

NEWBERRY COUNTY EMPLOYEE HANDBOOK



DISCLAIMER

ALL EMPLOYEES OF NEWBERRY COUNTY ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY OR NO REASON. NOTHING IN ANY OF THE COUNTY'S RULES, POLICIES, HANDBOOKS, PROCEDURES, OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. THIS HANDBOOK REPLACES ANY PREVIOUSLY-ISSUED POLICIES, WRITTEN OR ORAL, GOVERNING EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING, 2) THE DOCUMENT IS LABELED A CONTRACT, 3) THE DOCUMENT STATES THE DURATION OF EMPLOYMENT, AND 4) THE DOCUMENT IS SIGNED BY THE COUNTY ADMINISTRATOR OR COUNTY COUNCIL.

I ACKNOWLEDGE RECEIPT OF NEWBERRY COUNTY'S EMPLOYEE HANDBOOK AND UNDERSTAND THAT IT IS NOT A CONTRACT OF EMPLOYMENT. I FURTHER UNDERSTAND THAT IT REPLACES AND SUPERCEDES ALL PREVIOUS POLICIES, PRACTICES, AND ORDINANCES.

EMPLOYEE SIGNATURE: _____

PRINTED NAME _____

DATE _____

To view the Newberry County Employee Handbook electronically, visit the Newberry County Intranet site.

*This original Disclaimer will be returned to the Human Resources Office. If you desire a copy of the Employee Handbook, please make one or contact the Human Resources Office.

NEWBERRY COUNTY EMPLOYEE HANDBOOK
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WELCOME

- A. Welcome to Newberry County! Newberry County government has a tradition of excellence in public service. We are pleased to have you join with us as we continue to meet the needs and concerns of our citizens of today and tomorrow. Newberry County employees are guided by the following principles in achieving this goal:
1. As employees and citizens of the Community we share the responsibility to contribute toward Newberry County's vitality.
 2. We are responsible for improving the overall quality of life through sound management and preservation of the environmental resources entrusted to us.
 3. Every employee's work is valuable and necessary to accomplish our goal of better public service.
 4. The public merits our respect and the courtesy of our prompt, competent and willing service.
- B. We hope your career with us will be a long and rewarding one.

SECTION 1 ORGANIZATION FOR HUMAN RESOURCES ADMINISTRATION

- A. County Council adopts and amends human resources policies and procedures at such time as it shall deem necessary.
- B. The County Administrator drafts, applies, and interprets such human resources policies and procedures and revisions as may be necessary to carry out the intent and purpose of the provisions of the personnel system and submits them to County Council for approval. The County Administrator, at his discretion, may delegate any or all of the duties assigned by these policies and procedures set out in this resolution.

SECTION 2 EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A. Newberry County prohibits discrimination and prohibits retaliation for reporting discrimination. Newberry County recruits, hires, trains and promotes employees without discrimination because of race, religion, color, political affiliation, disability, national origin, gender, including Pregnancy & Childbirth (or related medical conditions) or age. This policy applies to all levels and phases of personnel administration, such as recruitment, advertising, testing, hiring, training, promotion, transfer, leave practice, rates of pay, and employee benefits programs. Officials and employees of Newberry County, as

well as employment agencies, labor organizations and advertising agencies with whom Newberry County interacts are made aware of this policy.

- B. The County Administrator appoints an individual to serve in the capacity of Equal Employment Opportunity Officer. Under the direction of the County Administrator, the Equal Employment Opportunity Officer is responsible for the overall administration of the Equal Employment Opportunity policy. Furthermore, he/she will monitor personnel actions of the organization through direct contact with the department heads.
- C. All elected and appointed department heads in Newberry County with human resources responsibilities are advised of their duties and responsibilities with respect to this Equal Employment Opportunity policy.
- D. Any employee who believes he/she has been discriminated against or retaliated against in violation of this policy should immediately report the matter to the Director of Human Resources. The grievance procedure under Section 50 is also available to address and resolve allegations or complaints of discrimination.

SECTION 3 ANTI-HARASSMENT POLICY

- A. Newberry County endeavors to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats, and harassment, either relating to inappropriate distinctions or simply resulting from a lack of consideration for a fellow human being. Newberry County does not tolerate harassment of any kind. Newberry County prohibits retaliation against anyone who has reported harassment in good faith.
- B. Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:
 - 1. Submission to the conduct is an explicit or implicit term or condition of employment, or
 - 2. Submission to or rejection of the conduct is used as the basis for an employment decision, or
 - 3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of verbal sexual harassment may include but are not limited to explicit sexual propositions, sexual innuendoes, suggestive comments, sexually-oriented "kidding" or "teasing," or "practical jokes," jokes about gender-specific traits, and foul or obscene language of sexual content. Further examples include "put downs" or condescending or derisive comments or terms based on gender.

Examples of overt and visual sexual harassment may include but are not limited to displays of foul or obscene printed or visual material and physical conduct, such as patting, pinching, or brushing against another person.

Although most commonly the "perpetrator" of such conduct is male and the "victim" is female, this policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was "welcome" or "unwelcome." Conduct which would violate this policy if it were unwelcome is considered to violate the policy if anyone complains of it. Obviously, not all conduct which is prohibited by this policy constitutes a violation of the law.

- C. If you feel that this policy has been violated by anyone with whom you come in contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident. There are several ways that you can do this:
1. By reporting to your supervisor or to a higher level in your "chain of command." Complaints against the County Administrator should be made to the Chairman of County Council.
 2. By reporting to the Director of Human Resources.

Supervisors and managers who receive complaints of or become aware of harassment have a duty to inform and assist the Human Resources Department.

Every harassment allegation will be investigated. Investigatory procedures may vary from case to case, depending upon the circumstances. The investigation is conducted as discretely as possible. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining party, or merely a potential witness. Persons who are interviewed are not to discuss the matter with co-workers, friends, or management. This does not mean, however, that employees may not complain to civil rights agencies. Newberry County will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation.

In appropriate situations employees may be asked to submit to a polygraph (lie detector) examination.

- D. If management concludes that a complaint of harassment has merit, appropriate action is taken. Employees may be disciplined. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.
- E. In order to avoid misunderstandings, complaints made to members of management or to the Director of Human Resources must involve completion of a written report. You will be given a copy of the complaint report.
- G. These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue Newberry County for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures which we have adopted are intended to establish a clear record of what has been reported.

SECTION 4 EMPLOYMENT

- A. Newberry County has established four (4) categories of employment based primarily on the duration of the job and hours of work required per week in the job. Categories of employment are:
 - 1. Regular full-time is defined as a job of unlimited duration that normally requires weekly hours of work equal to or exceeding the normal work week (i.e. thirty-seven and a half (37 ½) per week or forty (40) hours per week).
 - 2. Regular part-time is defined as a job of unlimited duration that normally requires weekly hours of work less than forty (40) hours per week.
 - 3. Temporary full-time is defined as a job of limited duration that normally requires weekly hours of work of at least thirty (30) hours or more per week.
 - 4. Temporary part-time is defined as a job of limited duration that normally requires weekly hours of work of less than thirty (30) hours per week.
- B. Temporary employees are not subject to the classification and compensation plan established for regular employees, are not entitled to leave, and are entitled only to those fringe benefits required by law.

SECTION 5 RECRUITMENT AND SELECTION PROCESS

- A. The recruitment goal for Newberry County is to find and hire persons who are most likely to become productive and satisfied employees over a long period of time. To fulfill this goal, the recruitment program is designed to attract suitable, qualified individuals to fill Newberry County job vacancies and to provide Newberry County with reliable applicant sources.
- B. Only the Director of Human Resources or the County Administrator are authorized to expend funds for the advertisement of vacancies or for any other purpose related to the recruitment of applicants. Recruitment includes but is not limited to consultation with department heads to authorize recruitment-related expenditures from their budgets. Vacancies are advertised publicly, except that appointed or elected officials may advertise their own positions and accept their own applications. The advertisement of position vacancies is not necessary if the person most recently hired for a position leaves employment within six (6) months of being hired for that position, in which case the County Administrator may reconsider the initial applicants. In the appropriate circumstance, the County Administrator or County Council may waive the advertising requirement.
- C. Vacancy notices are posted on bulletin boards, with each notice stating the position, the minimum training and experience requirements, the salary range, and instructions as to how and when to apply. Newberry County may consider external candidates and internal candidates concurrently.
- D. Elected, outside-appointed, and appointed department heads are requested to notify the Director of Human Resources immediately upon learning that a vacancy will occur. Except for those departments under the direction of an elected or outside-appointed department head (for which the remainder of this subparagraph is optional), the Director of Human Resources will take the steps necessary to attract qualified candidates. Upon the screening of qualified applicants conducted jointly by the department head and the Director of Human Resources, the department head will make his/her interview selections.
- E. The selection process may include one or more or all of the following: In-person interviews, evaluation of experience and training, reference checks, written examinations, performance tests or examinations related to job skills and functions.
- F. Starting salaries for newly employed personnel are determined in accordance with guidelines contained in the Classification and Compensation Plan and approved by the County Administrator or his designee. Newly employed personnel are typically hired

within the range for their position. However, the establishment of such ranges is not a guarantee of a salary within that range.

- G. The decision to select a person to fill a vacancy within an elected/appointed official's department is made by the appropriate elected/appointed official. The person selected to fill a vacancy for all other departments is made by the appropriate appointed department head with the approval of the County Administrator.
- H. The Director of Human Resources is responsible for processing the paperwork required to place new employees on the payroll and department records. Hire dates for new employees will be the first day of the pay period unless permission is obtained from the Director of Human Resources to begin on a different date.
- I. All new employees appointed to regular Newberry County positions serve a six-month probationary period. Law enforcement officers are in a probationary status until they comply with the existing state laws pertaining to law enforcement officers. Before the completion of the probationary period, the department should submit a Probationary Employee Report to the County Administrator or his/her designee. The report must indicate whether (a) the employee should be continued as a regular employee; (b) if the employee's probationary period should be extended for three (3) additional months; or (c) if the employee should be discharged. Notwithstanding the above, an employee may be dismissed during the probationary period at any time at the discretion of the department head for any reason.
- J. If an employee is required to be away from work due to illness, workmen's compensation-covered injury, *bona fide* emergency or other authorized leave in excess of twenty (20) working days during his/her probationary period, the period of absence is not counted as time in service toward completion of the probationary period.
- K. Employees who participate in the TERI program and are subsequently rehired upon completion of the TERI program will be subject to a six-month probationary period.
- L. Employees who retire from Newberry County and are subsequently rehired will be subject to a six-month probationary period.
- M. Employees who have satisfactorily completed six months of continuous service with Newberry County are eligible for regular status.

SECTION 6 REHIRED RETIREES

- A. Retirees rehired into regular full-time positions do not have a guarantee of employment for a specified period of time.
- B. Rehired retirees will serve a six-month probationary period.
- C. Retirees will be eligible to earn and use annual leave and sick leave if they are in positions that are eligible for leave benefits. Retirees who are eligible for leave benefits will accrue annual leave and sick leave consistent with the rate accrued as a new hire.
- D. Upon termination of employment, a retiree who has earned annual leave will not be paid for unused annual leave and all used sick leave will be forfeited.
- E. Retirees gain no new employment rights and are subject to the employment policies and procedures associated with whatever position(s) they occupy, to include those policies and procedures related to salary and benefits.
- F. Retirees may be eligible for active employee health benefits and active group life insurance benefits; however, they are not eligible for disability retirement benefits.
- G. When an employee retires, the employee will be considered as terminated from employment with Newberry County.
- H. A retiree may be considered for reemployment upon approval of the County Administrator or to elected/appointed official as may be applicable.
- I. Retirees rehired are not guaranteed the same position or salary upon rehire.
- J. Retirees rehired will be required to pay retirement contributions into the Retirement System from which they retired in accordance with State Regulations.
- K. Retirees rehired will be allowed to accrue time from the date they returned to work and count this time to meet the 20- year requirement to qualify for the Retiree Health Insurance Benefit, but only to the minimum level of subsidy through that benefit (20 years/ 65%). At that point accrual for purposes of this benefit ceases.

SECTION 7 NEW EMPLOYEE ORIENTATION

- A. The Human Resources Department conducts employee orientation sessions for new and rehired employees, at which time the contents of the employee handbook, employee benefits, and other information are reviewed and discussed. A copy of the Newberry County Employee Handbook and other materials are given to new employees at this time. New and rehired employees are required to sign a Disclaimer acknowledging receipt of the Employee Handbook.

SECTION 8 NEPOTISM (HIRING OF RELATIVES)

- A. Two (2) or more members of an immediate family (also referred to herein as “close relative” or “close relatives”) shall not be employed within the same department. Two (2) or more members of an immediate family shall not be employed within different departments where one member occupies a position which has influence over change to the other’s employment, promotion, salary, administration, or other related management or personnel consideration. Employment of close relatives may be permitted in strictly emergency situations for temporary periods of time, normally not to exceed thirty (30) calendar days, or for some longer period, with the approval of the County Administrator.
- B. For purposes of this policy, the terms "immediate family", “close relative” and “close relatives” include wife, husband, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, first cousin, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, stepson, stepdaughter, niece, nephew, aunt and uncle. Unrelated employees residing together otherwise engaged in a close personal relationship (such as domestic partner, significant other, or co-habitant) are treated as being within the immediate family of each other for purposes of this policy.
- C. If employees become related by marriage and create a situation prohibited by this policy, one of the employees may be asked to resign his/her position. If the employees cannot decide, the employee with the lower budgeted compensation may be removed.
- D. Situations not specifically addressed in this policy which, in Newberry County’s opinion, create a conflict of interest, give the appearance of a conflict of interest, or negatively impact workplace morale, will be handled in Newberry County’s sole discretion.

SECTION 9 TERMINATIONS

- A. Employees may choose to terminate their employment at any time. Newberry County expects employees who resign from employment to give Newberry County reasonable notice so that arrangements can be made to find a replacement and otherwise minimize any

disruption of work created by the resignation. Employees who do not provide and work such notice forfeit accrued annual leave and will not be considered as leaving in good standing, unless such sanctions are waived by the department head and the County Administrator. Notice requirements are as follows:

1. Regular full-time employees who resign are expected to submit a letter of resignation to their immediate supervisor at least two (2) weeks in advance of their anticipated last day of work.
 2. Department heads who resign are expected to submit a letter of resignation to the County Administrator at least four (4) weeks in advance of their anticipated last day of work.
 3. Regular probationary and temporary employees are not required to give a two (2) weeks notice but should provide and work out a reasonable notice with their supervisor.
- B. An employee may not rescind a resignation without approval of the department head and the County Administrator.
- C. An employee who resigns shall be paid any remaining wages in accordance with the normal pay cycle for Newberry County and in compliance with all applicable laws.
- D. Employees being terminated involuntarily may be given advance notice or termination may be immediate when, in the judgment of the department head and County Administrator, immediate termination is in the best interest of Newberry County.
- E. Employees terminated for non-disciplinary reasons are paid for all hours worked through termination and all unused annual leave not to exceed the maximum allowed at the next regular pay day following termination.
- F. Employees terminated for disciplinary reasons forfeit all accrued leave and are paid for all hours worked on the next regular pay day following termination.
- G. If an employee resigns after having been informed he/she is to be terminated involuntarily, the termination will still be considered as an involuntary termination.
- H. Any dismissed employee who seeks reemployment must file a completed application with the Human Resources Department.

- I. An employee dismissed for disciplinary reasons is not eligible for reemployment by Newberry County unless approved by the County Administrator or the appropriate elected/appointed official.
- J. In the event a reduction in force becomes necessary, consideration will be given to the quality of each employee's past performance, the needs of Newberry County and Newberry County service in determining those employees to be retained.

When Newberry County determines a reduction in force is necessary, Newberry County may consider affected employees for vacancies for which the employees may be suitable.

- K. At the time of termination, Newberry County may provide an exit interview form for completion by the employee. An exit interview may be conducted with the Director of Human Resources if requested by the employee.
- L. Employees must return uniforms, tools, equipment, manuals, keys, and all other Newberry County-issued items prior to their last day of employment. If items are not returned, the values of such items are considered an advance of wages and may be deducted from the employee's final paycheck(s).

SECTION 10 HOURS OF WORK

- A. All departments of Newberry County government are subject to the provisions of this section.
- B. To ensure maximum efficiency and coordination of services, it is the policy of Newberry County to provide uniform working hours for all departments, except those departments which maintain continuous operations seven (7) days per week and those departments otherwise specified by the County Administrator.
- C. The business hours for most departments of Newberry County shall be no less than 8:30 a.m. to 5:00 p.m., Monday through Friday, except for official holidays. However, some departments must operate outside the normal hours of business, and schedules of employees in these departments may differ from Newberry County's normal hours. Each department is responsible for scheduling its employees to meet the needs of Newberry County. Employees may be required to work overtime.
- D. All employees paid by Newberry County, regardless of whose direction and control they work under, are expected to work during scheduled work hours except during approved breaks and meal times. Employees are not to perform work during non-work hours unless

advance approval is received from an immediate supervisor or in cases of extreme emergency.

- E. Unless otherwise specified by the Director of Human Resources, the work week begins at 12:01 a.m. Saturday and ends 12:00 midnight the following Friday.
- F. Regular full-time employees who work during Newberry County's normal hours of business receive one unpaid meal break. Breaks and meals for employees whose departments operate outside the Newberry County's normal work hours are set by those departments. All breaks and meal periods are workload permitting.
- H. Employees may not use breaks and meal periods to report late or leave early. Break periods may not be combined with the meal period.

SECTION 11 PAYMENT OF WAGES

- A. Employees are paid bi-weekly on Friday at their work stations or by direct deposit.
- B. Newberry County deducts from employees' gross pay taxes and withholdings required by law. Newberry County may also deduct employees' insurance premiums, as well as deductions required by law or court order. Additional or employee-specific deductions may be limited by the Director of Human Resources.
- C. Employees should inspect their paychecks/check stubs and report any errors immediately. Failure to report any discrepancies within 15 days may result in loss of wages as a result of the errors.
- D. Cash, debts owed Newberry County, fringe benefits, keys, uniforms, tools, vehicles and other items belonging to Newberry County that are issued or advanced to an employee and not returned when requested are considered an advance of wages, the value of which may be deducted from the employee's paycheck(s).

SECTION 12 ATTENDANCE RECORDS

- A. An attendance record is maintained for each employee by the Human Resources Department. These records shall reflect all hours worked/not worked (i.e., sick leave, vacation leave, etc.), for all nonexempt employees. Exempt employees must report all hours not worked. An employee's record is available for inspection upon request.
- B. The department head is responsible for timely submission and accuracy of the bi-weekly attendance report for each employee in his/her department. This report must be sent to the

Finance Department no later than 9:00 am on the Monday following the last Friday in the time sheet attendance cycle.

SECTION 13 OUTSIDE EMPLOYMENT

- A. The work of Newberry County shall have precedence over the other occupational interests of employees. All outside employment for salary, wages or commission service, and all self-employment must be reported to and approved in writing in advance by the County Administrator or his/her designee. Elected/Appointed) officials must approve outside employment for employees of their departments.
- B. An employee's request for outside employment will not be granted and may be withdrawn when:
 - 1. Such additional work will interfere with his/her duties as an employee of Newberry County; or
 - 2. Such additional work lowers the efficiency of the employee; or
 - 3. Such duties, trades, businesses or professions require review, inspection, licensing, permitting or regulation by Newberry County; or
 - 4. In Newberry County's opinion, such work creates a conflict of interest or creates the appearance of a conflict of interest.

SECTION 14 OVERTIME

- A. Overtime for employees other than law enforcement and detention employees is defined as time worked over forty (40) hours in a seven-day work week beginning Saturday midnight. All overtime worked in every department must have the prior approval of the County Administrator or department head. Accounting for overtime for all departments shall be done on official attendance reports. Overtime for sworn law enforcement employees is based on a twenty-eight day cycle with overtime being any hours worked in excess of one hundred seventy-one (171) hours.
- B. Annual leave, sick leave, holidays, etc. are not considered as hours worked for purposes of overtime computations. Pay for overtime hours worked shall be at the rate of one and one-half times the employee's regular rate of pay.
- C. Compensatory time off for overtime hours worked may be provided in lieu of immediate overtime pay at the option of the County Administrator or department head, for nonexempt

employees. Compensatory time off shall require advance approval by the County Administrator or department head. Compensatory time must be used within the thirty (30) calendar days from the date the compensatory time was earned.

- D. Exempt employees do not receive payment or compensatory time off for hours worked, travel time, attendance at meetings, etc. in excess of the normal work week. However, exempt employees who are required to work on an authorized holiday may be given a compensatory day off at another time.

SECTION 15 OFFICIAL HOLIDAYS

- A. The following are observed as Newberry County official paid holidays:

1. New Year's Day
2. Martin Luther King's Birthday
3. President's Day
4. Good Friday
5. National Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day
12. Day after Christmas
13. Or any other holiday approved by County Council

- B. For each paid holiday, regular employees receive their normal pay for one workday. This time is not counted as hours worked for the purpose of computing overtime.
- C. When a holiday falls on a Saturday, the preceding Friday normally shall be observed. If a holiday falls on a Sunday, the following Monday shall normally be observed as a holiday.
- D. Employees who are required to work on an official holiday are paid at their regular straight-time rate for all hours worked. The department head has the option of either granting a day off with pay within the next thirty (30) calendar days or granting the regular holiday allowance in addition to the pay for hours worked, with the approval of the County Administrator or his/her designee.

- E. Regular full-time employees who work a twenty-four-hour shift and are scheduled to work on a holiday receive holiday pay equal to their normal pay for eight-hours. Further, when a

holiday falls on a Saturday or Sunday, shift employees who work the Saturday or Sunday receive the holiday allowance and not for the Friday or Monday on which the other Newberry County employees are off.

SECTION 16 NEWBERRY COUNTY SERVICE

- A. Service is defined as an employee's cumulative length of satisfactory service with Newberry County as a regular full-time or regular part-time employee.
- B. Service neither guarantees promotional opportunities nor preferential treatment in the event of a reduction in force. Work performance, knowledge, skills, abilities, and training will all be considered along with experience in these circumstances.

SECTION 17 ANNUAL LEAVE

- A. It is the policy of Newberry County to provide paid annual leave affording opportunity for healthful rest and relaxation to all regular full-time and part-time employees.
- B. All employees assigned to regular full-time and regular part-time positions (NOT TEMPORARY POSITIONS) accrue annual leave. Annual leave accrues from the date of initial appointment on a bi-weekly basis, starting with the first payroll period and according to the following schedule:

	<u>40 work hrs/wk accrual rate</u>	<u>12 hour shift accrual rate</u>
Less than 5 years	4.62	5.54
5 years – less than 10 years	5.5	6.46
10 years – less than 20 years	7.42	8.30
20 years or more	9.25	10.15

- C. No annual leave accrues while an employee is in a non-pay status for at least half of the working days in a pay period. Annual leave does accrue, however, when an employee is on authorized annual, sick, or other leave with pay.
- D. Annual leave accrues on a pro rata basis for regular part-time employees.
- E. Annual leave time may not be used or charged in units of less than quarter hour increments.

- F. All regular full-time employees are encouraged to take at least one work week of annual leave each fiscal year.
- G. Except in the case of an emergency, all annual leave time must be approved a minimum of forty-eight (48) hours in advance by the employee's department head or elected/outside appointed official. Whenever possible, an employee wishing to take more than four (4) hours of annual leave time should request approval at least one week in advance. All annual leave must be requested and approved by the department head.
- H. Whenever possible, employees will be allowed to take paid annual leave at times of their choice.
- I. Department heads request annual leave through the County Administrator or his designee.
- J. When a holiday is observed by Newberry County during the period of an employee's annual leave, the employee receives only regular holiday pay and that day is not charged as annual leave.
- K. An employee may be charged with sick leave rather than annual leave, subject to the provisions of the sick leave policies.
- L. Annual leave converted to a cash payment is not permitted.
- M. Retired employees rehired upon completion of the TERI program or regular retirement and are subsequently reemployed will have their annual leave accrual rate adjusted to that of an original new hire.
- N. Up to 360 hours of unused annual leave may be carried forward from one calendar year to the next. All hours over 360 are lost at the end of each calendar year upon January 1st.
- O. When an employee is terminated from employment from Newberry County for a non-disciplinary reason, he/she will be paid at his/her regular straight time rate for all hours of unused annual leave, not to exceed 480 hours, provided the employee has successfully completed his/her probationary period with Newberry County, and provided the employee gives and works the appropriate notice period. Normally, this will be the maximum number of hours carried forward from the previous year plus hours accrued in the present year. In the event of the death of an active employee, this payment will be made to his/her legal representative.

SECTION 18 SICK LEAVE

- A. It is the policy of Newberry County to provide reasonable time off with pay, up to the amount of unused sick leave earnings, to employees who are unable to work due to personal illness or injury.
- B. All employees assigned to regular full-time and regular part-time positions (NOT TEMPORARY POSITIONS) accrue sick leave. Sick leave accrues from the date of initial appointment on a bi-weekly basis, starting with the first payroll period and according to the following schedule:

<u>40 work hrs/wk</u>	<u>12 hour shifts</u>
<u>accrual rate</u>	<u>accrual rate</u>
3.7	4.62

- C. Up to seven hundred and twenty (720) hours of unused sick leave may be carried forward from one calendar year to the next. All hours over 720 are lost at the end of each calendar year upon January 1st.
- D. Sick leave may not be used or charged in units of less than quarter hour increments.
- E. Sick leave may be used when an employee is unable to work due to personal illness or injury, personal medical and dental appointments, or when the employee's presence may endanger the health of fellow workers.
- F. Up to six (6) days of sick leave per calendar year may be used to cover absences made necessary by illness in an employee's immediate family as defined in the Family Medical Leave Act.
- G. When a paid holiday is observed by Newberry County during the period an employee is on sick leave, the employee receives only his/her regular holiday pay and that day is not charged as sick leave.
- H. Employees must exhaust all sick leave during an approved extended period of illness prior to applying for annual leave and/or leave without pay.
- I. Upon returning to work from unscheduled or emergency sick leave, an employee must complete an Employee Leave Request Form covering the period of absence and submit it to the department head for approval.

- J. In order to be eligible for sick leave with pay, an employee must:
 - 1. Report to his/her supervisor within thirty (30) minutes of the scheduled starting time the reason for the absence. Employees who fail to notify their supervisor may not be paid for the time taken prior to notification.
 - 2. Keep their supervisor informed of his/her condition if out sick more than one workday.
 - 3. When requested, provide a written statement by a licensed physician certifying that the employee's condition prevented the performance of their regular duties.
- K. Upon leaving Newberry County employment, for whatever reason, an employee will not be paid for unused accrued sick leave.
- L. No sick leave accrues while an employee is in a non-pay status for at least half of the working days in a pay period. Sick leave does accrue, however, when an employee is on authorized annual, sick, or other leave with pay.

SECTION 19 ADMINISTRATIVE LEAVE

- A. If a death occurs in a regular full-time/part-time Newberry County employee's immediate family, he/she may request up to three (3) calendar days of bereavement leave. If additional time is needed, the employee may utilize accrued annual leave, upon approval of the department head. The definition of "immediate family" (close relative) includes wife, husband, mother, father, sister, brother, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, stepson, stepdaughter, niece, nephew, aunt and uncle. Unrelated employees residing together and otherwise engaged in a close personal relationship (such as domestic partner, significant other, or co-habitant) are treated as being within the immediate family of each other for purposes of this policy.

At the discretion of the department head, an employee may be granted reasonable time off to attend the funeral of a fellow employee or family members not covered by the bereavement policy. An employee may use annual leave or leave without pay for attendance at a funeral.

- B. If inclement weather occurs during the working day, the County Administrator may authorize Newberry County employees to leave work before the usual closing time without loss of pay or use of leave time.

If inclement weather occurs during working hours, hours of operation of Newberry County offices may be altered by the County Administrator. Newberry County employees will be granted administrative leave with pay as long as hazardous conditions exist, as determined by the County Administrator. Announcing of operational plans will be made by radio and television, by direct communication, or by other suitable means of contact.

If inclement weather occurs during nonworking hours, Newberry County will endeavor to notify employees by local radio stations or by direct contact between 7:00 a.m. and 7:30 a.m. as to the revised hours of operation. If hazardous weather conditions make it impossible for an employee to report to his/her place of work (job), or the employee arrives late or leaves early due to these conditions, the employee may be allowed, at the discretion of the department head, to:

1. Make up the time lost from work at a time scheduled by the department head; or
2. Take the time off without pay; or
3. Take the time off as annual leave

- C. If a bomb threat is received during working hours in any Newberry County building, evacuation will be in accordance with the bomb threat plan prepared by the Director of Emergency Services. No employee will be excused from work as a result of an evacuation without the approval of the County Administrator. Accordingly, employees will be required to remain in designated evacuation areas until given authorization to either return to their respective work sites or to leave work. Employees not wishing to return to their places of duty after an evacuation may take annual leave upon concurrence by their department heads.

SECTION 20 MILITARY LEAVE

- A. In accordance with State law, employees who are members of the South Carolina National Guard or any reserve unit of the United States Armed Forces are entitled to military leave without loss of pay, efficiency rating, or other benefits for up to fifteen (15) regularly scheduled workdays in a calendar year, so that they may participate in training or other such duties ordered by the appropriate authority. For recordkeeping purposes, a year is January 1 thru December 31. In addition, if these employees are ordered by appropriate authority to serve during an emergency, they are entitled to leave for not exceeding thirty (30) additional days in a calendar year.

- B. An employee going on military leave is required to notify his/her department head immediately but not less than three (3) calendar days after receiving notification of duty necessitating such leave, and must provide necessary documentation as soon after it is available as possible.

SECTION 21 JUDICIAL LEAVE

- A. All regular Newberry County employees selected for jury duty are entitled to judicial leave with pay for a maximum of 80 hours in a calendar year. Any day when an employee is excused from service on a jury he/she expected to report for duty at his/her regular place of work, if within reasonable commuting distance, or be charged annual leave for the time excused from jury duty. Likewise, any period of time for which an employee is excused from jury duty because of illness is charged to sick leave. An employee may retain all fees received as a juror.
- B. Employees subpoenaed or ordered to attend court to appear as a witness or to testify in some official capacity on behalf of Newberry County, state or federal government is entitled to leave with pay for such period as his/her court attendance may require. Any fees paid for such service may be retained by the employee.
- C. Newberry County employees who appear in private litigation may charge such leave to annual leave or to leave without pay.

SECTION 22 DISABILITY AND PERSONAL LEAVE (NON-FMLA)

- A. Disability and Personal Leave (Non-FMLA) applies to:
 - 1. Employees Employed Less Than 12 Months
 - 2. Employees Who Have Worked Fewer Than 1250 Hours in the Preceding 12 Months
 - 3. Employees whose Reasons for Leave Are Not Covered by the FMLA
- B. An employee who has completed his/her initial probation (and any (3) three month extension thereof) is eligible to apply for a leave of absence for up to six months when unable to work because of sickness, pregnancy, or injury on or off the job. Such an employee may also apply for leave of absence for personal reasons. Leave of absence requests can only be approved by the County Administrator or the appropriate elected /appointed official upon recommendation by the employee's department head.

- C. Employees requesting a leave of absence must do so as far in advance of the need as possible, but an employee may be placed on leave status without application when the circumstances warrant such action.
- D. Disability leave begins on the first day of absence.
- E. As a general rule, employees who have exhausted all sick and/or annual leave are not entitled to wages, fringe benefits, or leave accrual.
- F. Employees on a leave of absence may not engage in other employment.
- G. Employees desiring to return to work from an unpaid leave of absence should notify their department head in writing at least ten (10) calendar days prior to their desired date of return. If Newberry County finds that the employee is fit to resume his duties, the employee may be placed in his/her former job if a vacancy exists which is to be filled. If no such vacancy exists, the employee may be placed in any job in which there is a vacancy which is to be filled and for which he/she is best suited. If no such vacancy exists at the time the employee desires to return to work, the employee's leave of absence may be continued. An employee who has not been reinstated within six (6) months following the commencement of a leave of absence is terminated. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time.

SECTION 23 FAMILY AND MEDICAL LEAVE ACT

- A. Employees Employed 12 Months or Longer
And Who Have Worked 1250 Hours or More in The Preceding 12 Month
Both prior to Commencement of Leave.
- B. Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. As a general rule, employees must request leaves of absence under this law and policy but, in appropriate situations, employees may be placed on leave status without application.
- C. An eligible employee is granted a leave of absence under this law if a serious health condition (including disability resulting from an on-the-job injury) prevents the employee from being able to perform his job, if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave is to care for a child who is newly born or newly received in the employee's household. This type of leave entitlement ends 12 months after a natural

child is born or 12 months after an adopted or foster child is received in the employee's household. Proof of need for leave of absence may be required.

- D. An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months. Newberry County uses a rolling 12 months for determining leave availability. Leave to care for a newly born or newly received child is to be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.
- E. Eligible employees who are the spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits the eligible employee to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his/her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

- F. An employee who must be absent due to his/her own disability is paid for time lost from work first from accrued sick leave balances and then from accrued annual leave balances and similar balances. An employee who takes leave for any other reason is paid for time lost from work from his annual leave balance.
- G. Employees taking leave under this policy should continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages.
- H. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of any leave accrual.
- I. Employees who request leave under this policy are to give a thirty (30) day advance notice or such lesser amount of notice as is possible in the particular circumstances.

- J. Employees may not engage in any other type employment while on leave of absence.
- K. Employees who accept a light duty assignment because of a condition which qualifies them for FMLA leave will have a right to restoration to their regular positions for twelve (12) weeks counting both FMLA leave and time spent on light duty.
- L. A leave of absence under this policy ends when the need for the leave of absence ends or when the maximum leave described above has been taken, whichever occurs sooner.
- M. At or before the conclusion of the FMLA leave of absence (or twelve (12) week combination of leave of absence and time spent on light duty), the employee is entitled to reinstatement to his/her former position or to a position equivalent to his/her former position. The employee shall demonstrate that he/she is fit for duty and is to give reasonable notice of intent to return to work.
- N. An employee who is unable to perform the duties of his/her position due to his/her own disability and who has exhausted his/her entitlement to leave under the Family and Medical Leave Act by taking twelve (12) weeks of leave may, upon written application, be granted no more than an additional fourteen (14) weeks of leave. This additional leave of absence does not entitle the employee to reinstatement nor to payment of any portion of his/her health benefit plan premiums. If the employee is able to return to work prior to the exhaustion of his/her extended leave, he/she may be returned to his/her previous position if there is a vacancy which is to be filled, or to some other position of equal or lesser compensation for which he is best suited and in which there exists a vacancy which is to be filled. If the employee is not returned to active employment, he/she may be continued on extended leave of absence status until he/she is returned to active duty status or his/her extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave which would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons for up to fourteen (14) weeks. Leave of absence requests can only be approved by the County Administrator or appropriate elected/appointed official upon recommendation by the employee's department head.

- O. An employee's employment automatically terminates if he does not return to full active employment status at the conclusion of his/her approved leave of absence or extended leave of absence.

- P. When both a husband and a wife are employed by Newberry County, their combined right to a leave of absence to care for a child or parent is twelve (12) weeks in a twelve (12) month period.
- Q. Key employees (salaried employees in highest paid 10% of all employees) may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.
- R. For recordkeeping purposes, one-year period will mean Family Medical Leave will be recorded beginning with the prior twelve (12) months from the date the FMLA was taken. This is referred to as a rolling year.
- S. In no case will an employee have a greater right to a job than he/she would have had if he/she had not taken leave under this policy.

SECTION 24 TRAINING AND DEVELOPMENT

- A. Newberry County encourages the continuing self-development of employees so that they improve their job knowledge and performance in current job assignments as well as developing new knowledge and skills that will equip them for advancement to higher levels of responsibility in Newberry County's service. Therefore, Newberry County may provide in-house training programs conducted by either Newberry County or outside personnel. Newberry County supports participation of Newberry County personnel in job related workshops, conferences, seminars, college and technical school courses, correspondence courses, and other training and development programs that will help employees develop to their full potential in service with Newberry County. Funds for supporting such training and development may be provided by Newberry County consistent with Newberry County's financial position and within the limits of the budget.

SECTION 25 PAYROLL CHANGES

- A. Any action that will affect an employee's pay, status, or identification must be promptly reported to the Director of Human Resources by the submission of a Personnel Action Form by the department head.
- B. No changes shall be made without an approved Personnel Action Form from the County Administrator or the appropriate elected or appointed official or his/her designee.

SECTION 26 RETIREMENT

- A. Newberry County participates in the South Carolina Retirement System and the South Carolina Police Officers' Retirement System. Membership is mandatory as required by the system except those exempt from the system. The effective date of enrollment in the retirement system is the date of the employee's appointment to regular Newberry County service.
- B. All provisions and procedures of the retirement system as established by the above cited systems (SCRS and PORS).

