

BARTON COUNTY EMPLOYEE HANDBOOK



***Version Three Adopted
by the
Board of County Commissioners
of Barton County, Kansas
Effective January 1, 2007***

***Drafted by Barton County
Elected Officials
Department Heads
and the
Employee Relations Committee***

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Welcome new employee!

On behalf of your colleagues, we welcome you to Barton County and wish you every success here.

We believe that each employee contributes directly to Barton County's success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Barton County.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Barton County Commissioners
Barton County Counselor / Administrator

Barton County Employee Handbook

I. Services Provided and Locations

OFFICES

Each office carries out specific duties. Included here are the departments, their function and where located.

Courthouse 1400 Main, Great Bend

Commission Room 106 - First Floor, Courthouse

Sets policies and makes decisions on all County operations. The Commissioners meet in Regular Session each Monday at 9:00 a.m., unless otherwise announced. Commissioners are in their office on Mondays and as the Chair announces weekly.

Counselor / Administrator Room 107 - First Floor, Courthouse

Sees that policies are carried out and advises Commission on the issues that come before the Board. Oversees day-to-day operations. Provides for the development and improvement of the economy in Barton County. Provides legal advice for civil matters.

Financial Officer Room 107 – First Floor, Courthouse

- County Payroll
- Administer County Health Insurance Coverage
- KPERS Designated Agent
- Administer Employee Benefit Plans
- Responsible for the Investment of County Idle Funds
- County Budget Preparation
- Monitor County Financial Statements
- Voting Member of Economic Development Revolving Loan Committee

County Engineering Room 108 - First Floor, Courthouse

Bridges

- Design and Construction Inspection
- Structural Bridge Inspections

Roadway

- Maintenance of Roadway Records and Surveys
- Paving project Design
- Vacate Roadway and Minimum Maintenance Roadway Procedures

Traffic Studies

- Stop Signs, Yield Signs, Roadway signage, pavement markings
- Intersection Safety and Sight triangle determinations

Survey

- Maintain Section Corner and Road Record information
- Review all plats filed with Register of Deeds

Storm Drainage

- Design project improvements
- Prepare Stream obstruction permits-Division of Water Resources

Flood Plain

- Maintain Base Flood Elevations (BFE) for DFIRM
- Assist property owner submittals of following DFIRM changes

- Letter of Map Amendment (LOMA), (CLOMA)
- Letter of Map Revision (LOMR), (CLOMR)

Kansas Department of Transportation (KDOT)

- Grant Applications and Maintain and Update KDOT five year plan
- Project Administration and Construction Engineering

Road & Bridge

7th & Morphy (2401 - 7th), Great Bend

- Maintains County infrastructures to include bridges and culverts.
- Maintains approximately 389 miles of asphalt roads.
- Maintains traffic control signs consisting of over 5,000 road signs and 3,500 signs indicating 911 road names.
- Maintains County-owned access roads and parking lots.
- Maintains County owned sandpits and oversees their operations
- Assists other County departments as needed.

Noxious Weed

6th & Morton (2300 - 6th), Great Bend

- State mandated to control and eradicate noxious weeds on all County, State and township roads as well as railroad rights of way and on County property.
- Monitors costs related to noxious weed work.
- Collects revenues for reimbursed noxious weed work.
- Assists other County departments as needed.

Environmental Management

Fourth Floor, Courthouse

Environmental and Sanitary Code

- Administers and enforces the Environmental and Sanitary Code, conducts water testing for private water supplies, conducts inspections for property transfers with private water wells and/or septic system.

Zoning

- Administers and enforces the County Zoning Regulations, conducts inspections for compliance with regulations and issues building permits.
- Responsible for the coordination of the Monthly Planning and Zoning meetings and assists with all interactions related to the Planning Commission and Zoning Board.

Flood Plain

- Assist property owners with requests for floodplain determinations

Nuisance

- Administers and enforces the County Nuisance Code Regulations, conducts inspections for compliance with regulations and works with the County Commissioners when non-compliance is an issue.

Solid Waste Landfill

350 NE 30 Road, Great Bend

- Responsible for the operation and management of the County's Landfill facilities.
- Disposal of municipal solid waste, construction/demolition waste and special waste for County residents and businesses.
- Operates the household hazardous waste facility and program serving Barton, Pawnee and Ellsworth Counties.
- Landfill operates on a tipping fee for revenue generation.

Emergency / Risk Management

Room 108 - First Floor, Courthouse

Although generally associated with Severe Weather Safety (Tornadoes, Floods, Winter Storms, etc), the department maintains the following functions:

- Responsible for emergency planning, preparedness, mitigation and recovery activities for Barton County.
- Coordinates County's response to emergency and disaster situations.
- Maintains Barton County's Emergency Operations Plan.
- Provides public education concerning emergency preparedness for individuals, schools, businesses and other agencies when requested.
- Provides oversight of Citizen Corps, Community Emergency Response Team for Barton County and Barton County Neighborhood Watch.
- Coordinates liability, property and worker's compensations insurance programs.
- Collects accident reports from employees and citizens and submits them to insurance companies.

Communications/911

1300 Stone, Great Bend

- Handles all 911 calls within Barton County.
- Handles radio traffic for all emergency services (Law Enforcement, Fire and Emergency Medical Services) in the County.
- Provides 911 locator numbers to residents living outside city limits in Barton County.

Facilities Management

Room 109 - First Floor, Courthouse

Janitorial services and maintenance for County buildings and vending machines. Public must contact this office to schedule use of the Courthouse lobby or Conference Room.

Appraiser

Room 206 - Second Floor, Courthouse

- Discovers, lists and values all taxable personal property including oil and gas
- Discovers, lists and values all real estate for taxation purposes
- Creates and maintains files for all persons in the county owning personal property
- Creates and maintains files of all active oil leases in the county and the royalty interest owners
- Creates and maintains files for all parcels of real estate that include:
 - Ownership
 - Tract description of property
 - Current use of property
 - Description of any and all structures on the parcel of real estate
- Performs annual analysis to assist in the development of real estate values. This analysis includes:
 - Verification of all sales that take place in the county
 - Development of Land Valuation Models
 - Development of Income and Expense Models for use in valuing commercially classed property
 - Development of Residential Use Market Models
 - Development of an overall capitalization rate for use in the income approach to value for commercial properties
 - Depreciation studies for commercial and residential properties
 - Cost studies to assist in the determination of the current cost to build in Barton County

Treasurer

Room 207 - Second Floor, Courthouse

Taxes – Handles County funds. Collects taxes. Informs public of taxes due on property when inquiries are made.

Vehicle – Collects vehicle taxes for the State of Kansas. Informs public of amount of vehicle taxes when inquiries are made.

Driver's Licenses

Second Floor, Courthouse

A state office housed in the Courthouse. Issues driver's licenses to persons in a multi-County area.

Information Technology

Room 201 - Second Floor, Courthouse

Handles computers, programming, maintenance and all other aspects of the County's various computers and phone systems.

County Clerk/Election Officer

Room 202 – Second Floor, Courthouse

Mail Room

Room 202 – Second Floor, Courthouse

Records

Room 202 – Second Floor, Courthouse

- Voter Registration
- Accepts election filings
- Conducts Elections for all Barton County Entities
- Game Licenses
- Sets Tax Levies
- Creates Tax Abstracts
- Creates Tax Rolls for Real/State Assessed/Personal Property/Oil & Gas Properties
- Rate Checks and Files all Municipality Operating Budgets
- Commission Minutes/CD's/Resolutions
- Transfer Record for Real Estate
- Tax Roll Adjustments
- Accounts Payable
- Bookkeeping
- General Ledger
- Mail center
- Homestead Refunds/Income tax forms
- Maintains County historical and current records
- Freedom of Information Officer
- Public Information Officer

Register of Deeds

Room 205 - Second Floor, Courthouse

The Register of Deeds Office preserves all of the records pertaining to real estate and related transactions. Includes

- Legal descriptions
- Real Estate documents:
 - Deeds
 - Mortgages, Assignments and Releases of Mortgages
 - Mineral Conveyances, Leases and Assignments
 - Easements
 - Resolutions and Ordinances
 - Covenants and Restrictions pertaining to Platted Subdivisions
 - Federal Income Tax Liens (State Income Tax Liens are at the Clerk of the District Court's Office)
 - State Employment Tax Liens
- Personal Property (UCC filings on goods and services) such as:
 - Vehicle Mechanic's Liens (Mechanic's Liens on house construction are at the Clerk of the District Court's Office)
 - Fixture Filings
- Rural County School Records (to 1969)
- Plat maps and surveys
- Honorable Military Discharges (DD214)
- Articles of Incorporation (filing in County is optional; complete list with Secretary of State)

- Passport applications, and execution of passports from 8:00am to 3:30pm
- Maintains records for the Barton County Memorial Parks and Cemetery Complex

Clerk of the District Court Room 306 - Third Floor, Courthouse

Handles court cases, probates, marriage licenses and Sheriff's and Highway Patrol traffic tickets. Court Administrator sets policies for this State office.

Judges Room 307 - Third Floor, Courthouse

Hear court cases. Court Administrator sets policies for this State office.

Attorney Room 302 - Third Floor, Courthouse

Advisor to law enforcement; offers victim/witness assistance; prosecutes criminal, traffic, juvenile offender, child in need of care and care and treatment cases.

Sheriff's Office 1416 Kansas, Great Bend

- Maintains prisoners for the District Court of Barton County, State of Kansas, as well as other local, State and Federal Agencies.
- Retrieves fugitives from other jurisdictions who are wanted in Barton County.
- Maintains security in the Barton County Courthouse.
- Serve arrest warrants, civil and criminal process.
- Responds to, and investigates, criminal activity anywhere in the County.
- Enforces motor vehicle laws, conducts check lanes and investigates vehicular crashes. Conducts V.I.N. inspections for vehicle registration
- Provides education to the public through programs such as D.A.R.E., Driver Improvement, Methamphetamine Awareness and Identity Protection.
- Conducts background checks for firearm purchases.
- Alerts the public to severe weather and damage such as storms, tornadoes, flooding and local road conditions. (ice, blizzards etc.)
- Assists any local authority during major incidents, special events or when extra officers are required.

Health 1300 Kansas, Great Bend

- Prevents epidemics and the spread of disease
- Protects against environmental hazards
- Prevents injuries
- Promotes and encourages healthy behaviors
- Responds to disasters and assists communities in recovery
- Assures the quality and accessibility of health services

In doing so:

- Monitors health status to identify and solve community health problems
- Diagnoses and investigates health problems and health hazards in the community
- Informs, educates and empowers people about health issues
- Mobilizes community partnerships and actions to identify and solve health problems
- Develops policies and plans that support individual and community health efforts
- Enforces laws and regulations that protect health and ensure safety
- Links people to needed personal health services and assures the provision of health care when otherwise unavailable
- Assures a competent public health and personal health care workforce
- Evaluates effectiveness, accessibility and quality of personal and population-based health services
- Researches for new insights and innovative solutions to health problems

Probation/Court Services 1806 - 12th, Great Bend

In charge of probation. Serves the Twentieth Judicial District. Court Administrator sets policies for this State office.

Central Kansas Community Corrections 1806 - 12th, Great Bend

Intensive probation. Serves the Twentieth Judicial District. State-funded program. Follows policies of the County.

Juvenile Services 1213 Baker, Great Bend

- Prevents youth from becoming involved in the juvenile justice system.
- Provides Prevention Classes: Parenting, Anger Management, Independent Living Skills, Recreation and Leisure, Substance Abuse Awareness, Social Skills, Study Skills
- Provides DFYIT(r) to participating schools/youth in Barton and Rice Counties.
- Promotes public safety by holding youth accountable for their behavior, and improves the ability of youth to live productively and responsibly in their communities.
- Provides Juvenile Intake and Assessment as provided in KSA 75-7023 to the 20th Judicial District, namely Barton, Rice, Russell, Ellsworth and Stafford Counties.
- Provides various forms of mediation services and crisis intervention services.
- Makes referrals to community services.
- Provides Project S.T.A.Y. (School Truancy Alternative for Youth) to participating schools/youth/families in the 20th Judicial District.
- Provides Community Work Services opportunities for all youth participating in prevention/intervention and graduated sanctions programs within the 20th Judicial Districts
- Provide community supervision for youth who are involved in the juvenile justice system.
- Provides Juvenile Intensive Supervision (JISP) for the 20th Judicial Districts
- Provides JJA Case Management for the 20th Judicial District.
- Provides Surveillance Services for youth in JISP and JJA Case Management.
- All programs are grant funded and seeking grant opportunities as appropriate is on-going.

State of Kansas Parole Office 1806 – 12th, Great Bend

State Office housed in County building. Provides parole services for released offenders for the State of Kansas.

Extension 1800 - 12th, Great Bend

Handles agricultural and farming operation, 4H and home economics. State-supported office. Barton County provides office space.

Adopted 01/01/94

Revised 11/24/97; 07/19/04; 11/06/06; 01/05/09; 10/14/13

II. BARTON COUNTY'S HISTORY

Barton County provides many services and assists with many tasks related to County operations. The County strives to serve its citizens in the most efficient way possible.

Barton County was, prior to 1872, attached to Ellsworth County for judicial and revenue purposes. In 1872, the County met the minimum population requirement of 600. At that time, on petition for Barton County landholders, Governor James M. Harvey appointed Thomas L. Morris, John H. Hubbard and George M. Berry as special County Commissioners. Great Bend was named as the temporary County seat.

On May 23, 1872, the Commissioners met and elected Morris as Chairman. They divided the County into three civil townships - Lakin, Great Bend and Buffalo. An election for the County and township officers and for the permanent location of the County seat was ordered to be held on July 1, 1872.

Elected were L. H. Lush, John Cook and M. W. Halsey, County Commissioners; W. H. Odell, County Clerk; T. H. Morris, Register of Deeds; J. D. Howard, Clerk of the District Court; E. L. Murphy, Treasurer; D. N. Heizer, Probate Judge; J. G. Howard, County Attorney; A. C. Moses, Superintendent of Schools; John Farbow, Surveyor; George N. Moses, Sheriff; D. B. Baker, Coroner. In the vote for the County seat, Great Bend received 144 votes, Ellinwood 22 and Zarah 33. Zarah, which was the first town started in the County, quickly disappeared.

Barton County's previous attachment to Ellsworth created some early problems. The assessors of Ellsworth had assessed the property of Barton County and had returned their assessment book to Ellsworth County. Between the time the assessment was made and the time Barton County was officially organized, a number of Barton County property owners had paid their taxes to the treasurer of Ellsworth County. Ellsworth County refused to pay these taxes over to the new County. For awhile, the account states, it seemed the matter would have to go to Court, "but finally an amicable agreement was entered into satisfactory to both Counties, and their disagreements were adjusted."

In 1875, Barton County's boundary was extended southward in a partition of Stafford County territory. Pratt received two townships, Pawnee three and Barton three. This put Hudson, Radium, Seward and part of St. John within the borders of Barton County.

Stafford County had not yet been organized, and the legislature apparently intended that Stafford County be eliminated entirely. But the division had left two townships remaining in Stafford territory, and from this small area, Stafford County fought back.

It was in 1879 that the battle was carried to Topeka. The legislature was ready to rule in Barton County's favor when the bill to do so went to the foot of the calendar and failed to rise before adjournment. So, instead, the matter went to the supreme court. The ruling was swift. The court referred to a constitutional provision which stated that no new county should be reduced to an area less than 432 square miles, and the Stafford boundaries prior to 1875 were restored.

Today, Barton County is divided into 22 townships. Each township has 3 elected persons: a Trustee, a Treasurer, and a Clerk, each of whom serve a 4-year term. A list of Township Officials may be obtained in the County Clerk's Office.

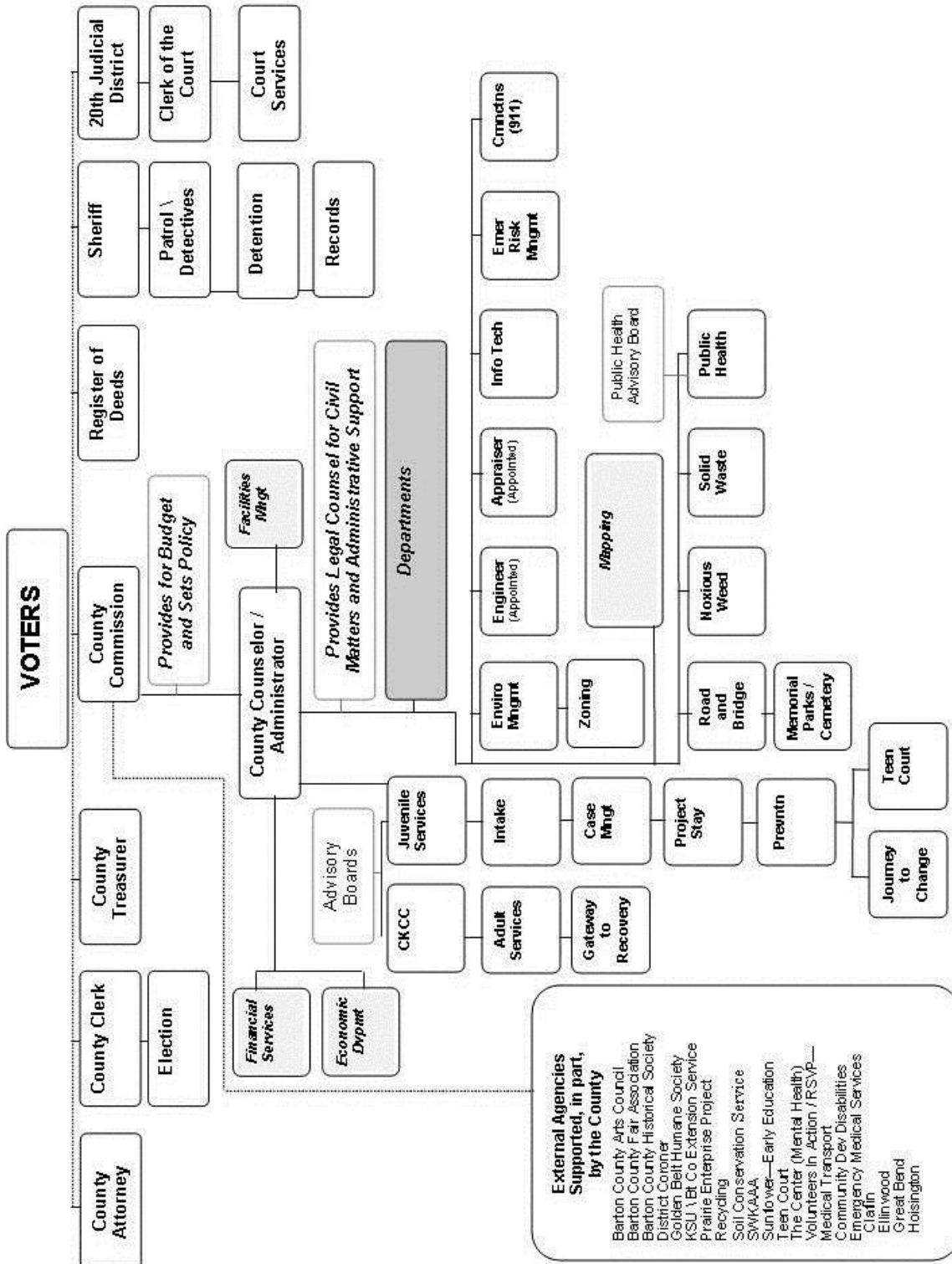
Nine cities are located in Barton County: Albert, Claflin, Ellinwood, Galatia, Great Bend, Hoisington, Olmitz, Pawnee Rock and Susank. The population of Barton County according to the U. S. Census (certified July, 2004) is 27,467.

In November, 2002, County citizens approved a referendum to add two new members to the Commission. With a total of five members, new district boundaries were submitted to then Governor Bill Graves for the appointment of the two additional members. The appointed members took office on January 13, 2003.

Revised 07/19/04; 11/06/06

Barton County Employee Handbook

III. ORGANIZATIONAL STRUCTURE



Edited—10/08/13

Revised 11/24/97; 07/19/04; 11/06/06; 10/14/13

This handbook is designed to acquaint you with Barton County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Barton County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Barton County continues to grow, the need may arise to change policies described in the handbook. Barton County therefore reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur.

The personnel policies, procedures, and provisions contained herein are applicable to all employees of Barton County except elected officials, appointed members of boards and commissions, persons employed by contract and persons appointed to serve without pay.

Each individual office may formulate an office policy manual which is beyond the purpose and scope of this manual. These departmental manuals may not enhance the provisions nor decrease the rights and benefits established herein.

Further, nothing contained in this handbook, nor in any departmental office policy manual, shall be construed as creating an employment contract between an employee and the County. The County is an "employer at will", which means the County may hire or fire non-elected employees at the discretion of the County and that employees may quit at anytime.

**BARTON COUNTY
EMPLOYEE ACKNOWLEDGMENT FORM**

The Barton County Employee Handbook contains important information relative to my employment with Barton County. I understand the Employee Handbook is located on the Barton County website, under the employee tab. New employees will not be provided a copy of the employee handbook, nor will copies of the handbook be provided to existing employees. The handbook is always available on the Barton County website and employees may print all or part of the handbook as appropriate.

The information, policies and benefits described in the handbook are subject to change. I understand that if changes are made to the handbook that employees will be notified of the changes and will be required to sign an acknowledgement form indicating notification of the change. Any changes will be made by the Board of County Commissioners, Barton County Kansas.

I acknowledge that it is my responsibility to read the Barton County Employee Handbook. I acknowledge that I know the online location of the handbook, and that if I do not have access to a computer, that the County will provide me access so that I can review the handbook. I acknowledge that written copies of the handbook are available for my review in the Administrator's office and in my department office. I acknowledge that my failure to read and understand the handbook shall not be an excuse by me for violating handbook provisions.

I acknowledge that the Barton County Employee Handbook is neither a contract of employment nor a legal document. I acknowledge that no employment contract, either express or implied, exists because Barton County has published a Barton County Employee Handbook. I acknowledge and understand that Barton County is an employer at will and that my employment may be terminated at any time and for any reason, and that the employee handbook does not change, alter, or modify Barton County's position as an employer at will.

I understand it is my responsibility to read and comply with the policies contained in the Barton County Employee Handbook and any revisions made to it. I understand that by my signature I acknowledge I have been informed concerning the information contained on this page and that I know it is my responsibility to read and understand the employee handbook. I further understand that if there are any provisions of the employee handbook that I do not understand that I may talk to my department head or to the County Counselor/Administrator to have the terms of the handbook that I do not understand explained to me.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

DEPARTMENT HEAD'S SIGNATURE

DATE

Note: This form must be filed with the County Administrator's Office for inclusion in personnel file.

This handbook is intended to provide employees with a general understanding of Barton County's personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Barton County.

However, this handbook cannot anticipate every situation or answer every question about employment. This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Barton County is bound to continue the employment relationship. Barton County employees are "at-will" employees.

In order to retain necessary flexibility in the administration of policies and procedures, Barton County reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the Commissioners of Barton County.

The work conditions, wages and benefits offered its employees by Barton County are intended to be competitive with those offered by other employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Department Head.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. Barton County amply demonstrates its commitment to employees by responding effectively to employee concerns.

To aid the relationship between the County and its employees, an Employees Relations Committee was established by Barton County. The Committee is comprised of one staff member from each office. Meetings are held on a periodic basis, where the Committee discusses issues important to employment with the County and issues dealing with personal health and well-being. More information on the Committee may be obtained from your Department Head or from the Committee Chairman.

GENERAL INFORMATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Barton County will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, genetic information*, sexual orientation, gender identity, marital status, or any other characteristic protected by law.

Barton County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Barton County employees who bring questions or concerns in good faith about discrimination, or who exercise other rights guaranteed by State or Federal law, are protected from retaliation.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Department Head or the Administrator's Office. Employees can raise concerns and make reports without fear of reprisal. Employees found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, including termination of employment.

AWARENESS

Every elected official, Department Head, supervisor, and employee of the County shares the responsibility of ensuring EEO in Barton County. This responsibility includes cooperation in County personnel administration, continued awareness of the EEO policy and concept, and identification of any procedures or situations with the potential for discrimination.

EEO COORDINATOR

The County Administrator has been assigned the responsibility for Equal Employment Opportunity (EEO) coordination in Barton County. This responsibility includes the following duties:

- Monitor federal and state EEO regulations for amendments or new requirements and disseminate this information to all Barton County officials.

- Provide assistance and support to County personnel as needed to assure compliance with regulations.

- Establish and conduct procedures for the collection, maintenance, and analysis of statistical data for EEO purposes. EEO data shall be used to evaluate the County's personnel administration and management procedures, to identify any adverse impact of those procedures on EEO

target groups, and to meet federal record keeping and reporting requirements.

Prepare EEO reports and surveys as required.

Provide counseling and assistance to employees, applicants for employment or terminated employees who believe they may have been victims of discriminatory treatment. This assistance shall not be construed as legal advice, but rather as an attempt to resolve actual or perceived problems related to EEO before the filing of a formal grievance or litigation.

*The protection of characteristics derived from genetic information is a result of GINA. GINA protects Americans from discrimination based on information derived from genetic tests. It forbids insurance companies from discriminating through reduced coverage or pricing and prohibits employers from making adverse employment decisions based on a person's genetic code. In addition, insurers and employers are not allowed under the law to request or demand a genetic test.

Adopted 01/01/94

Revised 12/31/07; 04/26/10; 09/15/14; 10/26/15

**BARTON COUNTY, KANSAS
OUTSIDE EMPLOYMENT REQUEST FORM**

I, _____, an employee with the _____, hereby request approval for employment outside my employment with Barton County pursuant to Section 108, Outside Employment, of the Barton County Employee Handbook. The following information is hereby provided:

Name of Business _____

Address _____

Phone _____

Number of Other Employees:

Type of Business:

Number of hours to be worked daily or weekly with other employer:

Type of work to be performed:

I understand that Barton County's worker's compensation insurance does not provide coverage to me while working with the other employer.

Employee Signature

Date

_____ Approved _____ Disapproved

Notes:

Department Head Signature

Administrator Signature

Date

Date

To be filed in Employee's Personnel File in the Administrator's Office.

Adopted 11/06/06
Revised 01/05/09

The employment of relatives in the same department of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Barton County may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Barton County employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the Department Head and County Administrator will decide who is to be transferred, if an open position exists at that time and the transferring party is qualified for the open position. If that decision is not made within 30 calendar days, the County Commissioners will make the decision. If no open position exists, the junior employee will be terminated.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, relatives are defined to include spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

This portion of the Barton County Employee Handbook is subject to the "grandfather clause." Any employees hired under the previous handbook are exempt from this policy.

It is the policy of Barton County to require medical or psychological examinations as a part of its selection process or evaluation for continued employment only in the following situations:

1. All prospective employees, with the exception of on-call workers described in Section 201, who have been given a conditional offer of employment shall have a pre-employment physical with a County-designated physician or other such practitioner. If the pre-employment physical indicates the prospective employee cannot perform the essential functions of the offered position, the prospective employee will not be offered the position.
2. Where there exists a need to determine whether an employee still is able to perform the essential functions of his or her job;
3. Periodic physical examinations to determine fitness for duty or other medical monitoring that is required by medical standards or by federal, state or local law; or
4. Voluntary medical examinations, including voluntary medical histories, that are part of the employee health program.

A drug test is not considered a medical examination and may be administered by Barton County any time in the pre-employment or employment process in accordance with Barton County policy and practice.

Should a pre-employment exam be required, the County shall designate the physician or other such practitioner and pay the cost of the examination. Arrangements will be made through the employee's office. Such office shall then forward any returned results to the Administrator's Office. Results will be kept separate from employment records and will be confidential. The only persons who shall have access to the medical information are:

- A. Staff of the Administrator's Office;
- B. For information related to Workers Compensation, the Emergency Risk Manager;
- C. Department Head or Supervisor only to the extent of needing to determine the necessary restrictions of or accommodations needed for an employee;
- D. Government Officials investigating compliance with the law; and
- E. The employee, if requested, as provided in the Health Insurance Portability and Accountability Act.

It is the intent of Barton County to comply with the requirements of the Americans with Disabilities Act and all other federal or state statutes relating to hiring and retention of employees with disabilities. Nothing contained in this handbook is intended to limit or expand the requirements of federal and state law.

Barton County is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. Barton County is equally committed to assisting the State of Kansas in providing information on the assignment of child support.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form.

Barton County requires newly hired employees, those rehired or those returning to work to complete a W-4. These withholding allowance certificates must contain the employer's name, address and federal identification number plus the employee's name, address and social security number. Each new employee's form will be sent to the Kansas Department of Human Resources within 20 days of the employee beginning work. Providing this information is a federal requirement for a nationwide system of tracking individuals who owe child support obligations and for sharing information among the various states.

In the State of Kansas, government employees are required to sign an Oath or Affirmation of Office or Employment. This oath states that the employee will uphold the Constitution of both the United States and the State of Kansas. This oath is required by Kansas statutes.

STATE OF KANSAS
OATH OR AFFIRMATION OF OFFICE OR EMPLOYMENT

**(Authorized by K.S.A. 1968 Supp. 75-4308 through 75-4314;
K.S.A. 54-101 through 54-103 and K.S.A. 54-106)**

STATE OF KANSAS]
 -- S.S.]
BARTON COUNTY

Barton County
(Legal Title of Tax Supported Unit)

I do solemnly swear, or I do solemnly, sincerely and truly declare and affirm, that I will support the Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the duties of

(Office of Employment)

So help me God, or, and this I do under the pains and penalties of perjury.

Signature of Deponent or Affirmant

Subscribed and sworn (affirmed) to before me this _____ day of _____,
20_____

My Commission expires _____, 20_____

Notary Public or other Authorized Officer

Filed with me this _____ day of _____, A.D. 20_____

NOTE: "Any person having conscientious scruples against taking an oath, may affirm with like effect" (K.S.A. 54-103). Please strike out the sworn statement, or the affirmation, whichever one does not apply.

Note: This form must be filed with the County Administrator's Office for inclusion in personnel file.

Adopted 01/01/94
Revised 11/24/97; 07/19/04

Elected officials and employees, both hired and appointed, have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which Barton County wishes to operate. The purpose of these guidelines is to provide general direction so that both officials and employees have clarification on acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the Barton County Commissioners or their designee. Business dealings with outside firms should not result in unusual gains for those firms or for Barton County officials, employees or their families. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the officials or the employees, either professionally or personally. Promotional plans that could be interpreted to involve unusual gain require specific administrative-level approval.

An actual or potential conflict of interest occurs when an official or an employee is in a position to influence a decision that may result in a personal gain for that official, employee or for a relative as a result of Barton County's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the official or employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an official or an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to Barton County immediately the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an official, employee or relative has a significant ownership in a firm with which Barton County does business, but also when an official, employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Barton County.

Some materials and data of Barton County are confidential and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, including possible termination of employment and legal action.

Employees may hold outside jobs as long as they meet the performance standards of their job with Barton County. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to Barton County's scheduling demands, regardless of any existing outside work requirements.

