

Issue 17
General Personnel Policies Manual

On March 20, 2024, the County Commission approved Issue 17 of the General Personnel Policies Manual. Issue 17 supersedes all prior manuals.

The effective date of Issue 17 is March 20, 2024.



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Issue 17
GENERAL PERSONNEL POLICIES MANUAL

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Disclaimer and Acknowledgement Statement

The Personnel Policies Manual describes important information about Cass County. I understand that I should consult the Human Resources Office if I have any questions that are not answered in the Manual.

I became an employee at Cass County voluntarily. I understand and acknowledge that there is no specified length to my employment at Cass County and that my employment is at will. I understand and acknowledge that "**at will**" means that I may terminate my employment at any time without restriction, with or without cause or advance notice. I also understand and acknowledge that "**at will**" means that Cass County may terminate my employment at any time without restriction with or without cause or advance notice, as long as they do not violate any applicable federal or state laws. Nothing in these policies are intended or should be construed as altering the employment at will relationship

I understand and acknowledge that there may be changes to the information, policies and benefits. The only exception is that Cass County will not change or cancel its employment-at-will policy. I understand that Cass County may add new policies to the Manual as well as replace, change or cancel existing policies. I understand that Manual changes can only be authorized by the Cass County Commission.

The policies in this Manual are not intended to create a contract. The policies should not be constructed to constitute contractual obligations of any kind or a contract of employment between Cass County and any employee. This Manual is designed solely as a guide for employment. The provisions in the Manual have been developed at the discretion of Cass County and except for the policy of employment-at-will, may be amended or cancelled at any time, at the sole discretion of the Cass County Commission.

Office Holders/Department Heads may have policies that apply only to their respective offices. Exceptions are the Cass County employment "At Will" policy or state and federal rules and regulations.

These provisions replace all other existing policies and practices and may not be changed or added to without the express written approval of the Cass County Commission. [Exceptions, (Office Holder) policies that effect their respective offices only]. This Manual shall be reviewed annually by the Cass County Commission.

DISCLAIMER AND ACKNOWLEDGEMENT STATEMENT

I, _____, the undersigned, acknowledge a copy of this manual is provided to me on CassCounty.com on the Human Resources webpage. A copy of the manual is available in each Department or Office. I further acknowledge that I have read the Disclaimer and Acknowledgment Statement set out at the beginning of this manual and understand that the contents of this manual do not create any contractual rights nor alter the employment at will relationship. I agree to abide by the rules and conditions as set forth in the manual. I understand that if I am being hired as a Law Enforcement Officer and as such my regular work period will constitute a 28-day period in which I may be required to work up to 171 hours.

I became an employee of Cass County voluntarily. I understand and acknowledge that there is no specified length to my employment at Cass County and that my employment is at will. I understand and acknowledge that “At Will” means that I may terminate my employment at any time without restriction, with or without cause or advance notice. I also understand and acknowledge that “At Will” means that Cass County may terminate my employment at any time, without restriction, with or without cause or advance notice, as long as Cass County does not violate any applicable federal or state laws.

Date

Signature of Employee

Section 1.0: General Provisions

1.1: Purpose of Rules

The purpose of this manual is to provide the framework for the consistent application of personnel policies and procedures. They are intended to establish an efficient, equitable and functional system of personnel administration which governs the appointment, promotion, transfer, layoff, dismissal, discipline, and other related conditions of employment. These policies and procedures were approved and adopted by the County Commissioners. These policies are not intended to be a contract between the County, or any Elected Officials thereof, and its employees and do not create contractual rights for employees. The County reserves the right to change any policy, procedure, or guideline in the Employee Handbook at any time.

1.2: Right to Amend

No policy manual can anticipate every circumstance or questions about policies. As the County continues to grow, the need may arise to change the policies described in this employee handbook. Therefore, Cass County reserves the right to revise, supplement, or rescind any policies or any portion of the handbook from time to time as it deems appropriate, including during emergency situations. Any revisions, to the existing policies, will be made by Human Resources and must be approved and adopted by the County Commissioners.

1.3: Positions Covered by the Rules

These rules shall apply to all positions in all departments of the County and to such other positions as may be provided herein subject to applicable Missouri law, except that provisions of a work agreement under the Missouri Meet and Confer Law, when in conflict with or supplemental to these rules, may provide the applicable rules for employees covered by the work agreement.

1.4: Administration of the Rule

The Cass County Commission (or each Office Holder/Department Heads) shall be charged with the overall responsibility for the administration of these rules and the Office Holder/Department Heads is charged with the responsibility for enforcement of the rules.

1.5: Office Regulations

These rules shall not be construed as limiting in any way the power and authority of any Office Holder/Department Heads to make operating office rules and regulations governing the conduct and performance of employees. Office rules and regulations shall not conflict with provisions of these rules. When applicable, Office rules shall be approved by the Cass County Commission and shall be published, and a copy furnished to each employee to whom they apply. Such rules and regulations, when approved, published, and distributed as herein provided, shall have the force and effect of rules of that Office, and disciplinary action may be based upon breach of any such rules and regulations.

1.6: Contracts

The Cass County Commission has the sole authority to enter into contracts binding the County.

1.7: Definition of Terms per Missouri Association of Counties (MAC)

The following words and phrases shall have the meanings indicated throughout these rules except where the context clearly indicates otherwise.

Anniversary date shall mean the date of appointment or promotion to a position in the County service or date of transfer to a different class in the County service for the current period of continuous service.

Appointing authority shall mean the County Commission or a designee of the County Commission, or any person having the power by state law or other lawfully delegated authority to make appointment to positions in the County service

Appointment shall mean the designation to a position in the County service of a person who has qualified for the appointment through an appropriate selection process.

Certification shall mean the act of supplying an appointing authority with an appropriate number of names of applicants who are eligible, in accordance with legal provisions and these rules, for appointment to a position.

County Commission shall mean the duly elected County Commission of the County or a designee when appropriate.

Class shall mean one or more positions sufficiently similar in respect to assigned work duties and responsibilities that the same class title may be reasonably and fairly used to designate each position allocated to the class, that the same minimum education and work experience qualifications may be required, and that the same salary range may apply with equity.

Classification shall mean the original assignment of a position to an appropriate class based on the nature, difficulty, and responsibility of work to be performed, work experience and minimum education.

Class series shall mean the arrangement in sequence of classes that are alike in kind of work and responsibility, but not at the level of assigned work and responsibility.

Covered employees shall mean employees who are covered by the provisions of the Fair Labor Standards Act (FLSA), particularly as related to overtime.

Date of employment shall mean the date an employee starts work as a new hire or rehire.

Date of termination shall mean the date an employee separates from employment.

Demotion shall mean the movement of an employee from a position in one class to a position in another class having a lower maximum salary rate.

Department shall mean any of the departments under the jurisdiction of the County Commission, now or as hereafter established.

Department head shall mean the Chief Operating Manager of any department.

Eligible shall mean a person whose name is on a current eligible list and who may under these rules be certified for appointment to a position in the County service.

Emergency shall mean a sudden and unforeseen occurrence that requires the unscheduled services of an employee to protect the health, welfare, and safety of the community.

Exempt employees shall mean employees who are exempted from the provisions of the Fair Labor Standards Act (FLSA) or who are not covered by the Act, particularly as it relates to overtime.

Full-time employee shall mean an employee occupying a position included in the adopted annual budget that is neither specified part-time nor temporary employment, nor limited for a period of less than the budget year. Also, any employee occupying such a position established during a given budget year unless the appointing authority certifies that such position will not be continued in the succeeding year's budget.

Grievance shall mean a complaint relating to the terms and conditions of employment, the application of personnel rules and regulations, working conditions, or relationships between an employee and a supervisor.

Immediate family shall mean husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren, or a member of the employee's immediate household.

Introductory employee shall mean a full-time or part-time employee serving an introductory 90 day working test period.

Introductory period shall mean a working test period during which a newly appointed full-time or part-time employee is required to demonstrate fitness by actual performance of the duties of the position to which the employee is appointed.

Job description shall mean a written statement of the characteristic duties, responsibilities, and qualification requirements that distinguish a specific class from other classes.

Layoff shall mean employment separation made necessary by lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of an employee.

Original employment date shall mean the first date of official appointment to a position in the County service after appropriate certification and for any period of continuous service.

Part-time employee shall mean a part-time employee with benefits or a part-time employee without benefits.

Part-time employee without benefits shall mean an employee hired into a position scheduled for less than 1,000 hours in any continuous twelve (12) month period.

Position shall mean a group of current duties and responsibilities assigned or delegated by competent authority, requiring the full-time, part-time, or temporary employment of one person.

Promotion shall mean the movement of any employee from a position of one class to a position of another class having a higher maximum salary rate.

Promotional list shall mean the names of persons currently in the County service who have applied and are qualified for appointment to a position in a class having a higher maximum salary rate.

Qualifying Period shall mean the working test period served by promotional appointees and employees transferred to a class dissimilar to the one previously held.

Reclassification shall mean the official determination that a position be assigned to a class different from the one to which it was previously classified based on a gradual change able to include duties clearly outside of the current class or an immediate change in a position brought about by a division or department reorganization or redistribution of duties. Whether an employee shall be retained in a position after reclassification of the job shall be determined by the employee's qualifications for the position as reclassified.

Repositioning shall mean the official determination that a class of positions be assigned to a different pay range based on "internal equity" (relationship with other County classes) or "external competitiveness" (relationship with wage and salaries paid in the comparable selected labor markets).

Resident shall mean a person whose principal place of domicile is within the corporate boundaries of the County.

Temporary Seasonal Employee A position comprising duties which occur, terminate, and recur seasonally, intermittently, or according to the needs of the department. Such position shall not require more than 1000 hours of pay in any continuous twelve (12) month period. The appointing authority shall assign a projected date of termination of less than one (1) year from the date of employment and shall have such date made a part of the employee's personnel file.

Transfer The movement of an employee from one office, division, or unit of the County government to another, from one position to another position of the same classification, or to another classification having the same maximum salary rate involving the performance of similar or dissimilar duties and requiring essentially the same basic qualifications.

Vacancy A duly created position which is not occupied and for which funds have been provided.

Year A calendar year unless otherwise specified in a particular section.

Section 2.0: General Employment Policies & Procedures

2.1: Equal Employment Opportunity

It is the intent of Cass County that all personnel activities be conducted in a manner that will assure equal employment opportunity for all persons, without regard to political affiliation, race, color, religion, national origin, sex, age, or disability. This policy shall include all personnel practices related to the employment process, promotions, demotion, transfer, layoff, termination, compensation, benefits, training, and general treatment of employees.

2.2: Americans With Disabilities

Assistance shall be available to applicants with disabilities who may require personal assistance to participate in the selection process. Such assistance shall include but not be limited to providing readers for the vision-impaired and written materials for the hearing-impaired.

In determining whether an applicant or employee with a disability shall be accommodated. Such applicant or employee must make a documented request for reasonable accommodation. The department head and supervisor, if applicable, shall consult with the disabled individual regarding an appropriate accommodation. If the accommodation does not impose an undue hardship, the accommodation shall be implemented. Assessing the reasonableness of the possible accommodations shall include the following factors:

- How well it accommodates the needs of the individual with a disability
- How reliable is the accommodation?
- Whether the accommodation can be made in a timely manner
- Whether the accommodation imposes an undue hardship defined as an action requiring significant difficulty or expense.

The Cass County Commission shall make the final decision as to whether the accommodation is reasonable and does not present an undue hardship. Employees and applicants with disabilities shall be afforded a procedure that provides for prompt and equitable solution to complaints.

2.3: Open Door

Cass County Elected Officials are committed to open and direct two-way communications which permit fair and prompt resolution of employee work related issues in an atmosphere based upon mutual trust and understanding. Therefore, employees are encouraged to resolve work-related issues through their management chain. To the extent possible, discussions will be treated in a confidential manner. Situations are discussed with others on a “need to know” basis only.

An employee should discuss the situation with his or her supervisor first. In most cases, this discussion will result in an acceptable resolution. If a resolution cannot be reached, the employee is encouraged to discuss the situation with the next level of Management or with

Human Resources. Employees who face more serious problems, including but not limited to harassment or discrimination, or who are uncomfortable talking with their manager, should consult the Human Resources department immediately and report their concern.

2.4: Anti-Harassment & Discrimination

Cass County is committed to providing a work environment free from all forms of unlawful employment discrimination, including sexual harassment and other harassment based on race, color, religion, sex, or sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, medical condition or other characteristics protected by law.

Definitions:

Sexual Harassment: For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual or sex-based nature when:

- Submission to the conduct is made explicitly or implicitly a term or condition of employment
- Submission to or rejection of this conduct is the basis for any employment action
- 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.

Other Harassment: For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, marital status, physical or mental disability, veteran status, or any other characteristic protected by law.

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or unreasonable interfering with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

Procedure: Cass County cannot stop harassment unless it knows that it is occurring. Anyone who feels that he/she has been the victim of prohibited harassment or who has witnessed such harassment or any other violation this policy must report it immediately so that the situation can be promptly investigated and remedied. Complaints of harassment should first be reported to their immediate supervisor, Department Head, Elected Official or Human Resources. When a report of harassment or other violation of this policy has been made, Human Resources will conduct a prompt and thorough investigation, as appropriate under all circumstances. Confidentiality will be maintained to the extent

possible without jeopardizing a full investigation. The outcome will be communicated to the reporting person(s) and person(s) about whom allegations were made.

Disciplinary Action: Individuals who were found to have violated this policy will be subject to disciplinary action, up to and including immediate termination.

Retaliation: Cass County forbids retaliation against anyone who has, in good faith, reported sexual or other harassment or cooperated in an investigation thereof. Any person found to have retaliated against an individual for reporting or cooperating in the investigation of a report of harassment will be subject to disciplinary action, up to and including immediate termination.

2.5: Immigration Law Compliance

Cass County is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not illegally discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at Cass County is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

Effective 1/1/2009 Cass County participates in E-Verify (Electronic Verification)

If you have question or want information on immigration laws, contact Human Resources. If you ask questions or voice complaints about the immigration law, you will not be punished in any way.

2.6: Confidentiality

No County employee may use or disclose confidential information obtained as a result of performing official County business for personal financial gain or profit. County employee names, positions, salaries, and length of service are open to the public.

2.7: Conflict of Interest

Except as permitted by sections 105.450 – 105.496, RSMo., the following conflict of interest provisions shall apply to the County. No employee in the County service shall hold a financial interest in a firm, institution, corporation, or other establishment supplying goods or services to the County. No employee shall be employed in any capacity with a firm, institution, corporation, or other establishment supplying goods or services to the County when that capacity means the possession, direct or indirect, of the powers to direct or cause the direction of the management and policies of that organization. No employee shall receive any payment, gifts, favors, or other consideration from any person, firm, institution, corporation, or other establishment supplying goods or services to the County.

2.8: Penalties:

Any employee found guilty of any violation of this section shall be subject to any disciplinary action up to and including dismissal as defined by these rules, and such other penalties as may be deemed appropriate and consistent with the laws of the County and the State of Missouri.

2.9: Nepotism; Restriction on Employment of Relatives

The County adheres by the Missouri state statutes regarding nepotism as the county policy; any Public Officer or employee in this state who by virtue of his office or employment names or appoints to public office or employment any relative within the fourth degree, by consanguinity or affinity shall thereby forfeit his office or employment.

A County employee may not appoint, employ, promote, advance or advocate for appointment, employment, promotion or advancement in or to any position of the county service over which the employee exercises jurisdiction or control, and any person who is within the fourth degree of consanguinity.

2.10: ERISA

As a participant of Cass County's Employee Benefit Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan members shall be entitled to examine all Plan documents, at the Plan Administrator's office, without charge. This includes insurance contracts and copies of all documents filed by the Plan with the U.S. Department of Labor. Examples of this include detailed annual reports and Plan descriptions. – Obtain copies of all Plan documents and other plan information upon written request to the Plan Administrator. The Plan Administrator may make a reasonable charge for the copies. Employees (participants) are entitled to receive a summary of the plan's financial report. The plan administrator is required by law to furnish each member with a copy of this summary annual report. In addition to creating rights for Plan members, ERISA imposes duties upon the people who are responsible for the operation of the Employee Benefit Plan. The people who operate your Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of you and other Plan members and beneficiaries. No one, including your employer, may terminate you or otherwise discriminate against you in any way to prevent you from obtaining a welfare benefit or exercising your rights under ERISA.

If your claim for a welfare benefit is denied in whole or in part, you must receive a written explanation of the reason for denial. You have a right to have the Plan reviewed and your claim reconsidered. If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about this statement or about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor.

2.11: Smoke Free Workplace

To provide a safe and healthy environment for all employees and visitors, Employees are not allowed to smoke (cigarettes, pipes, cigars, e-cigarettes, vape pen) in Cass County buildings or in County owned or leased vehicles

Exterior smoking areas have been designated and employees are responsible for ensuring that tobacco waste is disposed of in appropriate receptacles which have been provided in each location. Employees should limit the number of tobacco breaks taken so as not to interfere with their job productivity.

2.12: Alcohol & Controlled Substance Use, Abuse and Testing Policy

Policy

It is the policy of Cass County to provide safe, dependable and economical services to its citizens and to provide safe working conditions for its employees, and to comply with the requirements of federal law and regulations related to the Drug Free Work Place Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991. It is also the policy of Cass County to provide a healthy, satisfying, working environment for its employees.

To meet these goals, it is the policy of Cass County to insure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; to create a work place environment free from the adverse effects of alcohol and controlled substances abuse or misuse; to prohibit the unlawful manufacture, distribution, dispensing, possession or use of alcohol and controlled substances; and to encourage employees to seek professional assistance when personal problems, including alcohol and controlled substance dependency, adversely affect their ability to perform assigned duties.

Purpose

The purpose of this policy is to assure worker fitness for duty and to protect employees and the public from the risks posed by the use of alcohol and controlled substances. It is also the purpose of this policy to comply with all applicable federal and state regulations governing work place alcohol and controlled substance abuse programs mandated under the above noted acts. These acts mandate urine drug testing and breathalyzer alcohol tests for safety sensitive positions and prevent performance of safety-sensitive functions when there is a positive test result. The federal law has also established standards for collection and testing of urine and breath specimens, the reporting of certain drug-related offenses, protective measures for certain employees tested, for the preservation of confidentiality, and for certain reporting.

Applicability

This policy applies to all employees including those who perform safety sensitive functions as these persons and activities are defined in the Omnibus Transportation Employee Testing Act and its implementing regulations, including but not limited to persons who are required to possess a CDL license for the operation of a commercial vehicle and other safety sensitive positions in Cass County; except that policy provisions relating to alcohol testing and

convictions are only applicable to those employees who are subject to the Omnibus Transportation Employee Testing Act of 1991. Alcohol testing may be part of pre-employment physical as provided therein and further, if the employer has a reasonable suspicion that an employee is under the influence of alcohol and/or is engaging in the use of alcohol in the workplace. Cass County may test an employee for alcohol use if the need for such test is job-related and is consistent with business necessity.

Definitions

1. Policy Administrator – designated by the Cass County Commission to be Presiding Commissioner.
2. Commercial Vehicle – as defined in the Missouri statutes requiring commercial driver's licenses (CDL).
3. Delay – any failure to immediately report to the test site to participate in the required testing under this policy.
4. Safety Sensitive Position- Any person who, through their regular duties perform a function that might endanger the safety of others, if under the influence of a controlled substance.

Policy Administrator

Unless otherwise designated by the Cass County Commission in writing, the Presiding Commissioner shall be designated as the controlled substance and alcohol Policy Administrator for Cass County. Any inquiries concerning this policy, its application, its administration, or its interpretation shall be made to the Policy Administrator.

The Policy Administrator shall develop and maintain a current list of the positions that are governed by this policy. The list shall be available for inspection in the Human Resource Office of Cass County. Individuals who are applying for positions with Cass County and affected employees shall be notified of the positions that are covered by this policy.

The Policy Administrator shall develop all forms necessary to carry out the provisions of this policy, unless the forms are provided under the federal regulations. The forms shall be provided to appropriate persons who are responsible for the implementation and management of this policy.

Alcohol & Controlled Substances Prohibitions

An employee is prohibited from the operation of a commercial motor vehicle and/or from engaging in any work related functions, for alcohol related conduct:

1. While consuming alcohol
2. While having a blood alcohol concentration of 0.02 or greater
3. Within four (4) hours of consuming alcohol
4. After refusing to submit to an alcohol test
5. From consuming alcohol within eight hours after an accident as specified in this policy.

An employee is prohibited from the unauthorized use of a controlled substance at any time, whether on or off duty.

An employee is prohibited from the unauthorized possession of alcohol while on duty and of controlled substances at any time, whether on or off duty.

Any employee covered under this policy who is convicted of illegal conduct related to controlled substances who fails to report such a conviction to the Presiding Commissioner may be subject to immediate disciplinary action or termination from service.

Any employee whose job performance requires the possession of a valid CDL and who loses the CDL for a violation of or as a consequence of the law shall be subject to disciplinary action up to and including termination from service. The employee shall notify the Policy Administrator, and the employee's immediate supervisor of the loss of the CDL. Failure to notify the Policy Administrator of the loss of the CDL shall result in immediate termination from service.

Any employee who is consuming a prescribed or authorized controlled substance or other substance of any kind whose side effects may inhibit or impair the employee's performance shall provide written notice to the Policy Administrator of such consumption upon reporting to work and prior to engaging in any work related activity, or earlier if possible. Failure to report shall be cause for disciplinary action up to and including termination from service.

Controlled Substance And Alcohol Testing Provisions

All employees are subject to this policy (except those excepted from the provisions of this policy as set forth above in "Applicability") and shall be subject to controlled substances and alcohol testing including the following types of tests: pre-employment testing, random testing (except as provided herein) reasonable suspicion testing; post-accident testing; return to work testing; and follow-up testing to rehabilitation programs.

Pre-Employment Testing

Pre-employment urine drug testing shall be required of all applicants covered by this policy as a condition of the application procedure. Future employment as defined shall be considered as if the application was for original entry into service for purposes of this policy. Receipt of satisfactory test results is required prior to commencement of employment and/or engaging in safety sensitive functions, and the failure of a controlled substance or alcohol test disqualifies an applicant from appointment to employment for a period of at least 120 days. Evidence of the absence of controlled substances or alcohol dependency from a Substance Abuse Professional (SAP) and negative controlled substance and alcohol tests shall be required prior to further consideration for any employment, including reports from prior employers by an employee's written authorization.

Reasonable Suspicion Testing

Reasonable suspicion testing shall be used to determine fitness for duty evaluations, including appropriate urine and/or breath testing when there are objective observable reasons to believe that a controlled substance or alcohol use is adversely affecting an employee's job performance

or that the employee has violated this policy. Reasonable suspicion referral for testing shall be made on the basis of documented objective facts and circumstances, which are consistent with the effects of substance use. Reasonable suspicion observations and reports can only be made by Office Holders, Department Heads or an observing supervisor. The Office Holder/Department Heads, observing supervisor, whether or not the person is the employee's immediate supervisor, is required to report any such incident to the Human Resource Office who will complete the appropriate required documentation concurrently with the observation and consideration of reasonable suspicion testing.

Reasonable suspicion testing shall be required and completed whenever possible within two (2) hours of the observation, but in any case no later than eight (8) hours after the observation for breath alcohol testing and thirty-two (32) hours for controlled substance testing.

Post Accident Testing

Post accident testing shall be required to test employees after a vehicular accident has occurred in which a fatality has occurred, or when a traffic citation is issued after an accident, or testing may be required where injury to a person requires transport to a medical treatment facility, or disabling damage to one or more vehicles requires towing from the accident site to occur. Testing shall include both breath alcohol and urine drug testing of the employees.

Post accident testing shall be required and completed whenever possible within two (2) hours of the accident occurrence, but in any case no later than before eight (8) hours after the accident, for breath alcohol testing and thirty-two (32) hours for controlled substance testing. An employee involved in an accident shall refrain from alcohol consumption for eight (8) hours following the accident.

Random Testing

Random testing shall be conducted on all persons covered by this policy. Random testing shall be unannounced and conducted with unpredictable frequency throughout the year using an established based selection method. Testing shall be conducted whenever and as ordered by appropriate supervisory personnel, but no less frequently than required by federal law and regulations and in such numbers as is minimally determined under the regulations.

Return To Work Testing

Return to work urine drug and alcohol testing for all employees covered by this policy shall be required for all employees who previously tested positive on a controlled substance or alcohol test. To return to work, the employee must test negative and be evaluated and released to return to work by a SAP before being permitted to return to work.

Follow Up Testing

Follow-up testing of employees returning to work shall be required for employees to submit to frequent unannounced random urine drug and breath alcohol testing for at least six (6) times in the following twelve (12) months after return to work, which random testing may be continued for a period of up to sixty (60) months from the employees return to work date.

Any employee who questions the results of a required urine drug test under this policy may request that an additional test be conducted. The test must be conducted on a split sample that was provided at the same time as the original sample and test analysis shall be conducted at a different qualified laboratory than where the original test was conducted. All costs for employee-requested testing shall be paid by the employee unless the second test invalidates the original test. An employee's request for a re-test must be made to the Medical Review Officer (MRO) within seventy-two (72) hours of the notice to the employee of the initial test result. Requests made after the seventy-two (72) hour limit will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

The method of collecting, storing, and testing the split sample required under this policy shall be consistent with the procedures established in 49 CFR part 40.

Failure To Test

Any employee who fails to submit to the required testing under this policy is considered to have tested positive and shall be subject to all the consequences that flow related to positive testing.

Any employee ordered to test shall report immediately to the test site upon being ordered to submit to testing. No delay of any type may be granted or taken. Delay in reporting by the employee shall be treated as a refusal to test and shall subject the employee to all of the consequences that flow related to positive testing. Failure to provide a sufficient sample or for providing an adulterated sample shall be considered as a refusal to test and shall subject the employee to all of the consequences that flow.

Testing Controls

Alcohol

Federal regulations require breath testing to be done on Evidential Breath Testing devices approved by the National Highway Safety Administration. An initial screening test is conducted first. Any result that is less than 0.02 blood alcohol concentration is considered negative. If the blood alcohol concentration is 0.02 or greater, a second confirmatory test must be conducted. Any employee who tests with a blood alcohol concentration of 0.02 or greater shall be removed from service for at least twenty-four (24) hours.

Any employee who is found to have engaged in prohibited alcohol conduct under this policy shall be immediately removed from work-related activity; and the employee shall not be permitted to resume work until the employee is (1) evaluated by a SAP, and (2) complies with the rehabilitation contract if such is required, and (3) has tested negative in a follow-up test.

Controlled Substances :

Drug Awareness Program

Information about the availability of drug counseling and rehabilitation as provided by the Employee Assistance Program. Contact New Directions at 1-800-624-5544. More information is available in the Human Resource Office.

County's Right To Test

An individual may not be hired to perform a safety-sensitive function unless the individual passes a drug test. All new hires and re-hires of full-time, part-time, or temporary/seasonal employees may be required to take a urine or other medical test and to agree in writing to allow the results of those tests to be furnished to and used by the County. Those persons who do not pass such test(s) shall not be employed.

Controlled substance testing is conducted by analyzing an employee's urine specimen performed at a laboratory certified and monitored by the U.S. Department of Health & Human Services for the following controlled substances:

1. Marijuana (THC metabolite)
2. Cocaine
3. Amphetamines
4. Opiates (including heroin)
5. Phencyclidine (PCP)

The testing for controlled substances is a two-stage process. First a screening test is conducted. If the test is positive for one or more of the controlled substances, a confirmatory test is conducted for each identified controlled substance. The confirmatory test is a gas chromatography/mass spectrometry (GC/MS) analysis.

Any employee who tests positive on the confirmatory test shall be interviewed by the Cass County Medical Review Officer (MRO). The employee shall be immediately removed from work-related activity and the employee shall not be permitted to resume work until the employee is (1) evaluated by a SAP, and (2) complies with the rehabilitation contract if such is required, and (3) has tested negative in a follow-up test.

Employment Assessment

An employee who tests positive for the presence of controlled substances or alcohol above the minimum thresholds set forth in the federal regulations shall be evaluated by a SAP. The SAP shall evaluate each employee who tests positive to determine what assistance, if any, the employee needs in resolving problems associated with the controlled substance or alcohol.

Assessment by a SAP does not protect an employee from disciplinary action or guarantee continued employment or reinstatement by Cass County. The Cass County disciplinary policy provides guidance to the discipline that may be imposed, unless otherwise stated in this policy.

Rehabilitation Effort

Any employee who is determined to be in need of assistance for a controlled substance or alcohol related problem under this policy by the SAP may be permitted to enter into a

rehabilitation plan approved by Cass County, provided the employee agrees to adhere to the terms of the rehabilitation contract with Cass County. Rehabilitation assistance may only be granted to an employee once while employed by Cass County. Failure to complete the rehabilitation assistance plan or to adhere to the rehabilitation contract shall be considered a resignation by the employee from employment with Cass County.

The rehabilitation contract shall include the following terms and conditions to be adhered to by the employee who is granted rehabilitation assistance:

1. the employee shall agree to undertake and successfully complete the rehabilitation assistance plan established for the employee by the SAP or by a rehabilitation professional accepted by Cass County; and
2. the employee agrees to refrain from any violation of this policy and the use of controlled substances and alcohol consistent with the plan of rehabilitation and this policy; and
3. the employee provides a release of all medical records for use and review by Cass County relating to the rehabilitation assistance plan for the assistance undertaken and compliance; and
4. the employee agrees to unannounced random testing for Cass County determined periods of time subsequent to the employee's return to work consistent with this policy; and
5. the employee agrees to submit to return to work testing demonstration that the employee is negative under controlled substance and/or alcohol tests standards; and
6. the employee agrees that any future controlled substance or alcohol violations shall be considered as a resignation of the employee from service without recourse.

Contractual Support Professionals

Cass County shall secure a contract with an appropriately certified testing laboratory to conduct the controlled substance testing analysis and reporting under this policy and under the federal regulations in conformity with the standards established under the federal regulations.

Cass County shall engage the services of an independent contractor to serve Cass County as the MRO, who shall be properly credentialed and trained in compliance with the federal regulations, and who shall not be an employee of Cass County. The MRO shall, as a part of the engagement contract, maintain all relevant records and provide the required reports that Cass County needs to comply with the federal reporting requirements.

Cass County shall appoint a SAP for the providing of services under this policy and in compliance with the federal regulations.

Education & Training

Cass County shall provide all employees with a copy of this policy and materials related to the effects of the use and/or abuse of alcohol and controlled substances. Upon request, Cass County shall also provide information to employees regarding treatment and rehabilitation available.

Employees shall be required to confirm receipt of this policy and any revisions and of the educational materials in writing noting the date of receipt and acknowledgment by signature witnessed by the employee or Office Holder/Department Heads providing the materials.

Confidentiality

All records developed and/or acquired pursuant to this policy shall be maintained under strict confidentiality by Cass County, the testing laboratory, the MRO, and the SAP, when and as applicable. The records shall be maintained separately from other personnel records kept by Cass County and shall be kept in a secured location with other medical records. Materials shall not be released to others without the written consent of the affected employee, except under provisions provided in the federal regulations, as needed with regard to the rehabilitation contract, in litigation or quasi-judicial and administrative proceedings related to positive test results and/or to matters initiated by an employee.

Any person who breaches the confidentiality provisions of this policy may be subject to immediate termination from employment and/or from any contractual relationship with Cass County without recourse.

Disciplinary Issues

Unless otherwise specified in this policy, Cass County policies related to disciplinary action shall be followed when imposing discipline for violation of this policy.

The acceptance by an employee of the rehabilitation assistance plan and contract does not serve as a bar to imposing disciplinary action related to violations of this policy.

Any supervisor or manager who knowingly permits an employee to violate this policy or engage in work activity while consuming alcohol or a controlled substance or fails to enforce this policy shall be subject to immediate termination from employment.

This policy does not displace any other penalties that may be imposed or be incurred as a result of violation of Cass County policy or state and federal laws, or as provided in the worker's compensation laws.

Coordination With Other Laws & Policies

This policy shall be administered in compliance with other federal, state and local laws related to employee health & welfare policies, leave policies, benefit programs and other related policies of Cass County. In the case of apparent conflicts between this policy, other policies, and applicable laws, the policy administrator shall make the appropriate rulings to resolve the potential conflicts, whenever possible.

In the event that any part of this policy is judicially determined to be in conflict with any law or to be in violation of any law or is rendered ineffective because of some state or federal legislative enactment, such part(s) shall be void, but the remainder of the policy shall remain in effect. Parts that are void or voided shall be replaced as soon as possible so as to maintain the full effect of this policy and/or to bring it into compliance with relevant laws.

Amendments

This policy is subject to amendment by the Cass County from time to time. Amendments that are made shall be provided to employees upon adoption and shall become effective as provided by the Policy Administrator.

Section 2.13: Medical Marijuana

Any County employee using or consuming marijuana or marijuana-infused products for medical purposes shall do so in accordance with the requirements of state law, including Article XIV, Section 1 of the Missouri Constitution, and state regulation, and the County's Personnel Policies Handbook, including the Alcohol & Controlled Substance Use, Abuse & Testing Policy set forth in Section 2-12.

All County employees are prohibited from the use, possession, sale, transfer, manufacture, distribution or purchase of marijuana, marijuana-infused products, and/or paraphernalia for non-medical or medical purposes at any time while on County premises, in County vehicles, or while conducting County business.

No County employee shall be on County premises, in County vehicles, or conduct County business while under the influence of non-medical or medical marijuana.

Any County employee reasonably believed to be under the influence of marijuana while on County premises, in County vehicles, or while conducting County business shall be subject to drug testing in accordance with the County's Alcohol & Controlled Substance Use, Abuse & Testing Policy. Any employee who tests positive for marijuana may be subject to disciplinary action up to and including termination.

Section 3.0: Employee Conduct & General Work Rules

3.1: Disciplinary Procedures

Cass County recognizes that the conduct and performance of its employees are significant factors affecting the orderly day-to-day operations and long-term viability of the county. It is the responsibility of the Elected Officials or Department Administrators to ensure that a safe, productive, and equitable working environment is maintained for the benefit of all employees throughout the County.

The County will attempt to provide employees with notice of deficiencies and an opportunity to improve. We do, however, retain the right to administer discipline in any manner deemed appropriate. This policy does not modify the status of employees as employee at-will.

Disciplinary action may be initiated to address a variety of circumstances including, but not limited to, violations of County rules and regulations, insubordination, and poor job performance. Three (3) levels of disciplinary action are recognized by the County. (These steps are *not* mandatory prior to termination.)

- **First Step:** Verbal counseling session which is documented
- **Second Step:** Written Warning
- **Third Step:** Final Written Warning/Suspension/Termination as applicable

Additionally, in cases involving potentially serious misconduct, or anytime an Elected Official or Department Administrator determines that further investigation is necessary; the County may suspend employees involved with or without pay pending final determination.

Based upon the circumstances surrounding the situation, the County reserves the right to repeat or omit any of the above steps and may pursue progressive discipline steps in any order. Disciplinary action will remain active for one (1) year from the date of issue for purpose of determining step progressions.

3.2: Attitude and Appearance

A friendly and courteous attitude by County employees toward the public and co-workers is always required. Employees are expected to deliver prompt, thorough, and efficient service to consumers to the best of their ability.

Each employee shall be subject to specific office/department rules and regulations concerning proper clothing, personal hygiene, and grooming. It is the responsibility of the elected official/department head to determine the appropriate rules and regulations for their office and to enforce those rules.

3.3: Outside Employment

Outside employment is prohibited if such employment would have an adverse effect on the employee's performance of official duties with Cass County or be prejudicial to the reputation of Cass County.

3.4: Participation in Political Activities

Employees are prohibited from bringing their political affiliations to bear on their official duties. Specifically, the following political activities of employees are discouraged:

1. Campaign fund raising, or other partisan political activities on Cass County premises while in the performance of duties and responsibilities as an employee of Cass County.
2. Abuse of official position for political ends.
3. Use of official working time or unauthorized use of Cass County resources for political activity.
4. Promising any employment, position, work, compensation, or other benefits as consideration, favor, or reward for political activity.
5. Performing political activities at the direction of an Office Holder/Department Head.
6. None of the above shall be construed as to prohibit employee from engaging in the political process outside their work schedule.

3.5: Right to Search

When Cass County has reason to believe an employee is violating any policy regarding contraband or controlled substances or other rules, the employee may be asked by Cass County to submit immediately at any time (including breaks and the meal period) to a search of the person and/or to make the employee's locker, lunch box, briefcase, purse, pockets, wallet, personal belongings, desk, vehicles, or any other receptacle the employee uses or has access to, available for inspection. Entry upon Cass County premises constitutes consent to searches and inspections. Refusal to consent to a search or inspection when requested by Cass County constitutes insubordination and a violation of Cass County policy, which will subject the employee to disciplinary action. Cass County is not responsible for employees' personal property while at County locations.

3.6: Internet & Email Usage

Cass County provides communications tools to help improve productivity and to enable employees to produce quality work in an efficient manner. These tools are intended for legitimate business purposes. Employees should be aware that even deleted emails can be retrieved. All login and passwords used to conduct County business are considered property of the county.

Accepted and Supported Computer and Internet Usage:

- The Internet usage is supported as long as it helps in increasing productivity, and it is conducted responsibly.
- All the data shared, posted, and received via the company equipment belongs to the county. It should be managed appropriately and accordingly to the policies of the county.
- The equipment available for employees at the working place belongs to the county, and the Elected Officials/Department Head have the rights to monitor the Internet activity of their employees. The data transmitted, created, and received via the county's equipment can be monitored as well.
- Electronic mail exchanged via the county Internet should not include any offensive and/or harmful content. Such content involves language and imagery that could be considered as harassment or vulgarity.
- Any website and downloaded content can be monitored by the county. They can be banned and blocked by the county if considered harmful to productivity of business.

Unacceptable ways of using the Internet:

- Distributing harassing, violent, discriminating, or hateful messages and imagery by the means of county equipment.
- Utilizing the Internet and computers at the working place to commit any kind of illegal activity, including piracy of music, movies, and other content.
- Appropriating someone's login information and using it without permission.
- Illegally downloading, managing, or uploading copyrighted content via the county computers.
- Distributing confidential county information
- Posting derogatory information regarding the county, or other employees.
- Installing inappropriate software that could be harmful to the equipment and network of the county.
- Distributing spam emails and posts via the county equipment and the Internet.
- Posting information based on your personal beliefs and presenting it as those shared by the county.

3.7: Cell Phone Usage

Cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks.

Unacceptable Usage of Cell Phones:

- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Do not use cell phones to record confidential information.

3.8: Social Media

When using social media as an individual, you are still an employee of the County. Always keep in mind, what you say – and how you say it – reflects on the County. All time spent on personal websites or other social media must be done on personal time and must not interfere with work commitments.

3.9: Safety

Cass County recognizes that safety is every County employee's concern and responsibility. Employee cooperation and safety awareness helps in contributing to the County's efficiency and successful operation. It is beyond the scope of this handbook to address every safety concern. For those situations not addressed, common sense is usually the key. Road and Bridge and the Health Department have specific Safety procedures each employee must follow. The Sheriff's Office has a manual you must abide by.

Employee Responsibility

It is extremely important that employees **immediately report** to their supervisor any hazardous conditions, unsafe practices or improperly functioning equipment that could present a threat to them, fellow workers, or the public. All employees share this obligation. You are expected to look out for your own safety as well as that of your fellow workers. You should know and follow safe work procedures and be aware of any hazard pertaining to your job. Always use the proper safety equipment provided, and:

- Report all incidents, no matter how minor, to your supervisor as soon as possible. Even near-miss occurrences should be reported.
- Know and follow all safety rules and procedures. This includes procedures for emergencies and fires. Avoid unsafe acts and apply common sense when in doubt or consult your supervisor.
- Report all hazards or potential hazards.
- Always use the proper personal protective equipment and other safety equipment necessary for the job at hand.
- Actively participate in and support the County's safety program.
- Participate in good housekeeping practices and good safety habits.

3.10: Work Remotely

Teleworking is the concept of working from home or another designated remote location. Not all job functions can be conducted remotely. Each Elected Official must determine/approve work from home eligibility.

Section 4.0: Employment

4.1: Job Postings

Notice of employment opportunities with Cass County may be published on the County website and in other places the Cass County Commission or other Elected Officials/Department Heads deem appropriate. The posting should specify the title, nature of work to be performed, minimum qualifications required, location and hours for the position and the closing date for receiving applications.

4.2: Employment Applications

All applications for employment should be made on current forms approved by the Cass County Commission and distributed by the Human Resources Department. Applications may require details concerning education, experience, reference, and other pertinent information. All applications should be signed by the applicant attesting to the accuracy and truthfulness of the information provided. Applicants are encouraged to include resumes when appropriate for the position but may not substitute a resume for the application. Refer to the Human Resources Department for specific information.

4.3: Pre-Employment Verification and Screenings

Any misrepresentation, falsification, or material omission in any of this information may result in the exclusion of the individual from further consideration for employment or if the person has been hired, termination of employment.

Cass County may take the following measures to verify qualifications for employment:

- Pre-Employment Drug Screen
- Employment References Check
- Medical Examination
- Criminal Background Check
- Motor Vehicle Report Check

4.4: Classifications

Non-Exempt Employees: An employee who is required to be paid overtime at the rate of time and one-half their regular rate of pay in accordance with applicable federal and state wage and hour laws. An employee will be informed of his/her initial employment classification as an exempt or non-exempt employee upon their offer of employment. If an employee changes positions during his/her employment as a result of a promotion, transfer, or otherwise, the employee will be informed by his/her supervisor of any change in his/her exemption status. The

supervisor should then immediately contact the Human Resources Office to advise of the status change.

Exempt Employees: Certain Cass County employees shall be classified as “Exempt” in accordance with applicable federal and state wage and hour laws (Fair Labor Standards Act). An employee will be informed of his/her initial employment classification as an exempt or non-exempt employee upon their offer of employment. If an employee changes positions during his/her employment as a result of a promotion, transfer, or otherwise, the employee will be informed by his/her Office Holder of any change in his/her exemption status. The Office Holder should then immediately contact the Human Resources Office to advise of the status change.

4.5: Appointments

Appointments to fill vacancies shall be made from a formal application process and may include the previous qualified applicants on file of 90 days or less. The Cass County Commission shall be the appointing authority in all departments, unless provided otherwise by Missouri law. No duly appointed employee may be placed on the payroll until all required pre-employment forms have been properly signed by the employees.

4.6: Benefited and Non-Benefited Position

Upon approval by the County Commission, a position may be eligible for benefits if it is budgeted for a minimum of 1,000 work hours per year.

4.7: Temporary & Seasonal Positions

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force or to assist in completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change by their Elected Official/Department Head. Temporary employees receive legally mandated benefits, such as workers’ compensation insurance and Social Security, but they are ineligible for the County’s other benefits. If a temporary employee is transferred to a benefit eligible position, without a break in service, the employee will receive a balance of vacation and sick leave calculated from the first day of temporary employment. The employee will be credited with the length of service from the initial date of hiring by the County for the purpose of determining the monthly vacation accrual rate.

4.8: Position Descriptions

Elected Officials should provide Human Resources with job description for each position in their Office. Job descriptions should include:

- Description of work, including the essential functions for the position.

- Qualifications necessary for the position, such as experience and education requirements.
- Skills and abilities needed for the position.
- Physical requirements of the position.
- Miscellaneous requirements for the position, such as licensing or certifications.

4.9: Position Changes

Department Transfer: Employees who transfer within and between Departments/Offices of the County will retain their accrued leave time benefits (i.e. vacation and sick balances and accrual rates). Employees are required to follow the resignation guideline in section 4-14 when relinquishing their position to move to another Department/Office.

Part-Time to Full Time:

- **Health, Dental, Vision, HSA & Life Insurance:** Employees that transition from part-time to full-time will qualify for insurance benefits immediately.
- **Retirement:**
 - LAGERS - when an employee transitions from part-time to full-time the Lagers benefit will be back dated to their original part-time start date if the employee works at least 24 hours per week or 104 hour per month during that period.
 - CERF – CERF will offer the employee the Purchase of Excluded Service time option for the part-time hours worked before the employee transitioned to a full-time status. This option can be paid to CERF in a lump sum or by an after-tax payroll deduction.
- **Vacation Leave:** Vacation leave will not be based on original part-time hire date, but the date the employee transitioned to full-time status. The 60-day probationary period will be waived. See section 6.1 for the vacation accrual schedule.
- **Sick Leave:** sick leave hours will begin with the full-time hire date earning 8 hours of sick leave on the first day of each month.

Employees who are elected and serve as Cass County Office Holders will be compensated for vacation balance not taken prior to the start of his/her term of office. This compensation will be made on the first payday after the start of the elected official's term based upon the rate of pay of the previous position.

4.10: Employee Records

The Human Resources & Payroll Departments will maintain a complete personnel and payroll record for each employee.

4.11: Probation Period for New, Promoted or Transferred Employee

- **Purpose:** An introductory working period shall be an integral part of the examination process and shall be utilized for closely observing the employee's work, for securing the most effective adjustment of a new employee or rehired employee to the position, and for replacing any employee whose performance does not meet the required work standards.
- **Duration:** All original appointments and re-employment to full-time and temporary positions shall be tentative and subject to an introductory period. For entry-level personnel in the Law Enforcement Department, this period shall be for at least one (1) year from the date of employment. All other appointments shall be subject to an introductory period of at least six (6) months.
- **Evaluation and Counseling:** Supervisors shall observe the employee's work performance and shall counsel an introductory employee whose work performance is marginal or inadequate. Employees must be notified in writing of the steps that must be taken to achieve an acceptable level of work performance.
- **Extension of Introductory Period:** With the approval of the Cass County Commission or of an Office Holder, the original introductory period may be extended to a maximum of fifty (50) percent of the original length of time if circumstances warrant an extension.
- **Termination During Introductory Period:** If an employee is terminated during the introductory period, the Office Holder / department head shall fill out the appropriate personnel action forms when a decision on termination has been made and shall notify the Cass County Commission in writing.
- **Demotion During Qualifying Period:** An employee serving a qualifying period who continues to exhibit inadequate performance after counseling shall be demoted to a position in the class held prior to the promotional appointment provided a vacancy exists. The Office Holder shall notify the Cass County Commission in writing of the intentions to demote an employee as provided in this section. If approved, the employee shall be notified in writing not less than five (5) working days prior to the effective date of demotion.

4.12: Employment Resignation/Termination

Resignations:

An employee resigning from County employment shall present a written resignation to the Department Head/Elected Official prior to the disbursement of last compensation. Employees are to provide as much notice as possible, but no less than 2 weeks. A final check will be issued with

the next regular pay day to include payouts of vacation, sick leave (if qualify) compensation pay and accrued holiday pay.

Termination:

An employee may be terminated by the County “At Will” with or without cause. See Disclaimer and Acknowledgement Statement on page 2. In accordance with the Missouri Department of Labor guidelines a final check will be issued at the next regularly scheduled payday, unless the individual submits a written request to the Administrative Authority for payment to be made within 7 days.

Retirement:

Voluntary employment termination initiated by an employee who meets age, length of service, and any other criteria for retirement from the County. Employees are required to notify Human Resources 30-90 days from requested retirement date. Cass County does not offer retiree health insurance. Upon termination retirees are eligible for COBRA benefits.

Failure to Give Notice:

Any employee who fails to provide notice as required may be deemed to have relinquished all accrued vacation time and holiday time and shall no longer be eligible for any benefits related to payment for hours not worked including holiday pay.

Return of County Property:

All employees separating from Cass County service for any reason shall, prior to separation, return all Cass County-owned property and equipment and computer data files and software issued to the employee. Failure to do so will result in the withholding of benefits otherwise due the employee.

Benefits Upon Termination/Resignation:

Any accrued, vested benefits that are due and payable at termination required by law will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. (For further explanation, refer to the Employee Benefits Section, Benefits Continuation - COBRA). Employees are encouraged to remain in contact with the County to maintain a permanent mailing address for future benefits.

Section 5.0: Employment Benefits Appendix A

5.1: Insurance Coverage

The Cass County Commission establishes benefits offered to Cass County employees annually through the budget process. Cass County is on a July 1 to June 30 benefit plan year. The Benefits are subject to change. Cass County offers the following benefits to full-time positions:

- **Health Insurance:** 3 major medical plans are offered for full-time employees to elect. Dependent health insurance coverage is available. Premiums are paid through payroll deductions. Each health plan includes coverage for prescription drugs.
- **Health Savings Account:** An HSA account is available to employees that elect a High Deductible Health Plan.
- **Dental Insurance:** A dental plan is offered for full-time employees to elect. Dependent dental coverage is available. Premiums are paid through payroll deductions.
- **Vision Insurance:** A vision plan is offered for full-time employees to elect. Dependent vision coverage is available. Premiums are paid through payroll deductions.
- **Life Insurance:** The County provides the following coverage at no cost to the employee.
 - \$50,000.00 for County Employee
 - \$5,000.00 for Dependent Spouse
 - \$2,500.00 for Dependent Children over 6 months of age
 - \$1,000.00 for Dependent Children under 6 months of ageAdditional life insurance for the employees and their dependents is available through a supplemental life insurance program that is funded through payroll deductions.
- **Supplemental Insurance:** Accident, Critical Illness, Hospital Indemnity and Short-Term Disability plans are available for employees and their dependents. Premiums are paid through payroll deductions.
- **Retiree Insurance Coverage:** Cass County does NOT offer retiree insurance coverage.

5.2: New Hire Waiting Period

Full time employees are eligible to participate in the various insurance programs offered by Cass County on their first day of the month following 60 days of employment. If you decline to participate during your new hire enrollment period, you will not be eligible to make elections again until open enrollment that is held annually in May.

5.3: Open Enrollment

The open enrollment period allows employees to add or change their benefits coverage. Cass County holds its open enrollment annually in May. Changes, additions, and other elections made during open enrollment will take effect on July 1. Once you have made a change you cannot change that selection until the next open enrollment period. Except in the case of a life event change.

5.4: Life Event Change/Enrollment

Employees who experience an event such as loss of other health coverage, marriage, birth or adoption of a child qualify for enrollment. The employee must notify Cass County within 30 days of the life event.

5.5: COBRA – Consolidated Omnibus Budget Reconciliation Act

Employees and their dependents that lose their health, dental or vision benefits may elect COBRA Continuation Coverage for up to 18-36 months, depending on the circumstances. Premium payments are made by the individually electing COBRA Continuation Coverage.

5.6: Retirement Plans

Cass County participates in two retirement plans that require mandatory enrollment for employees working 1,000 or more hours per year.

- **Local Government Employees Retirement System (LAGERS):** Full-time Cass County employees working the required minimum number of hours (1250 or more per year) shall be enrolled as participating members of the LAGERS local government retirement plan after six (6) months of employment. Contribution levels are based on a percentage of the employee's salary and are paid by Cass County. To be eligible to receive a benefit from LAGERS, you must first become vested. You become vested once you earn 5 years (60 months) of credited service within the LAGERS system. Your 60 months of credited service can be earned at one employer or a combination of LAGERS employers. Once you become vested, you're guaranteed to receive a benefit from LAGERS regardless of whether you continue to work for a LAGERS employer until retirement. For more information visit www.molagers.org.
- **County Employees Retirement Fund (CERF):** Eligible employees enter the statewide County Employees Retirement Fund upon hire and become vested (eligible for benefits upon retirement) after eight (8) continuous years of service. Missouri counties contribute a portion of certain fees to CERF. All participants hired on or after February 25, 2002, are required to contribute 4% of their gross compensation to CERF. Federal and state taxes are deferred on these payroll deductions. A reduced retirement benefit is available at age 55 and a full retirement benefit is available at age 62. CERF provides a death benefit to the beneficiaries of CERF participants who die while actively employed (regardless of the employee's length of service). For more information visit www.mocerf.org.

5.7: Deferred Compensation

- **Empower Retirement:** CERF also offers employees the opportunity to voluntarily invest in a deferred compensation program administered by Empower Retirement. Federal and state taxes are deferred on these payroll deductions. The maximum match will be 50¢ for every dollar that an employee contributes, up to the first 4% of pay. Employees are vested after at least five years of service made up of at least 1,000 hours each year.

5.8: Training

Cass County is interested in having you improve your skills. We may require that you attend training programs to enhance your job performance. The County will cover the cost to attend training sessions. The time spent in obtaining the instruction and performing the requirements of the course shall be considered hours worked. All training **MUST** be approved in writing in advance by the Office Holders/Department Heads.

5.9: Travel Mileage Reimbursement Rate

Effective January 1, 2024, the standard mileage rate set by the IRS is .67 cents per mile.

The mileage reimbursement rate for authorized travel shall be at a rate determined by the Cass County Commission using the mileage reimbursement rate set by the IRS at the beginning of each year. All mileage will be based on starting at the work location to your lodging/training destination.

5.10: Vision/Dental Reimbursement

Effective January 1, 2023, full-time employees will receive up to \$300.00 per calendar year for out-of-pocket expenses for dental or vision that are incurred by the employee.

- Full-time employees are eligible for reimbursement after their first day of employment.
- The employee does not have to be enrolled under vision or dental insurance coverage through the County to be eligible for this benefit.
- The reimbursement is for services/expenses for the employee, not a family member.
- The reimbursement may be submitted in multiple transactions throughout the calendar year, but not to exceed the max amount of \$300.00. For example, the employee submits a receipt for \$150.00 in January to cover the cost of out-of-pocket dental services, and in April the employee submits another receipt for \$150.00 to cover the cost of vision expenses.

Vision/Dental Reimbursement Request Process:

- Submit your paid receipt (supporting documentation) along with your Dental/Vision Reimbursement form to HR@CassCounty.com for reimbursement. Receipts must include date of service, out-of-pocket payment amount and patient name. If your receipt does not include this information you will need to request this from your health care provider.

- Once all information is submitted to HR, a reimbursement check will be processed in 7-14 business days.
- Reimbursements must be submitted during the year services were received/paid.

5.11: Harrisonville Community Center Membership

County employees are eligible to enroll at the Harrisonville Community Center at a discounted rate. Membership is paid through payroll deductions. Contact the HR Director for the enrollment application.

Section 6.0: Vacation, Sick and Holiday Leave

6.1: Vacation Leave

Vacation leave should be scheduled and approved in advance according to policy established by the Administrative Authority. Benefited full time employees accrue vacation leave according to length of employment, as follows:

Years of Service	Accrued Vacation Days Per Year	Notes
Upon Hire	40 Hours	Available after 60-Days of employment
1 – 4 Years	80 Hours	
5 – 9 Years	120 Hours	
10+ Years	160 Hours	

6.2: Vacation Guidelines

- Vacation not used in the current year awarded is lost and will not be paid out to the employee.
- Vacations shall be scheduled by each Office Holder/Department Heads as to minimize overtime and office disruptions while allowing as much flexibility to the employee as possible.
- New employees receive vacation after 60 – Days of employment.
- Temporary employees are non-benefited and therefore do not accrue vacation leave. However, if a temporary employee moves to a benefited position without interruption of service, he/she will be credited with vacation leave from the date of initial employment.

6.3: Vacation Payment upon Separation

Employees with 1 year or more of service who are leaving Cass County due to resignation, death or termination shall be compensated for vacation credit unused to the date of termination. To be eligible for such compensation, employees resigning from Cass County service must comply with the provisions of Section 4.12 of these rules governing resignations. In the event of separation due to death of the employee, compensation shall be made to the employee's beneficiary.

6.4: Vacation Accrual for Former Employees

Benefited employees who terminate their service with the County and are re-hired within 6 months to a benefited position will accrue vacation leave based on their original hire date.

6.5: Sick Leave

Full time employees shall earn (8) hours of sick leave on the first day of each month. Employees may accumulate sick leave with pay to a maximum of 640 hours. Employees are required to provide notification to their Elected Official/Department Head as soon as possible.

Accrued Sick Hours Per Month	Max Amount of Accumulative Sick Hours
8 Hours	640 Hours

6.6: Sick Leave Guidelines

Employees may use their sick leave under the following conditions:

- The employee is unable to perform his or her duties due to illness or injury.
- Medical or dental care of an employee or dependent (immediate family).
- The employee has been exposed to a contagious disease(s) and may endanger others through contact.
- Illness of employee's spouse, child, mother, father, brother, sister, legal wards, mother-in-law, and father-in-law requiring the employee to attend or care for such individual under the directives of a licensed physician.
- Pre-natal and post-natal care under the directives of a licensed physician.

6.7: Sick Leave Documentation

A doctor's note will be required as confirmation of the above if the employee is absent 3 or more days in a row. If the requested statement is not provided, sick leave with pay may be terminated and the employee may be placed on leave without pay. Sick leave with pay may be denied unless such documentation is provided.

6.8: Sick Leave Misuse

Use of sick leave shall be granted for proper cause and concern for the employee's future welfare and therefore it is not an inherent right of the employee to be absent from work. As such, identifiable misuse of sick leave shall be just cause for disciplinary action up to and including termination. Sick Leave should not be used in the place of vacation.

6.9: Sick Leave Payout Upon Separation

Upon termination or retirement, the County will payout a percentage of accrued sick leave hours as follows:

Years of Service	Percent of Sick Leave Balance Payout	Rate of Pay	Notes
0-9 Years	0%	\$0.00	Employees with 0-9 years of service are not eligible for a payout and will forfeit their sick leave balance.
10-19 Full Years of Service	10%	Up to \$20.00 Per Hour	Employees must have completed 10 full years. For example, an employee with 9 years and 11 months service does not qualify.
20+ Full Years of Service	25%	Up to \$25.00 Per Hour	Employees must have completed 20 full years. For example, an employee with 19 years and 11 months service does not qualify.

6.10: Sick Leave Pool

The Cass County Commission shall adopt a Sick Leave Pool Policy that shall govern the Sick Leave Pool.

6.11: Holidays

The County Commission designates holidays for each calendar year. These are specified by state statute and may include other holidays declared by the Governor of the State of Missouri. Christmas Eve is not a holiday except by Commission order. All full-time employees with benefits shall receive compensation for holidays as designated annually by the Cass County Commission. When a holiday falls on the weekend, the preceding Friday or following Monday will be observed.

6.12: Holiday Pay

All full-time employees with benefits shall receive compensation for holidays as designated annually by the Cass County Commission.

Full-time employees who work on the scheduled holiday will be compensated for hours actually worked by payment at one and one-half (1 ½) times the straight equivalent rate of pay.

If the full-time employee works overtime during a holiday week (not the actual holiday), they will be paid straight equivalent rate for those hours worked.

Full-time Sheriff's Office employees scheduled to work on a holiday will be compensated for hours actually worked plus earn eight (8) holiday leave hours. (For clarification purposes, an employee who works a twelve (12) hours shift on a holiday will be compensated for the twelve (12) worked regular hours and earn eight (8) holiday leave hours. If the employee is scheduled off on a holiday, they will earn the eight (8) holiday leave hours on that holiday. Employees holiday leave time may only accumulate to a maximum of 120 hours.

6.13: Special Holidays/Days Off

The Cass County Commission shall be authorized to declare special holidays or days off as an unusual need or circumstance may occur.

Section 7.0: Compensation

7.1: Dual Employment Prohibited

No regular full-time employee holding a position in Cass County service shall be eligible for employment in any additional position in Cass County service.

7.2: Special Assignments

Employees assigned to undercover work, which causes the individual to mock employment with an organization other than Cass County, shall reimburse Cass County for any earnings in excess of earnings provided by Cass County.

7.3: Overtime and Compensatory Time

Office Holders/Department Heads shall develop methods and procedures to maximize productivity and reduce or avoid the need for overtime. It is the responsibility of each employee to work as efficiently as possible to accomplish job tasks during regularly scheduled work hours. The Office Holder/Department Heads shall approve all overtime or arrangements for overtime work in advance. A determining factor in the approval of overtime work is whether the work could be accomplished through rescheduling of employee work hours and allowance of time off in the same work period. These factors reduce the burden of overtime on employees and avoid accrual of comp time and excessive overtime payments.

Overtime is based on **actual** work hours in excess of forty (40) hours in a 168-hour period during seven (7) consecutive 24-hour periods (standard work week), except for law enforcement employees. Under the provisions of the Fair Labor Standards Act (FLSA), work hours in excess of 160 hours in a twenty-eight (28) day pay period may be adopted for Sheriff's Office personnel. Hours worked in excess of a standard work week or duty tour by employees covered by the provisions of the Fair Labor Standards Act (FLSA) shall be compensated by payment at one and one-half (1 1/2) times the straight equivalent rate for the classification or by the award of compensatory time off equal to one and one-half (1 1/2) times the overtime hours worked at the discretion of the Cass County Commission. Hours worked shall only include hours worked on the County's behalf.

Office Holders/Department Heads may require, out of necessity for the expeditious conduct of public business or for the protection of the public business or for protection of the public health, safety, or welfare, that an employee work overtime. Failure to comply with such requests shall constitute a violation of these rules and regulations and provide grounds for disciplinary action as herein provided.

Exempt employees shall not accrue compensatory time nor be paid for overtime worked.

Employees under the jurisdiction and management of the Commission are not to accumulate and retain more than 40 hours of compensatory time at any given time. Any additional overtime hours worked exceeding the 40 hours allowed compensatory balance will be paid at the overtime rate. Compensatory time will only be paid out upon termination/resignation of employment. It is

the recommendation of the Cass County Commission that any employee does not accumulate and retain more than 40 hours of compensatory time at any given time.

- Upon termination of employment, any employee who has accumulated compensatory time off shall be paid at the overtime rate.
- Any overtime work which will result in an employee covered under the provisions of the FLSA accumulating compensatory time above the limits set out above, shall be compensated by payment at one and one half (1 1/2) times the straight hourly equivalent rate for the employee's classification.
- The Offices shall make every effort to avoid compensatory time or overtime by the proper scheduling of the employees.
- All compensatory time or over-time must be approved by the department/office holder.
- The period of work which will be used for ascertaining whether or not the time worked is overtime will be determined by reference to the FLSA.

7.4: Call Back Time

Employees who have left their normal workplace and who are called back to work shall be credited for actual time worked regardless of the number of individual calls or a minimum of two (2) hours, whichever is greater, except the minimum guarantee shall not apply to calls which occur within two (2) hours of a scheduled reporting time. All call-back time shall count as hours worked, including minimum guarantee time. Employees shall accumulate time from the time they begin to perform services for the County until they complete the services or are relieved from duty.

Employees who are required to appear in court in conjunction with their duties for the County shall be treated as called-back employees if the court appearance does not fall within their work schedules.

7.5: Emergency Alert Duty Status

A department head or duly authorized supervisor may designate an emergency alert duty status whereby employees would be immediately contacted by telephone or other acceptable means of communication. This duty status shall normally be limited to off-duty hours between regularly scheduled shifts or weekends.

Employees shall not receive pay for this duty status unless they are required to report for duty. Compensation upon reporting for service shall be in accordance with FLSA and department rules and regulations.

7.6: Pay Periods

Pay days shall be determined by the Cass County Commission. Effective January 1, 2023, Cass County pays bi-weekly.

7.7: Direct Deposit

All County employees receive their payroll through direct deposit. Each pay day employees receive a paper copy of their paystub documenting all earnings and deductions. Employees have the option to go “paperless” through ADP.

Section 8.0: Schedule and Attendance

8.1: Regular Working Hours

Regular working hours for all full-time employees shall be forty (40) hours in any week, except as noted below, provided approved prior to implementation by the County Commission. Individual Office Holders/Department Heads may provide for different hours in order to better serve the public with approval prior to implementation by the Cass County Commission:

- Office Holders/Department Heads shall arrange work schedules to meet the needs of the County service and may allow variable or flexible work schedules.
- The Sheriff's Office shall establish work schedules that take full advantage of the FLSA hours requirements.

8.2: Work Schedule

The Office Holder/Department Heads shall determine the work schedules for employees. Office holders/Department Heads shall maintain work schedules for all employees under their supervision on current basis and give reasonable notice of changes in work schedules.

8.3: Required Attendance

Regular and punctual attendance at work shall be required of all employees. Employees who fail to observe attendance requirements and procedures for recording and reporting of attendance shall be subject to disciplinary action.

8.4: Inclement Weather

When an employee is delayed or prevented from reporting to work due to inclement weather, the employee should contact their immediate supervisor as soon as possible. In the event the employee needs to leave work early, the individual will need to discuss this with their immediate supervisor.

At times weather-related emergencies may require the closing of County offices. The members of the County Commission will make the decision about weathered-related closings. When the decision is made to close County offices early, the Commission will notify the rest of the Elected Officials who will notify their staff.

When County offices are officially closed, time missed from scheduled work will be paid. Employees who missed scheduled work time when County offices are officially open, will be compensated by using accrued comp time or other paid time off benefits vacation, personal, or sick time.

Employee's that carry out essential job functions will still be required to perform work duties when County Offices are closed.

Section 9: Special Leave

Section 9.1: Approval Authority

An Office Holder/Department Head may approve requests for special leave as defined hereinafter in accordance with procedures established by the Cass County Commission.

Section 9.2: Court Leave

Full-time employees with benefits subpoenaed as a witness in a civil or criminal case or selected to serve on a jury shall be granted paid leave during their absence, provided, however, that all payments provided by a court for jury service shall be turned over to the employee's Office Holder/Department Head and transmitted to the Cass County Treasurer for deposit as miscellaneous revenue.

Section 9.3: Military Leave

Cass County policies regarding military service of its employees in the National Guard and the Armed Forces Reserves are in full compliance and will adhere to all the provisions of the Uniformed Services Employment Rights and Re-employments Act (USERRA) and the Missouri State Statutes. References for USERRA can be obtained online at www.esgr.org and for Missouri State Statutes at www.moga.mo.gov. Cass County will not discriminate when making hiring, promotion, or firing decisions because of past, current or future military service.

Cass County provides a military leave of absence for all employees who are members of the Uniformed Military Services and the Public Health Service to meet their military obligations for testing, physicals, training, military service and emergency response. There is no requirement that the employee have been employed by Cass County for any minimum length of time before an absence for Uniformed Service is authorized.

Employees requesting military leave of absence must notify the Office Holders/Department Head as soon as possible. Office Holders/Department Heads will then make arrangements to provide requested military leave of absence. In addition, Office Holders/Department Heads will provide employees with sufficient time off from work to safely travel to military assignments, have adequate rest, and be able to safely perform their military duties. Cass County will approve requests for leave beginning on Fridays and especially on Friday and especially on Friday evenings for National Guard and Reserve members who are performing weekend military duty.

Employee Responsibilities

Employees of Cass County must comply with the provisions of the USERRA to qualify for re-employment after authorized military leave:

- The employee (or an appropriate officer of the uniformed service) must have given Cass County prior oral or written notice of the impending service.
- The employees' cumulative period or periods of service, relating to employment with Cass County shall not have exceeded five years as defined by USERRA.
- The employee must have completed the period of service without having received a punitive or other than honorable discharge or having been dismissed or dropped from the rolls of the uniformed service.
- The employee must have made a timely application for re-employment or have been timely in reporting back to work, as follows:
 - After a period of less than 31 days of service, the employee is required to report for work at the start of the first full regularly scheduled work period on the first day after the completion of the period of service, the time reasonably required for safe transportation from the place of service of individual's residence, and a period of eight hours (for rest). If reporting that next day is impossible or unreasonable because of factors beyond the employee's control (for example, an accident on the return trip), the employee must report for work as soon as reasonably possible thereafter.
 - If the period of service is greater than 30 days but less than 181 days, the employee must submit an application for re-employment within 14 days.
 - If the period of service is 181 days or more, the individual must submit an application for re-employment within 90 days.
 - Employee's are advised to make application for re-employment, in writing, to the Human Resource Office.
 - Employee's who fail to return to work in a timely manner, as described above may be terminated from employment with Cass County.

Re-Instatement after Military Leave

Employees immediately returning to work after a period of military service of less than 31 days will be entitled to full pay, health care and other benefits during their military service and to full pay, health care and other benefits as of the time they report back to work.

Cass County will promptly act on timely applications for re-employment for employees who have completed 31 days or more of service. Cass County will offer re-employment to employees not later than the start of the second two week pay period after the pay period during which the employee submits an application for re-employment.

Seniority, Pensions Benefits and Pay

Employees on authorized military leave continue to accumulate seniority for pay, pensions, and other Cass County benefits. This includes the period between leaving Cass County and the start of military service, the period of service, the period (up to 90 days) during which any employee may submit the application for re-employment, and the period between the application for re-employment and return to work.

All officers and employees of this state, or of any department or agency thereof, or of any county, municipality, school district, or other political subdivision, and all other public employees of this state who are or may become members of the National Guard or any reserve component of the Armed Forces of the United States, shall be entitled to a leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for all periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the Governor and as ordered by the adjutant general without regard to length of time, and for all periods of military services during which they are engaged in the performance of duty in the service of the United States under competent orders for a period not to exceed a total of 120 hours in any federal fiscal year (Oct 1 to Sept 30). (Chapter 105 Section 270 Missouri Revised Statutes.

(This section is applicable if the company has a defined contribution plan in which the employee had participated before leaving for military service.) The returning employee who meets the eligibility criteria described above will be given the opportunity to make up missed employee contributions to the defined contribution plan. Such make-up contributions must be made within the period that begins on the date of re-employment and extends for three times the period of service, but not more than five years. All such make-up payments shall be made on a pre-tax basis.

Continued Health Care Benefit

Employees on authorized military leave of absence are entitled to elect continued health insurance coverage, through Cass County, *during* the military related absence from work. If the period of service (as called for in the individual's military orders) is for less than 31 days, Cass County may charge *only the employee share* of the cost of the coverage. For periods of service of more than 31 days, contact the Human Resources Office. Continued health care coverage will be available to employees on military leave of absence until:

- The employee returns to work after service, or
- The employee allows the deadline for application for re-employment to pass without having made such an application, or

- Eighteen (18) months have passed since the employee of Cass County has performed service.

The right to reinstated coverage after service is *not* contingent on continuing coverage during service.

Section 9.4: Family and Medical Leave

- a) Eligibility.** Employees who have worked at least 1,250 hours in the twelve (12) months prior to a family or medical leave request shall be granted up to twelve (12) weeks of unpaid leave during any twelve (12) month period for a child's birth, adoption or foster care arrival.

Leave may also be taken to care for a spouse, parent or child with a serious health condition or for an employee's own serious health condition which prevents the employee from performing the functions of his or her position. A serious health condition is any illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

Employees may also take leave for a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on covered active duty.

Leave may also be available for eligible employees for military related family and medical leave for up to twenty-six (26) weeks of unpaid leave during a year's period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin.

- b) Process.** When an employee is determined to be eligible for family and medical leave, the employee may be placed on unpaid leave by the County. Employees shall be required to substitute accrued paid leave for any part of the twelve (12) week period to which they are entitled under the family and medical leave provisions and for which they have accrued paid leave. Thus, the accrued paid leave will run concurrently with the unpaid FMLA leave.

Employees on approved family or medical leave are allowed (1) to continue group health and disability insurance during the leave on the same conditions as would have been provided if the employee had been continuously employed; and (2) to return to the prior job or an equivalent one in terms of pay, accrued benefits and other terms and conditions of their employment.

Employees must attempt to schedule family and medical leave so as not to disrupt County operations. If leave is for the birth or placement of a child or for planned medical

treatment the employee must give notice at least thirty (30) days in advance, or as soon as practical.

If leave is requested for a serious health condition, the employee must provide a certification from a health-care provider stating the medical facts regarding the condition, including its date of onset and probable duration.

If leave is requested to care for family members, a certification may be required to state that the employee is unable to perform the function of the job, that the leave will assist in a family member's recovery, or that there is medical need for a reduced schedule.

Employees returning from medical leave shall provide a certification from a health-care provider that they are able to resume work.

Section 9.5: Occupational Injury Leave (Worker's Compensation)

Any employee who sustains an on-the-job injury shall immediately report such injury, regardless of severity, to the Office Holder/Department Head and the Human Resource Office. The employee and the Office Holder/Department Head shall work with Human Resources to prepare required reports of such injuries and submit within twenty-four (24) of the accident.

Employees injured on the job are covered by the Missouri State Workers' Compensation Act. This law provides specific benefits including payment of approved medical expenses and partial payment for loss of wages. Payment for lost time commences after three regularly scheduled full days off from work. The first three (3) full work days off may be covered with accrued sick leave. If the employee is unable to return due to injury for more than fourteen (14) calendar days, whether consecutive or non-consecutive after the date of injury, the County Workers' Compensation program then covers partial loss of wages for the first three (3) days. No adjustments to any leave balances nor recoupment of this money will be undertaken by the County.

Office Holders/Department Heads shall be responsible for the investigation of accidents or injuries involving employees assigned to their work units. Every effort shall be made to determine the causes of accidents or injuries and preventive measures taken as appropriate.

Employees on leave due to an occupational injury shall continue to be eligible for all employee benefits which the employee was enrolled in at the time of injury.

Section 9.6: Absence Without Leave

Any unauthorized absence of an employee from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the Office Holder/Department Head. In the absence of such disciplinary action, any employee who is absent for three (3) or more days without authorized leave shall be deemed to have resigned. Such absence may be covered,

however, by the Office Holder/Department Head subsequently granting leave with or without pay where extenuating circumstances are found to have existed.

Section 9.7: Funeral Leave

Full-time employees are eligible to use paid funeral leave in the event of a death in the immediate family. The County will allow 3 days per immediate family member death. In extenuating circumstances, the County Commission may approve funeral leave for other relatives not included herein as unpaid funeral leave.

Immediate Family is defined as: Husband, wife, son, son-in-law, daughter, daughter-in-law, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren, foster children and children for which the employee has guardianship over or a member of the employees immediate household.

Section 9.8: Special Assignment Leave

Full-time employees may be granted absence from duty on a non-pay status for special assignment with another agency or government with return to the County contemplated in a definite amount of time when recommended by an Office Holder/Department Head and approved by the Cass County Commission.

Section 9.9: Insurance Coverage While on Unpaid Leave

During an occasion when a county employee is off work for an extended period of time, i.e.; family medical leave, etc, the Presiding Commissioner is authorized to pay all insurance plans for that employee until they return.

Upon their return, Payroll will meet with the employee and form an agreement with them with regard to the employee reimbursing the County for any insurance paid on the employee's behalf during their absence.

This is being done with the understanding that Cass County may, due to some unfortunate circumstances, not be able to recoup the entire amount paid.

Section 9.10: VESSA (Victims Economic Safety & Security Act) Leave

The State of Missouri's Victims Economic Safety & Security Act (VESSA) enables employees who are victims of domestic violence or sexual abuse, or whose family or household members are victims of domestic violence or sexual abuse to receive up to two workweeks of unpaid leave per 12-month period. This unpaid leave may be taken all at once, intermittently or on a reduced work schedule. VESSA runs concurrently with FMLA and/or other types of leave.

Definitions

Workweek: A work week is defined as an employee's standard work week and therefore the precise number of days entitled to each employee is dependent upon his/her standard work week.

Household Member: Household members includes a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household.

Reasonable Safety Accommodation: An adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, leave, a changed phone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting domestic violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence.

Eligibility for Leave

An employee working for an employer with at least 20 employees in Missouri is eligible for leave under VESSA if (1) the employee is a victim of domestic violence or sexual abuse, or (2) one or more of the employee's family or household members are victims of domestic violence or sexual abuse.

Purpose & Qualifying Reasons

Cass County will grant leave under the VESSA in any one or a combination of the following circumstances:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- Obtaining services from a victim services organization for the employee or the employee's family or household member;
- Obtaining psychological or other counseling for the employee or the employee's family or household member;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or to ensure economic security; or
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or

participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Notice and Documentation

Employees seeking leave under VESSA must provide Cass County with at least 48 hours' advance notice of the intention to take leave, unless giving notice is not practicable.

Employees are required to provide certification that (1) the employee or the employee's family or household member is a victim of domestic or sexual violence, and (2) that the leave is for one of the qualifying reasons set forth above. The employee must provide the certification within a reasonable period after the employer requests certification. VESSA approved certification includes a sworn statement from the employee, and the following:

- Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence or sexual violence and the effects of such violence;
- A police or court record; or
- Other corroborating evidence.

VESSA documentation, including but not limited to, the employee's certification, medical records, police or court record and any other corroborating evidence will remain confidential. VESSA prohibits employers from disclosing this information except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal or state law.

Maintenance of Benefits and Restoration Rights

Similar to the Family and Medical Leave Act (FMLA), Cass County will maintain coverage for the employee and any family or household member under any group health plan for the duration of the VESSA leave at the current level of the employee's benefits. In the event the employee does not return to work following VESSA leave, Cass County will recover the premiums paid during the leave of absence.

Reasonable Safety Accommodations

Cass County will make reasonable safety accommodations, in a timely manner, to the known limitations resulting from circumstances unless such accommodations would impose an undue hardship on the County. Moreover, Cass County will consider any exigent circumstances or danger facing the employee or his/her family or household member in determining whether the accommodation is reasonable.

Section 10.0: Travel & Training Expenses

10.1: Policy

Office Holders, Department Heads and employees shall be reimbursed for official travel and related expenses while carrying out official duties, attending professional conferences/training courses which will benefit both the employee and the County. Employees must have prior approval from the Office Holder before scheduling and attending conferences/training courses. All efforts shall be made to keep travel expenses to a minimum.

10.2: Reimbursable Expenses

The following expenses shall be reimbursed according to established allowance or actual cost when accompanied by receipts or other appropriate required documents.

- **Travel Expense:** Airfare
- **Travel Expense with Personal Vehicle:** The mileage reimbursement rate for authorized travel shall be at a rate determined by the Cass County Commission. All mileage will be based on starting at the work location to your lodging/training destination. See Section 5.9: Travel Mileage Reimbursement Rate.
- **Registration Fees:** The cost for conferences, seminars and training will be paid for by the County.
- **Lodging:** Overnight lodging when travel extends beyond fifty (50) miles from the County will be reimbursed, unless lodging is included in your conference/training reservation.
- **Meals:** Reimbursement for meals (unless provided), whether in state or out of state, shall be up to \$60.00 per day. The County will reimburse up to the following amounts per meal:
 - \$14.00 for Breakfast
 - \$16.00 for Lunch
 - \$30.00 for Dinner
- **Other:** Employees may be reimbursed for reasonable travel expenses such as: shuttle service, cab fares, bus rides, uber and parking. Rental car fees may be reimbursed when traveling via air. Employees must provide a detailed written explanation for car rental and/or unusual transportation fees.

10.3: Non-Reimbursable Expenses

The following travel expenses shall not be reimbursable:

- **Duplicate Meal Payments** - The separate amounts for breakfast, lunch and dinner listed in section 10.2 are provided should you need to deduct any of those meals from your trip voucher. For example, if your training/conference includes meals that are already paid for by Cass County (such as through a registration fee for training/conference), you will need to deduct those meals from your voucher as the County will not reimburse the same meal twice.

- **Meal Overage** - Only the allotted amount approved by the Cass County Commission will be reimbursed by the County. Any overage will be at the employee's expense. See section 10.2 for a meal cost breakdown.
- **Missouri Sales Tax** - The County will not pay or reimburse Missouri sales tax on hotels. If hotel accommodations are in Missouri, a Missouri Tax Exemption form must be used either at time of reservation or when paying the bill upon check out.
- **Travel Guest** - Costs incurred by a spouse, relative or other guest accompanying an employee will not be reimbursed.
- **Personal Expenditures** - Valet service, laundry and cleaning, entertainment, side trips, delivery fees, rentals fees, etc.
- **Alcoholic Beverages**

10.4: Travel Reimbursement Process

Travel Reimbursement - A voucher for any expenses that are not included in your conference/training reservation can be completed prior to travel **or** must be completed and submitted to the Auditor's office within thirty (30) days after returning from official duties or professional conference/training.

See section 10.2 and 10.3 for a detailed explanation of reimbursable and non-reimbursable expenses.

The following items must be included with your reimbursement request to the Auditor's office:

- **Travel Reimbursement Voucher:** A completed Travel Reimbursement voucher with signatures from the Office Holder/Department Head.
- **Conference/Training Agenda:** A detailed copy of the conference/training agenda to confirm location and what meals were included in the registration.
- **Travel Expense for use of personal vehicle:** A map printout confirming the actual mileage from your work location to your lodging/training destination (this is only required if not using estimated mileage listed on the reimbursement voucher for frequently traveled cities).
- **Registration, Lodging and Airfare Expense:** Itemized receipt
- **Travel Expense:** Reimbursement for Airfare and other reasonable and related expenses incurred with air travel to be reimbursed according to actual cost when accompanied by actual receipts.

10.5: Vacation Combined with Official Travel

An employee wishing to combine a vacation by private vehicle when on official business or attending a professional conference or training must have approval from the Office Holder or Department Head, or where appropriate the Cass County Commission. The employee will be reimbursed mileage based on starting at their work location to the lodging/training destination. The County will **ONLY** reimburse the expenses incurred by the employee.

10.6: Use of Personal Vehicle for Official Business

Office Holders and Department Heads are encouraged to promote the use of County vehicles whenever possible in lieu of use of personal vehicles when traveling for County business. Cass County is not responsible for damage to employee's vehicles sustained while on County business. Employees required to use their personal vehicles for official County business shall be compensated at the standard business use mileage rate set by the IRS set on January 1st each year. All mileage will be reimbursed based on starting at the work location. A Travel Reimbursement voucher for mileage must be completed and submitted to the Auditor's office monthly for mileage reimbursement when using a personal vehicle.

10.7: Use of County Vehicles

Employees who are required to drive county owned vehicle must maintain a valid state issued operator's license. Employees who are assigned take-home vehicles from the Cass County fleet are prohibited from using the vehicle for any use outside of Cass County business except for insignificant personal use.

Employees shall report any accidents involving a Cass County vehicle, and/or other property or vehicle of another party immediately to the Office Holder and the Human Resources office. Failure to report damage of a Cass County vehicles as prescribed may result in disciplinary action.

Section 11.0: Motor Vehicle Policy

11.1: Policy

The County may provide vehicles to County employees for the purpose of conducting official County business. All employees who drive County vehicles or personal vehicles on County business, are expected to exercise due diligence in driving safely and following the rules of conduct in this policy. Also, the security of all vehicles and the contents of vehicles should be maintained to the greatest extent possible, including the removal of keys from parked vehicles. Employees are also responsible for any driving infractions or fines as a result of their driving. The following policy outlines guidelines for the usage of Cass County vehicles and personal vehicles while on County business. The Sheriff's Office has a separate MVR policy.

11.2: Vehicle Use

County Owned Vehicles

1. Employees authorized by their Elected Official/Department Head will be permitted to operate County owned vehicles.
2. Passengers allowed in county vehicles are limited to the following:
 - a. Employees of Cass County
 - b. Individuals contracted to work for Cass County
 - c. Individuals approved through official "Ride Along" programs.
 - d. Employee's spouse or significant other for county sponsored or approved events.

11.3: Driver Qualification

Individuals who are required to drive a vehicle as a condition of employment must be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered an incidental function of the position.

Cass County has implemented three levels of driver qualification criteria.

Use of any or all of these criteria is dependent upon the nature and scope of the driving requirements.

1. State-regulated driver qualification parameters must be met. Employee must hold current proper license for the vehicle they are operating.
2. Review the employee's Motor Vehicle Record (MVR) annually (more frequently if reasons warrant).
3. Employees that require a CDL per their specific job description will comply with DOT Commercial Driver License (CDL) regulations and will be enrolled in a DOT Drug and Alcohol Testing Program.

The Missouri License Point System will be used to identify high risk drivers. A driver is deemed high risk if the driver's violation history in the past two years is assessed 6 or more points, or if it is determined that the driver has one or more of the

following violations:

1. Driving under the influence of alcohol or drugs (DWI, DUI).
2. Hit and run.
3. Failure to report an accident.
4. Negligent homicide arising out of the use of a motor vehicle.
5. Using a motor vehicle for the commission of a felony.
6. Operating a motor vehicle without the owner's authority.
7. Permitting an unlicensed/unauthorized person to drive.
8. Reckless driving.
9. Two accidents in a 12 month period.

Driver's License Points	Driver Categories	Summary of Categories
1- 5 Points	Acceptable	The driver will receive a written notice of their license status.
6- 8 Points	Borderline	The driver will receive a written warning of their license status stating that continued violations could impact their ability to drive on city business.
9- 11 Points	Elevated Risk	The driver will receive a written notice of their license status, a written reprimand placed in the driver's personnel file, and required to take a driver improvement course. Management will determine if the employee will be reassigned to a non-driving position (if available) or be reinstated following the completion of a driving course.
12 Points	High Risk	The driver will receive a written notice that their loss of license may result in driver being suspended or terminated.

The County will monitor Motor Vehicle Records (MVR) in order to determine the appropriate driver category for authorized personnel. The Elected Official/Department Head will make final decisions on discipline, which may include termination.

Drivers who are identified as high risk or in violation may be subject to several actions including, but not limited to:

1. Driver may be required to attend a Defensive or Safe Driver course on their own time & expense.
2. Driver may have their driving privileges at work suspended or revoked.

11.4: DRIVER SAFETY REGULATIONS

1. **Safety Belts:** The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts.
2. **Impaired Driving:** The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.
3. **Traffic Laws:** Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances.
4. **Vehicle Condition:** Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.
5. **Cell Phones:** The following procedures apply to employees driving on County business who wish to use cell phones, radios, ear buds, or any other communication/listening devices in the vehicle.
 - a. Texting while driving is prohibited.
 - b. Drivers may use a hands-free on a cell phone. To comply, an employee must have their cell phone located where they are able to initiate, answer, or terminate a call by touching a single button. The employee must be in the seated driving position and properly restrained by a seat belt. Employees are **not** in compliance if they unsafely reach for a cell phone, even if they intend to use the hands-free function.
 - c. Employees are prohibited from using any headsets, earbuds or similar device while operating equipment.
6. **Motorcycles:** Employees are prohibited from using motorcycles when traveling on business for the County.

11.5: General Safety Rules

Employees are not permitted to:

1. Text while driving
2. Pick up hitchhikers.
3. Accept payment for carrying passengers or materials.
4. Use any radar detector, laser detector or similar devices.
5. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
6. Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
7. Assist disabled motorist by pushing or pulling another vehicle or assist accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being is to be protected at all times.
8. Smoke, use smokeless tobacco, vape, or use e-cigarettes in County owned vehicle or equipment.
9. Be in possession of deadly weapon(s) in County owned vehicle.