SECTION 27 TRAVEL AND SUBSISTENCE ALLOWANCE

- A. When employees of Newberry County are required to travel on official business, Newberry County will pay reasonable amounts for transportation, meals, and lodging. As a general rule, overnight travel is not allowed for destinations within a fifty (50) mile radius of the employee's normal work location. Exceptions must be pre-approved by the County Administrator or the appropriate elected/appointed official. Newberry County will make reasonable expense allowance to cover the travel related cost of approved travel in amounts that neither reward nor penalize the employee. All requests for advance funding must include the conference agenda and/or lodging rates.
- B. All travel must be authorized by department heads and budgeted in advance. Accordingly, all expenses must be supported by an expense report. Travel expense vouchers are furnished by the Finance Department and are available on the County website. These vouchers must be used and completed for all travel reimbursements. The vouchers must be signed and dated by the individual, approved by the department head, and returned (with all receipts) to the Finance Department within two (2) weeks after the completion of the trip. Travel vouchers for daily recurring travel shall be submitted as a group by each department head within the first week of the month for all daily travel for the preceding month.
- C. Travel advances may be requested to cover anticipated travel expenses involving registration and hotel/motel expenses. Agenda must accompany the request. Employees must submit these totals to be paid in advance at one time for each type of expense. Employees who, with proper authorization, use their personal vehicles may be reimbursed at the rate per mile established by the County Council. When two (2) or more employees travel in the same vehicle, only the individual who owns the vehicle will be reimbursed for travel. Newberry County will reimburse mileage to and from the conference only.

- D. Newberry County may authorize the purchase of tickets in advance for employees traveling by common carrier. Air travel will only be paid for tourist class accommodations when available. Otherwise the lowest first-class rate will be paid.
- E. Employees may be reimbursed upon proper receipt for all ferry, bridge, road and parking tolls. Receipts for taxi fares are required. Parking fees are allowed expenses for parking at a common carrier terminal or other parking area.
- F. Employees may be reimbursed for meal expenses incurred while traveling out of the County. Reimbursement for meals will be provided in accordance with the established per diem set by the Budget Ordinance when receipts are presented.

When meals are provided as part of the registration fee for conferences, conventions, seminars, etc., no other meal costs can be claimed. Conference agenda must accompany the Travel Expense Voucher.

- G. When lodging is required, employees are expected to utilize standard medium priced hotels and motels whenever possible. If an employee is to attend a formal, organized meeting or convention, Newberry County will pay no more than the **regular single room rate**. Receipts must be presented for all lodging by submitting the original hotel/motel bill. If extra charges are assessed over the single room rate and the employee's family stays with him/her, the employee shall pay the difference in the charges. If the conference registration is early in the morning, the previous night's accommodations may be allowed. However, there will be no accommodations allowed after the conference has adjourned.
- H. Mileage allowance for privately owned vehicles will be calculated using the rate posted by the Internal Revenue Service and is based on odometer readings and consistent with standard highway mileage guides showing distances from point to point, i.e. MapQuest route. Employees will be paid the mileage for approved private vehicle travel from the employee's home or office to a terminal and/or from a terminal to the employee's home or office.
- I. Commercially rented vehicles and other special conveyances are allowed only when the use of other available modes of transportation are not more advantageous to Newberry County.
- J. Transportation service fares are allowed expenses in conjunction with approved travel status and properly justified.
- K. Newberry County will not assume responsibility for traffic violations or parking tickets neither incurred during the operation of a Newberry County vehicle nor privately owned

vehicle, nor for traffic accidents involving use of privately owned vehicles on County business.

SECTION 28 DRIVING COUNTY VEHICLES AND REPORTING ACCIDENTS.

- A. Employees driving Newberry County vehicles must possess a valid South Carolina driver's license and obey all traffic rules and regulations, plus any special regulations that may be promulgated from time to time from the County Administrator. An employee involved in an automobile accident involving a Newberry County vehicle must, unless prevented by serious injury:
1. Immediately report to a law enforcement agency, in whatever town, city or county as applicable, where the accident occurs.
 2. Make every effort to secure the following information from the other driver(s):
 - a. Name and address;
 - b. Name of insurance company and policy number; and
 - c. License number of other automobile.
 3. Make no statement which could be construed as an admission of fault or which might obligate Newberry County or its insurance carrier.
 4. Stay with the vehicle until it has been removed for repair or instructions are given to return to point of origin.
 5. Notify department head as soon as practicable.
 6. File an accident report with the Director of Human Resources. **This form should be filed as soon as possible, but must be within two (2) calendar days after the accident.**
 7. If an employee is cited with a traffic violation, it is the employee's personal responsibility.

SECTION 29 CREDIT CARDS

- A. The County Administrator may apply for and maintain credit card accounts. The Finance Director is the custodian of all such credit cards unless otherwise approved by the County Administrator.
- B. Credit cards may be used for gas and oil purchases and emergency repairs only during authorized trips outside Newberry County by the County Administrator.
- C. All gas, oil and repair requirements occurring during official use within Newberry County must be filled at county facilities established by the County Administrator for that purpose. Deviations from the policy are allowed only with the approval of the Finance Director.

SECTION 30 SOCIAL SECURITY BENEFITS

- A. All Newberry County employees are covered under the Federal Insurance Contribution Act (FICA) which provides social security benefits upon retirement and death benefits to the employee's dependent(s). The employee's portion of the social security taxes is deducted from the employee's paycheck.

SECTION 31 WORKER'S COMPENSATION

- A. Newberry County employees are covered by the South Carolina Worker's Compensation Act. If an employee is injured or suffers disability because of an accident while performing his/her duties, he/she must immediately report the incident to his/her immediate supervisor. **A worker's compensation First Report of Injury (Form 12-A) must be completed and submitted to the Director of Human Resources no later than two (2) calendar days from the date of the incident.**

SECTION 32 INSURANCE

- A. Newberry County participates in group health, dental, life and accidental death and dismemberment insurance programs for all regular employees working at least thirty (30) hours per week. Newberry County pays a portion of the premium cost for eligible employees. If an employee desires to cover dependents, he/she must pay the additional premium through authorized payroll deductions. The terms of such coverage are not guaranteed and are subject to change.
- B. Newberry County also provides health insurance for retired employees. However, the terms of such coverage are not guaranteed and are subject to change.

- C. Employees should check with Human Resources Department to determine benefits.
- D. Newberry County does not pay the employee's portion of insurance premiums while the employee is in leave without pay or in a non-pay status except for those situations that are required by the Family Medical Leave Act or approved by the County Administrator or elected/appointed official. An employee may elect to continue his/her coverage during his/her approved leave period by remitting payments for Newberry County's portion as well as any optional payments for dependents. An employee may be dropped from coverage if a valid check or money order is not received in the Human Resources Department by the fifth (5th) day of each month when the employee is in non-pay status.

SECTION 33 OTHER PAYROLL DEDUCTIONS

- A. Withholdings that may be deducted from an employee's salary include but are not limited to:

1.	Federal withholding tax	Mandatory
2.	State withholding tax	Mandatory
3.	Social Security	Mandatory
4.	Medicare	Mandatory
5.	State/Police Retirement	Mandatory
6.	Insurance (other)	Optional
7.	Direct Deposit (Savings)	Optional
8.	Direct Deposit (Checking)	Optional
9.	Deferred Compensation	Optional

SECTION 34 CLASSIFICATION AND COMPENSATION PLAN (SEE

- A. The Newberry County Classification and Compensation Plan includes all regular classes of positions in County service. SEE ATTACHEMENT 1
- B. The Director of Human Resources is responsible for maintaining a current copy of the Classification and Compensation Plan, as amended, which shall include a salary schedule of assignment classes to the pay bands.
- C. A copy of the Classification and Compensation Plan is available for inspection by an employee or the general public at reasonable times during normal business hours and is provided as Attachment 1 to the Employee Handbook.
- D. This shall render any and all prior Classification and Compensation Plans null, void and of no effect.

SECTION 35 ATTITUDE AND COMMON COURTESY

- A. Employees shall at all times endeavor to conduct themselves in a manner that reflects credit upon his/her department and the government of Newberry County. Employees are expected to treat all persons with respect and courtesy.

SECTION 36 DRESS CODE

- A. All departments of Newberry County Government operate in a professional, business like manner. This professionalism extends to how employees dress and otherwise present themselves in the workplace.
Clothing worn in the workplace must be neat, clean, untorn, sufficiently fastened, and not unnecessarily revealing. Some specific items of clothing are never appropriate for Newberry County employees to wear to work. These include flip-flops and shirts that gratuitously reveal the shoulders, midriff, or chest areas of the torso. Pants/trousers of all types should be fastened around the waist at a level/height sufficient to cover the body. Short pants of appropriate length and sweatshirts, in certain seasons, may be appropriate in very limited circumstances, as in recreation department work or outdoor inspections and appraisals. Denim may be appropriate when work duties do not involve formal representation of the County. Examples and specific restrictions and permissions cited here are not intended to be exhaustive.
In sum, Newberry County understands that a certain level of comfort is necessary to work productivity. However, some clothing items appropriate to other settings are not appropriate to the workplace. Employees are urged to exercise good judgment in this regard. If you are ever unsure about what attire is appropriate for your work environment, ask your department head *in advance*; he or she will be glad to assist you in making the right choices.

SECTION 37 DISCLOSURE OF CONFIDENTIAL INFORMATION

- A. Newberry County complies with the S.C. Freedom of Information Act. However, employees shall not, without the approval of their supervisor, disclose information concerning the property, governance, or affairs of Newberry County. Nor shall employees use such information to advance the financial or other private interest of themselves or others.

SECTION 38 USE OF COUNTY EQUIPMENT

- A. No employee may use any Newberry County equipment for his/her personal use. Employees shall use Newberry County equipment only in the manner authorized by the County Administrator. An employee who is on call may be authorized to take a vehicle to his/her residence by his/her department head.

SECTION 39 POLITICAL ACTIVITY

- A. Political activity is prohibited during work hours. Employees may not use Newberry County equipment, supplies, vehicles or other properties in any political activity. Employees who are paid either in full or in part by federal monies are covered under the Federal Hatch Act and the Federal Election Campaign Act and are required to conform to the regulations of those acts. Newberry County employees are permitted to:
1. Express opinion on political subjects and candidates, display stickers or posters on their cars or houses, and wear buttons and badges, except when in the performance of Newberry County duties.
 2. Take an active part in political management and political campaign; attend political conventions and participate in the deliberation or proceedings of the convention, or any of its committees. Employees may be candidates for, or serve as delegates, alternates, or proxies at such a convention even though such candidacy involves a public partisan election. Volunteer work for a partisan candidate, campaign committee, political party, or nominating convention of a political party is permitted.
 3. Be a candidate for a political party office, accept an appointment to fill a vacancy in an elective office, to the extent that the candidacy/appointment does not constitute a conflict of interest or give the appearance of a conflict of interest.
 4. Serve at the polls as an election official or clerk, or as a checker, watcher or challenger for a political party.
 5. Newberry County employees are prohibited from using official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office.
 6. Directly or indirectly coercing, attempting to coerce, commanding or advising a state or local officer or employee to vote for, pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.

7. Use Newberry County facilities, equipment or personnel at any time to further their own candidacy or the candidacy of any other candidate or candidates or attempt to influence any referendum question.

SECTION 40 OFFICIAL PERSONNEL RECORDS

- A. Personnel records and record keeping systems are established and maintained to control and manage Newberry County's work force, comply with applicable federal/state regulations, and otherwise meet Newberry County's needs in personnel related matters.
- B. Records of all employee actions including, but not limited to, recruiting, hiring, pay, benefits, promotions, demotions, transfers, layoffs, recall from lay-offs, terminations, disciplinary action, educational, social, recreational programs, etc. are maintained in accordance with applicable laws and regulations and Newberry County policy.
 1. An official personnel file on each employee is maintained by the Newberry County Human Resources Department.
 2. The official personnel file contains such data as employment application, evaluation reports, leave records, special commendations, training and educational records, pay and benefits data, status change action, etc.
 3. Information in an employee's official personnel file is open for the employee's review upon written request by the employee to the County Administrator.
 4. Approved review of an employee's official personnel file may be made only in the Newberry County Human Resources Department and may not be taken out of the Human Resources Department.
- C. For purposes of inquiries and investigations pursuant to Section 4-9-660, Code of Laws of South Carolina, County Council may request to inspect official personnel files. Any request for inspection of the official personnel files shall be made in Executive Session in order to preserve the confidentiality of such records. Pursuant to such a request by County Council, the County Administrator or his designee will provide copies of pertinent official personnel files to County Council in Executive Session.
- D. Employees must keep their department heads and the Human Resources Department advised of any changes in their personal data such as address, phone number, number of dependents, etc.
- E. Inquiries concerning employee records are directed to the Director of Human Resources.

