

LARAMIE COUNTY

PERSONNEL POLICY

Board of Laramie County Commissioners

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DISCLAIMER

Laramie County is an at-will employer. Either Laramie County or the employee can terminate employment at any time for any reason or no reason. There are no promises, express or implied, for continued employment, and no one nor any individual elected official may waive or modify these conditions of employment. It is to be understood the policies contained herein are NOT intended to be construed as part of any employment relationship and/or contract, and are simply general statements of organizational policy. These policies are subject to unilateral change by the employer, Laramie County, under direction of its governing body, the Board of Laramie County Commissioners.

You shall comply with County policies. Failure to do so may result in disciplinary action or termination of employment.

Misconduct described in these Personnel Policies which may lead to discipline or termination is by no means an exclusive list. Notwithstanding any statement in these Personnel Policies describing specific misconduct which may lead to discipline or termination, the County reserves the right to terminate the employment of any employee at any time, with or without reason or cause. In order to dismiss an employee, Laramie County is not required to give the employee any prior disciplinary warning, verbal or written, or to otherwise provide any advance notice of dismissal. Laramie County may, in its sole discretion, provide or engage in warnings or other disciplinary action other than or prior to dismissal. Laramie County’s provision of discipline, warnings or any other actions taken prior to, in connection with or in lieu of dismissal are entirely discretionary and shall not be construed nor act as any modification or elimination of the at will status of any employee.

As an employee of Laramie County, I have read the stated disclaimer and understand the role of this disclaimer and that the Personnel Policies, Safety Manual, and other documents of Laramie County do not create a contract of employment. I understand it is the responsibility of the employee to read and become familiar with the policies and rules in the Personnel Policy Manual and Safety manual which I have received, and to contact management for explanation of any policy or rule. I agree that, if I do not return certain items issued to me, the County assigned cost may be deducted from my final paycheck.

I understand the Personnel Policy Manual and Safety Manual are available to employees in the following ways:

- Copies issued to the employee
- County Computer System access, J: Personnel Policy
- Copies kept in each department
- Copies kept in the Human Resources Office

_____ I request, and have received copies of the Personnel Policy & Safety Manual

_____ I understand the methods of access, and choose not to receive copies of the Personnel Policy & Safety Manual.

Employee Signature Date

**DISCLAIMER
COMBINED COMMUNICATIONS CENTER**

All employees of the Combined Communications Center shall be employees of Laramie County, and subject to the Laramie County Personnel Policies and Safety Policies. These policies are subject to unilateral change by the employer, Laramie County, under direction of its governing body, the Board of Laramie County Commissioners. Combined Communications Center employees are subject to a 12-month Probationary Period, measured as 12 months from the first day of paid employment. At any time during this Probationary Period, an employee may be discharged from employment with or without cause or notice, and without the right of appeal or opportunity for a hearing.

After a Combined Communications Center employee has successfully completed his or her 12-month Probationary Period, he/she shall not be discharged from employment, demoted or suspended without pay except for cause and after notice and opportunity for a hearing. In such case, the employee's Supervisor shall give the employee written notice of intent to demote, suspend without pay, or terminate employment, and the notice shall include the employee's right to submit a written request for hearing. The employee shall have three (3) working days from the receipt of the written notice to request the hearing in writing. The hearing shall be conducted in accordance with the Wyoming Administrative Procedures Act and the Rules on Contested Cases as adopted by the Board of Laramie County Commissioners.

CCC employees shall comply with County policies. Failure to do so may result in disciplinary action or termination of employment. Misconduct described in these Personnel policies which may lead to discipline or termination is by no means an exclusive list. As an employee of Laramie County, I have read the Disclaimer and understand the role of this Disclaimer in the Personnel Policies, Safety Manual, and other documents of Laramie County do not create a contract of employment.

I understand it is the responsibility of the employee to read and become familiar with the policies and rules in the Personnel Policy Manual and Safety Manual, and to contact management for explanation of any policy or rule. I agree that, if I do not return certain items which have been issued to me, the county assigned cost may be deducted from my final paycheck.

I understand that the Personnel Policy and Safety Manual are available to employees in the following ways:

- Copies issued to the employee
- County Computer System access, J: Personnel Policy
- Copies kept in each department
- Copies kept in the Human Resources Office

____I request, and have received copies of the Personnel policy & Safety Manual.

____I understand the methods of access, and choose not to receive copies of the Personnel Policy & Safety Manual.

Employee Signature

Date

**SHERIFF'S DEPARTMENT
SWORN PERSONNEL**

I understand it is the responsibility of the employee to read and become familiar with the policies and rules in the Personnel Policy and Safety Manual, and to contact management for explanation of any policy or rule. I agree that, if I do not return certain items which have been issued to me, the County assigned cost may be deducted from my final paycheck.

I understand that the Personnel Policy and Safety Manual are available to employees in the following ways:

- Copies issued to the employee**
- County Computer System access, J: Personnel Policy**
- Copies kept in each department**
- Copies kept in the Human Resources Office**

_____ **I request, and have received copies of the Personnel Policy & Safety Manual.**

_____ **I understand the methods of access, and choose not to receive copies of the Personnel Policy & Safety Manual.**

Employee Signature

Date

**PERSONNEL POLICY
LARAMIE COUNTY, CHEYENNE, WYOMING**

RESOLUTION

IT IS HEREBY RESOLVED by the Board of County Commissioners, Laramie County, Cheyenne, Wyoming, in accordance with applicable federal and state statutes, the following Personnel Policy standards, guidelines, rules, and regulations are adopted to govern all employees of Laramie County. These policies replace all prior policies and practices governing all employees of Laramie County.

Approved and Adopted this 15th day of January, 2008, by the Board of Laramie County Commissioners.

SEAL

Jeff Ketcham, Chairman

Jack Knudson, Vice Chairman

Diane Humphrey, Commissioner

Attest:

Debra K. Lathrop, Laramie County Clerk

LARAMIE COUNTY MISSION STATEMENT

The mission of Laramie County Government is to provide service to its citizens in the most effective, efficient, professional and courteous manner possible. The success of our mission depends most importantly on Laramie County employees. Laramie County believes written, communicated standards of conduct play a vital role in maintaining a work environment where our mission is achieved every day.

DEFINITIONS

CHILD - Biological child, adopted child, foster child, stepchild, legal ward, or child for which the employee is in loco parentis (child of any age).

CHILD UNDER FMLA - Biological child, adopted child, foster child, step-child, legal ward, or child for which the employee is in loco parentis under 18 years of age or over 18 years of age if incapable of self care because of a physical or mental disability. Physical or mental disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual, as described under the Americans with Disabilities Act, and excludes temporary impairments.

JOB DESCRIPTION - A description of each classification of work defined in the Laramie County Classification and Compensation Structure.

COMMISSIONERS - The elected Board of Laramie County Commissioners, three in number, consisting of a chairperson, vice chairperson and commissioner, and designated by statute as the governing board of Laramie County.

COMPENSATORY TIME, Non Exempt – Paid Time off in lieu of wages, which may be taken with pay for overtime worked by a non-exempt employee, figured at time and one half for each hour worked in excess of forty hours in one work week. (SEE: Non-exempt)

DEPARTMENT - Division of county government which may be statutorily mandated, usually delineated by specific service function, and supervised by an elected official or department director or manager.

DEPARTMENT DIRECTOR or MANAGER - Appointed supervisor of a county department, responsible for normal daily office procedures and workflow, employee training, appraisal, direction and proficiency, departmental supplies and equipment; having the authority to exercise management rights, develop management policies or to effectively make such recommendations requiring the use of independent judgment not of a routine nature. Responsible to and under the direction of a specific elected official(s).

DEPARTMENT VARIATION/EXCEPTION - Because of the vital, daily structure and nature of the work and purpose of some departments within Laramie County Government, certain variations and exemptions from this adopted policy are recognized as necessary. Where indicated in these adopted policies, exceptions of the individual departments, adopted as separate policies for those departments, are recognized as valid and supersede the policies set forth by this Personnel Policy.

ELECTED OFFICIAL - An individual elected by popular vote to administer statutorily mandated responsibilities and duties on a county level; directs the work of department directors or managers of specified departments; has the authority to appoint or not appoint, according to Statute, employees of departments under his or her authority; regularly exercises discretionary powers.

EMPLOYEE - Individual hired or appointed by Laramie County Government, for prescribed compensation, to fulfill prescribed duties, tasks and services during fixed time periods for an indeterminate length of time, over which management has the right to direct and control the way the person works, both as to the final results and as to the details of when, where and how the work is done.

EXAMINATION - Any process, procedure, rating, interview, test, evaluation or assessment, whether scored or not scored, formal or informal, which affects a person's eligibility for, or consideration for, appointment or hire.

EXEMPT - Classification of a position or employee, which according to the Federal Fair Labor Standards Act regulations is exempt from overtime payments for time worked over forty hours in one week. Laramie County Exempt Classifications are not eligible to earn compensatory time for hours worked over forty hours in one week.

FLEX TIME - Discretionary allowance made by an Elected Official or Department Director or Manager for an employee(s) to work a prescribed forty-hour week at times other than 8 am to 5 p.m., Monday through Friday.

HOURS WORKED - Hours worked includes all time the employee is required to be on duty or on County premises or at a prescribed work place and all time which an employee is suffered or permitted to work for the County.

JOB PLACEMENT – Jobs are placed on the Laramie County Classification and Compensation plan according to analysis of the job content, external market and internal equity.

DRIVING CRITERIA GUIDELINES - Drivers of County vehicles must meet Laramie County Risk Management driving record criteria guidelines, in order to qualify for employment and for continued employment. Guidelines are listed in the Safety Manual. Driver records are verified pre-employment and annually, for those employees assigned to drive County vehicles.

NON-EXEMPT - Classification of a position or employee, which under Federal Fair Labor Standards Act regulations, is eligible for overtime payments, figured on the employee's regular rate of pay, at time and one half for time worked in excess of forty hours in one week. (Sheriff's Policy may differ)

PARENT - An individual who is the biological, adopted, or stepmother, stepfather, or who stands in loco parentis of an employee.

PART TIME POSITION - An authorized position funded for a compensation expenditure of less than forty (40) hours of work per week. Positions may be part time-regular status at 50% or above, and eligible for benefits. Positions may be part time occasional or temporary part time, less than 50%, and ineligible for benefits.

PERFORMANCE APPRAISAL SYSTEM - The system by which an employee's performance is evaluated, and upon which, any merit or performance increase is based.

REGULAR STATUS - The status of an individual hired or appointed to fill an authorized position for Laramie County, and eligible for County benefits. Authorized Regular Status positions are at least 50% FTE, and may work hours up to 100% FTE. All benefits must be at one of three levels, either 50%, 75%, or 100%.

SEPARATION - A break in service resulting from a resignation, termination, retirement, dismissal, or reduction in force.

TEMPORARY STATUS - The status of an individual hired or appointed to fulfill prescribed duties, tasks and services for a prescribed rate of pay afforded by Laramie County for a prescribed length of time, either part time or full time, and not eligible for County benefits.

VITAL STATUS - A designation applied to certain positions or employees of which absence during specific circumstances might jeopardize lives or crucial or mandated county services. (E.g. Public Works during a weather or snow emergency, Emergency Management or Combined Communications, before, during, after a disaster).

CHAPTER 1 GENERAL PROVISIONS

Section 1. Authority. These Laramie County Personnel Policies are promulgated by the Laramie County Commissioners in accordance with internal procedures and applicable State and Federal laws.

Section 2. Coverage. These policies apply to all employees of Laramie County Government and replace all previous versions of the Laramie County Personnel Policies. Exception: The policies and procedures of the Laramie County Personnel Policy and Safety Manual shall apply to all employees of the Laramie County Sheriff's Department except as specified in the Sheriff's Department Personnel Policy. Where conflict arises, the Sheriff's Personnel Policy and Procedure shall be applied and followed.

Section 3. Interpretation. The Human Resources Director and County Attorney shall assist in providing interpretations of these policies in cases of internal conflicts between policies, or when questions arise about application to specific situations, procedures or policies.

Section 4. Enforcement and Agency Responsibility. Laramie County Government Elected Officials and the offices of Human Resources and County Attorney shall work together in ensuring the Personnel Policies in the Personnel Policy Manual and Safety Manual are administered and applied uniformly by all departments.

(a) Elected Officials and Department Directors and Managers are responsible for applying these policies within the departments, and ensuring the Personnel Policies in the Personnel Policy Manual and Safety Manual are administered uniformly to all employees. Elected Officials and Department Directors and Managers are responsible for the actions of management employees to whom they have delegated authority to act on their behalf or in a supervisory capacity. Elected Officials and Department Directors and Managers have the responsibility to complete departmental employee orientation and to discuss and explain the policy as necessary to generate employee understanding.

(b) The Human Resources Office provides all Elected Officials, Department Directors and Managers, and employees with copies of the Personnel Policy Manual and Safety Manual. The Human Resources Department is responsible for new employee enrollment and sign-up.

(c) All Laramie County Employees are responsible for familiarizing themselves with Personnel Rules in the Personnel Policy Manual and Safety Manual, and are expected to contact their Supervisor, Elected Official, Department Director or Manager, the Human Resources Office, or County Attorney for explanation of any rule.

(d) The Human Resources Department shall distribute any revisions or added policies to the Laramie County Personnel Policy Manual or Safety Manual to all Elected Officials, Department Directors and Managers, and to all Laramie County employees.

Section 5. Equal Employment Opportunity. Equal employment opportunity shall be provided in the administration of all personnel practices to include recruitment, appointment, promotion, performance appraisal, discipline, retention, training, compensation and other benefits. Terms and conditions of employment are administered in a manner which does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, political affiliation, or disability (except where disability is a bona fide occupational disqualification), or any other legally protected status in accordance with applicable local, state, and federal laws.

Section 6. Job Descriptions. Laramie County employees have Job Descriptions stating the duties, responsibilities and requirements of each position for which an employee is hired. These descriptions are a component of the Laramie County Classification and Compensation Plan. Elected Officials, Department Directors and Managers may administrate more detailed job related tasks on a departmental basis.

Section 7. Safety Practices. All County employees are required to work in accordance with good safety practices as set forth in the Laramie County Safety Manual, and outlined in the Accident Reporting and Procedure Policy, and to continually be aware of situations where liability to the County may be reduced. A Safety Manual is issued to each employee upon hire through the Human Resources Department.

(a) Incidents involving possible County liability are to be reported immediately to the employee's Elected Official, Department Director or Manager, the County Risk Analyst, and the County Attorney.

(b) In accordance with W.S. 1-39-104(b), when liability is alleged against any Laramie County employee, if Laramie County determines that he or she was acting within the scope of his or her duty, whether or not alleged to have been committed maliciously or fraudulently, Laramie County shall provide a defense at its expense.

Section 8. Sexual Harassment. It is the policy of Laramie County to provide employees a working environment free from sexual harassment and other harassment. Harassment on the basis of sex is a violation of civil rights and will not be tolerated by Laramie County.

Section 9. Personnel Forms. The Human Resources Office shall make available standardized forms which shall be used by all County Departments in personnel administration, i.e. employee evaluation, status change and termination, FMLA notification and request, workers safety and compensation report of injury, ADA request for accommodation, employee sign-up form, and related personnel forms.

Section 10. Personnel Records. The Human Resources Office shall be the custodian of official secured central personnel files, with documentation of official personnel actions. Any records not contained in the official personnel files are not official personnel records of Laramie County Employees. The official personnel files are "personnel files" covered by W.S. 16-4-203(d)(iii) of the Wyoming Public Records Act. The custodian shall

maintain Personnel Records according to W.S. 16-4-201 through 16-4-205 of the Public Records Act. Exception: Sheriff's Department Personnel Records may be kept at the Sheriff's Department.

(a) Access to Personnel Files and Content. Laramie County maintains the official personnel file on each employee, which shall contain the originals of the job application, resume, documentation of performance appraisals and salary changes, classification and status changes, disciplinary actions, sign-up forms, and other official personnel actions, as well as training, and required licenses and credentials. Personnel files are the property of Laramie County, and access to the information they contain is restricted. Only supervisors and management personnel of Laramie County who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Human Resources Director. Employees may review their own personnel file in the Human Resources Office and in the presence of the custodian of the files. If an employee desires copies of any record in his/her personnel file, copies shall be provided at the regular copy fee.

Section 11. Conflicts of Interest. Employees shall not enter into any financial or other relationship with another county government or other government agency, private business, or other organization, which would constitute a conflict of interest with their County employment. Employees shall not permit themselves to be placed under any personal or other obligation, which could lead any person, group, or organization to expect official favors.

Section 12. Personal Conduct. Employees shall be professional, courteous, considerate, respectful, and impartial in communications, service, and interaction with the public, other county departments, and fellow employees.

Section 13. Use of County Property. No employee, Department Director or Manager or Elected Official shall use or permit the use of County property for other than official activities. Employees, Directors and Managers and Elected officials shall protect and conserve County property, equipment, and supplies entrusted or issued to them.

Section 14. County Sponsored Employee Functions. There shall be no alcoholic beverages provided by Laramie County by sale or otherwise at any county sponsored function for employees. Employees shall be under no duty to attend recreational or social events sponsored by Laramie County.

Section 15. Duty Assignments. No Elected Official or Department Director or Manager shall require an employee to perform duties, which are not official Laramie County business. If an employee is required to perform unofficial duties, he/she may **notify the HR Office, County Attorney, or Commissioners.**

Section 16. Department and Employee Responsibility. Laramie County, having formally written and adopted policies governing personnel, requires all levels of management and staff is familiar and cognizant of all policies.

- (a) The Elected Official, Department Director or Manager, shall:
 - (i) administer the personnel policies in accordance with the terms and conditions herein set forth;
 - (ii) make the policies available to all employees; and
 - (iii) discuss or explain the policy as necessary to generate understanding of the policies among employees.

Employees are expected to read and be aware of the policies, and to request assistance with, or explanation of, any policy or policies, which may not be understood.

Section 17. Employee Benefit Plans. Solicitations and payroll deductions for insurance products will only be permitted for employee benefit plans sponsored by Laramie County.

Section 18. Deferred Compensation Investment Plans. Laramie County Commissioners approve a limited list of providers. Providers may be reviewed and evaluated for placement on the list at times chosen by the Board of Laramie County Commissioners. With prior acceptance by the Board, at least 10 employees must commit to enrollment to begin service.

Section 19. Forms. Forms used for the countywide administration of personnel and personnel policies, classification/compensation systems, the administration of employment laws, and any revisions in these forms, shall be reviewed by the County Attorney prior to use.

CHAPTER 2 EMPLOYMENT

Section 1. Recruitment Policy

(a) Laramie County has a centralized system of recruiting applicants administrated through the Human Resources Office. The Sheriff's Department administers a separate recruitment system.

Section 2. Vacancy Announcements

(a) Official Vacancy Announcements.

(i) The Elected Official, Department Director or Manager may request The Human Resource Office announces and recruits to fill a vacant Position. The position must be authorized by the Board of County Commissioners, and funded in the respective department budget. The Human Resource Office prepares and releases the announcement.

(ii) Official vacancy announcements shall be distributed to county departments and posted in such places known by and available to all employees of the County. Official vacancy announcements shall be advertised in publications, web sites, and through other employment resources, as requested by the Elected Official, Department Director or Manager.

Section 3. Application Procedure

(a) Application for employment is made on county application forms. A separate application form is submitted for each class position for which application is made. Applications are filed with the Human Resources Office on or before any specified final filing dates.

(b) Applications and resumes are accepted for current position openings only.

Section 4. Examinations

The Human Resources Office and other County Departments use such forms and professionally acceptable examination techniques as may be appropriate for the classification. Specific agencies may have separate testing policies.

Section 5. Appointment or Hire

(a) Employment of Relatives. Relatives of persons currently employed by Laramie County may be appointed or hired to a position only if they will not be working directly for or supervising a relative, or occupying a position in the same line of authority within the organization. A relative is defined as anyone related by blood or marriage.

(b) Termination/Reappointment/Rehire. Any employee reappointed or rehired to a position with Laramie County after termination shall not retain seniority, and shall accrue leave benefits at the level of a new employee, and not at the levels attained at termination. Length of service gained before any break in service shall not be counted toward any vesting requirement regarding sick leave payout.

Section 6. Position Control

(a) Position Status. The status of each position shall be designated, on the basis of authorized funding, as one of the following types:

Regular Full Time	Temporary Part Time
Regular Part Time	Part Time Hourly
Temporary Full Time	Contractual

Regular Full Time and Regular Part Time status employees are eligible for benefits at a 50%, 75%, or 100% level.

All contracts with employees, volunteers and interns should be reviewed by the County Attorney and Human Resources, and approved by the Board of Commissioners when required, prior to the person beginning work.

(b) Job Description. Original Job Descriptions prepared for each position are kept on file in the Human Resources Office. Revised or new descriptions shall be prepared when there are substantial and permanent changes in tasks performed by the incumbent, or when required by restructure.

(c) Elected Officials, Department Directors and Managers have the authority and responsibility to assign tasks as necessary to accomplish the program goals of the department. Class specifications do not prohibit the assignment of job related tasks not specifically listed.

Section 7. Position Classification

The classification plan is the foundation of the personnel management system and is maintained by the Human Resource Department. A class specification is a reference standard, which illustrates, defines, and characterizes a group of positions comprising a class. The task content of a class specification is not intended to be all-inclusive, restrictive, or precisely descriptive of the duties and responsibilities of any particular position within the class.

(a) Whenever permanent and substantial changes have occurred to the extent a position has become significantly different in nature than when classified, the Elected Official, Department Director or Manager may request a classification review by the Human Resources Office, and subsequent submission to the Laramie County Commissioners for final approval.

(b) Employees who believe their positions have not been placed in the proper

class may submit to the Elected Official, Department Director or Manager a new job analysis questionnaire and amended classification specification, and a request for review, which is then submitted to Human Resources and then to the County Commissioners.

Section 8. Separation from Employment

(a) Resignation. An employee intending to voluntarily separate from county employment may, or upon request, submit written notification to the immediate supervisor and the Human Resource Office specifying the effective date of the intended resignation. Notification should be provided as far in advance as possible. For resignation, Wyoming State Retirement Forms WRS8 and 8A are completed by the employee and returned to the County Clerk Accounting Office. The Accounting Office provides the forms.

(b) Retirement. Employees separating from county employment by retirement shall follow procedures established by the Wyoming Retirement System. For retirement, Wyoming State Retirement Forms WRS8 and 8A are completed by the employee and returned to the County Clerk Accounting Office. The Accounting Office provides the forms.

Section 9. Retirement.

(a) "Retire," "retired" or "retirement" means the termination of an employee's working career as a county employee for a salary and the fulfillment of the requirements for eligibility to receive either a retirement or disability benefit under the County's retirement program.

Retirement benefit means a sum of money paid monthly to an employee who has retired, in accordance with W.S. 9-3-401 et.seq.

For purposes of retirement, disability means the mental or physical incapacitation of any employee including:

(A) "Total disability," a disability condition that renders an employee unable to engage in any occupation for which he is reasonably suited by experience or training and which is reasonably expected to last at least twelve (12) months; and

(B) "Partial disability," a disability condition which renders an employee unable to perform the occupation for which he is reasonably suited by training and experience but still allows him to function in other employment and which is reasonably expected to last at least twelve (12) months.

(b) Qualifications for Retirement

An employee may qualify for retirement benefits under W.S. 9-3-415(a)(i) and (ii) (1997) if the employee:

1. Has at least 4 years of service credit and is at least sixty years old; or
2. Has a combined total of years of service credit and years of age which equals at

least 85

An employee may qualify for early retirement benefits as defined in W.S. 9-3-415(b), if the employee:

1. Is at least 50 years of age but not yet 60 and has 4 years of service; or
2. Has at least 25 years of service and is not yet 50 years old, or
3. Qualifies for disability retirement by meeting the definitions for total or partial disability before age 60. An employee applying for disability retirement must provide verification of the disabling condition from three physicians who have recently examined the employee.

An employee who meets any of the qualifications for retirement and chooses to retire from employment with the County must indicate at the time of separation of employment his/her desire to be retired from service. An employee who separates from service without indicating his/her desire to be retired, may not subsequently then elect to be considered as retired for purposes of continuing coverage under the County health insurance plan.

CHAPTER 3 COMPENSATION

Section 1. Compensation Plan

(a) The compensation plan maintained by the Human Resources Office consists of a list of all position classes with designated pay ranges. Pay ranges are assigned to classes based upon criteria used in the County Classification/Compensation Plan and the Job Evaluation System. The Performance Appraisal System is a component of the plan and is maintained by the Human Resources Office. All changes in employee compensation, classification, or status should be submitted to the Human Resources Office for process and submission to the Accounting Office.

Section 2. Appointments or Hires. Regular status part or full time, or temporary employees, may be hired up to the Mid-Point of the assigned salary range with HR review, except as follows, with all exceptions requiring prior approval by the County Commissioners:

(a) Upon reinstatement of a regular employee, separated a reduction in force, the compensation rate may be established at any point in the range for the class as long as the new salary does not exceed the employee's pay at separation.

(b) Placement of new appointments or hires in hard to recruit classes, with significant prior specific job related experience and/or other justification, with approval of the Board of County Commissioners, and existence of funding in the department salary budget.

(c) Reclassification. The salary of an employee receiving vertical advancement on the range/step plan due to position reclassification may be placed at any point in the assigned range which represents closest to current rate of pay without loss of money, and in some cases up to a 5% increase on the new range, provided funding exists in the department salary budget, and justification exists meeting the criteria of the classification/compensation plan. The placement and pay adjustment are effective the first day of the month following the change in classification.

(d) Advancement. The salary of an employee who advances vertically on the salary plan due to promotion or hire into a vacant position shall be treated as a new hire specific to placement on the salary plan, which is effective the first day the employee fills the new position. Beginning salary shall be at least a 5% increase, and may be up to Mid-Point on the new range. Whenever possible, it is suggested that the new employee begin on the first of the month. An employee who transfers to a different department or division position, with no change in classification, shall receive no pay adjustment.

Section 3. New Positions. Newly authorized positions which are not in the current classifications, shall be classified and placed on the Salary Range using Job Analysis, External Market Analysis, and Internal Equity Relationships, through the Human Resources Office, with approval of the Board of County Commissioners.

Section 4. Changes in the Compensation Plan. Changes in the Compensation Plan are subject to approval and funding by the Board of County Commissioners. Other pay increases may be considered at the discretion of the Board of County Commissioners.

Section 5. Compensation Premiums.

(a) Overtime. The overtime policy of Laramie County shall be in accordance with the provisions of the Federal Fair Labor Standards Act of 1938, as amended 29 U.S.C. 201 et seq., also known as the Act.

(i) Management Responsibility.

1) Authorization of overtime work and approval of premium payments which do not exceed funding.

2) Enforcement of overtime policies to insure that overtime work is not performed if such work has not been officially authorized.

3) Daily and weekly documentation for each non-exempt employee of the actual hours worked and verification, by employee and supervisor signature, the hours are correct.

4) Management of overtime worked so it is not excessive, or the opportunity for available overtime disproportionately distributed.

(ii) Non-Exempt employees receiving payment for overtime worked shall be paid at one and one-half times the compensation rate for all hours worked in excess of forty (40) hours per workweek (Sheriff's work week may differ). Overtime hours are calculated on the basis of hours worked. Vacation, sick, holiday, compensatory, and other leave time shall not be included as hours worked for overtime calculation. Overtime earned in a particular workweek should be paid on the regular payday for the period in which such work was performed. Non-exempt employees may request compensatory time off in lieu of salary, calculated at one and one-half the regular hourly rate.

(iii) A Compensatory Time Agreement must be completed and submitted with each time sheet, indicating the employee's request for compensatory time for all overtime hours worked during that pay period.

A non-exempt employee may not carry over more than forty (40) hours of compensatory time at the end of a calendar year. Management may require

salary be paid for specific overtime worked, but may not require compensatory time be given in lieu of salary for overtime worked. **Any compensatory hours over 40, at the end of the calendar year shall be paid to the employee in the January paycheck.**

(iv) Exempt employees are not eligible for overtime compensation or Compensatory time accrual.

(v) Overtime shall be calculated only on the basis of hours worked. Holidays are not counted as hours worked toward the calculation of overtime. When a non-exempt regular status employee works a designated Holiday, the employee is paid for the Holiday at the regular rate of pay.

(vi) Holiday hours are not banked or accrued. Holiday Pay is included in the paycheck for the month in which it is recorded on the time sheet submitted for that pay period.

(vii) Laramie County intends to comply with the salary basis requirements of the FLSA. Improper deductions from the salaries of exempt employees are prohibited. If an exempt employee believes an improper deduction has been made, it should be reported immediately to Human Resources, and if founded, the employee will be reimbursed.

Section 6. Official County Workweek

(a) Each workweek will begin at 12:01 am Sunday, continue for seven (7) consecutive days (168) hours and end at 12 midnight on Saturday.

Section 7. Compensation upon Separation

(a) Pursuant to Wyoming Statute 27-4-104, an employee will be issued final paycheck within five (5) working days of termination from county employment.

(b) Vacation Leave. A separated regular status employee shall receive payment for the current balance of unused vacation leave, computed on the employee's hourly compensation rate at the time of separation.

(c) Sick Leave. A separated regular status employee, vested with four continuous years of employment with Laramie County, shall receive payment for unused sick leave at the rate of one-half (1/2) of the total accrued hours not to exceed 240 hours total payout for 100% FTE, 180 total hours payout for 75% FTE or 120 hours total payout for 50% FTE, computed using the employee's hourly compensation rate at the time of separation. If separation occurs before four continuous years of employment, the employee is not eligible to receive payment for any accrued sick leave hours.

(d) Compensatory Time. A separated employee shall receive payment for the current balance of unused compensatory time, computed using the employee's hourly compensation rate at the time of separation.

Section 8. Interdepartmental Appointments. An employee who is appointed to a position in a different department shall not lose any unused vacation leave, compensatory time, or sick leave as a result of the interdepartmental transfer, promotion, or reappointment.

CHAPTER 4 PAYROLL REPORTING

Section 1. Employee Responsibility. Employees are required to maintain and regularly submit accurate records reflecting the exact hours and days worked and all leave taken during each pay period as established by Finance Office. Exempt Status employees are required to submit accurate records reflecting only all types of leave taken each pay period.

(a) On the last working day of each pay period, all employees are required to complete a Daily Time Record reporting all hours of work and leave on a form prescribed by the Finance Office. Exempt Status employees are required to record only all hours of all types of leave on the Daily Time Record. The Daily Time Record shall be signed by the employee and submitted to the Elected Official or Department Director or Manager for approval and signature.

(b) A non-exempt status employee may request compensatory time earned instead of paid overtime. All overtime hours for each pay period must be paid either by compensatory time earned or overtime hours paid; there can not be a combination of the two in a single pay period. A signed Compensatory Time/Overtime Agreement must be attached to the Daily Time Record for each pay period during which overtime hours are worked.

(c) Exempt status employees are not eligible to earn overtime payments in salary or in compensatory time.

Section 2. Management Responsibility. Management shall review and sign the Daily Time Record, verifying hours worked and leave hours are correct, and any additional required forms are attached.

(a) If an employee is absent at reporting time, management shall complete the Daily Time Record, indicate the employee's absence, and submit a **copy** of the Daily Time Record to the Finance Office. Upon return to work, the employee shall sign the **original** Daily Time Record, and management shall submit it to the Finance Office.

(b) Signed Daily Time Records submitted to the Finance Office prior to the last day of the pay period could be construed as falsified time records.

Section 3. Payroll Computer System Input. Each major county department shall assign input of Daily Time Record information to a member of the department.

(a) At the end of each pay period, management shall submit all department Daily Time Records to the person in the department who is designated to enter Daily Time Records into the Payroll Accounting System.

(b) Entry shall be completed by the deadlines established by the Finance Office. Upon completion and verification of accuracy of entry, original, signed Daily Time Records are submitted to the Finance Office.

(c) Those departments which do not have direct data entry shall submit the original, signed Daily Time Records to the Finance Office for entry, meeting deadlines established by the Finance Office.

Section 4. Time Sheet Error. Each department is responsible for devising procedures for both the individual employee and management to verify information on the payroll register and reporting errors to the Finance Office by the deadlines established by that office.

(a) The information to be verified includes the following:

1. Total hours of sick, vacation, and compensatory time used.
2. Total hours worked.
3. Rate of compensation.

(b) Any errors on the Daily Time Record noted by the Finance Office will be reported to the employee and the Department Manager.

(c) Any errors on paychecks or direct deposit slips shall be reported to the Finance Office immediately.

Section 5. Status Change Record.

(a) The following Status Change Records shall be submitted by Management to the Human Resource Department immediately upon any change in the employee's status. The Human Resource Department shall then submit the Status Change Records to the Finance Office.

1. Leave Status indicated including Workers' Compensation
2. Change in classification or compensation.
3. Change in regularly scheduled hours.
4. Employee on leave without pay.

(b) The following shall be submitted directly to the Finance Office.

1. Hours worked in the first month if partial month for new hires.

(c) The following shall be submitted simultaneously to the Finance Office and the Human Resource Office.

1. Terminations – HR receives original termination form with written resignation if submitted; Finance Office receives copy of

termination form and original Daily Time Record

- (d) Status Change Records, other than terminations and partial month hours worked for new hires, received later than Noon on the Tuesday following pay period cut-off will not be processed until the following pay cycle. **Status changes should be effective the first of the month whenever possible.**
- (e) Departments should notify the I.T. Department immediately of a Status Change that involves computer system access.

CHAPTER 5 LEAVE

Section 1. Department Responsibility. It shall be the responsibility of the Elected Official, Department Director or Manager to authorize, document and report at the end of each pay period any leave hours used by employees during the pay period. A Laramie County Daily Time Record is used for reporting hours worked, including leave hours taken, during a pay period. A Laramie County Leave Request Form or Department leave request form should be used for all leave records in all departments. A leave record shall be signed by the employee and manager, and be kept on file in the department, for all leave taken.

Section 2. Vacation Leave. Vacation Leave shall be accumulated and earned by regular status employees, according to the number of hours worked in increments of 50%, 75%, and 100%, and years of continuous service, based upon 173.4 hours per calendar month worked.

- (a) Accrual Base Rates:
(Counted from most recent date of regular status employment)

0 through 48 months (4 years)	-	8 hours per month
49 through 108 months (9 years)	-	10 hours per month
109 through 168 months (14 years)	-	12 hours per month
169 through 228 months (19 years)	-	14 hours per month
229 months or more	-	16 hours per month

- (b) Monthly Accrual Rates:
(Based on regularly scheduled work hours)

160 or more hours	-	100% of base rate per month
120 through 159 hours	-	75% of base rate per month
80 through 119 hours	-	50% of base rate per month
79 or less hours	-	0 hours per month

(c) Authorized Use. