

TABLE OF CONTENTS

CHAPTER 1 **GETTING STARTED**

FORWARD	1-1
WELCOME	1-2
HISTORY OF THE COUNTY	1-2
FORM OF GOVERNMENT	1-2

CHAPTER 2 **EMPLOYMENT**

EQUAL EMPLOYMENT OPPORTUNITY	2-1
DIVERSITY AND WORKPLACE EQUITY	2-4
NON-DISCRIMINATION	2-5
TYPES OF EMPLOYMENT (FULL TIME, PART TIME, TEMPORARY)	2-5
WORKING HOURS	2-6
HIRING PROCESS	2-7
NEPOTISM	2-11
PROBATIONARY PERIOD	2-12
REHIRING OR REINSTATEMENT	2-13
PROMOTION, TRANSFER, VOLUNTARY DEMOTION	2-13
PERFORMANCE EVALUATION	2-14
PERSONNEL RECORDS	2-15
CONFLICT OF INTEREST	2-16
TELEWORK POLICY	2-16

CHAPTER 3 **COMPENSATION**

YOUR PAY	3-1
COMPENSATORY TIME/OVERTIME	3-1
PROMOTIONS	3-2
DEMOTIONS	3-3
POSITION RECLASSIFICATION	3-4
TRANSFERS AND HIRING PROCESS	3-4
SUPPLEMENTAL PAY	3-5
TIME SHEETS	3-6
PAY STUBS AND PAYROLL DEDUCTIONS	3-7
GARNISHMENTS	3-7
CHECK YOUR CHECK	3-8
AUTOMATIC DEPOSIT	3-8
REIMBURSEMENT FOR USING PERSONAL VEHICLE	3-8

CHAPTER 4 **BENEFITS**

BENEFITS ELIGIBILITY	4-1
HEALTH INSURANCE	4-1
C.O.B.R.A. (CONTINUATION OF HEALTH INSURANCE AFTER EMPLOYMENT)	4-2

CHAPTER 4 - CONTINUED**BENEFITS**

DENTAL INSURANCE	4-2
VISION INSURANCE	4-2
SUPPLEMENTAL INSURANCE	4-3
RETIREMENT	4-3
HEALTH INSURANCE CREDIT PROGRAM FOR LOCAL GOVERNMENT	4-4
LIFE INSURANCE	4-4
“457” PROGRAM (DEFERRED COMPENSATION)	4-4
SHORT TERM DISABILITY (HYBRID EMPLOYEES ONLY)	4-4
LONG TERM DISABILITY (HYBRID EMPLOYEES ONLY)	4-7
CREDIT UNION	4-8
SOCIAL SECURITY (F.I.C.A.)	4-8
INDUSTRIAL ACCIDENT (WORKERS COMPENSATION) INSURANCE	4-8

CHAPTER 5**ATTENDANCE & LEAVE**

ATTENDANCE	5-1
ABSENCES AND REPORTING	5-2
INCLEMENT WEATHER	5-2
VACATION (ANNUAL LEAVE)	5-2
SICK LEAVE	5-3
DONATION OF SICK LEAVE/SICK LEAVE BANK	5-4
PAID TIME OFF PLAN (HYBRID EMPLOYEES ONLY)	5-5
MILITARY LEAVE	5-8
FUNERAL LEAVE (BEREAVEMENT)	5-8
CIVIL/JURY DUTY LEAVE	5-9
PAID HOLIDAYS	5-9
LEAVE OF ABSENCE	5-10
FAMILY AND MEDICAL LEAVE (FMLA)	5-10
REASONABLE ACCOMMODATION FOR RELIGIOUS HOLIDAYS	5-16

CHAPTER 6**EMPLOYEE RELATIONS & CONDUCT**

DRESS CODE	6-1
POLITICAL ACTIVITY	6-1
COUNTY ETHICS POLICY	6-2
ILLEGAL, DISCRIMINATORY HARASSMENT	6-3
SEXUAL HARASSMENT	6-3
HARASSMENT COMPLAINT PROCEDURE	6-3
NON-DISCRIMINATION AGAINST PERSONS WITH DISABILITIES (ADA)	6-4
AMERICAN’S WITH DISABILITIES ACT (ADA) AND GRIEVANCE PROCEDURES	6-4
DISCIPLINARY PROCEDURES	6-6
RESOLVING CONFLICTS IN THE WORKPLACE	6-8
CONFLICT RESOLUTION / DISPUTE MEDIATION	6-8
GRIEVANCE PROCEDURE	6-8

CHAPTER 7**TECHNOLOGY**

PURPOSE	7-1
RESPONSIBLE USE	7-2
UNACCEPTABLE USES	7-3
SPECIFIC GUIDANCE	7-4
HARDWARE	7-4
SOFTWARE	7-4
APPROVED SOFTWARE	7-4
TELEPHONE SYSTEMS	7-5
CELLULAR TELEPHONES	7-5
E-MAIL	7-5
INTERNET BROWSING	7-5
FTP	7-6
TELNET	7-6
SECURITY	7-6
VIRUS PROTECTION	7-6
VANDALISM	7-6
MAINTENANCE	7-6
CONFIDENTIALITY	7-6
TAPE BACKUP	7-7
REMOTE ACCESS	7-7
DESTRUCTION POLICY	7-7
VIOLATION OF POLICY	7-7

7

CHAPTER 8**TRAINING AND EDUCATION**

TRAINING PROGRAMS/SEMINARS/CONVENTIONS	8-1
TRAVEL EXPENSE REIMBURSEMENT	8-1
SPECIAL LICENSES/MEMBERSHIP DUES	8-1
TUITION REIMBURSEMENT	8-1

CHAPTER 9**SAFETY, HEALTH AND WELLNESS**

MEDICAL EXAMINATIONS	9-1
HEALTH AND SAFETY	9-1
SMOKING, VAPING AND TOBACCO	9-2
DRUG AND ALCOHOL-FREE WORKPLACE	9-2
DRUG/ALCOHOL ABUSE POLICIES & TESTING	9-2
WORKPLACE VIOLENCE PREVENTION	9-3
WEAPONS ON COUNTY PROPERTY	9-4

CHAPTER 10**SEPARATION**

EMPLOYEE SEPARATION PROCESS	10-1
EXIT INTERVIEW	10-2
UNEMPLOYMENT COMPENSATION	10-3

CHAPTER 11**MISCELLANEOUS POLICIES/INFORMATION**

COURT ORDERED VOLUNTEERS	11-1
REQUESTS FOR LEGAL WORK	11-2
SMALL PURCHASE POLICY BIDDER NEGOTIATION POLICY	11-2
BID NEGOTIATION POLICY	11-4
CREDIT CARD POLICY	11-5
VEHICLE/EQUIPMENT MAINTENANCE	11-6

CHAPTER 12**ATTACHMENTS**

ATTACHMENTS	12-1
COUNTY GOVERNMENT ORGANIZATIONAL CHART	12-2
DEPARTMENT GLOSSARY	12-3
DEPARTMENT DIRECTORY	12-5
ACKNOWLEDGEMENT FORM	12-6
GRIEVANCE FORMS:	
FORM A: GRIEVANCE APPLICATION	
FORM B: PANEL HEARING	
FORM C: DETERMINATION OF GRIEVABILITY	
FORM D: VEHICLE USE POLICY	

Employee Handbook County of Mathews

Section 1 - Getting Started – General Purpose and Disclaimers

This section contains information on:

Foreword
Welcome
History of the County
Form of Government - Board of Supervisors/County Administrator
Relationship with Constitutional Officers

FOREWORD

This handbook is designed to communicate key personnel policies and procedures of the County to employees. There is much for an employee to learn about her/his job and this Handbook is a good place to start. There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your immediate supervisor or the Personnel office.

This handbook has been developed pursuant to §15.2-1506 of the Code of Virginia, 1950 as amended, which provides, in part, that a locality may establish rules and regulations for the general administration of personnel matters.

The County intends this Handbook to comply in all respects with all applicable legal requirements. Periodically the County will revise specific policies or the entire Handbook as changes in federal, state and local law occurs. If changes are made to a specific policy or policies, we will republish and distribute only the changes. It is your responsibility to incorporate all new changes into your current Handbook. If any policy in this Handbook is found to be inconsistent with any law, that policy shall be deemed modified to comply with that law. Further, certain employees may be employed pursuant to a written employment contract. If, in any particular instance, the contract differs from the Handbook, the contract governs.

Virginia is an employment-at-will state. Your employment with the County is a voluntary one and is subject to termination by you or the County at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of County employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written

employment agreement approved at the discretion of the Board of Supervisors and/or County Administrator, whichever is applicable.

The county specifically reserves the right to repeal, modify or amend these policies at any time, with or without notice. None of these provisions shall be deemed to create a vested contractual right in any employee nor to limit the power of the County Administrator or Board of Supervisors to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment upon which any employee may rely. The county also reserves the right to deviate from these policies in emergency situations, in order to achieve its primary mission of providing orderly and cost-efficient services to its citizens.

WELCOME

On behalf of the Board of Supervisors, County Administrator and personnel, we would like to welcome you to the County of Mathews. We hope you will find employment with the County a rewarding and enjoyable experience. We anticipate your skills, and experience will enhance the County's ability to efficiently serve the general public. Please see your supervisor if you have further questions after reading the Handbook.

HISTORY OF THE COUNTY

Mathews County is a charming, small, rural community located on Virginia's Middle Peninsula. The County was divided from Gloucester County effective May 1, 1791, and was named after Brigadier General Thomas Mathews, then speaker of the House of Delegates of the General Assembly of Virginia. The County celebrated its Bicentennial in 1991.

The Mathews County Seal was adopted on February 11, 1793 and symbolizes the shipbuilding industry, which was of major importance to the economy of the county.

FORM OF GOVERNMENT - BOARD OF SUPERVISORS/COUNTY ADMINISTRATOR

The County of Mathews government is governed by a publicly elected five-member Board of Supervisors, led by the Chairman. The Board of Supervisors sets the citizens' tax rate annually and adopts budgets for all County programs. Throughout the year, the Board of Supervisors also makes policy decisions and gives direction to the County Administrator in the actual operation of the County. Programs and policies adopted by the Board of Supervisors are put into administrative action by the County Administrator and by department supervisors.

RELATIONSHIP WITH CONSTITUTIONAL OFFICERS

This handbook is intended to govern all County employees. Certain policies have been included that also govern employees of Constitutional Officers, however, employees of Constitutional Offices are not considered County employees at any time regardless of employment status, position held or funding. Constitutional Officer Employees work at the discretion of said Officer and must follow all policies and rules outlined by that Officer.

Section 2 - Employment

This section contains information on:

Equal Employment Opportunity and Grievance Procedures
Diversity and Workplace Equity
Nondiscrimination
Types of Employment (full-time, part-time, contract/temporary)
Working Hours
Regular Work and Special Assignments
Hiring Process
Nepotism (Employment of Relatives)
Probationary Period
Rehiring or reinstatement
Promotion, Transfer, Voluntary Demotion
Performance Evaluation
Personnel Records
Conflict of Interest
Telework Policy

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the County to ensure equal employment opportunity for all employees and appointed representatives. This commitment includes a mandate to promote and afford equal treatment and services to all citizens, employees and County representatives. The County ensures equal employment opportunity based on ability and fitness, to all persons regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.

The goals and objectives of the Equal Employment Opportunity Policy are to:

1. Ensure fair treatment and non-discrimination in County hiring, employment, appointments and service on County boards and commissions.
2. Provide compliance with State and Federal equal opportunity requirements and regulations.
3. Provide a basis for encouraging those who do business with the County to practice Equal Employment Opportunity.

The County Administrator is the Equal Opportunity Officer (EEO). He/She will ensure compliance with the Equal Employment Opportunity Policy. The Officer will advise and assist staff and supervisory personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy. The Equal Opportunity Officer has the responsibility for

examining existing internal policies or procedures, which may contain barriers to implementing the Equal Employment Opportunity Policy.

The Equal Opportunity Officer shall undertake the following actions to assure equal employment opportunities within the County government:

1. Periodically review all position qualifications and job descriptions to ensure relevance to the tasks to be performed. Make amendments as needed to insure relevance.
2. Assure that pay and fringe benefits are based upon job responsibility and, along with overtime work, are administered on a non-discriminatory basis.
3. Inform and provide guidance to staff and supervisory personnel who make hiring decisions so that all applications for selections are considered without discrimination and all applicants be given equal opportunity regardless of race, creed, color, national origin, sex, marital status, age, or the presence or a sensory, mental, or physical disability unless such disability effectively prevents the performance of essential duties and functions required by the position and which are bona fide occupational qualifications which cannot be accommodated without undue hardship.
4. Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. The following practices for listing jobs will be followed under the Equal Employment Opportunity Officer's direction:
 - a. All regular full-time jobs will be first be posted internally for a period of five (5) business days.
 - b. If there is no selection from the internal posting, then jobs will be advertised in the County's publication of record at least once. If a suitable applicant is not found, the County to reserves the right to re-advertise at its discretion. The County also reserves the right to advertise in additional publications as deemed necessary and authorized by the County Administrator.
5. Provide orientation for all new employees specifically emphasizing the County's Equal Opportunity program. Encourage all employees to avail themselves of available services.
6. This policy shall be made known to all employees, contractors, and suppliers through distribution of the Equal Opportunity Policy. Applications for employment will include an equal opportunity clause.

Though employees represent a very important part of County government, there are other areas where non-discrimination is essential. One of these areas is in the appointment of boards, commissions and ad-hoc committees. Therefore, the County will apply Equal Opportunity principals in the selection of persons to County boards, commissions and ad-hoc committees. Ensuring non-discrimination in the appointment of the County's representatives will encourage the fair and even-handed administration of the County's code and policies.

The following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

1. Assure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, transfer and demotion, layoffs and termination of employees. Any actions, which might adversely affect employees, will be brought to the attention of the Equal Opportunity Officer.
2. Actively encourage employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes and desires, taking full advantage of any programs available which directly relate to the employee's position.

The County recognizes its responsibilities to comply with and assure that equal opportunity and non-discrimination policies of state or federal agencies with which it conducts business are carried out. Specifically, the County shall:

1. Be responsible for reporting to the appropriate agencies any complaints received from any employee of, or an applicant for employment with any County contractor or subcontractor, which requires affirmative action programs of certain government contractors and subcontractors.
2. Cooperate in special compliance reviews or in investigations as requested.
3. Carry out minority reporting functions of contractors or subcontractors as required by state or federal laws.
4. Furnish information as required, maintaining an affirmative action file detailing its efforts, with dates to meet its legal commitments.
5. Standard County contracts will include a non-discrimination clause.

The County's Equal Employment Opportunity Policy shall be made available to any Federal or State agency upon request.

EEO GRIEVANCE PROCEDURES

In as much as the success of the Equal Employment Opportunity policy depends largely upon the attitude of the community as well as of the employees, opinion as to what constitutes fair and equal opportunity and treatment may vary widely and grievances may result. The following steps shall be taken for any grievance arising from the implementation of this policy so as to maintain the best possible employee/supervisor and County/community relationships:

1. Employees shall bring their grievance to the attention of their department supervisor, who will investigate as necessary to determine the cause of the complaint and work with the

employee to affect an equitable solution. Every effort shall be made to resolve the difficulty at this level.

2. At the option of either party, the services of the County Administrator may be requested. The County Administrator shall interview both parties, conduct additional investigation as necessary, and recommend appropriate corrective action and settlement conditions.
3. The County Administrator may elect as deemed necessary and as circumstances dictate to refer the grievance to a special arbitration committee. Such committee shall be selected from among County employees and shall consist of an equal number of supervisory and staff personnel. The County Administrator and those directly involved in the grievance shall not be voting members of this committee. Proceedings of the committee shall be documented, and its decision shall be in the form of a recommendation to the County Administrator subject to review only by the State Human Rights Commission or through the judicial system. The County Administrator as a matter of permanent record shall maintain all reports, decisions and other documentation generated by the grievance procedure.

Violations of this policy may be cause for the full range of disciplinary action.

DIVERSITY AND WORKPLACE EQUITY

The County is committed to building a diverse workforce which reflects the face of the community we serve honors and respects the beneficial and worthwhile differences and abilities of all our employees and residents, and provides employees with opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing beneficial and worthwhile differences among cultures and races is the basis for a policy of inclusion.

Diversity recognizes and respects a multitude of differences, which employees bring to the workplace. Diversity may complement organizational values that stress teamwork, leadership, responsibility, and quality service. Diversity means striving to maintain an environment in which supervisors value the worthwhile differences in their employees and take steps to ensure that employees know they are valued individuals.

To achieve workplace equity and inclusion, we will observe the policies and practices outlined below:

1. Mathews County will not discriminate in employment on the basis of race, color, religion, national origin, sex, age, disability, marital status, creed, ancestry, or medical condition, including pregnancy.
2. Mathews County will make employment decisions based on job-related criteria and will provide opportunities for entry and promotion into positions where appropriate.
3. Mathews County will ensure a workplace free of all forms of harassment.

4. Mathews County will develop a procedure for prompt, thorough and impartial investigations of discrimination or harassment complaints and will take appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination, harassment or false accusations thereof.
5. The County Administrator will evaluate the effectiveness of our diversity policy. By creating a workplace where everyone can work towards their maximum potential, the County will be better able to retain quality, productive employees who will provide excellent services to our residents.

NON-DISCRIMINATION

The County of Mathews is committed to promoting and affording equal treatment and service to all citizens and to assure that all applicants are assured equal employment opportunity without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability, including pregnancy, unless such disability effectively prevents the performance of essential duties required by the position and which are bona fide occupational qualifications and which cannot be accommodated without undue hardship. The County shall operate within the principles of equal employment opportunity and affirmative action guidelines set forth in Federal, State and local laws and regulations.

All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a nondiscriminatory manner.

The County of Mathews will cooperate fully with all organizations and commissions organized to promote fair practices and equal employment opportunity.

TYPES OF EMPLOYMENT

The types of County employment are:

Probationary Employee: An employee on a trial status during the initial period of employment. All newly hired County employees serve a probationary period, which, unless provided otherwise, extends for six (6) months from the date of hire. Probationary periods may be extended under special circumstances. See page 15 of this Section for further information on Probationary Employee.

Regular Full-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position, which is expected to continue for an indefinite duration, and works a shift schedule, which will total no less than 1,820 hours per year. (35 hours per week)

Regular Part-Time Employee: An employee who has successfully completed the probationary period, is assigned to a position which is expected to continue for an indefinite duration and works a shift schedule of no more than 29 hours per week.

Temporary Full-Time Employee: An employee whose work assignment is limited in duration to six months or less, and works a shift schedule, which on an annual basis would exceed a total of 910 hours.

Temporary Part-Time Employee: An employee whose work assignment is limited in duration to six months or less, and works a shift schedule, which on an annual basis would equal less than 910 hours.

Intermittent Employee: An employee qualified to work in one or more job assignments who is on call to work at irregular intervals in one or more County departments.

Employee compensation shall be stated in terms of monthly salary or hourly wage. Entitlement to employee benefits shall be as provided in Section 4 – “BENEFITS”.

WORKING HOURS

The normal working hours for employees are seven (7) hours, from 8:30 a.m. to 4:30 p.m., with one (1) hour unpaid for lunch. Lunch hour is generally designated to be 12:00 p.m. to 1:00 p.m.; however, the lunch period will be scheduled to allow for continuous staffing of all offices with at least one person. This does not include personnel engaged in shift work. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.

The department supervisor shall schedule all lunch breaks.

The standardization of working hours is necessary to provide:

- a. Continuity in access by and service to the citizenry.
- b. Facilitation of teamwork.
- c. Facilitation of supervisory assistance.

Occasions may arise when service to the citizens can be improved through the adjustment of an employee's work hours. The department supervisor shall obtain approval of the County Administrator for the adjustment in work hours. Individual requests for adjustment of working hours for personal reasons must be evaluated in consideration of the effect on the criteria enumerated in items A-C above.

Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected when possible. Failure to do so will be construed as an unexcused absence, and the time missed will not be paid. Tardiness must be made up during the pay period in which it occurs. Notification by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

Daily attendance records will be maintained by each department; including date and time absent and reason for absence. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of probationary periods, and continued employment with the County. Frequent tardiness or other attendance irregularities shall be cause for disciplinary action.

Hours for part-time and certain other employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate department supervisor, with concurrence of the County Administrator.

HIRING PROCESS

The County Administrators office will administer and coordinate the hiring process for all position vacancies to ensure compliance with contractual, legal, and equal opportunity requirements. All hiring efforts are conducted in compliance with equal opportunity practices.

All departments will adhere to the following procedures in announcing position vacancies. In cases where these procedures conflict with existing employment contracts, the applicable provisions of those contracts shall prevail.

Recruitment:

1. The County Administrator and the Personnel office will be notified immediately of all position vacancies.
2. The affected department may be asked to assist the Personnel office, as necessary, in formulating the job announcement, ads, and in determining special applicant sources.
3. The Personnel office will distribute to all County departments copies of the job announcement for posting for a minimum of five (5) working days. In those cases where outside candidates will be considered, job announcements will be advertised in the County's publications of choice. The County may use for job referral purposes only those recruitment services, which do not discriminate on the basis of race, color, religion, creed, age, sex, national origin, marital status, or disability in making referrals. However, the County does not, under normal circumstances, use the services of any private employment agency, either employer or employee paid.
4. Ads for local newspapers, trade publications, and professional journals will be developed and placed by the Personnel office with assistance provided by the affected department. Funding of all general advertisements will be accomplished through the affected department's budget.
5. The Personnel office will screen active application files for possible candidates. These candidates will be contacted to determine current interest in County employment prior to the closing date listed on the employment notice.
6. Applications shall be submitted to the Personnel office using the standard County Employment Application forms. Resumes will be accepted, but not in lieu of a completed county employment application. The application will be kept on file for six months and may be used to consider an applicant for all positions for which he or she may be qualified.
7. No applications for a position are accepted after the published closing date. If there are not sufficient qualified candidates at the closing date, the position is re-opened and re-advertised.

8. The affected department supervisor will screen all applications received to determine qualifications for the position to be filled.
9. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - a. They do not possess the qualifications for the job.
 - b. They have demonstrated an unsatisfactory employment record or personal record as evidenced by information contained on the application form or by the results of a reference check.
 - c. They have made false statements of any material facts or practiced deception in their application.
 - d. They are physically, mentally or otherwise unable to perform the duties of the position.
 - e. The applicant is not within the legal age limits prescribed by law.