- F. Personnel records of terminated employees are retained for three (3) years from the date of termination. A service record is maintained for twenty-five (25) years.

SECTION 41 JOB/CREDIT REFERENCES

- A. All job/credit inquiries should be directed to the Director of Human Resources. No other information is to be communicated except as required by law.

SECTION 42 TOBACCO PRODUCTS IN COUNTY BUILDINGS

- A. Newberry County facilities are deemed to be "smoke free" facilities; therefore, tobacco products, whether lighted, smokeless, or simulated may not be used in any Newberry County vehicles or on any Newberry County property.

SECTION 43 USE OF INTERNET AND OTHER ELECTRONIC RESOURCES

- A. Newberry County has established the following guidelines for employee use of the County's technology and communications networks including the Internet and e-mail, in an appropriate, ethical and professional manner.
1. All technology provided by Newberry County, including computer systems, communications networks, company-related work records and other information stored electronically, and is the property of County and not the employee. In general, use of the County's technology systems and electronic communications should be job-related and not for personal convenience.
 2. Employees may not use the County's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
 3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on Newberry County or be contrary to its legitimate business interests; and any illegal activities including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail are forbidden.
 4. Copyrighted materials belonging to entities other than Newberry County may not be transmitted by employees on the company's network without permission of the

copyright holder. Employees must respect all copy rights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or “address”) of an Internet site with to other interested persons for business reasons is permitted.

5. Employees may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and “spamming” (sending e-mail to thousands of users.)
6. To prevent contamination of Newberry County technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the IT department. Also, given that many browser ad-on packages (called “plug-ins”) may not be compatible with others programs and may cause problems for the systems, downloading plug-ins is prohibited with prior permission from IT.
7. E-mail and other electronic communications transmitted by Newberry County equipment, systems and networks are not private or confidential, and they are the property of the County. Therefore, Newberry County reserves the right to examine, monitor and regulate e-mail and other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
8. Internal and external e-mail, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation and subject to disclosure pursuant to the Freedom of Information Act. Employees must be aware of this possibility when communicating electronically within and outside the County.
9. All company-supplied technology, including computer systems, equipment and company-related work records, belongs to Newberry County and not to the employee user. Employees understand the County routinely monitors use patterns, and employees should observe appropriate workplace discretion in their use and maintenance of such County property.
10. Because all the computer systems and software, as well as e-mail and Internet connections are the property of Newberry County, all company policies apply to their use and are in effect at all times. Any employee who abuses the company-provided access to e-mail, the Internet, or other electronic communications or networks, including social media, may be denied future access, and if appropriate

be subject to disciplinary action up and including termination, within the limitations of any applicable federal, state and local laws.

SECTION 44 CELL PHONES AND HANDHELD ELECTRONIC DEVICES

- A. Cell phones and handheld electronic devices provided by Newberry County are for official business only and are not for personal use. Newberry County further prohibits employees from using Newberry County-owned cell phones, handheld electronic devices, texting, and e-mailing while they are driving. If you are driving and need to use the phone, you must pull off the road and stop before you place a call or talk on the phone. While driving, attention to the road and safety must always take precedence over conducting business over the phone.

SECTION 45 SOCIAL MEDIA

- A. Use of social media presents certain risks and carries with it certain responsibilities. Social media includes all means of communicating or posting information or content of any sort on the internet or any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Inappropriate postings may include, but are not limited to, discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct will not be tolerated. Before creating any online content, employees should consider the risks and rewards which are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects members, citizens, people who work on behalf of Newberry County or legitimate business interests may result in disciplinary action up to and including termination.
- B. Employees should refrain from using social media while on work time or on equipment the County provides, unless it is work related as authorized by your department head. Departments that use social media are responsible for complying with applicable federal and state laws and Newberry County policies. Department heads are ultimately responsible for determining who is authorized to use social media on behalf of the department.

SECTION 46 RIGHT OF PRIVACY

- A. The workplace is intended to be a place of work. An important part of work is communications and record keeping. No employee is at work 24 hours a day, seven days a week, and there are times when management needs access to communications and records maintained by employees in their individual workplaces. Each employee must understand, and is hereby notified, that personal items and personal communications received or stored on Newberry County premises are not entitled to a guarantee of privacy.

- B. Newberry County has the right, and will exercise the right, to search Newberry County property and documents in Newberry County-owned vehicles, employee desks, lockers, file cabinets, and other places at any time.

SECTION 47 ETHICS

- A. Newberry County expects employees to abide by any code of ethics that may be adopted. Employees must adhere to the provisions of the South Carolina Ethics Act.

SECTION 48 SAFETY POLICY

- A. It is the policy of Newberry County to conduct all operations as safely and efficiently as possible. The responsibility, authority, and accountability for safety are assigned to all department heads and/or supervisory personnel within their individual area of operations. Newberry County intends to promote safe and healthy work practices and compliance with statutory programs and requirements in the areas of occupational safety and health.
- B. The possession of firearms or other weapons is strictly prohibited inside any County owned, operated, or controlled facility or vehicle unless authorized in advance by the Sheriff. A weapon is any object or device designed or intended to be used in attack or defense to inflict serious injury upon persons or property. Certified Law Enforcement Officers are exempt from this directive if certified under state or federal law, including 18 U.S.C. Section 926C, and should ensure that weapons are secure and away from the general public. Having a concealed weapons permit does not release the employee from this directive.
- C. Each employee is responsible for performing his/her own work in a safe and efficient manner and for observing safety rules and regulations. Further, any safety hazard observed shall be immediately reported to the appropriate supervisor or department head.
- D. In the case of vehicle and/or equipment operations, drivers/operators are expected to follow the principles of "defensive driving", i.e., to drive so as to prevent accidents in spite of the incorrect action of others and in spite of adverse driving conditions. Equipment must be used in accordance with instructions.
- E. The Director of Human Resources/Risk Manager serves as the Safety Coordinator for Newberry County. It is the coordinator's responsibility to administer a total safety effort at a staff level and to coordinate this effort with all departments to ensure that safety standards are met throughout Newberry County.

F. Newberry County Safety Committee consists of the following members:

1. Director of Human Resources/Risk Manager (Chairman)
2. Facilities Manager
3. Director of Public Works
4. Director of Emergency Services
5. Sheriff's Training Officer
6. EMS Training Officer

G. The purpose of the Safety Committee is to establish, monitor, and maintain a comprehensive safety program for Newberry County. Specific responsibilities for and authority for actions by the Safety Committee are subject to the discretion of the County Administrator.

SECTION 49 SUBSTANCE ABUSE

A. It is well-recognized that substance abuse has a harmful effect on public health and safety, on the welfare of employees, on morale, and on productivity. Furthermore, it is the policy of Newberry County to comply with the Drug Free Workplace Act, to comply with applicable federal regulations, to establish and maintain alcohol and drug-free workplaces, and to prohibit the unauthorized or unlawful manufacture, distribution, dispensation, possession, and the use of controlled substances on or off the job. For these reasons, Newberry County adopts the following policy:

Newberry County employees are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.). Further, this prohibition applies to the misuse, abuse or any unlawful use or possession of otherwise legal drugs. This prohibition applies to use at any time, both on the job and off the job. Employees are permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person.

All employees of Newberry County are prohibited from reporting to or being at work while under the influence of alcohol. (An employee is considered to be "under the influence of alcohol" if he/she has any detectable amount of alcohol in his system.) An employee taking prescribed medication which might affect his/her ability to perform his job is required to advise his/her supervisor. Newberry County will determine whether the employee may

continue to work. Employees may be required to submit to a drug screen.

These prohibitions also apply to leased employees and contractors employed by Newberry County or working on Newberry County property.

- B. Applicants tentatively selected for employment must undergo a pre-employment drug test. Newberry County does not hire applicants tentatively selected for employment who refuse to submit to a drug test or who test positive for use of illegal or unauthorized substances or the illegal use of authorized substances. An applicant who is rejected under this policy may be considered for future vacancies if he/she can demonstrate that he/she is no longer a user of any such substances. For example, the applicant may successfully complete a drug abuse treatment program and pass a more thorough drug test conducted at the applicant's expense. (This may include participation in and successful completion of a rehabilitation program as well as a negative drug test result on a more thorough drug test.)
- C. Newberry County employees are subject to drug testing by urinalysis where "particularized suspicion" of drug use in violation of this policy exists or under other lawful conditions. Particularized suspicion is deemed to exist when:
1. Information that an employee has used drugs or substances in violation of this policy is provided by a reliable informant;
 2. An accident occurs. "Accident" is defined as:
 - a. an accident involving a fatality;
 - b. an accident causing personal injury; or
 - c. an accident involving property damage.
 3. DOT regulated employees are subject to special rules for post-accident testing and will be tested following an accident in accordance with DOT regulations. An employee exhibits any of the following:
 - a. extreme mood swings;
 - b. slurred speech;
 - c. unusual clumsiness;

- d. staggering;
 - e. dilation of pupils;
 - f. sleeping on the job or lethargy;
 - g. excessive unexplained sweating;
 - h. other aberrational behavior; or
 - i. an employee has been arrested for violation of drug laws.
4. Newberry County employees are subject to alcohol testing where “particularized suspicion” of alcohol use in violation of this policy exists. Particularized suspicion is deemed to exist when:
- a. information that an employee has used or possessed alcohol in violation of this policy is provided by a reliable informant;
 - b. an accident occurs due to the apparent fault of an employee. “An accident” is defined in the same manner as above.
 - c. an employee exhibits behavior consistent with alcohol use such as but not limited to:
 - (1) erratic behavior (mood swings, slurred speech, staggering, bloodshot eyes, sleeping on the job or lethargy, excessive unexplained sweating, etc.);
 - (2) the apparent odor of an alcoholic beverage on an employee’s breath;
 - (3) other aberrational behavior such as but not limited to excessive absenteeism or tardiness, significant deterioration in job performance, repeated errors or rules violations, etc.
 - (4) an employee has admitted violating Newberry County’s alcohol policy;
 - (5) an employee is arrested for or convicted of an alcohol related offense;

- (6) an employee has tested positive for alcohol in violation of this policy within the past five years.
 5. Particularized suspicion testing is conducted upon the approval of the County Administrator or his designee.
 6. All sworn law enforcement officers, employees who are required by their jobs to possess a Commercial Driver's License or employees whose jobs Newberry County regards as "safety-sensitive" are subject to random testing to determine compliance with this policy. Random selection testing is unannounced.
 7. Employees may be tested for the use of controlled substances as part of any "fitness for duty" physical examination mandated by federal or state law or by Newberry County, or as otherwise allowed by law.
 8. Employees who refuse to submit to an alcohol or drug test when ordered to do so or who adulterate or substitute test samples are in violation of this policy and subject to disciplinary action up to and including termination. Refusal to test includes failure to appear for a test, failure to remain until testing is complete, failure to provide an adequate amount of saliva or breath, failure to undergo a medical examination to evaluate your ability to provide an adequate breath specimen, or failure to sign a required certification form.
- D. Drug Testing will be conducted as follows:
- a. Drug testing will be by urinalysis.
 - b. The collection of urine samples is performed under reasonable and sanitary conditions.
 - c. Urine is normally collected under conditions of semi-privacy – that is, a person of the same gender will be in a position to observe obvious attempts to substitute or adulterate a urine sample. Collection of the urine sample may be directly observed by a person of the same gender, however, where the person supervising the collection believes an employee has tampered with an earlier urine sample or the employee has previously admitted or been proved to have used drugs in violation of this rule.
 - d. Urine samples are sealed, labeled, and documented in accordance with the procedure of the drug testing collector or laboratory. Tests performed pursuant to DOT regulations will follow the procedures required by those

regulations. Labeling, storage, and transportation of samples are performed so as reasonably to preclude the probability of erroneous identification, sample contamination, or sample adulteration.

- e. Specimens are checked for at least the following six drugs:
 - (1) marijuana
 - (2) cocaine
 - (3) opiates
 - (4) amphetamines
 - (5) phencyclidine
 - (6) barbiturates

NOTE: Tests performed pursuant to DOT regulations check for only those substances mandated by the DOT regulations.

