

# **RICHLAND COUNTY HIGHWAY**

## **Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules.**

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The Policies contained herein may be amended, changed, deleted, withdrawn or suspended at any time in the County's discretion.

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to employees of the Richland County Highway department. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

## DEFINITIONS

Refer to Handbook of Personnel Policies.

## EXTENT OF HANDBOOK

Refer to Handbook of Personnel Policies.

## MANAGEMENT RIGHTS

Refer to Handbook of Personnel Policies.

## **EQUAL OPPORTUNITY POLICY**

Refer to Handbook of Personnel Policies.

## **TERMS AND CONDITION OF EMPLOYMENT**

### **1. Hours of Work. Refer to Handbook of Personnel Policies.**

- a. A normal workday for regular full-time employees of the Employer shall be from 7:00 a.m. to 3:30 p.m., exclusive of a one-half hour lunch period, Monday through Friday. The Richland County Highway Department Clerk shall work the hours of 8:00 a.m. to 3:30 p.m., exclusive of a one-half (1/2) hour lunch period, Monday through Friday.
- b. Effective on the first Monday in April of each year until the last full work week in October, the normal work week shall be four (4) days, Monday through Thursday, and the normal workday shall be ten (10) hours, from 6:30 a.m. to 4:30 p.m. Overtime shall be paid for all hours worked outside the normal hours. Holidays, funeral leave, and jury duty time falling during the period shall be paid at ten (10) hours per day. Sick leave and vacation shall be accrued and utilized on an hourly basis during the period.
- c. The Commissioner is authorized to temporarily reduce the number of regularly scheduled work hours of a full-time employee if it is in the best interest of the department.
- d. The Commissioner is authorized to change the 10-hour workday schedule.

### **2. Outside Employment.**

Refer to Handbook of Personnel Policies.

### **3. Pay Period.**

Refer to Handbook of Personnel Policies.

### **4. Time Paid.**

Refer to Handbook of Personnel Policies.

### **5. Accident and Injuries.**

Refer to Handbook of Personnel Policies.

### **6. Health Examinations.**

Refer to Handbook of Personnel Policies.

### **7. Breaks.**

Refer to Handbook of Personnel Policies.

### **8. Leave of absence.**

Refer to Handbook of Personnel Policies.

### **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.

Cr. 1/17/12, Res. 12-1; Eff. 7/17/12, Res. 12-86, 1.c. added; Eff. 1/21/14, Res. 14-23, 11. Modified; Eff. 5/19/15, Res. 15-62, 14.a., b. & c. added; Eff. 1/17/17, Res. 17-7, 1.b. modified; Eff. 12/10/19, Res. 19-147, 1.b. change summer hours, add c. & d.;

## **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(s), 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 40 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 40 hours per year of compensatory time must be paid out. Notice of all accumulated compensatory time shall be reported to the County Clerk's Administrator's Office every pay period.

- 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.

#### **14.Family and Medical Leave.**

Refer to Handbook of Personnel Policies.

#### **15.Symons Employee Membership.**

Refer to Handbook of Personnel Policies.

#### **16.Military Leave.**

Refer to Handbook of Personnel Policies.

Cr. 1/17/12, Res. 12-1; Eff. 1/21/14, Res. 14-23, 9.c., d., e. & f. added; Eff. 5/19/15, Res. 15-62, 9.a. deleted, b. revised, f. added, b.-f. relettered to a.-e., 10.d. added; Eff. 1/17/17, Res. 17-7, 10.b. modified; Eff. 8/21/18, Res. 18-106, 13.a. modified; Eff. 12/11/18, Res. 18-161, 13.b. deleted, add reference HPP; Eff. 8/18/20, Res. 20-95, 9.c. increase comp time; Eff. 11/17/20, Res. 20-144, 1. Add (s), 11.a. & 13.a. change time increments;

## **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.

## **HARRASSMENT**

Refer to Handbook of Personnel Policies.

## **VIOLENCE IN THE WORKPLACE**

Refer to Handbook of Personnel Policies.

## **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 Step 2 of the County's new wage plan and, after successfully completing probation, go to Step 3 in the plan. Any further step increases shall be determined by the ~~County Board~~ County Administrator.**

### **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 employees to specific jobs as needed. Determination of these conditions shall be at the discretion of the Highway Commissioner. A mechanic will be on duty during snowplowing operations when feasible.

