

- 9. Flexible Work Schedule.** Refer to Handbook of Personnel Policies.
- 10. Seniority or Length of Hire.** Refer to Handbook of Personnel Policies.
- 11. Performance Evaluations.** The Highway Commissioner shall conduct performance evaluations of the staff members on a biennial basis.
- 12. Personnel Files.** Refer to Handbook of Personnel Policies.
- 13. Time Cards (Time Keeping).** Refer to Handbook of Personnel Policies.
- 14. Timesheets**
 - a. The employee is personally responsible for recording his/her time on a daily basis on a daily timesheet.
 - b. The employee is responsible for recording the correct distribution of time by Project Numbers, Activity Codes, or other identifiers for a particular assignment.
 - c. Any corrections to timesheets must be legible and initialed by employee.

F. COMPENSATION AND FRINGE BENEFITS –

- 1. Salaries.** Refer to Handbook of Personnel Policies.
- 2. Health Insurance.** Refer to Handbook of Personnel Policies.
- 3. Dental Insurance.** Refer to Handbook of Personnel Policies.
- 4. Retirement Plan.** Refer to Handbook of Personnel Policies.
- 5. Life Insurance.** Refer to Handbook of Personnel Policies.
- 6. Section 125 Flex.** Refer to Handbook of Personnel Policies.
- 7. Holidays.** Refer to Handbook of Personnel Policies.
- 8. Bereavement.** Refer to Handbook of Personnel Policies.
- 9. Compensatory time.** Refer to Handbook of Personnel Policies.
 - a. Winter months from approximately November 15 through April 1, the Patrol Superintendent, Highway Commissioner, and Parts Clerk will alternate weekends for emergency Snow Removal Operations.
 - b. Compensatory time is accumulated only with Department Head's prior approval in each instance. Compensatory time is accumulated at the rate of one and one-half hours of compensatory time for each overtime hour worked. In instances where compensatory time has been authorized, the employee has the choice of whether to accumulate the extra work time as compensatory time or whether to treat it as overtime.
 - c. Compensatory time may be accumulated up to a maximum of 24 hours per calendar year and it shall then in all instances be taken before December 1 of the calendar year in which it was generated or it will be paid for. Compensatory time off shall be by mutual agreement between the employee and his/her Department Head. Any eligible time over an accumulated 24 hours per year of compensatory

time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Office.

- d. Accumulating or earning compensatory time can only be done in either one-half or whole hour increments. If an employee wishes to convert overtime to compensatory time, the employee must do so by indicating on the daily time sheet. Asking to change from overtime to compensatory time or compensatory time to overtime at a later date will not be allowed.
- e. Compensatory time may be used in increments of 1/4-hour. No employee shall plan the use of compensatory time if it adversely affects the work day crew. Compensatory time shall not be used in conjunction or as an extension to any paid breaks.
- f. Compensatory time is to be charged to the Project Number the employee was working on at the time the compensatory time was earned.

10. Overtime. Refer to Handbook of Personnel Policies.

- a. All work performed on Saturdays, Sundays, holidays, and vacation shall be paid at the rate of one and one-half times the straight time hourly rate.
- b. Employees shall be compensated at the rate of one and one-half the normal rate of pay for all hours worked outside of the normal scheduled hours of 7:00 a.m. – 12:00 p.m., 12:30 p.m. – 3:30 p.m. during eight (8) hours work days or the normal scheduled hours of 6:30 a.m. - 4:30 p.m. during ten (10) hour work days.
- c. An employee reporting to work in case of an emergency shall be guaranteed two (2) hours work. Compensation shall be at the overtime rate.
- d. Overtime is to be charged to the Project Number the employee was working on at the time the overtime was earned.

11. Sick Leave. Refer to Handbook of Personnel Policies.

- a. Sick leave may be used in increments of at least one (1) hour.

12. Voluntary Sick Leave Donation. Refer to Handbook of Personnel Policies.

13. Vacation. Refer to Handbook of Personnel Policies.

- a. Vacation may be used in increments of no less than one (1) hour.

15. Family and Medical Leave. Refer to Handbook of Personnel Policies.

16. Symons Employee Membership. Refer to Handbook of Personnel Policies.

17. Military Leave. Refer to Handbook of Personnel Policies.

G. RULES OF CONDUCT – Refer to Handbook of Personnel Policies.

1. Department Head Responsibility. Refer to Handbook of Personnel Policies.

2. Grounds for Termination or Suspension. Refer to Handbook of Personnel Policies.

H. HARRASSMENT – Refer to Handbook of Personnel Policies.

I. VIOLENCE IN THE WORKPLACE - Refer to Handbook of Personnel Policies.

J. PROCEDURES FOR HIRING, PROMOTIONS, DEMOTIONS, TERMINATIONS, SUSPENSIONS, DISCIPLINARY ACTIONS, AND DISMISSAL -

1. Hiring. Refer to Handbook of Personnel Policies.

a. Skills testing. Required, varies by position.

2. Temporary Vacancies. Refer to Handbook of Personnel Policies.

3. Probationary Period. Refer to Handbook of Personnel Policies.

a. New employees shall be on a probationary status for a period of six (6) months. New employees shall receive sick leave and vacation benefits from his/her first day of hire and will receive insurance benefits as soon as permitted by the insurance carrier.

b. New hires shall start at ²Step 1 of the County's new wage plan and, after successfully completing probation, go to ³Step 2 in the plan. Any further step increases shall be determined by the County Board.

← This has already been changed

4. Reclassification. Refer to Handbook of Personnel Policies.

5. Dismissal or Suspension. Refer to Handbook of Personnel Policies.

6. Non-Disciplinary Termination/Layoff. Refer to Handbook of Personnel Policies.

7. Concerns. Refer to Handbook of Personnel Policies.

8. Policy on Nepotism. Refer to Handbook of Personnel Policies.

9. Job Promotions and/or Transfers.

a. A qualified employee desiring such transfer or promotion may, when offered, submit a letter of intent and shall be subject to interview and skills evaluation or testing. The successful applicant will be chosen by the Commissioner based on ability, skill set, and overall qualifications to best fit the position.

b. An employee selected for promotion or transfer to a new job classification within this department shall be subject to the County Policy regarding probation.

c. The following positions shall be exempt from interdepartmental transfers or promotion: Patrol Superintendent, Bookkeeper, Parts Manager/Shop Clerk, Mechanic, Assistant Foreman/Mechanic, Lead Shop Foreman/Mechanic, Office Clerk, Lead Paving Foreman and Lead Grade Foreman. Existing Highway Department employees may apply in accordance with the Richland County Policy regarding hiring.

10. Emergency Assignments. The Employer recognizes that there are occasions when due to severe or hazardous weather conditions, safety will best be served by assigning ~~two~~ employees to specific jobs ^{as needed}. Determination of these conditions shall be at the discretion of the Highway Commissioner. **Two persons shall always be assigned to the four-wheel drive snowplow.** A mechanic will be on duty during snowplowing operations when feasible.

Remove