Testing:

1. Examinations may be developed for certain positions based on the position's responsibilities, the qualifications required, and resources available.
2. The examination may consist of oral interview/application review, a structured questionnaire, practical tests, written tests, in-basket exercise or assessment center, etc. In all cases, the testing will be job related and designed to determine the candidate's knowledge, skills and abilities for the position.
3. The examination contents are normally developed by the Personnel office with assistance provided by the affected department. Examination contents are confidential and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.
4. The testing process will be administered by the Personnel office unless otherwise designated.
5. The Personnel office shall ensure that all testing is based on bona fide occupational qualifications.
6. The Personnel office shall ensure that reasonable accommodations are made in test procedures to assure that persons with disabilities can be tested in an appropriate manner.

The Personnel office shall inquire in vacancy announcements whether the applicant requires an accommodation.

Interview Process:

The employment interview is a supplement to and part of the selection process. The primary function of the interview is to obtain data or certain knowledge, skills and abilities of a candidate not available through review of resumes or other testing mechanisms. Certain guidelines will be

observed to maximize the validity and reliability of the interview process as well as ensure the adherence to current EEOC requirements.

1. The Personnel office along with the County Administrator and the affected Department Supervisor shall coordinate the interview process, including selection of panel members, scheduling candidates, development of interview questions, etc.
2. The interview panel will be selected and confirmed by the County Administrator with input by the affected department. Generally, no more than three individuals will serve on the interview panel. The composition of the interview panel shall generally consist of personnel who have expertise with the technical elements of the position and a personnel staff member. Careful selection will be made of panel members to ensure objectivity and job knowledge. Relatives or personal friends of the applicants will be excluded from serving on the panel.

Reasonable accommodations shall be made for applicants with physical disabilities.

3. The County Administrator, Personnel office, and the department supervisor of the department in which the position vacancy exists (the County Administrator in vacancies involving Department Supervisor openings) shall be responsible for the development of interview questions and standards for measurement of candidate responses. Consistency will be maintained in the questions asked of all candidates. The questions must be job related. Questions will be designed to measure job knowledge, experience, and education or to solicit responses, which reflect those personal traits, which are job related. Questions, which pertain to race, sex, religion or marital status or other inquiries, which tend to directly or indirectly disclose such information, are prohibited. Any questions that would indirectly divulge an applicant's age, national origin, or other discriminatory factor shall be made in strict accordance with Law.
4. Inquiries as to an applicant's ability to read, write or speak foreign languages are permitted when such inquiries are based on job requirements.
5. Inquiries about whether an applicant has certain specified sensory, mental, or physical disabilities which relate reasonably to ability to perform the particular job, or whether an applicant has any disabilities or health problems which may affect work performance or which the employer should take into account in determining job placement are permitted. Other general inquiries, which would tend to divulge disabilities or health conditions that do not reasonably relate to fitness to perform the job are not permitted.
6. The County Administrator will inform the interview panel of the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions. The department supervisor of the affected department shall be on the interview panel.
7. Each rater scores the candidates independently.

8. Following the interview, the interview panel shall attempt to reach consensus and report the interview results and recommendations to the County Administrator. If consensus cannot be reached, the final candidates, including their strengths and weaknesses, will be reported to the County Administrator.

Reference Check:

1. Any offer of employment will be contingent upon a successful reference check. The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. Parts of the reference check may be delegated to the affected department.
2. The County Administrator may deem it necessary to conduct a more thorough background investigation, credit check, DMV license check, etc. for certain positions. No reference check or background investigation will be conducted without first notifying the applicant of the investigation or without obtaining the applicant's written approval and signed waivers to the investigation.
3. Results of the reference check and/or background check will help determine the applicant's fitness for the position. Any offer of employment may be rescinded for an unsuccessful background investigation, credit check, DMV license check, or reference check.
4. A recommendation for hire will be forwarded to the County Administrator for final approval to extend an offer.

Applicant Notification:

1. After references are verified and a final decision reached, the Personnel office notifies the candidate of his/her selection, makes an employment offer, and requests that the offer be accepted or rejected within two (2) days and that the acceptance or rejection be in writing.
2. If the first offer is rejected, it will be decided whether to hire another candidate or to re-open the position.
3. Once a candidate accepts the employment offer, all other candidates are notified in writing that they were not selected for the position.
4. In certain positions, a physical may be required. This information will be included in the employment offer letter.
5. In certain positions, drug and alcohol testing may be required. This information will be included in the employment offer letter.

6. In certain positions, certifications may be required, such as in the use of firearms. This information will also be addressed in the employment offer letter.

Appointment:

1. For all positions, an employment confirmation letter is forwarded to the final accepting candidate outlining the terms of employment. The letter is prepared and mailed by the Personnel office in cooperation with the affected department.
2. Personnel Forms will be prepared for the new employee by the Personnel office.

Applicant Expenses:

1. Unless approved by the County Administrator, the County does not reimburse any applicant for travel costs in conjunction with the hiring process.
2. Relocation costs are paid in full by the employee unless otherwise budgeted and approved by the County Administrator.
3. The applicant should be advised of Items 1 and 2 above before reporting for the interview.

Temporary Help:

Former County employees will be considered for all temporary assignments first. If there is no suitable former County employee, then steps 1-9 listed under "Recruitment" section of this policy will be adhered to in the recruitment of temporary help. However, the affected department will maintain responsibility for screening applications, testing, interviews, reference checks, applicant notification, appointments, and preparation of any necessary personnel forms. These steps will be accomplished in accordance with the guidelines listed above. A recommendation for hire will be forwarded to the County Administrator for final approval.

NEPOTISM

It is the County's policy that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the County's interest and their own.

Current Employees: As of the date of this policy, anyone in a position stated above in number one (1), shall abstain from a voting and/or decision-making situations involving his/her subordinate relative.

Where necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the necessity shall be those, which have the least adverse impact on spouses or members of either sex. For example:

The exclusion should be limited to the job, or department where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what his or her spouse does, then the employees will be asked to determine which spouse shall keep the job. The County may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually agreeable solution cannot be reached between the County and the employees.

PROBATIONARY PERIOD

All employees placed in new full-time and part-time positions must serve a six-month period of probation. Employees that transfer to a new position must also serve a six-month period of probation.

The probation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance. During the established probationary period, the County reserves the right to terminate the probationary employee's service on the basis of unsatisfactory performance or on the basis of other reasons deemed sufficient by the County.

If an employee is unable to perform the work, the person must be terminated as early as possible. Early termination saves the County a time and dollar investment and saves the employee possible embarrassment and frustration. Rejected probationers shall be notified of such action in writing by the department supervisor at any time during the probationary period and a copy of said notification shall be retained in the personnel files.

At the end of the probationary period, the employee is formally evaluated and provided written documentation of progress. It is expected that informal evaluations will be conducted during the course of the probation period to assess performance and to advise employees of expectations regarding performance. Significant job deficiency(s) shall be documented in the employee's personnel file. These evaluations provide the necessary justification for retention of the person as a regular employee.

Under unusual circumstances, the probationary period may be extended. This is only after an evaluation of the situation, the employee's abilities, and demonstrated potential. Probation extension is done only upon recommendation of the department supervisor in consultation with the County Administrator.

If the employee successfully completes the probation period, he/she shall be informed that he/she is now a regular employee. The department supervisor will accomplish this with the approval of the County Administrator. A letter terminating the probationary period and extending full-time

regular status shall be given to the affected employee and a copy will be forwarded to the Personnel office.

When an employee first becomes a regular staff member, he or she becomes eligible for vacation and other appropriate leaves retroactive to the person's beginning date of employment. If an individual has been transferred or promoted, he or she remains eligible for all fringe benefits included with the previous position during the probation period for the transfer or promotion. If the position to which an employee has been transferred or promoted carries benefits different from those of the previous position, the person becomes eligible for the benefits of the new position upon the satisfactory completion of the probation period retroactive to the date of the transfer or promotion.

If a transferred or promoted employee fails to achieve satisfactory performance in the new position, he or she will be given priority for the first position opening similar to the one previously held if the employee's performance in the previous position was satisfactory. If an employee had not performed satisfactorily in the previous position or a suitable position is not available, termination from County employment will occur.

If an emergency arises during an employee's probationary period, which requires a leave of absence, such time off, if granted, will not be considered as time worked, and will be considered unpaid leave.

REHIRING OR REINSTATEMENT

If you leave County service in good standing and are rehired into your former position within a year after you left, you may be reinstated at your previous salary rate. Vacation and sick leave eligibility will be based on previous County service.

If you were hired into a different kind of position or if you were gone for a year or more, you would be regarded as a new employee and be required to serve a new probationary period. Vacation and sick leave would be accumulated as if you were a new employee.

PROMOTION, TRANSFER, VOLUNTARY DEMOTION

The County encourages internal promotion. You may apply for a transfer to another position at the same or lower salary rate. For promotion, transfer and voluntary demotions, you will need to complete a County employment application, even though you are already a County employee. If a test is given to other applicants, you will be given the same test.

Employees who are promoted, transferred or demoted will serve a new six (6) month probationary period, but will not lose regular status benefits already gained through service with the County.

If you are interested in a promotion, talk to your supervisor. Find out his or her assessment of your weak and strong areas, how your skills relate to the higher position and what you can do in the meantime to make yourself a competitive candidate.

PERFORMANCE EVALUATION:

Probationary Employees. Employees on introductory employment status may be evaluated at the midpoint of such status and two weeks prior to the end of the introductory employment period, at which time the employee shall be advised of his/her status (regular or terminated).

All personnel may be evaluated at least once a year. For employees not on shift schedules, they may be evaluated during the month of their anniversary date.

Employee Anniversary Date List. It shall be the responsibility of the Personnel office to maintain a list of employee anniversary dates and to inform the appropriate department supervisor as to when an evaluation of his/her employees should take place.

Performance Evaluation Process:

The employee and the department supervisor each shall complete an Employee Performance Evaluation Form. During this preparation, the employee and the immediate supervisor may discuss various aspects of completion of the form, but this should not be in lieu of having each person complete a separate form. This part of the process should require only a few days.

When the employee and supervisor have each completed their form, they shall arrange for a conference. During the conference, the employee and supervisor discuss each portion of the form and the relationship between the employee's performance of the job and the description of the job itself. The employee and supervisor shall strive to reach a consensus on each section and shall jointly complete the conference report on a third evaluation form. If there is a disagreement, or consensus is not achieved, the supervisors' comments shall take priority and the employee may, if he/she wishes, use an "Employee Remarks" section to respond.

The employee then reads the completed form and signs it. The signed employee performance evaluation conference report is placed in the personnel file and will remain on file for the length of employment.

Function of Performance Evaluations:

The functions of the employee performance evaluation are: to provide probationary employees with timely reports of their progress and allow for correction of deficiencies; to provide all employees with positive recognition of strengths and special abilities and an opportunity to improve deficiencies; to provide an ongoing performance record which may become part of documentation used in making personnel actions; to provide employees with an opportunity to discuss ways and means for improvement; and to cause current job descriptions to be formulated and/or maintained.

PERSONNEL RECORDS

Your personnel records are confidential. Although the County of Mathews is required to comply with valid court orders and other government requests directing us to provide information from your personnel records, generally speaking, without specific written authorization from you, only your job title, salary, and verification of employment dates will be released.

When you move, change your telephone number, or have other changes in your personal information, please keep the Personnel office informed of such changes so we can keep your records accurate and up to date.

You may review your personnel records by scheduling an appointment with the Personnel office. Such review will occur under the supervision of a Personnel staff member. Any concerns regarding the completeness or accuracy of the information contained in your files should be taken up with your immediate supervisor. If you do not feel the information contained in your file is accurate or relevant, you may place your own statement in the file. Examination of personnel files will generally be limited to normal business hours, twice a year.

The County maintains personnel records on each employee. These records contain legally required information and other helpful personnel data.

Keep your confidential records up to date by notifying the Personnel office of:

1. Change of address or home phone number.
2. Change of person to be notified in case of accident or emergency.
3. Change in your legal name.
4. Change in your marital status.
5. Change in insurance or retirement beneficiary.
6. Change in state or federal withholding deductions.

Records Privacy

Under State law, certain information in your personnel file may be considered public. These include your:

- * Name
- * Department in which you work
- * Date of employment
- * Position title and salary

Other items in employees' files (such as disciplinary actions, personal addresses or phone numbers, previous salaries or payroll deductions) are private. Normally only you, your agent, your supervisor, and the Personnel office have access to this information. However, in some cases, local, state or federal agencies with proper reason or court order may also have access to information in the file.

CONFLICT OF INTEREST:

Employees must avoid situations that might cause their interests to conflict with the County or might compromise the County's integrity and reputation. A conflict, or the appearance of one, occurs when you or an immediate family member uses your position at the County for personal benefit through an investment, association, or business relationship that interferes with your ability to exercise independent judgment on behalf of the County. An example would be having a financial interest in, or moonlighting with, any company that is a customer or supplier of the County or in any way could be subject to any proposal or permit arising from your official duties.

Full-time employees are discouraged from accepting second jobs, whether self-employment or otherwise. All employees holding or considering second jobs must obtain permission from the supervisor in order to ensure that the job will not create a conflict of interest or interfere with the proper performance of their duties. At no time will an employee be permitted to conduct secondary employment duties during County work time. Failure to comply may be grounds for progressive discipline leading up to and including termination.

Employees must not solicit or accept gifts, gratuities, favors, discounts or price breaks, entertainment, loan or any other thing of monetary value from any person, organization or group with which he or she has official, enforcement or regulatory relationships. (These limitations are not intended to prohibit the acceptance of product samples or other unsolicited articles of less than \$25 in value or of vendors' favors or door prizes at conferences, and of employee discounts which are distributed to all employees, not to prohibit the acceptance of small seasonal gifts to front-line employees without authority to change service levels or decide who receives services. The limitations are also not intended to prohibit employees from accepting unsolicited social courtesies which promote good public relations nor to prohibit employees from obtaining loans from regular lending institutions.)

TELEWORK POLICY:

It is the policy of the County to promote general work efficiencies by permitting departments to designate employees to work at alternate work locations for all or part of their workweek. The intent of this policy is to promote telework as a means of achieving administrative efficiencies (e.g. reducing office and parking space, adhering to health-related emergencies, supporting Continuity of Operations plans, and sustaining the hiring and retention of a highly qualified workforce by enhancing work/life balance.

General Provisions:

Department heads are responsible for managing the affairs and operations of their respective departments. Under this policy, department heads have the discretion to develop telework programs that support their office and mission; designate positions that are eligible for full-time, intermittent, or occasional telework; and to designate and approve employees for telework.

Conditions of Employment:

Telework assignments do not change the conditions of employment or required compliance with policies. To the extent possible, the department head and the employee should mutually

agree to telework arrangements. However, department heads may establish telework as a condition of employment based on the departments business needs.

Compensation and Benefits:

An employee's compensation and benefits will not change as a result of telework arrangements.

Hours of Work:

The total number of hours that employees are expected to work will not change, regardless of work location. Employees agree to apply themselves to their work during work hours. Department heads must ensure that procedures are in place to document the work hours of employees who telework, in particular ensuring compliance with the Fair Labor Standards Act. Department heads may require employees to report to a central workplace as needed for work-related meetings or other events or may meet with employees in the alternate work location as needed to discuss work progress or other work-related issues.

Eligibility for Telework:

Determinations of telework eligibility should be focused on the work and the ability of the employee to effectively perform work duties at the alternate work location. Supervisors shall use the employee's normal performance as an indicator to determine ability for remote work.

Telework for unplanned or temporary circumstances:

Telework for unplanned circumstances such as school closings, family illness, etc., may be approved. The department head may exercise discretion in determining whether an employee can accomplish at least some part of his/her duties from the telework site in such a situation and when leave should be used instead.

Telework temporarily in a different geographic location:

Employees must receive approval from his/her supervisor to temporarily shift their telework site to a different location from the one approved. The temporary change in telework location should be in writing and should outline the new location, dates of the temporary change and any other expectations. This approval is intended for temporary arrangements.

Use of Leave:

Telework is not intended to be used in place of paid leave. Department heads may determine whether or not it is appropriate to offer telework arrangements as an opportunity for temporary, partial, or full return to work from illness/injury or disability accommodations based on policy and the criteria normally applied to decisions regarding the approval of telework.

Workers' Compensation Liability:

The County may be liable for job-related injuries or illnesses that occur during

employees' work hours in their alternate work locations. The work area shall be a designated space organized appropriately for work. The area should be free of trip hazards such as cords and other distractions. Work shall be performed from a proper desk, not sofa or other such area. The workspace should be arranged with equipment that supports proper ergonomics.

- **Equipment and Materials:**

The County may provide equipment and materials needed by employees to effectively perform their duties. In cases where full-time telework is a condition of employment, the County should provide the necessary equipment and materials. The IT department shall make sure all equipment issued for remote work is properly secured and safe to connect to the County's networks.

County-owned or issued equipment may be used only for authorized County purposes by authorized employees. Employees are responsible for protecting County-owned or issued equipment from theft, damage and unauthorized use. County-owned or issued equipment used in the normal course of employment will be maintained, serviced and repaired by the County's IT department. Departments should stipulate who is responsible for transporting and installing equipment and for returning it to the central workplace for repairs or service. When employees are authorized to use their own equipment, the County will not assume responsibility for the cost of equipment, repair or service.

- **Costs Associated with Telework:**

Departments are not obligated to assume responsibility for operating costs, home maintenance or other costs incurred by employees in the use of their homes or alternate work locations for telework. Departments may use appropriated funds for telework costs if there is a business need.

- **Documentation of Work Performed:**

Employees should provide documentation, or some other measure of work performed remotely. It is typically the supervisor's responsibility to determine how they will determine what work is performed and how productivity will be measured.

- **Other Considerations:**

The employee must have high speed internet at their home in order to perform work remotely. Telework is not a replacement for dependent care, such as children and parents. A camera is expected to be used for all virtual meetings and therefore a professional appearance will be required.

Section 3 - Compensation

This section contains information on:

- Your Pay
- Compensatory Time/Overtime
- On-Call Compensation
- Promotions
- Demotions
- Position Reclassification
- Transfers and Hiring Process
- Supplemental Pay
- Time Sheets
- Pay Stubs and Payroll Deductions
- Garnishments
- Check Your Check!
- Automatic Deposit
- Reimbursement for Using Personal Vehicle

YOUR PAY

Your annual salary is the amount paid per year for your job, not counting overtime. If you are not sure how much that is, ask your supervisor or call the Personnel office. You can figure your hourly pay by dividing your annual salary by the number of hours you work in a year. For a 35-hour a week employee, divide by 1,820.

Employees are paid monthly. There are 12 pay periods in the year. Payday shall be the last working day of each month.

If a payday falls on a holiday, the day of pay shall be the last working day preceding the normal payday.

Direct deposit is mandatory for all personnel. Employees receive a direct deposit statement showing earnings, deductions, vacation and sick leave balances for the covered period.

COMPENSATORY TIME/OVERTIME

The County's overtime policies follow those established under federal law, called the "Fair Labor Standards Act" (FLSA). Under FLSA there are two (2) categories of workers: "non-exempt" and "exempt". Your job description will outline your position's status as either "exempt" or "non-exempt". **You must get prior approval from your supervisor and the County Administrator before working any hours over your regularly scheduled shift in any given work week.**

Non-exempt: It is the policy of the County to grant compensatory time off in lieu of overtime pay to all non-exempt employees for all hours worked in excess of 35 hours per week. Compensatory time off will be granted at the rate of one-and-one half hours for each hour worked in excess of 35 hours per week.

Unused compensatory time will carry over from one fiscal year to the next. Compensatory hours may not exceed 200 hours. On June 30 of each fiscal year all compensation time will be paid out down to 100 hours.

Employees will receive full payment for accrued compensatory leave upon separation from the entity. All compensatory time shall be in accordance with state and federal requirements. Payments of compensatory time upon termination of employment shall be in accordance with state and federal requirements.

Exempt: Exempt employees are not eligible for overtime pay. If your position is classified as "exempt" you are not eligible for overtime. However, the County does allow you to earn and accrue compensatory time, hour for hour, for any hours worked over 35 in any given work week. Exempt employees may not carry over more than 200 hours of compensatory time from one fiscal year to the next. Exempt employees will be paid out down to 100 hours on June 30 of each fiscal year. Exempt employees will not receive payout of unused compensatory time upon separation of employment from the County.

Law Enforcement Compensatory Time:

For rules specific to law enforcement personnel, please contact the Sheriff's office. Dispatchers are not considered law enforcement personnel under FLSA rules for compensatory time.

PROMOTIONS:

The County attempts to fill all vacant positions with qualified County employees before advertising to the general public, following a policy of upward mobility whenever possible. Employees are encouraged to apply for any vacancy for which they may qualify.

Generally, employees are expected to serve in their current position for at least a year before being considered for a promotion or transfer.

Selection of an employee for a promotion (or lateral transfer) is based on past work record, education, knowledge of the job duties, as well as time in service. When considering the promotion (or lateral transfer) of County employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

In cases where only one employee applies for a position and the hiring department knows the person's abilities and qualifications, the formal selection process may be dispensed with upon concurrence of the County Administrator.

No offer of promotion may be made to any employee prior to completion of the recruitment and selection process. The department supervisor may make temporary assignments for a specified time or assignment as necessary. Such appointments are made on an "acting" basis and the employee returns to his or her regular position upon completion of the assignment. The department supervisor in consultation with the County Administrator sets the actual salary for "acting" appointments. Supplemental pay may apply in certain instances.

Whenever an employee is promoted to a higher position, or whenever an employee's position is upgraded, said employee will enter the new position at the entry level of the new position. In the event the entry-level salary of the new or upgraded position does not provide a salary increase of 5% or more, the employee's salary will be adjusted accordingly to provide a salary increase of 5% or more. Promotions do not change the person's date of hire.

Persons so promoted will be subject to the standard probationary period for the new position, unless specifically waived by the County Administrator. Those who fail the probationary period may re-assume any prior appointment held prior to the promotion unless that position has been filled. If the prior position is unavailable and another suitable position is not available, termination of employment will occur.

DEMOTIONS:

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the department supervisor in consultation with the County Administrator.

Demotions do not change the person's date of hire.

No employee shall be demoted to a position for which said employee does not possess the minimum qualifications.

An employee being demoted shall be notified two weeks prior to demotion except in emergency situations.

Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.

Persons demoted to new positions will be subject to the standard probationary period for the new position, unless specifically waived by the County Administrator.

Employees in position classifications which are downgraded (or upgraded) in salary to reflect changes in market conditions will retain their existing anniversary date.

POSITION RECLASSIFICATION:

Revision of position descriptions and re-allocations shall be made as often as is necessary to provide current information on positions.

It shall be the duty of the County Administrator with input from department supervisors to examine the nature of all duties and to allocate them to existing or newly created positions, to make changes as are made necessary by changes in the duties and responsibilities of existing positions, and to periodically review all position descriptions and recommend appropriate changes.

