

- A. **Accident:** an unexpected and undesirable event resulting in damage or harm. For the purposes of this policy, the resulting damage or harm may constitute an injury which requires off-site medical attention be given to a person, or damage to a vehicle or other property. Any such incident resulting in the need for a reasonable person to file a police report shall be considered cause for post-accident drug/alcohol testing of the involved employee.
- B. **Alcohol:** any intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl or isopropyl alcohol. This includes over the counter and prescribed medications which contain more than one-half (1/2) of one percent (1%) of alcohol by volume.
- C. **Alcohol concentration:** the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test.
- D. **Commercial motor vehicle:** a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
  - a. Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
  - b. Has a gross vehicle weight of 26,001 pounds or more; or
  - c. Is designed to transport 16 or more passengers, including the driver; or
  - d. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR 172(f)).
- E. **Controlled substance:** has the meaning as assigned by 21 U.S.C. 802 and includes all substances listed on Schedule I through V as they may be revised from time to time (21 CFR 1308). See also *Drug*.

- F. **Driver:** any person who operates a commercial motor vehicle. This includes, but is not limited to full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to any employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.
- G. **Drug:** a controlled substance as defined in KRS 218A.010(5) and as established in 902 KAR Chapter 55, including, but not limited to:
- Amphetamines
  - Cannabinoids (THC)
  - Cocaine
  - Opiates
  - Phencyclidine (PCP)
  - Benzodiazepines
  - Propoxyphene
  - Methaqualone
  - Methadone
  - Barbiturates
  - Synthetic Narcotics
  - Illicit Substances as defined in KRS 351.010.
  - Volatile Substances as defined in KRS 217.900(1)
- H. **Drug or Alcohol Rehabilitation Program:** a service provider that provides confidential, timely, and expert identification, assessment, treatment and resolution of employee drug or alcohol abuse.
- I. **Drug Test:** a chemical, biological, or physical instrumental analysis administered by a qualified laboratory, for the purpose of determining the presence or absence of a drug or its metabolites or alcohol pursuant to standards, procedures, and protocols established by the U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration (SAMHSA).
- J. **Employee:** an individual employed by the county.
- K. **Illicit Substance:** those prescription drugs used illegally or in excess of therapeutic levels as well as illegal drugs.
- L. **Medical Review Officer (MRO):** a licensed physician with knowledge of substance abuse disorders, laboratory testing, and chain of custody collection procedures, and who has the ability to verify positive, confirmed test results. The MRO shall possess the necessary medical training to interpret and evaluate a positive test result in relation to the person's medical history or any other relevant biomedical information.
- M. **Qualified Laboratory:** a laboratory certified in accordance with the National Laboratory Certification Program (NLCP) by the U.S. Department of Health and

Human Services Substance Abuse and Mental Health Services Administration (SAMHSA).

- N. **Random Selection Process:** means that alcohol and drug tests are unannounced. Tests conducted annually for employees who are CDL drivers shall equal or exceed twenty-five percent (25%) for alcohol tests and fifty percent (50%) for drug tests of the total number of drivers subject to testing.
- O. **Reasonable Suspicion:** a belief that an employee is using or has used drugs or alcohol in violation of this policy, drawn from specific, objective, and articulable facts and reasonable inferences drawn from those facts in light of experience, training, or education. Reasonable Suspicion may be determined by two or more supervisory personnel who will attest to their observations. The County Judge Executive will make the final determination.
- P. **Refusal to Submit:** the failure to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing; refusal to take the required test(s) or the failure to provide adequate urine for controlled substances testing without a valid medical explanation after the employee receives notice of the requirement of urine testing; and/or engaging in conduct that clearly obstructs the testing process.
- Q. **Safety Sensitive Position(s):** those jobs that would involve exceptional care and due diligence in the area of Public Safety to the County's citizenry and to all employees of Shelby County Fiscal Court. This includes any employee who performs a duty(s) that requires a CDL or any employee that holds a CDL or other classifications identified within the random selection section of this policy.
- R. **Substance Abuse Professional:** a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.
- S. **Volatile Substance:** any glue, cement, paint or other substance as described in KRS 217.900(1).

### Covered Workers

Any individual who conducts business for SCFC, is applying for a position or is conducting business on the SCFC's property is covered by our drug-free workplace policy. This policy includes, but is not limited to supervisors, full-time employees, part-time employees, off-site employees, contractors and applicants.

## Applicability

The drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for SCFC. Therefore, this policy applies whenever conducting business or representing SCFC. This policy applies during all working hours, while on call or paid standby and while performing work on behalf of SCFC while on or off SCFC property. Additionally, applicants for such county employment are subject to pre-employment drug testing. It also applies to all SCFC employees with special provisions designated to those employees identified as holding Safety Sensitive positions. These positions are ones in which their performance requires an extra degree of care and diligence in the area of safety to the community.

Those positions identified as Safety Sensitive include, but are not limited to:

- 1) County Sheriff's Department Employees
- 2) Employees of the County Jailer
- 3) Heavy Equipment Operators
- 4) Personnel driving CDL regulated vehicles
- 5) Mechanics who work on these regulated vehicles
- 6) Any personnel operating SCFC owned vehicles

## Policy Requirements

### 1. Training

The Shelby County Fiscal Court shall conduct substance abuse awareness training for all employees. This substance abuse awareness training shall consist of the following minimum requirements:

- a. Upon a conditional offer of employment from Shelby County Fiscal Court, each applicant shall be provided a copy of and will be asked to read the Shelby County Fiscal Court's Drug & Alcohol-Free Workplace policy. All current employees will also be asked to read and sign the *Certification of Acknowledgement - Drug & Alcohol-Free Workplace Policies and Procedures Form*.
- b. Initial training shall consist of at least 1 hour for all employees.
- c. Annual refresher training shall be conducted for all employees in substance abuse awareness and shall consist of no less than thirty (30) minutes.
- d. All alcohol and substance abuse awareness training shall include, at a minimum, information concerning:
  - 1) Alcohol and drug testing policy and procedures;
  - 2) The effects of alcohol and drug use on an Individual's health, work and personal life;
  - 3) The disease of alcohol or drug addiction;
  - 4) Signs and symptoms of an alcohol and drug problem;
  - 5) The role of co-workers and supervisors in addressing alcohol or substance abuse; and

- 6) Referrals to an employee assistance program.
2. In addition to all of the above training, all supervisory personnel shall receive an additional thirty (30) minutes each year of alcohol and substance abuse education and awareness training. This additional supervisory training will be documented using, the Supervisory Training Certification Certificate. This additional supervisory training shall consist of at least, all of the following:
    - a. Recognizing the signs of alcohol and substance abuse in the workplace;
    - b. How to document signs of employee alcohol or substance abuse;
    - c. How to refer employees to an employee assistance program or other alcohol and substance abuse treatment program; and
    - d. Legal and practical aspects of Reasonable Suspicion testing for the presence of drugs and alcohol.
  3. Employees shall not report to work or be subject to duty while their ability to perform job duties is impaired due to use of alcohol or other drugs.
    1. All employees are encouraged to:
      - a. Be concerned about working in a safe environment.
      - b. Report dangerous behavior to their supervisor.
    2. It is the supervisor's responsibility to:
      - a. Inform employees of the drug-free workplace policy.
      - b. Observe employee performance.
      - c. Investigate reports of dangerous practices.
      - d. Document negative changes and problems in performance.
      - e. Counsel employees as to expected performance improvement.
      - f. Clearly state consequences of policy violations.
  4. All training will be set up by the Manager of Human Resources. These trainings may be in the form of an in-person meeting or by videos sent to employees by Human Resources to complete and receive certification for. The training videos will be monitored/tracked by Human Resources to ensure employees are completing said training.

## Communication

- A. Communicating the drug-free workplace policy to both supervisors and employees is critical to its success. To ensure all employees are aware of their role in supporting SCFC's drug-free workplace program:
  - 1) All employees will receive a written copy of the policy.
  - 2) The policy will be reviewed in orientation sessions with new employees.
  - 3) The policy and assistance programs will be reviewed at safety meetings.

# DRUG AND/OR ALCOHOL TESTING SUBSTANCE ABUSE POLICY

## Purpose

Consistent with the county's policy to maintain a safe, healthy drug-free work environment in compliance with the Drug Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991 (Rev. Oct. 2000), and in the interest of assuring the safety sensitive positions that do not abuse illegal drugs or alcohol, the following policies are adopted and strictly adhered to by Shelby County Fiscal Court. For purposes of complying with federal drug and alcohol regulations, the substance abuse testing procedures for employees covered by the Omnibus Transportation Employee Testing Act of 1991 (rev. Oct. 2000) (Commercial Driving's License) shall be established and administered separately from the county's overall substance abuse program.

## Applicability

This policy applies to all employees that are subject to appointment by the County Judge Executive, with approval from the Fiscal Court; employees of Elected Officials that have chosen to be covered by these policies; and where appropriate, applicants for county employment. However, random testing requirements contained within this policy are applicable only to persons required to have commercial drivers' license (CDL) pursuant to the Omnibus Transportation Employee Testing Act of 1991 (rev Oct. 2000) and those persons employed by the county deemed to be performing safety sensitive functions, as delineated within the random testing policy. For testing purposes, those employees subjected to testing for compliance with CDL regulations shall be maintained in separate testing programs.

## Administrator

The County Judge Executive, EMS Chief of Operations, Road Supervisor, Manager of Human Resources or the appropriate Elected Official will serve as the program administrator (PA) of this policy:

## Prohibitions

The following conduct is strictly prohibited and will subject an employee to immediate discipline:

### Alcohol Prohibitions:

- 1) The unlawful buying, selling, transportation, possession, and providing of alcohol while on duty,
- 2) Use during the four (4) hours before reporting for duty.
- 3) Reporting for normal duty with an alcohol concentration of 0.02 or greater,
- 4) Use of alcohol during eight (8) hours following an accident, or until undergoing/submitting to a post-accident test.

- 5) Employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall immediately be removed from their duties and shall not perform safety sensitive functions, including driving, for a period of 24 hours following the alcohol test. The employee shall receive a written reprimand which indicates any further violations of the policy will result in the employee's dismissal.
- 6) Employees found to have an alcohol concentration of greater than 0.04 shall immediately be removed from their duties and subjected to other actions outlined in this policy, including personnel actions up to and including dismissal from employment.