Employees may carry on outside work if there is no conflict in the working hours, no reduction of the employee's efficiency, and no conflict of interest that could cause embarrassment to Barton County. The employee's Department Head and Counselor / Administrator shall be informed of any outside employment and will approve the same in writing. Employees requesting approval of outside employment must submit the request in writing using the Outside Employment Request Form. The written request, whether approved or disapproved, will be filed in the employee's personnel file in the Administrator's Office. Should a Department Head wish to hold outside employment, that Department Head must obtain the approval of the County Counselor / Administrator prior to beginning any such work such as any other employee.

Employees do not need to seek approval of outside employment for such work as babysitting for family and friends, assisting on a family farm, remodeling family homes, etc.

If the Department Head determines that an employee's outside work interferes with performance or the ability to meet the requirements of Barton County as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Barton County.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside Barton County for materials produced or services rendered while performing their jobs.

The preparation and administration of grants is not considered a conflict of interest nor outside employment so long as the grant is related to government or of special interest to government. Attention should be paid, however, that the preparation or administration of a grant does not take time away from County-related duties.

Barton County's worker's compensation insurance does not provide coverage for accidents or other mishaps that occur while on duty with another employer.

**BARTON COUNTY, KANSAS
OUTSIDE EMPLOYMENT REQUEST FORM**

I, _____, an employee with the _____, hereby request approval for employment outside my employment with Barton County pursuant to Section 108, Outside Employment, of the Barton County Employee Handbook. The following information is hereby provided:

Name of Business _____

Address _____

Phone _____

Number of Other Employees:

Type of Business:

Number of hours to be worked daily or weekly with other employer:

Type of work to be performed:

I understand that Barton County's worker's compensation insurance does not provide coverage to me while working with the other employer.

Employee Signature

Date

_____ Approved _____ Disapproved

Notes:

Department Head Signature

Administrator Signature

Date

Date

To be filed in Employee's Personnel File in the Administrator's Office.

Adopted 11/06/06
Revised

The protection of confidential information is vital to the interests of Barton County. Such confidential information includes, but is not limited to, the following examples:

- Court cases
- Criminal data
- Financial information
- Pending projects and proposals
- Employment information
- Health history

All employees shall be required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential information will be subject to disciplinary action, including possible termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

Note, once information is presented in open meeting to the County Commission or is released by any County official, that information is no longer deemed confidential in nature and may be released at the direction of the Department Head.

Employees will check with their Department Head as to what information related to their job duties is confidential. Department Heads will also discuss any monetary charges there might be in connection with the release of information, such as copier charges or a charge for doing research.

BARTON COUNTY ACKNOWLEDGMENT FORM

NON-DISCLOSURE AGREEMENT
between
BARTON COUNTY
and
EMPLOYEE

I, _____, hereby acknowledge that the protection of confidential information is vital to the interests of Barton County.

Such confidential information includes, but is not limited to, court cases, criminal data, financial information, pending projects and proposals, employment information and health history. Note, once information is presented in open meeting to the County Commission or is released by any County official, that information is no longer deemed confidential in nature and may be released at the direction of the Department Head.

I acknowledge that I am signing this non-disclosure agreement as a condition of employment. If I disclose confidential information, knowingly or not, I may be the subject of disciplinary action, including possible termination of employment and legal action, even if I do not actually benefit from the disclosed information.

I have consulted my Department Head as to what information related to my job duties is confidential, such as:

(Department Head will insert relevant information.)

I understand and acknowledge that the above listing is not a complete and total listing of confidential County information. I further understand that these examples are given as a general reference to relate to me, as an employee, the type of information that must not be released to the public, or in some cases, to other County employees.

Employee's Signature

Date

Department Head's Signature

Date

Note: This form must be filed with the County Administrator's Office for inclusion in personnel file.

Adopted 01/01/94
Revised 07/19/04

The County Administrator is responsible for the maintenance of personnel records on all employees. An employee file shall consist of the original application for employment, resume, signed job description, hire and annual required forms, performance appraisal forms, letters of commendation and other personnel action records. Nothing else shall be included or removed from the personnel file without the employee's knowledge.

Any information related to medical or psychological history or worker's compensation records shall be kept in a file separate from the personnel records.

Personnel files are the property of Barton County, and access to the information they contain is restricted. Generally, only management personnel of Barton County who have a legitimate reason to review information in a file are allowed to do so.

Each current or past employee has the right to inspect his or her own personnel file for accuracy and completeness and to add or delete any documents pertinent to the employee's service with the County with the approval of the Department Head and the County Administrator. Employees who wish to review their own file should contact the Administrator's Office. With reasonable advance notice, employees may review their own personnel files in the Administrator's Office and in the presence of an individual appointed by Barton County to maintain the files.

Employees are required to notify their Department Head promptly of any change of address, telephone number, and similar data so that personnel records remain current and so the employee may be contacted at any time by mail or phone. The Department Head will be responsible for forwarding the necessary forms to the County Administrator.

If, at any point during employment, it is determined that false information was provided on an application, the employee may be terminated. This will include the original application for employment, as well as any additional application forms including any resumes, completed during the course of employment with Barton County.

From time to time, the County may discontinue forms used in the regular course of employment. When forms are discontinued, they may be purged from personnel files. Excluded from purging will be forms dealing with evaluations, disciplinary actions and accolades.

Adopted 01/01/94
Revised 06/28/99; 07/19/04; 11/06/06; 10/14/13; 05/04/15

**BARTON COUNTY
EMPLOYEE RECORD UPDATE**

NAME _____

OFFICE _____

TITLE _____

DATE _____

Current Address (include City) _____

Current Phone Number _____

In Emergency Notify _____

Address (include City) _____

Home Phone _____

Work Phone _____

Driver's License Number _____

Social Security Number _____

Date of Birth _____

Employee Signature

Note: This form will be filed with the County Administrator's Office in personnel file.

Adopted 01/01/94
Revised 07/19/04

It shall be the responsibility of the department head, in conjunction with the Counselor/Administrator, that each position within the department have an accurate and current job description.

In March and April 2015 department heads and elected officials reviewed all departmental job descriptions and revised job descriptions as necessary. Those job descriptions were signed and approved by the employee, the department head, and the Counselor/Administrator. The approved job descriptions are entered into the CIC Personnel System software. Only a job description entered into the CIC Personnel System will be considered a valid and binding job description.

The job description for a position will provide the basis for advertising employment opportunities for vacant positions.

The job description provides the basis for evaluating employees relating to key job responsibilities/essential job descriptions as set forth in section 205 of the Employee Handbook.

Department heads are not required to provide a copy of the job description as part of the evaluation process.

Adopted 05/04/15
Revised

It is the intent of Barton County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Barton County's full-time schedule. Generally, they are eligible for Barton County's benefit package, subject to the terms, conditions, and limitations of those benefit programs. The full-time schedule is considered to mean no less than 40 hours a week. Any arrangement for full-time work to mean less than a 40 hour a week work schedule must be approved in writing by the County Administrator.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by Barton County, subject to the terms, conditions, and limitations of each benefit program. Part-time shall mean a schedule of at least 20 hours in a work-week and less than 40 hours.

An employee whose status has been changed from regular full-time to regular part-time must work full-time hours for six consecutive pay periods before that employee shall be returned to full-time status. The County Counselor \ Administrator shall make the determination that an employee is full-time or part-time.

GRANT employees are those, whether full- or part-time, employees whose salaries are derived from grant funding. These positions are supported by grant funding, and should that funding be eliminated, so would the associated positions. Grant employees are responsible for following the provisions of the Barton County Employee Handbook. Grant employees are eligible for the same benefits as regular full- and part-time employees depending upon the job classification.

PART-TIME employees are those who are not assigned to a temporary or probationary status and who are scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Barton County's other benefit programs.

TRAINING PERIOD employees are generally new to the County or their position and are required to undergo a training period. The training period is intended to provide time to evaluate whether further employment with Barton County is appropriate. Such employees shall be considered "Employees in Training". Employees who satisfactorily complete this period will be notified of their new employment classification and receive the afforded benefits at that time.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. 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. Temporary employees will receive all legally mandated benefits, such as workers' compensation insurance and Social Security. Temporary employees will be excluded from all other County benefit programs, including KPERS. However, if an employee works enough hours to meet the KPERS participation requirement, 1,000 hours of service, the employee could be eligible for benefits, regardless of the temporary classification.

RESERVE employees are those persons appointed for voluntary reserve service in the Sheriff's Department. These employees are subject to special personnel policies provided in applicable Sheriff's Department regulations and are not subject to the provisions of this Handbook. Reserve employees are not eligible for Barton County's benefit program.

CONTRACT employees serve the County, under special circumstances, as a consultant or other professional person. Persons hired in this type of capacity are not subject to provisions of this Handbook and are not entitled to any County benefits. These persons will receive compensation as established in a contract with the County and are not included in the normal County payroll. In addition, the County Counselor / Administrator must review and approve all such contracts.

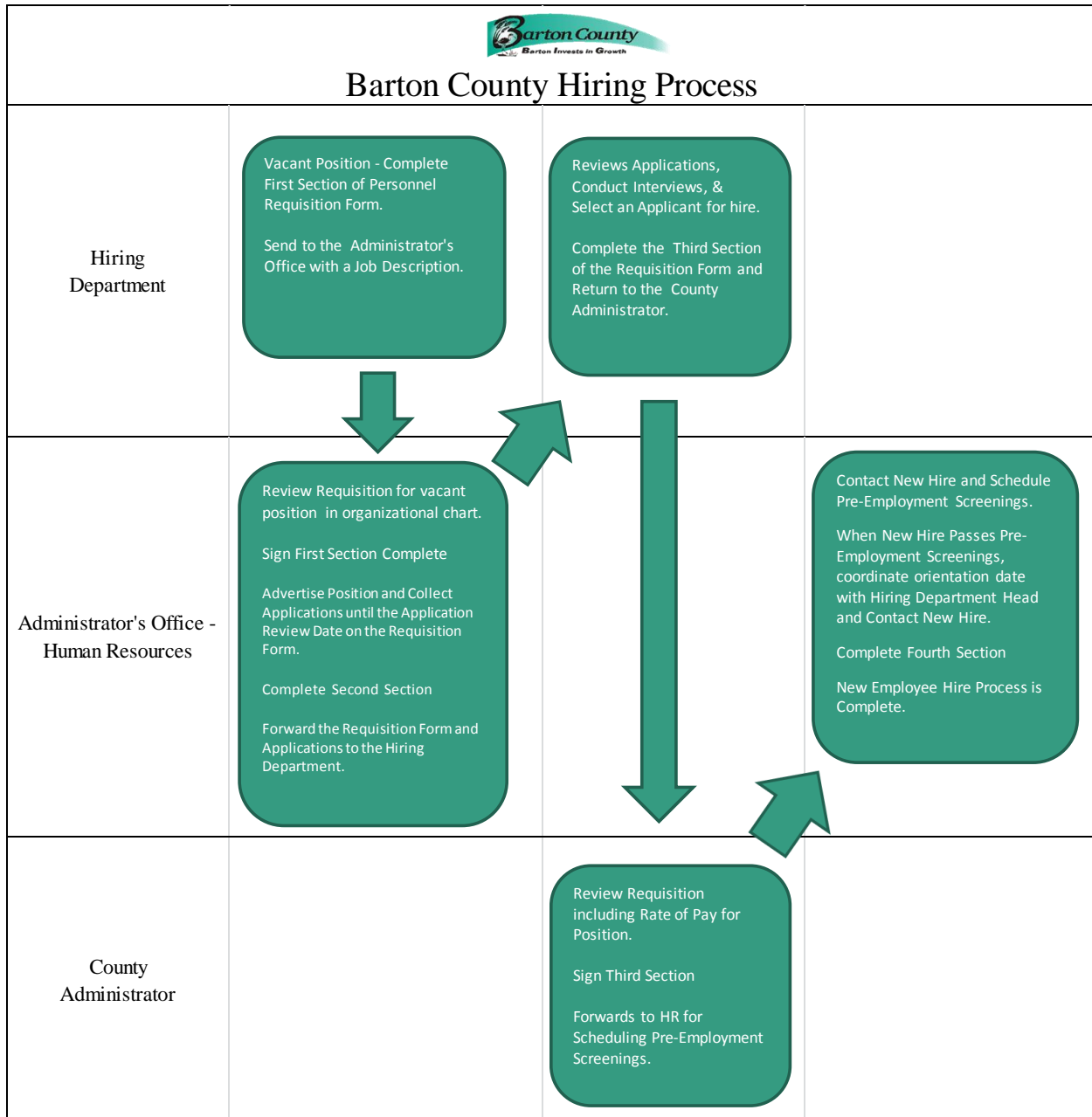
ON CALL employees serve the County, under special circumstances, to complete specifically assigned duties. Employees in this category are scheduled hours, generally after regular office hours, to provide a specific service to the County. The assigned work hours per week for these employees are subject to change. Additionally, a number of these employees work on an on-call basis. Specific duties of these employees, as well as benefit information, are described to these employees in an employment agreement. The agreement has language included that states that funding for these positions is from grant sources. Should those grant funds no longer be available to Barton County, those positions would generally be eliminated. This category is reserved for workers serving under Central Kansas Community Correction and Juvenile Intake and Assessment, as well as any programs under those offices' supervision. While employees in this category do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Barton County's other benefit programs.

APPOINTED personnel include those employees, who by Kansas State Statute, may be appointed to their position for a specified time period. Generally, these appointments will be made by the Board of County Commissioners.

Adopted 01/01/94
Revised 11/24/97; 06/28/99; 11/06/06; 06/29/09

Advertising for and hiring new employees is a cooperative effort between the department head and the Administrator’s Office.

The hiring process will take place as set forth in the flow chart set forth below, and the requisition form.





Barton County Personnel Requisition Form

Section 1

Position Title _____

Hiring Department _____

Reason for Request Replacement Position Replacement For (Employee Name) _____
 New Position
 Restructured Position _____

Employment Category Full-Time If Full-Time Exempt
 Non-Exempt
 Part-Time Regular
 Part-Time w/o County Benefits (less than 20 hours/week)
 Temporary Dates From & To: _____
 On-Call

Job Description Must be Attached

Job Advertisement: Regular Internal & External Posting
 Additional Posting (KAC, KLM, etc)

List Additional Job Posting Locations:

Application Review Date: _____ (Included in Advertisement / when Applications will be forwarded to the hiring department.)

Department Head Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Section 2

Job Advertisement Date: _____

Human Resources Signature: _____ Date Posted: _____

Section 3

Applicant Selected for Hire: _____ Contact Number: _____

Requested Start Rate of Pay: _____ Requested Start Date: _____

Department Head Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

Section 4

Applicant Passed all Pre-Employment Screenings: Yes
 No

Dept Head Notificaton Date: _____ Orientation Date: _____

Pay Authorization Form Completed & Signed by Proper Authority. Date: _____

Human Resources Signature: _____ Date: _____

The orientation date will be in the Administrator's office and will cover the orientation checklist. Until this process is complete the person is not a Barton County employee and will not be paid.

These trainings are for all Barton County employees classified as: Appointed, full time, or part time. A digital copy of the training certificates are to be forwarded to the Emergency / Risk Management Office. These training requirements are based upon guidelines established by the Department of Homeland Security, and mandated by the *Post-Katrina Emergency Management Reform Act of 2006*.

Barton County Employee Grade	Course Title & General Description	Required FEMA Online Courses	Required Classroom Courses
Grade 1 - 3	National Incident Management System (NIMS) An Introduction, IS-700 Introduction to Incident Command System, ICS-100 ICS for Single Resources and Initial Action Incidents, ICS-200	ICS 100 ICS 200 IS 700	N/A
Grade 4 - 7	In addition to the above classes, the following training is required: Intermediate Incident Command System for Expanding Incidents, ICS-300 (KDEM Trng: G300) Advanced Incident Command System Course for Command and General Staff, Complex Incidents, and MACS, ICS-400 (KDEM Trng: G400) National Response Framework, An Introduction, IS-800	ICS 100 ICS 200 IS 700 and IS 800	ICS 300 ICS 400

All of the on-line training is available at <http://training.fema.gov/is/nims.asp>

The Independent Study Exams now require a FEMA Student Identification (SID) Number. If you do not have a SID, you will need to register for one at: <http://cdp.dhs.gov/femasid>

All training certificates are issued initially as digital pdf files. Please forward a copy of those files to emergnt@bartoncounty.org.

Adopted 06/08/2015
Revised

REFERENCE CHECK ON POTENTIAL EMPLOYEE FOR BARTON COUNTY

To ensure that individuals who join Barton County are well qualified and have a strong potential to be productive and successful, it is the policy of Barton County to check the employment references of all applicants. Reference checks will be made of past employers where appropriate, named references and those listed on any resume submitted for the position. Other possible checks to be conducted include, but are not limited to, driving records and criminal history. The extent of the background investigation to be conducted on applicants varies on the position sought.

The appropriate Department Head will request in writing references from those individuals or businesses as listed on the Barton County Employment Application and / or on a resume for the potential employee. A Department Head may use his or her discretion in requesting such information from other sources. Employment data will be requested along with a written authorization and release signed by the potential employee.

REFERENCE RESPONSE ON CURRENT OR PAST EMPLOYEES - EMPLOYMENT

Responses to reference checks received by the County will be referred to the County Administrator's Office. References for all employees will be made consistently. Barton County will provide dates of employment, wage rates and position(s) held of current or past employee of Barton County. Additionally, with a written request and release signed by the (former) employee, Barton County will report upon inquiry of work history from a prospective employer the total performance ratings of individual evaluations, number of disciplinary actions, any episode of violence, sexual or other discriminatory harassment or theft. This information will be provided for current and past employees. Information provided will be taken from the official personnel file of the employee held in the Administrator's Office. Current and past employees may examine their own personnel file as outlined in Policy 200, Personnel Records.

At the request of a current or past employee, Department Heads may provide a letter of recommendation.

REFERENCE RESPONSE ON CURRENT OR PAST EMPLOYEES – FINANCIAL INSTITUTIONS

Financial institutions should refer questions on the employment history of current employees to the County Administrator's Office. The financial institutions will be required to submit their questions in writing before receiving information dealing with a current employee's salary or employment history.

Adopted 01/01/94
Revised 11/24/97; 06/28/99; 07/19/04

The training period is intended to give new employees or employees moved to different job positions the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Barton County uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an employee in training basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Barton County must complete another training period of the same length with each reassignment to a new position. Any significant absence will automatically extend a training period by the length of the absence. If Barton County determines that the designated training period does not allow sufficient time to thoroughly evaluate the employee's performance, the training period may be extended for a specified period. Some positions may require an additional 90 day evaluation. The Department Head will inform newly hired employee if their position fits into this category.

In cases of promotions or transfers within Barton County, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the training period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and Barton County's needs.

Upon satisfactory completion of the initial training period, employees enter the "regular" employment classification.

During the initial training period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other Barton County-provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

Benefit eligibility and employment status are not changed during any other training period that results from a promotion or transfer within Barton County.

Barton County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process, to include a resume, and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Barton County's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

The Barton County Administrator's Office will be responsible for the announcement of any open positions in Barton County. Application forms, as approved by Barton County, will be available to the public during regular business hours in the County Administrator's Office along with a job description of the open position. Additionally, position openings will be advertised on the County's website. Application forms are available on-line. Applications will only be accepted for the specific job opening during the application period as determined in the position announcement. Barton County will not accept any other form as a job application.

If the County receives a letter of intent or a resume by mail, the Administrator's Office will mail a regular application, along with a job description, to the interested party if a position is open at the time the request is received. If not, the letter of intent and / or any resume will be destroyed. Applicants will not be allowed to apply for any position, except for administrative and / or professional positions, without completing an application. Additionally, any applications received after the closing date of any open position will also be destroyed and not placed in the open position file.

Adopted 01/01/94
Revised 11/24/97; 06/28/99; 07/19/04; 10/14/13

Department heads, supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the training period, allows the Department Head and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance reviews are conducted to provide both Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Reassignment to another job classification, whether a transfer, promotion, or demotion, will result in a training period and training period evaluation for the new position.

Effective January 1, 2010, evaluations no longer will be based upon the employee's anniversary date. All employee annual evaluations will have an effective date of January 1. Annual evaluations will be submitted by department heads and elected officials to the Administrator's Office by December 1 of the year previous to the evaluation date (i.e. December 1, 2009, for 2010 evaluations). Department Heads not submitting timely evaluations will not be entitled to a merit increase.

Newly hired employees shall receive either a 90 day or 180 day evaluation, based upon the department, but the evaluation shall not result in a raise for the employee.

Department heads and elected officials may, at their discretion, write evaluations at times other than January 1, but such evaluations shall not result in a raise for that employee.

PERFORMANCE EVALUATION SCHEDULE

All Regular Employees

90 days	Training Period
180 days	Training Period*
1 year +	January 1
Other	Department Head's discretion

* Some positions are automatically extended to 180 days for the training period evaluation. If the employee is hired for one of these positions, the Department Head will inform the employee upon hire.

Each time a current employee is reassigned to another position, there will be a training period evaluation. After the completion of the training period, the employee will be evaluated on the annual evaluation date of January 1.

Pay adjustments are awarded by Barton County in an effort to recognize truly superior employee performance. The decision to award any adjustment is dependent upon numerous factors, including the information documented by this formal performance review process. Department Heads are required to award pay changes through the formal evaluation and through grades with an increase in job responsibility.

The Commission may opt to fund pay raises through the operating budget. If the Commission authorizes an "across the board pay raise", an employee whose performance does not merit such a raise will not be authorized a pay increase. Typically, employees whose evaluations show predominant marks of "needs improvement" will not be entitled to a pay raise. For such an employee, the Department

Head will consult with the County Counselor \ Administrator to determine if the employee is entitled to a raise or not. The County Counselor \ Administrator shall make the final determination on granting the increase. An employee whose performance does not merit a pay raise will not be eligible for a pay raise until the following calendar year. The County Counselor \ Administrator will complete this same process with evaluations for department heads. However, these evaluations will be submitted to the Commission for approval.

In 2005, the Commission adopted a new evaluation system. Employees are now evaluated in three areas – 1) Basic Job Performance; 2) General Work Performance and 3) Personal and Interpersonal Skills. In addition, space is allotted so that the Department Head and employee can clearly define ways to improve the areas rated and another so that the employee can develop performance goals for the next evaluation period.

The Basic Job Performance section is based on the employee's own job description. Essential functions as listed on the job description are inserted into the evaluation. In addition to written remarks, each function is rated with the following statements; Needs Improvement, Meets Expectations or Exceeds Expectations.

There should be no more than eight (8) items listed in Part 1. If an employee's job description is lengthy, the Department Head will consolidate the job description as appropriate with the functional areas that are then evaluated as one item.

The General Work Performance section covers reliability, appearance, knowledge, work area, equipment, and supervision and work time. Again, each function is rated with the following statements; Needs Improvement, Meets Expectations or Exceeds Expectations.

Personal and Interpersonal Skills is much the same. Rated areas include teamwork/cooperation, public contact, initiative/adaptability and productivity.

The Performance Improvement Goals and the Performance Goals section is remarks only, with no weight assigned to the items identified.

The Performance Evaluation Summary looks like this:

EVALUATION EXPLANATION

NEEDS IMPROVEMENT: Job performance is marginally acceptable and there are specific actions needed to improve performance.

MEETS EXPECTATIONS: Job performance consistently meets requirements and exceeds the basic requirements. Overall, the employee demonstrates the skills, knowledge and abilities of the job.

EXCEEDS EXPECTATIONS: Job performance is consistently above expectations and continuously exceeds requirements of the job.

Prior to ending the evaluation, both the evaluator and the employee are encouraged to add any closing remarks and sign. The employee may elect to not sign the evaluation, but refusal to do so should be documented.

Each evaluation, once submitted to the Administrator's Office, will be reviewed by the County Counselor \ Administrator.

Adopted 01/01/94

Revised 11/24/97; 07/19/04; 10/3/05; 11/06/06, 10/26/09, 06/18/12; 09/17/12

BARTON COUNTY PERFORMANCE EVALUATION FORM

Employee Name _____ Department _____

Evaluation Date _____ Last Evaluation _____

Current Job Title _____ Current Grade \ Step _____

PART 1. BASIC JOB PERFORMANCE

KEY JOB RESPONSIBILITIES / ESSENTIAL FUNCTIONS	RATING	COMMENTS
List below the essential functions from the employee's job description.		Enter remarks concerning performance per each function. Any updates to the language of functions should be inserted into job description.
<ul style="list-style-type: none"> • <i>Prepare and maintain</i> • <i>Track , verify</i> • <i>Develop</i> 	___Needs Improvement ___Meets Expectations ___Exceeds Expectations	
<ul style="list-style-type: none"> • <i>Responsible</i> • <i>Take</i> 	___Needs Improvement ___Meets Expectations ___Exceeds Expectations	
<ul style="list-style-type: none"> • <i>Assist</i> • <i>Maintain</i> 	___Needs Improvement ___Meets Expectations ___Exceeds Expectations	
<ul style="list-style-type: none"> • <i>Code</i> • <i>Enter</i> 	___Needs Improvement ___Meets Expectations ___Exceeds Expectations	
<ul style="list-style-type: none"> • <i>Coordinate</i> • <i>Prepare</i> 	___Needs Improvement ___Meets Expectations ___Exceeds Expectations	
<ul style="list-style-type: none"> • <i>Performs other related duties as assigned.</i> 	___Needs Improvement ___Meets Expectations ___Exceeds Expectations	

PART II. GENERAL WORK PERFORMANCE

DAILY PERFORMANCE CRITERIA	RATING	COMMENTS Each rating must have written justification
RELIABILITY. Reports to work on time as scheduled. Provides adequate notice for time off requests.	(M) Meets Standards (D) Does Not Meet Standards	
APPEARANCE. Maintains proper personal appearance and dress for assigned work.	(M) Meets Standards (D) Does Not Meet Standards	
KNOWLEDGE. Has adequate understanding of the organization and procedures to complete assigned tasks. Looks for and suggests ways to improve quality of processes related to individual job responsibilities.	(M) Meets Standards (D) Does Not Meet Standards	
WORK AREA. Work area is kept clean and orderly.	(M) Meets Standards (D) Does Not Meet Standards	
EQUIPMENT. Maintains and uses supplies in a cost effective manner. Uses protective equipment and supplies according to regulations; no reported injuries due to lack of meeting safety requirements.	(M) Meets Standards (D) Does Not Meet Standards	
SUPERVISION. Completes assigned tasks with minimal supervision. Accepts suggestions and supervision without complaint.	(M) Meets Standards (D) Does Not Meet Standards	
WORK TIME. Uses own time and that of others effectively and appropriately. If applicable, uses overtime and breaktime appropriately and as approved by supervisor.	(M) Meets Standards (D) Does Not Meet Standards	

PART III. PERSONAL AND INTERPERSONAL SKILLS

<p>PERSONAL AND INTERPERSONAL SKILLS</p>	<p>RATING</p>	<p>COMMENTS Each rating must have written justification.</p>
<p>TEAMWORK / COOPERATION Works with supervisors and co-workers to cooperatively complete assigned tasks. Does fair share of work and is reliable.</p>	<p>(M) Meets Standards (D) Does Not Meet Standards</p>	
<p>PUBLIC CONTACT. Interaction with the public is courteous and represents the County in a professional manner.</p>	<p>(M) Meets Standards (D) Does Not Meet Standards</p>	
<p>INITIATIVE / ADAPTABILITY Challenging assignments are accepted and increased responsibility is desired and accepted.</p>	<p>(M) Meets Standards (D) Does Not Meet Standards</p>	
<p>PRODUCTIVITY Produces expected volume of work in specified period of time.</p>	<p>(M) Meets Standards (D) Does Not Meet Standards</p>	

PART IV. PERFORMANCE IMPROVEMENT GOALS

In this column, list those performance deficiencies identified in Parts 1 through 3 which require specific improvement.	Identify improvement goals and \ or actions which will assist Employee in addressing identified deficiencies	Check Date	Target Date

PART V. PERFORMANCE GOALS

In this column, employee is to identify his or her own goals for the upcoming year.	Identify actions or training which will assist Employee in meeting goals.	Check Date	To be Met By

EVALUATION EXPLANATION

NEEDS IMPROVEMENT: Job performance is marginally acceptable and there are specific actions needed to improve performance.

MEETS EXPECTATIONS: Job performance consistently meets requirements and exceeds the basic requirements. Overall, the employee demonstrates the skills, knowledge and abilities of the job.

EXCEEDS EXPECTATIONS: Job performance is consistently above expectations and continuously exceeds requirements of the job.

ENDING COMMENTS

We have reviewed this performance evaluation and discussed its contents. The employee's signature indicates that he or she has been advised of the performance status and does not necessarily imply that he or she agrees with its contents of this evaluation.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

EVALUATOR SIGNATURE: _____ **DATE:** _____

Employees are hired by Barton County for a specific position that requires certain job skills and educational needs. The basic duties, skills and education required to complete the work of each position determines its placement on the pay plan as adopted by Barton County on September 26, 2005, effective January 1, 2006. Positions of similar type are grouped together in prescribed grades and spread throughout each grade dependent upon the position requirements and the skills and longevity of each employee. This pay plan will apply to:

- Regular full-time employees
- Regular part-time employees

During the budget process each year, the Commission shall set, if allowable by budgetary constraints, a percentage award, that based upon evaluation, will be available to employees.

The Commission may opt to fund pay raises through the operating budget. If the Commission authorizes an "across the board pay raise", an employee whose performance does not merit such a raise will not be authorized a pay increase. Typically, employees whose evaluations show predominant marks of "needs improvement" will not be entitled to a pay raise. For such an employee, the Department Head will consult with the County Counselor / Administrator to determine if the employee is entitled to a raise or not. The County Counselor / Administrator shall make the final determination on granting the increase. An employee whose performance does not merit a pay raise will not be eligible for a pay raise until the following calendar year. The County Counselor / Administrator will complete this same process with evaluations for department heads. However, these evaluations will be submitted to the Commission for approval.

Employees will work through their pay grade through the evaluation process. At all training and annual evaluation dates, the employee's department head shall formally rate the employee's work habits as described in Section 205. This evaluation shall be used as the basis for any raise given to an employee. Generally, unless the employee moves to a higher grade due to an increase in responsibility or moving to another position within the County, the pay increase will be established through the evaluation process.

From time to time, a department head may determine an employee should receive a raise greater than the "across the board" raise. The department head may discuss the proposed raise with the Commissioners who will determine whether or not to authorize the additional raise.

Adopted 07/08/96
Revised 11/24/97; 07/19/04; 10/03/05; 11/06/06; 09/17/12; 10/14/13

GENERAL DESCRIPTIONS	GRADE	BOTTOM	TOP
Part-time, Temporary Positions	1	\$10.00	\$15.00
Support Personnel	2	\$10.00	\$17.00
Skilled Positions, Non-Supervisory	3	\$10.00	\$22.00
Skilled Positions, Supervisory	4	\$13.00	\$25.00
Professional	5	\$16.50	\$30.00
County Officials	6	\$18.00	\$35.00
County Officials, Contractual	7	\$26.00	\$60.00

Assignment of a particular job to a pay grade is accomplished through the position classification process. Generally, the grading relates to the responsibility, educational, safety and other factors associated with County positions.