- f. Applicants and employees are provided an opportunity to provide any information which they consider relevant to the test, including identification of currently used prescription or nonprescription drugs, or other relevant information.
- g. Any drug test result that is classified as a negative dilute by the Medical Review Officer, will automatically require the employee to submit to a follow-up drug test.
- h. Samples which initially result in a positive finding for drug use are re-tested by the gas chromatography/mass spectrometry (GCMS) or an equivalent method. If the confirmatory test results in a positive finding of drug use, and is verified by the Medical Review Officer, the written report of the Medical Review Officer is conclusive for all employment-related purposes.
- i. . Newberry County's Medical Review Officer normally allows an employee whose drug test results have been confirmed as positive the opportunity to justify the result before the Medical Review Officer notifies Newberry County.

- E. Alcohol Testing will be conducted as follows:
- a. A non-evidential screening device may be utilized to initially determine compliance with this policy. If the screening device indicates the presence of alcohol, or if the results of the screening device are deemed questionable by Newberry County, then a confirmatory test is conducted utilizing an EBT (evidential breath testing) device or blood test. Newberry County uses only DOT approved non-evidential screening devices and DOT approved evidential breath testing (EBT) devices for DOT-mandated alcohol testing. Newberry County reserves the right to utilize blood testing for non-DOT alcohol tests.
 - b. Employees will have an opportunity to provide any information which they consider to be relevant to the test.
 - c. The EBT confirmatory test is conducted by an individual properly certified to use the equipment. (In situations involving DOT regulated employees, the EBT operator should be properly certified in accordance with applicable DOT regulations.)
 - d. A confirmatory test result generated through the use of an EBT or blood test which indicates a presence of alcohol in violation of this policy is conclusive for purposes of this policy.
- F. As a condition of employment, employees agree to notify Newberry County within five calendar days after any criminal conviction for the manufacture, distribution, dispensation, possession, or use of illegal drugs and prescription drugs not prescribed for the individual employee's use. Newberry County will notify all state and federal grantors/contracting agencies of such employee convictions as required by the State and the Federal Drug Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

Newberry County will notify law enforcement authorities whenever illegal drugs are found in the workplace.

- G. Employees who violate this policy are subject to immediate termination of employment.

Newberry County, in lieu of terminating an employee, may condition the continued or future employment of an employee who tests positive for or admits to the use of illegal drugs, upon the successful completion of an alcohol or drug counseling/rehabilitation.

If Newberry County, after considering all of the relevant circumstances, agrees to allow an employee who is found to be in violation of this policy to continue as an employee, the employee's continued employment will be subject to the following:

1. Referral of the employee for alcohol or drug abuse counseling;
2. Retesting the employee for alcohol or controlled substances before allowing the employee to return to duty;
3. Requiring the employee to authorize any rehabilitation facility to report periodically to Newberry County during the course of treatment/counseling;
4. Placing the employee on probation for at least six months following the employee's return to duty; and
5. Requiring the employee to submit to unannounced follow-up alcohol and/or drug testing for a period of up to five years.

An employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program and who refuses or fails to participate in a single counseling or treatment session is in violation of this policy and termination.

An employee whose return to duty test sample does not indicate that the employee has discontinued illegal use of drugs or indicates that the employee is in violation of this policy.

- H. Employees, other than sworn law enforcement officers, who have substance abuse problems and report them to Newberry County before being selected for testing, and before the occurrence of an event which normally would result in testing, in Newberry County's sole discretion may upon the first violation be subject to Part I of this policy in lieu of termination.

An employee who admits to a violation of this policy or tests positive for drugs in violation of this policy, but seeks counseling and remains an employee of the County, is subject to immediate termination if he again either admits to, or is otherwise found to be in violation of this policy.

- I. Any alcohol or drug test results or information supplied by employees and applicants as part of the Newberry County's alcohol and drug testing program are kept as confidential as possible, consistent with the purposes of this policy and legal requirements.

- J. Newberry County is responsible for the costs of all drug tests to which the County requires an employee to submit. However, an employee subject to unannounced follow-up testing pursuant to Part I is solely responsible for the cost of all follow-up tests.
- K. Applicants are notified of the results of a pre-employment drug test, provided the applicant requests the results within 60 days of being notified of the disposition of the employment application. Employees are notified of the results (including the drug(s) discovered) of all positive drug tests.
- L. The use of illegal drugs and similar substances is a serious threat to our nation's collective health, safety, and welfare. Drug and alcohol abuse in the workplace is dangerous because it leads to physical impairment, loss of judgment, safety violations, and the risk of injury and death. In order to prevent these consequences of drug abuse, Newberry County has implemented this policy. Employees who feel they have a problem with controlled substances should seek assistance.

Newberry County makes available to its employees an Employee Assistance Program. The program provides employees with professional help for problems such as alcohol and drug abuse, emotional stress, money management difficulties and unpleasant family situations. Newberry County's Employee Assistance Program is coordinated through the Director of Human Resources. Information about the Employee Assistance Program is available through the Human Resources Department.

For more information on where to obtain treatment or assistance for drug or alcohol problems, one of the best places to look is in your phone book's Yellow Pages under "Drug Abuse & Addiction Information & Treatment Centers" or "Alcoholism Information & Treatment Centers." Under these headings, there is often a listing for a local "Council on Alcohol and Drug Abuse." These organizations are most helpful, as are Alcoholics Anonymous (AA) and Narcotics Anonymous (NA), in identifying sources for treatment and assistance. Set forth below is a list of organizations that may provide information or referrals.

1. National Clearinghouse on Alcohol and Drug Information

1-800-729-6686

2. National Council on Alcoholism

1-800-622-2255

3. Westview Behavioral Health Services

803-276-5690

- M. Periodically, Newberry County may make available to employees information regarding substance abuse. All employees are encouraged to attend such programs and to review any material supplied. Some employees may be required to attend such programs or to review such material.

SECTION 50 EMPLOYEE CONDUCT

- A. Periodically, instances arise when an employee must be reprimanded, suspended, or discharged. When this happens a supervisor should turn in a Disciplinary Incident Report in which he/she outlines the circumstances involved and the action being taken. The supervisor reviews the report (with the exception of oral warnings and terminations) with the employee for his/her signature with the understanding that this only acknowledges that the employee has seen the report. The employee's signature does not necessarily indicate agreement with the contents of the report or the action taken, nor does it prevent appealing the action. The employee must sign the report.
- B. If the employee refuses to sign the report he/she is suspended from work without pay and, if he/she does not sign the form by 5:00 p.m. at the end of his/her second full scheduled work day, he/she will be presumed to have quit his job.
- C. Disciplinary action which may be taken includes but is not limited to:
1. Informal counseling
 2. Oral reprimand
 3. Written reprimand
 4. Suspension without pay
 5. Probation
 6. Reduction of annual leave balance
 7. Demotion
 8. Dismissal

- D. It is not possible to list all acts and omissions which may result in disciplinary action. The disciplinary action which is administered for any particular act or acts of misconduct rests in the sole discretion of Newberry County. The following list is merely a guideline of some of the more obvious types of misconduct which may result in disciplinary action. The disciplinary action that is administered for any particular act or acts of misconduct rests in the sole discretion of Newberry County without regard for the way it has treated other employees and without regard to the way it has handled similar situations.
1. Conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude, or offense which affects Newberry County 's reputation or which reasonably could create concern on the part of fellow employees or the public
 2. Incompetence
 3. Unauthorized absence
 4. Insubordination, including disrespect for authority, or other conduct which tends to undermine authority
 5. Failure or refusal to carry out instructions
 6. Unauthorized possession or removal, misappropriation, destruction, theft or conversion of Newberry County property or the property of others
 7. Violation of safety rules, neglect, or engaging in unsafe practices
 8. Interference with the work of others
 9. Threatening, coercing, or intimidating fellow employees, including “joking” threats
 10. Dishonesty
 11. Tardiness or absenteeism
 12. Failure to provide information or falsification in information of Newberry County records
 13. Failure to report personal injury or property damage

14. Neglect or carelessness; unsafe work practices
15. Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on Newberry County property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; or the off-the-job illegal use or possession of drugs. For purposes of this policy, an employee shall be determined to be "under the influence" if he has any detectable amount of any such substance in his system.
16. Unsatisfactory performance
17. Failure to keep required licenses and certifications current
18. Failure or refusal to cooperate in investigations
19. Violation of policies and procedures
20. Any other reason which, in Newberry County's sole discretion, warrants disciplinary action

SECTION 51 GRIEVANCE PROCEDURE

- A. This procedure is adopted in accordance with the "County and Municipal Employees Grievance Procedure Act," Section 8-17-110, *et seq.*, Code of Laws of South Carolina, 1976, as amended.
 1. A grievance is defined as a complaint by an employee that he/she has been treated unlawfully or in violation of Newberry County policies with regard to matters pertaining to his/her employment by Newberry County. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. An employee's performance evaluation, level of compensation or classification or disciplinary action up to suspension is not the proper subject for a grievance except as it applies to alleged inequities within an agency or department of Newberry County. However, if an employee believes that he has not received or been credited with or has otherwise lost wages or benefits to which he is entitled, his grievance is to be presented in accordance with this procedure or such wages or benefits may be forfeited.
 2. An employee who feels that he has a grievance follows the following procedure:

Step 1. He/She discusses the grievance with his/her immediate supervisor within ten (10) calendar days of the events giving rise to the grievance. If his/her supervisor is unable or unwilling to adjust the grievance to the satisfaction of the employee, the employee proceeds to Step 2.

Step 2. The employee is to follow the chain of command in his/her department, appealing to each successive level of supervision. All Step 1 and Step 2 appeals may be oral. At each level each supervisor has four (4) calendar days to render a decision. If no decision is made within this time, the grievance is considered denied. If a supervisor at a particular level is unavailable to consider the grievance, it is considered denied and the employee is to appeal to the next level of supervision.

Step 3. If the head of the department in which the employee is employed denies the grievance, this decision is final as to any grievance brought by a probationary employee. A new employee is considered probationary until his probationary evaluation is completed and approved by his/her department head.

3. Employees other than probationary employees may appeal to the Employee Grievance Committee the denial of their grievances by their department head by filing a written request for appeal at Newberry County's Human Resources Department. This must be done within 7 calendar days of the department head's denial of the grievance. The written request for appeal must include the following information:
 - a. The purpose of the appeal and what recommendation is requested of the Grievance Committee; and
 - b. Statement that the chain-of-command has been followed in the appeal as is required by the grievance procedure.

The Human Resources Department staff may assist in preparing the appeal, if requested.

4. Within ten (10) days of receipt of the employee's request, the Chairman of the Grievance Committee schedules the requested hearing and notifies the Grievance Committee, the employee requesting the hearing, the affected department, and the Human Resources Department.

- B. The Employee Grievance Committee. County Council appoints a Committee composed of three (3) employees to serve for terms of three (3) years, except that the members appointed initially are appointed so that their terms are staggered, and approximately one-third (1/3) of the terms expire each year. A member continues to serve after the expiration of his term until a successor is appointed. Any interim appointment to fill a vacancy for any cause prior to the completion of a member's term is for the unexpired term. Any member may be reappointed for succeeding terms at the discretion of County Council. Members are selected on a broadly representative basis from among Newberry County employees. In addition, County Council may appoint 1-2 alternates who may serve when a regular member is not available. Members of the committee employed in the same department as the grieving employee and members having formed an opinion on the issues prior to the hearing may not participate in that employee's hearing.
1. The Committee annually selects its own chairman from among its members. The chairman serves as the presiding officer at all hearings which he/she attends but may designate some other member to serve as presiding officer in his/her absence. The chairman has authority to schedule and to re-schedule all hearings.
 2. A quorum consists of at least 2 members, and no hearings may be held without a quorum.
 3. The presiding officer has control of the proceedings. He/She may take whatever action is necessary to ensure an equitable, orderly, and expeditious hearing. Parties abide by his/her decisions, except when a Committee member objects to a decision to accept or reject evidence, in which case the majority vote of the Committee governs.
 4. The Committee has the authority to call for files, records, and papers which are pertinent to any investigation and which are subject to the control of County Council and the County Administrator; to call for or consider affidavits of witnesses; to request and hear the testimony of witnesses; to consider the results of polygraph examinations; and to secure the services of a recording secretary in its discretion. The Committee has no authority to subpoena witnesses, documents or other evidence, nor may any county employee be compelled to attend any hearing. All proceedings may be tape recorded. Witnesses, other than the grieving employee and the department representative, are sequestered when not testifying. All witnesses shall testify under oath.
 5. All hearings are held in executive session unless the grieving employee requests at the beginning of the hearing that it be held in open session. The official tape

recording and the official minutes of all hearings are subject to the control and disposition of County Administrator.