Drug Prohibitions:

- A. The use of any drug is prohibited if the drug could affect job performance, including, but not limited to:
  - 1) The use of any drug, except by doctor's prescription and then only if the doctor has advised the employee that the drug will not adversely affect the employee's ability to safely perform the duties of his job:
  - 2) Testing positive for drugs. Refusing to take required test.
  - 3) Failure to notify the supervisor if alcohol or a controlled substance is ingested unintentionally or if the employee is made to ingest a controlled substance so that appropriate medical steps may be taken to ensure the employee's health and safety;
- B. Failure to notify the supervisor of any alcohol or criminal drug statute charge or conviction no later than five (5) days after such charge or conviction relating to alcohol or drug abuse or misuse. However, notification of conviction does not safeguard the employee from disciplinary action.
- C. An employee will not be disciplined for reporting personal use of alcohol or prescribed medications when called to perform additional duties outside normal work hours.
- D. An employee will inform his department head or the Program Administrator of any therapeutic drug and/or prescription use that could adversely affect his performance prior to performing any duties.
- E. Employee found to be in violation of the county's substance abuse policies are subject to appropriate personnel action, up to and including dismissal from employment.

## Preconditions to Drug and Alcohol Testing

The county shall contract with a Department of Health and Human Services' certified laboratory. Samples to be tested will be obtained at a certified facility/company. The Medical Review Officer will be designated to review all results.

### Types of Testing

#### A. Pre-Employment

All conditional offers of employment are made contingent upon passing a medical review, including an alcohol and drug test. If the test is confirmed positive for drugs and/or alcohol, the candidate will be disqualified with no further action to be taken. Job applicants who are denied because of a positive test may reapply for employment after six (6) months. The records will be maintained in the applicant's confidential medical file.

#### B. Reasonable Suspicion

If an employee's work performance is indicative of possible alcohol or drug misuse as demonstrated by the following behaviors/symptoms or if the employer observes specific, contemporaneous, and articulable conduct pertaining to the appearance, behavior, speech or body odors of the employee that indicate that he/she may be in violation of this policy, an appropriately trained supervisor, with the concurrence of the department head or Manager of Human Resources will require the employee to submit to a breath test and/or urinalysis. The following conditions, which should not be construed to be all inclusive, are signs of possible alcohol or drug abuse:

- Abnormally dilated or constricted pupils
- Glaze stare-redness of eyes
- Change of speech
- Constant sniffing
- Increased absences
- Redness under nose
- Sudden weight loss
- Needle marks
- Change in personality
- Increased appetite for sweets
- Forgetfulness – performance faltering-poor concentration
- Borrowing money from co-workers, seeking an advance in pay, or other unusual display of need for money.
- Constant fatigue or hyperactivity
- Smell of alcohol
- Difficulty walking

- Excessive, unexplained absences
- Dulled mental processes
- Slowed reaction rate

Department heads must notify the County Judge Executive, his designee or the appropriate Elected Official if they have reason to believe one or more of the above listed conditions is indicated, and that the suspected substance abuse is affecting an employee's performance or behavior in any manner. Job performance and policy violations must be specific.

The County Judge Executive or appropriately Elected Official will arrange to observe or talk to the employee. If the County Judge Executive or Elected Official and the department head concur on reasonable suspicions they will immediately arrange for the appropriate tests.

The employee will be required to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension. All confiscated evidence will be receipted for with signatures of both the receiving department head and the provider.

If upon questioning by the department head, the employee admits using but requests assistance, the County Judge Executive or appropriate Elected Official may arrange for assessment by the substance abuse professional (SAP). Reassignment of job duties will be conditioned on completing the SAP's guidelines and return to work testing.

The department head shall, within 24 hours or before the results of the alcohol or controlled substance testing are released, document the particular facts related to the behavior or performance problems and present documentation to the County Judge Executive or appropriate Elected Official.

Upon reasonable suspicion, the County Judge Executive or appropriate Elected Official shall cause the removal of the employee from county property and ensure that the employee is transported to the collection site. Under no circumstances will the employee be allowed to drive any county vehicle until a confirmed negative test result is received.

All department heads will receive a minimum of one (1) hour training on alcohol abuse and one (1) hour training on drug abuse annually to assist them in identifying behavioral characteristics.

#### C. Post-Accident Testing

**Accident:** an unexpected and undesirable event resulting in damage or harm. For the purposes of this policy, the resulting damage or harm may constitute an injury which requires off-site medical attention be given to a person or damage to a vehicle or

other property. Any such incident resulting in the need for a reasonable person to file a police report shall be considered cause for post-accident drug/alcohol testing of the involved employee.

All employees are required to provide a breath test, blood sample and a urine specimen to be tested within two (2) hours after an accident. The employee shall remain readily available for testing, or he/she will be deemed to have refused testing. If the employee is seriously injured "or otherwise" cannot provide a specimen within two (2) hours of the accident, he/she shall provide the necessary authorization for obtaining the hospital reports and other documents that would indicate whether there were any controlled substances in his/her system. Adherence by the employee to the post-accident testing requirements is a condition of continued employment with the county.

#### D. Random Selection

In addition to employees required to be randomly tested by the Omnibus Transportation Employee Testing Act of 1991, the county will conduct random testing for all employees who perform safety sensitive functions as follows:

- 1) A selection process which removes discretion in selection will be adopted by the county.
- 2) The random testing will be reasonably spaced over a twelve (12) month period.
- 3) Once notified, the employee will immediately proceed to the collection site. The employee will not be notified prior to duty that he is to be tested. If the employee is not scheduled to work within 72 hours he will not be randomly tested until drawn again.
- 4) For the purposes of this policy, the county has determined the following positions impact the safety and well-being of the community and therefore are subject to mandatory random testing:
  - a) Employees required to hold a Commercial Driver's License
  - b) Emergency Medical Chief of Operations, Deputy Chief of Operations, Captains, Sergeants, Paramedics and EMT's.
  - c) Detention Center Employees
  - d) Law Enforcement Employees

#### E. Return to Duty Testing

Before an employee returns to duty after engaging in conduct prohibited by this policy, the employee shall undergo a return to duty alcohol test with a result of less than 0.02 breath alcohol concentration (BAC) or receive a confirmed negative result from a controlled substance urinalysis test.

## Collection of Breath and Blood/Urine Specimens and Laboratory Analysis

### Breath Alcohol Testing

Breath alcohol testing will be conducted at a prearranged location by a qualified Breath Alcohol Technician according to 49 CFR Part 40 procedures. Refusal to provide breath will be considered a positive test, and the employee will be removed from their safety-sensitive position until resolved.

### Blood or Urine Specimen Collection

Specimen collection will be conducted within applicable state and federal law. The collection procedures will be designed to ensure the security and integrity of the specimen provided by each employee, and those procedures will strictly follow federal chain-of-custody guidelines. Every effort will be made to maintain the dignity of each employee submitting specimen for analysis in accordance with these procedures.

### Laboratory Analysis

Only a laboratory certified by the Department of Health and Human Services (DHHS) to perform blood specimen or urinalysis for the detection of the presence of controlled substances will be retained by the county. The laboratory will be required to maintain strict compliance with federally approved chain of custody procedures, quality control, maintenance and scientific analytical methodologies.

### Follow-up Testing

Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the county shall see the employee is subject to unannounced follow-up testing as directed by the SAP as required by 382 CFR 605©(2)(ii). Follow-up alcohol testing shall be conducted only when the employee is performing safety-sensitive functions, just before the employee is to perform or just after the employee has performed safety essential functions.

### **Consequences: Appeal of Test Results**

- A. Alcohol and drug abuse may not only threaten the safety and productivity of all employees but causes serious individual health consequences.
- B. An employee testing positive for alcohol or drug use is subject to disciplinary action, up to and including termination. Refusal to submit to testing will also be considered a positive test. Refusal includes not providing a breath, blood or urine sample as directed, neglecting to sign appropriate control forms, using alcohol within 8 hours of an accident unless a test sample has been taken earlier, or engaging in conduct that clearly obstructs the testing process.

- C. Any employee testing positive for the presence of a controlled substance will be contacted by the county's MRO (Medical Review Officer). The employee will be allowed to explain and present medical documentation to explain permissible drugs. All such discussions between the employee and the MRO will be confidential. If medically supportable reasons exist to explain the positive result, the MRO will report the test result to the county as negative.
- D. Within 72 hours after the employee has been notified of a positive test result for drugs, he may request a retest of the split sample. The signed request will be provided to the MRO in writing, who will then initiate the new laboratory analysis. If a different result is detected by the subsequent laboratory, the test will be voided by the MRO and the County Judge Executive or appropriate Elected Official/department head will be notified. A new sample may be requested as appropriate. Any testing in addition to the initial test will be conducted at the expense of the employee.
- E. The employee may seek assistance from a substance abuse professional who, in conjunction with the MRO, will take appropriate action, which may include diagnosing the problem and recommending treatment. This is to be done at the expense of the employee.
- F. If the employee acknowledges a substance abuse problem, requests assistance and completes the substance abuse treatment recommended by the SAP, these may be considered to be mitigating factors.
- G. The employees' successful completion of an approved treatment program may be a condition of continued employment.
- H. An employee will be required to submit to at least 6 unannounced drug tests during the first year and follow-up testing may be conducted for up to 60 months. Failure to adhere to this condition is grounds for immediate termination.
- I. Nothing in these policies shall be deemed as precluding the county from dismissing any employee who has been found to be in violation of these policies. There is no express responsibility to retain an employee, or to provide assistance beyond referral information regarding rehabilitative resources.

### **Confidentiality**

Under no circumstance, unless required by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee. Employees are entitled, upon written request, to obtain copies of any records pertaining to his/her use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substances tests. The county will have five (5) working days to provide copies.

Collection of breath, blood and urine samples must always be documented and sealed with a tamper-proof system in the presence of the employee, to ensure that all tests can be correctly traced to the employee. Drug and alcohol test analysis from the Department of Health and Human Services (HHS) approved laboratory will be forwarded directly to the MRO for confidential record keeping.

## Tobacco Free Workplace

Because of the hazards caused by exposure to environmental tobacco smoke and nicotine, as well as the life-threatening diseases linked to the use of all forms of tobacco, it shall be the policy of Shelby County Fiscal Court to provide a tobacco-free environment for all officers, employees and visitors. This policy covers the smoking of any tobacco product, e-cigarettes and the use of oral tobacco products. The use of tobacco products shall not be permitted within the facilities or in any county vehicle of Shelby County Fiscal Court at any time.

Tobacco use in designated areas outside the facilities are at the discretion of the County Judge Executive.

## Workplace Bullying

Shelby County Fiscal Court defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or person or persons, at the place of work and/or in the course of employment."

The purpose of this policy is to communicate to all employees, including supervisors, managers, department heads, directors and executives that Shelby County Fiscal Court will not, in any instance, tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when ruling out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important.

Shelby County Fiscal Court considers the following types of behavior examples of bullying:

- Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling, which is hurtful, insulting or humiliating; using a person as a butt of jokes; abusive or offensive remarks;
- Physical Bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property;

- Gesture bullying: non-verbal threatening gestures, glances which can convey threatening messages;
- Exclusions: socially or physically excluding or disregarding a person in work-related activities;

## Workplace Violence Prevention

Shelby County Fiscal Court is committed to maintaining a workplace free from violence. To achieve this goal, Shelby County Fiscal Court adopts the following policy:

Employees are prohibited from committing any act of physical violence against persons, property and equipment in the workplace or while performing their duties outside the workplace.