When a new position is requested by a department supervisor or the duties of an old position are substantially changed, the department supervisor shall submit a written recommendation to the County Administrator including justification for the reclassification, emphasizing changes in position responsibilities or requirements for qualifications (i.e. experience, education, certifications, etc.).

The County Administrator will review the request. If the request is justified, the budget impact will be determined, and reviewed by the County Administrator, and subsequently the Board of Supervisors. If approved, the Personnel office will take the necessary steps to affect the reclassification. No reclassification involving an upgrade of salary not requested and approved, as part of the budget process will be affected without Board of Supervisors approval.

If the County Administrator does not concur with the request, the department supervisor will be provided with reasons. The County Administrator and the Board of Supervisors shall be the final decision-maker for all reclassification requests.

If the requested action is for a downgrading of a position, and the County Administrator concurs, the County Administrator shall coordinate implementation steps.

Any employee who considers his/her position improperly classified shall first submit a request in writing for reclassification to his/her department supervisor who shall review the request and forward it with written recommendation to the County Administrator.

Re-grade comes about as a result of reclassification, and due to an overall increase/decrease in the responsibilities of a position, resulting in an increase/decrease in the monetary compensation established for the position.

TRANSFERS

All openings for County positions will be posted for a minimum of five (5) business days on the bulletin board in the County Administration building.

Any current employee (part-time or full-time) interested in applying for a transfer must file a completed County application form with the Personnel office in accordance with instructions listed on the employment opportunities notice.

If the employee meets the stated requirements for the position, he/she will proceed through the regular hiring procedures with all other applicants.

Hiring Process:

Transfers are made only when the County's service will benefit. Generally, employees are expected to serve in their current position for at least one year before being considered for promotions or transfers. All else being equal, current County employees will be given priority for open positions.

The personnel file of the transfer applicant will be made available to the department supervisor responsible for filling the open position.

If the current employee is selected, his/her department supervisor will be advised prior to an offer being made to the employee.

If the employee accepts the position, it will be the responsibility of the two department supervisors, along with the employee, to reach agreement on a transfer date. In the event satisfactory agreement cannot be reached on this matter, it will be forwarded to the County Administrator's Office for a decision. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

The salary offered to the employee must be consistent with the salary and requirements of the new position. Thus, an employee who meets only the minimum requirements for the position will be started at the bottom of the salary range regardless of the employee's current salary. Employees who exceed the minimum requirements for the position may be offered a salary consistent with the employee's level of skills, experience, and knowledge.

Transfer employees will serve a mandatory six-month probationary period in his/her new position. Transfer employees remain eligible for all fringe benefits, included with the previous position.

If the position to which an employee transfers carries benefits different from those of the previous position, the benefits of the new position apply. Any exceptions must be stated in writing and be authorized by the County Administrator's office.

Transfers do not change a person's date of hire.

The County Administrator or Board of Supervisors, in instances where the County's best interests may be served, may also initiate transfers.

SUPPLEMENTAL PAY

1. Supplemental pay for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by another employee.

2. The assumption and performance of the duties of the other position may encompass the full range of responsibilities of the other position, or those additional duties may be divided among several employees. This shall not apply to temporary assignments which are made pursuant to prior mutual agreement between the employee and his or her immediate supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time.
3. The performance of such duties must be for an extended period of time, wherein a need exists to fulfill the duties and responsibilities of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of one week.
4. The County Administrator shall allow supplemental pay only after written recommendation of the department supervisor and concurrence. Recommendation and designation shall be accomplished prior to the assumption of higher classification responsibilities.
5. The employee's compensation will be increased as follows:
 - A. An employee who is taking on the majority of the duties of the employee for whom he/she is substituting shall receive a supplement equal to 15% of his or her regular salary while performing those duties.
 - B. An employee assuming portions of the duties of the employee for which he/they are substituting shall receive a supplement equal to 10% of his or their regular salary while performing those duties.
6. When the temporary assignment is completed, the employee's salary will be readjusted to its previous level. The employee's date of hire and anniversary date will remain unchanged throughout the temporary assignment.

TIME SHEETS

Time Sheets are to be completed by all employees. The time sheet shall include: employee name; department; pay period; hours to be compensated broken down on a daily basis into hours worked; holiday time; sick leave; compensatory time; vacation; leave without pay; etc; employee signature; and supervisor's signature.

The Personnel office shall compute earnings as well as deductions. A Personnel Action Form approved by the department supervisor and County Administrator shall support changes in rate, position, and status. The Personnel Action Form (PAF) shall be made a part of the personal history record of the employee. No salary change shall be implemented unless accompanied by an approved PAF.

The County shall maintain payroll records for the amount of time required by the Library of Virginia's Retention Schedule.

Falsification of time records for payroll purposes is reason for discipline as per the Policy on “Employee Relations and Conduct” in Section 6.

PAY STUBS AND PAYROLL DEDUCTIONS

Besides showing the amount you are paid and your leave balances (full-time personnel), your pay stub shows amounts for the calendar year in different categories, such as:

- A) State and federal taxes
- B) Social Security and Medicare
- C) Optional Group Life Insurance (VRS)
- D) Excess Group Life
- E) Health insurance
- F) Garnishments and Tax Liens
- G) Credit Union savings or loans
- H) 457 contributions
- I) Annual leave and sick leave balances
- J) Contributions to other supplemental benefits

Keep your pay stubs to show the amounts you have paid each year into these categories.

See Section 4 “Benefits” for more information on available insurance coverage.

GARNISHMENTS

Definition:

- a. A legal proceeding whereby money or property due a debtor but in the possession of another is applied to the payment of the debt owed to the plaintiff.
- b. A court order directing a third party who holds money or property belonging to a defendant to withhold it and appear in court to answer inquiries.

Notice of all garnishments will be forwarded immediately to the Personnel office.

By law, the Personnel office is required to make the necessary deductions from the employee's wages and a check for the garnished amount must be written and forwarded to the Creditor as directed.

The Personnel office will notify the employee, in writing, that the garnishment has been processed. Repeated garnishments may be considered cause for disciplinary action.

The employee will be notified that the third garnishment for separate indebtedness within a twelve-month period may be cause for termination.

Garnishments may consist, in part, of child support ordered by a court of law, federal and state taxes due, etc.

CHECK YOUR CHECK

Although we double check for accuracy, occasionally mistakes occur in paychecks. Look over your deductions, your hours, your leave balances and your gross pay. It is your responsibility to notify your supervisor and the Personnel office if there is an error or something you do not understand. The problem will be resolved by the following pay period.

AUTOMATIC DEPOSIT

Direct deposit is mandatory for all personnel including members of Boards and Commissions as well as Constitutional Officers and their employees. If you would like, your pay can be split between two different banks and/or accounts. To begin automatic deposit, you must have with you a deposit slip or voided check, fill out a direct deposit form and give them to the Personnel office. If you should decide to leave county employment, your final paycheck will not be deposited automatically. Instead, a paper check will be issued and mailed to your address on record in the Personnel office.

REIMBURSEMENT FOR PERSONAL VEHICLE USAGE

If you must use your personal vehicle during work hours or for out-of-town travel, you may be reimbursed for mileage. Mileage must be recorded on the proper form from the Personnel office, approved by your supervisor and submitted for payment. The Board of Supervisors sets the County reimbursement rate annually. County owned vehicles must be used whenever possible. In order to be reimbursed for mileage, it is mandatory that all mileage reimbursement requests be submitted no later than 30 days following the end of the month in which the travel took place. If mileage is not submitted within those 30 days, no mileage reimbursement will take place.

Due to insurance limitations, county owned vehicles shall only be used to transport county employees or other individuals involved in an official county work capacity. This requirement will be waived for transport of persons in an emergency or life-threatening situation. Personal use of county owned vehicles is prohibited.

Section 4 – Benefits

BENEFITS ELIGIBILITY

- a. Employees classified, as regular full-time shall receive all benefits provided by the County
- b. Part-time employees are not eligible for vacation, holiday, sick leave, bereavement or County provided health insurance coverage.

HEALTH INSURANCE

All full-time employees are eligible to receive individual/dual/family health insurance coverage. If the County offers more than one type of plan, you will have the option to choose the coverage that best suits your needs. Your health insurance booklet contains detailed information about your insurance coverage. Please consult this booklet for details concerning the different types of coverage. If you have any questions, the Personnel office is available to help you.

The Local Choice rules for enrollment for “newly eligible” employees allow 30 calendar days from the hire date for submitting an enrollment form. Coverage in the health plan takes effect the first (1st) day of the month following a full month of continuous employment provided the enrollment form was received within the time period allowed.

The Local Choice rules for changes based on a qualifying mid-year event (QME) extend the time period to 60 calendar days to submit a request. A QME includes marriage, divorce, birth, adoption or placement for adoption. See the individual circumstances below for specific information and requirements:

Marriage: Employees have 60 days from the date of the marriage to add their new spouse to health coverage. The coverage will be effective on the first of the month following the marriage or receipt of the form, whichever is later. If the employee gets married on the first day of the month, and we receive the enrollment form before that day, the change takes effect on the date of the marriage. In this example, if your coverage begins on the date of the marriage, you will be responsible for the new premium up front. In all other cases, the new premium will be payroll deducted from your check the month prior to when coverage begins.

Divorce: Employees have 60 days from the date of the divorce to drop an ex-spouse from their health plan. An ex-spouse must be removed from coverage the last day of the month in which the divorce is final, since the spouse lost eligibility for coverage when the final papers were signed. Remember to get your enrollment/change form submitted as soon as possible because you will still be responsible for the full premium until the change takes effect.

Birth, Adoption or Placement for Adoption: Employees have 60 days from the day their child is born, adopted or is placed for adoption, to add the child to the health plan. When the enrollment form is received by the Group Benefits Administrator within the 60-day time frame, the child will be added retroactively to the health plan on the first of the month of the birth,

adoption or placement for adoption. It is very important for you to get your enrollment/change form submitted as quickly as possible. Should you decide to wait the 60 days to submit the enrollment/change form, you will be responsible for paying all premiums due retroactively to the date coverage began. This could result in an upfront cost to you (based on the rates in effect on July 1, 2011) of over \$1,700.

The County pays 90% of the individual premium plus 30% of the additional cost for dual coverage and 35% of the additional cost for family coverage for all full- time employees. The remaining premium is payroll deducted.

In cases where both spouses are employed by the County, the County will contribute only 90% of the full individual premium for each spouse regardless of the coverage selected.

Any changes to your coverage without a mid-year qualifying event, will have to wait until the open enrollment period, which typically occurs in April each year.

Enrollment/change forms are available in the Personnel office.

HEALTH INSURANCE AFTER LEAVING EMPLOYMENT (COBRA)

Under the Federal Consolidated Omnibus Budget and Reconciliation Act, or "COBRA", employees are eligible to continue health insurance at group rates for up to 18 months after employment. The employee is responsible for 100% of the County's cost of both individual and dependent health insurance coverage.

If a family member becomes ineligible for coverage under your policy (for example, through divorce or a child who is age 26), the family member may also purchase coverage at group rates for up to 36 months. The County does not contribute toward the cost of this insurance. The rules governing COBRA are sometimes complex. Please visit the Department of Labor's website at www.dol.gov/ebsa for further information.

DENTAL INSURANCE

Basic dental insurance is covered under the County's current major medical insurance policy. When you enroll in the County's major medical insurance plan, you are automatically enrolled in the dental plan at no additional premium.

VISION INSURANCE

Basic vision insurance is covered under the County's current major medical insurance policy. When you enroll in the County's major medical insurance plan, you are automatically enrolled in the vision plan at no additional premium.

SUPPLEMENTAL INSURANCE

All full-time employees choosing not to enroll in the County's major medical plan may choose to enroll in one or more supplemental insurance plans available at the time of employment. The County contributes \$50.00 per month to be used towards supplemental insurance premiums and or memberships in certain exercise facilities for all full-time employees. Samples of supplemental policies are: Dental, Vision, Long Term Disability, Short Term Disability, Weekly Income, Hospitalization and Cancer. The County currently offers discounted rates for memberships to Riverside Wellness and Fitness Center, Mathews Family YMCA and Curves for Women. For more information on joining one of these facilities, please visit the facility directly. If you decide to join, you will do so with the facility directly and have them fax the payroll paperwork to the Personnel office.

All premiums over and above the County-paid supplement are the responsibility of the employee and will be payroll deducted.

These supplemental policies are also available to full-time employees enrolled in the County's major medical plan; however, the County does not contribute the County-paid supplement towards such coverage. The employee is responsible for 100% of all premiums. Premiums may be payroll deducted.

The County has a Sick Leave Bank Policy in place; however, it is not intended for extreme long-term care. It is highly recommended employees participate in the short-term supplemental insurance policies available. See Donation of Sick Leave to the Sick Leave Bank in "Section 5 – Attendance & Leave" in this handbook.

RETIREMENT

The County provides a retirement plan for full-time employees who work at least 35 hours per week, under the Virginia State Public Employees Retirement System (VRS). The County contributes to your retirement account at a rate set by VRS.

You are required to contribute 5% of your annual salary to your retirement account. Participation is mandatory. Additional voluntary contributions are not permitted.

For new full-time employees, membership in the Virginia Retirement System begins when you're hired. If you have active service credits earned when you previously worked for another state agency or local government, this service should automatically transfer.

For more information about retirement benefits please visit the Personnel office or you may visit the Virginia Retirement System website at www.varetire.org.

Remember: You may need to change your retirement plan beneficiaries if there are changes such as marital status, deaths, births or adoptions. The Personnel office has forms for changing beneficiaries.

HEALTH INSURANCE CREDIT PROGRAM FOR LOCAL GOVERNMENT EMPLOYEES

All full-time employees, and future retirees, are covered by the Health Insurance Credit Program as provided in the Code of Virginia Section 51.1-1402.

The health insurance credit provides you with a reimbursement to assist with the cost of your health insurance premiums. The credit is a dollar amount set by the General Assembly for each year of service and is added to your monthly retirement benefit. It ends upon your death and cannot exceed the amount of your individual health insurance premium.

See www.varetire.org for more information and eligibility requirements.

LIFE INSURANCE (BASIC & OPTIONAL)

All full-time employees are covered by a mandatory basic group life insurance policy through the Virginia Retirement System. The County pays a portion of the basic group life insurance. The remaining portion is payroll deducted from your wages. The basic group life insurance benefit is equal to your annual salary rounded to the nearest 1,000 and then doubled. If accidental death should occur while employed, coverage then doubles again. Optional group life insurance is available to all full-time employees as well, through payroll deduction. You may choose up to four (4) times your annual salary. Spouses and children may be covered as well.

When you sign up for life insurance you must name a beneficiary. If you marry or divorce, if your beneficiary dies, or if there are other changes, you may want to change the beneficiary.

457 RETIREMENT PROGRAM (DEFERRED COMPENSATION)

You may also contribute to a long-range retirement savings program called Deferred Compensation (IRS code 457). This is a well-rounded supplement to the County's retirement plan. Contributions are federal and state tax deferred, as they are with a 401(k) program. Enrollment forms, change forms and informational brochures are available in the Personnel office. The County does not contribute to this plan. Participation is voluntary.

SHORT-TERM DISABILITY BENEFIT (HYBRID EMPLOYEES ONLY)

- A. **Short-term Disability Plan** – Short-term disability (STD) is a component of the PTO plan that provides, in most cases, income replacement at 60% of an employee's base pay when an employee is unable to work due to an illness, injury, or disability. All PTO enrollees are eligible to participate in short-term disability at no cost to them.
- B. **Waiting Period for New Employees**– Work-related disability is provided when an employee begins employment in the VRS – Hybrid plan; non-work-related disability has a one- year waiting period.
- C. **Exceptions to the waiting period** – The waiting period of seven calendar days will be waived for catastrophic or chronic conditions.

- D. **Elimination Period** – There is a 7-calendar day elimination period before STD benefits are payable when an employee is unable to work due to a work-related illness, injury, or disability. An employee must use accrued leave or PTO for the first 7 consecutive calendar days of missed work. Leave without pay may not be taken until such time that the PTO bank has been exhausted. Once PTO are exhausted, the employee may be placed on leave without pay.
- E. **Worker’s Compensation Claim** – If the employee is unable to work due to a work-related injury, and worker’s compensation benefits have been approved, the employee would be paid in accordance with the county personnel policies; section 26.1; Worker’s Compensation Insurance and no STD benefits would be due to the employee. If the employee has been denied worker’s compensation for a work-related injury, the STD claim is subject to approval by the third-party advice-to-pay vendor and if approved, there is a 7-calendar day waiting period before income replacement is paid.
- F. **Filing a Claim** – It is the employee’s responsibility to immediately initiate a claim form as soon as they believe they will be out of work for more than 7 calendar days in the event of a work-related illness, injury, or disability, but in no case shall it be later than the last day of the elimination period. Employees must contact the County Administrators Office or their supervisor to begin the claim process through our third-party vendor. When possible, the medical certification should be submitted with the claim form; however, the employee has a maximum of 15 days to submit the medical certification form.
- G. **STD Benefits** – Upon the advice to pay from our third-party vendor, employees are eligible for the following income replacement for work-related illness, injury, or disability and non-work-related disabilities for a maximum period of 125 working days:

Income replacement for work-related disabilities

Months of continuous service	Workdays of income replacement at 100%	Workdays of income replacement at 80%	Workdays of income replacement at 60%
Fewer than 60	0	0	125
60-119	85	25	15
120 or more	85	40	0

Income replacement for non-work-related disabilities

Months of continuous service	Workdays of income replacement at 100%	Workdays of income replacement at 80%	Workdays of income replacement at 60%
Less than 12	0	0	0
13-59	0	0	125
60-119	25	25	75
120-179	25	50	50
180 or more	25	75	25

Employees must use any remaining PTO to supplement STD to remain at 100% of their pay. In no instance shall the supplement exceed 100% of the employee’s regular base pay rate. Employees will not accrue PTO while they are receiving benefits under STD.

STD benefits are paid by the county on regular county paydays and are based on the employee's regular rate of pay. STD benefits are subject to state and federal withholdings in the year they are received. Deductions from the employee's paycheck will continue. County contributions will also continue as long as the employee is on STD. Employees receiving benefits from STD will receive VRS service and salary credit as defined in VRS guidelines.

*VRS - Hybrid employees have the option to purchase a supplemental Short-term disability policy that will assist should their claim be denied or during the one year waiting period. These policies are offered through a third-party vendor and are available for payroll deductions.

H. **Pre-existing Limitation** – There is no pre-existing condition clause.

I. **Discontinuation of STD Benefits** – STD benefits will be terminated at the earliest of the events below:

- At the conclusion of the 125 working day STD maximum benefit
- When an employee is no longer sick, injured, or disabled based on medical determination
- Failure of the employee to provide medical certification of illness, injury, or disability
- Termination of employment
- The employee becomes deceased
- Failure of the employee to provide documentation that he continues to be unable to work due to illness, injury, or disability or any other required documentation
- Falsification of records or other fraud or misuse

J. **Return to Work** – When an employee who has been out on STD for his own serious health condition is ready to return to work, the employee will be required to present a statement from his health care provider certifying that the employee is medically able to return to work. If an employee returns to work prior to the end of the STD - 125 working day benefit maximum for less than 45 calendar days and becomes disabled again due to the original disability (a recurrence), STD benefits will resume without a new elimination period.

A recurring disability or a new disability occurring after a return to work of 45 or more calendar days will be deemed a new disability. This will result in a new STD claim, with a new elimination period before benefits apply.

If an employee is able to return to work on a modified or reduced schedule during the 125 work-day benefit period, a request for part-time STD benefits must be reviewed and approved. Once this has been approved, and during the 125 working day benefit period, wages for hours worked are paid and STD replaces the regular hours not worked at the 60% pay replacement level.

- K. **Request for an Independent Medical Examination** – The employee’s department Director, in coordination with the County Administrator’s Office, may at any time request that the employee receiving STD report to a medical center of the County’s choosing for an independent medical review to provide a second opinion.
- L. **Overpayments** – If STD benefits are overpaid for any reason, the county has the right to recover the amount overpaid.

LONG-TERM DISABILITY (HYBRID EMPLOYEES ONLY)

When an employee is not expected to be able to return to work at the expiration of STD benefits, LTD benefits will begin upon the expiration of the maximum period of 125 working days for which the employee receives STD benefits. The county’s third-party vendor will be responsible for payment to the employee directly for any LTD benefits that they are eligible for.

- A. **Maximum Benefit Period** – The following table will display the maximum benefit period for LTD:

Age at date of disability	Maximum benefit period
59 or younger	To Social Security normal retirement age (SSNRA)
60 through 64	5 years
65 through 68	To age 70
69 or older	1 year

- B. **Military Disability Benefits Offset** – LTD benefits will not be offset for any military disability benefits received by the employee.
- C. **Worker’s Compensation Benefit Offset** – Any amount received by the employee from worker’s compensation, including amounts for partial or total disability, will reduce the LTD benefit.
- D. **Group Insurance Disability Offset** – Any amount received from another group disability plan provided by the employer will reduce LTD benefits provided through the PTO plan.
- E. **Taxability** – The benefit is taxable since the employer pays premiums for the disability insurance. The third-party vendor will provide appropriate income tax forms to the employee for the period in which they are on LTD.
- F. **Employee Contributions** – The third-party vendor will be responsible for collecting the required minimum 1% contribution for the defined contribution while the employee is on LTD. The third-party vendor will submit those premiums to the county for submission to VRS during such time as the employee is on LTD. The employee is eligible to remain on the employer’s health and dental insurance and shall pay the entire premium (employee + employer portion) to the county on a monthly basis as indicated by the county.
- G. **Retirement Benefit** – When the employee’s 1% defined contribution is received, this ensures that the employee continues to receive credible compensation for their retirement.

The employer will not contribute to the employee's retirement during such time as the employee is on LTD.

- H. **Mental Disorder Limitation** – Mental disorders will not be limited under the policy
- I. **Rehabilitation Incentive** – While the employee is participating in an approved rehabilitation plan, the LTD benefit will be increased by 10% of pre-disability earnings.
- J. **Survivors Benefit** – If the employee dies while LTD is payable and the employee had been continuously disabled for 180 days, a lump-sum survivor benefit in the amount of three times the monthly benefit is paid.

CREDIT UNION

You and your family are eligible for membership in the Virginia Credit Union. To become a member, you have to open a savings account. Go to your nearest branch to sign up.

Many financial services are available to Credit Union members, including favorable interest and loan rates and a variety of savings plans. Payroll deduction is available for savings accounts and loans taken through the credit union.

SOCIAL SECURITY (F.I.C.A.)