#### 11. Full Time Hiring.

The Highway Department will follow the hiring procedures detailed in the Handbook of Personnel Policies and Work Rules of Richland County for any and all regular, full time employees.

- a. The Department Head (Commissioner) shall, if the need exists, fill a vacant position with a new employee up to three days prior to the last day of employment for the purpose of task training.
- b. Specialized positions may require a longer training period and specific requests would need to be taken to the Highway Committee and Finance/Personnel ~~the~~ County Administrator for approval on a case-by-case basis.

#### 12. Seasonal Hiring.

☞ The Highway Committee shall have full discretion on the need for hiring seasonal employees based on the recommendation of the Highway Commissioner. The Highway Committee and Commissioner may, if necessary, place an advertisement in the Richland Observer for at least two weeks in which the job is briefly described, the salary range is set forth and written application are solicited. A skills test may be required. The Commissioner shall conduct interviews and make the final decision as to who shall be hired. The seasonal position shall be set up to 560 hours' maximum. Seasonal employees may be terminated at any time at the discretion of the employer. Discharges shall not be subject to the grievance procedure.

Cr. 1/17/12, Res. 12-1; Eff. 7/17/12, 2.a. prob. Revised; Eff. 1/15/12, Res. 12-4, Sec 9. Deleted, Sec 9. Retitled and modified; Eff. 1/21/14, Res. 14-23, 11. a., b. & c. added, 11. renumbered to 12.; Eff. 5/19/15, Res. 15-62, 3.b. added, 8. Deleted, 8. Added, 9.a.-g. deleted; 9.a.-c. added, 11. Modified, 11.a. & b. added, 1. a. & b. added; Eff. 7/17/18, Res 18-88, 3.b. modified, 12. Modified; Eff. 12/11/18, Res. 18-161, 3.a. modified, 9.c. add positions; Eff 7/21/20, Res. 20-84, 3.b. correct starting step; Eff. 11/17/20, 10. Revised;

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### REIMBURSEMENT

#### 1. Lodging.

Refer to Handbook of Personnel Policies.

#### 2. Meals.

Refer to Handbook of Personnel Policies.

#### 3. Mileage.



Refer to Handbook of Personnel Policies.

**4. Other Expenses.**

Refer to Handbook of Personnel Policies.

**5. Registration Fees/Meals/Lodging.**

Refer to Handbook of Personnel Policies.

**6. Expense Vouchers.**

Refer to Handbook of Personnel Policies.

**MISCELLANEOUS PERSONNEL PROVISIONS**

**1. Change of Address or Status.**

Refer to Handbook of Personnel Policies.

**2. Official County Bulletin Board.**

Refer to Handbook of Personnel Policies.

**3. Employee Bulletin Board.**

Refer to Handbook of Personnel Policies.

**4. Equipment.**

Refer to Handbook of Personnel Policies.

**5. Telephone policies.**

Refer to Handbook of Personnel Policies.

**6. Notification of Absence.**

Refer to Handbook of Personnel Policies.

**7. Weather Conditions.**

Refer to Handbook of Personnel Policies.

**8. Jury Duty.**

Refer to Handbook of Personnel Policies.

**9. Ambulance or Fire Volunteers.**

Refer to Handbook of Personnel Policies.

**10. Break Room.**

Refer to Handbook of Personnel Policies.

**11. Credit Union Deduction/Deferred Compensation.**

Refer to Handbook of Personnel Policies.

**12. Computers, Software, Internet.**

Refer to Handbook of Personnel Policies.

**13. Picture Identification badge.**

Refer to Handbook of Personnel Policies.

**14. Training Opportunities.**

Refer to Handbook of Personnel Policies.

**15. Gifts and Gratuities.**

Refer to Handbook of Personnel Policies.

**16. County Workspaces/Personal Property.**

Refer to Handbook of Personnel Policies.

**17. Eyeglasses.**

The Richland County Highway Department shall replace eyeglasses broken or damaged on the job, provided that such replacement shall be limited to replacement of the eyeglasses only, and shall not cover the cost of exams or other tests related to the replacement of the eyeglasses.

**18. Safety Rules and Regulations/Toxic substances.**

The Richland County Highway Department will abide by federal and state safety rules and regulations relating to the use of toxic substances by employees of the Richland County Highway Department.