Employees are prohibited from making threats toward other persons in the workplace or while performing their duties outside the workplace, or making statements, gestures, or other communications that could reasonably be interpreted as threatening, intimidating or terrorizing; or implying a threat of impending physical violence.

Employees are prohibited from bringing weapons of any kind onto Shelby County Fiscal Court property, including parking areas unless the employee has a concealed deadly weapons (CDW) license. If an employee has a CDW license the employee is prohibited from removing his/her weapon from their personal car unless otherwise authorized by the County Judge Executive in writing.

Employees are prohibited from retaliating against other employees or anyone who reports violence, threats or possible threats to appropriate supervisors or authorities as such reporting is a protected act under this policy.

All Shelby County Employees have a right to work in a setting free from workplace violence. Employees who violate the policy prohibiting workplace violence or threats will be disciplined up to and including termination.

If there has been an incident of violence or a threat of violence as described above, the employee should immediately contact the police.

If the employee is uncertain about whether the incident is serious enough to contact the police, the employee shall consult their immediate supervisor or department head. After the police are called, notify the department head, Manager of Human Resources, Deputy County Judge Executive or County Judge Executive.

If the incident does not warrant police intervention, notify your department head immediately of any act that violates this policy. The department head shall immediately contact the Manager of Human Resources, Deputy County Judge Executive or the County Judge

Executive. If the department head is the person about whom the employee is complaining, notify the Manager of Human Resources. If a supervisor or department head is unavailable or involved in the incident contact the Manager of Human Resources, Deputy County Judge Executive or the County Judge Executive.

In addition, the employee should immediately notify his/her department head of an act or threat of violence in the workplace by a non-employee, such as a spouse, significant other, family member, vendor, client or another person who commits or threatens violence on Shelby County Fiscal Court property or while the employee is performing his/her duties.

Because of the risk to Shelby County Fiscal Court personnel, visitors and property, failure to notify management of workplace violence may constitute grounds for discipline.

## **Commitment to Safety**

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Any workplace injury, accident, or illness must be reported to the employee's department head and Human Resources as soon as possible, regardless of the severity of the injury or accident.

## **Emergency Closings**

Shelby County Fiscal Court will always make every attempt to be open for business. Only the County Judge Executive can call off work due to inclement weather. If that happens each department head will be contacted and they will be responsible for contacting his/her staff to ensure the normal day-to-day operations of that department can continue. Full-time employees will receive pay for the day/s off in this case.

If the office is officially closed during the course of the day to permit employees to leave early, full-time employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take PTO time.

If questions arise contact your department head or the Manager of Human Resources at home.

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## Section 6 - Workplace Guidelines

### Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the department head as soon as possible. Voicemail, text, and e-mail messages are not acceptable except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show up or call in for a scheduled shift without prior approval also may result in discipline up to and including termination. If an employee fails to report to work or call in to inform the department head of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

### Job Performance

Communication between employees and supervisors or managers is particularly important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Typically, formal performance reviews would be conducted annually, but Shelby County Fiscal Court will only complete annual performance reviews when instructed by the County Judge Executive. These reviews would include a written performance appraisal and discussion between the employee and the department head about job performance and expectations for the coming year.

### Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance or create a conflict of interest with Shelby County Fiscal Court.

Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. In addition, employees who have accepted outside employment may not use paid sick time to work on the outside job. However, an employee on a leave of absence may continue to work in the outside job if this employment has been approved by the county under this policy and the employee's reason for leave does not preclude the outside employment.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action up to and including termination.

## Dress and Grooming

Shelby County Fiscal Court provides a casual, yet professional work environment for its employees. Even though the dress code is business casual, it is important to project a professional image to the public, visitors, and co-workers. All employees are expected to dress in a manner consistent with good hygiene, safety, and good taste.

Certain employees may be required to meet special dress and grooming, such as wearing uniforms or safety equipment/clothing, depending on the nature of their job. Any questions or complaints regarding the appropriateness of attire should be directed to the HR department. Decisions regarding attire will be made by the HR department and not by individual departments or managers.

## Uniforms Policy

### Objective

To ensure Shelby County Fiscal Court customer-facing employees who are engaged in service and delivery functions are clearly identified as representing the county, Shelby County Fiscal Court has established the following uniform policy.

### Policy

Employees engaged in tasks involving customers and the public are required to wear county-designated uniforms at all times while working and representing Shelby County Fiscal Court.

Each new employee will receive up to three uniforms upon hire if they fall into one of the positions in which uniforms are required. Employees are required to sign for the uniforms, and the uniforms are considered county property and are to be returned in the event of termination of employment or anytime on demand.

Upon issue, county uniforms become the responsibility of the employee for maintenance and care unless you are an employee of the Road Department. They have their uniforms serviced each week. In the event a uniform needs repair or replacement, employees will be required to return the uniform in exchange for a replacement. While normal wear and tear is expected, excessive damage or loss of county uniforms may result in disciplinary action.

Shelby County Fiscal Court may issue new uniforms periodically or require uniforms to be returned for special purposes (e.g., logo change, corporate color change). Employees will be given notice of the exchange, and the county will provide suitable replacement uniforms.

Employees are required to return all issued uniforms upon termination of employment. If all issued uniforms are not returned, Shelby County Fiscal Court will deduct the cost of the uniforms from the employee's final paycheck (except where such deductions are prohibited by state law).

If employees have questions regarding this policy or its implementation, they should contact the Human Resource department or the department head in the department in which they work.

## Social Media Acceptable Use

Shelby County Fiscal Court encourages employees to share information with coworkers and with those outside the county for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and therefore, the county has established the following guidelines for employee participation in social media.

**Note:** As used in this policy, “social media” refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Snapchat, among others.

**Off-duty use of social media.** Employees may maintain personal websites or weblogs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the county considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas. In addition, employees may not post on a personal blog or webpage or participate on a social networking platform for personal purposes during work time or at any time with Shelby County Fiscal Court equipment or property.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work and approved by their department head and does not identify or reference county management, the public, or vendors without express permission. The county monitors employee use of county owned computers and the internet, including employee blogging and social networking activity.

**Respect.** Demonstrate respect for the dignity of the county, management, the public, vendors, and employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, employees should not divulge Shelby County Fiscal Court confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites. Similarly, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments or engage in other behavior that violates the county’s policies.

**Post disclaimers.** Employees who identify themselves as county employees or discuss matters related to the county on a social media site must include a disclaimer on the front page stating that it does not express the views of the county and that the employees are expressing only personal views—for example: “The views expressed on this website/weblog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the county or the county’s operations. Employees must keep in mind that if they

post information on a social media site that is in violation of county policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition.** Employees should not use social media to criticize the county's operations or management and should not use it to compete with the county.

**Confidentiality.** Do not identify or reference county clients, customers, or employees without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas.** Please remember that new ideas related to work or the county's operations belong to the county. Do not post them on a social media site without the county's permission.

**Trademarks and copyrights.** Do not use the county's or others' trademarks on a social media site or reproduce the county's or others' material without first obtaining permission.

**Avoid statements about the county's future.** Composing anything that relates to confidential or any other type of information related to the county may violate Securities and Exchange Commission (SEC) rules or other applicable laws.

**Legal.** Employees are expected to comply with all applicable laws, including, but not limited to, Federal Trade Commission (FTC) guidelines and copyright, trademark, and harassment laws.

**County restrictions.** Because the county is a local government agency, it may require that employees temporarily confine social media commentary to topics unrelated to the county or that employees temporarily suspend such activity to ensure compliance with the SEC's regulations or other laws. The county may also require employees to delete references to it on a website or weblog and to stop identifying themselves as employees of the county.

**Discipline.** Violations of this policy may result in discipline up to and including immediate termination of employment.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

## Bulletin Boards

All required governmental postings are posted on the board located in the reception office of the courthouse at 501 Main Street on the third floor. This board also contains general announcements.

## Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after a shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which include all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time.

Nonemployees may not trespass or solicit or distribute materials anywhere on county property at any time.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

## Computers, Internet, E-Mail, and Other Resources

The county provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, scanner, internet, intranet, e-mail, text messaging, portable electronic devices, or any other county-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of county computer, phone, portable electronic devices, or other communication tools. All communications made using county-provided equipment or services, including e-mail and internet activity, are subject to inspection by the county. Employees should keep in mind that even if they delete an e-mail, a voicemail, or another communication, a copy may be archived on the county's systems.

Employee use of county-provided communication systems, including personal e-mail and internet use, which is not job-related has the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted

through e-mail and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the county's systems, as well as the reputation and/or operations of the county. To protect against possible problems, delete any e-mail messages before opening that are received from unknown senders and advertisers. It also is against county policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on county computers. Violations of this policy may result in termination for a first offense.

The county encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding county business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements, as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the county.

All use of county-provided communications systems, including e-mail and internet use, should conform to our county guidelines/policies, including but not limited to the Equal Opportunity, Harassment, Confidential Information, and Conflicts of Interest. So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voicemail, and internet communication equipment are provided for county business purposes and are critical to the county's success, your communications may be accessed without further notice by the IT Managed Service administrators and county management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing county information may cause breaches of security that result in the loss of county confidential commercial data, the loss of vital research data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the county. Employees should use appropriate password protections for such devices and physically secure them as recommended by the IT Managed Service administrators.

Office telephones are for business purposes. While the county recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the county's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The county reserves the right to monitor customer calls to ensure employees abide by county quality guidelines and provide appropriate levels of customer service. Should the subject matter of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the NLRA to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits. Employees have the right to engage in or refrain from such activities.

## **Disciplinary Procedure**

Shelby County Fiscal Court expects employees to comply with the county standards of behavior and performance and to correct any noncompliance with these standards.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Shelby County Fiscal Court believes in the application of progressive discipline when deemed appropriate. However, the county reserves the right to skip any step or requirement outlined below depending on the severity of the misconduct or when the facts or circumstances otherwise warrant. It is also noted that in establishing the following disciplinary procedures it is specifically not the county's intention to create any employment situation that compromises its at-will employment status but instead ensuring that the county employs quality employees with the desire to better themselves and the county as a whole. As expressly stated, nothing in these policies is intended to create a contract of employment. Any individual may voluntarily leave employment or may be terminated by the county at any time, for any reason permitted by law, or for no reason at all.

When an employee fails to follow any rule, regulation, operating procedure or job requirement, one of the following measures shall apply, depending upon the circumstances involved and the severity of the offense:

### **Verbal Warning**

In the case of a minor infraction, the immediate supervisor or department head shall administer the verbal reprimand and any comments the employee may have made shall be noted by the person giving the reprimand and a copy of the verbal warning forwarded to the Manager of Human Resources to place in the employee's personnel file.

### **Written Warning**

In the case of either a second minor infraction or a more serious initial infraction, the immediate supervisor or department head shall give the employee written warning

specifying the reason(s) for such warning and noting any previous verbal and/or written warnings.