When you reach retirement age as defined by the Social Security Administration, if you have stopped full-time work, you may be entitled to receive Social Security and Medicare benefits. These benefits are built up during your working years through Social Security taxes. These taxes are paid by you and the County. Your taxes are deducted from your paycheck. For every dollar you pay toward Social Security, the County pays an equal or larger amount on your behalf.

In recent years, there have been changes in how Medicare works when an employee turns age 65 and is covered by a group health insurance policy. Social Security representatives can best explain your options. You should apply 2-3 months before you reach the stated retirement age at your local Social Security Office.

In the event of your death, your eligible dependents may be entitled to apply for benefits. If you suffer a serious disability, which prevents you from working, you may be eligible for Social Security disability benefits. If your disability is long term, these benefits could be very important to you.

For further information about disability, Social Security and Medicare benefits, contact your local Social Security Office.

INDUSTRIAL ACCIDENT (WORKERS COMPENSATION) INSURANCE

The County of Mathews is committed to providing our employees with a safe and healthful work environment. To accomplish this goal, all employees and their department supervisors must make diligent efforts to promote safety.

You are expected to give your full skill and attention to the performance of your duties using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing and equipment, attending any training sessions related to your job, and following the directions of supervisory personnel.

Safety rules and regulations will be issued or modified from time to time and will be effective immediately upon communication. General safety rules and regulations will be distributed to you and posted on employee-accessible bulletin boards. Departments will have specific job/task related rules and procedures that you are expected to know and follow.

Accident Reporting and Investigation

All job-related injuries or illnesses shall be reported to your supervisor immediately, regardless of severity. (In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made.) Failure to report an on-the-job injury or illness may preclude or delay the payment of any benefits you may be eligible for and could subject the County to fines and penalties.

A. Employer's Responsibilities

1. Each employer is to investigate the cause of every lost-time accident and determine the means in which to prevent recurrence. Employers are required to install any safeguards or take corrective measures indicated or found advisable.

B. Employees Responsibilities

The employee shall:

1. Report all injuries, regardless of severity, to the supervisor immediately but no later than 24 hours. If the supervisor is not available, the injury must be reported to County Administration before medical treatment is sought;
2. Report and, if possible, correct all unsafe conditions or acts;
3. Take all standard safety precautions to prevent injury;
4. Follow all safety rules.

See below for the correct procedures when reporting a workplace injury:

Notice of Accident

Employee must immediately report all work-related accidents to their supervisor whether or not an injury is apparent.

Medical Attention

- 1) Injuries requiring emergency medical attention:
 - a) Employee should go to the closest emergency room or urgent care facility.
 - b) Employee must submit to drug testing as allowed by the nature of the injury.
 - c) Employee must give or send to their immediate supervisor and/or Personnel any paperwork received from the Emergency Room.
 - d) Employee must select a physician from the approved panel of physicians as soon as the emergency care has been completed.
- 2) Injuries not requiring emergency medical attention:
 - a) Employee must select a physician from the approved panel of physicians.
 - b) Employee may be financially responsible for any medical treatment sought or received from a physician not on the panel.
 - c) Employee must submit to drug testing as directed by their supervisor and/or Personnel.
- 3) All injuries
 - a) Employee shall inform the physician/medical facility the injury is work related and the employer is Mathews County.
 - b) Employee must accept and cooperate with the medical services provided by the panel physician or on his referral. Failure to do so may bar entitlement to workers' compensation benefits.
 - c) Employee must submit a doctor's status report on the injury after the first five consecutive calendar days of absence to employee's supervisor and/or to Personnel and monthly thereafter if unable to return to work or within the six-month limitation.
 - d) Employee must submit a doctor's status report upon returning to work indicating release to duty with or without limitations. A doctor's status report will be required after all follow up visits as well and shall indicate release to duty with or without limitations.

Drug Testing

Mathews County reserves the right to require employees to immediately submit to drug testing whenever a work-related accident or injury is sustained, and it is deemed necessary by the immediate Supervisor or the County Administrator. Failure to submit to the mandatory drug testing may result in disciplinary action or jeopardize workers' compensation benefits. See Section 9 "Safety, Health & Wellness" for more detailed information on this.

If referred for testing, it is mandatory the employee's supervisor drive the employee to and from the testing center. At no time will any employee referred for substance abuse testing be permitted to drive any county-owned vehicle until test results are confirmed.

Salary/Wage Benefits

- 1) Workers' compensation wage benefits are provided at the rate of two-thirds of the average weekly, pre-tax wage of the employee, subject to weekly maximum and/or minimum as approved by the Virginia Workers' Compensation Commission. This amount is not subject to payroll taxes.
- 2) Workers' compensation wage benefits are not payable during the first seven calendar days of incapacity. This period will be charged to the employee's accrued leave or recorded as Leave Without Pay. If the period of work disability continues for more than twenty-one consecutive calendar days and workers' compensation makes payment for the seven-day waiting period, the leave used by the employee shall be reinstated and leave records adjusted accordingly, upon repayment to the County for such leave.
- 3) Workers' compensation wage benefits will be terminated when the employee is released or returns to his pre-accident condition, refuses medical care or an offer of light-duty work, or the Award Order issued by the Virginia Workers' Compensation Commission is modified.
- 4) Employees on workers' compensation disability leave are financially responsible for voluntary payroll deductions, such as medical insurance premiums, credit union deductions, supplemental insurance premiums, etc.
 - a) Employees must make direct payments for medical insurance premiums and/or supplemental insurance premiums to Personnel by the first (1st) day of each month of absence.
 - b) All other deductions are the employee's responsibility.

Accrued Leave

- 1) An employee on workers' compensation disability leave continues to earn applicable leave up to the six-month time limitation described below.
- 2) During the period of work-related disability, the employee is not eligible to access the Sick Leave Bank or utilize accrued leave in order to receive full salary benefits.

Six-Month Limitation

An employee who has not returned to work within six months from the date of a compensable work-related injury shall be placed on emergency leave without pay or will be terminated, unless the employee is covered under FMLA.

Workers' compensation leave will run concurrent with FMLA.

Light Duty Program Light duty positions may be available, within the six-month limitation period, for any employee qualified to receive workers' compensation wage loss benefits and medically determined to be able to return to work with restrictions that prevent the employee from performing employee's regularly assigned duties.

- 1) An employee who refuses to accept light duty assignments approved by the treating physician may be ineligible for workers' compensation benefits and/or terminated from employment.
- 2) Light duty assignments are subject to the following conditions:
 - a) The treating physician's approval of light duty job description.
 - b) The availability of a light duty position within the department where the employee is regularly assigned.
 - c) The availability of a light duty position in another department if no light duty positions are available in the department where the employee is regularly assigned.
 - d) Compensation for the light duty assignment shall be at the appropriate rate of the light duty position. In addition, workers' compensation wage benefits will be provided at the rate of two-thirds of the difference between the light duty wage and the employee's pre-accident average weekly wage, subject to the maximum compensation rate approved by the commission.
 - e) Timeframe: Light duty may be limited to a period not to exceed 90 days. Extensions may be granted in consultation with the attending physician and the County Administrator.
 - f) Light-duty procedure:
 - i) The treating physician or a vocational rehabilitation counselor will notify the claims administrator handling the employee's workers' compensation claim when the injured employee may return to a light duty work assignment. The date the employee can return, and the applicable job restrictions will be determined by the treating physician.
 - ii) In the event a light duty assignment cannot be made within the employee's regularly assigned department, a light duty assignment may be within any department that has a job assignment meeting the light duty job restrictions. The department assigned the temporarily placed employee shall be responsible for the direct supervision of the assigned employee and shall furnish to the immediate supervisor of the employee's regularly assigned location all documents pertaining to that employee's time, attendance and performance in accordance with existing personnel regulations.

The employee shall accept any light duty assignment offered unless reasonable justification for the refusal is provided. Failure to do so may bar future workers' compensation benefits and/or result in termination of employment. Light-duty assignments shall terminate:

- (1) When the employee refuses to accept the light duty assignment.

- (2) When the treating physician releases the employee to full duty.
- (3) At the expiration of the six-month time limitation from the date of injury.
- (4) At the discretion of Mathews County.

Workers' Compensation and FMLA

The Family and Medical Leave Act (FMLA) leave time period will begin on the day of the injury and run concurrently with the work-related disability until all FMLA leave has been exhausted.

Subrogation

Mathews County is entitled under the Workers' Compensation Act to recover the workers' compensation benefits paid to or on behalf of the employee from any settlement or judgment of the employee's third-party claim. Employee's failure to protect Mathews County's right of subrogation may jeopardize the third-party recovery and/or future workers' compensation benefits.

For further information, please consult the Virginia Worker's Compensation Commission website at www.vwc.state.va.us.

Section 5 - Attendance & Leave

This section contains information on:

- Attendance
- Absences and Reporting
- Inclement Weather Policy
- Vacation (Annual Leave)
- Sick Leave
- Donation of Sick Leave/Sick Leave Bank
- Paid Time Off (Hybrid Employee Leave Policy - PTO)
- Funeral Leave
- Civil/Jury Leave
- Military Leave
- Paid Holidays
- Leave of Absence
- Family and Medical Leave (FMLA)
- Reasonable Accommodation for Religious Holidays

ATTENDANCE

The County depends on our employees to provide needed services every day. So attendance is important and is a part of the work standards for most jobs. Good attendance is an asset, and poor attendance can negatively affect performance evaluations or may lead to disciplinary action.

The County recognizes that employees may need time away from work, and we provide accrued leave to accommodate these needs. Accrued leave may be used for vacations, emergencies, illness and military leave. Additional leave is provided for purposes such as holidays, jury duty and bereavement. More on this later in this section.

Vacation and sick leave accumulate based on your years of service with the County. You earn a minimum of twelve (12) days of vacation per year depending on years of service and twelve (12) days of sick leave per year. See more on this later in this section.

Poor Attendance:

Excessive absenteeism is defined as absence from work for more than five (5) days (usually 40 hours) in a 12-month period, in excess of paid or authorized leave. This also includes patterns of excessive use of leave time, such as consistently using sick leave as soon as it is earned.

Excessive absenteeism can result in termination. Letting the department know if you are sick or have to be out for some other reason is an important part of attendance. An employee who misses two (2) consecutive days without reporting will be considered as having resigned from employment with the County.

Many chronic attendance problems short of this definition can also result in disciplinary action up to and including termination. For example, abuse of sick leave (using sick leave to cover absences which aren't due to illness), chronic tardiness, failing to call in when sick or late, etc.

Employees who may need to be absent from work due to personal or family illnesses or have chronic health problems which require intermittent absences may be eligible for leave under the Family and Medical Leave Act (FMLA). See the Policy on FMLA later in this section.

ABSENCES AND REPORTING

Everyone is needed on his or her assigned job. Absences, especially unexpected absences, can be a problem. If you are going to be late or absent from work for any reason, you must call your immediate supervisor. You will be expected to call before your work time or in the first half hour after your normal reporting time. Check with your supervisor for specific expectations or procedures in your department.

INCLEMENT WEATHER POLICY

The County provides services in all kinds of weather. In fact, many County services are needed even more in bad weather such as snow, sleet or floods. Because County services are essential, some departments may have special rules and reporting policies during bad weather situations. Check with your supervisor so you'll know what department specific policies are.

If you cannot perform your regular job duties because of bad weather, your supervisor may assign other work.

If hazardous conditions develop before your normal reporting time, try to come to work. If you cannot, call your supervisor immediately. Some departments, which provide essential services, may send someone to pick up key employees. All departments need to know who is going to be there as soon as possible.

If you are not able to come to work or have to leave early because of the weather, your supervisor may charge this absence to vacation leave or to approved leave without pay, or, agree to allow you to make up the time later in the week.

In some instances of inclement weather, the County Administrator may decide to close County offices. In this case, local television stations as well as local radio stations will be informed of the closure. Also, your immediate supervisor will call you prior to the start of your shift to inform you of the closure. You will receive the day off with full pay.

VACATION (ANNUAL) LEAVE

You begin earning leave during your first pay period with the County, if you worked at least half the pay period. Annual leave hours accumulated are listed on your paycheck stub. Full time employees earn leave based on their total continuous service with the County, provided the employee has been in a position eligible to accrue leave from their date of hire. This benefit

does not apply to Contract Employees. Following is the accrual schedule based on your date of hire.

Category:	Days earned per year:
6 months to 5 years of service:	7 hours per month = 1 day (after successful completion of six months probationary period) retroactive to initial date of hire.
6 - 10 years of service:	10.5 hours per month = 1 ½ days
11-20 years of service:	14 hours per month = 2 days

Part-time employees are not eligible for leave.

Annual leave must be approved in advance. This helps your department plan for coverage during your absence.

An employee may accumulate and carry over up to a maximum of 224 hours accrued vacation leave from one fiscal year to the next. Vacation time earned in excess of said maximum limit shall be used or forfeited by June 30th of each year, unless the vacation time requested has been denied in writing by the department supervisor or County Administrator. Any forfeited annual leave shall be converted, hour for hour, to accumulated sick leave. The fiscal year for the County is July 1st through June 30th.

Upon resignation or retirement from County employment an employee shall be paid at the normal rate of pay for his unused annual leave up to a maximum of 224 hours, provided regular status has been attained following the probationary period. An employee who terminates employment prior to completion of his or her probationary period has not accrued vacation time and is therefore not entitled to payment for unused vacation time. Employees will not be entitled to more than one payout of accrued leave during his/her lifetime, regardless of rehire status.

SICK LEAVE

Sick leave may be used for personal illness or injury and for medical or dental appointments. You may also use sick leave if an immediate family member is ill.

Sick leave is earned based on 7 hours per month for a total of not more than 12 days per year, following the successful completion of the six-month probationary period, retroactive to original date of hire. You begin to earn sick leave your first pay period if you work at least half the hours in the pay period. Accumulated sick leave hours are listed on your paycheck stub. Full time employees earn leave based on their total continuous service with the County, provided the employee has been in a position eligible to accrue leave from their date of hire. This benefit does not apply to Contract Employees. Following is the accrual schedule based on your date of hire. The hourly limit on the amount of sick leave you can accumulate is as follows:

Sick leave earned and not used shall accrue to the credit of each such employee. There shall be no limit to the hours of sick leave that an employee can accumulate.

Part-time employees are not eligible for leave.

For purposes of pay out upon termination of employment, the following policy will apply:

- Upon termination of employment, County employees under the auspices of the Board of Supervisors shall be compensated at a rate of \$20.00 per day for up to a maximum of \$5,000 of accumulated and unused sick leave.

Employees will not be entitled to more than one payout of accrued leave during his/her lifetime, regardless of rehire status.

If you have used all your sick leave, vacation leave may be used to cover absences. If sick and vacation leave both are exhausted, your department supervisor may authorize some leave without pay. Unpaid absences lasting over a month must be approved by the County Administrator in advance and will be considered a leave of absence.

Illnesses lasting longer than 5 days will require a doctor's note upon your return to work. The note must verify your illness and state that you are permitted to return to your normal work routine.

DONATION OF SICK LEAVE

From time to time an employee may request the donation of time if they do not have enough time in their sick leave or annual leave balances to cover absences. The employee must contact Human Resources or the County Administrator and request a donation. Human Resources will reach out to all County employees, requesting donation of leave.

Employees can donate annual leave only; sick leave is not eligible for donation. Leave will be donated in one (1) hour increments and will not be based on hourly rate of pay.

PAID TIME OFF PLAN (HYBRID EMPLOYEES ONLY)

New full-time employees hired on or after January 1, 2014 will receive PTO in place of annual leave and sick leave. Holidays and all other forms of paid leave are separate and remain outside the PTO structure.

Existing employees currently covered by VRS plan 1 or plan 2 benefits (other than those in hazardous duty positions covered under the enhanced benefits) were given a one-time open enrollment period (Approximately January - April 2014) to voluntarily opt into the VRS Hybrid plan effective July 1, 2014. Employees' elections were irrevocable.

VRS Hybrid plan employees that are absent due to sickness, injury or disability will use PTO or other accrued leave for the first 7 consecutive calendar days. At the end of the initial 7-day period, the employee will then transition into Short Term Disability where they will continue to receive 60% of their weekly salary up to 125 working days from the initial day absent. The County will contract for a third-party advice-to-pay service at no cost to employees to assist with claims. Long-term disability may be available after that.

PAID TIME OFF INTRODUCTION

The Paid Time Off (PTO) plan is a comprehensive program that recognizes the many diverse needs of employees for time off from work and also includes a disability plan providing income protection during periods of extended illness or injury. Hours accrued in the PTO plan may be used for any purpose when scheduled in advance or at times when unforeseen circumstances cause an unscheduled absence.

DEFINITIONS

Elimination Period – A waiting period before an employee can utilize short-term or long-term disability benefits.

Paid Time Off (PTO) – A leave program that combines annual and sick leave into one leave bank.

Short-term Disability (STD) – A benefit that pays qualified employees in most cases, 60% of their salary for up to 125 working days.

ELIGIBILITY AND CONVERSION

- A. Employees hired on or after January 1, 2014 unless they are in a hazardous duty position covered under the enhanced benefit, are automatically enrolled in the PTO plan.
- B. Employees hired prior to January 1, 2014 with the exception of hazardous duty positions covered under the enhanced benefit who chose to transfer to the Hybrid plan with VRS Active full-time employees hired prior to January 1, 2014 were provided the option to voluntarily convert from the VRS plan 1 or plan 2 to the VRS – Hybrid plan during a

one-time enrollment period.

TRADITIONAL LEAVE PLANS

Full-time employees hired prior to January 1, 2014, who chose not to enroll in the Hybrid plan, will remain in their traditional leave plan as outlined elsewhere in this Section.

The following leave program is available to employees in the PTO plan only.

PAID TIME OFF

PTO is a single category of leave to be used in lieu of traditional annual leave and sick leave. When properly scheduled, PTO can be used for vacations, personal or family business, illness, family illness, doctor's appointment, and other reasons. PTO cannot be used until it has been accrued and must be approved in advance for planned absences. For unplanned absences, employees must follow department procedures for supervisor approval.

PTO is accrued based on years of service for each completed pay period of service at the following rates:

PTO Accrual Schedule

Category:	Days earned per year:
1 st month to 5 years of service:	Up to 24 Days Per Calendar Year
6 - 10 years of service:	30 Days Per Calendar Year
11-20 years of service:	36 Days Per Calendar Year

An employee may accumulate and carry over up to a maximum of 224 hours accrued PTO leave from one fiscal year to the next. PTO time earned in excess of said maximum limit shall be used or forfeited by June 30th of each year, unless the PTO time requested has been denied in writing by the department supervisor or County Administrator. The fiscal year for the County is July 1st through June 30th.

.A full-time employee who changes their status to part-time and later back to full-time status with no break in service shall be given credit for previous full-time service for the purposes of establishing the employee's PTO accrual rate

When employees have exhausted all of their PTO, they may be placed in a leave-without-pay status. During the time employees are in a leave-without-pay-status, they will not accrue PTO leave. Employees who have exhausted all of their PTO and have an approved reason for being on leave, may request donation of leave from the County Administrator.

PTO will not be counted as hours worked for the purposes of calculating overtime pay.

Upon separation or retirement, employees are paid for accumulated PTO leave at their regular hourly rate up to the maximum allowable balance.

A former full-time employee separated from the county in good standing or due to a reduction in force, who is reemployed full-time within 31 consecutive calendar days, shall be given credit for previous service solely for the purpose of accruing PTO. See Personnel Policy 5.15; Reinstatement of Former Employees.

CALCULATING LEAVE TRANSITION

The accrual of PTO will take effect July 1, 2023. For Hybrid employees that were employed January 1, 2023 and received 168 hours of PTO on January 1, 2023, PTO balances available July 1, 2023 will be calculated as follows;

Leave balance January 1, 2023 (including any carryover from 2022) subtract leave taken from January 1, 2023 to June 30, 2023 = remaining leave balance.

Remaining leave balance – annual accrual rate/2 = Leave balance available July 1, 2023

July 1, 2023-Dec 31, 2023 PTO will be accrued each month.

SCHEDULING AND USE OF PAID TIME OFF HOURS

PTO leave requests may be granted if the request does not conflict with the needs or objectives of the department. The decision of department management as to when PTO leave may be taken is final. Operational needs of the department may be considered when preparing leave schedules. Unscheduled PTO leave should be kept to a minimum whenever possible by planning and scheduling absences. Supervisors may request verification of unscheduled absences by requiring a physician's statement. When an unforeseen need for PTO occurs, employees must notify the appropriate supervisor prior to the start of the shift. Failure to notify the supervisor of an absence or excessive unscheduled leave is considered grounds for disciplinary action.

It is recommended that employees maintain sufficient PTO hours to cover the 7-day elimination period and to supplement any anticipated short-term disability. Employees are not provided job protection when in leave-without-pay or STD status except when they have been concurrently approved for FMLA. FMLA is outlined elsewhere in this Section.

PAYOUT OF ACCRUED PTO LEAVE

Should the employee leave employment with the County, payout for accrued leave will be at 100% current salary rate of pay.

Total hours of PTO paid at separation shall not exceed the yearly cap listed above as PTO Carryover maximum allowed.

MILITARY LEAVE

Following USERRA and §44-93 of the Code of Virginia, 1950 as amended, the County allows fifteen (21) workdays paid leave each federal fiscal year for federally funded military duty, to include training duty. Such paid leaves of absence shall not exceed fifteen workdays per federal fiscal year, and except that no officers or employees shall receive paid leave for more than

fifteen workdays per federally funded tour of active military duty. Advanced written notice of a request for leave shall be given to your immediate supervisor as soon as possible to allow for scheduling accommodation. If your military duty falls on days you would not normally be scheduled for work, you will not be paid for military leave.

MILITARY LEAVE WITHOUT PAY

An employee who leaves the employ of the County to join the military forces of the United States during the time of war or other declared national emergency or who is called to service in the Virginia Militia by order of the Governor shall be placed on military leave without pay commencing on the first business day following the last day of active employment with the County. The employee on such leave is entitled to be restored to the position he or she vacated, provided the employee makes application to the County not later than 90 days after the date of honorable discharge or separation under honorable conditions. Job restoration is further conditioned on the position still existing and the employee being physically and mentally capable of performing the work of the vacated position.

BEREAVEMENT LEAVE

A maximum of three days paid leave in addition to accrued leave is granted each calendar year for making funeral arrangements, traveling to, and attending funerals of immediate family members. Funeral leave does not accumulate from year to year. Funeral leave must be approved in advance.

Immediate family members include: father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, grandmother, grandfather, or any relative who is residing in the employee's household.

Any extra time off may be charged as vacation leave or compensatory time, if available. Extra days are granted based on the needs of the employee and the department.

CIVIL/JURY DUTY LEAVE

If you are summoned for jury duty or subpoenaed, you are given paid leave (in addition to accrued leave), less any fees received for court appearances. In order to be paid for civil leave, you must give a copy of your court appearance record to your supervisor. If you normally work in the evening and must appear in court during the day, you will not be paid as this counts as being done on your own time. If the time required in court is less than your normal shift and you elect not to work a part of your shift, you will be charged accrued leave (vacation) and/or compensatory time for the balance. See Section 3 for more information on Compensatory Time/Overtime.

You must use accrued leave (vacation) to be paid for time spent for cases in which you are either the defendant or the plaintiff.

PAID HOLIDAYS

Observed County holidays are:

- New Year's Day
- Lee-Jackson Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day

Whenever any such day falls on a Saturday, the Friday preceding such day shall be the observed holiday. Whenever any such day falls on a Sunday, the Monday next following such day shall be the paid holiday.

Any day so appointed by the Board of Supervisors, the Governor of Virginia or the President of the United States shall be a legal holiday as to the transaction of all business.

Many County services do not stop on a holiday. Many County services may be required to remain open on holidays. Check with your supervisor for your department's requirements. Below is a summary of the holiday compensation policy.

- Employee works on a holiday: A non-exempt employee who works on a holiday would have the option to be paid at a time-and-a-half rate for their holiday work or take time-and-a-half hours off at a later date if the holiday worked exceeds their normal thirty-five (35) hour work week.

- An exempt employee who works on a holiday would have the option to take time off, hour for hour at a later date if the holiday worked exceeds their normal thirty-five (35) hour work week; if the time is not taken off within a reasonable period of time, the time will be forfeited. See Section 3, "Compensation" for more information on compensatory time.

- Holiday falls on the employee's normal day off: Where the holiday falls on a day that the employee normally would be off, pay is not granted.

Some departments may have policies supplementary to these due to the differences in shift schedule and specific work requirements. See your Department Supervisor for your departments' specific policy.

LEAVE OF ABSENCE

You may request a leave of absence without pay for a period of up to 90 days for educational, health or other reasons. The County Administrator will make a decision based on the best

interests of the County, giving consideration to the reasons given by the employee and the regulations of federal and state laws. If you do not return to work at the end of the approved leave, the County will assume you have resigned.

During leave without pay, you must pay the full cost of all individual and dependent insurance coverage. You must pay these premiums at the Treasurer's Office by the first day of each month for which you need coverage.

Employees on leave without pay also will need to check on other deductions, such as life insurance and credit union loans. The County will not contribute to any health or wellness benefits during voluntary leaves of absence.

FAMILY AND MEDICAL LEAVE (FMLA)

The information below was taken directly from the Department of Labor's **Fact Sheet #28: The Family and Medical Leave Act of 1993 (Revised February 2010)**

Notice: On October 28, 2009, the President signed the National Defense Authorization Act for Fiscal Year 2010 (2010 NDAA), [Public Law 111-84](#). Section 565 of the 2010 NDAA amends the military family leave entitlements of the Family and Medical Leave Act (FMLA). These amendments expand coverage for "qualifying exigency" leave to eligible employees with covered family members in the Regular Armed Force and coverage for "military caregiver leave" to eligible employees who are the spouse, son, daughter, or next of kin of certain veterans with a "serious injury or illness". On December 21, 2009, the President signed the Airline Flight Crew Technical Corrections Act, [Public Law 111-119](#), which modifies the FMLA requirements for flight crew

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

The FMLA entitles eligible employees to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, or for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows eligible employees to take up to 26 workweeks of job-protected leave in a "single 12-month period" to care for a covered service member with a serious injury or illness. See [Fact Sheet #28A: The Family and Medical Leave Act Military Family Leave Entitlements](#).

The County will grant up to 12 workweeks of unpaid, job-protected leave in a "rolling" 12-month period measured backward from the date an employee uses FMLA leave.

EMPLOYER COVERAGE

The FMLA applies to all public agencies, including state, local and federal employers, local

education agencies (schools), **and** private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee **must**:

- work for a covered employer;
- have worked for the employer for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months; and
- work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

While the 12 months of employment need not be consecutive, employment periods prior to a break in service of **seven** years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the employer's intention to rehire the employee after the break in service. *See* "[FMLA Special Rules for Returning Reservists.](#)"

LEAVE ENTITLEMENT

A covered employer must grant an eligible employee up to a total of **12 workweeks of unpaid** leave during any 12-month period for one or more of the following reasons:

- for the birth and care of a newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition; **or**
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active-duty status as a member of the National Guard or Reserves in support of a contingency operation.

A covered employer also must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of **26 workweeks of unpaid** leave during a "single 12-month period" to care for the service member. For specific information regarding military family leave, *see* "[Fact Sheet #28A: The Family and Medical Leave Act Military Family Leave Entitlements.](#)"

Spouses employed by the same employer are limited in the **amount of** family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 workweeks (or 26 workweeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently – taking leave in separate blocks of time for a single qualifying reason – or on a reduced leave schedule – reducing the employee’s usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer’s operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

Under certain conditions, employees **or** employers may choose to “substitute” (run concurrently) accrued **paid** leave (such as sick or vacation leave) to cover some or all of the FMLA leave. An employee’s ability to substitute accrued paid leave is determined by the terms and conditions of the employer’s normal leave policy.

The County policy with regards to the 12 weeks of authorized leave under this act will include accrued compensatory time, sick leave, vacation leave and/or unpaid leave, provided the employee has accrued leave balances available to him/her.

“**Serious health condition**” means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (*i.e.*, an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (*i.e.*, inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; **or**
- Continuing treatment by a health care provider, which includes:
 - (1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that **also** includes:
 - treatment two or more times by or under the supervision of a health care provider (*i.e.*, in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); **or**
 - one treatment by a health care provider (*i.e.*, an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (*e.g.*, prescription medication, physical therapy); **or**
 - (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; **or**
 - (3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; **or**
 - (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; **or**
 - (5) Any absences to receive multiple treatments for restorative surgery or for a

condition that would likely result in a period of incapacity of more than three days if not treated.

MAINTENANCE OF HEALTH BENEFITS

A covered employer is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

It is the County's policy that during this 12-week period, the County will continue to pay its usual share of individual and dependent group health insurance coverage. You will be responsible for the employee share of all such insurance coverage. You must pay your portion of your insurance on the 1st day of each month, to the Treasurer Office. If you fail to return to work, the County retains the right to seek full reimbursement for all premiums paid on the employee's behalf.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked, products sold, or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave.

An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

NOTICE AND CERTIFICATION

Employee Notice

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the employer's usual and customary notice and procedural requirements for requesting leave

Employees must provide sufficient information for an employer reasonably to determine whether

the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider.

When an employee seeks leave for a FMLA-qualifying reason for the **first** time, the employee need not expressly assert FMLA rights or even mention the FMLA. When an employee seeks leave, however, due to a FMLA-qualifying reason for which the employer has previously provided the employee FMLA-protected leave, the employee **must** specifically reference either the qualifying reason for leave or the need for FMLA leave.

Employer Notice

Covered employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under the FMLA. An employer that willfully violates this posting requirement may be subject to a civil money penalty of up to \$110 for each separate offense. Additionally, employers must either include this general notice in employee handbooks or other written guidance to employees concerning benefits or must distribute a copy of the notice to each new employee upon hiring. Employers may use the [notice](#) prepared by U.S. Department of Labor to meet this requirement.

When an employee requests FMLA leave or the employer acquires knowledge that leave may be for a FMLA purpose, the employer must notify the employee of his or her eligibility to take leave and inform the employee of his/her rights and responsibilities under the FMLA. When the employer has enough information to determine that leave is being taken for a FMLA-qualifying reason, the employer must notify the employee that the leave is designated and will be counted as FMLA leave. Employers may use the optional forms [WH-381](#) and [WH-382](#) prepared by the U.S. Department of Labor to meet these notification requirements.

Certification

Employers may require that an employee's request for leave due to a serious health condition affecting the employee or a covered family member be supported by a certification from a health care provider. An employer may require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition. An employer may use a health care provider, a human resource professional, a leave administrator, or a management official – but not the employee's direct supervisor – to authenticate or clarify a medical certification of a serious health condition. An employer may have a uniformly applied policy requiring employees returning from leave for their own serious health condition to submit a certification that they are able to resume work. If reasonable safety concerns exist, an employer may, under certain circumstances, require such a certification for employees returning from intermittent FMLA leave. Employers may use the optional forms [WH-380-E](#) and [WH-380-F](#) prepared by the U.S. Department of Labor for obtaining medical certifications of serious health conditions.

UNLAWFUL ACTS

It is unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided by the FMLA. It is also unlawful for an employer to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to the FMLA.

ENFORCEMENT

The Wage and Hour Division investigates complaints. If violations cannot be satisfactorily resolved, the U.S. Department of Labor may bring action in court to compel compliance. Individuals may also be able to bring a private civil action against an employer for violations.

OTHER PROVISIONS

Special rules apply to employees of local education agencies. Generally, these rules apply to intermittent leave or when leave is required near the end of a school term.

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the “salary basis” requirements for FLSA’s exemption extends only to an “eligible” employee’s use of leave required by the FMLA.

For additional information, visit the Wage and Hour Division Website:

<http://www.wagehour.dol.gov> and/or call their toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4-USWAGE (1-866-487-9243).

The above is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

All required forms are attached at the back of the Personnel Policy Handbook. Additional copies can be obtained by calling the Finance Office at 804-725-5001 or 4501.

REASONABLE ACCOMODATIONS FOR RELIGIOUS HOLIDAYS

The County will make reasonable accommodations as provided by law for employees desiring to observe a religious holiday or whose work schedule may conflict with religious observances. If you want to take a religious holiday (as vacation or leave without pay), ask your supervisor at least a week in advance, and, if possible, your work schedule will be adjusted to permit the holiday. Your supervisor will also discuss possible alternative work schedules that would allow your participation in religious observances.

Section 6 - Employee Relations & Conduct

This section contains information on:

- Dress Code
- Political Activity
- County Ethics Policy
- Illegal, Discriminatory Harassment
- Sexual Harassment
- Harassment Complaint Procedure
- Non-discrimination against Persons with Disabilities (ADA)
- Americans with Disabilities Act (ADA) and ADA Grievance Procedure
- Disciplinary Procedures (Detrimental Personal Conduct/Unsatisfactory Job Performance)
- Resolving Conflicts in the Workplace (Conflict Resolution/Grievance Procedures)

DRESS CODE

Most employees will, from time to time, interact with the public, other agencies, and visitors. It is important that staff foster a professional atmosphere conducive to the mission of the County. An employee's appearance should be neat and clean and professional at all times. The County considers Friday's to be "business casual" days. Again, clothing must be neat and clean in appearance.

POLITICAL ACTIVITY

County employees are able to engage in many political activities, as are other citizens. The following is a list of prohibited activities as well as accepted activities:

1. A County employee may not use County authority or influence for purposes of affecting nomination or election to office. However, an employee may belong to a political party and attend political meetings.
2. A County employee on duty may not solicit any type of contributions for political purposes from County officials or employees. However, employees may make personal financial contributions or solicit contributions on their own time.
3. A County employee may not be a candidate for election to the office of Board of Supervisors. However, an employee may vote freely in elections. An employee may also run for a non-County position whose service is not incompatible with work schedules or County duties.
4. A County employee may not display election materials on any County property. Also, County employees should not wear campaign buttons while on duty. The only exceptions are materials that are part of election day staking of polling places or material attached to private vehicles, which are not used for County duties. However, you may display materials on your personal property (home or vehicle) and wear campaign buttons off duty.

5. Except as authorized by the Board of Supervisors, a County employee may neither lobby nor state opinions about public issues on behalf of any County unit. All statements of opinion identified with any unit of the County must be made by the Board of Supervisors or by official representatives. However, you may express opinions about issues, being clear that these are your personal opinions, and you do not represent the County.

In summary, you may not use County time, County property, or your influence as a County employee to affect or engage in political activities. If you have questions about whether a particular activity is allowed, see your Department Supervisor.

COUNTY'S ETHICS POLICY

County employees should act in a manner that is not only proper but also avoids the suggestion of impropriety. Some of the areas of concern in the area of ethics and standards of behavior include the following:

Favoritism: take care to treat all persons and organizations fairly. Exercise care so as not to favor one group or person over another for non-work-related reasons.

Confidentiality: most of the business of County government is a matter of public record. In conducting business, employees often acquire information which is private. In sensitive and regulatory areas, employees should consider information as confidential until a determination is made otherwise.

Conflict of interest: you should not participate in any official/regulatory act, which directly or indirectly affects a business, property or activity in which you or members of your immediate family have a financial interest.

Outside employment: you should not engage in outside employment, which might result in a conflict or apparent conflict between your interests and your official/regulatory duties and responsibilities. At no time will an employee be permitted to conduct secondary employment responsibilities during County work time.

Reporting: department heads and employees with inspections, plan review, permitting or other regulatory or property acquisition and service expansion duties may be required to periodically report their real property and business interests in Mathews County.

Gifts and gratuities: employees must not solicit or accept gifts, gratuities, favors, discounts or price breaks, entertainment, loan or any other thing of monetary value from any person, organization or group with which he or she has official, enforcement or regulatory relationships. (These limitations are not intended to prohibit the acceptance of product samples or other unsolicited articles of less than \$25 in value or of vendors' favors or door prizes at conferences, and of employee discounts which are distributed to all employees, not to prohibit the acceptance of small seasonal gifts to front-line employees without authority to change service levels or decide who receives services. The limitations are also not intended to prohibit employees from

accepting unsolicited social courtesies which promote good public relations nor to prohibit employees from obtaining loans from regular lending institutions.)

Consequences: violation of the County's ethics policy or the standards of ethical conduct may result in disciplinary action, up to and including termination for detrimental personal conduct.

Employee rights: the ethics policy will be interpreted and applied in a manner which does not unreasonably deny employees the same opportunities and rights available to other citizens to acquire and maintain private interests not in conflict with their County duties and responsibilities.

Departmental policies: because of the differences in the types of situations, which employees may encounter, departments are encouraged to develop department specific policies. These policies may be stricter than the general County policy and may be used to clarify and inform on such areas as confidentiality, reporting of outside income and business interests, acceptance or no acceptance of gifts and other areas.

If you need guidance in a particular situation, ask your supervisor. The County Administrator and County Attorney may also be consulted for further clarification.

ILLEGAL, DISCRIMINATORY HARASSMENT

It is illegal to discriminate against someone on the basis of race, color, age, sex, religion, marital status, national origin or non-job-related disability. An employee found to have harassed or intimidated another employee for these reasons may be subject to disciplinary action, including termination.

Common forms of harassment may include offensive jokes or sarcastic comments, which refer to a person's race, age, sex or other group as, listed above, or treating members of one of these groups differently from the way others are treated.

Illegal harassment creates an intimidating, hostile or offensive working environment, interferes with work performance or negatively affects an individual's employment opportunities.

SEXUAL HARASSMENT

Sexual harassment is sometimes harder to define and recognize than racial or other forms of illegal harassment. For the purposes of our policies, it can include offensive jokes, comments, touching, pressures to date or derogatory gestures. If you believe you or someone else may have been sexually harassed, you should report such behavior immediately to your supervisor. If your supervisor is unable to assist, the problem should be reported to the County Administrator.

HARASSMENT COMPLAINT PROCEDURE

Often the most effective way to stop harassment is to tell the person that you find his/her behavior offensive, and you want it to stop. Since he/she may not realize that the behavior

bothers you, speaking up may settle the problem. Document your actions. If talking directly to the person does not work, or if you feel you are unable to do that, you should report the harassment to your supervisor. You also have the option of reporting the problem to the County Administrator directly. Explain what has happened and what you have done in response. Be specific so incidents can be investigated thoroughly. Prompt actions will be taken to investigate and resolve your complaint.

There are two major differences between the harassment complaint procedure and the normal County grievance procedure. First, it allows you to start the process at a higher supervisory level and secondly, the initial complaint need not be in writing.

If the investigation process does not resolve the situation to your satisfaction, you may appeal the County Administrator's decision and seek resolve from the County Attorney.

If you believe that you have been illegally harassed or discriminated against, you have the right to file a complaint with the Equal Employment Opportunity Commission for up to 180 days from the date of the harassment or discrimination. Law against retaliation for filing a complaint protects you.

NON-DISCRIMINATION AGAINST PERSONS WITH DISABILITIES (ADA)

The County does not discriminate against people with disabilities as defined and protected by law. This policy applies to admission, access to, or treatment in County programs and activities. It also applies to any aspect of employment with the County. The County willfully complies with the 1973 Rehabilitation Act and the 1990 Americans With Disabilities Act.

By law, County programs must be accessible for people with disabilities. Employees should suggest any helpful changes or accommodations.

Accommodations will be made whenever possible to eliminate barriers to employment for current employees or candidates with disabilities. This may include reassigning non-essential job duties to other positions, purchasing adaptive equipment or re-designing workspace to make it more functional.

AMERICANS WITH DISABILITIES ACT (ADA) POLICY AND GRIEVANCE PROCEDURE

The County of Mathews does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, or disability in employment or the provision of services. It is the intent of the county to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of County services, programs or activities, and to allow disabled employees a bias free work environment. The County, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act (ADA).

The County is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, the County will provide auxiliary aids and

services if necessary and if such reasonable accommodation can be provided without undue hardship to the County. Disabled persons may request the auxiliary aids and services of their choice, which will be given primary consideration. Communication of accessibility will be included in County public announcements.

The county has a commitment to ensure equal opportunities for disabled County employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations, including auxiliary aids and services. Employment practices, such as hiring, training, testing, transfer, promotion, compensation, benefits, termination, etc.) will be administered in such manner as to not promote discrimination of disabled employees.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during an application/interview process.

The County is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. Board and commission meetings will be held in accessible locations, requested auxiliary aids will be provided, and accommodation provided during the selection process of board and commission members. Through the recruitment process, the County will actively seek and invite the participation of board and commission members who are disabled.

All future construction and renovation of County-owned buildings and facilities will be carried out in accordance with ADA Accessibility Guidelines (ADAAG).

In the event citizens, employees or other participants in the County's programs, services, and activities feel the County has violated their rights under the ADA, this policy provides a grievance procedure for handling such complaints.

ADA GRIEVANCE PROCEDURE

The County of Mathews adopts the following internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Equal Employment Opportunity Commission (EEOC) regulations implementing Title I of the ADA and the U.S. Department of Justice regulations implementing Title II of the ADA. Title I of the ADA states that "no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." Title II of the ADA states that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity."

Complaints should be addressed to: The County Administrator's Office, County of Mathews, PO Box 389, Mathews, Virginia 23109, (804) 725-7172. The County Administrator has been designated to coordinate ADA compliance efforts. He/she shall maintain the files and records of the County relating to the complaints filed and ensuing investigations.

1. A complaint may be filed either in writing or verbally. It shall consist of the name and address of the person filing it, or on whose behalf it is filed, and a brief description of the alleged violation of the ADA regulations. A complaint shall be filed within twenty (20) calendar days after the complainant becomes aware of the alleged violation.
2. An investigation, as may be appropriate, shall follow a filing of complaint. The County Administrator or his/her designee shall commence the investigation, within ten (10) calendar days following the filing of complaint. The investigation will be informal but thorough, affording all interested persons and their representatives, if any, an opportunity to submit information relevant to such investigation.
3. A written determination as to the validity of the complaint and a resolution of the complaint, if any, shall be issued by the County Administrator and a written copy mailed to the complainant within thirty (30) calendar days following the filing of the complaint.
4. The complainant may request a reconsideration of the case determination of the County Administrator in instances where he or she is dissatisfied with the resolution. The request for reconsideration shall be made within ten (10) calendar days following the date the complainant receives the determination of the County Administrator. The request for reconsideration shall be made to the County Attorney, County of Mathews, PO Box 839, Mathews, Virginia 23109, (804) 725-7166. The County Attorney shall review the records of said complaint and may conduct further investigation when necessary to obtain additional relevant information. The County Attorney shall issue his or her decision on the request for reconsideration within twenty (20) calendar days of the filing of the request for reconsideration. A copy of said decision shall be mailed to the complainant.
5. The complainants' right to prompt and equitable resolution of the complaint must not be impaired by his or her pursuit of other remedies, such as the filing of a complaint with the U.S. Department of Justice or any other appropriate federal agency. Furthermore, the filing of a lawsuit in state or federal district court can occur at any time. The use of the grievance procedure is not a prerequisite to the pursuit of other remedies.
6. These rules shall be construed to: 1) protect the substantive rights of interested person, 2) meet appropriate due process standards, and 3) comply with the ADA and implementing regulations.

DISCIPLINARY PROCEDURES

Counseling employees on their performance is a normal part of every supervisor's job. Your supervisor will work with you on areas of performance, which need improvement as well as give you feedback on areas where you are doing well.

If job performance falls below standard over a long period of time, or if there is a problem with misconduct or poor work habits, corrective or disciplinary action may be taken. Corrective action may include a written warning, taking away responsibilities or requiring an employee to supply the supervisor with more information on work being done. Disciplinary actions can be suspension for one or more days without pay, demotion or even termination.

There are two different categories of behavior that may result in a disciplinary action, up to and including termination:

Detrimental personal conduct includes very serious things such as:

- * Fraud
- * Willful misuse of County funds
- * Conviction of a felony or a plea of "no contest" to a felony
- * Brutal, threatening, or intimidating behavior in the performance of duties
- * Possession of unauthorized firearms or other lethal weapons on the job
- * Sexual/racial or other illegal harassment of another employee
- * Accepting gifts in exchange for favors or influences
- * Use of illegal drugs or alcohol on the job
- * Serving an interest conflicting with your County position

Penalties when incidents of detrimental conduct occur are usually severe - suspension, demotion or termination. These penalties may be imposed based on the first incidence of detrimental personal conduct.

Unsatisfactory job performance includes, but isn't limited to, things such as:

- * Failure to meet work standards or perform critical tasks
- * Poor work habits, like chronic lateness
- * Failure to complete work when it is due or failure to meet deadlines
- * Discourteous treatment of the public or other employees
- * Absence without approved leave or improper use of leave
- * Insubordination
- * Repeated or serious incidents of unsafe behavior
- * Failure to follow safety rules
- * Careless, neglect, or improper use of County property or equipment
- * Failure to maintain required licenses or certifications

Since the aim of counseling and discipline is to improve performance, supervisors are encouraged to take it one step at a time, to allow an employee the chance for learning and better performance. Where performance is unsatisfactory, a sequence of actions normally takes place, with the severity increasing if the performance does not improve. For example, performance deficiencies and performance expectations are communicated to the employee through a counseling process. If performance does not improve then the counseling is usually followed by one or more written warnings. If performance still does not improve, a final written warning is issued. Finally, unsatisfactory job performance may be followed by recommendation to terminate. At no time shall written warnings exceed three (3) for the same incident.

However, sometimes a major incident of unsatisfactory job performance will result in a more serious disciplinary action with no previous warning action. Examples would be an employee who had a serious safety violation or was extremely discourteous to a member of the public; suspension for a day might result from this first instance of unsatisfactory performance.

If you receive a disciplinary action, which you feel is unfair, you may grieve the action under the County's grievance procedure. And, before a suspension of more than two (2) days, demotion, or termination, you will be given an opportunity to explain or defend your actions.

All actions taken will be documented and made part of the employees' permanent record. The employee as well as the supervisor taking the action will sign all documentation. The employees' signature will not be taken as an admission of guilt; rather, it will be construed as an understanding by the employee of their stated behavior and the necessary corrective action to be taken.

RESOLVING CONFLICTS IN THE WORKPLACE (CONFLICT RESOLUTION/GRIEVANCE PROCEDURE)

Problems arise in any job. Sometimes, the conflict is between two employees or an employee and the supervisor. It is our belief that most problems can be handled by open discussion between the two people. The conflict resolution procedure is designed to give employees and supervisors a way to sit down and talk through the situation. Through discussions, we hope you will be able to reach a solution. If you cannot, there are two ways to clear up problems or misunderstandings:

1. Through conflict resolution /dispute mediation, or
2. Through the grievance procedure.

1. Conflict Resolution / Dispute Mediation

Employees and supervisors should strive to work out a problem or misunderstanding together. If you cannot reach agreement, conflict resolution or third-party mediation may be one way of working out the differences and exploring agreements.

To arrange mediation, either the supervisor or employee may contact County Administrator. The County Administrator will become mediator and will make arrangements for mediation between the employees and/or supervisor. Both parties must agree to the mediation request.

The two people involved will then meet at a mutually agreeable time with the mediator or mediators. The mediator will help guide the discussion and help to work out a solution or solutions. At the end of the session, a written statement describing the solution and what each person has agreed to do will be signed by both people. The results of the mediation will be kept confidential unless both parties agree to release information.

2. Grievance Procedure

Per Section 15.2-1506 of the Code of Virginia, 1950 as amended, every locality which has more than fifteen employees shall have a grievance procedure for its employees that affords an immediate and fair method for the resolution of disputes which may arise between the public employer and its employees. It is the intent of the County of Mathews to follow applicable state and federal laws. If this policy is found to be inconsistent with any law, this policy shall be

deemed modified to comply with that law. Below is a summary of the County's grievance policy. Further details can be found in the above-referenced code section as it is the intent of the County to mirror state code.

Definition of Grievance:

A grievance shall be a complaint or dispute by an employee relating to his employment, including but not necessarily limited to:

1. Disciplinary actions including dismissals, disciplinary demotions and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance
2. The application of personnel policies, procedures, rules and regulations, including the application of policies involving matters referred to in "Local Government Responsibilities" below
3. Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin or sex
4. Acts of retaliation as the result of the use of or participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement.

Local Government (Management) Responsibilities:

Local governments shall retain the exclusive right to manage the affairs and operations of government. Accordingly, the following complaints are non-grievable:

1. Establishment and revision of wages or salaries, position classification or general benefits
2. Work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content
3. The contents of ordinances, statutes or established personnel policies, procedures, rules and regulations
4. Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly
5. The methods, means and personnel by which work activities are to be carried on
6. Except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance, termination, layoff, demotion or suspension from duties because of lack or work, reduction in work force, or job abolition
7. The hiring, promotion, transfer, assignment and retention of employees within the local government
8. The relief of employees from duties of the local government in emergencies

In any grievance brought under exception #6 above, the action shall be upheld upon a showing by the local government that:

1. There was a valid business reason for the action and
2. The employee was notified of the reason in writing prior to the effective date of the action.

Coverage of Personnel:

Unless otherwise provided by law, all non-probationary local government full-time and part-time employees are eligible to file grievances with the following exceptions:

1. Appointees of elected groups or individuals
2. Officials and employees who by charter or other law serve at the will or pleasure of an appointing authority
3. Deputies and executive assistants to the chief administrative officer of a locality
4. Agency heads or chief executive officers of government operations
5. Employees whose terms of employment are limited by law
6. Temporary, limited term and seasonal employees
7. Law-enforcement officers

Notwithstanding the exceptions set forth in subdivision a, local governments, at their sole discretion, may voluntarily include employees in any of the excepted categories within the coverage of their grievance procedures.

The chief administrative officer of each local government, or his designee, shall determine the officers and employees excluded from the grievance procedure, and shall be responsible for maintaining an up-to-date list of the affected positions. No employee positions with the County of Mathews are excepted from this policy or grievance.

Grievance Process:

Step 1: Immediate Supervisor Notification

Within thirty (30) calendar days after the occurrence or condition giving rise to the grievance, the affected employee shall identify the grievance verbally to the employee's immediate supervisor. Within five (5) calendar days of such presentation, the supervisor shall give his/her response to the affected employee with respect to the grievance.

If a satisfactory resolution is not reached at this step in the process, the affected employee shall reduce the grievance to writing, identifying the nature of the grievance and the expected remedy on Grievance Form A. Such written grievance should be presented to the immediate supervisor within five (5) calendar days of the supervisor's initial response. The supervisor then has five (5) calendar days to respond; such response shall also be written.

Step 2: Appeal of Immediate Supervisor Decision

If a satisfactory resolution is not reached at the first step, the affected employee may so indicate on Grievance Form A and submit such form to the County Administrator within ten (10)

calendar days of the supervisor's written response in Step 1. A meeting to review the grievance shall be held between the affected employee and the County Administrator or his/her designee within five (5) calendar days. The County Administrator or his/her designee shall issue a written response to the grievance within five (5) calendar days following the meeting.

Step 3: Panel Hearing

If the written response from the County Administrator or his/her designee is not acceptable to the grievant, he/she may escalate the grievance to step three and request a panel hearing.

The

request for a panel hearing shall be indicated by the affected employee on Grievance Form B and

submitted to the County Administrator within ten (10) calendar days of the County Administrator's or his/her designee's, written response in Step 2. The County Administrator will then arrange for the panel selection and schedule a panel hearing.

A panel shall be composed of three members and shall be chosen in the following manner: one member appointed by the grievant, one member appointed by the County Administrator, and the third member co-selected by the grievant and County Administrator. This third member shall

serve as the chairman of the panel. To insure an objective panel, the grievant and supervisors responding in the first two steps of the grievance process, may not serve on the panel. Panels chosen in compliance with these requirements shall be deemed to be impartial. In the event that agreement cannot be reached as to the final panel member, the Judge of the circuit court of Mathews shall select such third panel member.

The full panel shall then set the time for the hearing and notify all affected parties. The hearing shall be held no later than ten (10) calendar days after the date of the request unless the panel member selection involves the use of the circuit court. In such case, the hearing shall be held as soon as practicable, but no more than ten (10) calendar days after the final panel member has

been selected. Copies of all documentation shall be forwarded to the panel chairman and panel members.

The majority decision of the panel shall be final and binding in all its determinations.

The panel has the responsibility to interpret the application of appropriate agency policies and procedures in the case. The panel does not have the authority to formulate or change policies and procedures.

The conduct of the hearing shall be as follows:

- a. The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing
- b. The panel may, at the beginning of the hearing, ask for statements clarifying the issues involved
- c. Exhibits, when offered by the grievant or the County Administrator,

- maybe received in evidence by the panel and, when so received, shall be marked and made part of the record
- d. The grievant and management, or their representatives, shall present their claims and proofs and witnesses who shall submit to questions or other examinations. The panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
 - e. The parties may offer evidence and shall produce such additional evidence, as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevancy and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.
 - f. The panel chairman shall specifically inquire of all parties whether they have any further proofs to offer or witnesses to be heard. Upon receiving negative replies, the chairman shall declare the hearing closed.
 - g. The hearings may be reopened by the panel on its own motion or upon application of a party for good cause shown at any time before a final decision is made.

The decision shall be filed in writing by the panel chairman with the County Administrator not later than fifteen (15) calendar days after the completion of the hearing. Copies of decisions shall be transmitted to the affected employee and the employee's immediate supervisor.

The parties to the grievance, by mutual agreement, or the panel chairman may extend any or all of the time periods established in this procedure. The grievant must bear any cost involved in employing representation or in preparing or presenting his/her case.

The only persons who may be present at any and all meetings in Steps 1 through 3 are the grievant, the appropriate local government official at the level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. At Step 3, the grievant, at his/her option, may have present a representative of his choice. If legal counsel represents the grievant, local government likewise has the option of being represented by counsel.

Grievability:

Decisions regarding grievability and access to the procedure shall be made by the County Administrator or his/her designee, at any time prior to the panel hearing, at the request of the Board of Supervisors or grievant, within ten (10) calendar days of the request. No city,

town, or county attorney, or attorney for the Commonwealth, shall be authorized to decide the question of grievability. The ruling of the County Administrator shall be in writing and a copy of the ruling shall be sent to the grievant. Decisions of the County Administrator or his/her designee may be appealed to the circuit court having jurisdiction in the locality in which the grievant is employed for a hearing on the issue of whether the grievance qualifies for a panel hearing. Proceedings for review of the decision of the County Administrator or his/her designee shall be instituted by the grievant by filing a notice of appeal with the County Administrator within ten (10) calendar days from the date of receipt of the decision and giving a copy thereof to all other parties. Within ten (10) calendar days thereafter, the County Administrator or his/her designee shall transmit to the clerk of the court to which the appeal is taken: a copy of the decision of the County Administrator, a copy of the notice of appeal, and the exhibits. A list of the evidence submitted to the court shall also be furnished to the grievant. The failure of the County Administrator or his designee to transmit the record shall not prejudice the rights of the grievant. The court, on motion of the grievant, may issue a writ of certiorari requiring the County Administrator to transmit the record on or before a certain date.

Filing a lawsuit on an issue while you have a grievance on the same issue will end your appeals under the County's grievance procedure. Also, if you are terminated and file a grievance on that termination, but later ask that the termination be changed to a resignation, the resignation will end the grievance appeal.

Section 7 – Technology

PURPOSE

To implement the policy of acceptable use of the Computer, Internet, E-Mail, Voicemail, Phone, and Network systems, hereafter referred to as "Technology Systems." To improve communications and streamline administrative processes among County employees, divisions, departments, Constitutional Officers, the Board of Supervisors, and other government agencies (state and federal). This includes:

- Electronic mail
- Internet Browsing
- Access to the AS400 mainframe
- Secure Data Storage for each individual and department
- Virus Protection, Remote Access
- Web Sites (Intranet and Internet)

The smooth operation of a local area network or a wide area network depends upon the proper conduct of end users. In general, this requires efficient, ethical, and legal use of network resources consistent with the policies provided in this document. The intent is to clarify the County's policy regarding these systems and to provide examples of uses which are acceptable or unacceptable. **This policy does not enumerate all the possible acceptable and unacceptable uses.**

The Mathews County network is a group of interconnected networks: County Administration, Treasurer, the Sheriff's Office, the Commissioner of the Revenue, Library, All Courts, Clerk of the Circuit Court, Commonwealth Attorney and County Attorney's offices. Communication between the networks is facilitated by the use of routers interconnected to a cable, Ethernet, and/or high-speed communications systems.

Scope: The rights, responsibilities, and limitations specified in this policy apply to all employees, contract personnel, and volunteers whose access to or use of the Technology Systems is funded by the County or is available through equipment owned by the County. An employee's right to access the Technology Systems immediately ceases upon termination of employment. The Technology Systems are business tools provided by Mathews County. The County has a legitimate interest in protecting confidential information, preventing abuse of the systems, and maintaining employee productivity. Mathews County, therefore, expressly reserves the right to monitor, review and audit an employee's use of these systems at any time. By using the County system, the user impliedly consents to monitoring of all applications and processes by County oversight personnel.

In addition to possible monitoring by the County, Network Administrators may review files and communications to keep the Technology Systems working properly and to ensure that users are using the systems responsibly. Users should not expect that files or messages will be private. In addition, the County may review phone bills or logs and question employees about the nature and appropriateness of phone calls made from any office. The County expressly reserves the right to access, retrieve, read and delete any communication created,

received or sent in the Technology Systems at any time without notice. This excludes certain legal and law enforcement files/records as provided for by law.

RESPONSIBLE USE OF ELECTRONIC COMMUNICATIONS

The use of computers and network services must be in support of County government administration. Transmission of any material in violation of federal or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited.

Limited use for continuing education activities or legitimate personal purposes (term papers, etc.) is acceptable. However, these activities must occur after normal work hours or on breaks or lunch.

Employees must understand at all times that:

- Electronic communications are public records and may be the object of discovery requests in litigation matters. Even after e-mail messages have been deleted, they may exist indefinitely in stored printouts and/or other back-up media. Employees should exercise awareness that they are creating County documents.

All electronic records are considered public records whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such a record is a public record.

Electronic media is subject to copyright and trademark laws. All copyright and trademark laws apply to electronic communication. Employees should ensure that they are entitled to any file or software they download, message they circulate, or product they use prior to appropriating or distributing the item in question.

- Department Supervisors and Constitutional Officers shall ensure that all electronic communications, including E-mail, must be retained in compliance with Virginia State Library Records Retention and Disposition Guidelines. E-mail is subject to the Virginia State Library Records Retention and Disposition Guidelines and must be saved in printed form or electronically in accordance with the Guidelines. Reliance on computer or network backup is not adequate compliance with these guidelines. Please refer to the Library of Virginia for further instructions for records retention pertaining to your specific office/department.

UNACCEPTABLE USES

County employees may not abuse their access to the Technology Systems. Abuse may consist of either excessive or unacceptable use. Generally, a use is unacceptable if it conflicts with the County of Mathews or the individual Department's purpose, goal, or mission or with an employee's authorized job duties or responsibilities. Examples of unacceptable uses include, but are not limited to, the following:

- Excessive personal use of the Technology Systems (personal use will be

deemed excessive if, in the opinion of an employee's immediate supervisor, the use detracts from the individual employee's or the Department's productivity);

- Communicating to promote personal business ventures (e.g. consulting for pay, or sale of goods) or to advertise or solicit funds for political, religious, or other personal causes unless a site is specifically designated for such purposes;
- Communicating for illegal purposes including, but not limited to: violating copyright laws, using or copying unauthorized software, or accessing restricted systems;
- Interfering with or disrupting network users, services, or equipment including, but not limited to: damaging equipment, knowingly spreading viruses, impersonating another user, accessing a system without authorization, or destroying communications systems or electronic files;
- Accessing or distributing any communication which may constitute or contain intimidating, hostile, pornographic, offensive, or discriminatory material on the basis of sex, race, color, religion, national origin, sexual orientation or disability. As a benchmark, users should avoid any language that would be inappropriate in a courteous letter or memorandum. Personal telephone calls are to be brief in nature and kept to a minimum.

SPECIFIC GUIDANCE

Hardware: Only hardware specified by the County will be used. No outside or personal hardware will be permitted to connect to the County's networking systems.

Software: Only software specified by the County will be used; all software is the property of Mathews County. At no time will any employee or Constitutional Officer or employee of Constitutional Officers, enter into legally binding agreements on behalf of the County for new software, hardware, etc., without the express written consent of the County Administrator or his/her designee. Mathews County required software products are listed below. Other software in departmental inventories remains acceptable until the end of its life cycle or until it requires cost to the government for upgrade. At that time Mathews County departments will migrate towards preferred software. Only software deemed necessary to perform your duties will be permitted on each employee's computer. Personal software is not permitted on County computers. Placing personal software on County computers violates copyright laws and will induce configuration changes to software operating systems. The County's Network Administrators are responsible for system reliability and integrity; their decision is final.

Violating this county procedure may result in disciplinary action including termination of system access, termination of employment and/or criminal prosecution, if appropriate.

Email: All email is the property of Mathews County. Occasional personal use of Internet email to a family member is acceptable. All e-mail is subject to viewing by County oversight personnel. The County provides one user email account per employee and

designates only that email address to be used for all official county business. All e-mail is subject to FOIA as well as the Library of Virginia's Records Retention Schedules.

Internet Browsing: Modem access to a personal Internet Service Provider is prohibited. Shareware, freeware, screen savers, background schemes, and mouse pointers will not be downloaded from the Internet. Visiting web sites with pornographic material is prohibited. You may not use the Internet to use any language you would not use in person or that is otherwise prohibited by local, state, or federal law.

Per the Library of Virginia's Record Retentions Schedules, government web sites contain records that document public transactions just like paper records and, as a result, a web site must be retained like any other record. Please see the Library of Virginia for more information on records retention.

During disaster preparations, e.g., for hurricanes, access to the Internet will be reduced to County Administration, Emergency Operations Personnel, the Sheriff's Office, and Disaster Teams.

Security: The physical security of Mathews County data processing equipment (computers, iPad, cellular phones) and the safe keeping of government files on paper or electronic medium is the responsibility of all employees. Network users have the additional responsibility of using passwords for network logins, sending E-Mail, access to the AS400, and for Microsoft Windows standard screen savers. The sole purpose of these passwords is to limit access to County data and network services to authorized personnel. Microsoft Windows standard screen savers with passwords will be used on all networked computers. Whenever a user leaves their workstation, they are required to lock the workstation to prevent unauthorized access. If you feel you can identify a security problem on the network notify the Director of Technology immediately.

Do not demonstrate the problem to other users. Attempts to log onto network services as a System Administrator will result in cancellation of user privileges.

Virus Protection: Virus protection software will remain enabled full-time. Every computer connected to the Local Area Network or Wide Area Network will have County approved Anti-Virus Software installed. Any storage media you receive from another agency, vendor, constituent, etc. will be scanned before you access files on it. Failure to follow this policy may result in the total shutdown of your computer and risks virus infection of data stored on the network. Violators will lose access to network resources until the employee's supervisor has been notified and appropriate action is taken.

Vandalism: Vandalism is defined as any malicious attempt to harm or destroy data of any user or department. This includes, but is not limited to, the uploading or creation of computer viruses. Destruction of any County owned records, paper or electronic, are strictly prohibited. Violators will be prosecuted under the fullest extent of the law.

Maintenance: includes all support required to keep software, computers, monitors, keyboards, mice, servers, routers, hubs, and other infrastructure in good working order. Only the County Administrator's designated representatives will perform such service.

Confidentiality: Authorized passwords will routinely be created and made available to employees. The use of a password does not create any right of privacy nor guarantee an

employee's privacy. All passwords must be kept confidential. Shared passwords are prohibited. The use of unauthorized or undisclosed passwords is strictly prohibited. Confidential information should not be transmitted by e-mail, which can be intercepted or otherwise received by unintended recipients. Such information should be communicated by written memorandum or personal conversation. E-mail communications are subject to the Freedom of Information Act and can be required to be produced for inspection the same as written correspondence.

Backup: All government records/files must be stored on the local area network or wide area network and will be backed up Monday through Friday after normal business hours. All files and programs must be closed prior to the end of the normal working day to ensure they are backed up properly. Any file left open cannot be backed up. The Back-up system produces a log of files not copied. The County will not assume liability for any missed files. The Network Administrator occasionally reviews the logs to see missed files and will send an E-Mail reminding those individuals of the necessity to close files and programs. Copies of the e-mail reminder will be forwarded to the appropriate Departmental Supervisors.

Remote Access: Outside of the County's IT personnel, all requests for remote access to the county's networks will be decided on a case-by-case basis. A proven need must be demonstrated to be considered. Remote access to the County's financial system will be considered only in emergency situations and only for mission critical personnel. In the event you are granted remote access to any county network, a laptop configured for the sole remote access purpose will be provided. The remote access session will be configured only for the amount of time needed to perform the project or task at hand and at the conclusion of that session, the session will expire. The County will not support employee-owned personal computers on any level and employee-owned computer equipment will not be permitted to connect to any County-owned network.

Due to the sensitive nature of the data involved, the elected Sheriff shall have the same authority as the Board of Supervisors when granting remote access permission to that County-owned network.

PERSONAL LONG-DISTANCE CALLS

While we all realize that the workplace is not intended to be used for personal business undertakings, there are times when emergencies arise which necessitate the placing of personal long-distance calls during working hours. Use the long-distance phone charges provided with your office phone bill to determine the amount of your call. For any personal calls, please submit to Accounts Payable a copy of the statement along with a check payable to Treasurer, Mathews County at the end of each month.

I. Wireless Devices – General Information

POLICY: Cellular and other wireless communications devices obtained through the County are to be used only for business purposes and when a safe, convenient, and less costly alternative is not available.

Acquisition of equipment is made in accordance with standard Finance Department procedures. Department budgets must reflect all ongoing costs for any electronic equipment, including the purchase, unless otherwise budgeted.

Monthly invoices for service will be scrutinized for airtime, and toll charges. Departments will retain invoices per Library of Virginia records requirement GS-16, 005262.

If a County-provided device is used for a personal emergency, reimbursement must be made for airtime and/or toll charges.

Supervisors should carefully evaluate which vehicles and employees are provided with such devices. The need for this equipment should be considered in the context of what other communications services are available, e.g., office telephones, voice mail, e-mail, pagers and radios.

The use of personally owned devices for County business is allowed with a supervisor's approval. ***Employees will not be reimbursed for use of a personal device except in extraordinary situations, such as overages incurred in a disaster response. Any reimbursement will require approval by the employee's department manager.***

Any cellular or other wireless communications device in use while employees are operating a vehicle is strongly prohibited.

As with any County equipment, employees must take proper care of devices and take all reasonable precautions against damage, loss, and theft. Any damage, loss, or theft of County- owned or personal device used for County business shall be reported immediately to the employee's supervisor and Information Technology department.

Be aware that all records related to County business, regardless of the device type or ownership, are subject to the Virginia Freedom of Information Act, §§ 2.2-3700 et seq. of the *Code of Virginia*, 1950, as amended.

The County has provided guest wireless access to permit employees and guests the use of internet services on mobile devices. This access is a privilege, all users and guests are subject to web browsing monitoring. If any behavior is deemed malicious or unprofessional, the County has the right to block access to devices.

TECHNICAL AND SECURITY CONCERNS:

All wireless devices must be approved for use by the Information Technology department and/or the County Administrator. All services and licensing shall be paid from an approved department budget.

Devices used for County business will be in compliance with all County policies and accepted industry standards and practices. These standards include, but are not limited to, using encryption technology, and password methods and practices.

Loss or theft of equipment shall be reported to that employee's supervisor, vendor service provider and to the Information Technology department and/or the County Administrator as soon as possible to minimize liability for misuse of County information.

Conversations or messages over cellular telephones, Wi-Fi, and other communication devices may be monitored and captured by outside parties. Avoid transmitting protected confidential information.

II. County Supplied Personal Electronics

Smart devices (i.e. iPhones, iPads, etc.) and their accessories (i.e. Otter boxes, etc.), and laptops or tablets are frequently purchased by the County and issued to County employees for use in their employment duties. Upon termination of employment with the County, the employee shall return all electronic devices. The employee shall provide all passcodes to the Technology Director so the devices may be repurposed for other employees. Devices shall not be reformatted, wiped or returned to factory settings. Failure to return devices or abide by this policy will be subject to deduction of any final paycheck for the cost to replace the device and/or gain access to the device.

III. Destruction of Obsolete Computer Assets

Mathews County recognizes the need to have and follow a policy for the proper disposition of obsolete computer hardware as well as the destruction and protection of sensitive data. As a good steward of the environment, Mathews County is committed to reducing landfill waste and ensuring responsible recycling of electronic equipment in full compliance with all local, state, and federal laws. The County follows a similar protocol to the Virginia agencies which is documented in Federal guidelines from the National Institute of Standards and Technology “NIST” Special Publication 800-53. [Security and Privacy Controls for Information Systems and Organizations \(nist.gov\)](https://www.nist.gov/publications/security-and-privacy-controls-for-information-systems-and-organizations)

Mathews County participates in the use of state contract CTR005856-2 - Secure Data Destruction and Surplus Services. This contract provides the following services.

1. Pick-up and secure transport of obsolete computing assets from any Mathews County Campus Building.
2. Proper disposal of computing assets according to guidelines noted in the above NIST link.
3. Secure shredding of computer and server hard drives according to guidelines noted in the above NIST link.
4. Provides the County Information Technology Department with a chain of custody and certification for the destruction of computer and server hard drives.
5. Provides the County with nominal proceeds from use of the contract.

Note: Generally, the County computing assets follow a 4 to 5 years refresh cycle. After the asset reaches end of life, they are added to a salvage inventory list and disposed of using this procedure.

Violation of Policy: Any violation of this Policy, by any user, shall be subject to disciplinary action, including but not limited to the loss of access and other privileges. Depending on the severity of the violation, users may be subject to progressive discipline up to and including suspension and termination of employment and possible criminal prosecution as provided for under the laws of the Commonwealth of Virginia.

Section 8 – Training and Education

This section contains material on:

- Training Programs/Seminars/Conventions
- Travel Expense Reimbursement
- Special Licenses/Membership Dues
- Tuition Reimbursement

TRAINING PROGRAMS/SEMINARS/CONVENTIONS

Depending on your position with the County, you may be asked, or in some cases be required, to attend certain training programs, seminars or conventions that directly pertain to your specific job duties and or your department’s responsibilities. If asked or required to attend, the County will pay 100% of all registration fees.

If you learn of an opportunity to increase your knowledge with regards to yours or your department’s responsibilities, you may submit a request to your department supervisor asking approval to attend such training at the County’s expense. The County will not pay for courses without prior approval from your supervisor or County Administrator.

TRAVEL EXPENSE REIMBURSEMENT

When overnight stay is required, the County will cover 100% of your accommodation expenses at the lowest possible nightly rate. Overnight travel will only be approved when the distance is greater than 75 miles, unless otherwise approved by the County Administrator, from Mathews County and the training will span two or more days. When traveling overnight, the County will reimburse you for three meals per day at the current federal/state per diem rate. Mileage will only be reimbursed when all requirements outlined in “Reimbursement for Personal Vehicle Usage in Section 3 – Compensation” have been met.

Receipts will be required for any reimbursement and your supervisor must approve all travel in advance.

SPECIAL LICENSES/MEMBERSHIP DUES

Depending on your position with the County, there may be certain certifications, licenses or membership affiliations that you will be required to obtain and maintain throughout your employment with the County. If required by the County, any such fees or dues will be paid 100% by the County. Check with your supervisor for your department’s specific requirements.

TUITION ASSISTANCE PROGRAM

The County provides a tuition assistance program for regular, full-time employees who take courses on their own time. Approved types of courses include those, which improve current skills and job performance or prepare employees for other jobs with the County. Programs,

which offer students “credit by examination” for courses, may also be approved for reimbursement.

Full-time employees are eligible for reimbursement within the limits of available funds. Prior approval of all courses is required if you are seeking reimbursement from the County. Approval by the County Administrator will be on a case-by-case basis and is subject to budgetary constraints.

Tuition assistance is for registration, laboratory and student fees. Books for your courses are not reimbursable expenses. Submit a receipt and proof the course was completed with a grade of "C" or better, and you will be paid back as long as funds are available. You must remain employed with the County for twelve (12) months after reimbursement or you will be required to repay the County a graduated amount depending on the balance at the time of departure from County employment.

Section 9 - Safety, Health and Wellness

This section contains material on:

- Medical Examinations
- Health and Safety
 - Smoking, Vaping and Tobacco Use
 - Drug and Alcohol-Free Workplace
 - Drug and Alcohol Testing
- Workplace Violence Prevention
- Weapons on County Property
- Drug/Alcohol Abuse Policies - Testing

INTRODUCTION

The County is committed to providing safe and healthy working conditions for all employees. We strive to minimize accidents, injuries and property damage, and maximize safe working conditions and work methods. The main message of the safety program is that no assignment is so critical that time cannot be taken to do it safely. County employees are expected to concern themselves with their own safety, the safety of other employees and the safety of the general public affected by County operations.

MEDICAL EXAMINATIONS

Prior to beginning work or before a promotion to certain County positions, you may be required to pass a drug test, a medical examination or a psychological examination.

HEALTH AND SAFETY

The County seeks to provide a work environment for employees, customers, and vendors that is as free as possible from recognized hazards, and in full compliance with applicable Occupational Safety and Health Act (OSHA) standards. To achieve this goal, every employee is responsible for being "safety conscious", and to conduct themselves in a manner that maximizes safety. Employees should report any unsafe or hazardous condition to their Supervisor immediately. Please see the County Safety Manual, which can be found on the County's Shared Drive. Efforts will be made to remedy problems as quickly as possible.

Each employee is responsible for the safe operation of all County property (equipment, vehicles, etc.) in his/her charge. Employees should be familiar with, and observe at all times, the OSHA requirements and other safety rules applicable to their jobs. If you are not familiar with, or do not understand the applicable rules, please see your supervisor for further clarification. The County shall provide for the proper maintenance of County property, but each employee should report any malfunction of County property to his/her immediate Supervisor. The Supervisor should investigate and take necessary steps to correct the malfunction.

In case of an accident on the job resulting in a personal injury or illness, regardless of how serious, employees should notify their Supervisor immediately. Failure to report accidents can

result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims. The County carries workers' compensation insurance and will assist employees in obtaining all benefits to which the County believes the employee is legally entitled.

In the event of an emergency (*i.e.*, medical/environmental-related), employees should follow established emergency procedures issued by their Agency Head.

Employees who know or believe a situation exists that may affect their ability to do their jobs or the health or safety of themselves, or other employees, should promptly report the situation to their supervisor. Further if any employee observes any unsafe behaviors in others, they should promptly report the situation to their supervisor.

A. Smoking, Vaping, & Tobacco Prohibited

Mathews County provides a smoke free, vape free, and tobacco free work environment, which includes county buildings and in or on county vehicles and equipment. Employees may smoke, vape, or use tobacco products in designated areas only.

B. Drug and Alcohol-Free Workplace Policy

All County property shall be maintained as drug and alcohol-free workplaces. The County forbids any employee to unlawfully manufacture, dispense, possess, use or distribute any controlled substance or alcohol on County property or during working hours.

1. As a condition of employment, any employee convicted of any criminal drug law shall notify his/her supervisor within five (5) days after such conviction.
2. In compliance with state and federal law, Mathews County reserves the right to search all County workplaces and County property for the purpose of maintaining a workplace free of drugs and alcohol.
3. In compliance with state and federal law, an employee must submit to alcohol or drug testing when requested to do so by management/administration pursuant to this policy. Refusal to be tested is grounds for immediate termination.
4. No employee shall consume alcoholic beverages or illegal drugs immediately prior to or during work hours or on call status. Disciplinary action will be taken if an employee is unable work due to the consumption of alcoholic beverages or the use of illegal drugs.
5. If an employee is using a prescription or non-prescription medication that may impair performance of duties; the employee shall report that information to his or her supervisor.
6. Violation of this policy and regulation will result in appropriate disciplinary action up to and including termination.

C. Drug and Alcohol Testing

Drug and/or alcohol testing will be required in the following instances:

1. Pre-employment Drug Testing

A pre-employment drug test will be administered prior to any applicant's duties for employment with the County will begin. Applicant will be notified of such testing no later than the interview phase and be required to sign a consent form. Any applicant who tests

positive for a pre-employment drug test or refuses to consent or take the test is eligible to retest after twelve months.

2. Reasonable suspicion

Any employee will be required to submit to drug and/or alcohol testing within 2 hours when there is reasonable suspicion an employee is under the influence of drugs and/or alcohol. The Sheriff's Department may administer a breathalyzer test based on reasonable suspicion. If the suspicion is brought about by another employee a formal determination must be made by the Supervisor. The following examples alone or in combination may comprise reasonable suspicion:

- a. Unexplained inability to perform normal job functions;
- b. Slurred Speech;
- c. Smell of alcohol or drugs on person;
- d. Any unusual lack of physical coordination or loss of equilibrium;
- e. Unexplained hyperactivity or depression and withdrawal;
- f. Unexplained inability to think or reason at the employee's normal level;
- g. Unusual or bizarre behavior

3. Post-accident

When an employee is involved in an accident while utilizing County vehicles or equipment, or is injured on the job, the Agency Head may require drug and or alcohol testing within two (2) hours of the incident. If the injury is severe enough to warrant an extended amount of time in the emergency room, a drug test (if available) may be utilized from the hospital. If an employee were to see a private physician, it is the responsibility of the employee to see if the physician will test on location.

WORKPLACE VIOLENCE PREVENTION

The County is committed to the safety of both employees and the public. We want to maintain a workplace that is free of violence. Every employee is obligated to avoid threats, physical violence or hostile behavior that may provoke violence. Every employee should also report threats to their department supervisor. Employees are expected to conduct County business with respect for all County employees and for all customers of County services. The County Administrator is available to help employees and supervisors react to developing situations.

Workplace violence includes: name-calling, stalking, harassment, threats, fighting, beating, shooting/stabbing, hostage taking, intimidation, property damage, other physical or violent attacks or acts.

If an employee violates this policy, she/he will be disciplined up to and including termination. In addition, all acts or threats of violence will be promptly reported to local law enforcement.

Should an employee feel threatened by a member of the public, the employee should contact their supervisor and/or leave the area, if possible. Employees are expected to try to follow these guidelines:

- Try to avoid the confrontation by getting out of the area, if possible.
- Get help from other employees, supervisor(s) or the Sheriff.
- Respond with the minimum amount of force necessary to protect him/herself. If an employee uses excessive force in self-defense, she/he may face sanctions similar to those for fighting.

This policy applies to all County employees, including regular and temporary, whether they work on or off County property.

WEAPONS ON COUNTY PROPERTY

Section 15.2-915, of the Code of Virginia, as amended, provides that the County shall not adopt any workplace rule, other than for the purposes of a community services board or behavioral health authority as defined in § [37.2-100](#), that prevents an employee of that locality from storing at that locality's workplace a lawfully possessed firearm and ammunition in a locked private motor vehicle. Nothing in this section shall prohibit a law-enforcement officer, as defined in § [9.1-101](#), from acting within the scope of his duties.

Such firearms will not be carried into the workplace without proper license to carry such weapon. Pocketknives used as tools on the job, are acceptable. Violation of this policy will result in disciplinary action up to and including termination, and may also result in legal prosecution. In addition, use of other items as a weapon -- for example, a tool, piece of equipment or furniture used in a fight -- may result in disciplinary action, including termination and may also result in prosecution.

Section 10 - Separation

This section contains information on:

- Employee Separation Process
- Exit Interview
- Unemployment Compensation

EMPLOYEE SEPARATION PROCESS

Service Retirement: is voluntary termination after having satisfied the age and length of employment requirements of the Virginia State Retirement System.

Disability Retirement: is voluntary termination necessitated by an injury or illness, which renders the employee incapable of performing his/her usual job. The employee will be required to submit paperwork to his/her supervisor advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate Board or Worker's Compensation Industrial Insurance Division verifying the disability and approving the retirement.

Employee Initiated Resignation: is voluntary termination for any reason other than formal retirement. An employee wanting to leave the County in good standing shall provide a written resignation to his/her immediate supervisor at least 14 calendar days prior to the effective date of resignation. The resignation letter should include the reason for leaving as well as the proposed effective date. Two weeks notice is understood to mean that the resigning employee will be available for work during this time so as to aid in the training of a replacement. Failure to provide two weeks advance notice will result in a forfeit of accumulated vacation and/or sick leave time. The County Administrator may grant exceptions to the time limit requirement.

Supervisor Initiated Resignation: is termination requested by the supervisor, which permits the employee to resign in lieu of being discharged. A termination of this type occurs only after the supervisor's consultation with the County Administrator. An evaluation of the circumstances is conducted, including reasons for the request, supporting documentation, and alternatives. Guidelines are similar to those for discharge.

Discharge: is termination of an employee by the County.

Probationary Termination: is discharge of an employee during the established probationary period, usually for the inability to meet position/department requirements. A probationary termination occurs only after the supervisor's consultation with the County Administrator.

Layoff: is termination of an employee by the County for lack of work, lack of funds, or other changes that have taken place.

In layoff, recall and filling regular job vacancies, the County shall give consideration to both an employee's ability and performance of the duties required in the job and consideration to an employee's length of continuous service with the County in the classification. In applying this

provision, where qualifications, experience and performance are equal, seniority shall govern. Every effort will be made for transfers to other departments when a position is open for which the employee qualifies.

The County shall provide an employee with at least two (2) weeks advance notification prior to layoff, except in case of emergency. An employee on layoff must keep the County informed of the address and telephone number where he/she can be contacted.

If the County is unable to contact the employee within seven (7) calendar days, the County's obligation to recall the employee shall cease. The County shall have no obligation to recall an employee after he has been on continuous layoff for a period, which exceeds one (1) year. Should an employee not return to work when recalled, the County shall have no further obligation to recall him.

Employees receive pay for work performed through the last hour worked and for unused leave as stipulated by policy and laws governing such payments. See section 4 – "Benefits" for more information on payout of unused leave.

Termination pay is reduced by any authorized legal deductions; authorized pension plan; credit union, tax sheltered annuity; and any other amounts specifically agreed upon in writing by the employee and the County.

Before the final paycheck is issued to the employee, the employee must follow a clearance process. The terminating employee is responsible for ensuring all appropriate items assigned to them are returned prior to leaving. This may include keys, credit cards, tools, equipment, etc. Failure by the terminating employee to properly complete the form may result in delay of receipt of the final paycheck.

The official date of termination is the last full day an employee reports for work.

Benefits continue through the time actually worked by the employee including any days "worked" from accumulated vacation and compensatory time. If such time takes the employee through the last day of the month, health care, dental and life insurance benefits will continue through the last day of the following month, as premiums are generally paid a month in advance.

For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available at www.varetire.org.

EXIT INTERVIEW

Once a decision has been made to separate from County service, you may be asked to participate in an Exit Interview. An Exit Interview is a chance for you to tell the Personnel office why you are leaving the County, what knowledge, skills and abilities are needed in the person who will take your place, and to give constructive input on how the County could improve its operations. A written summary of your comments may be sent to your department supervisor unless you

request confidentiality. This information can be useful to your department in hiring, refining the job, and looking at operations.

This is also the time to turn in all property extended to you during your employment with the County. Items such as keys to all buildings/offices, credit cards, cellular phones, etc. will need to be turned in during this time. Access to all Information Technology systems will be terminated as well.

UNEMPLOYMENT COMPENSATION

If you are laid off, and in some other circumstances, you may be eligible for unemployment when you leave work with the County. To apply for unemployment compensation, contact the nearest Virginia Employment Commission office.

The County is a covered employer under the Unemployment Compensation law. The basic objective of the program is to provide a partial replacement of wages for its employees during short periods of involuntary unemployment. The program is financed completely by the County.

An employee who quits his/her job voluntarily without good cause may have difficulty collecting unemployment compensation. To be eligible for unemployment compensation, a voluntary quit must have left employment for a "good cause" reason, must be unemployed, physically able to work, available for work, and actively seeking work. "Good Cause" reasons or reasons establishing eligibility for unemployment compensation are available from the Virginia Employment Commission.

The County may contest the claim of an employee who quits without "good cause" or who quits for other reasons considered as disqualifying.

An individual who wishes to apply for unemployment compensation benefits must complete all necessary paperwork at the nearest Virginia Employment Commission office.

In certain cases, the County may offer the former employee reinstatement to the same or to a similar position, which in effect would invalidate a benefit claim. In other cases, the decision might be not to contest a claim, e.g. in the case of an employee released during a probationary period for reasons other than misconduct. Any notice of recall will take place through the Personnel office where the job offer will be made by certified mail to the former employee with an informational copy to the Virginia Employment Commission. Any such job offer would have to be sustained by proper budget authority.

Section 11 – Miscellaneous Policies/Information

This section contains information on:

- Court Ordered Volunteers
- Requests for Legal Work
- Small Purchase Policy
- Bid Negotiation Policy
- Credit Card Use
- Vehicle/Equipment Operation and Maintenance
- Cell Phone Policy

COURT-ORDERED VOLUNTEERS

The County shall cooperate with Court-Ordered volunteers in working community service hours assigned by the Court.

Acceptance and placement will depend on the individual's background, skills, and nature of the Order. All Court-Ordered volunteers shall be referred to the County Administrator's office for initial screening and placement.

Departments shall provide the County Administrator's office, on a periodic basis or as requested, with a list of projects or assignments which can be accomplished by Court-Ordered volunteers.

Volunteers should be able to complete such projects and assignments in a relatively short period of time with little supervision, as hours available are generally short in duration.

Upon assignment, a community service program information sheet will be forwarded to the affected department supervisor listing the volunteer's name, address, phone number, hours available, and reason for Court Order, and work assignment.

The department supervisor shall maintain a record of dates and hours worked, and upon completion of the assigned hours notify the Personnel office of the community service information.

The County Administrator's office shall notify the appropriate court or agency when the assignment is completed. The volunteer is responsible for maintaining contact with the Court as needed.

The County shall require that proper liability and accident insurance is provided for Court appointed volunteers by the referring agency prior to any agreement to utilize such volunteers is consummated.

If a volunteer is unable or unwilling to complete the designated assignment, the department supervisor shall notify the Personnel office.

REQUESTS FOR LEGAL WORK

To establish uniform guidelines for requesting legal opinions, assistance, contracts, resolutions, ordinances, etc., from the County Attorney.

Exceptions:

1. These policies and procedures shall not apply to requests made by motion of the Board of Supervisors
2. These policies and procedures shall not apply to routine matters that can be addressed over the phone or in person without a formal written response.

Procedures for Written Requests:

1. All requests shall be documented in writing on a standard County memo.
2. All requests should include:
 - a. Name of attorney to whom request is being made
 - b. County employee requesting action
 - c. Subject of request
 - d. Response time or date needed
 - e. Description of action requested
 - f. Copies of any attachments, e.g. draft contract, resolution, ordinance, etc.
3. The requests must be approved by the County Administrator before any legal work is undertaken
4. The County Attorney will return all written responses to the County Administrator's office. As soon as the response is noted, it will be disseminated to the initiating department.
5. The County Administrator will review the status of pending items with the County Attorney on a periodic basis or as needed.
6. A copy of all County Attorney opinions shall be maintained in the County Administrator's office.
7. Claims for legal services, which are rendered without the approvals required herein, may be denied.

SMALL PURCHASE POLICY

Purpose:

The purpose of this policy is to provide for the acquisition of needed services, equipment and materials for the County government in a manner that is most cost-effective for the citizens of Mathews County and that is flexible enough to ensure the continued efficient operation of County governmental functions. Cost-effectiveness as used herein shall not only include consideration of sale or purchase cost but other factors such as quality and availability of service, product, warranty, product durability, experience and other factors reflecting the capabilities of vendors doing business with the County. This small purchase procedure does not require competitive sealed bids or competitive negotiation for single or term contracts for goods and services other than professional services and non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$200,000, and for professional services if the aggregate or the sum of all phases it not expected to exceed \$100,000; however, such small purchase procedures shall

provide for competition whenever practicable.

Enabling Authority:

This policy has been promulgated and adopted per Chapter 43, Section 2.2-4300, of the Virginia Public Procurement Act.

Purchasing Agencies:

Each department shall be responsible for acquiring operating equipment, services and materials within its current appropriated departmental budget and in conformance with the procedures given herein. Each department shall maintain files for all purchases subject to audit and in conjunction with the Library of Virginia's Records Retention Act.

Procurement Procedures: (Cost ranges shall be used in conjunction with projected, budgeted or other pre-quotation estimates for goods or services to be procured).

- A. Purchases of goods and services, or professional services less than \$10,000 shall require solicitation of verbal quotes from not fewer than three vendors or suppliers. The County Administrator or designee may waive the requirement to obtain the three documented verbal quotes where it is determined that it is not practical or economically beneficial to do so.
- B. Purchases under this section that are expected to exceed \$10,000 shall require a written informal solicitation of a minimum of three prospective contractors. Purchases of goods and services, or professional services estimated to cost over \$10,000 but less than \$50,000, or transportation-related construction services up to 25,000, may be awarded after obtaining at least three written quotes. Purchases of goods and services and non-transportation-related construction services estimated to cost over \$50,000, but up to \$200,000, or professional services up to \$80,000, may be awarded on basis of the best value after obtaining at least four written quotes.
- B. All other purchases will be governed by Virginia Public Procurement Act.
- C. Minimum number of quotations required per paragraph A of this section shall not apply if bids are solicited through public notice.
- D. In determining an award within the above referenced cost ranges, the procuring department shall not only consider price, but also, when applicable, the quality and availability of maintenance and repair service, product durability, warranties and guarantee provisions, trade experience of the vendor and the capability of the Vendor to expand or diversify service or products as County departmental needs grow. Therefore, cost is an important factor in making a prudent award determination; however, it is by no means the only evaluation criteria.

Exemptions:

The following items are exempt from the purchasing procedure given in the above section:

- A. Sole source procurements (e.g., portions of utility or mechanical systems that due to their manufacture by only one company precludes the solicitation of quotations from more than one vendor).
- B. Procurements for the expansion, continuation, replacement, repair or upgrading to an existing system or project (e.g., expanding a building-wide computer or telephone network which, in consideration of compatibility of equipment and the desirability of dealing with one vendor for efficient and responsive service and repairs, necessarily requires the continued procurement of equipment from the same vendor).
- C. Emergency procurements (e.g., repairs requiring immediate or prompt attention, often necessitated by emergencies, whereby more than one vendor may be able to provide that service but due to the emergency or urgency status of the situation, time constraints or the availability of vendors, solicitation of multiple proposals may not be practical).
- D. State, municipal and governmental contracts and pools (e.g., office equipment and supplies purchased through entities such as the Virginia Department of Purchases, Supplies, and insurance pools established by the Virginia Division of Risk Management, The Virginia Association of Counties, the Virginia Municipal League).
- E. Procurements of products and goods made from recycled materials (e.g., office letterhead printed on recycled paper).
- F. Procurements of goods and services exempted from requirements for competitive procurement per the Code of Virginia.
- G. Professional and other services which may be exempt from bidding or other procurement requirements per the Virginia Public Procurement Act (e.g., legal services). However, nothing herein shall prohibit the solicitation of sealed bids or proposals for such services.
- H. Whenever it is in the County's interest to exempt additional acquisitions beyond those listed herein, the Board of Supervisors may do so as long as such exemption is in compliance with the Virginia Public Procurement Act.

Conflict with Other Laws:

The Virginia Public Procurement Act shall supersede and shall govern whenever a conflict arises between the Act and the Mathews County Small Purchase Policy. Furthermore, the Act shall govern all procurements not addressed or exempted by this policy.

Procurement of American-made and Locally Sold Products:

When goods and services of comparable quality and price (including consideration of warranties, maintenance, durability and service provisions, etc.) are available, preference should be given to the purchase of American, especially Virginia, made products. Mathews County businesses should be utilized when possible and when it is determined to be cost-effective and prudent after consideration of all relevant purchasing evaluation criteria.

BID NEGOTIATION POLICY

As provided by § 2.2-4318 of the Code of Virginia, the Mathews County Board of Supervisors

hereby adopts the following policy.

If award of a contract to the lowest responsive and responsible bidder is precluded because of limitations on available funds, the Board of Supervisors reserves the right to negotiate the Bid amount with the lowest responsive, responsible bidder to obtain a contract amount within the available funds. The negotiations may involve changes in either the features or scope of the work. Such negotiations may include reducing the quantity, quality, or other cost saving mechanisms involving items in the Bid amount, including unit prices (if any) and/or allowances (if any) that affect the Bid amount, and/or Alternatives (if any).

In such a case, the Board of Supervisors shall notify the lowest responsive and responsible bidder that such a situation exists and the Board or its agent and the bidder shall then conduct their negotiations in person, by mail, by telephone or by any means that they find convenient.

If an acceptable contract can be negotiated, the changes to the Bid amount and Bid Documents agreed upon in the negotiations shall be summarized in a "Post Bid Addendum," and included in the contract.

If the Board of Supervisors and the lowest responsive and responsible Bidder cannot negotiate a Contract within available funds, the Board shall terminate negotiations and reject all bids.

POLICY AND AGREEMENT TO ACCEPT THE U.S. BANK CARD

The U.S. Bank One Card represents the County's trust in you. You are empowered as a responsible agent to safeguard County assets. By accepting the U.S. Bank credit card, you are verifying that you have read the following terms and agree to comply with all of them.

You understand the card is for county-approved purchases only and agree not to charge personal purchases.

Improper use of this card can be considered misappropriation of county funds. This may result in disciplinary action up to and including termination of employment and prosecution as provided under the law.

If the card is lost or stolen, you will immediately notify U.S. Bank by telephone. You will confirm the telephone call by mail or facsimile with a copy of the notification to the program administrators in the County Administrator's office.

You agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.

The card is issued in your name. You will not allow any other person to use the card. You are considered responsible for any and all charges against the card.

All charges will be billed directly to and paid directly by the County. The bank cannot accept any monies from you directly; therefore, any personal charges billed to the County could be considered misappropriation of County funds.

As the card is County property, you understand that you may be periodically required to comply with internal control procedures designed to protect County assets. This may include being asked

to produce the card to validate its existence and account number. **You will also be required to produce receipts and statements on a monthly basis to audit its use.**

You will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since you are responsible for all charges (but not for payment) on the card, you will resolve any discrepancies by either contacting the supplier or the bank.

The charges made against your card are automatically assigned to the cost center assigned to the card as specified by the County Administrator's office. This code cannot be changed without the County Administrator's involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges.

You understand the one card is not necessarily provided to all employees. Assignment is based on your need to purchase materials for the County and/or to provide for business travel. Your card may be revoked based on change of assignment or location. You understand that the card is not an entitlement nor reflective of title or position. Use of the County credit card shall be limited whenever possible by following the standard procedure for County purchases, utilizing the "Small Purchase Policy".

VEHICLE/EQUIPMENT OPERATION AND MAINTENANCE

This section applies to all County employees, volunteers and applicants for employment, who may be required to operate a vehicle on either a full or part-time basis in the performance of their duties. The Human Resources Office shall maintain a list of all positions covered hereby. The employees and volunteers on the list are referred to as "DRIVERS" in this section.

Personal Vehicles

The County maintains vehicles for use by its DRIVERS while they are engaged in County business. In addition, DRIVERS may be required to use their own vehicle for County business. Prior to using their personal vehicle for County business, the DRIVER must obtain the written approval of their Department Director. DRIVERS must maintain insurance on their vehicle. DRIVERS approved to use their personal vehicles will be reimbursed at the rate recognized by the IRS.

Parking and moving violations are the responsibility of the DRIVER, whether driving a County or personal vehicle.

County Vehicles

1. County vehicles are to be used only for County business. Employees must obtain written approval of their Supervisor to use County owned vehicles for personal use during lunch breaks or when not on official County business.
2. DRIVERS of County vehicles must have a valid driver's license from the Commonwealth of Virginia or the state in which the driver lives.
3. DRIVERS of County vehicles must have a valid commercial driver's license (CDL) if required for their position.
4. Personal passengers are prohibited in County vehicles.
5. Prior Department Director approval is required to transport anyone other than a County employee.

6. Prior Department Director approval is required to use County vehicles outside the County.
7. The DRIVER and all passengers in the County vehicle must use their seat belts.
8. DRIVERS may not operate a County vehicle without having a valid, properly classified operator's or commercial driver's license.
9. DRIVERS must comply with all motor vehicle laws while driving County vehicles.
10. Smoking tobacco products is not allowed in County vehicles.

Qualifications of Drivers

1. Prior to hire, all applicants who are required to drive county vehicles must have a valid driver's license issued by the Commonwealth of Virginia or the state in which they live and shall have their driving record checked by Human Resources.
2. An applicant who has no current license, or whose license is suspended or revoked, shall not be eligible for consideration for hire in any position requiring driving of a County vehicle.
3. An applicant who has a six-point conviction under the Virginia Division of Motor Vehicles moving violations and points assessment program within two years of the date of hire shall not be eligible for consideration for hire in any position requiring driving of a County Vehicle.
4. The County shall check all DRIVERS official driving records with the Department of Motor Vehicles prior to hiring and at any time, either upon supervisor's request or as part of a general procedures review.
5. All DRIVERS shall immediately report any change in their license status to their department head through their immediate supervisor.
6. DRIVERS must notify their supervisor on the next workday of any charge and/or conviction of the following violations: driving under the influence of drugs or intoxicants; refusal to submit to a blood or breath test for determination of drug or alcohol content; reckless driving; leaving the scene of an accident; or vehicular manslaughter or homicide, eluding police, committing a drug offense, regardless of whether or not a motor vehicle is involved, committing a felony involving the use of a motor vehicle. Failure to make this notice shall result in a disciplinary action by the County up to and including termination.
7. A DRIVER who is convicted of a driving-related offense after his or her date of hire shall be immediately removed from driving status and shall not be permitted to drive on County business. Determination of the length of suspension of County driving privileges shall be made by the County Administrator and Human Resources. The DRIVER's continued employment shall be reviewed following examination of, among other things, the employee's overall driving record and a review of the job description requirements for the position occupied. Appropriate disciplinary action, up to and including dismissal, may occur.
8. DRIVERS must meet the following minimum standards as determined by the County to use County vehicles. Mathews County standards are as follows:
 - a. No more than two (2) moving violations within the previous twenty-four (24) months (e.g. speeding, failure to yield, violating a traffic signal, failure to stop, improper turn, improper lane change, following too close, reckless driving, etc.)
 - b. No more than three (3) moving violations within the previous thirty-six (36) months.

- c. No record of convictions associated with driving under the influence (DUI), reckless driving, eluding police, leaving the scene of an accident, or manslaughter (voluntary or involuntary) within the previous sixty (60) months.
 - d. No record of current revocations or suspensions or previous revocations or suspensions associated with moving violations within the last sixty (60) months.
9. If an employee or volunteer fails to meet driving standards and is in a position where operating a vehicle is essential to the County, appropriate action will be taken depending on the severity and number of the convictions(s). Failure to comply with the standards shall be considered cause for dismissal, or other disciplinary measures.

Take Home County Vehicles

Some positions in the County are permitted to take a County owned vehicle home in order to improve efficiency and response time to calls. The following positions are permitted to take home County owned vehicles;

Animal Control Officers-Full-time Take-Home Vehicles-Driven to and from work daily and to remain at office during work hours when not on a call and parked at residence in the evenings and weekends.

Emergency Services-Event Take Home Vehicle-to be parked at County Administration unless flooding, inclement weather or other Emergency Services related event. During regular work hours, this vehicle shall be used to survey damages, assess current situation and storm events. Vehicle shall not be used for emergency response or public safety events related to Fire, Rescue Squad or the Sheriff, unless specifically requested by dispatch or one of the previously mentioned Departments.

Individuals with Take Home Vehicles shall only use vehicles for County business, off duty use of vehicle shall be limited to;

- Transportation to and from the County offices
- Vehicle maintenance and cleaning
- Transportation to training class, conference or meeting
- To conduct business out of the County with Supervisor's approval
- Stopping for personal reasons if on the way to or from home or not a significant distance out of the path of travel to or from home.

Employees assigned take-home vehicles shall keep a daily log of mileage, maintenance and fueling (log attached).

COUNTY OF MATHEWS

ATTACHMENTS

Department Glossary

Organizational Charts

Acknowledgement Forms

Grievance Forms:

Form A - Grievance Form B – Panel

Hearing

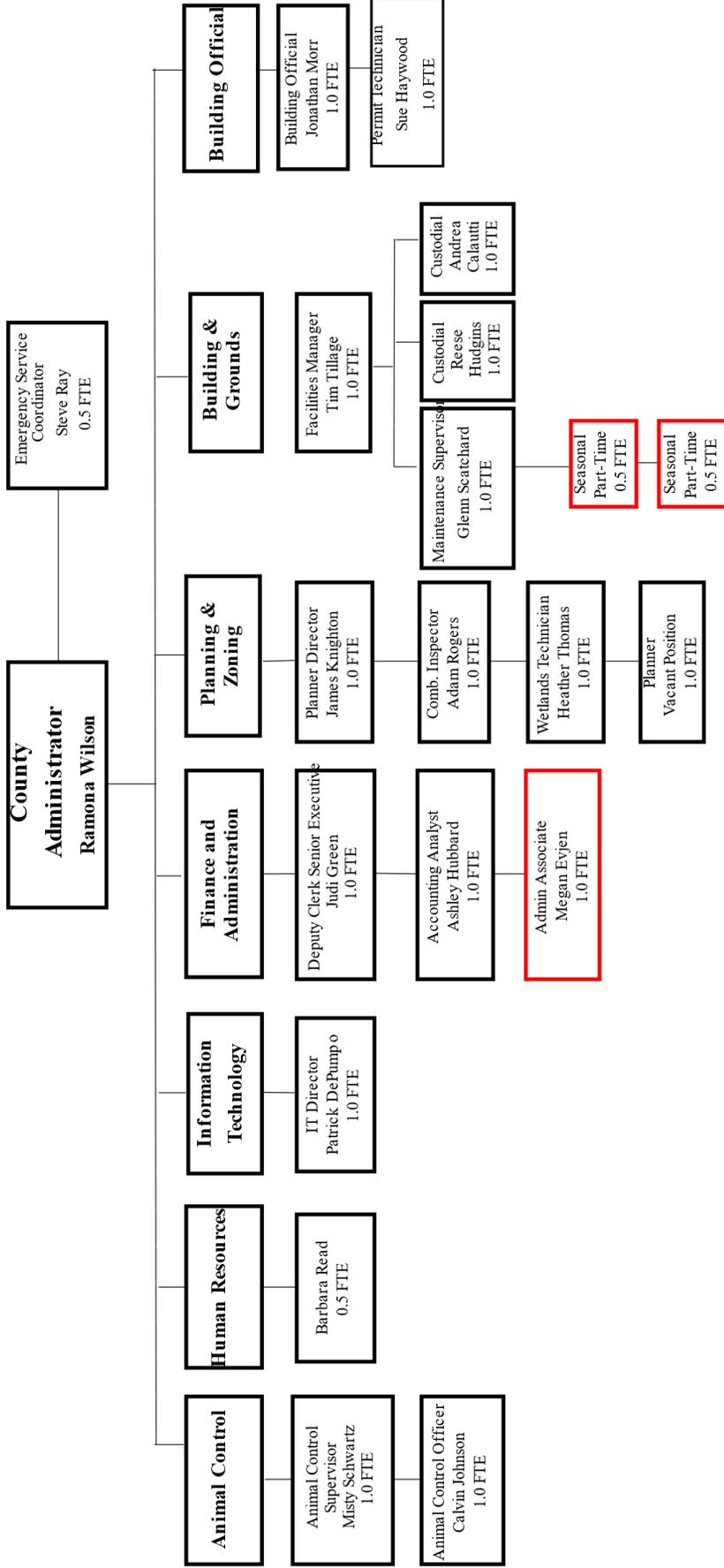
Form C – Determination of Grievability

Vehicle Use Form



Mathews County Administration

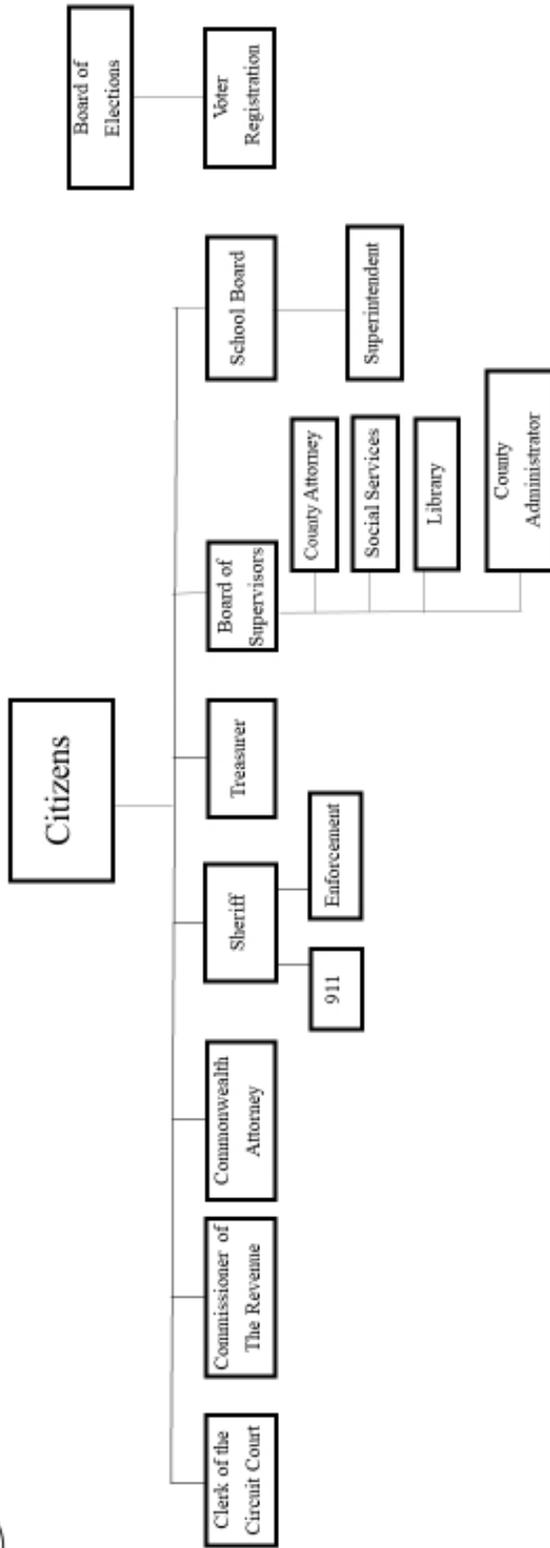
COUNTY OF MATHEWS





Mathews County, VA

COUNTY OF MATHES



COUNTY OF MATHEWS
EMPLOYEE ACKNOWLEDGE FORM

I understand that the employee handbook of personnel policies (the “ handbook”) describes important information about Mathews County and that I should consult my supervisor regarding any questions not answered in the handbook.

Since provisions of the handbook are subject to change. I further understand that revisions to the handbook may supersede or eliminate one or more existing policies and that all such changes will be communicated through official notices.

I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received, read, understand, and will comply with both, the policies contained in this handbook and any revisions made to it.

The following changes have been made to the handbook effective July 1, 2023

- Chapter 2-Teleworking
- Chapter 3-Compensation
- Chapter 5-Attendance and Leave
- Chapter 7-Technology
- Chapter 9-Health and Safety
- Chapter 11-Small Purchases
- Chapter 11-Vehicle Use Policy

Employee Signature

Date

Employees Printed Name

Please sign and date this form and return to Human Resources electronically to bread@mathewscountyva.gov

**COUNTY OF MATHEWS
GRIEVANCE FORM A
Grievance**

Grievant Name:

Date Submitted: _____

Position/Department: _____

Date Grievance Occurred: _ _ _ _ _

Nature of Grievance:

Specific Remedy Expected:

Step 1 Remedy:

Supervisor Signature: _____

Date: _ _ _ _ _

Accepted by Grievant: Yes _____ No _ _ _ _ _

Date: _ _ _ _ _

Step 2 Remedy:

County Administrator Signature: _____

Date: _ _ _ _ _

Accepted by Grievant: Yes _____ No _ _ _ _ _

Date: _ _ _ _ _

Step 3 Remedy:

County Administrator Signature: _____

Date: _ _ _ _ _

Accepted by Grievant: Yes _____ No _ _ _ _ _

Date: _ _ _ _ _

**COUNTY OF MATHEWS
GRIEVANCE FORM B
Panel Hearing**

Grievant Name: Date Submitted:

Position/Department: _____ Date Grievance Occurred: _____

Hearing Place: _____ Hearing Date: _____

Nature of Grievance:

Reason for Requesting Panel Hearing:

Final Decision and Award of Panel:

Signed:

Panel Member (Employee Selection)

Date

Panel Member (Management Selection)

Date

Panel Member (Panel Selection)

Date

**COUNTY OF MATHEWS
GRIEVANCE FORM C
Determination of Grievability**

Grievant Name:

Position/Department: _____

Date Submitted: _____ Date Grievance

Occurred:

Nature of Grievance:

Management Decision:

Explanation of Decision:

Signed:

County Administrator

Appeal:

I wish to appeal the
decision on grievability.
Transmit to the
appropriate Circuit Court
your decision on
grievability as required by
law.

Grievant

COUNTY OF MATHEWS

Grievable: Yes: _

No: _

COUNTY OF MATHEWS

VEHICLE USE POLICY

Please sign the attached form and return to Human Resources.

COUNTY-OWNED CAR USE AGREEMENT

This form is to be filled out and signed by the employee and department director.

Agreement between Mathews County, hereinafter referred to as the County, and the employee named below for the assignment of a County-owned car for business use.

_____	_____	_____
Employee	Driver License #	Department

A County-owned car is hereby assigned to the above-named employee under the following conditions:

1. Any driver of a County vehicle shall at all times be properly licensed to drive in any area in which the vehicle is operated. The driver shall provide or give the County permission to obtain a copy of their Motor Vehicle Record (driving record) as deemed necessary by the County.
2. The car shall be operated and maintained according to the County's standards.
3. The custodian shall keep accurate records covering mileage, expense, accidents, vehicle maintenance, etc. Vehicle logs shall be submitted monthly with timesheets.
4. Any driver of a County car shall at all times follow safe driving practices. The Motor Vehicle Record will be used to verify past driving experiences.
5. The County will pay all operating expenses such as registration, insurance, state inspection fees, gasoline, oil, maintenance, washing and repairs. Parking and toll charges will be reimbursed when such charges are incurred while driving on business for the County.
6. Vehicles owned by the County and assigned shall be used for official business as defined by their respective job description.
7. Vehicles will be operated by employees only, except as necessary by mechanics or other service personnel performing maintenance or other work on the vehicle. All maintenance must be documented for Fleet Management purposes.
8. The custodian will be responsible for safe, over-night parking of the car in a home garage, private driveway, or other safe and legal areas off public ways if the employee is permitted to take the vehicle home for County business (i.e. on call).
9. The custodian assumes full responsibility for any traffic and parking violations arising out of the use of the County vehicle. If the County should be required to pay any fine after the custodian terminates employment with the County, the custodian agrees to reimburse the County within 30 days of written notice.
10. It is County policy that employees who drive or ride as passengers in County vehicles will use available passenger restraints at all times when the vehicle is in motion.
11. The County may revoke this assignment at any time.
12. Passengers should be limited to county employees or non-employees as necessary to complete County business. Personal passengers are prohibited.

COUNTY OF MATHEWS

I have read, understand and agree to comply with the above conditions for my being assigned the custodianship of a County car. If I only drive a pool car occasionally, I will abide by the rules that apply. I have read and understand the rules outlined therein and agree to abide by them.

Date

Employee's Signature

APPROVED:

Date

Department Director

Forward completed copy to the County Administrator's office prior to employee being allowed to drive county vehicle.

COUNTY OF MATHEWS

REVISIONS

August 9, 2024

Updated paid Military Leave from 15 hours to 21 hours per the following:

Virginia law provides paid military leave for employees of the Commonwealth or political subdivisions who are members of the armed services, reserves, National Guard, Virginia Defense Force, or National Defense Executive Reserve. Employees are entitled to up to 21 workdays of paid leave per federal fiscal year for federally funded military duty, including training duty. Employees are not to lose regular pay during their leave, seniority, accrued leave, or efficiency rating. When relieved from duty, employees are to be restored to their positions or given a comparable vacant position.