6. Neither the grieving employee nor the department may be assisted by advisers or by attorneys during the hearing itself. However, the Committee may have an attorney available to it at any and all times it considers necessary and the Human Resources Department may provide assistance in reading written materials to the Committee at the request of a grieving employee.
7. In disciplinary actions by department heads and their subordinate supervisors, the employee is to receive in reasonable detail written notice of the nature of the acts or omissions which are the basis for the disciplinary action. This notice may be amended at any time 24 hours or more before the commencement of the hearing. The department must demonstrate that the disciplinary action is for the good of Newberry County. The department makes the first presentation. The Committee may base its findings and recommendations (and the County Administrator or elected or appointed officials their decision) on any additional or different grounds developed from the presentations.
8. In non-disciplinary grievances the employee must establish that a right existed and that it was denied him/her illegally or in violation of a Newberry County policy. The employee makes the first presentation.
9. In all grievances, the grieving employee and the department are each limited to one (1) hour of initial presentation. The party required to make the first presentation is entitled to a ten (10) minute rebuttal of the other party's presentation. The Chairman shall appoint himself or another member of the Committee as timekeeper.
10. In all grievances, presentations may be oral or in writing or both and may be supported by affidavits or unsworn signed statements from witnesses, by records, other documentary evidence, photographs, and other physical evidence. Presentations shall be made by the grieving employee and by a managerial employee of the affected department. Parties may request that the Committee call witnesses and a list of potential witnesses should be submitted to the Committee five (5) days prior to the hearing. However, neither party may question the other party or question any witness called by the Committee.
11. Except as provided in paragraph 12 below, the Committee, within 20 days after hearing an appeal, makes its findings and recommendation and reports such findings and recommendation to the County Administrator. If the County Administrator approves, the recommendation of the Committee is his/her decision

and copies of the decision are transmitted by the Committee to the employee and to the head of the particular department involved. If, however, the County Administrator rejects the recommendation of the Committee, the County Administrator makes his/her own decision without further hearing, and that decision is final. Copies of the decision are transmitted to the employee and to the head of the particular department involved.

12. In grievances involving the failure to promote or transfer, or the discipline or discharge of personnel employed in or seeking assignment to departments under the direction of an elected official or an official appointed by an authority outside Newberry County government, the Committee, within 20 days after hearing an appeal, makes its findings and recommendation and reports such findings and recommendation to such official. If the official approves, the recommendation of the Committee is his/her decision and a copy of the decision is transmitted by the Committee to the employee. If, however, the official rejects the decision of the Committee, the official makes his/her own decision without further hearing, and that decision is final. A copy of the decision is transmitted to the employee.
13. Nothing in this grievance procedure creates a property interest in employment or a contract of employment, nor does this procedure limit the authority of Newberry County or an elected or appointed official to terminate any employee when Newberry County or respective elected or appointed official considers such action to be necessary for the good of Newberry County.

ATTACHMENT 1

1. Classification and Compensation of County Personnel

A. Funding and Fiscal Compliance

Annually, County Council appropriates wage/salary funding for each department of Newberry County Government. These funding levels are provided for in department-specific line items as part of the County's Operating Budget Ordinance. Annualized commitments to wage/salary expenses, including funding needed for the annualized expenses associated with any vacant position(s), may not exceed the total amounts appropriated for these purposes at any time during the fiscal year. Funding may not be transferred between or among line items for wage/salary expenses and line items intended for other purposes, including overtime,

B. Establishment and Maintenance of Positions within Pay Structure

Within the limits of departmental funding appropriated for wage/salary expenses, department heads will assign to each employee/position (including vacant positions) one of seven (7) Pay Bands, as well as a specific annualized wage/salary within the Pay Range for that Pay Band. (See Subsection 1C immediately below.) The assignment of Pay Bands must correspond to job-related duties and responsibilities, and to employee qualifications and credentials, as reflected in an up-to-date job description. All personnel actions concerning wages/salaries, including the assignment of specific wages/salaries, and the assignment of Pay Bands/Ranges, must be reviewed and approved by the Human Resources Director and the County Administrator in advance of implementation.

The over-classification of employees is highly discouraged. Classification decisions, like other decisions pertaining to this policy, should be relative to current resource levels. Over-classifications may result in the artificial appearance that an employee, or group of employees, is somehow stuck at the lower end of the Pay Range for their Classification/Pay Band, when in fact appropriations for wages/salaries were never intended to support the artificially high potential wages/salaries resulting from over-classification. Moreover, advertising such Pay Ranges when hiring personnel will be misleading to job applicants.

Care must be taken to classify like positions similarly, if not identically. Classifications/Pay Bands are intended to reflect job responsibilities and duties, not years of service, merit scores, personal circumstances, or other factors. (Merit is rewarded separately, as described below.)

The Pay Structure below is intended to provide department heads with flexibility in compensating, assigning, and promoting employees, and to permit the compensatory recognition of job functions and qualifications, as determined by each department head. This Pay Structure is *not* intended to increase overall departmental budgets for wages/salaries. Priorities concerning the compensation, assignment, and promotion of employees must be expressed within both budgetary limits and limits of the Pay Structure.

Departmental budgets for wage/salary expenses will not grow, except as provided for in Section 2, below. Accordingly, department heads must determine any given job's worth to the department within the context of the wage/salary resource limits established by County Council. An employee's progression to the maximum pay value for his or her Pay Band/Range is *not* guaranteed. Additionally, an employee's attainment of the maximum pay value for his or her Pay Band/Range does *not* necessitate an employee's promotion to a higher Pay Band.

The minimum and maximum values for Pay Bands are established, and modified as necessary, by County Council. Increases in the minimum and maximum values of Pay Ranges shall not affect individual wages/salaries unless an employee is coincidentally being paid at the minimum value for his or her Pay Band. The Pay Structure below represents the baselines for absolute minimum and maximum wages/salaries (Pay Ranges) in effect for the various Pay Bands at the time of this policy's enactment.

Newberry County Pay Structure

Pay Bands		Designations	Pay Ranges
Service Delivery	1	SD-1	From \$22,892 to \$37,546
Service Delivery	2	SD-2	From \$27,528 to \$44,298
Service Delivery	3	SD-3	From \$32,164 to \$53,297
Service Delivery	4	SD-4	From \$38,346 to \$57,800
Professional	1	P-1	From \$38,346 to \$57,800
Professional	2	P-2	From \$41,438 to \$64,551
Professional	3	P-3	From \$60,715 to \$93,805

D. Pay Bands and their Associated Characteristics

(1) Service Delivery Pay Bands

Positions corresponding to Service Delivery Pay Bands 1 through 4 (SD-1 through SD-4) are characterized by limited though progressively greater discretionary and budgetary duties and responsibilities, with higher Service Delivery Pay Band positions assuming more of these duties and responsibilities. Duties commonly associated with Service

Band positions assuming more of these duties and responsibilities. Duties commonly associated with Service Delivery Pay Bands include, but are not necessarily limited to, those which may be described in nature as: clerical/financial, law enforcement, customer service, technical, operational support, and maintenance. Employees assigned to Service Delivery Pay Bands do not unilaterally formulate or administer budgets, nor do they have the authority to make non-routine expenditure decisions or to formulate policies, though they may assist in these areas as specifically requested/designated by their department heads. Work volume, work completeness/execution, fidelity to supervisory instructions, technical ability, and knowledge of legal and regulatory constraints, including County and departmental procedures, are key areas of emphasis for performance in Service Delivery-designated positions. Exercising initiative within the bounds of authority and suggesting practical workplace process improvements to department heads are examples of valued contributions from employees assigned to Service Delivery Pay Band positions. Certifications, licensure, and/or other forms of advanced learning may be required for some Service Delivery Pay Band positions.

(2) Professional Pay Bands

Professional Pay Bands 1 through 3 are characterized by advanced emphases on budgetary, supervisory, and discretionary authority, as well as on policy implementation, professional initiative, policy-making suggestions, creativity, planning, structural efficiency, and departmental direction. Duties range from broader supervisory authority to more narrowly defined technical specialties. A mixture of advanced education, professional certification, and higher levels of practical experience are highly desirable in filling these positions. Baccalaureate and graduate degrees may be common expectations for placement into, and promotion within, Professional Pay Bands. Employees assigned to Professional Pay Bands are predominantly, though not exclusively, considered to be exempt from overtime provisions of the Fair Labor Standards Act.

(3) Employee Placement within Pay Structure

The placement of employees within the Pay Structure is a function of each position's importance relative to the total wage/salary resources allocated for *that department*. The

placement of employees within the Pay Structure is subordinate to the departmental wage/salary resources appropriated by County Council for *that department* .

;

2. Increases in Compensation

A. General Restrictions

Department heads have limited latitude to pay employees greater wages/salaries within the departmental Pay Structure, as further described in the following subsections of this section (Section "2. Increases in the Compensation"), provided that all of the following conditions apply: 1) the total of all recurring wage/salary increases for an individual employee must not exceed 15% on an annualized basis in any given fiscal year, except for the purpose of promoting the employee to a higher Pay Band/ Range; 2) annualized (recurring) salary increases for any employee may not cause the employee's wages/salaries to exceed the maximum value of the Pay Range for their Pay Band in any given fiscal year; 3) that portion of the Work Performance and Merit increase to any employee's wages/salary that exceeds the maximum value for his or her Pay Band/Pay Band Range must be distributed on a one-time basis only; 4) Outstanding annualized commitments to wage/salary and related personnel expenses, including funding needed to meet the annualized expenses associated with any vacant position(s), may not exceed the total departmental amounts appropriated for these purposes in the current fiscal year; 5) all personnel actions pertaining to Pay Structure and the assignment of wages/salaries must be reviewed and approved by the Human Resources Director and the County Administrator in advance of implementation.

B. Wage/Salary Adjustments

From time to time, as necessary in the judgment of County Council, non-merit increases in the wages/salaries of County employees may be implemented in order to remedy wage/salary inequities within a department [*or among departments, where multiple departments involved report to a single authority, e.g., County Administrator, Sheriff, Clerk of Court, etc.*]. Department heads may use these funds to adjust salaries for purposes of 1) keeping identified wages and salaries competitive, and/or 2) reflecting changes in job duties and responsibilities for a given position within the department. With respect to the former, the Human Resources Director may require reliable market- or public sector-based information to support claims of salary insufficiency. In cases of the latter type, wage/salary increases must be justified to the Human Resources Director by means of an updated job description that provides detailed information regarding the employee's additional job duties and responsibilities. (See Subsection "2-J, Job Descriptions" below for more on this.)

Alternatively, up to 100% of unspent appropriations made for this purpose may be used within the department for one-time merit bonuses based on the most recent review year's evaluation scores. One-time bonuses, as provided for here, may not exceed 5% of the wages/salaries paid to the employee during the review year.

Any appropriations made pursuant to this subsection will be determined as a percentage increase in departmental appropriations for wages/salaries over those for the prior year, as adjusted for changes in staffing and/or other factors that may be shown to equalize year-to-year expenditure comparisons.

C. Merit Pay

Annually, County Council may appropriate Merit Pay for the purpose of rewarding individual employee work performance. Such compensation increases will be appropriated as a percentage increase in gross payroll-related appropriations (all departments combined) over those for the prior year, as adjusted for changes in staffing and/or other factors that may be shown to equalize year-to-year expenditure comparisons. This total will be divided among Inter-Departmental Peer Groups (described below) based on the proportion of each such group to the total payroll for the new fiscal year.

Recurring Merit Pay will be distributed annually in twenty-six (26) equal payments, and in conjunction with the County's normal pay cycle. One-time-only Merit Pay will be distributed in a single check, apart from the normal pay cycle, at the beginning of the new fiscal year that follows the review period. Unless otherwise specified by Council, all Merit Pay shall be administered as a recurring increase in employees' wages/salaries.

(1) Competitive Performance Evaluation System/ Inter-Departmental Peer Groups

All departments will utilize the same evaluation form (see Attachment 1), with criteria being weighted separately for each Pay Band. The maximum raw score possible for each Pay Band is 100 points, with total points being distributed among five areas of emphasis.* The total points for each employee will be divided by twenty (20), creating a numerical evaluation score from 1.00 to 5.00 (hundredths-place notation/scoring required).

***Upon review and approval by the Human Resources Director, point awards may be varied from set point distributions in order to reflect more accurately the nature and expectations of specified jobs or job types.**

Evaluation scores for individual employees are then rank ordered within one of three applicable Inter-Departmental Peer Groups: (Group A) Law Enforcement and Detention Center Employees; (Group

B) Administration Employees;** and (Group C) Employees of Other Elected and Appointed Officials (those not otherwise included in Group A or Group B).