After issuing a written warning the county may choose to have the employee's performance reviewed on a daily basis for improvement by the supervisor or department head or by creating a performance improvement plan. In doing so the county shall explain the consequences of continued infractions.

The employee shall sign the written warning, or the warning shall be signed by a witness; and a copy of the written warning shall be forwarded to the Manager of Human Resources to be placed in the employee's personnel file.

### **Suspension**

After either a serious violation or repeated minor violations, the supervisor or department head shall request in writing that the County Judge Executive suspend the employee with or without pay. The request shall include the reason(s) for the suspension, if any, along with details of previous disciplinary actions taken against the employee.

The County Judge Executive may suspend any employee for any period of up to four (4) calendar weeks, depending upon the severity of the offense.

When a decision to suspend an employee is made the County Judge Executive shall provide written notification to the employee within three (3) working days. The notice shall include the reason(s) for the suspension, if any, and the duration of the suspension.

Employees suspended without pay for a period of four (4) calendar weeks shall not accrue sick and vacation time while suspended.

### **Suspension With Pay**

In situations where the county has become aware of alleged misconduct by an employee which, if substantiated, could result in disciplinary action, the County Judge Executive may suspend the employee with pay if it is determined the action is necessary to assure public confidence in governmental oversight of its employees; or to assure the integrity of the county's inquiry into the allegations. This action would require approval of fiscal court.

In the event it is necessary to suspend an employee with pay, the following procedures shall be observed:

The county shall, if possible, immediately provide verbal notification to the employee, followed by written notification, within three (3) working days, informing him/her of the suspension and the nature of the allegations being investigated.

Consistent with existing personnel procedures the county shall immediately begin an investigation and in no instances shall it be delayed beyond what is considered reasonable and necessary to conduct a complete investigation.

Upon reaching a determination as to the validity of the alleged violation of the employee the County Judge Executive shall take action as follows:

- 1) In the event the allegations against the employee are valid, the County Judge Executive shall invoke disciplinary action as deemed appropriate. These actions shall not include payment of wages in the event the suspension is extended beyond the investigative period; or
- 2) In the event the allegations against the employee are proven to be false, the employee shall immediately be reinstated to his/her position.

During the time an employee is on suspension with pay he/she is considered to be performing services to the county. Therefore, the employee must remain available to return to work within 24 hours or receiving written or verbal confirmation for his/her reinstatement from the County Judge Executive. In the event the employee is notified of this reinstatement verbally, the county shall provide written verification within one (1) working day.

Nothing in this policy or procedure should be construed as limiting the authority of the local government to suspend an employee without pay in those instances where such action is deemed appropriate.

## **Dismissal**

When an offense is repeated, or misconduct is serious enough for discharge on the first offense, a supervisor or department head may recommend dismissal of an employee. The recommendation shall include the reasons (s) for dismissal, if any, details of previous disciplinary action taken against the employee, if any, and the recommended effective date and time of discharge.

Upon review of the department head's recommendation to dismiss and after review by the County Judge Executive, the County Judge Executive shall inform the fiscal court of the situation/s that have warranted said dismissal intent. Upon approval from fiscal court the County Judge Executive shall provide the employee with a Letter of Intent to Dismiss containing the: (a) the reasons(s) for dismissal, if any; (b) the details of previous disciplinary actions (s) taken against the employee, if any; and (c) the recommended effective date and time of the intended discharge.

## Common Infractions

The following is a list of common infractions. While this list does not include all actions that call for disciplinary actions, it is intended as a guide to assist in avoiding activities that are in conflict with the principles and goals of an efficient workforce. This list includes, but is not limited to:

- 1) Absenteeism, tardiness, extended mealtimes;
- 2) Neglect of duty;
- 3) Abuse of sick time;
- 4) Insubordination;
- 5) Theft, destruction, defacement or misuse of county property;
- 6) Leaving work without authorization;
- 7) Intoxication or use of intoxicants while on duty;
- 8) Reporting to work under the influence of drugs or alcohol;
- 9) Unauthorized use of county property or vehicle;
- 10) Provoking or inciting a fight, or fighting during work hours;
- 11) Mistreatment (physical or verbal) of citizens or coworkers;
- 12) Willful neglect or abuse of county property;
- 13) Deliberate falsification of time records;
- 14) Conviction of a felony;
- 15) Improper discussion of disclosing confidential information;
- 16) Failure to comply with established safety practices or procedures;
- 17) Harassment, including sexual harassment;
- 18) Supplying false information on employment application;
- 19) Incompetence or inefficiency on the job;
- 20) Violation of established employer policies;
- 21) Use of profanity or abusive language;
- 22) The illegal possession, use of attempted possession of firearms or other weapons;
- 23) Gambling on county property;
- 24) Using tobacco in prohibited areas; or
- 25) Threatening or intimidating anyone including management, supervisors, security guards, fellow workers and citizens;
- 26) Unauthorized release or viewing of confidential information.

Failure to improve. Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above also may be applied to an employee who is experiencing a series of unrelated problems involving job performance or behavior.

In cases involving serious misconduct, or any time the supervisor determines it is necessary, such as a major breach of policy or violation of law, the procedures contained

above may be disregarded. Typically, the department head should suggest suspending the employee immediately (with or without pay), and an investigation of the incidents leading up to the suspension should be conducted to determine if any further action, such as termination, should be taken.

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## Section 7 - Time Off and Leaves of Absence

### Holidays

The county observes and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve Day

Any additional holidays will be designated by the County Judge Executive at the start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the County Judge Executive will select either the following Monday or the preceding Friday as a substitute holiday.

**Holiday pay.** Full-time regular employees are eligible for holiday pay. Part-time and temporary employees are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times the employee's regularly scheduled hours (not to exceed 8 hours). Exceptions would be EMS, Detention Center, Dispatch and some Sheriff deputies.

**Religious observances.** Employees who need time off to observe religious practices or holidays not already scheduled by the county should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation time, or take off unpaid days. The county will seek to reasonably accommodate individuals' religious observances.

### Vacation

Shelby County Fiscal Court recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The county provides paid vacation time to full-time employees for this purpose, and employees are encouraged to take vacation during the year.

New full-time employees begin accruing annual leave after completion of their 12-month anniversary period. After this completion, a balance of 40 or for EMS, Jail Deputies and Dispatch, 48 hours will be manually put in their balance. From that point the employee will accrue on their paycheck per the schedule below:

**Continuous Service Accrued Vacation Per Year**

0 – 12 months	40 hours = 1.54 hours/paycheck
12-108 months	80 hours = 3.08 hours/paycheck
109-168 months	120 hours = 4.62 hours/paycheck
169+ months	160 hours = 6.15 hours/paycheck

**EMS ONLY**

**Continuous Service Accrued Vacation Per Year**

0 – 12 months	48 hours = 1.85 hours/paycheck
13 - 108 months	96 hours = 3.69 hours/paycheck
109 – 168 months	144 hours = 5.54 hours/paycheck
169+ months	192 hours = 7.38 hours/paycheck

An employee is not eligible for annual leave pay until the hours requested for annual leave have accrued. Otherwise, the employee could take leave without pay for the time needed, with prior approval from the department head or County Judge Executive. Annual leave benefits do not accrue during leaves of absence without pay.

Annual leave may be scheduled at any time during the year by completing a Time Off Request Form (page 91) and submitting it to your department head for approval. The department head will approve or not depending on workload. Once approved, the department head will forward the request form to the Manager of Human Resources.

Full-time employees receive annual leave pay at their regular rate.

Maximum amount of annual leave to be taken at any given time is two weeks. Variations to this may be approved by the department head or County Judge Executive.

If an employee leaves Shelby County Fiscal Court employment and provides a full calendar two-week written notice (14 days), he/she will be reimbursed for the unused, accrued vacation leave at his/her current rate of compensation. Holidays and PTO will not be counted toward the 14-calendar day notice. However, employees who are terminated by the Fiscal Court or fail to provide a full calendar two-week (14 days) written notice will not be paid for unused, accrued vacation time.

An employee reclassifying from full-time to part-time status shall be compensated for

all unused vacation. If there are any sick hours remaining from being full-time, the employee won't be able to use those in a part-time position nor will they accrue additional sick time as a part-time employee. The sick hours remaining from the full-time status will be reported to Kentucky Public Pensions Authority (KPPA).

For leave purposes, when a retired employee is rehired, they will be classified as a NEW employee and will accrue paid time off as new hire, which includes, the employee will begin accruing annual leave after completion of their 12-month anniversary period.

When a former employee (with the exception of retired, rehired employee) who had worked one full year is reinstated after one year separation from the County the person shall be considered a NEW employee for leave purposes. If a former employee is reinstated before one year has lapsed, then the person can begin accrual at the level of continuous service at the time of separation from the county but no previous leave balances will be included.

Employees shall be allowed to carry over annual leave from year to year, a balance of **200 hours accrued time for vacation leave will be allowed**. On February 1<sup>st</sup> of every year if an employee's accrued vacation leave is **above 200 hours** the excess hours will be transferred over to the employee's sick time balance to be used as needed for sick time or to be utilized toward their retirement. Holiday leave, minus the observed holidays in December and January, will NOT be carried over into an employee's vacation balance, the unused holiday leave balance will be transferred into the sick time balance. The employee will continue to accrue at the above schedule and the balance checked again the following February.

The Manager of Human Resources and County Treasurer shall ensure that accurate records are kept for annual leave allowance, leave taken and accrued leave for each employee.

Any employee fraudulently obtaining annual leave or a department head falsely certifying annual leave may be suspended or dismissed.

Generally, employees should submit vacation plans to their supervisor at least 4 weeks in advance of the requested vacation date. Vacation may be scheduled in increments of 1 full workday up to a maximum of 2 weeks in a row if approved by department head contingent upon work schedule. Department heads have the right to designate when some or all of vacations must/can be taken.

## Sick Leave

New employees begin accruing sick leave immediately. The employee's pay stub will reflect the number of hours accrued. An employee is not eligible for sick leave pay until the hours requested for sick leave have been accrued. Otherwise, the employee could take leave without pay for the time needed, with approval of the department head. Sick leave benefits do not accrue during leaves of absence without pay.

Full-time employees will accrue sick leave the first pay period of each month at a rate equal to 8 hours a month. NOTE: EMS/ Jail Deputies/Dispatch employees on 12 hours work schedule will accrue at 12 hours a month.

Please note that sick leave is a benefit, not a right. Paid sick leave entitles employees to time off to recuperate from illness or accident while retaining their employment rights and pay for the time off. Its main purpose is to provide income for employees absent a relatively short time because of personal illness or injury. The time is not to be used as extra vacation.