Grade One is reserved for part-time and temporary classifications.

Grade Two is for support personnel. These are, generally, clerical and secretarial positions. Employees in this grade do not have a great deal of personal latitude in performing assigned duties. Also, positions in this grade do not require specialized training.

Grade Three is for positions with a mid-level of personal latitude, positions in which physical conditions are often a factor and these positions require more experience. While educational requirements might be a factor, generally these positions depend a great deal on training in specialized areas. Supervisors are not included in this grade.

Grade Four is similar to three, with supervisory duties included in position assignments. There is also more personal responsibility, more experience and educational factors needed for positions within this category.

Grade Five is for professional and skilled employees. Nurses, higher ranking positions within the Sheriff's Office and the like are found in this grade.

Grade Six is for County Officials. Positions in this category have the greatest level of responsibility, require experience to complete assigned duties and often require advanced degrees. The incoming rates in this group are set by the Commission. Generally this pay range includes elected officials and appointed department heads.

Grade Seven is for Officials that are appointed or have a contractual arrangement with the County. Positions in this category have the greatest level of responsibility, require experience to complete assigned duties and often require advanced degrees. The incoming rates in this group are set by the Commission.

Adopted 07/08/96

Revised 01/01/04; 10/03/05; 11/06/06, 12/31/07, 01/05/09; 09/15/14; 05/04/15

300 DISCRETIONARY TIME

300

Discretionary hours per calendar year are allotted to each County employee in the following employment classifications:

- Regular full-time employees
- Regular part-time employees

The employee must be employed on January 1 of the calendar year to be eligible for award of discretionary time.

Regular full-time employees receive eight hours per year and regular part-time employees receive four hours per year. Sheriff's Office personnel working 42.5 hours per week before overtime will have a full 8.5 hours. Employees will be allowed to use discretionary time as earned.

This time is in addition to all other types of leave. It is personal time and may be used for any reason. This leave time may be used at any time during the year upon the approval of the Department Head. Further, with the approval of the Department Head, the discretionary time may be used in fifteen (15) minute increments. The discretionary time may not be banked or carried over into any other calendar year without the express permission of the Department Head and only under extraordinary circumstances. Employees will not be paid for any discretionary hours remaining at the termination of employment.

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedules.

VACATION EARNING SCHEDULE			
Regular Full Time Employees			
Years of Eligible Service		Vacation Hours Per Month	
0	1	4	Hours
1	5	8	Hours
6	10	10	Hours
11	15	12	Hours
16 plus		14	Hours

VACATION EARNING SCHEDULE			
Regular Part Time Employees			
Years of Eligible Service		Vacation Hours Per Month	
Upon initial eligibility		2	Hours
After 1 year		2	Hours
After 2 years		4	Hours
After 5 years		6	Hours

The length of eligible service is calculated on the basis of an "anniversary year." This is the 12-month period that begins when the employee begins employment. Earned vacation time is available for use as it is accrued.

Paid vacation time shall be used in minimum increments of one-quarter hour. To take vacation, employees shall request advance approval from their Department Head. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Employees shall submit leave requests as far in advance as possible through Time Centre. Non-elected Department Heads shall submit a leave request to the County Administrator, following the procedures as outlined herein.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. If available vacation is not used by the end of the anniversary year, employees may carry unused time forward to the next anniversary year.

An employee will not be permitted to use unpaid leave unless all paid leave and the discretionary time has been used. However, an employee may request unpaid leave due to adverse weather conditions when authorized by the County Counselor / Administrator.

As noted above, employees are permitted to carry over unused vacation time to the next anniversary year. The maximum number of vacation hours an employee may have at any time is 200 hours for a full time employee and 100 hours for a part time employee, unless the Department Head and the County Counselor / Administrator authorize more than the maximum hours of vacation. An employee who resigns or retires from County service, provided employees give appropriate notice as detailed in Section 706, Resignation and Retirement, shall be paid for up to 96 hours of accrued, but unused, vacation time for full time employees and 48 hours of accrued but unused vacation time for part time employees. If an employee resigns or retires and has more than 96 / 48 hours of accrued, unused vacation at the time of separation from County service, the County Commission may waive the provisions of this section and authorize payment of additional time if the employee demonstrates exceptional circumstances to warrant such payment. An employee normally can show exceptional circumstances if the employee is required to leave County service due to unexpected circumstances such as the serious illness of the employee, a serious illness or death in the employee's family.

An employee who is terminated "for cause" will not be entitled to payment of accrued vacation. Specifically, "for cause" means termination based on misconduct consistent with the provisions of KSA 44-706 and Kansas case law interpreting that statute.

Adopted 01/01/94
Revised 11/24/97; 11/06/06; 08/27/07; 06/18/12; 10/14/13; 12/16/13; 03/10/14;
04/21/14; 09/15/14; 05/04/15

Barton County will grant holiday paid time off to eligible employees on the holidays listed below.

New Year's Day	(January 1)
Martin Luther King Day	(third Monday in January)
Presidents' Day	(third Monday in February)
Good Friday	(Friday before Easter - 1/2 day only)
Memorial Day	(last Monday in May)
Independence Day	(July 4)
Labor Day	(first Monday in September)
Veterans' Day	(November 11)
Thanksgiving	(fourth Thursday in November)
Day after Thanksgiving	
Christmas	(December 25)

The Barton County Commissioners may add or delete holidays to this listing at their discretion. Changes may be made at any time.

According to applicable restrictions, Barton County will grant holiday paid time off to all eligible employees immediately upon employment. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

To be eligible for holiday pay, nonexempt employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday, unless on approved leave. Those employees whose normal days off fall on a holiday will receive holiday pay for that holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Due to the nature of County operations, it is essential for some County employees to work on the actual Holiday. Eligible employees required to work on the actual holiday will receive Holiday Premium Pay for hours worked. Eligible employee classifications:

- Regular full-time employees
- Regular part-time employees

If an eligible employee is scheduled or required to work on the actual holiday, the employee will receive Holiday Premium Pay at one and one-half times their straight-time rate plus Holiday Pay for the hours worked.

Regular full-time and part-time employees will be paid for actual time worked on a holiday.

For pay purposes, holiday hours will begin at 12:00 midnight until 12:00 midnight on the day of the holiday. If the County Commissioners close office buildings for a holiday at any time other than the normal closing time (5:00 p.m.), holiday pay shall be paid for only those hours worked for those employees working from the declared closing time until 12:00 midnight that day.

Employees covered by this section will be paid for one day of Holiday Premium Pay.

Example of an Employee working on the actual Holiday:

HOLIDAY WORKED - \$10.00 Regular Rate of Pay		
	Actual Hours Worked	Labor Day – Off Hours Worked
Sunday	8	
Monday - HOLIDAY	8	
Tuesday	8	8
Wednesday	8	8
Thursday	8	8
Friday		8
Saturday		
Actual Hours Worked	40	32
Holiday Pay	8	8
Total Paid Hours	48	40
<i>Employee working Labor Day is paid as follows:</i>		
32 hours	\$10.00 an hour	\$320.00
8 hours Holiday Premium Pay	\$15.00 an hour	\$120.00
8 hours Holiday Pay	\$10.00 an hour	\$80.00
<i>Total Wages</i>		<i>\$520.00</i>
<i>Employee not working Labor Day is paid as follows:</i>		
32 hours	\$10.00 an hour	\$320.00
8 hours Holiday Pay	\$10.00 an hour	\$80.00
<i>Total Wages</i>		<i>\$400.00</i>
Difference in Pay		\$120.00

Adopted 01/01/94
 Revised 11/24/97; 11/06/06; 06/18/12

Barton County provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers work-related injury or illness.

Worker's compensation benefits may include weekly compensation if an employee misses over one week of work, reasonable medical expenses and any other benefits which may be authorized by the Kansas Workers Compensation laws.

The Kansas Worker's Compensation Law requires that an injured worker be paid two-thirds of the employee's gross average weekly wage up to a State of Kansas mandated maximum compensation. Employees are not paid benefits for the first week they are off work, except medical benefit; however, if they are off over seven days, then they are entitled to receive weekly compensation.

Usually by the third week of disability, Worker's Compensation has paid the employee for the first week. The employee shall then reimburse the County for the amount received from Worker's Compensation. No additional benefits shall be paid by the County until the amount is received. If the employee returns to work and the County has not been fully reimbursed, the balance shall be deducted from the employee's pay.

Notice of injury by accident or repetitive trauma is given to the employer by the earliest of the following dates:

- 30 calendar days from the date of accident or the date of injury by repetitive trauma;
- If the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for any injury by accident or repetitive trauma, 20 calendar days from the date such medical treatment is sought; or
- If the employee no longer works for the employer against whom benefits are being sought, 20 calendar days after the employee's last day of actual work for the employer.

KSA 44-520, as amended by the Kansas legislature in 2011, provides that:

- Weekends are included in calculating notice periods.
- If notice is given orally, such notice will be binding on the County only if oral notice is provided to the County Counselor/Administrator, the County Risk Manager, or the assigned department designee.
- Written notice shall be provided to the department head or to the elected official, as appropriate. The burden is on the employee to prove such notice was actually received by the employer. The Department Head/elected official shall promptly forward the written notice of accident to the Risk Manager.

The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.

Department Heads are to notify the Risk Manager within three (3) days of a employee filing a Work Comp accident report.

If the employee is unable to file a report due to serious injury or illness, the employee's immediate Department Head should file an Accident Report with the Risk Manager.

Employees will not be allowed to accumulate sick leave while on approved leave because of a work-related injury. Vacation leave will continue to accrue per County policy.

Employees will not be allowed to use sick leave or vacation leave to supplement temporary total disability benefits.

An employee who is drawing temporary total disability benefits will be entitled to remain on the County health insurance so long as the employee pays his / her pro-rata share of health insurance. The pro-rata share must be remitted to the Administrator's Office on or before the 15th day of each month in order for the insurance to remain in effect.

The County will attempt to return injured employees to work as soon as possible. A department should make every effort to accommodate the work restrictions provided by the employee's physician in making the return to work. If the department cannot accommodate the employee's restrictions, the County Counselor / Administrator shall be so notified by the Department Head. The County Counselor / Administrator will then determine if accommodated work can be found in another department within the County.

Any employee involved in an on-the-job accident or injury that may suggest possible use or influence of drugs or alcohol in the accident or injury incident, may be required by their supervisor to submit to a post-injury drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury in any way.

Any employee refusing a request to submit to drug or alcohol testing under this policy may forfeit work comp benefits.

Adopted 01/01/94
Revised 11/24/97, 11/06/06; 08/25/08; 05/05/2011; 06/18/12

304 SICK LEAVE BENEFITS
304

Barton County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illness or injuries of the employee or immediate family member as noted herein. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

SICK LEAVE EARNING SCHEDULE
Regular Full-time Employees

YEARS OF ELIGIBLE SERVICE	SICK TIME EACH MONTH
After hire	8 Hours

SICK LEAVE EARNING SCHEDULE
Regular Part-time Employees

YEARS OF ELIGIBLE SERVICE	SICK TIME EACH MONTH
After hire	2 Hours

Regular full-time employees will accrue sick leave benefits at the rate of 96 hours –per year (8 hours for every full month of service). Regular part-time employees will accrue sick leave benefits at the rate of 24 hours per year (2 hours for every full month of service.) Sick leave benefits are calculated on a monthly basis beginning on the employee's hire date.

Employees will be allowed to use sick leave as earned. Paid sick leave can be used in minimum increments of one-quarter hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member.

An immediate family member for purposes of taking Sick Leave is defined as: An employee's spouse, children (son or daughter), step-children, foster children, children-in-law, parents and parents-in-law are immediate family members for purposes of the Sick Leave Benefits.

If travel is involved in the use of sick leave, the leave should be planned in advance for approval by the Department Head.

Employees who are unable to report to work due to illness or injury shall notify their Department Head before the scheduled start of their workday.

Additionally, the Department Head must be contacted on each additional day of absence or as authorized by the Department Head. In the event of a catastrophic injury to the employee, the Department Head will accept notification of the injury from another party. Such notification shall be made as soon as possible.

Whenever an employee is on approved sick leave, the employee is expected to return to work as soon as possible. If leave is used for doctor, dentist or mental health appointments, the employee, before leaving for the appointment, will notify the Department Head of the expected time of return. If the employee knows that an appointment, including travel or test time, will take a full eight hours, the employee shall request leave in advance.

If an employee will knowingly be absent for five or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of five calendar days or more, such as in the case of the flu or other similar illness, an employee may be asked to provide a physician's verification that he or she may safely return to work.

Further, a department head may require an employee who has intermittent periods of absence due to sickness, illness, or injury to provide a medical certificate justifying such absence.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the regular full-time employee has accrued a total of 576 hours worth of sick leave benefits; 288 hours worth of sick leave benefits for regular part-time employees. At the end of each calendar year, the County will "buy back" unused sick leave accumulated over 480 hours for full-time and 240 hours for part-time employees. Employees will be compensated for all unused hours over 480 / 240 at a percentage of their current salary. Although the percentage may be adjusted by the Commission, it will generally be no more than 25 percent. This benefit may be suspended at any time due to budgetary constraints.

Upon separation from County service, employees shall not be paid for unused accrued sick leave unless the employee has at least five years of continuous County employment. In these cases, provided employees give appropriate notice as detailed in Section 706, Resignation and Retirement, the employee shall be paid for unused sick leave at the rate of 25% of the final rate of pay for each hour of unused accrued sick leave for the first 480 /240 hours. If the employee has 20 or more years of continuous County employment, and again provided employees give appropriate notice as detailed in Section 706, Resignation and Retirement, the employee shall be paid 50% of the final rate of pay for each hour of unused accrued sick leave for the first 480 /240 hours. Any remaining hours after 480 /240 hours shall be paid for at the current "buy back" rate as determined by the Commission for that year. If no rate has been determined by the County, the employee will not be paid for the additional hours.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Abuse of sick leave may result in disciplinary action, including termination. Employees are cautioned to use sick leave as it is intended.

Adopted 01/01/94
Revised 11/24/97; 06/28/99; 07/19/04, 11/06/06; 01/05/09, 10/26/09; 12/16/13
03/10/14; 09/15/14; 05/04/15

Barton County encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, Barton County will grant up to one hour of paid time off to vote.

Employees should request time off to vote from their Department Head at least two working days prior to the election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her Department Head immediately.

Paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees

Five days of bereavement leave will be provided to regular employees upon the death of a spouse, child or parent. Three days of bereavement leave will be provided to regular employees upon the death of a grandparent, sibling, grandchild, dependent member of household, including spouse's family as listed. In this instance, training, temporary and other classifications of employees not listed shall be granted up to three days of bereavement leave.

For bereavement leave, one day leave will be considered equal to the normal work day of the employee. Bereavement pay is calculated based on the base pay rate at the time of absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Regular employees may, with the Department Head's approval, use any available paid leave for additional time off as necessary.

Adopted 01/01/94

Revised 11/24/97, 11/06/06; 09/15/14

Barton County encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees

Employees must show the jury duty summons to their Department Head as soon as possible so that the Department Head may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

Health insurance, vacation, sick leave, and holiday benefits, will continue to accrue during jury duty leave.

If employees have been subpoenaed as witnesses by Barton County, they will be compensated for the entire period of witness duty. If the employee is scheduled to appear in court during his or her regular working hours, the employee will be expected to report for work whenever the court schedule permits. The subpoena will be shown to the employee's Department Head immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. Any witness fees received by a County employee, for testimony related to their position with the County, will be reimbursed to Barton County.

Employees will be granted unpaid time off to appear in court as a witness for cases unrelated to their position or duties with Barton County. Employees are free to use available paid leave benefit (e.g., vacation, discretionary leave) to receive compensation for the period of this absence. The leave will be scheduled with the employee's Department Head as far in advance as possible.

On April 7, 1986, a federal law was enacted (Public Law 99-272, Title X) requiring that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform employees, in a summary fashion, of rights and obligations under the continuation coverage provisions of the new law. Both the employee and the employee's spouse should take the time to read this notice carefully.

An employee of Barton County covered by the Barton County Employee's Health Plan has a right to choose this continuation coverage if s\he loses group health coverage because of a reduction in hours of employment or the termination of employment (for reasons other than gross misconduct).

The spouse of an employee covered by the Barton County Employee's Health Plan has the right to choose continuation coverage if s\he loses group health coverage under the Barton County Employee's Health Plan for any of the following four reasons:

The death of spouse;

A termination of spouse's employment (for reasons other than gross misconduct) or reduction in spouse's hours of employment;

Divorce or legal separation from spouse; or

Spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by the Barton County Employee's Health Plan, he or she has the right to continuation coverage if group health coverage under the Barton County Employee's Health Plan is lost for any of the following five reasons:

The death of a parent;

A termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Barton County;

Parent's divorce or legal separation;

A parent becomes entitled to Medicare;

The dependent child ceases to be a "dependent child" under the Barton County Employee's Health Plan.

Under the law, the employee or a family member has the responsibility to inform the Barton County Employee's Health Plan Administrator of a divorce, legal separation, or a child losing dependent status under the Barton County Employee's Health Plan within 60 days of the date of the later of the event or the date on which coverage would end under the Plan because of event. Barton County has the responsibility to notify the Plan Administrator of the employee's death, termination, reduction in hours of employment or Medicare entitlement. Similar rights may apply to certain retirees, spouses, and dependent children if employer commences a bankruptcy proceeding and these individuals lose coverage.

When the Plan Administrator is notified that one of these events has happened, the Plan Administrator will in turn notify the employee that s/he has the right to choose continuation coverage. Under the law, employees have at least 60 days from the date one would lose coverage because of one of the events described above to inform the Plan Administrator that continuation coverage is needed.

If continuation coverage is not chosen, group health insurance coverage will end.

The law requires that employees be afforded the opportunity to maintain continuation coverage for three years unless group health coverage was lost because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is eighteen (18) months for either the employee, spouse or dependents. This eighteen months may be extended to thirty six months for spouse and dependents if other events (such as death, divorce, legal separation or Medicare entitlement of employee) occurred during that eighteen months.

The 18 months may be extended to 29 months if an individual is determined to be disabled (for Social Security disability purposes) and the Plan Administrator is notified of that determination within 60 days. The affected individual must also notify the Plan Administrator within 30 days of any final determination that the individual is no longer disabled. In no event will continuation coverage last beyond 3 years from the date of the event that originally made a qualified beneficiary eligible to elect coverage.

However, the law also provides that continuation coverage may be cut short for any of the following five reasons:

Barton County no longer provides group health coverage to any of its employees;

The premium for continuation coverage is not paid on time;

Employee becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any preexisting condition;

Employee becomes entitled to Medicare;

Employee extends coverage for up to 29 months due to disability and there has been a final determination that employee is no longer disabled.

Employees do not have to show that s/he is insurable to choose continuation coverage. However, continuation coverage under COBRA is provided subject to eligibility for coverage; the Barton County Employee's Health Plan Administrator reserves the right to terminate COBRA coverage retroactively if employee is determined to be ineligible.

Under the law, the employee must pay all or part of the premium for continuation coverage. There is a grace period of at least 30 days for payment of the regularly scheduled premium.

For questions about COBRA, please contact the Barton County Administrator's Office. Also, changing marital status, or if employee or spouse changes addresses, please notify the County Administrator's Office immediately.

Longevity pay is a supplemental compensation benefit designed for the employee who has established a long term commitment to public service with Barton County. Consideration of such payment will be made based upon the budgetary constraints of the County.

Once an employee has reached five years of continuous service, that employee will be rewarded longevity in the amount of \$3.00 for each month of service. For example, a full-time employee, having reached five years of continuous service, would receive \$180.00 ($\$3.00 \times 12 \text{ months} \times 5 \text{ years}$). Part-time employees would be awarded \$1.50 for each month of service following five years of continuous service. Thus, a part-time employee, having reached five years of continuous service, would received \$90.00 ($\$1.50 \times 12 \text{ months} \times 5 \text{ years}$).

If an employee changes employment categories, that employee must reach five years continuous service in the new category to be eligible for longevity pay in the new category. For example, a part time employee who changes positions and becomes a full time employee must serve five continuous years as a full time employee to be eligible for full time longevity pay benefits. Such an employee would continue to receive longevity pay based upon the part time computation.

Longevity payment will be awarded in November of each year. In order to be eligible for payment, the employee must be currently employed during the pay period proceeding payout. If an employee quits prior to that period, there will be no payout of longevity calculated to the time of termination.

An employee may, however, request in writing that this Section be waived and that longevity be paid in the event that he or she terminates employment before November of any year. The County Counselor / Administrator may approve such request if, in the opinion of the County Counselor / Administrator, extenuating circumstances exist to warrant the waiver. Extenuating circumstances generally will include a voluntary termination due to serious personal or family illness or injury.

Eligible County service time for longevity pay purposes must be continuous, not merely cumulative. Prior service time for persons re-employed with the County shall not be credited toward longevity unless the break in service was the result of an approved leave of absence.

All elected officials are eligible to receive longevity pay.

Adopted 01/01/94
Revised 07/19/04, 11/06/06, 12/31/07, 10/26/09; 10/14/13

Group health insurance is provided as a voluntary benefit for County employees.

The County participates in the Kansas Health Policy Authority (KHPA) health insurance coverage beginning on January 1, 2010. Employee and Employer Rates are governed by the KHPA for both regular full time and regular part time employees. Eligibility standards for full and part time employees are also governed by the KHPA.

For new employees enrolling in the State Health Plan after January 1, 2010, there will be a thirty (30) day waiting period. The waiting period begins the first day of employment with Barton County. Coverage will be effective the first day of the month following completion of the thirty (30) day waiting period. For example, an employee hired on January 4th would be eligible for health insurance coverage effective March 1st.

Cost information on County sponsored insurance may be received from the County Administrator's Office.

MANDATORY RETIREMENT SYSTEMS

Barton County employees are covered under two mandatory retirement systems. Employee classifications that qualify for retirement are:

- Regular full-time employees
- Regular part-time employees

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM provides retirement, permanent disability, and survivors' benefits.

Effective January 1, 2015, KPERS will operate under a three plan system. Contributions to the three plans are explained below.

KPERS 1 – KPERS withholding at Six Percent (6%)

Members as of July 1, 2009 – Employees hired prior to July 1, 2009, who are active contributing members on July 1, 2009.

Employees in their First Year of Service – Employees hired between July 1, 2008, and June 30, 2009, currently in their first year of service and work 1,000 hours or more a year. Effective date of membership is July 1, 2009.

Buying back Service Credits Example – If an employee was hired December 1, 2008, the employee can buy back the following:

- 4th Quarter of 2008
- 1st Quarter of 2009
- 2nd Quarter of 2009

In this example, the employee will get credit for the 3rd Quarter of 2009 due to the July 1, 2009, membership date.

KPERS 2 – KPERS withholding at Six Percent (6%)

All employees hired in a KPERS covered position (1,000 hours or more a year) on or after July 1, 2009 and before January 1, 2015. KPERS withholding begins immediately at 6%.

Buying back Service Credits Example – If an employee hired on or after July 1, 2009, was a prior KPERS member and withdrew his or her account, the employee can buy back the prior year or years of service. However, the buyback will be at 6%.

KPERS 3 – KPERS withholding at Six Percent (6%)

All employees hired in a KPERS covered position (1,000 hours or more a year) on or after January 1, 2015. KPERS withholding begins immediately at 6%.

SOCIAL SECURITY RETIREMENT SYSTEM mandates that Barton County employees participate in the federal Social Security program which also provides retirement, disability and survivors' benefits. All County employees are covered under this system from the date of appointment and contribute to the program through

payroll deduction based on gross salary. The County's share is equal to the contribution of each employee.

An employee shall consult with the County Payroll Clerk for information and assistance in application for retirement benefits. The County Payroll Clerk must be notified at least 60 days in advance of a planned retirement in order to begin the appropriate paperwork and to receive retirement benefits upon retirement.

ADDITIONAL BENEFITS

Barton County does offer additional benefits that are maintained through employee contribution. Barton County does not contribute to, nor does the County administrate, these programs. These benefits are elective.

Barton County Employees Flexible Benefit Plan

The Flexible Benefit Plan allows employees to pay for their proportionate share of the County health insurance premiums, uninsured health care costs and child / dependent care expenses with tax-free salary dollars. The amount that employees elect to have withhold from their paycheck is subtracted from their gross salary. Federal and state income taxes, social security taxes and Medicare taxes are then calculated on this adjusted gross income.

AFLAC

AFLAC policies are available to employees if they elect to pay the premiums personally. Optional insurance coverages include:

- Personal Accident Indemnity Insurance Plan
- Personal Cancer Indemnity Insurance Plan
- Disability Income Protector Insurance Plan
- Vision Now Insurance Plan

457(b) Deferred Compensation Plan - KPERs and Nationwide

KPERs and Nationwide Deferred Compensation Plans are available that allow employees to make automatic, pre-tax contributions to a supplemental retirement plan similar to a 401(k). Employees make the contributions by deferring a dollar amount to the plan. The County does not make any contributions to the Plan.

Detailed information regarding each plan is available in the Administrator's Office.

Adopted 01/01/94

Revised 11/06/06, 06/29/09; 09/15/14; 05/04/15

An employee's membership dues in job-related professional associations may be paid by the County Commission. Any material received from a professional association when membership fees are County-paid, shall remain the property of the County. Those employee classifications eligible:

- Regular full-time employees
- Regular part-time employees

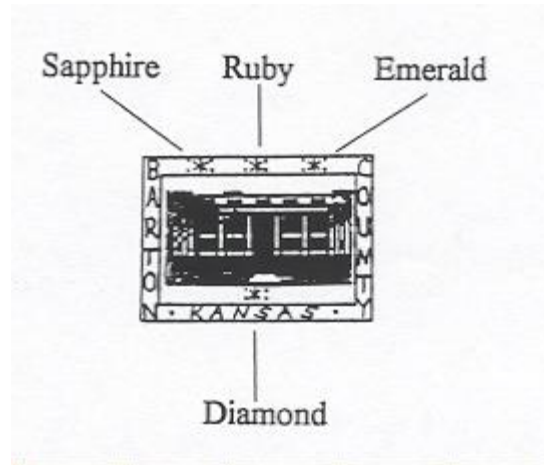
Chamber of Commerce dues may be paid through departmental budgets.

Employees who must wear uniforms as a requirement of their position shall be provided necessary uniforms. Department may provide a cleaning allowance, laundry service or require the employees to clean the uniforms themselves. The determination of the requirement will be based upon the material from which the uniforms are made and duties performed while wearing them. Uniforms are the property of the County and must be returned upon termination of employment.

Employees should be mindful, that when wearing uniforms, they are representing the County.

Adopted 01/01/94
Revised 07/19/04; 11/06/06; 10/14/13

In 1993, the Employee Relations Committee (ERC) created the (below) Employee Service Pins.



Under an agreement with the Commission, it was determined that a service pin would be awarded after five years, with stones to be awarded at five-year intervals as established below:

Service Requirement – Continuous Years of Service	Award
Five continuous years of service	Pin
10 continuous years of service	Sapphire
15 continuous years of service	Ruby
20 continuous years of service	Emerald
Each five continuous years of service thereafter	Diamond

As of September, 2016, the County will no longer offer pins as a service award. Employees with pins have the option of maintaining them. If an employee opts for a service award in lieu of pin maintenance, the County will not be responsible for “catching up” stones. In addition, the County will not replace nor repair pins or stones.

Service Award eligible employees have the option to choose from a variety of items. Service Award items will be selected by the ERC and engraved or embroidered with “Barton County” and the logo where possible. The Employee Service Award may include such items as jackets, stadium seats, blankets or watches. Items shall be in the same value range as the pin and \ or stones.

Tiered Cost of Award

Service Requirement – Continuous Years of Service	Award
Five, Ten and Fifteen Years	\$40.00 - \$50.00
Twenty, Twenty-Five and Thirty Years	\$50.00 - \$60.00
Thirty-Five and all other Five Year Increments	\$60.00 - \$70.00

Eligible employees will be provided with a listing of available awards by November 1 of each year.

The County's Payroll Clerk is responsible for developing the annual listing of employees eligible for award and providing that listing to the ERC.

Years of service shall be deemed to mean those uninterrupted years as a full or part-time employee, appointed official or elected officials. Temporary or contractual time work will not be used in calculating years of service.

It shall be the responsibility of the ERC to:

- Coordinate the presentation of the Employee Service Award with the Commission.
- Provide Service Award eligible employees with the brochure of items to choose from.
- Obtain written documentation from the Employee of item chosen.
- Collect pins for update as needed.
- Place the order of items selected.
- Obtain employee signature that item was received
- Maintain an annual listing of employees recognized and choice of service award item.

Further,

- Once an employee determines his or her choice of service award, he or she cannot later request a different award, to include the stones.

Adopted 09/18/95
Revised 10/31/05, 12/19/11; 09/06/16

The ERC requested and the Commission approved the inclusion of Employee Retirement Awards and a flat fee established for retirement receptions / parties. This is available only to those employees that retire from Barton County employment.

Retirement Award eligible employees have the option to choose from a variety of items in lieu of a pin or stone. Items will be selected by the ERC and engraved or embroidered with "Barton County" and the logo where possible. It is anticipated that the items for retirees will be in the \$100.00 range.

The ERC representative for the office of the retiree shall be responsible for notifying the ERC president that the purchase of an award must be coordinated. It is the responsibility of the ERC president, or his or her designee, to:

- Provide the retiree with the brochure of items to choose from.
- Obtain written documentation from the retiree of item chosen.
- Place the order of item selected.
- Obtain employee signature that item was received

In addition, each department shall be allowed to expend up to \$40.00 of County funding for refreshments or other such items needed for a retirement reception / party. For the purposes of this policy, County funding shall be deemed to include any funds used by all County departments (ie, Road and Bridge, Juvenile Services, etc).

Barton County appreciates its employees and their contribution to our services. The County additionally recognizes the importance of the family in the lives of its employees. The County will, in its effort to support the family unit, give flowers or another appropriate offering on the death of a current employee, spouse, child or parent; the serious or life threatening illness of a current employee, spouse or child and for the birth or adoption of a child. For all others events not listed, individual departments should arrange for a sympathy, get-well or congratulations cards to be mailed as is custom.

Employees are asked to notify Department Heads of these types of events. That information will be provided to the Administrator's Office where the appropriate arrangements will be made.

Adopted 07/19/04
Revised 11/06/06

An employee is eligible for leave if s\he is the victim of domestic violence and/or sexual assault. An employee who is the victim of domestic violence or sexual assault shall be provided leave for any of the following:

- a. Obtain any relief including but not limited to a temporary restraining order or temporary or injunctive relief to protect themselves or their child or children; or
- b. Seek medical attention for injuries caused by sexual or domestic violence or
- c. Obtain services from a domestic violence shelter, domestic violence program or rape crisis center as the result of domestic violence or sexual assault; or
- d. Make a court appearance in the aftermath of domestic violence or sexual assault.

In order to qualify for this leave, the employee shall give reasonable advance notice unless such notice is not feasible. Within forty-eight hours of returning from leave the employee shall provide documentation that supports the need for the requested leave which may include any of the following:

- a. A police report verifying that the employee was the victim of domestic violence or sexual assault; or
- b. A court order of protection or other evidence from the court or the prosecuting attorney; or
- c. Documentation from the medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor for the employee verifying that the employee was undergoing treatment for physical or mental injuries or abuse resulting from the victimization from an act of domestic violence or sexual assault.

The request for leave and any documentation presented by the employee to the employer shall remain confidential.

Employees shall first utilize accrued paid leave. This includes vacation leave, sick leave or discretionary days. If an employee does not have accrued leave the employee shall be granted unpaid leave as specified under Barton County Employee Handbook Policy 601, Unpaid Leave. Provided, however, that an employee utilizing Victim of Violence Leave shall not be allowed less than a total of eight days a calendar year.

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require Barton County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, including termination of employment.

It is the employee's responsibility to report accurately his or her time records. Dependent upon the time recording systems used in any office, some departments may require employees to sign his or her time record to certify the accuracy of all time recorded. The Department Head will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Department Head must verify the accuracy of the changes by initialing the time record.

Ultimately it is the responsibility of the Department Head to ensure time records are submitted accurately and timely.

All employees are paid every fourteen days. Employees will be paid within five days of the end of each pay period. Pay will include earnings for all work performed through the end of the previous payroll period.

Employees may be paid either by direct deposit or paycheck.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation or mailed to the employee if requested by the employee.

One option for employees is direct deposit. Should an employee opt for this method, he or she must provide the County Payroll Specialist with a voided check from the checking account into which the pay will be deposited. Should the employee change banks or accounts, it is his or her responsibility to notify the Payroll Specialist of such. Employees will receive an electronic paystub by email. Each employee shall provide the Administrator's Office a valid email address.

The other option is a paper check. Employees electing to receive paper checks must go to the Administrator's Office personally to obtain his / her paycheck. In case of emergency, a spouse may pick up the pay check.

Neither pay advances nor extensions of credit on unearned wages will be provided to employees.

**Barton County Direct Deposit Form
AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSITS**

I hereby authorize Barton County to initiate credit entries to my account(s) indicated below. In the event of an error made to my account, I grant Barton County the right to make a debit entry to my account up to the amount of the error. In this event, Barton County will notify me prior to making the debit entry.

Name: _____

Address: _____

City, State ZIP: _____

Primary Account

Bank Routing Number: _____

Account Number: _____ Checking _____ Savings _____

Secondary Account

Bank Routing Number: _____

Account Number: _____ Checking _____ Savings _____

Amount to put into this Account: _____

This authorization may be terminated upon written notification of your desire for termination.

Signature: _____ Date: _____

Attach voided Check here

Termination of employment is a part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - employment termination initiated by an employee who chooses to leave the organization voluntarily.

DISCHARGE - employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT - voluntary retirement from active employment status initiated by the employee.

ASSUMPTION OF RESIGNATION - There are those occasions when employees do not return to work or do not show up to work. When this happens, the Department Head will make every effort to determine the employee's intent.

APPROVED LEAVE - If the employee is on an approved leave and does not return to work on the expected date, the Department Head will contact the employee by registered mail. The letter shall ask the employee if he or she will return to work or if there is a problem that prevents a return to work. The employee will be notified that they have three days in which to contact the Department Head to explain their position. If the employee does not contact the Department Head within those three days, employment shall be terminated. These conditions must be made clear in the letter. Any such correspondence must be reviewed with the County Administrator before being mailed to the employee.

NO CALL / NO SHOW - If an employee does not report for work and does not contact the Department Head for two days in a row, that employee shall be terminated. The Department Head, at his or her discretion, may contact the employee within the two days to determine their intent. Any attempts to contact the employee shall be recorded in a written memorandum.

Any correspondence or notes related to Assumption of Resignation shall be forwarded to the County Administrator's Office (or attached to a Payroll Authorization Change Sheet if the employee is terminated) for inclusion in the personnel files.

Barton County shall schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, health care continuation rights, repayment of outstanding debts to Barton County, or return of Barton County-owned property. Suggestions, complaints, and questions can also be voiced. The employee has the option of completing the exit interview with his or her Department Head or the County Administrator.

Employees are responsible for the return of all County-owned equipment, motor vehicles, tools, supplies, materials, keys, ID card, credit cards and any other items issued or not issued to the employee by the last day of employment. To assure that all County property has been returned, an employee's pay for the last pay period of employment shall not be regarded as earned until all such items have been returned. Accordingly, the employee's pay for that final period will not be issued until such items are returned.

Adopted 01/01/94
Revised 11/24/97; 07/19/04, 11/06/06

BARTON COUNTY EXIT INTERVIEW FORM

Employee _____ Date _____

Department _____ Position _____

Date Hired _____ Date Separated _____

Supervisor's Name _____

Type of Termination _____ Resignation
_____ Retirement
_____ Other

State Reason for Separation – Use Additional Sheets if Necessary:

Interview Questions – Use Additional Sheets if Necessary:

1. What did you like best about your job?

2. What did you like least about your job?

3. What did you like best about Barton County employment?

4. What did you like least about Barton County employment?

5. Would you stay with Barton County under a more satisfactory arrangement?
_____ Yes _____ No If yes, what changes would be required?

Interviewer's Comments – Use Additional Sheets if Necessary:

Employee Signature _____ Date _____

Interviewer's Signature _____ Date _____

The employee has the option of completing the Exit Interview form with the County Administrator if that is an acceptable alternative for the employee.

Note: This form must be filed with the County Administrator's Office for inclusion in personnel file.

Adopted 01/01/94
Revised 07/19/04

Barton County may pay two weeks severance pay for those employees who are non-voluntarily terminated from employment other than for cause. In order to be eligible for severance pay, an employee must have worked for the County for a minimum of one year. All regular employees will be eligible for the following benefits, provided that the qualifications for the receiving of these benefits are met:

VACATION time will be paid for accrued, unused vacation time up to the date of separation as detailed in Section 301, Vacation Benefits.

SICK leave shall not be paid for unused accrued sick leave unless the employee has at least five years of continuous County employment. After completing five or more continuous years of service, the employee shall be paid for unused sick leave at the rate of 25% of the final rate of pay for each day of unused accrued sick leave. If the employee has 20 or more years of continuous County employment, the employee shall be paid 50% of the final rate of pay for each day of unused accrued sick leave for the first 60 days for full-time employees and 30 for part-time. Any days over 60 will be paid at 25%.

KPERS monies will be paid by KPERS according to KPERS regulations.

DEFERRED COMPENSATION AND OTHER INSURANCE PROGRAMS will be subject to each program's guidelines.

Barton County does not grant severance pay to employees whose employment is terminated at the employee's option.

Barton County reserves the right to make exceptions to this policy in its sole and absolute discretion.

Barton County takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee will promptly bring the discrepancy to the attention of the Department Head so that corrections can be made as quickly as possible. The employee shall notify the Department Head of such discrepancy within forty-eight hours.

Once underpayments are identified, they will be corrected in the next regular paycheck unless this creates a substantial burden to the employee.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, Barton County will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or Department Head, or bring them to the attention of the Risk Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, including termination of employment.

Employees involved in any accident must file an Accident Report with their Department Head. These reports must be filed within forty-eight (48) hours of any accidents. All accidents and injuries, regardless of how insignificant, will be reported.

If an employee is involved in an accident and is unable to complete the report, the employee's supervisor or Department Head will complete the form.

All reports are to be filed with the Risk Manager, by or through the Department Head, within forty-eight (48) hours. The Risk Manager must then provide the reports to the Administrator's Office within one work day.

500.1 REPORTING ACCIDENTS INVOLVING NON-EMPLOYEES 500.1

If a County employee witnesses an accident on County owned property or Jack Kilby Square by a member of the public, or is involved in an accident with a member of the public while operating a County owned vehicle, the employee shall promptly report the accident to the Risk Manager.

Incident Report Form



A report needs to be completed by the person injured, witnesses and/or Barton County employees involved or who saw the incident.

INFORMATION ON THE INCIDENT

Exact location of the incident: *(What building, room, street location, etc.)*

Date of the Incident:

Time of the Incident:

Weather Conditions (if applicable):

Name(s) of Staff notified of incident:

Description of Incident *(If vehicle involved, attach registration, owner and/or driver info on separate page.)*

INFORMATION ON INJURED PERSON OR OWNER OF DAMAGED PROPERTY

Name:

Birth date: / /

Address:

Phone Numbers:

Work: _____ Home: _____ Mobile: _____

Other:

Occupation/Place of Employment:

Please describe nature of injury or property damage. *Be sure to include location of injury (left arm, right leg, etc.)*

Treatment outcome details:		<input type="checkbox"/>	No Treatment	<input checked="" type="checkbox"/>	Medical Treatment
<input checked="" type="checkbox"/>	First Aid Only	Treated by:		Doctor:	
				Hospital:	

No medical attention was desired and/or required: Yes No

PERSON MAKING REPORT

Print Full Name:

Street Address:

Town, State, Zip:

Telephone (Home):	Telephone (Work):
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Email:

*I declare the information provided in this form to be a true account of the Hazard/Incident.
I acknowledge that Barton County may need to disclose details of this report, including personal details, to relevant third parties.*

Signed:	Date: / /
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The normal workweek is 8:00 a.m. through 5:00 p.m., Monday through Friday, unless otherwise set by the department head. Emergency services operates on a twenty-four hour basis through each year.

Department heads will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Non-exempt employees will perform duties at assigned work station. Non-exempt employees will not be allowed to perform duties from home unless the specific amount of time is approved in advance in writing by the Department Head and the County Counselor/Administrator.

Adopted 01/01/94
Revised 11/24/97; 09/15/14

In 1995, the County adopted a resolution banning smoking. That was updated in 2010 following the State of Kansas enactment of the Kansas Indoor Clean Air Act. In 2014, the Resolution was revised to cover both tobacco and tobacco substitutes.

Pursuant to KSA 21-6110, and under Barton County Resolution 2014-15, which establishes the Clean Air Policy Banning Tobacco and Tobacco Substitutes on or near Barton County owned or leased property. Under the policy:

1. "Smoking" means possession of a lighted cigarette, cigar, pipe or any other lighted smoking equipment. The definition of smoking is expanded to include any electronic device engaged or unengaged, that may or may not contain any nicotine and/or nicotine product, by-product or any other substance, legal or illegal.
2. "Tobacco, Tobacco Products and Tobacco Substitutes" shall be defined as any products that contains tobacco, are derived from tobacco or contains nicotine [or lobelia], that is intended for human consumption, or is likely to be consumed, whether smoked, vaporized, heated, chewed, absorbed, dissolved, or ingested by any other means; and

"Tobacco products" include e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence; and
3. That the Commissioners prohibit and ban smoking and the use of tobacco, tobacco products and tobacco substitutes in and / or on all County owned and leased buildings, vehicles and heavy equipment; and
4. That the following public places are to be included under this Resolution: all of the Barton County Courthouse, the Barton County Sheriff's Office and Detention Facility; the Barton County Health Department, the Barton County Office Building located at 1208 Kansas; the Road and Bridge Department Shop and Office Building; the Noxious Weed Department Office Building and the Barton County Landfill Office, all office buildings owned by the County and the leased 911 office space at 1300 Stone, Great Bend, Kansas; and
5. All public meetings, hosted by Barton County or any department thereof, or other public meetings held on County premises, will be smoke and tobacco, tobacco products and tobacco substitutes free.
6. Smoking and the use of tobacco, tobacco products and tobacco substitutes is prohibited within ten (10) feet of any doorway, open window or air intake where smoking is prohibited. Smoking and the use of tobacco, tobacco products and tobacco substitutes is prohibited within ten (10) feet of any doorway, open window or air intake where smoking is prohibited. That prohibition is extended to twenty (20) feet from any doorway, open window or air intake at the Barton County Health Department.
7. That all Barton County Department Heads are hereby directed to post in a conspicuous place signs clearly stating that smoking is prohibited by State law. All Department Heads are further directed that they may not, of their own volition, establish a smoking area within their own office areas; and

That the County Counselor / Administrator will cause to have posted at the entrance of any County owned or leased building and at other conspicuous places signs clearly stating that smoking is prohibited; and

8. Tobacco advertising is prohibited at those building described in Paragraph (5), in all County sponsored publications and at all County sponsored events.

This policy applies equally to all employees, customers, and visitors.

Failure to adhere to this policy may result in disciplinary action, including possible termination of employment, or civil action as defined in the County's Resolution dealing with this subject.

Each workday, full-time nonexempt employees may be provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time. Part-time employees are entitled to one 15 minute rest period in each four hour period worked.

Each workday, full-time nonexempt employees are provided one lunch period. Depending upon the office of employment, this lunch period will be for thirty minutes or one hour. Part-time employees are entitled to a lunch period of suitable time away from their duties only if the shift worked is at least eight hours per day.

During rest and lunch periods, employees shall be relieved of all duties unless otherwise provided for.

Department heads will schedule rest and lunch periods to meet the needs of their office. Employees shall check with their Department Head as to the scheduling and time limitations of such rest and lunch periods.

Barton County acknowledges the worksite accommodation law in the U.S. Patient Protection and Affordable Care Act enacted in March 2010, which amends the Fair Labor Standards Act (FLSA), and therefore provides breastfeeding employees the following lactation accommodations:

Lactation Accommodation Provisions

Reasonable Time to Express Milk at Work

Employees shall be provided reasonable time to express milk while at work for up to three years following the child's birth each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

A Private Area for Milk Expression

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room can be a designated space for lactation. If this is not practical or possible, a vacant office, conference room, or other small area can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk. The room will:

- Be in close proximity to the employee's work station when possible
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public
- Be well lit
- Ensure privacy by covering any windows with a curtain, blind, or other covering
- Contain at a minimum a chair and a small table, counter, or other flat surface
- Ideally include an electrical outlet and nearby access to clean water

No employee shall be discriminated against for breastfeeding or expressing milk during the work period and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

This policy shall be communicated to all current employees and included in new employee orientation training.

Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.

Barton County's Responsibilities

Barton County will:

- Maintain the cleanliness of the room or location set aside for the use of employees expressing breast milk at work.
- Notify employees returning to work following the birth of a child of their rights under the national worksite location accommodation law in the US Patient Affordable Care Act. This notice may either be provided individually to affected employees or to all employees generally through posting in a central location.

Employee Responsibilities

- Breastfeeding employees utilizing lactation support services will:
- Give supervisors advance notice of the need for lactation accommodations, preferably prior to their return to work following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping surfaces with microbial wipes so the area is clean for the next user.
- Insure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general company refrigerator, in a refrigerator provided in the lactation room or in the employee's personal cooler.

Adopted 08/25/13
Revised

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Department Head's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state laws at the following rate(s):

One and one-half times straight-time rate for all hours over 40 in a 7-day work period.

Law enforcement personnel must work a minimum of 42.5 hours in a 7-day work period before they begin to earn overtime. Law enforcement personnel will consult the Barton County Sheriff's Office Department Policies on overtime requirements and regulations.

As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

An employee who is required to report for overtime work after normal duty hours shall receive compensation for such overtime under the provisions of this overtime policy except that the employee will receive overtime for a minimum of two (2) hours on call backs. Other overtime calculations will be made upon actual time worked.

Failure to work assigned overtime may result in disciplinary action, including possible termination of employment.

The Department Head has the option of providing compensatory time or overtime.

It is the intent of Barton County to comply with all requirements of federal and state wage and hour laws which regulate payment of wages, overtime, time worked, etc. Nothing in this handbook is intended to limit or expand the requirements of federal or state law.

Department Heads are responsible for the administration of compensatory (compensation) time off in lieu of overtime. Generally:

- Compensatory time off is calculated at a rate of one and one-half times the hours physically worked in excess of 40 hours during a seven-day work week.
- Compensatory time may accrue to a maximum of forty hours of overtime, calculating to 60 hours of compensatory time.
- Once the maximum is met, the Department Head may schedule leave time off so that additional hours are not accumulated.
- Employees will be paid for any additional overtime hours after reaching the forty-hour limitation.
- All accumulated overtime must be used by the end of the last pay period actually paid in December. The payroll clerk will automatically pay out anything left in the compensatory time bank in the last paycheck of the year.
- Employees will not be able to accrue compensatory time in the month of December.

Personal use of telephones, mail systems, computers, internet service, copiers, cellular phones or other Barton County owned equipment will be held to a minimum. In so far as telephones and cellular phones are concerned, this includes using telephones and cellular phones for incoming and outgoing personal phone calls. "Personal use" is use which provides a benefit to the employee as opposed to providing a benefit to the employer. Employees may be required to reimburse Barton County for any charges resulting from their personal use of Barton County equipment.

Specific authorization for the County's internet service is covered in Section 511, Internet and On-Line Services Use.

The mail system is reserved for business purposes only. No mail, other than that which is official County business, will be sent with County purchased postage. This includes any personal mail or mail associated with a professional organization.

County vehicles are to be used for business purposes only.

Abuse of County owned equipment may result in appropriate disciplinary action, including termination.

505.1 PERSONAL CELL PHONE USE

505.1

Personal use of cellular phones or other Barton County owned equipment will be held to a minimum. "Personal use" is use which provides a benefit to the employee as opposed to providing a benefit to the employer.

County employees may have personal cell phones at work if it does not disrupt business operations, present a hazard or distraction to the user and/or other employees. Frequent use of a personal cell phone is disruptive to others within the department and the employee's work performance. Abuse of personal cell phone use at work will subject the employee to disciplinary action.

Further stipulations of personal cell phone use while at work may apply, per the discretion of the Department Head/Elected Official.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using County property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees will notify their supervisor immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The Department Head will establish and maintain policies for the vehicles in his or her department.

Seat belts will be worn by drivers and passengers at all times.

County vehicles will not be used for personal use. Personal use is use which provides a benefit to the employee as opposed to the employer. There are many examples of personal use. Driving a County owned vehicle to the grocery store or department store for a trip which benefits the driver individually and does not provide a benefit to Barton County is personal use. Driving children to and from school is personal use. County vehicles will not be used for personal use. County vehicles are provided by the taxpayers of Barton County and abuse of the vehicle by County officials will not be tolerated. Personal use of County vehicles by employees will be grounds for termination.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including termination of employment.

Any employee involved in a traffic accident while operating County equipment or on County property will immediately contact law enforcement. Law enforcement must be contacted in order to complete any necessary investigations that might be required by the County's insurance company and to avoid possible repercussions for not reporting a vehicular accident. Employees will also notify their Department Head and the Department Head will notify the Risk Manager in the case of any vehicular accident.

Any employee operating a County vehicle must attend a safe driving class and receive a certificate for successful completion. The County's Insurance Carrier, members of the Sheriff's Office or any individual designated as an "authorized instructor" by the National Safety Council can provide instructions for the Defensive Driving Course (safe driving class). Recently hired employees may drive a County vehicle from the time of hire until the next scheduled class without having a certificate. However, if the employee does not attend and successfully complete the first safe driving class held after his / her hire, then the employee will not be permitted to operate a County vehicle until he / she obtains a certificate. The safe driving certificate is valid for three years. It is the responsibility of both the Department Head and the employee to ensure that the employee has a valid safe driving certificate. Failure to have a valid and current certificate shall result in revocation of the privilege to drive a County vehicle.

Adopted 01/01/94
Revised 11/24/97; 10/31/05; 12/31/07; 04/26/10

506.1 DISTRACTED DRIVING POLICY

506.1

Barton County strives to maintain a safe and appropriate environment for its employees while they are conducting County business. This includes a safe and appropriate environment while traveling for the County. In order to reduce the risks associated with distracted driving, certain conduct is prohibited while driving a County-owned passenger vehicle (excludes Emergency Responders) or while driving a non-County-owned vehicle while on County business.

Barton County prohibits the use of the following devices while driving a County-owned passenger vehicle (excludes Emergency Responders) at any time or a non-County-owned vehicle while on County business: cell phones, laptops, portable media devices and GPS. This also means drivers are prohibited from answering or making phone calls and reading or responding to emails or text messages. You must stop at a safe location before checking messages, returning calls, text messaging, emailing, or programming/resetting your GPS unless stopping is not a safe course of action.

FEDERAL DEPARTMENT OF TRANSPORTATION – Effective January 1, 2012, the Federal DOT ban handheld cell phone use by interstate trucks and bus drivers. This ban is for vehicles weighing more than 10,000 pounds.

Those employees who are assigned a vehicle, with the exception of law enforcement employees, are required to complete the Barton County mileage log. This log will accurately reflect all miles driven in a County owned or leased vehicle. The date, destination, purpose and mileage of each individual trip will be recorded. Employees will also be responsible for recording if the trip is of "business" or "personal" nature. Employees found to be altering their log or not reflecting an accurate accounting of miles driven will be disciplined and possibly terminated.

Business use is use which provides a benefit to the employer. Business use includes running errands for articles to be purchased by the County, driving to and from meetings for County business, etc.

Personal use is use which provides a benefit to the employee as opposed to the employer. There are many examples of personal use. Driving a County owned vehicle to the grocery store or department store for a trip which benefits the driver individually and does not provide a benefit to Barton County is personal use. Driving children to and from school is personal use. County vehicles will not be used for personal use. County vehicles are provided by the taxpayers of Barton County and abuse of the vehicle by County officials will not be tolerated. Personal use of County vehicles by employees will be grounds for termination.

The only exception to personal use of a County vehicle is when a particular vehicle is assigned to a particular employee as part of their employment. In this case, the only personal use of the County vehicle allowed is driving the vehicle from the employee's residence to their office and driving the vehicle to and from lunch. Other personal errands or trips will not be tolerated.

Those employees assigned a vehicle will be required to pay income tax on the personal miles accumulated. Barton County will follow the mandates of the federal government in determining the taxable rate for this benefit.

County services are provided at the following locations, the Barton County Courthouse, Sheriff's Office and Detention Facility, the Health Department, the Barton County Annex (Central Kansas Community Corrections), the Road and Bridge Department, the Noxious Weed Department, the Barton County Solid Waste Municipal Landfill, the Juvenile Services Office and Barton County Communications / 911. This listing is not all inclusive and is subject to change.

Although County services will not normally be closed due to severe weather, there are times when a delayed opening or a closing will be necessary. In this event, Barton County has adopted the following policy:

1) CLOSING OR DELAYED OPENING – In the event of a weather, emergency closing or delayed opening of County Offices or operations, non-emergency personnel shall receive their normal rate of pay. Emergency personnel who are required to report to work, or who are requested to continue their work day, will be compensated at a rate of 1½ times their normal rate of pay. The increased pay rate will only be effective for those regular business hours when offices are closed due to the weather.

2) RECOMMENDATION FOR LIMITED TRAVEL – At the employee's discretion, he or she may opt to use accumulated compensatory time or vacation leave if weather conditions make it unsafe to report for work. For those employees who have no accumulated leave, unpaid time may be requested. (See Barton County Employee Handbook Policy 301, Vacation Benefits and/or Policy 601, Unpaid Leave). The employee who makes a decision to be absent from work due to severe weather is required to inform their department of their inability to report to work. Proper leave request forms must be completed upon return to work regardless if the leave is paid or authorized unpaid leave.

All notification of weather closings or delayed openings will be available on KHOK-FM at 100.7, KVGB-AM at 1590 and KSNC-TV. Every effort will be made to make announcements by 6:30 a.m., prior to the start of regular business hours.

Adopted 01/01/94
Revised 11/24/97; 11/13/01, 11/06/06; 06/18/12

508.1 DISASTER CLOSINGS

508.1

A disaster may require the closing of County facilities. A disaster may be, but is not limited to: fire, explosion, hazardous materials, power outages, acts of aggression and damage from severe weather. As determined by circumstance, individual offices or buildings may be closed as required.

Department Heads will make every effort to contact their employees about such closings. Local radio and/or television stations will be asked to broadcast notifications of any closings.

Employees should report for work following a disaster unless they have made other arrangements with the Department Head or designee.

Compensation for time off during a disaster closing will be decided on a case by case basis.

Barton County will reimburse employees, as defined in Section 509.2, Business Travel Expenses – IRS Requirements, for reasonable business travel expenses incurred while on assignments away from the normal work location. In addition, all business travel must be approved in advance by the Department Head and the County Administrator. Out of state travel must be additionally approved by the County Commissioners, with the exception of travel in the Kansas City, Missouri, area.

The Department Head for employees whose travel plans have been approved is responsible for making the necessary travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Barton County. Employees are expected to limit expenses to reasonable amounts and must be accompanied by a receipt.

In order to comply with the Internal Revenue Service, meals that are not incidental to overnight travel will be considered as taxable income to the employee and will be reported as such with appropriate taxes withheld. Additional information on IRS requirements is found in Section 509.2.

Expenses that generally will be reimbursed include the following:

MILEAGE COST for use of personal cars, only when less expensive transportation is not available. Mileage reimbursement costs will be set equal to the federal rate of reimbursement. All efforts should be made to arrange for the use of a County pool vehicle, rather than a personal car.

COST OF STANDARD ACCOMMODATIONS in mid-priced hotels, motels, or similar lodgings. Government or corporate rates will be requested when making lodging arrangements.

COST OF MEALS, no more lavish than would be eaten at the employee's own expense.

Meal rates generally are \$7.00 for Breakfast, \$11.00 for Lunch and \$17.00 for Dinner. Maximum limit per day for all three (3) meals is \$35.00. Tips are inclusive of the \$35.00 daily maximum.

ALCOHOLIC BEVERAGES will not be charged to the County nor reimbursed by the County.

PERSONAL TELEPHONE CALLS should not be charged to lodging billings and will not be reimbursed by the County.

TOLLS AND PARKING will be reimbursed, provided a receipt accompanies the request for reimbursement.

OTHER expenses, such as course related materials, books, etc., will be reimbursed upon the submittal of a receipt.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their Department Head when travel advances are needed. After travel is completed, any excess funds will be returned to the County.

Some Department Heads may arrange for their employees to use a County credit card or to have expenses directly billed to the County while on a business trip. If this is the

case, only legitimate travel related expenses, including, but not limited to, lodging, fuel and meal costs, may be charged.

Fuel should normally be purchased with County funds when the employee is in possession of a County vehicle.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees will submit completed travel expense reports within seven days. Reports will be accompanied by receipts for all individual expenses. Should the employee not submit a receipt for an expense, that expense will not be reimbursed by the County. When submitting receipts, an itemized billing for the originating company is required. It is of importance, particularly when visiting a food establishment, that a ticket showing actual purchases is secured. A "totaled" ticket is not an acceptable replacement.

Employees with excessive charges, or charges not within the guidelines of County travel, will reimburse the County for the additional expenses or the additional expenses will be withheld from any monies owed to the employee. In addition, meal expenses that are considered a taxable expense will be reported to the County's payroll division. The taxable expense reimbursement will be applied to the employee's earning at the next most practical pay period.

Employees should contact their Department Head for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses or any other business travel issues.

Any employee who is involved in an accident while traveling on business must promptly report the incident to their Department Head. That Department Head will in turn notify the Risk Manager for insurance purposes. Vehicles owned, leased, or rented by Barton County may not be used for personal use.

Abuse of this Business Travel Expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, including termination of employment.

Adopted 01/01/94
Revised 08/19/04, 11/06/06, 10/26/09, 06/18/12

BARTON COUNTY REQUEST FOR OUT OF COUNTY TRAVEL				
(Separate form must be completed for each employee)				
DEPARTMENT _____		EMPLOYEE NAME _____		
PURPOSE \ CLASS NAME		BENEFIT TO COUNTY		DESTINATION
Depart Date _____	Return Date _____	MILEAGE	Begin _____	End _____
DESCRIPTION	Estimated Expense	ACTUAL EXPENSES		Payment Information
		DAY TRIP	OVERNIGHT	
Registration Fees				PO# _____ or Credit Card Receipt(s)
Lodging # _____ nights X _____ rate				Credit Card Receipt(s) or Personal Expense
Meals # _____ meals X \$35.00 daily maximum.				Credit Card Receipt(s) or Personal Expense
Transportation				Credit Card Receipt(s) or Personal Expense
Other - Tolls, Parking Related Expenses				Credit Card Receipt(s) or Personal Expense
TOTAL				DAY TRIP MEAL DOCUMENTED?
ADVANCE				Yes No
TOTALS of Columns				
I hereby request approval of the above described _____ Out of Town Travel _____ Expense Advances				
Department Head _____ Date _____				
I hereby _____ Approve _____ Deny the _____ Out of Town Travel _____ Expense Advances				
County Administrator _____ Date _____				
I hereby _____ Approve _____ Deny the _____ Out of State Travel _____ Expense Advances				
Commission Chairman _____ Date _____				
EXPENSE RECONCILIATION			PLEASE NOTE THE FOLLOWING	
Amount Advanced	\$ _____		1. Tips inclusive of \$35 daily maximum.	
Total Cost of Travel	\$ _____		2. Personal phone calls not reimbursed.	
Amount Due County	\$ _____		3. Hotel charge per phone call is allowed.	
Amount Due Employee	\$ _____		4. All itemized receipts must be attached.	
This Form has been reviewed for true expense and found to be accurate and correct to the best of my knowledge. Payment approved.			5. Alcoholic beverages not allowed.	
Department Head _____ Date _____			6. Movies charged to rooms not allowed.	
This Form has been reviewed for true expense and found to be accurate and correct to the best of my knowledge. Payment approved.			7. Snacks, soda while driving not allowed.	
County Administrator _____ Date _____			8. Meal expenses cannot be "banked".	
			AMOUNT TO BE REPORTED TO PAYROLL TAXABLE EXPENSE \ REIMBURSEMENT	
			Expense _____	
			Reimbursement _____	

Adopted 11/06/06
Revised

Barton County secures credit through a variety of means. Generally, accounts are opened at various businesses by an individual department or, in the event the account might benefit all departments, through the Administrator's Office.

CREDIT CARDS – BANK OF AMERICA

As of the writing of this policy, major credit cards are issued, under a corporate account, by Bank of America. Although the County will be the controlling agent, Bank of America policies shall prevail.

The County will secure a credit card for the various departments through the Administrator's Office only.

No individual or department shall cause to be issued a major credit card account, under the umbrella of Barton County, without the express authorization of the County Administrator.

Generally, a credit card will only be issued for a department head. However, in select cases, a card may be secured for non-department head personnel only when a) it is approved by the County Administrator and b) there is a legitimate business reason for that issuance. Credit limits will be established by the Administrator's Office. Additionally, requests for permanent or one-time increases to the established credit limits must be to the Administrator's Office.

Under Bank of America, cards will be under the Barton County corporate account, by individual name. Persons issued cards will hereinafter be known as the card holder. As the cards are issued through the strength of the County's financial standing, it is not the intent of the County to cause the cards to be attached in any way to the individual's personal credit history. Further, because the cards are to be used for business purposes only, the County will be responsible for all legitimate business expenses.

However, in the event of the malicious or fraudulent use of a card for personal gain, the County reserves all legal rights in securing reimbursement. Malicious or fraudulent use of a card will be considered grounds for termination and for legal prosecution.

It is the responsibility of the card holder to secure a receipt for each purchase made with the County credit card. All receipts are to be remitted to the Administrator's Office, attached to a Credit Card Purchase Information form, for payment. Receipts are to be remitted on a timely basis and may be attached to a Travel Request Form if necessary.

When submitting receipts, an itemized billing for the originating company is required. It is of importance, particularly when visiting a food establishment, that a ticket showing actual purchases is secured. A "totaled" ticket is not an acceptable replacement. Should an itemized ticket not be submitted with a travel expense report, the card holder and \ or the traveler may be responsible for reimbursement to the County.

Should it be determined that a receipt is missing, it will be responsibility of the card holder to secure a replacement copy whenever possible. If it is not possible to secure a copy, the card holder may certify in writing to the Administrator's Office that the purchase was a legitimate business expense.

If a County credit card is accidentally used for personal reasons, the card holder will be required to pay for the identified charge. Payment must be made prior to the remit date of the monthly statement. Generally, the card holder will be asked to make payment directly to Bank of America, although personal checks will be remitted with the County's payment.

Consistent personal use, although accidental, and / or the inability to provide receipts on a regular basis, may be grounds for the cancellation of a credit card. Additionally, the County does reserve the option to cancel any card issued under its name for any reason.

The Administrator's Office will cancel cards in the event of the termination of employment.

OTHER CREDIT CARDS AND CHARGE ACCOUNTS

Besides a major credit card, there are offices that have gas and charge cards or have established a charge account with local vendors. Offices with these cards or with charge accounts shall follow the policies as outlined above whenever possible, with the Department Head administering the policy as if he or she were the County Administrator.

Prior to establishing a local account, Department Heads are urged to contact the Administrator's Office or the County Clerk's Office to determine if the County has an account with the vendor.

Adopted 07/19/04
Revised 11/06/06, 10/26/09

CREDIT CARD OR RECEIPT OF PURCHASE INFORMATION

This Purchase Information Sheet must be completed for each credit card or receipted purchase. For credit purchases, the card receipt and the actual receipt (if available) must be attached to this form. Actual receipts for personal purchases are also required. In addition, if the purchases were in conjunction with Out of County travel, this form and pertinent attachments must be included with the Out of County Travel Request Form. One form is to be used per purchase.

EMPLOYEE NAME AND DEPARTMENT

Last Four Digits of Card # _____ OR Personal Purchase Receipt

Date of Purchase _____ Amount of Purchase

Line Item to Pay From

Purchased from

(include name and site of company / agency)

Item or Service Purchased

(Include a brief description of item(s) or service(s) purchased)

Reason for Purchase

(Include a brief reason for the purchase. For business meals, include the name(s) and company / agency of any individuals who shared in the purchase or were present and business purpose (ie – discussion topic during meal period)

I swear by my signature that this is an official purchase for Barton County and that the item(s) purchase is / are for government use.

Signature of Credit Card User

CREDIT CARD OR RECEIPT OF PURCHASE INFORMATION

This Purchase Information Sheet must be completed for each credit card or receipted purchase. For credit purchases, the card receipt and the actual receipt (if available) must be attached to this form. Actual receipts for personal purchases are also required. In addition, if the purchases were in conjunction with Out of County travel, this form and pertinent attachments must be included with the Out of County Travel Request Form. One form is to be used per purchase.

EMPLOYEE NAME AND DEPARTMENT

Last Four Digits of Card # _____ OR Personal Purchase Receipt

Date of Purchase _____ Amount of Purchase

Line Item to Pay From

Purchased from

(include name and site of company / agency)

Item or Service Purchased

(Include a brief description of item(s) or service(s) purchased)

Reason for Purchase

(Include a brief reason for the purchase. For business meals, include the name(s) and company / agency of any individuals who shared in the purchase or were present and business purpose (ie – discussion topic during meal period)

I swear by my signature that this is an official purchase for Barton County and that the item(s) purchase is / are for government use.

Signature of Credit Card User

It has always been Internal Revenue Service tax law that meals allowed for employees while away from their home, but not overnight, are taxable as a wage to the employee, subject to employment taxes. Travel must be away from home overnight to be excludable from wages. Exceptions to this law are:

- The meal is business-related entertainment – refers to business meal meetings and one day seminars.
- Meals for Employees on Emergency Calls or Short Meal Periods – Refers to the transportation of juveniles and prisoners as applies to Juvenile Services and the Sheriff's Office.

To properly document a business meal, the following information must be collected and included with the receipt. Employees are encouraged to use the Credit Card or Receipt of Purchase Information Sheet (found under Policy 509.2). If allowable, any reimbursement due will be made through the Accounts Payable process.

- Date of meal
- List the individuals at the meeting
- Detail your discussion – the "Business Purpose of the Meal." A copy of meeting agenda would suffice. Example: Lunch with Saline County Clerk, Mary Smith. Discussed HAVA equipment purchases for Barton and Saline County.

If properly documented as outlined above, the meal will be non-taxable and reimbursed through accounts payable.

For day trips (no overnight stay),

- If the employee eats alone OR
- The necessary and proper documentation is not made

The meal will be considered taxable and reimbursement will be made through payroll. If the meal was purchased using a County credit card, the meal will be paid with the regular credit card billing. The County's payroll division will be provided the necessary documentation so that the employee is taxed for meal expenses and so that the respective payroll taxes are withheld.

Meals eaten while on legitimate overnight business travels will be reimbursed through accounts payable and are considered non-taxable.

When lay-offs are necessary, the order of lay-off shall be determined first by employment status: temporary, part-time, and training employees shall be laid off before regular full-time employees. If lay-off of regular full-time employees is required, criteria for determining order shall include, but is not limited to, military service, including widows and orphans thereof; impact upon County services; performance evaluations; and seniority.

An employee shall be provided a written notice of lay-off and the reason at least fourteen (14) calendar days before the effective date. This notice requirement, however, may be waived if the lay-off is for a duration of forty (40) working hours or less.

A laid-off employee shall not receive County pay or accrue benefits during the period of lay-off. However, the County will continue to pay the cost of single coverage health insurance for a period of one-month after the effective date of lay-off.

An employee reinstated to his or her former position after a lay-off of 120 calendar days, or less, shall return at the last rate of pay and shall retain unused vacation and sick leave credit held at the time of the termination.

511 INTERNET AND ON-LINE SERVICES USE

511

Barton County, through the Information Technology Department, will provide Internet and on-line services to County Departments. The following procedures and standards have been developed for use on the Internet.

Barton County will have a home page on the Internet. The County's internet address is www.bartoncounty.org. All employees are encouraged to visit the page to obtain information about the County. This home page will contain comprehensive information for the public on County services. Each department will be responsible for updates to the departmental page carried under the umbrella of the County's homepage.

Acceptable uses for the Internet will include:

- 1) Research and education - Communication with professional associations, other government entities, universities, businesses and/or individuals associated with the facilitation of County business, research and education efforts, as authorized by Department Heads.
- 2) General Public - Distribution of information to the general public, whereby such information is made available under County guidelines and polices for the release of information and the Freedom of Information Act.
- 3) Incidental Communication - Incidental communication among County employees and professional colleagues that facilitates work assignments and professional discussion in a work-related field of knowledge.
- 4) Other work-related communications.

Unacceptable uses for the Internet will include, but not be limited to:

- 1) Personal Use - Personal use not related to the conduct of work on behalf of the County or a related organization as set forth in agreements or contracts with Barton County.
- 2) Unlawful Access - Efforts to gain unlawful access to information or computer and communications resources.
- 3) Malicious Code - Intentional introduction of, or experimentation with, malicious code such as computer viruses with the express purpose to disrupt, destroy or damage Barton County information or programs.
- 4) No County Affiliation - Illegal, fraudulent, or malicious activity; political activity; religious promotion; or activity on behalf of organizations or individuals having no affiliation with the County.
- 5) Copyright / Patent Violations - Transmission of materials in violation of applicable copyright laws or patents.

- 6) Work Interference - Sending of messages likely to result in the loss of recipients' work or systems, and any other types of use that could cause congestion of the network or otherwise interfere with the work of others.
- 7) Obscene / Profane - Generating, receiving, viewing, storing, transmitting or other use of data or other matter which is abusive, profane or offensive to a reasonable person.
- 8) Web Page - To ensure a uniform County web presentation, development of a web or home page for personal purposes that contains specific information about Barton County or its services or department purposes is not permitted by Barton County, unless specifically authorized by the County Administrator and the Board of County Commissioners.

Barton County will financially support Internet or other on-line service accounts for County departments. Funding must be available within departmental accounts or budgets for the service. Each department head must monitor the activities within his or her own office to determine that costs are in-line with use.

An employee may access a County account from a remote location other than the site designated for each account, only with approval of the employee's supervisor and only for County business.

Violations of the Internet policy and procedures will be evaluated on a case-by-case basis. Violations may result in disciplinary action, up to and including termination. The Information Technology Department may make random internal audits of Internet or on-line use.

Adopted 06/30/97
Revised 07/19/04, 11/06/06; 10/14/13; 03/10/14

Barton County, Kansas (the “County”) recognizes that social media provides unique opportunities to participate in interactive discussions and share information with family, friends and co-workers around the world. However, use of social media also presents certain risks, including risks to the County’s confidential information and reputation and can jeopardize the County’s compliance with equal employment opportunity laws. Misuse of social media can harm others. As a result, employee use of social media carries with it certain responsibilities. To assist all employees in making responsible decisions about their use of social media, the County has established these guidelines for appropriate use of social media.

For the purposes of these guidelines, “social media” includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to an employee’s own or another person’s web log or “blog,” journal or diary, personal website, social networking or affinity website (Facebook, Twitter, wikis), web bulletin board or a chat room, whether or not associated or affiliated with the County, as well as any other form of electronic communication.

Employees must refrain from using social media while on working time or using County provided equipment unless such use is work-related as authorized by County management or is otherwise consistent with the County’s policy on use of its equipment. Employee must never use their own County email addresses or any other County email addresses to register on social networks, blogs or other online tools utilized for personal use.

To this end, Barton County staff should have no expectation of privacy when using Barton County provided information systems or equipment: All County systems may be monitored or reviewed at any time and most system usage information will generally be subject to public disclosure through open records requests. Further, Barton County’s information systems are provided for necessary, work related purposes only, and all usage of those systems is expected to be carried out in an efficient and professional manner. Observation, monitoring, or quality checks for compliance with on-duty systems usage expectations may be made at any time at the discretion of the department or the County.

Social media used either at or away from work should not be used in a way that violates any County policy or employee obligations. If a social media posting would violate any County policy in another forum, it will also violate it in an on-line or other electronic forum.

When using social media, employees:

- Must not violate any laws;
- Must not violate County’s policies, including, but not limited to, those addressing sexual and other forms of harassment, employment discrimination and equal opportunity, workplace threats and violence,

proper use/disclosure of County confidential information, and employee conduct;

- Must maintain the confidentiality of County trade secrets and private information and the trade secrets and private information of the County's taxpayers. Trade secrets may include information relating to the development of systems, processes, products, know-how and technology. Private information may include financial information and other information identified and reasonably considered by the County or its taxpayers to be confidential or proprietary. Employees must not post County internal reports, policies, procedures, or other internal business-related confidential communications;
- Must not create links from their own blogs, websites or other social networking sites to a County website;
- Should remember that work-related complaints are more likely to be resolved by speaking directly with co-workers, department heads, or by utilizing the County's open door policy, rather than by posting such complaints to social media.
- Employees who decide to air work-related complaints or criticisms through social media should, nonetheless:
 - Always be respectful, fair, and courteous towards others.
 - Never post information that could contribute to a hostile work environment on the basis of race, sex, disability, national origin/ancestry, veteran/military status, citizenship, genetic information or any other characteristic protected by law or County policy.
 - Avoid using statements, photographs, videos, or audio content that reasonably could be viewed as malicious, obscene, harassing, threatening, bullying, intimidating, similarly inappropriate or unlawful.
 - Never disparage or defame the County's taxpayers, employees or vendors.
 - Never post information meant to intentionally harm another's reputation.
- Must make it clear that any personal opinions expressed are those of the posters in their individual capacity, not as representatives of the County or otherwise on the County's behalf;
- Must not identify other persons or organizations as the taxpayers, customers, suppliers or vendors of the County or disclose their contact information;
- Who are not otherwise authorized by appropriate County management, must never purport to be speaking on behalf of the County, or represent their opinions or statements as the policy or view of the County, or that of any County employee in his/her capacity as a representative of the County;
- Should never provide references for County employees or former employees on social or professional networking sites, as such references, positive and negative, could be attributed to the County and could create legal liability for both the employee and the County;

- Must remember that they are solely responsible for their postings and should consider the risks and rewards when posting information;
- Keep in mind that any conduct that adversely affects their job performance or that of other employees, or otherwise adversely affects employees, taxpayers, vendors, and others who work on behalf of the County or its legitimate business interests may result in disciplinary action up to and including termination;
- Remember that violations of this policy may result in disciplinary action, up to and including immediate termination.

Notwithstanding the foregoing, these guidelines are not intended to nor will they be applied to interfere with an employee's right protected by the First Amendment to the United States Constitution to speak as a citizen on matters of public concern.

The County prohibits taking adverse action against any employee that reports a possible deviation from these guidelines or for cooperating in a County investigation relating to these guidelines. Any employee who retaliates against any other person for reporting a possible deviation or cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Instances of suspected violations will be evaluated on a case by case basis. Violations may result in disciplinary action, up to and including termination.

Since technology advances so rapidly, these guidelines do not attempt to list each and every element of the County's policy on the use of social media. If employees are uncertain or concerned about the appropriateness of any social media posting, they may discuss the uncertainty or concern with the County Counselor / Administrator.

Adopted 06/18/12
Revised 03/10/14

The policy for Barton County, Kansas, in accordance with Chapter 45, Public Records, Document and Information, of the Kansas Statutes, is hereby established. Information shall be made available to the public through Chapter 45, Public Records, Documents and Information, herein known as the Open Records Act. Information shall be provided through copies, the mail system, through faxes or through email. However, the use of the copier, the mail system, a fax machine or email, places a financial burden on the County through the wear on the equipment, the supplies used for the equipment and employee time. The County will set a fee for each page of information, whether copied, mailed, faxed or emailed. Additionally, persons shall be charged, at a rate equal to the hourly rate of the records custodian, for the time spent fulfilling the open records act request.

For a complete understanding of Chapter 45 – Public Records, Documents and Information, please refer to the Kansas State Statute books.

1. Information shall be made available to the public through Chapter 45, Public Records, Documents and Information, of the Kansas Statutes, herein known as the Open Records Act. Information shall be provided through copies, the mail system, through faxes or email.
2. Fees for copies of records shall be reasonable as required by KSA 45-219. The use of the copier, the mail system, a fax machine or email, is considered in establishing such a fee as the use places a financial burden on the County through the wear on the equipment, the supplies used for the equipment and employee time. The County will set a fee equal to 50 cents for each page of information for the first 20 pages, with each page after that set at a fee of 25 cents per page, whether copied, mailed, faxed or emailed. Said fee shall be charged for each “set” of information provided. For example, a 40 page document would create a charge of \$15.00. \$10.00 for the first 20 pages and then another \$5.00 for the remaining pages (20 pages times 25 cents). Following that example, if three 40 page documents were required to answer the request, then the cost would be \$45.00. Any difference in charges, as allowed by Barton County, shall be posted in said office. Additionally, persons shall be charged at a rate equal to the hourly rate of the records custodian, for the time spent fulfilling the open records act request. Fees for records other than those readily available (ie – customized document) shall be determined and reported at the time of the request, following KSA 45-219.
 - 2A. The cost to prepare a compact disk (CD) for 911 calls will normally be \$15.00 and for Commission meetings, \$5.00. Additional charges may apply depending on circumstances. If a higher cost is anticipated, the requestor will be so notified.
 - 2B. Costs for maps are subject to a schedule maintained by the County Cartographer. The fee schedule is available upon request.
3. The Barton County Clerk is the County’s Freedom of Information Officer. The County Clerk’s Office is open and available for any request of information, Mondays through Fridays, 8:00 a.m. through 5:00 p.m., unless otherwise announced. Should employees not have the information requested readily available, or should the information requested be outside the scope of their normal work, citizens should be instructed to contract the County Clerk’s Office. The Freedom of Information Officer may refer the requester to another County office should the information be more readily available from another office.

4. Each department head shall inform their employees as to what information is available through the open records act in their particular office. The department head shall additionally inform employees as to where to direct requests that fall outside the general operations of the office.
5. Persons seeking information from the County will be required to request said information in writing, unless the request constitutes regular business. Kansas Statutes specifically state that a public agency may require a written request for the inspection of public records, but shall not otherwise require a request to be made in any particular form. Except as otherwise provided by Statute, a public agency shall not require that a request contain more information than the requester's name and address and the information necessary to ascertain the records to which the requester desires access and the requester's right to access to the records. A public agency may require proof of identification of any person requesting access to a public record. No request shall be returned, delayed or denied because of any technicality unless it is impossible to determine the records to which the requester desires access. Persons making a request will be asked to complete a request form, but they shall not be required to complete said form. Non-completion of the form shall not affect the method in which the request is fulfilled nor in the amount of time taken in completing the request.
6. Statutes state that each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If the request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester not later than the end of the third business day following the date that the request for the statement is received.
7. Whenever possible, persons not associated with the County should be discouraged from using County office machines. Persons requesting fax or copy service should be directed to a private business that provides this service.
8. A billing for services shall be provided to each persons receiving information. Businesses may be allowed to establish a monthly account for services. Monies received for the services will be placed in the General Fund or the regular fund for offices outside the General Fund. All efforts will be made to collect accrued fees.
9. In cases where the County regularly exchanges information with other governmental agencies, these charges shall be waived.
10. Once information is presented in open meeting to the County Commission, or is released by any elected official, that information is no longer deemed confidential in nature.

Questions about this policy, or the records in each office that are available to the public through the Open Records Act, should be referred to the Freedom of Information Officer or the Department Head.

Adopted 06/28/99

Revised 07/19/04, 11/06/06; 08/25/08

REQUEST FOR RECORD INSPECTION AND/OR COPIES – BARTON COUNTY, KANSAS
(Requested to be completed by persons requesting information. This form is optional.)

NAME _____

ADDRESS _____

CITY _____ PHONE _____

KSA 45-218(d) states that each request for access to a public record shall be acted upon as soon as possible, but not later than the end of the third business day following the date that the request is received. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If the request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requestor not later than the end of the third business day following the date that the request for the information is received.

KSA 45-220(b) A public agency may request a written request for inspection of public records but shall not otherwise require a request to be made in any particular form. Except as otherwise provided by subsection (c), a public agency shall not require that a request contain more information than the requester's name and address and the information necessary to ascertain the records to which the requester desires access and the requester's right of access to the records. A public agency may require proof of identification of any person requesting access to a public record. No request shall be returned, delayed or denied because of any technicality unless it is impossible to determine the records to which the requester desires access.

Charges – A charge for providing access to public records is authorized by KSA Article 2, Chapter 45 – Records Open to Public and has been established by Barton County, Kansas. These charges are set at a level to compensate the County for actual costs incurred in honoring your request. The fee schedule established by the county is for actual employee time, plus .50 cents a page for the first 20 pages, and 25 cents per page for each additional page, for copying or faxing of any document needed to fulfill said request. Any difference in charges, as allowed by Barton County, shall be posted in said office.

The cost to prepare a compact disk (CD) for 911 calls will normally be \$15.00 and for Commission meetings, \$5.00. Additional charges may apply depending on circumstances. If a higher cost is anticipated, the requestor will be so notified.

Costs for maps are subject to a schedule maintained by the County Cartographer. The fee schedule is available upon request.

Additionally, persons shall be charged at a rate equal to the hourly rate of the records custodian, for the time spent fulfilling the open records act request. Fees for records other than those readily available (ie – customized document) shall be determined and reported at the time of the request, following KSA 45-219. Prepayment _____ is _____ is not required.

If charges exceed \$25.00, please notify me prior to completing the request at (_____) _____ (phone number) OR

Based on an estimated cost of \$_____, I agree to pay all costs associated to complete this records request.

RECORDS SOUGHT – Please provide specific description of the record(s) requested to inspect and \ or copy.

Requestor Signature _____ Date _____

Your Copy of this form is your receipt
 To be completed by Records Custodian

Time of Request Date _____ Time _____ am/pm

Staff Time Involved Hours _____ Minutes _____ X _____ Salary

Pages _____ X .50 cents up to 20 _____ X .25 after 20 (per document)

CD _____ \$15.00 for a CD from 911

_____ \$5.00 for a CD of Commission meetings

MAP _____

Special Request Fee _____ To be determined

Actual Charges \$ _____
 Prepaid \$ _____
 Paid \$ _____
 Billed \$ _____

 Records Custodian

Pursuant to KSA 45-220(b) – A public agency may require a written request for inspection of public records but shall not otherwise require a request to be made in any particular form.

In order to be eligible for Family Medical Leave, employees must:

- Have been employed for at least one (1) year, and for at least 1,250 hours during the preceding 12-month period are eligible for Family Medical Leave; and
- Have been employed for at least 12 months of service, which need not be consecutive provided there is not a break in service of more than 7 years except for military service.

In accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA), an individual is not penalized for time off for military service and the individual is deemed to have worked the number of hours he or she would have worked, but for the military service.

For employees not eligible for Family Medical Leave, Barton County will review business considerations and the individual circumstances involved. Employees returning from Family Medical Leave will be returned to the same or to an equivalent position.

APPLICABILITY

All employees who meet the applicable time of service requirements may be granted Family Medical Leave for a period of twelve (12) weeks (during any 12-month period) for the following reasons:

Section A.

- The birth of the employee's child and in order to care for the child.
- The placement of a child with the employee for adoption or foster care.
- A serious health condition that renders the employee incapable of performing the functions of his or her job.
- To care for a spouse, child or parent who has a serious health condition.

An immediate family member for purposes of taking Family Medical Leave is defined as:

An employee's spouse, children (son or daughter), and parents are immediate family members for purposes of Family Medical Leave. The term "parent" does not include a parent "in-law". The terms son or daughter do not include individuals age 18 or over unless they are "incapable of self-care" because of mental or physical disability that limits one or more of the "major life activities" as those terms are defined in regulations issued by the Equal Employment Opportunity Commission (EEOC) under the Americans with Disabilities Act (ADA).

The term "serious health condition" means:

- Inpatient care, including any period of incapacity or subsequent treatment in connection with inpatient care;

- Incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that involves:
 - (1) Treatment two or more times by a health-care provider or
 - (2) Treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
- Any period of incapacity due to pregnancy or for pre-natal care;
- Any period of incapacity or treatment due to a chronic serious health condition;
- A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; or
- Any period of absence to receive multiple treatments for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

Section B. Eligible employees may take up to 12 weeks of Family Medical Leave per 12-month period measured forward from the date an employee's first leave begins for a qualifying exigency while the employee's spouse, son, daughter or parent is on, or called to, active duty for one or more of the following qualifying exigencies. Leave due to qualifying exigencies may be taken on an intermittent basis:

- Short-notice deployment;
- Military events and related activities;
- Childcare and school activities;
- Financial and legal arrangements;
- Counseling;
- Rest and recuperation;
- Post-deployment activities; and
- Other activities arising out of the military member's active duty, agreed to be by the County and the employee.

Section C. Eligible employees who have a family member that incurs a serious health condition, or injury, while on active duty may take up to 26-weeks per serious illness or injury for the covered service member. A covered service member is a current member of the Armed forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list. One 26-week allotment is available per serious illness or injury. The single 12-month period is measured on the date the employee commences the leave and ends 12 months thereafter.

Section D. Eligible employees with a spouse, son, daughter or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation maybe use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include:

- Attending certain military events;
- Arranging for alternative childcare;
- Addressing certain financial and legal arrangements;
- Attending certain counseling sessions and
- Attending post-deployment reintegration briefings.

PERIOD DEFINED

The twelve month period for use of Family Medical Leave will begin on the first day of approved leave. The twelve month period will continue, calculated forward from that first day, unless extended per this section.

REQUEST PROCESS AND REQUIREMENTS

In all cases, an employee requesting leave must complete the appropriate application and return it to his or her Department Head. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave.

Employees are required to use all available vacation leave time before the twelve-week family leave period begins. Employees will be allowed the option of using all available sick leave before beginning any Family Medical Leave or save any part or all available sick leave for use at the end of the Family Medical Leave period. This option allows employees paid leave time available for follow up medical appointments, additional treatment or other health related needs. Before the start of the leave, the employee must note on the leave application the number of days of sick leave they will be banking for use upon return to work.

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced-hours basis only if such leave is medically necessary. Where an employee requests intermittent leave or leave on a reduced-hours basis due to a family member's or the employee's own serious health condition, the County has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced-hours leave than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the employee and the County agree.

An employee intending to take Family Medical Leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to his or her Department Head as soon as the necessity for the leave arises.

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by the appropriate forms and completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. The form should be returned to Barton County within fifteen days of a request for Family Medical Leave.

If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

CONTINUING HEALTH INSURANCE

During a period of Family Medical Leave, an employee will be retained on the Barton County health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave.

RETURN TO WORK

Should the employee be unable to return to work on the date specified in the Family Medical Leave documentation, it shall be the employee's responsibility to request an extension from the County Counselor \ Administrator and a response will be provided in writing. In no case, will the Family Medical Leave be extended beyond twelve weeks.

Further, the employee maybe re requested to submit a release to return to full duties from the employee's medical provider prior to returning to work. Such requirement will be stipulated in the Family Medical Leave approval forms.

An employee is not entitled to the accrual of any seniority or employment benefits that would have occurred if not for the taking of leave. An employee who takes Family Medical Leave will not lose any employment benefits that accrued before the date leave began.

An employee eligible for Family Medical Leave will be restored to his or her position or to a position with equivalent pay, benefits, and other terms and conditions of employment. Barton County cannot guarantee that an employee will be returned to his or her last position.

The Family and Medical Leave Act provides that an employee who has taken leave pursuant to the provision of that act will be returned to his or her position or an equivalent position upon returning to work.

If an employee fails to report to work at the end of the Family Medical Leave, that employee will be deemed to have voluntarily terminated his / her employment with the County.

FORMS

The County has opted to use Family Medical Leave forms as developed by the US Department of Labor. Such forms will be available through the Administrator's Office.

Forms may include, but are not limited to, the following:

Leave of Absence Written Request (County form)

Employee Rights and Responsibilities Form (WHD Publication 1420, Revised January 2009)

Notice of Eligibility and Rights and Responsibilities (Form WH-381, Revised January 2009)

Certification of Health Care Provider for Employee's Serious Health Condition (Form WH-380-E, Revised January 2009)

Certification of Health Care Provider for Family Member's Serious Health Condition (Form WH-380-F, Revised January 2009)

Certification for Serious Injury or Illness of Covered Servicemember – Form Military Family Leave (For WH-385, January 2009)
Certification of Qualifying Exigency for Military Family Leave (Form WH-384, January 2009)
Designation Notice (Form WH-382, January, 2009)

Should the above forms be updated by the US Department of Labor, the update will be used.

INTENT

It is the intent of Barton County to comply with all requirements of federal and state laws which regulate family and medical leave. Nothing in this handbook is intended to limit or expand the requirements of federal or state law.

BARTON COUNTY
LEAVE OF ABSENCE WRITTEN REQUEST

NAME: _____ DEPARTMENT: _____

1. Leave of Absence requested from _____ to _____

ADDITIONAL FORM MUST BE COMPLETED AT END OF REQUESTED PERIOD

2. Reason for requested leave:

- _____ a. Birth of a child of the employee and in order to care for such child.
- _____ b. Placement of a child with employee for adoption or foster-care.
- _____ c. In order to care for spouse, child or parent with a serious condition.
Please check one: _____ spouse _____ child _____ parent
- _____ d. Because of my own serious health condition which makes me unable to perform the essential functions of my position.
- _____ e. Family leave due to a call to active duty
- _____ f. Care for an injured service member
- _____ g. Other _____

3. Are you requesting leave on an intermittent or reduced leave schedule?
_____yes _____no If yes, please attach a schedule of when you anticipate you will be available for work.

I understand that when requesting a leave of absence for a serious health condition for myself or covered family member, I must provide a written statement by a licensed medical doctor certifying that a serious health condition exists which requires me to take leave from work. If the leave is sought for an intermittent or reduced work schedule, the certification must state why an intermittent leave or reduced work schedule is medically necessary. If I have not submitted a certification of serious health condition within five days of beginning a leave of absence, I understand I could be subject to disciplinary action for being absent without leave.

I understand I will continue to be covered by the health and dental insurance plan. However, in the case of family coverage, I must make arrangements to continue paying the premium during my leave of absence. Failure to do so could result in the loss of family coverage. If I do not return to work, I am responsible for reimbursing the County for health care premiums paid during the leave. I understand the County has the right and may take legal action for premium reimbursement if I do not return to work.

I understand a new form must be submitted at the end of this requested period.

Employee Signature _____ Date _____

Department Head Signature

Date

County Counselor\ Administrator's Signature

Date

This request falls under the Family Medical Leave Act:

_____yes _____no _____pending determination

BARTON COUNTY
LEAVE OF ABSENCE WRITTEN REQUEST

NAME: _____ DEPARTMENT: _____

DETERMINATION:

INSTRUCTIONS:

NOTES:

SIGNATURES AS NEEDED:

Employee Signature

Date

Department Head Signature

Date

County Counselor\ Administrator's Signature

Date

Barton County may provide leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- Regular full-time employees
- Regular part-time employees

Unpaid leave is intended for use in unusual or emergency circumstances. Unpaid leave should be approved in advance in writing by the Department Head and the County Counselor / Administrator unless the unpaid leave was used in an emergency situation. Employees must complete the unpaid leave form in this section.

A Department Head may approve the requested use of unpaid leave during the training period of 90 days or any extension of the training period. As soon as eligible employees become aware of the need for personal leave, they should request a leave from their Department Head.

An employee may request unpaid leave in lieu of vacation time due to adverse weather conditions when authorized by the County Counselor / Administrator.

Eligible employees may be granted unpaid leave up to a maximum of 80 hours per calendar year. If the initial period of approved absence proves insufficient, consideration will be given to a request for a single extension of no more than 10 working days with the Department Head's and the County Counselor / Administrator's approval.

Vacation and sick leave will not continue to accrue during the approved unpaid leave of absence.

During unpaid leave, the County will continue to pay its share of the cost of health insurance for employees who have obtained regular full-time status and who intend to return to County employment after the absence. The County's contribution to the health insurance premium in this case shall be limited to a maximum period of one (1) month from the employee's last working day. An employee who is eligible for this benefit and who desires to retain coverage must make arrangements to pay the additional premium. The pro-rata share must be remitted to the Administrator's Office on or before the 15th day of each month in order for the insurance to remain in effect.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Barton County cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the end of the leave period, the Department Head will correspond with the employee via certified mail to determine the employee's intent to return to work in the manner prescribed in Section 402, Employment Termination.

See Section 600, Family Medical Leave, for discussions regarding unpaid leave in relation to the Family Medical Leave Act.

Unpaid leave in excess of 20 days will be considered if necessary as a reasonable accommodation pursuant to the American's with Disabilities Act."

Adopted 01/01/94

Revised 11/24/97, 11/06/06; 06/29/09; 06/18/12; 10/14/13; 09/15/14; 09/12/16

BARTON COUNTY UNPAID LEAVE WRITTEN REQUEST

NAME: _____ DEPARTMENT: _____

Leave of Absence requested from _____ to _____

Reason for requested leave:

Are you requesting leave on an intermittent or reduced leave schedule?

____yes ____no If yes, please attach a schedule of when you anticipate you will be available for work.

Department Head Signature

Date

County Counselor\ Administrator's Signature

Date

Note: This form must be filed with the County Administrator's Office for inclusion in personnel file, unless the request is related to a medical issue. In that case, the Request will be filed in the Employee Medical Files.

Adopted 09/15/14

Revised 09/12/16

A County employee who is a member of any reserve component of the United States Armed Forces or the National Guard will be allowed leave of absence for required training or duty. In the event that the time of such training or duty is optional, scheduling of such leave will be coordinated with the employee's Department Head to ensure adequate staffing of the department.

Barton County will authorize up to two weeks of leave for any annual military leave training period, exclusive of weekend training. Employees will not be required to use vacation, or any other type of leave other than military leave, to cover the annual military training period.

Any employee who is returning to Barton County from active or reserve duty with the United States Armed Forces shall be entitled to reinstatement, including seniority and pay status, and any other employee benefits required under the Uniformed Services Employment and Reemployment Rights Act or other Federal and State requirements. Further, Barton County will provide its employees all the rights granted under the Uniformed Services Employment and Reemployment Rights Act.

As a benefit to Barton County employees, the following Shared Leave Policy is enacted and will be applicable to

Regular Full-Time Employees
Regular Part-Time Employees

1. Each regular County employee, both full- and part-time, may be eligible to receive or donate shared leave.
2. Shared leave may be granted to an employee if the employee or an immediate family member is experiencing a catastrophic medical condition, which is defined as a non-job related illness and \ or injury that is extremely serious, totally incapacitating or life-threatening and for which the employee anticipates being absent from work for at least six weeks and which is likely to cause the employee to take leave without pay or terminate employment. If the leave is necessary to care for an immediate family member, the relationship must meet the requirements of the Family and Medical Leave Act which defines an immediate family member as a parent, spouse, or child. Shared leave may not be granted for short-term or sporadic conditions or illnesses. Employees are directed to review Section 600, Family Medical Leave, for the definition of family members.
3. Shared leave is meant to cover only the duration of the current catastrophic medical condition for which it was collected up to a maximum of 180 calendar days from the date the employee began using shared leave.
4. Shared leave must be requested in writing by either the employee or Department Head on the "Shared Leave Request Form". Each shared leave case will be determined and is subject to approval on a case by case basis by the County Administrator. Donations may be made to a requesting employee only after that employee has received final approval for shared leave from the Administrator. Donations must be made in writing on the "Shared Leave Donation Form". This form must also be approved and signed by the Administrator. Employees may make multiple donations during a particular approved occurrence; however, each donation must be made on a new form and approved by the Administrator.
5. To be eligible to receive shared leave, a person must be a regular employee, have at least one year of continuous service with the County and have his or her current performance level at satisfactory or better. In addition, the employee receiving shared leave must exhaust all other leave (vacation, sick and \ or discretionary leave) and any accrued, but unused, compensatory time before receiving donated shared leave. Shared leave may not be applied retroactively. Shared leave will not accumulate as additional leave for the employee receiving donations.
6. When requesting shared leave or at any time during the use of shared leave, an employee may be required to provide a physician's statement or other medical evidence necessary to establish that the illness, injury or impairment is a catastrophic medical condition and keeps the employee from performing full regular work duties. Shared leave may be denied in the absence of the requested information.

7. If the recipient is unable to request shared leave, the Department Head may do so upon verbal permission of the employee. No medical information about the employee or family member can be released without the signature of the recipient of the shared leave. Communication of the need for donations for a recipient will be treated with sensitivity and respect for the privacy of the recipient.
8. Individuals donating leave must have at least one year of continuous service with the County. An individual may be eligible to donate vacation, sick or discretionary leave as long as his or her total leave balance has at least 160 hours remaining after the donation. Terminating employees may donate leave only after completing the "Shared Leave Donation Form".
9. Shared leave shall be donated in full hour increments and shall be used for that specific illness. Shared leave may not be transferable to any employee other than the employee for whom it was requested and donated.
10. Shared leave shall be paid according to the receiving employee's regular rate of pay by the receiving employee's department and it shall be paid out to the recipient as Extended Sick Leave. The rate of pay of the donating employee shall not be used in figuring the amount of shared leave the requesting employee receives.
11. An employee using shared leave will continue to accrue leave at the regular rate. Earned leave that is accrued each pay period will be deducted before shared leave is used.
12. Donations of leave shall be voluntary and remain confidential. No County employee shall be coerced, threatened, intimidated, or financially induced into donating leave for purposes of this policy. Once an employee donates leave, he or she cannot reclaim the hours for his or her personal use.
13. Unused shared leave will be returned to the donors on a pro rata basis in not less than full hour increments. Leave shall be credited, to the extent possible, to the category from which it was donated – vacation, sick or discretionary. Unused shared leave will not be returned to any person who has separated from County service.

The return or credit of leave shall affect the following policies as such:

Vacation – No affect. Leave shall be added to that which the employee currently has accumulated. In some instances, this may mean that the employee is carrying over the mandated limit of 7 days. If this is the case, the employee must use the carry-over within the next 12 month period unless an approval to carry over the additional time is approved by his \ her department head as the employee's next, upcoming evaluation.

Sick Leave – According to County policy, sick leave is reimbursed back to employees at a 25% rate, back to sixty (60) days, at the end of the calendar year. If donated time is returned to after year end, it shall be included in new year leave earnings. For example, an employee with 70 days of sick leave donates 5 days for the shared leave. In January, he or she is credit back three days. The employee will receive by back leave for 5 days at 25%. (70 days less 5 days donated to shared leave. Leaves 65 days with a buy back cap of 60.) As leave is deducted, he or she will then have 63 days after the sick leave is returned. (Cap of six plus 3 days returned.)

Discretionary Day – Leave must be used at end of calendar year unless approval to carry-over is approved by the Department Head.

14. Any employee who is receiving workers' compensation, long-term disability payments or any other reimbursement for time off shall not be eligible to receive shared leave. Misuse of donated leave by the recipient will be grounds for disciplinary action.
15. When an employee is able to perform full regular work duties as determined by a physician's release, he or she is no longer eligible to receive shared leave. In addition, the employee shall no longer be eligible to receive shared leave if the recipient terminates employment, retires or is approved for KPERS long-term disability. If after 20 continuous working days the employee is again unable to perform full regular work duties for the same medical condition, a new request must be submitted to the Board of County Commissioners for approval.
16. An employee may receive no more than 20 days shared leave in a calendar year.

BARTON COUNTY SHARED LEAVE REQUEST FORM

TO BE COMPLETED BY EMPLOYEE OR DEPARTMENT HEAD

Name: _____ Date: _____

Department: _____ Title: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Hire Date: _____ Social Security Number: _____

Is this request for employee or family member? Employee _____ Family Member _____

If family member, define relationship: _____

Date medical condition began: _____ Anticipated duration: _____

Date all leave exhausted: _____ Hours Requested: _____

Shared leave will only be granted for a catastrophic medical condition which is defined as a non-job related illness \ injury that is extremely serious, totally incapacitating or life-threatening and for which the employee anticipates being absent from work for at least six weeks and which is likely to cause the employee to take leave without pay or terminate employment. Shared leave may not be granted for short-term or sporadic conditions or illnesses.

Describe and provide any necessary information that would help in concluding that the illness or injury is a catastrophic medical condition:

Are you currently receiving Work Comp? Yes _____ No _____

Are you currently receiving long-term disability payments? Yes _____ No _____

Have you applied for either? Yes _____ No _____ Date applied _____

I hereby certify that I understand, agree to and meet the requirements and conditions of the Barton County Shared Leave Program, including the right of my Department Head to request said leave on my behalf. I authorize the County Administrator's Office to obtain any necessary information, including medial information, regarding my request for shared leave as needed for the administration of the Shared Leave Program. With the exception of the use of my name as outline below, I understand any and all medical information will be held in the strictest confidence. I further understand that my name may only be released to potential leave donors and, as such, I hereby authorize my name to be released to potential donors if the need arises.

Signature, Employee or Department Head

Date

TO BE COMPLETED BY EMPLOYEE OR DEPARTMENT HEAD

The employee performs satisfactory or better? Yes _____ No _____

Has completed at least one year of continuous service? Yes _____ No _____

Last physical day of work was \ will be? Yes _____ No _____

Signature, Department Head

Date

TO BE COMPLETED BY COUNTY ADMINISTRATOR

I hereby _____ approve or _____ disapprove the use of shared leave hours through _____ (date) for _____ (name).

Signature, Administrator

Date

ATTENDING PHYSICIAN'S STATEMENT

Patient's Name: _____

Date first consulted for this condition: _____

Describe the nature, diagnosis and treatment of the illness, injury, impairment or physical \ mental condition (please attach documentation):

Anticipated time period the patient will be unable to work due to condition: _____

Physician Name: _____ Phone: _____

Address: _____

Signature, Physician

Date

Form to be returned to the Barton County Administrator's Office, 1400 Main, Room 107, Great Bend, KS 67530. (620) 793-1800 \ (620) 793-1807.

Form will be maintained in records, but will not be included in regular personnel file.

BARTON COUNTY SHARED LEAVE DONATION FORM

TO BE COMPLETED BY EMPLOYEE

Name: _____ Date: _____

Department: _____ Title: _____

Donations must be made in full hour increments. Employees donating leave must have at least 160 hours of accumulated leave remaining after the donation is made. Compensatory time may not be donated.

Are you currently receiving Work Comp? Yes _____ No _____

Please indicate the type and amount of leave to be donated:

Vacation Time _____ Hours

Sick Leave _____ Hours

Discretionary _____ Hours

To be donated to _____ (if known).

I understand my donation is voluntary and confidential. I understand my leave balance will be decreased by the amount contributed. I understand this donation may affect the payout of leave upon retirement, termination or through sick leave buy-back. I understand that, once donated, I cannot request that my leave be returned.

Signature, Employee

Date

TO BE COMPLETED BY DEPARTMENT HEAD

Employee has acceptable attendance record for donating? Yes _____ No _____

Has completed at least one year of continuous service? Yes _____ No _____

Are there any other factors of which you are aware that would hamper donation? If yes, _____

Signature, Department Head

Date

TO BE COMPLETED BY ADMINISTRATOR'S OFFICE

Leave balance below 160 hours with donation? Yes _____ No _____

Is the donating employee terminating employment? Yes _____ No _____

If yes, reason _____

Signature, Payroll Clerk

Date

TO BE COMPLETED BY COUNTY ADMINISTRATOR

I hereby _____ approve or _____ disapprove the donation of shared leave hours by
_____ (name) for _____ (name).

Signature, Administrator

Date

TO BE COMPLETED BY ADMINISTRATOR'S OFFICE

Recipient Employee: _____ Office _____

Has been credit with _____ Vacation Hours

_____ Sick Leave Hours

_____ Discretionary Hours

from _____, Employee

Signature, Payroll Clerk

Date

To assure orderly operations and provide the best possible work environment, Barton County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

As public servants, Barton County employees must demonstrate high standards of personal conduct and integrity. Virtually every County employee is highly visible to County taxpayers and, as a result, can either enhance or hinder the image of County government by the public.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, including termination of employment.

Employees shall be courteous and respectful at all times to both the general public and to co-workers. Employees shall be just and honorable and shall not make statements to the discredit of each other.

Employees shall perform their assigned duties promptly, competently, efficiently and honestly, and shall carry out any reasonable and legitimate order of supervisors.

Employees shall refrain from fighting, disorderly conduct and the use of profane or abusive language. Jokes or negative references to the ethnic, racial, religious, or handicapped status of any person will not be tolerated.

Employees shall not drink intoxicating beverages or use illegal drugs while at work, nor shall they report to work under the influence of such substances.

Employees shall not engage in gambling for anything of value while at work.

Theft or inappropriate removal or possession of property is prohibited.

Employees will not falsify timekeeping records.

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs on Barton County property, while on duty, or while operating County-owned or leased vehicles or equipment is prohibited.

No employee will fight or threaten violence in the workplace.

There will be no boisterous or disruptive activity in the workplace.

Negligence or improper conduct leading to damage of County-owned or leased property is prohibited.

Employees will not violate safety or health rules.

No employee shall smoke in prohibited areas.

No sexual or other unlawful harassment will be tolerated.

There will be no possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace, unless issued in conjunction with employment duties.

No employee shall be absent without notice.

There will be no unauthorized use of telephones, mail system, computers, copiers or other County-owned or leased equipment.

There will be no unauthorized use of vehicles, heavy equipment or other County-owned or leased transportation equipment.

No unauthorized disclosure of confidential information will be tolerated.

Violation of personnel policies will be subject to disciplinary action.

A conviction for a crime, depending on the circumstances, may result in termination.

Employees will restrict use of the County's internet and email systems to work related needs only.

Frequent use of a personal cell phone.

The County is dedicated to providing safe, dependable working conditions and services to its citizens and employees. In order to achieve this goal, it is the County's policy to provide a workplace free from violence and violent acts. Consistent with this policy, the County has adopted a "zero tolerance" for workplace violence. In other words, acts or threats of physical violence, including intimidation, harassment and / or coercion between employees in the workplace or job-related contacts with citizens or persons outside the County will not be tolerated.

Definitions

Workplace Violence – Includes, but is not limited to, intimidation, threats, physical attack or property damage.

Threat – The expression of intent to cause physical or mental harm.

Physical Attack – The unwanted or hostile physical contact such as, but not limited to, hitting, fighting, pushing, shoving or throwing objects.

Intimidation – Includes but is not limited to, stalking or engaging in actions intended to frighten, coerce or induce duress.

Property Damage – the intentional damage to property, which includes property owned by the County, employees, visitors or vendors.

Zero Tolerance – Violations will not be tolerated and will result in severe disciplinary action up to and including termination of employment.

Policy Parameters

Any threats or acts of violence:

- Occurring on County property during normal business hours and involving County employees.
- Occurring on County property during normal work hours and involving employees, vendors, visitors or contractual employees.
- Occurring away from County property during normal work involving employees.

Prohibited Behavior

The following is a list of some behavior that is prohibited. It is not an all inclusive list.

- Hitting or shoving by an individual.
- Threatening to harm an individual, their family, friends, associates or property.
- Intentional destruction or threat of destruction of property owned, operated or controlled by the County.
- Making harassing or threatening telephone calls, letters or other forms or written or electronic communications.
- Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the County.
- Harassing surveillance (stalking) which is the intentional and malicious following of another person and may include making a credible threat with the intent to place the other person in reasonable fear for their safety.
- Making a suggestion or otherwise implying intent to injure persons or damage property is inappropriate, without regard to the location where such suggestions occur.

- Unauthorized possession or inappropriate use of firearms, weapons or any other dangerous devices on County property.

Deadly Force

With regard to using a gun, law enforcement, Courthouse security or other employees authorized to carry weapons within the scope of their employment are the only individuals authorized to use deadly force while acting for and on behalf of Barton County. Under no circumstances will any other employee use deadly force in connection with the performance of job related responsibilities. If an employee who is not authorized uses deadly force, he/she will not have the immunities or be entitled to the same indemnity afforded law enforcement, Courthouse security or other employees authorized to carry weapons within the scope of their employment. The County will also not provide for, reimburse, or pay, attorney fees or costs of the employee in defense of the use of deadly force in any criminal or civil proceeding. Nothing in this policy is intended to deter an individual's right to self-defense under prevailing legal standards.

Disciplinary Action Against Employees

Employees violating this policy will be subject to disciplinary action up to and including termination of their employment. Additionally, criminal charges can be filed.

Actions Against Persons Not Subject to County Policy

Persons committing any threat or acts of violence, who are not County employees, will be handled through the criminal justice system.

Employee Obligation

- Each employee of the County and every person on County property is encouraged to report incidents of threats or acts of violence of which they are aware. Where the reporting party is not a County employee, the report should be to local law enforcement.
- Where the reporting party is an employee, the report should be made to that party's supervisor, or to local law enforcement. In all cases, the report should be made as soon as possible.
- Employees who act in good faith by reporting real or implied violent behavior or violations of this policy will not be retaliated against or subject to harassment.
- All employees are encouraged to be alert to the possibility of violence.
- Any report will be handled in a confidential manner, with information released only on a need-to-know basis or as required by local law.
- If a threat is directed to a specific employee or department, that employee or department will be notified promptly concerning the threat.

Employee Assistance

- County policy is to provide assistance to employees for certain emotional/personal problems that may adversely affect job performance.
- Employees are encouraged to voluntarily seek assistance in dealing with emotional, physical or mental health problems.
- Confidential professional assistance, treatment planning and rehabilitation services are available under the County's health insurance.
- In an instance where managerial referral is made, confidentially means that only the appropriate supervisory personnel will be aware of the circumstances of the referral.

Adopted 10/14/13
Revised 03/10/14;05/04/15

Employees are Barton County's most valuable resource, and therefore, their health and safety is a serious concern. Barton County will not tolerate substance abuse or use which imperils the health and well-being of its employees or threatens its service to the public.

The use of illegal drugs and abuse of controlled substances is inconsistent with law abiding behavior expected of all citizens. Employees who use illegal drugs or abuse controlled substances or alcohol tend to be less productive, less reliable and prone to greater absenteeism resulting in the potential for increased cost, delay and risk in providing services. Ultimately, they threaten the County's ability to serve the public.

Furthermore, employees have the right to work in a drug and alcohol free environment and to work with persons free from the effects of drug or alcohol abuse. Employees who abuse drugs or alcohol are a danger to themselves, other employees and the public. In addition, substance abuse can inflict a terrible toll on the County's productive resources and the health and well-being of County workers and their families.

Barton County is therefore committed to maintaining a safe and healthy workforce free from the influence of substance abuse. In addition, Barton County will vigorously comply with the requirements of the Federal Drug-Free Workplace Act of 1988 and implement rules promulgated by the United States Office of Management and Budget.

It shall be the policy of Barton County to maintain a workforce free of substance abuse.

Reporting to work or performing work for the County while impaired by or under the influence of illegal drugs or alcohol is prohibited.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

While on Barton County premises and while conducting business related activities off Barton County premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs.

Violations of this policy may lead to disciplinary action, including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

APPLICABILITY - This Substance Abuse Policy applies to all County agencies. The term employees, as used in this Substance Abuse Policy, means all County employees and elected officials. This policy shall not be construed to prohibit or limit the drug screening program for safety-sensitive positions authorized by K.S.A. 75-4362 and related administrative regulations and policies.

TREATMENT RESOURCES - Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the County Administrator to receive non-monetary assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through Barton County's health

insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Barton County policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Barton County any undue hardship.

Adopted 01/01/94
Revised 11/24/97, 11/06/06; 10/14/13

***BARTON COUNTY SUBSTANCE ABUSE POLICY
AFFIRMATION FORM***

Statement of Policy

Employees are Barton County's most valuable resource and, therefore, their health and safety is a serious concern. Barton County will not tolerate substance abuse or use which imperils the health and well-being of its employees, or threatens its service to the public. Furthermore, employees have a right to work in an environment free of substance abuse and with persons free from the effect of drug or alcohol abuse. It shall, therefore, be the policy of Barton County to maintain a workforce free of substance abuse.

Reporting to work or performing work for the County while impaired by or under the influence of drugs or alcohol is prohibited.

The illegal use, possession, dispensation, distribution, manufacture or sale of a controlled substance by an employee at the worksite, during work hours, or while the employee is on duty, official County business or stand-by duty is prohibited.

Violations of such prohibitions by an employee is considered conduct detrimental to County service and will result in discipline in accordance with K.S.A. 75-2949d and K.A.R. 1-10-6 or other appropriate administrative regulations.

Employees are required by federal law to notify the employing County agency head or designee within five (5) days of any criminal drug statute conviction where such conviction was due to an occurrence at the worksite, during work hours, while on duty, official business or stand-by duty.

- 1) An employee who is convicted of violating any criminal drug statute in such workplace situations as stated above will be subject to discipline in accordance with K.S.A. 75-2949d and K.A.R. 1-10-6 or other appropriate administrative regulations.
- 2) A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury, or both, in any federal or state court.

Agencies that receive federal grants or contracts must, in return, report any such criminal drug statute convictions of their employees, engaged in the performance of a federal grant or contract, to federal agencies from which grants or contracts are received within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such conviction.

Employees are given a copy of the Substance Abuse Policy (in the Barton County Employee Handbook, Section 701). Employees will be informed that they must abide by the terms of the policy as a condition of employment and of the consequences of any violation of such policy. Notification of this policy is required as part of new employee orientation.

Affirmation of Policy

As an employee for Barton County, I affirm that I have read and understand the meaning of the above Substance Abuse Policy. I am aware that I must abide by the provisions of this policy which is mandated by the Federal Drug-Free Workplace Act, and that a violation of this policy will result in disciplinary action as stated above.

Name of Employee: _____

Social Security Number: _____

Department Name: _____

Position: _____

Signature of Employee

Date

Signature of County Administrator

Date

Note: This form must be filed with the County Administrator's Office for inclusion in personnel file.

Adopted 01/01/94
Revised

It is the intent of this policy to provide each employee of Barton County with clear guidelines to guard against harassment that is offensive to the employee or to others.

- To clearly communicate clearly that unlawful harassment and discrimination will not be tolerated within the County's departments.
- To encourage, through written policy and through compliance with the policy by employees and administration, reports of harassment should it occur.
- To provide a written policy to all employees that details the steps to be taken in reporting harassment of any kind.
- To establish an investigation phase of harassment reports that protects the privacy interests of both the alleged victim and the accused offender.
- To assure employees that once a report has been made, administration will investigate and continue to monitor the situation to ensure that a rectification has been made. Additionally, this monitoring will help to ensure that no retaliatory measures are being taken against a reporting party.
- To provide periodic training to both administration and employees that emphasizes the County's commitment to its employees and the elimination of sexual and other unlawful harassment from our workplace.

COMMITMENT

Barton County is committed to providing a work environment that is free of unlawful harassment and discrimination. Actions, words, jokes, or comments based on an individual's sex, sexual preference, race, ethnicity, age, religion, genetics or any other legally protected characteristic will not be tolerated. Likewise, no person will be denied job opportunities, advancement or any other legally protected rights due to that individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic.

This policy applies to all employees and elected officials of Barton County, including, but not limited to: full-time employees, part-time employees, temporary employees, department heads, contractual employees, elected officials and those employees exempt from personnel policies. Elected officials and department heads are responsible for ensuring that all employees under their direction are familiar with this policy.

ANTI-SEXUAL HARASSMENT

The definition of sexual harassment includes conduct directed by men toward women, conduct directed by men toward men, conduct directed by women toward men and conduct directed by women toward women.

Sexual harassment includes, but is not limited to, sexually oriented "kidding" or jokes; physical contact such as patting, pinching or purposely rubbing up against another person's body; demands or requests for sexual favors tied to promises of better treatment or threats concerning employment; discriminating against an employee for refusing to "give in" to demands or requests for sexual favors; making inappropriate sexually oriented comments on appearance, including dress or physical features; leering and sexual gestures; telling embarrassing sexually oriented stories; displaying sexually explicit or pornographic material, no matter how it is displayed; displaying

sexually oriented or demeaning posters, pictures or cartoons; sexual assaults on the job by supervisors, fellow employees or non-employees; rewarding or granting favors to one who submits to demands or requests for sexual favors. When any of the foregoing conduct affects employment decisions, makes the job environment hostile, distracting or unreasonably interferes with work performance, it is unwelcome behavior.

These examples demonstrate the types of behavior that will not be tolerated by Barton County. This list is not intended to be all inclusive. Individual discrimination and/or harassment charges will be investigated on a case by case basis to determine if the offending behavior constitutes harassment. Employees should monitor their own behavior to avoid offending, harassing or discriminating against another person by these, and other, types of behavior.

THIRD PARTY HARASSMENT

Third party harassment occurs when an employee is effected, whether directly or indirectly, by the harassment of another employee. This can happen in any number of ways. Examples can include the effects of a hostile environment caused by the direct harassment of another employee or being passed over for a promotion because another employee "benefited" by submitting to harassment.

REPORTING

Employees are encouraged to report complaints of sexual or other unlawful harassment.

Any employee who believes he or she has or is being subjected to any type of harassment should promptly report the harassment. When possible, employees are encouraged to use avenues within their department to make a complaint, although administration realizes this is not always possible. The County will provide latitude so employees will feel comfortable reporting any situation, without fear of retaliation. All complaints will be investigated thoroughly by the County regardless of the date of the incident.

COMPLAINTS OF HARASSMENT

When possible, employees are encouraged to use avenues within their department to make a complaint, although administration realizes this is not always possible. Formal complaints may be made verbally or in writing to:

1. The employee's immediate supervisor or department head; or
2. The County Administrator or his or her designee.

FORMAL INVESTIGATION - Employees and Non-Elected Department Heads

When an allegation of sexual or other unlawful harassment is formally made by any employee, the person to whom the complaint is made shall immediately prepare and submit a report of the formal complaint, as outlined in this Section, to the County Administrator. If appropriate, the Administrator will then immediately notify the department head or elected official of the complaint within his or her department. In certain instances, the County Administrator may designate the department head or the elected official of the complaining employee as the investigator.

The employee reporting sexual harassment will be notified that an investigation has been initiated after the report of sexual harassment is made.

FORMAL INVESTIGATION - Elected Officials and County Administrator

For complaints against Commissioners, the County Clerk, Treasurer, Attorney, Sheriff or the Register of Deeds, the County's elected officials, and/or the County Administrator, the investigation will be conducted by outside legal counsel. When an investigation concerning any one of these positions is completed, it shall be submitted,

within a reasonable time, to the Board of County Commissions in a closed executive session. If the County Commission determines that the complaint against the Administrator of sexual or other unlawful harassment is founded, it may discipline the County Administrator, consistent with its authority under state law, County resolutions or rules governing discipline of the County Administrator. The disciplinary action shall also be consistent with the nature and severity of the offense. A determination of the level of disciplinary action shall be made on a case-by-case basis.

For complaints against any of the elected officials, the investigation completed by outside legal counsel will be submitted, within a reasonable time, to the County Commissioners. The Board may take action against an elected official in whatever manner it deems appropriate, consistent with its authority under state law, County resolutions or other rules governing discipline of elected officials.

HARASSMENT BY NON-EMPLOYEES

If any type of harassment is committed against an employee by any non-employee while conducting business for Barton County, the County Administrator shall take all lawful steps to ensure that all harassment is brought to an immediate end. The employee shall use the process as defined in this policy for reporting any such harassment.

BAD FAITH REPORTING

Employees are encouraged to report instances of sexual or any other type of harassment as these behaviors are a detriment to the work environment. At the same time, employees are also obligated to refrain from filing bad-faith complaints of harassment. Any employee filing a bad faith complaint may be disciplined accordingly.

RETALIATION

In all events, an employee found guilty or investigated for harassment complaints shall be prohibited from retaliating in any way against the person making the complaint of harassment. All witnesses or any other persons connected with the investigation of the complaint of the any type of harassment are equally protected against retaliation. To ensure against retaliation or continued harassment, the situation will be monitored for an extended period of time.

Failure to adhere to this policy may result in disciplinary action, including possible termination of employment.

BARTON COUNTY EMPLOYEE HANDBOOK

Anti-Sexual and other Unlawful Harassment Complaint Form

(to be used in connection with Section 702 of the Barton County Employee Handbook and of the Barton County Administrative Manual)

NAME _____ DATE FORM SUBMITTED _____

DEPARTMENT _____ JOB TITLE _____

DEPARTMENT HEAD _____ SUPERVISOR _____

COMPLAINT REPORTED TO _____

1. Who was responsible for the harassment? Include the name of the person or persons accused of committing the harassment, including their title if known.
2. Describe, in your own words, the first incident of harassment. Use the exact wording if remarks were directed at you. Include the specific nature of the harassment, how long it has gone on and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken as a result of the harassment, or any other threats made as a result of the harassment. Do not be embarrassed to relate the event as it occurred. If more space is need, please make reference to any attached sheets.

When (date and time) _____

Where _____

Who was present _____

What was said or done?

What was your reaction?

Have you previously reported such harassment and, if so, when and to whom?

3. Describe, in your own words, the second incident of harassment. Remember to include all details as described above.

When (date and time) _____

Where _____

Who was present _____

What was said or done?

What was your reaction?

Have you previously reported such harassment and, if so, when and to whom?

4. Describe, in your own words, any other incident(s) of harassment. Remember to include all details as described above.

When (date and time) _____

Where _____

Who was present _____

What was said or done?

What was your reaction?

Have you previously reported such harassment and, if so, when and to whom?

5. Is there any other information you wish to include at this time?

ACKNOWLEDGMENT OF INVESTIGATION PROCEDURES

I, _____, understand that these incidents will be investigated, but this form will be kept confidential to the highest degree possible. I additionally understand, that because of the severity of these charges and because they must be investigated for my protection and the protection of Barton County, the person or persons charged herein will be informed of the investigation. That person or persons will also be told that I have brought the charges against them. This is being done in the interest of the investigation only. I have been informed, as is stated in Section 702 of the Barton County Employee Handbook, that I will be protected against any form of retaliation from the person(s) charged herein, my supervisor, department head or any other employee or the administrative personnel of Barton County.

I also agree that the incidents described herein are true to the best of my knowledge. I understand that the investigation shall include the nature of the conduct in question, the context in which the conduct, if any, occurred, and the conduct of myself in regard to making this complaint of sexual or other unlawful harassment. My conduct, in regard to making this complaint of harassment, is in question only to determine if the allegation is true or if I might have an ulterior motive behind filing this or any other complaint. If it is determined that the information was given under false pretenses, I understand that I will be subject to disciplinary action.

Employee Name

Date

Received by

Date

BARTON COUNTY EMPLOYEE HANDBOOK

Anti-Sexual and other Unlawful Harassment Complaint Investigation Form

(to be used in connection with Section 702 of the Barton County Employee Handbook and of the Barton County Administrative Manual)

NAME OF COMPLAINANT _____

DEPARTMENT _____ JOB TITLE _____

DEPARTMENT HEAD _____ SUPERVISOR _____

DATE COMPLAINT SUBMITTED _____

Informational Meeting Scheduled _____

Second Meeting Needed and Scheduled for _____

Conclusionary Meeting Scheduled - Relayed Information as Needed

1) Name of Accused _____

Department _____ Job Title _____

Department Head _____ Supervisor _____

Informational Meeting Scheduled _____

2) Name of Accused _____

Department _____ Job Title _____

Department Head _____ Supervisor _____

Informational Meeting Scheduled _____

3) Name of Accused _____

Department _____ Job Title _____

Department Head _____ Supervisor _____

Informational Meeting Scheduled _____

1) Name of Witness _____

Department _____ Job Title _____

Department Head _____ Supervisor _____

Informational Meeting Scheduled _____

2) Name of Witness _____

Department _____ Job Title _____

Department Head _____ Supervisor _____

Informational Meeting Scheduled _____

3) Name of Witness _____

Department _____ Job Title _____

Department Head _____ Supervisor _____

Informational Meeting Scheduled _____

4. Describe, in your own words, any other incident(s) of harassment.
Remember to include all details as described above.

Interview with _____

When (date and time) _____

Where _____

Who was present _____

What was said or done?

What was your reaction?

Have you previously reported such harassment and, if so, when and to whom?

5. Is there any other information you wish to include at this time?

LISTING OF ATTACHED INVESTIGATIVE MATERIALS. To include memos, notes, copies of any tapes interviews, etc.

ADDITIONAL COMMENTS BY THE INVESTIGATOR

Investigator _____

Date _____

Adopted 11/24/97
Revised 04/26/10

Social relationships may develop between employees from time to time. Although such consensual relationships are a matter of personal choice and privacy between the employees involved, any adverse effect that such relationships may have in the workplace will not be tolerated. Any such relationship will be considered to have an adverse effect in the workplace if:

1. The employees involved have a direct or indirect reporting relationship at work;
or
2. It unreasonably interferes with or materially and adversely affects either employee's work performance, objectivity, judgment, professionalism, business reputation or ability to conduct himself or herself in an appropriate business manner; or
3. It unreasonably interferes with or materially and adversely affects the work environment of other employees; or
4. It results in sexual harassment.

In some cases, appropriate disciplinary action up to and including termination, against one or both employees involved may be imposed.

To maintain a safe and productive work environment, Barton County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Barton County. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Department Head as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including termination of employment.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Barton County presents to taxpayers and visitors.

During work hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor or Department Head if you have questions as to what constitutes appropriate attire.

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Barton County property must be returned by employees on or before their last day of work. When items are not returned, Barton County shall following the procedure outline in Section 402, Employment Termination, in regard to final pay. Barton County may also take all action deemed appropriate to recover or protect its property.

Employees will be required to complete a Property Acquisition Form upon hire as determined appropriate by their Department Head. It shall be the responsibility of the Department Head to create, as well as maintain, these forms.

Resignation and retirement are voluntary acts initiated by the employee to terminate employment with Barton County. Barton County requests a minimum of two weeks written notice of resignation from non-exempt employees and four weeks notice from exempt employees. At least a sixty day notice of retirement from full-time employees is required. Employees not providing satisfactory notice may not be eligible to receive the full dollar value of accrued, but unused time (vacation, sick, etc). The County Counselor / Administrator will make a determination of whether notice is satisfactory or not. Health, family matters, etc. may be taken into consideration.

With the approval of the Department Head an employee may withdraw the resignation or retirement. Such withdrawal must be within the notice period. A resignation or retirement withdrawal shall not be approved if another person has been hired or transferred to the vacated position.

When the exit interview is conducted, a copy of that report shall be provided to the County Administrator for analysis and inclusion in personnel records.

An employee, having submitted appropriate notice and having said notice approved by the County Counselor / Administrator, shall be eligible to receive:

- unused accrued vacation leave as detailed in Section 301, Vacation Benefits; and
- employees with at least five years of continuous County service shall also receive payment for unused sick leave accrued. Payment for sick leave is detailed in Section 304, Sick Leave Benefits.

Employees who are retiring are to contact the County payroll clerk at least sixty days prior to retiring in order to begin the initial work for KPERS.

Adopted 01/01/94

Revised 11/06/06; 08/27/07; 09/15/14

Barton County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Barton County prohibits the possession, transfer, sale, or use of such materials on its premises, unless those items are required duty items. Barton County requires the cooperation of all employees in administering this policy.

In an effort to assure a productive and harmonious work environment, persons not employed by Barton County may not solicit, or distribute literature in the workplace at any time, for any purpose other than recognized County business.

Barton County recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Every employee has the right and duty to register and vote on all political issues. Employees are also permitted to join political organizations or civic betterment groups.

Employees are not permitted to use their County position to influence the vote or political activity of any other person. While at work, employees shall not solicit or handle political contributions in County elections, nor shall they wear or display political badges, buttons, or signs for any political campaign while on County property or while on duty.

An employee who is elected to a County or other elective office may be required to resign from County employment if the duties of the office create a conflict of interest or if time requirements conflict with the County position.

Barton County is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of marijuana, cocaine, opiates, amphetamines, alcohol, barbiturates, and phencyclidine (PCP). Barton County will protect the confidentiality of all drug test results. Drug tests may be conducted in any of the following situations:

PRE-EMPLOYMENT - As a pre-qualification to assuming any position, prospective employees shall be required to provide a body substance sample for drug testing. This occurs in connection with the pre-employment medical examination. A pre-employment medical examination will only be administered after an offer of employment has been made.

REASONABLE CAUSE - Testing of this kind occurs when workplace behavior indicates that an employee is under the influence of drugs. Such behavior must be witnessed by at least one supervisor.

POST-ACCIDENT - Any current employee who is involved in a serious incident or accident while on duty, whether on or off the employer's premises, may be asked to provide a body substance sample.

RANDOM TESTING - All employees are subject to testing at any time on a random basis.

Subject to any limitations imposed by law, a refusal to provide a body substance sample under the conditions described above may result in disciplinary action, including termination of employment.

Any driver who refuses to be tested under the provisions of the DOT regulations will not be permitted to operate a commercial motor vehicle. Any driver who tests positive for drugs will be immediately disqualified and taken off the road. Where test results are positive, the driver will be advised by the Department Head as to what drug was discovered.

An individual who is involuntarily relieved of duty solely because of drug testing will be paid for time away from scheduled work if the drug test results are negative.

Questions concerning this policy or its administration should be directed to the Administrator's Office.

Barton County Employee Handbook

710.1 DRUG TESTING - SAFETY SENSITIVE POSITIONS

710.1

The following policy, entitled DRUG AND ALCOHOL TESTING POLICY, (FMCSA/DOT), is hereby incorporated into the Barton County Employee Handbook.

Adopted 11/24/97
Revised 07/19/04

**DRUG AND ALCOHOL TESTING POLICY
(FMCSA/DOT)**

**DRUG AND ALCOHOL TESTING
Policy Approval**

Policy Revision Date:
January 2002

I. General

A. Purpose

1. The Department of Transportation (DOT), Federal Motor Carriers Safety Administration (FMCSA) requires Barton County CN2541 to establish a drug and alcohol testing program designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. Further, the purpose of this policy is to bring Barton County CN2541 into compliance with all regulations, which require affirmative actions to eliminate the impact of the use of controlled substances and misuse of alcohol in the workplace.
2. **This policy does not create any contractual rights in favor of employees to whom the Policy is applicable. Nor does this Policy in any way alter the at-will nature of employment or imply that discharge will occur only "for cause".**
3. **Those areas of the policy printed in bold and underlined text reflect Barton County CN2541's independent authority to require additional provisions with regard to the drug and alcohol testing procedures.**
4. **The presence of controlled substances in the body as well as the use or possession of controlled substances and/or alcoholic beverages while on Barton County CN2541 property, or in any Barton County CN2541 vehicle, or on duty, including breaks or lunch, paid or unpaid, on any shift, is strictly prohibited.**
5. Designated Employer Representative: **(Appendix B)** contains the name, address, and telephone number of the Designated Employer Representative (DER). The DER is authorized by Barton County CN2541 to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer consistent with the requirements of 49 CFR, part 40.

B. Applicability

This policy applies to any employee of Barton County CN2541 who holds a Commercial Drivers License (CDL) and uses that license to operate a commercial motor vehicle. 49 CFR, part 382.107 defines these vehicles as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- (1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- (2) Has a gross vehicle weight rating of 26,001 or more pounds; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act

(49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the hazardous Materials Regulations (49 CFR Part 172, Subpart F).

C. Testing Procedures

All testing conducted under this policy will follow the procedures as set forth in 49 CFR, parts 40 and 382.

D. Definitions

Words and phrases used in this policy are as defined and found in 49 CFR, parts 40.3 and 382.107.

II. Prohibitions

A. Alcohol

1. No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater.
2. No driver shall use alcohol while performing a safety-sensitive function. **This includes beverages containing alcohol or substances containing alcohol including any medication, mouthwash, food, candy, or any other substance that would cause alcohol to be present in the body.**
3. No driver shall perform safety-sensitive functions within four hours after using alcohol.
4. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until a post-accident alcohol test has been administered, whichever occurs first.

B. Controlled Substances

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance.
 - a. **ILLEGAL DRUGS: The use of any illegal drug or any substance identified in Schedules I through V of the Controlled Substance Act is prohibited at all times unless a legal prescription has been written for the substance. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.**
 - b. **LEGAL DRUGS: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor. In addition, the employee must obtain a written release from a licensed medical practitioner releasing the person to perform their job duties any time they obtain a performance-altering prescription.**
 - c. **PRESCRIPTION DRUGS: A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.**

- C. Refusal to submit to a required alcohol or controlled substances test. No driver shall refuse to submit to an alcohol or controlled substance test required by 49CFR, parts 40 and 382.

Behavior That Constitutes A Refusal To Test.

1. Refusing to provide specimen. This includes an insufficient volume of urine without a valid medical explanation.
2. Tampering with, adulterating, or substituting a specimen.
3. Failing to appear for testing within **30 minutes** of being notified.
4. Leaving the scene of an accident without just cause prior to submitting to a test.
5. Leaving collection facility prior to test completion.
6. Failing to permit an observed or monitored collection when required.
7. Failing to take a second test when required.
8. Failing to undergo a medical examination when required.
9. Failing to cooperate with any part of the testing process.
10. Failing to sign Step 2 of the alcohol test form.
11. Once test is underway, failing to remain at site and provide a specimen.

For Pre-employment Tests, The Following Are NOT Refusals

1. Failure to appear for the test.
2. Failure to remain at the site prior to the commencement of the test.
3. Failure to provide a specimen before the test commences.

III. Tests Required

A. Pre-employment testing

1. Any applicant offered a safety sensitive position or an employee transferring to a safety sensitive position must first take a pre-employment drug test. This applicant or employee must receive a verified negative test result before performing any safety sensitive function. Details of pre-employment testing and exemptions can be found in 49 CFR, part 382.301.
2. Barton County CN2541 must request alcohol and controlled substances information from previous employers in accordance with the requirements of 49 CFR, parts 40.25 and 382.413.
3. Applicants offered a safety sensitive position and employees transferring to a safety sensitive position must sign release of information forms allowing Barton County CN2541 to receive alcohol and controlled substances information from previous employers.

B. Post-accident testing

1. As soon as practicable following an accident the driver of a commercial motor vehicle, operating on a public road in commerce, must be tested for alcohol and controlled substances under certain conditions.
 - a. Alcohol testing must be conducted if a driver receives a citation for a moving violation within 8 hours of the accident.
 - b. Drug testing must be conducted if a driver receives a citation for a moving violation within 32 hours of the accident.
2. The driver who is subject to post-accident testing shall remain readily available for such testing (meaning that the employer knows where the driver is) or may be deemed by Barton County CN2541 to have refused to submit to testing.
3. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a

driver from leaving the scene of the accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The following chart defines when an accident has occurred and when testing must take place.

Type of accident involved	Citation issued to the CMV driver	Tests required
Human fatality	YES	YES
	NO	YES
Bodily injury with immediate medical treatment away from the scene.	YES	YES
	NO	NO
Disabling damage to any motor vehicle requiring tow away.	YES	YES
	NO	NO

Details of post-accident testing and exemptions can be found in 49 CFR, part 382.303.

C. Random testing

All drivers that perform safety sensitive functions are subject to random drug and alcohol testing.

1. Random testing will be unannounced and unpredictable; spread reasonably throughout the calendar year. Testing will be conducted at all times of the day when safety sensitive functions are performed.
2. Employees are required to proceed immediately to the collection site once notified of testing.
3. Drug tests will be conducted anytime a safety sensitive employee is on duty. Alcohol tests will only be conducted on an employee immediately before performing, while performing, or just after performing a safety sensitive function.
4. The list of employees selected will be retained by the DER in a secure location.

Details of the random testing process can be found in 49 CFR, part 382.305.

D. Reasonable suspicion testing

All drivers that perform safety sensitive functions are subject to reasonable suspicion alcohol and/or drug testing. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse or alcohol misuse. A trained supervisor must make the determination to test based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.

4. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Details of the reasonable suspicion testing process can be found in 49 CFR, part 382.307.

E. Return-to-duty testing

Details of the return-to-duty testing process can be found in 49 CFR, part 40, subpart O.

F. Follow-up testing

Details of the follow-up testing process can be found in 49 CFR, part 40, subpart O.

IV. Handling Of Test Results, Confidentiality

A. Access to records

1. Except as required by law or expressly authorized by release by an employee, Barton County CN2541 will not release driver information that is contained in records required to be maintained under 49 CFR, parts 40 and 382.
2. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substances tests.
3. A driver's testing records will be made available to a subsequent employer upon receipt of a written request from the driver.
4. Barton County CN2541 may disclose information required to be maintained pertaining to a driver to the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the individual, and arising from a positive DOT drug or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test result), (including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the driver).

V. Consequences For Drivers Engaging In Prohibited Conduct

A. Use of drivers who fail or refuse a drug test.

1. General. Compliance with this drug testing policy is a condition of employment. Refusal to take a required drug test or failure of a drug test shall result in removal from performing safety sensitive functions. **Additional disciplinary action up to and including termination may result.**
2. Prohibitions On Use. Barton County CN2541 will remove from performing a safety sensitive function any employee who:
 - a. Fails a drug test as verified by the Medical Review Officer (MRO), or
 - b. Refuses to take a drug test required by this policy. (See Section II.C.)
3. Required Referrals and Evaluation. Any applicant or employee who fails or refuses a drug test will be referred to a Substance Abuse Professional (SAP) for evaluation and treatment.
4. **An employee may be given an opportunity to retain his or her employment, provided they first do the following:**
 - a. Have been evaluated by a SAP, and
 - b. Have completed the recommended evaluation/rehabilitation program successfully, and
 - c. Receive a verified negative test result on a return-to-duty test.

B. Retesting of Drug Positive Samples

1. General. An applicant/employee may request a retest of a positive sample, within 72 hours of notification of the positive test result from the MRO. **The request must be made in writing to the MRO.**
 2. Retest Provisions. The retest will be conducted at a different SAMHSA certified laboratory. The test will be conducted on the split sample that was provided by the applicant/employee at the same time as the original sample. **All costs for such testing are to be reimbursed to Barton County CN2541 by the applicant/employee unless the result of the split sample test invalidates the result of the original test.** The method of collection, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR, part 40.
 3. Detection Levels. Because some analytes deteriorate or are lost during freezing and/or storage, quantitation for a retest is not subject to a specific cutoff requirement but must provide data sufficient to confirm the presence of the drug or metabolite.
- C. Use of drivers who fail or refuse an alcohol test.
1. General. Compliance with this alcohol testing policy is a condition of employment. Refusal to take a required alcohol test or failure of an alcohol test will result in removal from performing safety sensitive functions. **Additional disciplinary action up to and including termination may result.**
 2. Refusal and Prohibited Conduct. Barton County CN2541 will remove from performing a safety sensitive function any employee who:
 - a. Has a confirmed alcohol test result of 0.02 or higher but less than 0.04. This driver must be removed from duty for a minimum of 24 hours. This is not a positive test requiring a SAP referral.
 - b. Fails an alcohol test with a confirmed result of 0.04 or higher, or
 - c. Refuses to take an alcohol test required by this policy. (See Section II.C.)
 3. Required Referrals and Evaluation. Any employee who fails or refuses an alcohol test will be referred to a Substance Abuse Professional (SAP) for evaluation and treatment.
 4. **An employee may be given an opportunity to retain his or her employment, provided they first do the following:**
 - a. Have been evaluated by a SAP, and
 - b. Have completed the recommended evaluation/rehabilitation program successfully, and
 - c. Receive a verified negative test result on a return-to-duty test.
- D. **All costs associated with the evaluation and rehabilitation program are the responsibility of the employee.**
- E. **Employees should consult their health insurance policy for extent of nervous, mental and substance abuse coverage.**
- F. **A second positive test whether drug or alcohol or the equivalent will result in immediate termination of employment.**
- G. Additional Requirements
Barton County CN2541 may impose such additional disciplinary actions as they deem appropriate. This may include removal from performing covered functions, suspension (with or without pay), and even termination.

BARTON COUNTY CN2541
1400 Main, Room 108
Great Bend, Kansas 67530

ALCOHOL SUPPLEMENT

A. Why you should get Involved:

1. Although Barton County CN2541 has no history of substance abuse problems, we recognize that alcoholism and alcohol misuse are problems throughout America.
2. There are three good reasons why you should be concerned if any of your coworkers are using drugs or alcohol on the job.
 - a. Your health and safety may be at risk.
 - b. Alcohol misuse costs you money.
 - c. Alcohol creates a negative work environment.
3. According to the National Institute on Alcohol Abuse and Alcoholism, drug and alcohol use on the job costs society an estimated \$102 billion a year. Since most of this cost is passed on to you in the form of higher health insurance rates or in consumer prices, drug and alcohol use on the job costs you and your fellow workers a significant amount of money.
4. Absenteeism among problem drinkers or alcoholics is 3.9 to 8.3 times greater than normal. If your fellow workers don't come to work, you may have to do their jobs in addition to your own.
5. Workers who misuse alcohol don't function at their full potential. Not only is absenteeism a problem, when they are at work these employees may have reduced capabilities and productivity. Since our product is the safe transportation of people, alcohol misuse is an especially serious issue.
6. No matter what your position is in the organization, there is something you can do to ensure that drug and alcohol use on the job never becomes a problem at the company. Acceptance of any misuse puts you, this company, and the public at risk.

B. Effects of alcohol misuse on an individual's health, work, and personal life:

1. Alcohol is a central nervous system depressant. Taken in large quantities, it causes not only the euphoria associated with being drunk, but also adversely affects your judgment, ability to think, and your motor functions. Drink enough alcohol fast enough and it can kill you.
2. Long term overuse of alcohol can cause liver damage, heart problems, sexual dysfunction, and other serious medical problems.
3. In some cases, alcohol use can lead to physical and psychological dependence on alcohol. Alcoholism is a serious chronic disease. Left untreated it will inevitably get worse.
4. Workers who use alcohol (and other drugs) affect everyone. Studies show that compared to alcohol-and drug-free workers, substance abusers are far less productive, miss more workdays, are more likely to injure themselves or someone else, and file more workers compensation claims.

5. The measurable dollar costs of workplace substance abuse from absenteeism, overtime pay, tardiness, sick leave, insurance claims, and workers' compensation can be substantial. However, the hidden costs resulting from diverted supervisory and managerial time, friction among workers, damage to equipment, and damage to company's public image means that workplace substance abuse can further cut profits and competitiveness.
 6. Alcohol can also destroy relationships, lead to serious problems with the law (e.g., drunk driving), and even cause harm to the people you love.
 7. If drinking affects your work life, it could lead to job loss and all the financial problems that would follow.
- C. Signs and symptoms of alcohol misuse - Any one or more of the following signs may indicate a drinking problem:
- Family or social problems caused by drinking
 - Job or financial difficulties related to drinking
 - Loss of a consistent ability to control drinking
 - "Blackouts" or the inability to remember what happened while drinking
 - Distressing physical and/or psychological reactions if you try to stop drinking
 - A need to drink increasing amounts of alcohol to get the desired effect
 - Marked changes in behavior or personality when drinking
 - Getting drunk frequently
 - Injuring yourself - or someone else while intoxicated
 - Breaking the law while intoxicated
 - Starting the day with a drink
- D. Available methods of evaluating and resolving problems associated with the misuse of alcohol.
1. Outpatient programs exist in a variety of settings:
 - a. Community mental health centers
 - b. Full service agencies
 - c. Private physicians' and therapists' offices
 - d. Occupational settings
 - e. Specialized alcoholism treatment facilities
 2. Inpatient services, designed for those with more serious alcohol problems, can be found in hospitals, residential care facilities, community halfway houses, and some alcoholism clinics.
 - a. Local council on alcoholism
 - b. Alcoholics Anonymous
 - c. Community alcoholism or mental health clinic
 - d. Social services or human resources department
 - e. County medical society
 4. The SAP will perform an initial evaluation, recommend any additional treatment if necessary, and will refer employees needing assistance for treatment covered under our health insurance program.

**BARTON COUNTY CN2541
1400 Main, Room 108
Great Bend, Kansas 67530**

**APPENDIX B
BARTON COUNTY CN2541**

Drug and Alcohol Testing Program
Personnel and Services

1. Designated Employer Representation (DER)

Primary Contact
Director Road and Bridge
Dale Phillips
2401 – 7th
Great Bend, Kansas 67530
620 793 1816

Secondary Contact
Shop Foreman Road and Bridge
Gary Demel
2401 – 7th
Great Bend, Kansas 67530
620 793 1816

2. Local Collection Site

St Rose Ambulatory and Surgical Center
3515 Broadway
Great Bend, Kansas 67530
620-792-2511

In most instances the Consortium mobile collector can do your collections on site. However, a local collection site has been set up for use when the on site collector is unavailable.

3. Medical Review Officer (MRO) and Certified Laboratory information is maintained by the Offices of the Designated Employer Representation.

**4. Employee Assistance Program (EAP)
Referral for Substance Abuse professional (SAP)**

SupportLine
Local 785-234-1077
Toll Free 1-800-999-1196

**BARTON COUNTY CN2541
1400 Main, Room 108
Great Bend, Kansas 67530**

APPENDIX C

**EMPLOYEE/SUPERVISORY POSITIONS
SUBJECT TO DRUG AND ALCOHOL TESTING**

(JOB CLASSIFICATIONS/TITLES)

Employee positions requiring a Commercial Drivers License (CDL) subject to alcohol and drug testing.

Road and Bridge

- Director
- Shop Foreman
- Clerk II / Dispatcher
- Mechanic II
- Asphalt Foreman
- Assistant Asphalt Foreman
- Operator II / Sign Tech
- Operator II
- Operator I
- Grading Supervisor
- Lead Operator II

Noxious Weed

- Director
- Pesticide Applicator III
- Pesticide Applicator I / Operator II

Memorial Parks

- Assistant Supervisor

Solid Waste

- Manger
- Equipment Operator II
- Equipment Operator I

(Positions identified in Barton County Organizational and Staffing Charts, April, 2013 edition)

**BARTON COUNTY CN2541
1400 Main, Room 108
Great Bend, Kansas 67530**

**EMPLOYEE AFFIRMATION OF
DRUG AND ALCOHOL TESTING POLICY**

As an employee in a safety sensitive position, I affirm that I have received, read and understand the Barton County CN2541's Drug and Alcohol Testing Policy. I am aware that I may be required to undergo a drug and/or alcohol screen as outlined by Barton County CN2541's policy requirements and that I will be informed prior to the drug/alcohol screen; and, that I may be referred to an education and treatment program depending on the results of the drug/alcohol screen. I agree to abide by all provisions of the anti-drug policy as a condition of my continued employment with the company. I am aware and agree that the Policy does not create any contractual rights in my favor or in any way alter the at-will nature of my employment or imply that discharge will occur only "for cause".

Employee Name (Please Print)

Employee Signature

Date

Barton County CN2541 Representative

Date

Employees who violate County policies, who engage in certain conduct or whose performance is unacceptable shall be subject to disciplinary actions. The disciplinary measures available to Department Heads are:

VERBAL REPRIMAND - A verbal reprimand is a warning that an employee has violated a County or department regulation or has been negligent in some aspect of work performance. Verbal reprimands shall be made in a civil and constructive way so the employee is aware of the offense and the consequences for repeating the offense. Supervisors and Department Heads shall avoid issuing a verbal reprimand in the presence of the employee's co-workers. The supervisor or Department Head will write a brief explanation of the verbal reprimand, sign such written explanation, and ask that the employee sign. The Department Head will retain one copy of the written explanation, deliver one copy to the employee and forward the original to the County Administrator's Office to be filed in the employee's personnel file.

WRITTEN REPRIMAND - This action is a written warning to an employee who has failed to respond appropriately to a verbal reprimand or who has committed an offense requiring more severe action than a verbal reprimand. The Department Head will explain the written reprimand to the employee, who will ask the employee to sign the reprimand report form. The Department Head will retain one copy of the written reprimand, deliver one copy to the employee and forward the original to the County Administrator's Office to be filed in the employee's personnel file.

SUSPENSION WITH PAY - Suspension with pay may be imposed when the seriousness of a single offense or the employee's failure to respond to repeated reprimands warrants a severe disciplinary action. This measure may be imposed for a maximum of three (3) working days. Justification in writing will be made with a copy provided to the employee and the original provided to the County Administrator for inclusion as a permanent record in the employee's personnel file.

SUSPENSION WITHOUT PAY - Suspension without pay may be imposed when the seriousness of a single offense or the employee's failure to respond to repeated reprimands warrants a severe disciplinary action. This measure may be imposed for a maximum of ten (10) working days. Justification in writing will be made with a copy provided to the employee and the original provided to the County Administrator for inclusion as a permanent record in the employee's personnel file.

PROBATIONARY PERIOD - A probationary action period with pay may be imposed when the seriousness of a single offense or the employee's failure to respond to repeated reprimands warrants a time period in which to correct behavior. This measure may be imposed for a maximum of six months. Justification in writing will be made with a copy provided to the employee and the original provided to the County Administrator for inclusion as a permanent record in the employee's personnel file. While in the probationary period, the employee will be subject to weekly or monthly supervisory meeting with his or her Department Head. The scheduling of these meetings will be at the discretion of the Department Head, but will be often enough to promote the correction of the behavior of the employee.

The type of disciplinary action required for any given offense must be considered on a case-by-case basis.

ADMINISTRATIVE REVIEW/LEAVE WITH PAY - A Department Head may place an employee on Administrative Review/Leave with Pay. An employee may be placed on Administrative Leave during an on-going internal investigation. The investigation shall be concluded as quickly as possible. The Department Head shall make a determination at the end of the investigation as to what disciplinary action, if any, needs to be taken. All phases of the investigation shall be recorded and placed in the employee's personnel file.

TERMINATION - A Department Head may terminate an employee. An employee may be terminated for various conduct, including insubordination, continual tardiness, sexual harassment, misconduct, continued violations of County policies, incompetence, certain felony or misdemeanor convictions, for other conduct listed elsewhere in this manual and for any other act or conduct which the Department Head deems serious and warranting discharge. An employee may be terminated for a first time offense or after a series of verbal or written reprimands, after a suspension with or without pay or at any time during a probationary period.

A Department Head may prepare a more stringent listing of infractions meriting discharge or disciplinary action.

While these disciplinary measures are available to Department Heads, Barton County does not maintain a progressive disciplinary policy.

Adopted 01/01/94

Revised 11/24/97; 06/28/99, 11/06/06; 10/14/13

BARTON COUNTY DISCIPLINARY ACTION REPORT

Instructions: *This form should be completed in triplicate as soon as possible after the violation or incident precipitating this notice. The employee is to read and sign the form. Copies of the notice are to be distributed to the following parties: employee, Department Head, County Administrator.*

Employee _____ Date _____

Department _____ Position _____

Violation of Policy: *What Barton County Employee Handbook Policy or Departmental Policy was violated. Specifically note policy name and number, or any other descriptive details.*

Details of Violation or Incident: *Explain as specifically and comprehensively as possible. Include date, time, place and persons involved. Use additional sheets as needed.*

Expectations – Optional depending on outcome: *Explain what type of improvement must be shown by employee. Detail a time frame in which improvement must be shown. Explain what steps you will take to help with required improvements. Explain consequences of action should no improvement be shown.*

Type of Action:

Verbal _____

With / Without Pay Suspension _____ Time Frame _____

Probation _____ Time Frame _____

Termination _____

Check Appropriate:

_____ First Warning

_____ Second Warning

_____ Warning

_____ Final Warning with Suspension of _____ days beginning _____

_____ Final Warning with Probation of _____ days beginning _____

_____ Immediate satisfactory improvement must be shown and maintained maintained or further disciplinary action will be taken.

Informal Evaluation Scheduled for _____

Formal Evaluation Scheduled for _____

_____ Employee to be terminated effective _____

Department Head Signature

Date

I have read and received a copy of this notice. I understand that this notice will be included in my personnel file.

Employee Signature

Date

Barton County believes that open communication is essential to a productive work environment. On occasion, problems, concerns and / or complaints may arise which require the attention of the Commissioners and / or the County Counselor / Administrator. In order to resolve work related problems, the County has established a formal Resolution of Conflicts Policy. This "open door policy" is intended to encourage any employee with a work-related question, complaint or concern to have access to the Department Head, Administrator or the Commissioners. Under this policy, the work-related question, complaint or concern can be addressed promptly, sympathetically and responsibly by those involved in the process.

Items discussed under this policy are considered confidential personnel matters. As a matter of course in resolving issues, some facts, statements or feelings may have to be relayed to another party or parties. Employees utilizing the Resolution of Conflicts Policy will be asked to waive, in whole or in part, such confidentiality to a point wherein the question, complaint or concern can be addressed. Said waiver will be made in writing so that the employee and the Department Head and / or Administrator are clear as to what information can be relayed.

An employee with a work-related question, problem or concern shall follow the following procedure:

- Step 1: Speak to the Department Head. The Department Head shall listen in a courteous manner and attempt to resolve the issue fairly.
- Step 2: Speak to the Administrator. If the problem is not resolved by the Department Head, or it is an issue that the employee cannot discuss with the Department Head, then the employee has a right to speak to the Administrator.

Additionally, if an employee has first spoken with the Department Head and is dissatisfied with the results of that discussion, the Department Head will arrange for a meeting with the employee and the Administrator.

The Administrator shall speak to the employee promptly and confidentially and will exercise best efforts to resolve the issue. The employee will be treated courteously, and if possible, provided a resolution of the issue that is fair, equitable and based on sound legal principles.

- Step 3: Speak with the Commissioners. If the employee is unable to resolve the question, problem or concern with the Administrator, then the employee may, on written request made through the Administrator, request a meeting with the Commissioners. If the employee so requests, the Administrator will not discuss the matter with the Commissioners prior to said meeting. It shall be the responsibility of the Administrator to schedule the meeting with the Commissioners as soon as feasible. The Commissioners shall provide to the employee a response that is fair, equitable and based on sound legal principles. The resolution made by the Commissioners shall be final.

Meetings with the Commissioners may be held in one of two ways. The employee may speak to the Commissioners informally during a study session, wherein the Commissioners may receive information, but cannot make a decision. Formal action can be only taken during an agenda meeting. Such action, however, is normally following an Executive Session. If necessary, the employee may opt to use one or both of the described methods.

Further, nothing in this policy is meant to limit contact between employees, Department Heads and the Commissioners. As County citizens, each employee, Department Head and Commissioner has a right and an obligation to discuss County business as is appropriate.

The County, including its employees, Department Heads and Elected Officials, will not retaliate in any manner against an employee using this policy.

For the purpose of this policy, the term "Department Head" shall include elected and non-elected officials.

The County values its employees and intends that employees have a procedure by which questions and / or concerns are addressed promptly and fairly, and, if possible, are resolved equitably.

Based on Bomb Threats and Physical Security Planning, Department of the Treasury, Prepared by the Bureau of Alcohol, Tobacco and Firearms

These guidelines are general in nature. Given the number of buildings in use by the County, the number of employees answering the phones and greeting the public – and the unlimited ways in which the County could be targeted – the procedure must be somewhat vague. While the County will, in every situation, protect its employees to the best of its ability, specifics related to any threat will dictate immediate actions. Employees are asked to be aware of these policies, to use common sense in an event and to be realistic in their expectations in the first few minutes following any threat. Concerned employees are urged to meet with their Department Head should they have any questions on what actions are to be taken in the event of a security threat.

Bombs - Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, should there be a bomb threat in any County building, suspect anything that looks unusual. Let law enforcement determine what is or is not a bomb.

Security Against Bomb Incidents - Employees should be alert for people who act in a suspicious manner, as well as objects, items or parcels which look out of place or suspicious. Be aware of any potential hiding places (e.g., stairwells, rest rooms and any vacant office space) for unwanted individuals.

Doors or access ways to such areas as boiler rooms, mail rooms and other should remain locked when not in use.

Trash or dumpster areas should remain free of debris. A bomb or device can easily be concealed in the trash. Combustible materials should be properly disposed of, or protected if further use is anticipated.

If you see someone or something that isn't right, you have the obligation to report it. If you do not feel comfortable calling 911, immediately report your concerns to your department head, the Sheriff's Office or someone else in an authority position. Remember, it's better to be safe than sorry.

Responding to Bomb Threats - Most offices are small enough that eventually everyone answers the phone. That means that each of us has the potential to receive a bomb threat.

A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components or method of initiation.

The bomb threat caller is the best source of information about the bomb. When a bomb threat is called in:

- Keep the caller on the line as long as possible. Ask him / her to repeat the message.
- Try to get the attention of another person in your department. He or she can call 911 while you stay on the line and try to get more information.
- Using the Bomb Threat Checklist, collect all the information you can from the caller.
- If the caller does not indicate the location of the bomb or the time of possible detonation, ask him / her for this information.
- Inform the caller that the building is occupied and the detonation of a bomb could result in death or serious injury to many innocent people.
- Pay particular attention to background noises, such as motors running, music playing and any other noise which may give a clue as to the location of the caller.
- Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, report the threat to 911, the Sheriff's Office or your Department Head.
- Do not hang up the phone – regardless of what the caller has done. It is important to leave the line open so that the call may be traced.
- If the call has not yet been reported, using another line or another phone, report the call immediately to 911. For threats in the Courthouse, notify the Administrator's Office. In another County building, notify an employee in a central position so that plans can start being made.
- Follow the instructions of your department head. You will want to remain available. Law enforcement will have questions that only you can answer.

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the treat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific devise may occasionally be received. It should never be ignored.

Remember, it is important to take all threats seriously.

Decision Time - As soon as possible following a threat, law enforcement, working with County Administration, will make a determination on the most appropriate response. Each employee of the County has an obligation to remain calm and to work with our response team in making the right decisions.

It is probable, in an event, that each office in the effected building will be notified. This notification may be made by calling individual offices or by using an emergency "all" call feature on the phone system. The nature of the event will dictate the order in which offices are located. Depending upon the situation, you may not be provided any information other than the building is being evacuated and where to gather. Why this may leave you with a number of unanswered questions, it is more important that provide for physical safety first. As much as possible, information will be provided after you are out of the building.

In the Courthouse, it is anticipated that the following will occur:

- The affected Department, after calling 911, will notify the Administrator's Office.
- 911 will notify law enforcement and the Courthouse Security Guard
- Administration, law enforcement and the Security Guard will meet in affected office to determine course of action
- Offices will be notified. If possible, notifications will start with the Fourth Floor, then work downward.
- Once a building is evacuated, all other County buildings will be notified, along with the Commissioners.

Evacuation - If the building is evacuated, immediately collect your personal belongings (coat, purse, etc.) and leave the building. Meet in area designated in the evacuation notice. Once you leave the building, you will not be allowed to return until law enforcement has cleared the building. Calmly stay in that area until you are given further instructions.

When leaving the building, remember:

- Do not shut off computers, radios, lights, etc.
- Do not use the elevator.
- Do **not lock** your office door.
- If you are working with cash, secure the money before you leave.
- When leaving, look around. You know your office best. Make a note if you see anything that is out of place or doesn't look right.

If you have citizens in your office or if anyone is standing in the hall near your office, ask them to evacuate with you. Should the citizens not want to leave, notify any law enforcement or administrative personnel where the citizens are on your way out.

Should a building be evacuated, every effort will be made to reopen as soon as a determination is made that it is safe. You will be instructed on how and when to expect information about returning to work.

Department Heads, or another person designated in the event of a threat, must meet at the specified location to report that members of their office have been accounted for and have left the building.

Suspicious Objects Located - It is imperative that you report suspicious objects. Under no circumstances should you move, jar or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive ordinance disposal. When a suspicious object is discovered, report the location and an accurate description of the object to law enforcement or to a member of the County's administrative staff. If employees are aware of any items in their department that may look suspicious to law enforcement, i.e. a shopping bag, box or other item with unknown contents, that information should be provided to law enforcement.

BOMB THREAT CHECKLIST

Exact time of call: _____

Exact words of caller: _____

Exact line the call came in on: _____

QUESTIONS TO ASK

1. When is bomb going to explode? _____

2. Where is the bomb? _____

3. What does it look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. Where are you calling from? _____

9. What is your address? _____

10. What is your name? _____

CALLER'S VOICE (circle)

Calm	Slow	Crying	Slurred
Stutter	Deep	Loud	Broken
Giggling	Accent	Angry	Rapid
Stressed	Nasal	Lisp	Excited
Disguised	Sincere	Squeaky	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Office: _____ Home Phone: _____

Date: _____

Report call immediately to: DEPARTMENT HEAD 911 SHERIFF'S OFFICE

Adopted 07/19/04
Revised

Detecting Suspicious Packages/Letters

REMEMBER

The item does not have to be delivered by a carrier. Most bombers set up and deliver the bomb themselves.

1. If delivered by carrier, inspect for lumps, bulges, or protrusions, without applying pressure.
2. If delivered by carrier, balance check if lopsided or heavy sided.
3. Handwritten addresses or labels from companies are improper. Check to see if the company exists and if they sent a package or letter.
4. Packages wrapped in string are automatically suspicious. Modern packaging materials have eliminated the need for twine or string.
5. Excess postage on small packages or letters indicates that the object was not weighed by the Post Office.
6. No postage or non-canceled postage.
7. Any foreign writing, addresses, or postage.
8. Handwritten notes, such as: "To Be Opened in the Privacy of" - "CONFIDENTIAL" - "Your Lucky Day is Here" - "Prize Enclosed".
9. Improper spelling of common names, places, or titles.
10. Generic or incorrect titles.
11. Leaks, stains, or protruding wires, string, tape, etc.
12. Packages or letters dropped off or delivered for a friend.
13. No return address or nonsensical return address.
14. Any letters or packages arriving before or after a phone call from an unknown person asking if the item was received.
15. If you have a suspicious letter or package

Call: 911 - ISOLATE - EVACUATE

Bombs

Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost nonexistent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, when searching for a bomb, suspect anything that looks unusual. Let the trained bomb technician determine what is or is not a bomb.

Barton County is committed to the safety of its employees and its duty to provide a safe environment for citizens. To further protect both life and property, the County has initiated a security badge system. All temporary, part- and full-time employees, as well as elected officials, will be provided a photo-identification security badge. Employees shall wear assigned badges when at work.

Employees will be subject to a disciplinary action when:

- The employee uses the identification for an unauthorized purpose. This may include, but is not limited to:
 - Wearing the identification badge when not on duty
 - Misrepresentation of authority
 - Allowing another employee or person to use the badge
 - The employee fails to report a lost or stolen badge in a timely manner

BADGE PROCESSING

All new personnel must report to the Emergency Management Department to have a badge issued. Department Heads should contact the Emergency Risk Manager and schedule a time for the ID to be created. Employees must present a valid picture form of identification along with the Request for Barton County Identification Badge form. The Request for Barton County Identification Badge form must be signed by the employee's Department Head. A Barton County Employee photo identification badge will be issued at no cost to the employee. Employee shall wear department uniform if there is one or appropriate office attire for photo that will be on the ID badge.

The name used on the identification badge will be the legal name of the individual requiring the badge. Nicknames will not be used. Required information must be the same as on the Kansas driver's license.

The Request for Barton County Identification Badge is held in an Excel file. Department Heads will be provided a copy of said file. When making a request, the Excel file is to be updated, printed and signed by the Department Head. A signed original must then be presented to the Emergency Risk Manager for processing.

REPLACING OR UPDATING BADGES

Replacement or updated badges will be provided for the following reasons:

- Change in position or office
- Lost, stolen or destroyed badge, See Lost Badge Section below
- Name change
- Scheduled replacement of all badges

Any employee needing an updated or replacement badge must request the new card from their Department Head. The Department Head will then prepare a Request for Barton County Identification Badge authorization form. When presented for badge preparation, this provides staff with verification that the employee requesting a replacement is in fact still employed. The employee must have valid photo identification for identity verification prior to receiving their replacement badge.

Should the badge have been lost or stolen, the employee must report the loss to the Department Head immediately. The Department Head will then report the loss to the Emergency Risk Manager.

LOST BADGE

Prior to processing the replacement of a lost badge, the employee will remit to the Department Head a \$ 5.00 (five dollars) lost-badge fee. The lost badge fee will be refunded to the employee if they find and return their lost badge to the Department Head within 10 business days from the date of replacement. Any returned lost badges will be destroyed.

RETURN OF BADGES

Identification badges must be returned to the Department Head:

- When a replacement badge is issued.

The Emergency Risk Manager will be provided the Request for Barton County Identification Badge form noting that a replacement is to be made. The reason for the replacement shall be noted; ie, lost badge, name change, position change, etc. A copy of the request is to be provided to the Administrator's Office for inclusion in the employee's Personnel File. Said copy shall be provided by the originating department.

- Upon termination of employment.
 1. The Department Head will remit a copy of the Order of Destroy Form with the final Payroll Authorization Form noting termination of employment.
 2. The Department Head will forward the identification badge to the Emergency Management Department with the employee's termination date.

DESTRUCTION OF BADGE

Whenever an identification badge is to be destroyed, the Department Head will remit the Order to Destroy Barton County Identification Badge.

All badges will be destroyed by the Emergency Management Department. Upon receipt of the returned badge, the employee ID database will be updated. Said database to be maintained by Records Management.

Both the Request for Barton County Identification Badge and the Order to Destroy Barton County Identification Badge forms follow this policy.

Adopted 07/19/04
Revised 11/06/06; 05/09/11; 10/14/13

BARTON COUNTY, KANSAS
Request for Barton County Employee ID

Request for Barton County Employee ID		
Last Name:		
	(Must be Same As Driver's License)	
First Name:		
	(Must be Same as Driver's License)	
Middle Initial:		
DL#:		
DOB:		
Job Title:		
	(Must be Same As County Job Description)	
Dept Name:		
Dept Phone:		
Intercom #:		
Date of Hire:		
Professional Certifications:		
	(i.e. RN, MSW, etc.)	
NIMS Certificates:	<input type="checkbox"/>	IS-700 NIMS
(Mark Appropriate Boxes)	<input type="checkbox"/>	IS-100 Intro to ICS
Include copy of Certificate(s)	<input type="checkbox"/>	IS-200 Basic ICS
	<input type="checkbox"/>	G-300 Intermediate ICS
	<input type="checkbox"/>	G-400 Advanced ICS
	<input type="checkbox"/>	IS-800b Intro NRF
<i>Employee should wear Department Uniform for photo.</i>		
<i>If no department uniform, appropriate office attire.</i>		
	<i>Dept. Head Signature</i>	
	<i>Date</i>	

To be completed by Emergency Risk Management	
Date Photo Taken:	_____
Taken By:	_____
Expiration Date:	_____

BARTON COUNTY, KANSAS
Order to Destroy Barton County Identification Badge

Order to Destroy Barton County Identification Badge

Copy Employee Identification Badge in this Box



Last Name: _____

First Name: _____

Dept Name: _____

Last Day
of Employment: _____

Dept. Head Signature

Date

To be completed by Emergency/Risk Management

Date ID Received: _____

Destroyed By: _____

Destruction Date: _____

Copy to Admin: _____

BARTON COUNTY EMPLOYEE HANDBOOK
Revisions
(To be Inserted after Section 801)

Section		Explanation	Date Changed
504	Overtime	Revised Overtime Hours for law enforcement officers from 43.5 hours to 43 hours	02/07/94
Page 2	Contents	Added Section 315	09/18/95
Page 6 - 9		Services Updated	09/18/95
315	Service Pins	Added Section - Service Pins	09/18/95
Page 2	Contents	Added Section 205.1 and 205.2	07/08/96
205.1	Pay Plan	Added Section - Pay Plan	07/08/96
205.2	Pay Ranges	Added - Employee Pay Ranges	07/08/96
511	Internet Policy	Added Section 511	06/30/97
Page 2	Contents	Added	11/24/97
Page 3	Orgntn Chart	Updated	11/24/97
Page 6 - 9		Services Update	11/24/97
105	Employment Law	Added Child Support Information	11/24/97
	Oath of Office	Corrected Copy	11/24/97
201	Empl Categories	Deleted Other Source, Updated Wording; Added Temporary Benefit Possibility, Added Appointed Officials	11/24/97
202	References	Request in writing; answers thru Administrator's Office	11/24/97
203	Provisional Prd	Update intent	11/24/97
204	Emp Applications	Administrator's duties	11/24/97
205	Perfrm Evals	Update intent; Eval dates	11/24/97
205.1	Pay Plan	Update intent	11/24/97
300	Discrtn Day	Use after provisional period; no pay off	11/24/97
301	Vactn Benefits	Define "day"; update intent end of year use	11/24/97
302.1	Holiday Pay	Rate of earning - 1.5 hrs	11/24/97
303	Work Comp	No sick leave; but vacation	11/24/97
304	Sick Leave	Define "day"; update intent Eliminate household	11/24/97
306	Bvmnt Leave	Define "day"	11/24/97
309	COBRA	Coverage update	11/24/97
402	Emplmt Term Delete	medical; final pay	11/24/97
403	Severance	Intent; expand sick leave; expand discrtnry day pay	11/24/97
501	Work Schedule	Courthouse hrs vs. Office hrs.	11/24/97
502	Smoke / Tobacco	Included all tobacco products	11/24/97
504	Overtime	Use of comp time	11/24/97
	Comp Time Form	Use - to be deleted	11/24/97
505	Prsnl Use of Prop	Include Internet - Sec. 511	11/24/97
506	Use of Equip	Notify Immediately	11/24/97
508	Severe Weather	Office structure	11/24/97
508.1	Disaster Closings	Office structure	11/24/97
510	Lay offs	Update intent	11/24/97

600	FMLA	Serious health condition defined; 11/24/97 define 12-mnth period; use of sick leave; intermittent use; 15 day form return; equivalent positions	
	FMLA Applctn	Intermittent schedule request; 15 day form return	11/24/97
601	Unpaid leave	Update intent	11/24/97
602	Military leave	Reinstitute	11/24/97
701	Substnc Abuse	Take out off duty wording	11/24/97
702	Harassment	Update intent	11/24/97
705	Return of Prop	Amount to hold from last pay	11/24/97
710	Drug Testing	Update of policy	11/24/97
710.1	Drug Testing	KDOT requirements	11/24/97
711	Troubled Emp	County options	11/24/97
712	Discplnry Procdrs	Define unacceptable behavior selection of action	11/24/97
200	Personnel Records	Procedure relating to grievance	06/28/99
201	Emp Categories	Define on-call worker	06/28/99
202	Emp Ref Checks	Refine reference response	06/28/99
204	Emp Applications	In-house application period	06/28/99
304	Sick Leave Bnfts	Define immediate family	06/28/99
308	Witness Duties	Procedure relating to grievance	06/28/99
512	Public Records	Policy for search / related chrgs	06/28/99
	Request Form	Optional form for public	06/28/99
707	Security Inspect	Update of Policy	06/28/99
712	Disc Procedures	Action on case-by-case basis	06/28/99
	Disc Action Rprt	Violtn of Policy; Outcome added	06/28/99
713	Grievance Prcdr	Procedure is refined	06/28/99
205.2	Emp Pay Ranges	Update to categories	01/01/00
205.2	Emp Pay Ranges	Update to categories	07/03/00
508	Severe Weather	Allow for emergency closing	11/13/01
	Services	Update to offices	07/19/04
	History	Add five Commission Districts	07/19/04
	Organization	Update organizational chart	07/19/04
	Oath	Changed Dates to 2000	07/19/04
107	Conflict	Update to policy	07/19/04
	Form	Developed Form	07/19/04
109	Non-Disclosure	Open meeting information	07/19/04
	Form	Open meeting information	07/19/04
200	Personnel Record	New filing procedures	07/19/04
	Form	Add Date of Birth and City	07/19/04
202	Reference Check	Reference check additions	07/19/04
204	Applications	Must complete application	07/19/04
205	Evaluation	Adjustments to Pay	07/19/04
205.1	Pay Plan	Pay Plan Information	07/19/04
300	Discretionary Hours	and bank day	07/19/04
302	Holidays	Revise dates (MLK / Columbus)	07/19/04
304	Sick Leave	Buy Back and Abuse of	07/19/04
314	Uniforms	County Shirts	07/19/04
316	Fam Recognition	New Section	07/19/04
402	Termination	Exit Interview	07/19/04

403	Form Severance Pay	Updated Form Sick Leave, Deferred Comp.	07/19/04 07/19/04
500	Accident Report	Box Inserted at Top of Form	07/19/04
509	Travel Expense	IRS, Tolls, Other Expenses and Accident While Traveling	07/19/04
509.1	County Credit Form	New Section New Form	07/19/04 07/19/04
510	Lay Offs	New Section	07/19/04
511	Internet	County's Internet Address	07/19/04
512	Public Records	Freedom of Information Officer Open Meeting Information	07/19/04
700	Rules of Conduct	Internet and E-Mail Use	07/19/04
710.1	Drug Testing	Update	07/19/04
710.2	Testing – Non-Reg	New Section	07/19/04
713	Grievance	Policy Definitions	07/19/04
800	Bomb Threat New Section Form	New Section New Form	07/19/04 07/19/04
801	Security Badges	New Section	07/19/04
205	Prfrm Eval	New System – Effective 1/1/06	10/03/05
205.1	Pay Plan	New System – Effective 1/1/06	10/03/05
205.2	Pay Ranges	Classification – Effective 1/1/06	10/03/05
205.3	Incentive Award	New Policy – Effective 1/1/06	10/03/05
315	Service Pins	Revise award of diamonds	10/31/05
506	Equip / Veh	Add safe driving class	10/31/05
	Title Page	Reflect Ver Three (2007)	11/06/06
	Table of Contents	Updated	11/06/06
20	Welcome	Title to Counselor \ Admin	11/06/06
	Services\Location	Update to programs, address.	11/06/06
	History	Clerical errors corrected.	11/06/06
	Orgnztnl Chart	Updated	11/06/06
40	Intro Statement	Stronger definition of "at will"	11/06/06
101	Emp Relations	Competitive, clerical.	11/06/06
103	Hiring of Relatives	Clerical error corrected.	11/06/06
104	Exams	Physican, pan, access, disability	11/06/06
105	Employment Law	Federal compliance	11/06/06
107	Conflict of Interest Statement	Delete Disclosure Statement Delete	11/06/06 11/06/06
108	Outside Emp Request Form	Approval of, work comp Added Form	11/06/06 11/06/06
200	Personnel Records	Delete grievance	11/06/06
201	Emp Categories	Policy Rewrite	11/06/06
203	Provisional Period	Change to training period.	11/06/06
205	Performance Evals	Training, score, clerical	11/06/06
205.1	Play Plan	Training, corrections	11/06/06
205.2	Emp Pay Ranges	Clerical correction	11/06/06
300	Discretionary Day	Policy Rewrite	11/06/06
301	Vacation Benefits	Policy Rewrite.	11/06/06
302.1	Holiday Pay	Added Example	11/06/06
303	Workers Comp	Policy Rewrite.	11/06/06
304	Sick Leave	Policy Rewrite.	11/06/06
306	Bereavement	Leave to all employees	11/06/06
307	Jury Duty	Excused, fees, travel	11/06/06
308	Witness Duty	Grievance, discretionary use	11/06/06

309	COBRA	Policy Rewrite	11/06/06
310	Longevity	Policy Rewrite	11/06/06
311	Health Insurance	Eligibility	11/06/06
312	Retire Systems	Retitled, rewrite	11/06/06
313	Associations	Pay for Chamber dues	11/06/06
314	Uniforms	Cleaning. Purchase. Clerical	11/06/06
316	Family Recognition	Clerical correction.	11/06/06
400	Timekeeping	Employees report, signing	11/06/06
401	Paydays	Direct deposit. Clerical.	11/06/06
	Form	Automatic Payroll Deposits.	11/06/06
402	Termination	Policy rewrite	11/06/06
403	Severance Pay	Policy rewrite	11/06/06
500	Safety	Report filing	11/06/06
	Accident Report	Delete filed in personnel file.	11/06/06
503	Rest and Meal	"May be" provided	11/06/06
504	Overtime	Policy rewrite	11/06/06
504.1	Comp Time	New section.	11/06/06
505	Use of Co Property	Personal cell phones at work.	11/06/06
508	Severe Weather	Delete – Exception.	11/06/06
509	Business Travel	Policy Rewrite	11/06/06
509.1	Credit Cards	Tickets, clerical	11/06/06
	Purchase Form	Updated form	11/06/06
509.2	IRS Requirements	New section.	11/06/06
510	Lay Offs	Provisional, clerical errors.	11/06/06
511	Internet	Clerical error, Message	11/06/06
512	Records Request	Fees. New document. Clerical	11/06/06
	Form	Fees, new document, signature	11/06/06
600	Family Med Leave	Revised various definitions	11/06/06
	Application	Revised return to work.	11/06/06
601	Unpaid Leave	Policy rewrite.	11/06/06
602	Military Leave	Police rewrite	11/06/06
603	Shared Leave	New Policy.	11/06/06
700	Work Rules	Use of Cell Phone	11/06/06
701	Substance Abuse	Non-monetary treatment.	11/06/06
702	Harassment	Formal investigate, clerical	11/06/06
	Form	Removed affirmation	11/06/06
702.1	Consensual	New Policy	11/06/06
704	Appearance	Clerical error corrected.	11/06/06
705	Return of Property	Policy rewrite	11/06/06
706	Resignation	Refer to Section 304.	11/06/06
709	Political Activity	Activity at work	11/06/06
710.1	Safety Sensitive	Clerical correction.	11/06/06
	Appendix B	Revised Section 3 and 4	11/06/06
710.2	Non-Regulated	Delete policy.	11/06/06
711	Troubled Emp	Delete policy.	11/06/06
712	Disciplinary	Admin Review \ grievance	11/06/06
713	Grievance	Delete policy.	11/06/06
800	Threats	Clerical errors. Reporting.	11/06/06
801	Security Badges	Revised, wearing, nicknames.	11/06/06
Various	Various clerical errors not affecting content have been corrected.		
713	Conflict	New Policy	07/02/07
301	Vacation	Payment of accrued time	08/27/07
403	Severance Pay	Refer to 301 for payout	08/27/07
706	Resign \ Retire	Refer to 301 for payout	08/27/07

102	EEO	Protect questioning	12/31/07
108	Request Form	Added Admin Signature	12/31/07
205.2	Pay Scale	Increase Top by 10%	12/31/07
301	Longevity	Add all Elected Officials	12/31/07
504.1	Comp Time	Delete using comp first	12/31/07
506	Use Vehicles	Add SO training, 3 yr period	12/31/07
303	Work Comp	Disability pay; benefits	08/25/08
512	Public Records	Fees; Update form	08/25/08
104	Examinations	Pre-employment	11/19/08
	Services\Locations	Update address, name, non-prft	01/05/09
	Outside Emp Form	Add signature block	01/05/09
205.2	Emp Pay Ranges	Revised, condensed ranges	01/05/09
304	Sick Leave	Need for doctor note, clerical	01/05/09
201	Emp Categories	Full-time after assigned part	06/29/09
312	Retire Systems	KPERS tiers	06/29/09
600	Fam Med Leave	Update for military	06/29/09
601	Unpaid Leave	Emergency, revise use hours	06/29/09
104	Examinations	Excepting on-call workers	10/26/09
205	Perf Evaluation	Jan 1, 2010, evaluation date	10/26/09
205.3	Perf Incentive	Budgetary constraints	10/26/09
304	Sick Leave	Intermittent absences	10/26/09
310	Longevity Pay	Budgetary constraints	10/26/09
311	Group Health	State Health Plan	10/26/09
509	Business Travel	Require itemized ticket	10/26/09
509.1	Credit Cards	Require itemized ticket	10/26/09
	Contents	Add 317, Victim Leave	04/26/10
102	EEO	Add Genetic Information	04/26/10
317	Victim Leave	New Policy	04/26/10
506	Equip and Vehicles	Expand safety instructors	04/26/10
702	Anti-Sexual, Other Unlawful Harass Forms	Name Change, GINA	04/26/10
502	Smoking	Clean Air Act, New Resolution	07/06/10
801	ID Badges	Name change, procedure	05/09/11
	Add Form	Request for Badge	05/09/11
	Add Form	Destroy Form	05/09/11
	Contents	Renamed 315, Added 315.1	12/19/11
315	Service Award	Additional options for award	12/19/11
315.1	Form	Tracking form	12/19/11

205	Contents	Added New Policies, Names	06/18/12
	Evaluation	Updated evaluations	06/18/12
	Evaluation Form	Updated Forms	06/18/12
301	Vacation Benefits	Max days, delete grace period	06/18/12
302	Holidays/Pay	Name change	06/18/12
302.1	Premium Pay	Pay description	06/18/12
303	Work Comp	Reporting requirements	06/18/12
500.1	Acdnts, Non-Emp	New policy	06/18/12
	Incident Report	New form	06/18/12
505	Use of Co Prop	Removed personal cells	06/18/12
505.1	Personal Cell Use	New policy	06/18/12
506.1	Distracted Driving	New policy	06/18/12
508	Sev Weather	Refine leave time	06/18/12
509	Travel Expenses	Meal rates, itemized bills	06/18/12
	Travel Form	Updated to reflect policy	06/18/12
511.1	Social Network	New policy	06/18/12
601	Unpaid Leave	Weather conditions	06/18/12
205	Evaluation	Exception to pay increase	09/17/12
205.1	Pay Plan	Exception to pay increase	09/17/12
503.1	Contents	Added policy, Lactation	08/26/13
	Lactation	New Policy	08/26/13
	Table of Contents	General Update	10/14/13
	Services	General Update	10/14/13
	Orgnzt Chart	General Update	10/14/13
108	Outside Employ	Add Admin to notification	10/14/13
200	Personnel records	Remove leave form, purging	10/14/13
204	Applications	Apps on line, no in house period	10/14/13
205.1	Pay Plan	No cap, add individual increase	10/14/13
205.3	Performance Incent	Delete policy	10/14/13
301	Vacation Benefits	Request Time Centre, 30 min inc	10/14/13
	Leave Request Form	Delete form	10/14/13
310	Longevity Pay	Change employment category	10/14/13
311	Health Insurance	Update time frame	10/14/13
314	Uniforms	Change name, remove shirts	10/14/13
400	Timekeeping	Dept Hd responsibility	10/14/13
401	Paydays	General Update	10/14/13
	Paycheck Auth	Delete form	10/14/13
511	Internet	Use IT, depart respon website	10/14/13
601	Unpaid Leave	Admin approval of leave	10/14/13
700.1	Violence Prevention	New policy	10/14/13
701	Substance Abuse	Remove awareness program	10/14/13
	Appendix B, CN2541	Update contacts, collection site	10/14/13
	Appendix C	Update positions	10/14/13
712	Disciplinary Proced	No progressive policy	10/14/13
801	Identification Bdgs	Department, Match drivers license	10/14/13
	Request for ID	Department, Match drivers license	10/14/13
	Order to Destroy	Update respon dept	10/14/13

300	Discretionary Day	Minimum Leave – 15 minutes	12/16/13
301	Vacation Benefits	Minimum Leave – 15 minutes	12/16/13
304	Sick Leave Benefits	Minimum Leave – 15 minutes	12/16/13
300	Discretionary Time	Name, Define time	03/10/14
301	Vacation Benefits	Convert to hours	03/10/14
304	Sick Leave	Convert to hours	03/10/14
511	Internet / On-Line	Technical Update	03/10/14
511.1	Social Networking	Policy Rewrite	03/10/14
700.1	Violence Prevent	Conceal Carry Update	03/10/14
301	Vacation Benefits	Carry Over, Part time, Pay out	04/21/14
102	EEO	Verbiage recommended by EEOC	09/15/14
205.2	Pay Ranges	Update wage ranges	09/15/14
301	Vacation Benefits	Proper notice required	09/15/14
304	Sick Leave Benefits	Proper notice required	09/15/14
306	Bereavement	Remove Four Hour Allowance	09/15/14
312	Retirement	Tier 1, KPERS, Withholding, Retire	09/15/14
501	Work Schedules	Working from home	09/15/14
502	Tobacco	Name change, ban e-cigs	09/15/14
504.1	Comp Time	Leave in December	09/15/14
601	Unpaid Leave	Added Form	09/15/14
	Unpaid Leave	New Form	09/15/14
706	Resign / Retire	Time Periods	09/15/14
	Table of Contents	Updated for New Policies	05/04/15
	Services, Locations	Administrative Combination	05/04/15
	Acknowledgment	Updated, On-Line Only	05/04/15
200	Personnel	Personnel Files	05/04/15
200.1	Job Descriptions	New Policy	05/04/15
201.2	Hiring Process	New Policy	05/04/15
201.3	Personnel Req	New Policy	05/04/15
205.2	Pay Ranges	Update Ranges	05/04/15
300	Discretionary Time	Use upon accrual	05/04/15
301	Vacation	Use as earned	05/04/15
304	Sick Leave	Use as earned	05/04/15
307	Jury Duty	Keep earnings	05/04/15
312	Retirement	Update	05/04/15
603	Shared Leave	Leave balance	05/04/15
700.1	Workplace Vio	Delete Conceal Carry	05/04/15
	Revisions Section		05/04/15
201.4	NIMS Training	New Policy	06/08/15
102	EEO	Name Coordinator, Duties	10/26/15
	Table of Contents	Updated for New Policies	09/06/16
315	Emp Serv Awards	Name change, task	09/06/16
315.2	Emp Ret Awards	New Policy	09/06/16
315.3	Awards Form	Form for tracking	09/06/16
	Revisions Section		09/06/16
601	Unpaid Leave	Excess of 20 Days	09/12/16
	Written Request	Medical Filing	09/12/16
	Revisions Section		