****Department heads and contract employees who report directly to the County Administrator will be evaluated and rewarded separately from Inter-departmental Peer Group B.**

Given their relatively small collective numbers, those departments included in Inter-Departmental Peer Group C may elect, on an all-departments-or-none basis, not to participate in the Competitive Performance Evaluation System, provided that they adopt an alternative system approved by the Human Resources Director that differentially rewards their employees based on ranked merit scores.

(2) Work Performance and Merit Pay Distribution

The data sets resulting from Subsection 2C(1), above, as arrayed in descending order, will each be divided into five discrete Performance Groups, with the upper limits of each being those scores corresponding to the 20th, 40th, 60th, 80th, and 100th percentiles. (This method of statistical analysis does not apply to Inter-Departmental Peer Group C for any year in which it opts out of the Competitive Performance Evaluation System, as described above.) As a recommended standard, employees whose scores fall within Performance Groupings with upper limits equal to the 60th, 80th, and 100th percentiles will receive appropriately differential performance-related increases (Peer Group-determined), within those fiscal limitations established by County Council. Percentile categories and differential merit increases may be modified, within reason, to adjust for statistical abnormalities in scoring or other legitimate factors, upon approval by the Human Resources Director.

(a) Merit Pay Above Maximum of Pay Range

When an employee's Merit Pay Distribution causes his or her annual wage/salary to exceed the maximum limit established for their assigned Pay Range, that portion of the Merit Pay Distribution exceeding the maximum will be distributed on a one-time basis, as described above in Subsection 2A, "General Restrictions", above.

(3) Minimum Sufficient Score and Performance Counseling

It is universally established within the County that an evaluation score of 3.00 is the Minimum Sufficient Score necessary to maintain

employment in good standing with the County, as regards work performance. Scores below 3.00 must be accompanied by written performance-counseling statements. Each such statement should include a performance improvement plan, which should be discussed between, and jointly signed by, the employee and his or her department head.

(4) Merit Pay Not Guaranteed

Employees are not guaranteed Merit Pay; in fact, the above-described methodology dictates that as much as 40% of all employees will not receive Merit Pay. Merit Pay is tied to an employee's work performance relative to that of other employees in his or her Inter-departmental Peer Group, as described above in Subsections 2C (1-2), not on tenure, job responsibilities, "acceptable" work performance, or other factors.

(5) Merit Pay not Applicable to Elected Officials and Officials *not* Appointed by the County Administrator

Elected officials and officials not appointed by the County Administrator may not receive Merit Pay increases, as they are not subject to performance reviews by either County Council or the County Administrator. There is no scale to gauge the relative performance of these officials to one another, and there is no authority to apply such a scale.

D. Cost of Living Adjustments

Annually, County Council may appropriate Cost of Living Adjustments for the purpose of maintaining the purchasing power of county employees. Such compensation increases will be appropriated as a percentage increase in the gross regular (excludes overtime) wage/salary paid to each employee in the prior fiscal year. Whether to fund Cost of Living Adjustments is a budgetary matter solely within the discretion of County Council. Cost of Living Adjustments are independent of any Council action to preserve a competitive pay structure, as described above in Subsection 1C. Cost of Living Adjustments may not cause an employee's wages/salary to exceed the maximum value of the Pay Range for their Pay Band in any given fiscal year, and one-time/non-recurring payments for amounts exceeding maximum Pay Range values do not apply to Cost of Living Adjustments.

E. Redistribution of Savings from Reductions in Other Personnel Costs

Upon review and approval by the Human Resources Director and the County Administrator, department heads may eliminate positions, in whole or in part,

within/among the department(s) under their authority, and may utilize *up to 80%* of non-fringe costs from the resulting savings to increase wage/salary expenses for other positions within their purview (includes multiple departments where applicable). A five-year moratorium on staffing increases above the newly configured staffing baseline will be imposed upon the department. The County Administrator may waive the five-year moratorium in the event that changing circumstances legitimately warrant doing so. Reduced wage/salary expenses may not be redistributed where the reduction or elimination of a position results from declining revenues, expenditure reductions initiated by Council, the technological replacement of all or part of any position, or initiative apart from that of the department head.

F. Other Increases in Departmental Budgets for Wages/Salaries

Requests for overall increases in departmental wage/salary budgets beyond those increases provided for in Subsections 2 B, C, and D, above, will be considered rare circumstances. Such requests must be made to the Human Resources Director in writing no later than February 15 of any given year, allowing for in-depth examinations by staff of such claims as unusual increases in labor costs, changing relationships between departmental workload and staffing, or other specified factors.

G. Pay Increases for Elected Officials and Officials Appointed by Authority other than the County Administrator

(1) County Council

In order to increase its salaries, County Council must comply with those statutory restrictions contained in §4-9-100 of the *South Carolina Code of Laws 1976, as amended*.

(2) Other Elected Officials and Officials Appointed by Authority other than the County Administrator

In any given year, all other elected officials and officials appointed by authority other than the County Administrator will receive either a Cost of Living Adjustment determined by County Council or that which may be granted them by the State of South Carolina, whichever is greater. However, no portion of any elected or appointed official's salary will be increased by more than one Cost of Living Adjustment (either in number or kind) in the course of a given fiscal year.

Elected officials and officials appointed by authority other than the County Administrator may at any time petition directly to

County Council for increases in their annual wages/salaries, based on whatever factors they deem relevant.

H. Compensation for Employees Designated as Contract Employees

The County Administrator, Clerk to Council, County Attorney, and Economic Development Director are designated as Contract Employees. Compensation levels and other employment terms for the County Administrator and the Clerk to Council are negotiated individually between each and County Council. In order to be valid, these contracts must be approved by County Council, duly assembled.

Compensation Levels for the County Attorney and the Economic Development Director are negotiated between the County Administrator and the individuals serving in those positions, subject to County Council's budget authorization, and may be executed by the County Administrator.

I. Appeals of Administrative Decisions by the Human Resources Director

Department heads and elected official may appeal the Human Resources Director's administrative decisions regarding wage/salary issues to the County Administrator.

J. Job Descriptions

Accurate and up-to-date job descriptions provide the functional basis on which departmental wage/salary resources are distributed, and should reflect the relative importance of each position *within the department*. Each department of Newberry County Government is required to maintain and make available for review by County Council, the County Administrator, and the General Public a list of all positions currently funded through the appropriations of County Council, along with comprehensive descriptions of job-related duties, responsibilities, and qualifications corresponding to each position. Language contained in these documents must focus on position-relevant knowledge, skills, and abilities, and is subject to review and approval by the Human Resources Director. Department heads are ultimately responsible for keeping job descriptions current, as assignments, responsibilities, workload distribution, qualification levels, physical requirements, and other relevant factors change.

See "UNIVERSALIZED EMPLOYEE EVALUATION FORM," included below as ATTACHMENT 1

ATTACHMENT 1

UNIVERSALIZED EMPLOYEE EVALUATION FORM

Newberry County Employee Evaluation Form

Instructions: For each specific Pay Band, employees may receive a maximum score of 100 total points (perfect employee), based on maximum points pre-assigned to each of the five rating factors defined below. The proportion of points assigned to any given factor, relative to the 100-point maximum total, indicates that factor's "weighted" importance to the job performance being evaluated. To the greatest degree possible, score employees according to a mutually understood interpretation of the criteria.

Employee Name: _____

Department: _____

Pay Band: _____

Position Held: _____

Review Period: _____

Evaluating Supervisor: _____

Evaluation Date: _____

Factor 1. KNOW HOW - Combination of technical skills/experience/ qualifications directly beneficial to job performance; consistent competence on the job; assimilation of work-related training into work product or service delivery; current certification and education levels specifically or closely related to job performance (if applicable); understanding of job's role in the larger organizational picture.

Job-Specific Expectations and Emphases for this Factor

- A. Applied understanding of technical requirements pertaining to immediate job duties as well as critical outside/peripheral factors
- B. Knowledge of applicable policies/laws/regulations/best practices
- C. Completeness and accuracy in performing both routine tasks and special assignments
- D. Professional growth, as seen in work improvement, completion of education opportunities and unique assignments
- E. Minimization of unintended negative consequences that might result from work-related actions

Employee-Specific Notes and Discussion Points for this Factor

(Record any additional comments or discussion points here; attach additional paper if needed.)

Maximum poss. points	Evaluation points = _____
SD1	25
SD2	25
SD3	25
SD4	25
P1	25
P2	25
P3	25

Factor 2. PRODUCTION – Quality and quantity of work relative to job requirements; timeliness and dependability in meeting deadlines/fulfilling work assignments; independence vs. need for intense supervision and oversight; completeness of work; economical use of resources, e.g., time, funding, other employees; proper attention to immediate factors that affect production.

Job-Specific Expectations and Emphases for this Factor

- A. Quality, timeliness, volume, and thoroughness of work output
- B. Integration of work efforts into departmental efforts
- C. Faithfulness to standards and specific instructions
- D. Process improvements that increase output and/or work quality
- E. Clarity of focus and proper prioritization of work effort

Employee-Specific Notes and Discussion Points for this Factor

(Record any additional comments or discussion points here; attach additional paper if needed.)

Maximum poss. points	Evaluation points = _____
SD1	35
SD2	35
SD3	20
SD4	20
P1	10
P2	10
P3	10

- Factor 3. PROBLEM SOLVING** - analytical/comprehensive approach to job duties and departmental goals; allocation of work resources in response to both routine and unexpected factors that impact scheduling, production, work quality, etc.; forward-looking suggestions and actions pertaining departmental goals.

Job-Specific Expectations and Emphases for this Factor

- A. Alertness in monitoring and responding to the production/service delivery environment
- B. Demonstrated technical aptitude, especially in adapting to adverse circumstances
- C. Indications of foresight with respect to job duties and responsibilities
- D. Quality and sufficiency of work-related decisions/actions/planning
- E. Practical and appropriate situational application of prescribed procedures

Employee-Specific Notes and Discussion Points for this Factor

(Record any additional comments or discussion points here; attach additional paper if needed.)

Maximum poss. points	Evaluation points = _____
SD1	10
SD2	10
SD3	15
SD4	15
P1	20
P2	20
P3	20

Factor 4. ACCOUNTABILITY- Dependable availability and responses to problems; sense of ownership and pride in the department's purposes; timeliness and thoroughness in both routine and non-routine responses and actions; understanding of the department's present and future obligations, as demonstrated through foresight; timely communication of departmental conditions and important issues; appropriate acceptance of responsibility for actions of self and/or subordinates; improvement through recognition of past mistakes.

Job-Specific Expectations and Emphases for this Factor

- A. Observance and/or authorship of well-documented planning processes for major

projects, and standard operating procedures for routine activities of the department

- B. Timely reporting through chain of command on issues requiring departmental/administrative attention
- C. Maintenance of/adherence to requirements for departmental preparedness, regulatory inspections and reports
- D. Regular and appropriate communications within work place structure regarding plans/objectives and outcomes
- E. Understanding and sense of responsibility for routine departmental operations and projects, as well as for departmental structure and efficiency

Employee-Specific Notes and Discussion Points for this Factor

(Record any additional comments or discussion points here; attach additional paper if needed.)

Maximum poss. points	Evaluation points = _____
SD1	15
SD2	15
SD3	25
SD4	25
P1	30
P2	30
P3	30

- Factor 5. HUMAN RELATIONS** – Respectful and functional interactions with fellow employees of all levels; personal investment in a team effort; recognition and proper treatment of departmental stakeholders, including fellow employees, citizens, and officials; participation in workplace environment that can be characterized as inclusive; support for/recognition of workplace diversity; appropriate sensitivity regarding race, gender, color, age, ethnicity, religion, creed, and to social issues in general

Job-Specific Expectations and Emphases for this Factor

- A. Part of a departmental environment conducive to teamwork and mutual respect
- B. Timely, respectful, and clear communication of departmental goals, objectives, and values to stakeholders
- C. Tolerance and respect for appropriately expressed ideas and suggestions of others
- D. Recognition of others' work accomplishments
- E. Leadership through example for employees at all levels

Employee-Specific Notes and Discussion Points for this Factor

(Record any additional comments or discussion points here; attach additional paper if needed.)

Maximum poss. points	Evaluation points = _____
SD1 15	
SD2 15	
SD3 15	
SD4 15	
P1 15	
P2 15	
P3 15	

Evaluation Points Earned for All Factors, One through Five = _____
(Maximum Total Points = 100.)

Acknowledgement of Employee: _____
(SIGNATURE)

Evaluating Supervisor: _____
(SIGNATURE)