Sick leave should be used only for the following unless otherwise instructed by County Judge Executive:

- Personal illness, injury or visits to the physician or dentist which cannot be accomplished during off-duty hours.
- Enforced quarantine of the employee in accordance with community health regulations.
- Illness in the immediate family (spouse, children, parents, or relatives living in the employee's home), when approved by the department head. Any other relation will need prior approval from the County Judge Executive.
- Notwithstanding the requirements for FMLA leave, a medical certification or physician's statement will generally not be required to return to work after the use of sick leave. However, an employee's department head or the Human Resources Manager may require physician's statement at any time when there is a reasonable basis to believe the sick leave policy is being abused, to certify that the employee can perform the essential functions of the job without risking the safety of themselves or others, or the employee's length of absence exceeds three full workdays/scheduled work shifts.
- Following an absence of three (3) or more consecutive working days or scheduled work shifts, the employee must submit a physician's written confirmation that he/she was unable to work, and submit it to the department head, who will forward to the Manager of Human Resources on the day the employee returns to work. If the written confirmation is not received, the employee may not qualify for sick leave pay. If a department head feels that an employee is abusing sick time the department head or Manager of Human Resources may ask the employee to present a physician's written confirmation at any given time. If payroll receives time off for an employee in excess of three (3) days that doesn't have a physician's statement attached Human Resources will be notified to contact the department head. Abuse of sick leave shall be cause for disciplinary action up to and including dismissal.

Unused sick leave has no monetary value upon termination of employment, nor can this time be applied toward additional annual (vacation) leave. However, if the employee retires from

CERS up to 2,080 hours or less can be applied to retirement if allowed by KPPA pending Tier eligibility.

The Manager of Human Resources and County Treasurer shall keep records of sick leave allowance, sick leave taken and balance of sick leave allowance for individual employees. An employee fraudulently obtaining sick leave, or a department head falsely certifying sick leave for absence from work, may be suspended or dismissed.

An employee may donate accumulated sick leave to another employee if the employee has zero (0) sick hours and if it is a medical necessity for the employee by filling out the required donation form (page 92) and approved by the department head and the County Judge Executive. Medical necessity will be reviewed and determined by the County Judge Executive and the Manager of Human Resources.

## Family and Medical Leave

Shelby County Fiscal Court complies with the federal FMLA, which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The county also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws. Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the HR department to discuss options for leave.

The FMLA requires private employers with 50 or more employees and all public agencies, including state, local, and federal employers, and local education agencies (schools) to provide eligible employees up to 12 weeks of unpaid, job-protected leave in any 12-month period for certain family and medical reasons. The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period measured forward from the date an employee first takes that type of leave.

**Basic leave entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, child, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

**Military family leave entitlements.** Eligible employees with a spouse, child, or parent on active duty or called to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short

notice of deployment (limited to up to 7 days of leave); (2) attending certain military events and related activity; (3) arranging child care and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to 5 days of leave); (7) attending post deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the armed forces, including a member of the National Guard or reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating and for which the servicemember is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

**Benefits and protections during FMLA leave.** During FMLA leave, the county will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work as long as the employee is using paid time off and has enough funds to cover his/her insurance premiums. If they are on FMLA leave without pay the employee will have to bring their portion of the insurance premiums to the County Treasurer by the 14<sup>th</sup> of each month to continue their coverages. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Certain highly compensated key employees also may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the county's operations. A "key" employee is an eligible salaried employee who is among the highest-paid 10 percent of the county's employees within 75 miles of the worksite. Employees will be notified of their status as key employees, when applicable, after they request FMLA leave.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave.

**Employee eligibility.** The FMLA defines eligible employees as employees who (1) have worked for the county for at least 12 months; (2) have worked for the county for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite that has 50 or more employees or is within 75 miles of county worksites that, taken together, have a total of 50 or more employees.

**Definition of “serious health condition.”** A serious health condition is an illness, an injury, an impairment, or a physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a healthcare provider or 1 visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of “continuing treatment.”

**Use of leave.** An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies also may be taken on an intermittent or a reduced work schedule basis.

**Substitution of paid leave for unpaid leave.** Employees may choose or employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, the county requires employees to use any accrued paid vacation, personal, and sick days during an unpaid FMLA leave taken because of the employees’ own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In addition, employees must use any accrued paid vacation or sick days during FMLA leave taken to care for a newborn or newly placed child or for a qualifying exigency arising out of a family member’s active duty or call to active-duty status in support of a contingency operation. In order to use paid leave for FMLA leave, employees must comply with the county’s normal paid leave procedures found in its Vacation and Sick Leave policies.

**Employee responsibilities.** Employees must provide 30 days’ advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, employees must provide notice as soon as practicable and generally must comply with the county’s normal call-in procedures. The county may delay leave to employees who do not provide proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for the county to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. Employees also must inform the county if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide

a certification and periodic recertification supporting the need for leave. The county also may require a second and, if necessary, a third opinion (at the county's expense) and, when the leave is a result of the employee's own serious health condition, a fitness-for-duty report to return to work. The county also may delay or deny approval of leave for lack of proper medical certification.

**County responsibilities.** The county will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required, as well as the employees' rights and responsibilities. If employees are not eligible, the county will provide a reason for the ineligibility.

The county will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employees' FMLA leave entitlement. If the county determines that the leave is not FMLA-protected, the county will notify the employees.

**Other provisions.** Under an exception to the FLSA in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employees' exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when the county has approved the employment under its Outside Employment policy and the employees' reason for FMLA leave does not preclude the outside employment.

**Unlawful acts by employers.** The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## **Military Leave**

Shelby County Fiscal Court supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's department head, who will provide details regarding the

leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

## **Military Training Leave**

Any full-time employee who is a member of the National Guard or any reserve component of the Armed Forces of the United States, or the Reserve Corps of the United States Public Health Service, shall be granted a paid leave of absence for a maximum of 21 days in any one calendar year for the purpose of attending annual mandatory training. However, the following provisions apply:

- If the employee must serve additional periods of military training, the time will be considered an unpaid leave of absence, unless the employee chooses to use accrued annual leave.
- Military services and summer training are not interruptions of employment, for purposes of seniority. The employee should submit a copy of the orders upon receipt to the Manager of Human Resources.

## **Bereavement Leave**

Full-time employees may be granted up to 24 hours off with pay, at a regular rate of pay, in case of the death of an immediate family member. The employee must complete a Time Off Request Form (page 91) including the relationship to the family member. Any additional time needed can be requested by the employees using their available vacation/sick time.

Immediate family shall include parents, grandparents, spouse, brother, sister, children, immediate in-laws, stepfamily or foster family.

Bereavement leave for all pall bearers at a funeral of a non-relation will be granted 4 hours paid at their regular rate of pay. If participation requires travel arrangements up to 8 paid hours may be granted. The County Judge Executive has the final approval for these requests.

## **Jury Duty/Court Appearance**

The Shelby County Fiscal Court encourages service as a juror and compliance with other subpoenas to be a witness in legal proceedings. If an employee needs to be absent from

work a copy of the summons or other proof of service must be submitted to the department head prior to the duty.

When an employee is required to serve on a jury, he/she shall be compensated at their regular rate of pay while serving. The employee must submit their timecard and notate "jury duty" on the days they are on jury duty. If called for jury duty and released, the employee must return to work for the remainder of their regular schedule.

Employees summoned as a plaintiff or a defendant in a proceeding involving or arising from outside employment or personal business shall not be entitled to leave with pay but may use accrued annual leave during the absence. The employee is allowed to retain the allowance he/she receives from the court for jury duty.

### **Time Off for Voting**

Shelby County Fiscal Court recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your department head to discuss scheduling accommodations.

The County may specify the hours during which each employee may be allowed time off to vote. (KRS 118.035)

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## Section 8 - Employee Benefits

### Medical, Dental, and Vision Insurance

Shelby County Fiscal Court recognizes the value of benefits to employees and their families. The county supports employees by offering a comprehensive and competitive benefits program. A new full-time employee will have 30 days from their date of hire to enroll in the State of Kentucky Health Insurance Plan. Any new employee not completing, signing and dating an application by the required date shall not have health insurance coverage and will have to wait until the next open enrollment period to obtain coverage.

The effective date of new hires will be the first day of the second month from their date of hire. Example: The employee's hire date is March 15 (or any day in March) – health insurance will become effective on May 1.

Employees cannot be effective any sooner than the “1<sup>st</sup> day 2<sup>nd</sup> month” rule unless transferring from state or participating agency.

If at any time the employee makes changes to his/her insurance plans either online or by calling the health plan provider they will need to forward that information to Human Resources so that the correct premiums are being deducted for the change/s made. If the information isn't sent to Human Resources the employee could be subject to paying a full month or more of premiums all from one paycheck. Any questions regarding changes/additions/deletions to any insurance plan please contact Human Resources.

Employees cannot be effective with the plan before they are contributing to a state-sponsored retirement system.

Shelby County Fiscal Court pays a portion of the medical premium as directed by the agreement entered into with the insurance carriers.

Employees will be kept up to date on plan changes as soon as the insurance companies notify the Manager of Human Resources. Refer to your summary plan descriptions for details on your medical (health).

### Group Life Insurance

New full-time employees are eligible for life/accidental death & dismemberment (AD&D) insurance effective the first day of the first full month of employment. The appropriate paperwork will be completed on or about the first day of employment. They will receive a copy of the insurance policies on or about their first day of employment.

Shelby County Fiscal Court pays the full cost for these benefits. The policy is in the amount of \$20,000. Refer to the summary plan descriptions of the insurance plans for details regarding benefits.

There are optional and dependent life plans available through the health plan provider that an employee can enroll in with the cost of the premiums being the employee's sole responsibility.

## **Voluntary/Supplemental Benefits**

Dental, Vision, MetLife, Kentucky Deferred Compensation, United Way, and other Supplemental Benefits are the responsibility of the employee to maintain. Shelby County Fiscal Court does not contribute to these benefits.

## **Retirement**

Shelby County Fiscal Court is a member of the County Employees Retirement System (CERS) operating under Kentucky Public Pensions Authority (KPPA). After a 30-day probationary period the employee must participate in this plan. As members of this plan, employees contribute a percentage of their pay. The Shelby County Fiscal Court contributes a percentage of the employee's gross pay. The employer and employee percentages are subject to change per KPPA.

Shelby County Fiscal Court will purchase service credit with the retirement system for up to 2,080 hours of unused sick leave for each retiring full-time employee pending on what Tier the employee is enrolled in.

If an employee leaves Shelby County Fiscal Court and chooses to withdraw his/her money at that time he/she: 1. Has to pay tax on the money received; 2. Does not receive any other benefits under KPPA, and 3. Faces an early withdrawal penalty. A refund will be processed by KPPA only after employment has been terminated for thirty (30) days.

The plan is transferable to other plans, such as the Kentucky Public Pensions Authority and other city and/or county plans. However, if considering other employment and possibly transferring retirement funds, verify with Shelby County Fiscal Court and the new employer if the plan is transferable.

For more information on benefits, rights, etc. under the CERS call 1-800-928-4646.

## Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Shelby County Fiscal Court pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The county abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the department head and HR immediately. The department head will complete an injury report with input from the employee and return the form to the HR department. HR will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the county's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employees' salary as allowed by state law.

## Longevity Supplement

Pending budgetary constraints, there will be a supplement to an employee's current annual salary for extended years of service. The supplement will be paid to the employee in the payroll received at the end of the month that covers the employee's anniversary date based on the following:

1 year of full-time service	- \$250.00
5 years of full-time service	- \$500.00
10 years of full-time service	- \$750.00
15 years of full-time service	- \$1,000.00
20 years of full-time service	- \$1,250.00
25 years of full-time service	- \$1,500.00

## Employee Assistance Program

The employee assistance program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. Shelby County Fiscal Court wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

This free, comprehensive counseling service offers employees four visits per issue each year and a 24-hour hotline answered by professional, degreed counselors.

The county encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the county, and the county is not given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the HR department.

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## SECTION 9 - NEW HIRE EMPLOYMENT FORMS TO RETURN TO HUMAN RESOURCES

### EMPLOYEE LIST OF NEW HIRE FORMS TO RETURN TO HUMAN RESOURCES:

- Employee Handbook Receipt and Acknowledgement Form
- Two Forms of ID
- Form I-9
- Direct Deposit Form with copy of VOIDED check or bank direct deposit form
- W-4 Form (Current Year to always be used)
- K-4 Form - when needed please request from HR (Current Year to always be used)  
*(K-4 form is only used for employees who are exempt or would like to add additional withholdings for state taxes)*
- Employee Status Form
- ICE (In Case of Emergency) Form
- Acknowledgement of Benefit Forms
- Certification of Completion of Sexual Harassment Training
- Acknowledgement of Receipt of Drug and Alcohol-Free Workplace Policy
- Drug Testing Consent and Release Form
- SC Confidentiality and Security Agreement
- Harassment Policy Acknowledgement
- Workplace Bullying
- Title VII Acknowledgement Form
- Drug Free Workplace Certification
- Computers, Internet, E-mail and Other Resources Acknowledgement
- Workplace Violence Prevention Policy Acknowledgement
- SCFC Deadly Weapons Policy Acknowledgement
- Authorization to Obtain Motor Vehicle Records



## EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT

I hereby acknowledge receipt of the employee handbook of Shelby County Fiscal Court. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, county practices, and other communications do not create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the county to employ me now or hereafter and that my employment may be terminated by me or the county without reason at any time. I understand that no representative of the county has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

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Employee's Name (PRINT)

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Signature of Employee

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Date Signed by Employee

---

Human Resources Manager

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (If any)
Address (Street Number and Name)			Apt. Number	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See Instructions)	
Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.	
1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____	OR Code - Section 1 Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
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**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

STOP *Employer Completes Next Page* STOP



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		OR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative <b>Human Resource Manager</b>		
Last Name of Employer or Authorized Representative <b>Ashcraft</b>	First Name of Employer or Authorized Representative <b>Sandra</b>	Employer's Business or Organization Name <b>Shelby County Fiscal Court</b>		
Employer's Business or Organization Address (Street Number and Name) <b>501 Main St, Ste 15</b>		City or Town <b>Shelbyville</b>	State <b>KY</b>	ZIP Code <b>40085</b>

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



## DIRECT DEPOSIT OF PAY

I hereby authorize Shelby County Fiscal Court ("Company") to initiate credit entries and to, if necessary, initiate debit entries and adjustments to any credit entries in error to my account(s) indicated below and the depository named below, hereinafter called BANK, to credit and/or debit the same to such account. **I understand that utilizing direct deposit is a requirement of employment with Shelby County Fiscal Court.**

I understand that payment is not final until BANK receives final settlement, and that BANK is not required to give me notice of these entries. Further, the origination of credit and/or debit entries by Company and Republic Bank & Trust Company are bound by U.S. law and NACHA Operating Rules.

This authority is to remain in full force and effect, until the Company's Payroll Department has received written notification from me of its termination in such time and manner as to afford the Company reasonable time to act on it.

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

Social Security Number: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

ABA/ROUTING #: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

**(MUST INCLUDE VOIDED CHECK OR A DIRECT DEPOSIT FORM FROM YOUR BANK.)**

CHECKING ACCOUNT

SAVINGS ACCOUNT

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**Sheriff's Department ONLY:**

Do you want your direct deposit the same for your paycheck and your KLEFPF payment?

YES \_\_\_\_\_ NO \_\_\_\_\_

Single or Married: \_\_\_\_\_ Job Title: \_\_\_\_\_ Full or Part-Time: \_\_\_\_\_ Shift (8-10-12): \_\_\_\_\_  
 Department: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Wage Per Hour: \_\_\_\_\_  
 Cell #: \_\_\_\_\_

Form **W-4**

### Employee's Withholding Certificate

OMB No. 1545-0074

Department of the Treasury  
Internal Revenue Service

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
 ▶ Give Form W-4 to your employer.  
 ▶ Your withholding is subject to review by the IRS.

**2022**

<b>Step 1:</b> Enter Personal Information	(a) First name and middle initial X _____	Last name X _____	(b) Social security number X _____
	Address X _____		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code X _____		
	(c) <input type="checkbox"/> Single or Married filing separately X <input checked="" type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2:** Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.  
**Multiple Jobs or Spouse Works** Do only one of the following.  
 (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3-4); or  
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or  
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . ▶   
**TIP:** To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

**Step 3:** If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):  
**Claim Dependents** Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ \_\_\_\_\_  
 Multiply the number of other dependents by \$500 . . . ▶ \$ \_\_\_\_\_  
 Add the amounts above and enter the total here . . . . . **3** \$ \_\_\_\_\_

**Step 4 (optional):**  
**Other Adjustments**  
 (a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . . **4(a)** \$ \_\_\_\_\_  
 (b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . . **4(b)** \$ \_\_\_\_\_  
 (c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . **4(c)** \$ \_\_\_\_\_

**Step 5:** Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.  
**Sign Here** X \_\_\_\_\_ X \_\_\_\_\_  
 Employee's signature (This form is not valid unless you sign it.) Date

<b>Employers Only</b>	Employer's name and address Shelby County Fiscal Court 501 Main St, Ste 15 Shelbyville, KY 40065	First date of employment X _____	Employer identification number (EIN) <b>61-6000956</b>

## General Instructions

Section references are to the Internal Revenue Code.

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2022 if you meet both of the following conditions: you had no federal income tax liability in 2021 and you expect to have no federal income tax liability in 2022. You had no federal income tax liability in 2021 if (1) your total tax on line 24 on your 2021 Form 1040 or 1040-SR is zero (or less than the sum of lines 27a, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2022 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2023.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2022 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

**Step 2(b)—Multiple Jobs Worksheet** *(Keep for your records.)*



If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

**Note:** If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

- 1 **Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, skip to line 3 . . . . . 1 \$
  
- 2 **Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
  - a Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . 2a \$
  - b Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . . 2b \$
  - c Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . 2c \$
  
- 3 Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . 3
  
- 4 **Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . 4 \$

**Step 4(b)—Deductions Worksheet** *(Keep for your records.)*



- 1 Enter an estimate of your 2022 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income . . . . . 1 \$
  
- 2 Enter: 

{	• \$25,900 if you're married filing jointly or qualifying widow(er)
	• \$19,400 if you're head of household
	• \$12,950 if you're single or married filing separately

 . . . . . 2 \$
  
- 3 If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" . . . . . 3 \$
  
- 4 Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information . . . . . 4 \$
  
- 5 **Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . . 5 \$

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**Married Filing Jointly or Qualifying Widow(er)**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$110	\$850	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,770	\$1,870
\$10,000 - 19,999	110	1,110	1,860	2,060	2,220	2,220	2,220	2,220	2,220	2,220	2,970	3,070
\$20,000 - 29,999	850	1,860	2,800	3,000	3,160	3,160	3,160	3,160	3,160	3,910	4,910	6,010
\$30,000 - 39,999	860	2,060	3,000	3,200	3,360	3,360	3,360	4,110	5,110	6,110	7,110	7,210
\$40,000 - 49,999	1,020	2,220	3,160	3,360	3,520	3,520	4,270	5,270	6,270	7,270	8,270	8,370
\$50,000 - 59,999	1,020	2,220	3,160	3,360	3,520	4,270	5,270	6,270	7,270	8,270	9,270	9,370
\$60,000 - 69,999	1,020	2,220	3,160	3,360	4,270	5,270	6,270	7,270	8,270	9,270	10,270	10,370
\$70,000 - 79,999	1,020	2,220	3,160	4,110	5,270	6,270	7,270	8,270	9,270	10,270	11,270	11,370
\$80,000 - 99,999	1,020	2,820	4,760	5,960	7,120	8,120	9,120	10,120	11,120	12,120	13,150	13,450
\$100,000 - 149,999	1,870	4,070	6,010	7,210	8,370	9,370	10,510	11,710	12,910	14,110	15,310	15,600
\$150,000 - 239,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	15,340	16,540	16,830
\$240,000 - 259,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	15,340	16,540	17,590
\$260,000 - 279,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	16,100	18,100	19,190
\$280,000 - 299,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	13,700	15,700	17,700	19,700	20,790
\$300,000 - 319,999	2,040	4,440	6,580	7,980	9,340	11,300	13,300	15,300	17,300	19,300	21,300	22,390
\$320,000 - 364,999	2,100	5,300	8,240	10,440	12,600	14,600	16,600	18,600	20,600	22,600	24,870	26,260
\$365,000 - 524,999	2,970	6,470	9,710	12,210	14,670	16,970	19,270	21,570	23,870	26,170	28,470	29,870
\$525,000 and over	3,140	6,840	10,280	12,980	15,640	18,140	20,640	23,140	25,640	28,140	30,640	32,240

**Single or Married Filing Separately**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$400	\$930	\$1,020	\$1,020	\$1,250	\$1,870	\$1,870	\$1,870	\$1,870	\$1,970	\$2,040	\$2,040
\$10,000 - 19,999	930	1,570	1,660	1,890	2,890	3,510	3,510	3,510	3,610	3,810	3,880	3,880
\$20,000 - 29,999	1,020	1,660	1,990	2,990	3,990	4,610	4,610	4,710	4,910	5,110	5,180	5,180
\$30,000 - 39,999	1,020	1,890	2,990	3,990	4,990	5,610	5,710	5,910	6,110	6,310	6,380	6,380
\$40,000 - 59,999	1,870	3,510	4,610	5,610	6,680	7,500	7,700	7,900	8,100	8,300	8,370	8,370
\$60,000 - 79,999	1,870	3,510	4,680	5,880	7,080	7,900	8,100	8,300	8,500	8,700	8,970	9,770
\$80,000 - 99,999	1,940	3,780	5,080	6,280	7,480	8,300	8,500	8,700	9,100	10,100	10,970	11,770
\$100,000 - 124,999	2,040	3,880	5,180	6,380	7,580	8,400	9,140	10,140	11,140	12,140	13,040	14,140
\$125,000 - 149,999	2,040	3,880	5,180	6,520	8,520	10,140	11,140	12,140	13,320	14,620	15,790	16,890
\$150,000 - 174,999	2,040	4,420	6,520	8,520	10,520	12,170	13,470	14,770	16,070	17,370	18,540	19,640
\$175,000 - 199,999	2,720	5,360	7,460	9,630	11,930	13,860	15,160	16,460	17,760	19,060	20,230	21,330
\$200,000 - 249,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,310
\$250,000 - 399,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,310
\$400,000 - 449,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,470
\$450,000 and over	3,140	6,290	8,880	11,380	13,880	16,010	17,510	19,010	20,510	22,010	23,380	24,680

**Head of Household**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$760	\$910	\$1,020	\$1,020	\$1,020	\$1,190	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040
\$10,000 - 19,999	760	1,820	2,110	2,220	2,220	2,390	3,390	4,070	4,070	4,240	4,440	4,440
\$20,000 - 29,999	910	2,110	2,400	2,510	2,680	3,680	4,680	5,360	5,530	5,730	5,930	5,930
\$30,000 - 39,999	1,020	2,220	2,510	2,790	3,790	4,790	5,790	6,640	6,840	7,040	7,240	7,240
\$40,000 - 59,999	1,020	2,240	3,530	4,640	5,640	6,780	7,980	8,860	9,060	9,260	9,460	9,460
\$60,000 - 79,999	1,870	4,070	5,360	6,610	7,810	9,010	10,210	11,090	11,290	11,490	11,690	12,170
\$80,000 - 99,999	1,870	4,210	5,700	7,010	8,210	9,410	10,610	11,490	11,690	12,380	13,370	14,170
\$100,000 - 124,999	2,040	4,440	5,930	7,240	8,440	9,640	10,860	12,540	13,540	14,540	15,540	16,480
\$125,000 - 149,999	2,040	4,440	5,930	7,240	8,860	10,860	12,860	14,540	15,540	16,830	18,130	19,230
\$150,000 - 174,999	2,040	4,460	6,750	8,860	10,860	12,860	15,000	16,980	18,280	19,580	20,880	21,980
\$175,000 - 199,999	2,720	5,920	8,210	10,320	12,600	14,900	17,200	19,180	20,480	21,780	23,080	24,180
\$200,000 - 449,999	2,970	6,470	9,060	11,480	13,780	16,080	18,380	20,360	21,660	22,960	24,250	25,360
\$450,000 and over	3,140	6,840	9,630	12,250	14,750	17,250	19,750	21,930	23,430	24,930	26,420	27,730



SHELBY COUNTY FISCAL COURT  
EMPLOYMENT STATUS FORM

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

HIRE DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

FULL-TIME / PART-TIME: \_\_\_\_\_

**Are you currently working for another agency/employer as a full-time or part-time employee?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the agency/employer's name and whether you are full-time or part-time:

\_\_\_\_\_

If yes, does this employer participate in the Kentucky Retirement System (KERS, CERS, SPRS)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

**Is your previous employer a participating agency with KEHP (Kentucky Employees' Health Plan)?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the agency/employer's name:

\_\_\_\_\_

What is your last date of employment with the listed agency/employer? \_\_\_\_\_

**Have you retired from a position that participated in the Kentucky Retirement System or have you participated in Kentucky Retirement Systems previously?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the agency/employer's name:

\_\_\_\_\_



## I.C.E. FORM IN CASE OF EMERGENCY

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

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

\_\_\_\_\_

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

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

**In Case of Emergency please contact:** \_\_\_\_\_

Name of **PRIMARY** Contact: \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

Name of **SECONDARY** Contact: \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



ACKNOWLEDGEMENT RECEIPT OF BENEFIT FORMS  
TO BE RETURNED FOR YOUR ENROLLMENT

- \_\_\_\_\_ KY Employee's Health Plan Brochure and Enrollment Application
- \_\_\_\_\_ KY Flex Spending Enrollment Application
- \_\_\_\_\_ KY Vision Insurance Enrollment Form
- \_\_\_\_\_ KY Dental Insurance Enrollment Form
- \_\_\_\_\_ MetLife Insurance Application and Beneficiary Form
- \_\_\_\_\_ KY Deferred Compensation Enrollment Form and Information Packet
- \_\_\_\_\_ Commonwealth Credit Union Information Brochure

To ensure proper enrollment, please return all applications listed above to the Human Resources Manager, Sandra Ashcraft within ONE WEEK of your signature date.

Should you have any questions before returning, please call Sandra at 502-633-1220 ext. 221 or send email to [sandra.ashcraft@shelbycoky.com](mailto:sandra.ashcraft@shelbycoky.com)

Employee's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Human Resources Manager \_\_\_\_\_



## CERTIFICATION OF COMPLETION OF SEXUAL HARASSMENT TRAINING

I, \_\_\_\_\_, have completed the Sexual Harassment Training Session by receiving and reading "Employee Training – Harassment and Discrimination Laws and Policies".

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date



## ACKNOWLEDGEMENT OF RECEIPT OF DRUG AND ALCOHOL-FREE WORKPLACE POLICY

By signing below, I acknowledge that I have received a copy of the Drug and Alcohol-Free Workplace Policy for my reference as to procedures, work rules and benefits. I understand it is my responsibility to read and comply with the Drug and Alcohol-Free Workplace Policy and any revisions made to it and communicated to me.

I understand I should consult my immediate supervisor, department head or Human Resources regarding any questions I might have.

---

Employee Name (PRINT)

---

Date

---

Employee Signature



## DRUG TESTING CONSENT AND RELEASE FORM

I, \_\_\_\_\_, as a condition of employment or continued employment with Shelby County Fiscal Court, hereby voluntarily agree to submit a sample of my urine and/or blood for chemical analysis by a qualified testing laboratory in the event of an accident while driving on Shelby County business. I understand that the purpose of this analysis is to determine the absence or presence of drugs or alcohol in my system.

I also hereby give my consent to the disclosure of test results by the testing lab to the Shelby County Fiscal Court and/or its designated agents for use by Shelby County Fiscal Court in deciding whether or not to continue my employment with Shelby County Fiscal Court and any other lawful purposes. I understand that a positive test result is grounds for Shelby County Fiscal Court to terminate my employment, or to revoke any existing offer of employment, as the case may be. I understand that all information disclosed to Shelby County Fiscal Court by the testing laboratory will be kept confidential by Shelby County Fiscal Court and will be released only to those employees, agents and/or third parties with a need to know.

I hereby release and hold harmless Shelby County Fiscal Court and its employees and agents from any liability whatsoever arising from this request to furnish specimens, the testing of specimens and the disclosure of the test results to Shelby County Fiscal Court and/or its agents and/or third parties.

\_\_\_\_\_  
Employee Name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature



## SHELBY COUNTY CONFIDENTIALITY/SECURITY AGREEMENT

I understand that I may be indirectly allowed access to confidential, individually identifiable, protected health information (PHI). I further understand and agree that I am not to disclose any PHI.

I understand that accessing or releasing PHI or causing PHI to be accessed or released to other individuals, clients, relatives, etc. would constitute a violation of this Agreement. Employees who violate this agreement may be subject to severe disciplinary action up to and including suspension or dismissal.

I understand and agree to the statements listed below:

All records and reports, which directly or indirectly identify an employee/client or former employee/client of Shelby County Fiscal Court, are confidential.

Medical information is to be kept confidential at all times. This includes not discussing information inadvertently received with spouse, family or friends.

The following identifiers are considered confidential PHI:

- Names, addresses and telephone numbers.
- E-mail addresses.
- Dates (except year).
- Social Security number.
- Medical record, health plan beneficiary and account numbers.
- Facial photographs.
- Social and economic conditions or circumstances.
- Agency evaluation of personal information.
- Medical data, including diagnosis and past history of disease or disability.
- Any information received for verifying income eligibility and amount of medical assistance payments.
- Any information received in connection with the identification of legally liable third-party resources.
- I understand that other types of information may also be protected by confidentiality and that if in doubt as to confidentiality, I should not volunteer information.

By affixing my signature to this document, I acknowledge that I have been apprised that I am not to repeat or discuss any employee/client personal health information to anyone. I further agree that it is my responsibility to assure the confidentiality of all information that may have been received by me even after my employment with Shelby County Fiscal Court has ended.

I have read the above and understand my responsibilities.

---

Employee Name (PRINT)

---

Employee Signature

---

Date Signed



## HARASSMENT POLICY ACKNOWLEDGEMENT

I have received Shelby County's Harassment Policy. I agree to abide by the policy by not harassing or discriminating against another employee, board/committee member and/or general public while representing Shelby County Fiscal Court on the basis of race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

I also agree not to harass or discriminate against another employee, board/committee member and/or the general public by:

- (a) making unwelcome sexual advances or requests for sexual favors or other verbal or physical contact or
- (b) making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or
- (c) creating an intimidating, hostile or offensive working environment by such conduct.

---

Employee Name (PRINT)

---

Employee Signature

---

Date



## WORKPLACE BULLYING

Shelby County Fiscal Court defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or person or persons, at the place of work and/or in the course of employment."

The purpose of this policy is to communicate to all employees, including supervisors, managers, department heads, directors and executives that Shelby County Fiscal Court will not, in any instance, tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when ruling out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important.

Shelby County Fiscal Court considers the following types of behavior examples of bullying:

- Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling, which is hurtful, insulting or humiliating; using a person as a butt of jokes; abusive or offensive remarks;
- Physical Bullying: pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault, damage to a person's work area or property;
- Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages;
- Exclusions: socially or physically excluding or disregarding a person in work-related activities;

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting, raising voice at an individual in public and/or private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring/interrupting an individual at meetings.

- Public reprimands.
- Repeatedly accusing someone of errors which cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do their work (e.g., overloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not keeping with the normal responsibilities on the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.).
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

---

Employee Name (PRINT)

---

Date

---

Employee Signature



## TITLE VII ACKNOWLEDGEMENT FORM

As a Shelby County Fiscal Court employee, I shall not exclude any persons on the basis of race, color, religious creed, sex, age, marital status, ancestry, national origin, pregnancy, military status, sexual orientation, gender identity or disability from participation in, deny the benefits of, or subject to, discrimination under any program or activity receiving Federal financial assistance.

---

Employee Name (PRINT)

---

Date

---

Employee Signature



## DRUG FREE WORKPLACE CERTIFICATION

It is the policy of Shelby County Fiscal Court to provide a drug free workplace. Any employee who unlawfully manufactures, distributes, dispenses, possesses, or uses a controlled substance in the workplace or during working hours is subject to disciplinary action to and including dismissal. This is independent of any criminal action concerning the offense.

Shelby County Fiscal Court is committed to helping employees find resources for drug or alcohol counseling and rehabilitation. Substance abuse on Shelby County property or at any location while conducting agency business, however, will not be tolerated.

Employees are required to notify the employer in writing no later than five days following a conviction for any criminal drug offense occurring in the workplace.

As a condition of employment, employees in agencies receiving federal grants covered by the Drug Free Workplace Act of 1988 must abide by the terms of this policy.

This policy does not diminish, increase, or otherwise change an employee's rights or responsibilities under the personnel policies.

---

### EMPLOYEE CERTIFICATION:

I certify that I have read the above policy and understand it and the conditions of employment with Shelby County Fiscal Court. I understand I may receive discipline up to and including dismissal should I fail to follow the dictates of this policy.

---

Employee Name (PRINT)

---

Date

---

Employee Signature

\*Controlled substance is defined in Schedules I-V of KRS 218A and further defined in regulations issued by the Kentucky Cabinet for Health and Family Services and as listed with the U.S. Drug Enforcement Agency.



## COMPUTERS, INTERNET, E-MAIL, AND OTHER RESOURCES ACKNOWLEDGEMENT

I have read Shelby County's Computers, Internet, E-mail and other Resources policy. I acknowledge that I have received a copy and that it is my responsibility to read the policy and abide by it. Furthermore, I understand that any and all electronic devices/equipment supplied by Shelby County Fiscal Court is owned by Shelby County Fiscal Court and I have no expectation of privacy using any of these resources.

---

Employee Name (PRINT)

---

Date

---

Employee Signature



## WORKPLACE VIOLENCE PREVENTION POLICY ACKNOWLEDGEMENT

I have received a copy of Shelby County Fiscal Court's Workplace Violence Prevention Policy. I agree to abide by the policy of not committing or participating in any acts or perceived acts of physical violence against persons, property or equipment in the workplace or while performing my duties outside the workplace.

---

Employee Name (PRINT)

---

Date

---

Employee Signature



## SHELBY COUNTY FISCAL COURT DEADLY WEAPONS POLICY ACKNOWLEDGEMENT

Shelby County Fiscal Court may restrict or prohibit the carrying of deadly weapons on business premises.

All Shelby County Fiscal Court employees and any other person coming onto Shelby County Fiscal Court premises are prohibited from carrying any dangerous weapon of any sort.

An employee who has obtained a license to carry a concealed deadly weapon may carry his/her weapon while in his/her personal motor vehicle but may not do so in a motor vehicle owned by or rented by Shelby County Fiscal Court. (Exception would be authorized Law Enforcement Officials).

Any employee with personal safety concerns (e.g., parking in a remote location, working alone after hours, etc.) should discuss those concerns with his/her supervisor, department head or the Manager of Human Resources. Shelby County Fiscal Court reserves the right to grant complete or partial exemptions from this policy if the circumstances warrant an exemption. Any exemptions shall be the sole discretion of the County Judge Executive.

Any employee violating this policy shall be subject to immediate disciplinary action, up to and including termination of employment.

An employee having questions concerning this policy should contact the Manager of Human Resources.

---

### EMPLOYEE ACKNOWLEDGEMENT:

I have received and reviewed the foregoing weapons policy and agree to abide by its terms.

---

Employee Name (PRINT)

---

Date

---

Employee Signature



## AUTHORIZATION TO OBTAIN MOTOR VEHICLE RECORDS

To Whom It May Concern:

I hereby authorize Shelby County Fiscal Court to obtain my Motor Vehicle Records **ANNUALLY** to determine if I have an acceptable driving record per the Administrative Code.

\_\_\_\_\_  
Employee Name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

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

\_\_\_\_\_  
State Issuing Driver's License



## NOTICE OF AN UNACCEPTABLE DRIVING RECORD

To: \_\_\_\_\_

From: \_\_\_\_\_

After reviewing your Motor Vehicle Record (MVR) as supplied by the State of Kentucky, as well as your "on-the-job" accident record, it was determined that your driving record does not meet the standards of acceptability as stipulated in Shelby County Fiscal Court's General Driving Rules and Regulations. As a result, your on-the-job driving privileges have been suspended until your record once again is deemed acceptable. Given no further moving citations and/or at-work at-fault accidents, it is projected that your record will once again be acceptable on \_\_\_\_\_.

A copy of this form is being forwarded to your department head. A copy will be placed in your personnel file.

If you have any questions concerning the suspension of driving privileges, please do not hesitate to contact me.

\_\_\_\_\_  
Manager Human Resources

\_\_\_\_\_  
Date

**EXAMPLE**

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SECTION 10 - EMPLOYEE FORMS/INFORMATION

- Time Off Request Form
- Sick Leave Donation Form
- Return of Unused Donated Sick Leave
- Employee Grievance Form
- EXAMPLE Grievance Response Form
- Employee Change of Address Form
- Holiday Schedule for Current Year
- Expense Reimbursement Form
- Information on the Park/Family Activity Center (FAC) Benefits



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**SHELBY COUNTY FISCAL COURT  
TIME OFF REQUEST FORM**

---

**EMPLOYEE NAME:**

**DEPARTMENT:**

**DEPARTMENT HEAD:**

**DATE/DATES BEING REQUESTED:**

**DATE YOU WILL RETURN TO WORK:**

**NUMBER OF HOURS BEING REQUESTED:**

**TIME OFF REQUEST REASON:**

---

**SICK**

*(If more than 3 consecutive days/shifts a doctor's note is required per County Admin Code and you should contact HR Mgr. to see if FMLA paperwork is needed.)*

**FMLA**

*(FMLA needs to be documented on timesheet/timecard and also on payroll summary excel sheet.)*

**VACATION**

**MILITARY**

**HOLIDAY**

**BEREAVEMENT**

*Family Member:*

**JURY DUTY**

*(Please remember to document family member bereavement is being taken for.)*

**MATERNITY/PATERNITY**

**PALLBEARER**

**TIME OFF WITHOUT PAY**

*(Time off without pay needs to be documented on timecard/timesheet and payroll summary excel sheet.)*

*(4 HRS is paid by County per Admin Code for anyone being a Pallbearer, any additional time off you would need to take your vacation/holiday time.)*

*I understand that I am not guaranteed these dates off. The time off will be considered approved when the employee receives his/her copy of the time off request form with the department head's signature on it.*

**EMPLOYEE SIGNATURE:**

**DATE:**

**DEPARTMENT HEAD RECOMMENDATION:**

---

APPROVED

APPROVED WITH FOLLOWING MODIFICATIONS:

UNAPPROVED FOR FOLLOWING REASON:

**DEPARTMENT HEAD SIGNATURE:**

**DATE:**



## SICK LEAVE DONATION FORM

Name of Donor: \_\_\_\_\_

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

Employee ID#: \_\_\_\_\_

Amount of Donation to be credited to Recipient: \_\_\_\_\_

(Employee must have 40 hours remaining after donation. Minimum amount employee may donate is 8.0 hours)

Recipient: \_\_\_\_\_

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

Employee ID#: \_\_\_\_\_

I hereby certify that this donation is given without expectation or promise for any purpose other than that authorized. I further understand that I am consenting to receiving this donation because of a medical necessity. \_\_\_\_\_ Recipient Initials

\_\_\_\_\_  
Donor

\_\_\_\_\_  
Date

The original should remain with the Donor's personnel file. A copy should be transmitted to the County Treasurer so that the sick leave balances may be adjusted.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Judge Executive

\_\_\_\_\_  
Date





EMPLOYEE GRIEVANCE REPORT

NAME OF EMPLOYEE:

DATE:

Narrative of Grievance (including date of alleged action, persons involved and nature of action):

---

Employee Name (PRINT)

---

Employee Signature

---

Date



RESPONSE TO EMPLOYEE GRIEVANCE REPORT

COUNTY JUDGE EXECUTIVE:

DATE:

Prepared in Response to Employee Grievance Report of:

NAME OF EMPLOYEE:

DATE:

**EXAMPLE**

\_\_\_\_\_  
County Judge Executive Signature



## EMPLOYEE CHANGE OF ADDRESS FORM

To change your address, complete this form and return it to the Human Resources or Treasurer's Office.

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

First

MI

Last

Prior Name if Name Change Request:

\_\_\_\_\_

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

House Number and Street Name

\_\_\_\_\_

Apt. # (if applicable)

\_\_\_\_\_

City, State and Zip Code

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

Effective Date of Change: \_\_\_\_\_

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

*For Office Use Only:*

Employee #: \_\_\_\_\_

KHRIS Personnel #: \_\_\_\_\_



SHELBY COUNTY FISCAL COURT  
Expense Reimbursement Form

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

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

Dept: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_ to \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

\*\*\*\*\*

Conference or Institute Attended: \_\_\_\_\_

Total Mileage: (if no co. vehicle available) at:	\$ _____
(if co. vehicle available) at:	\$ _____

**\*\*\*Please refer to irs.gov for standard mileage rates**

Hotel \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

Registration Fee \$ \_\_\_\_\_

Phone Expense \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total to be reimbursed \$ \_\_\_\_\_

Name of Employee Making Request (PRINT) \_\_\_\_\_

Signature of Employee Making Request \_\_\_\_\_

Department Manager \_\_\_\_\_

County Judge Executive \_\_\_\_\_

**\*\*All receipts are to be attached.**

**\*\*\*PLEASE MAKE SURE YOU ATTACH THE DETAILED CREDIT CARD RECEIPT,**



## SHELBYVILLE SHELBY COUNTY PARKS & RECREATION

As an employee of the City of Shelbyville or Shelby County, you are eligible to receive the following benefits from Shelbyville/Shelby County Parks and Recreation:

### Clear Creek Family Activity Center

- **FREE Membership for yourself** – includes usage of indoor & outdoor pools, fitness center, gymnasium, indoor walking track, fitness classes
- **Discounted Family Membership** – The annual membership rate is \$750 per year for a family. The individual cost of an annual membership is \$510. You can add your family at a discounted rate of \$240.

Family Annual		\$750
Individual Annual	<u>\$510</u>	
Discounted Family Cost		<b>\$240</b>

- **Effective 2002, FREE lifetime membership to the FAC upon retirement after 20 years of service**

To apply, visit the Family Activity Center and complete the Membership Registration Form. The office will verify your employment with your department and complete your membership registration. On your next visit, you can pick up your scan cards. The membership is valid until employment is terminated; no renewal is necessary.

### Clear Creek Golf Center & Lake Shelby

City & County employees are eligible for an employee pass which must be renewed annually returned upon job termination. This pass may be picked up at the Park Office at the FAC and is valid through December 31<sup>st</sup> of each year that you are employed. Pass benefits are as follows:

- **Clear Creek Golf Course & Weissinger Hills greens only** – cart not included. This pass can only be used by the employee and is non-transferable.
- **Lake Shelby** – free boat launches

NOT THE ONE WITH JUST A TOTAL AMOUNT.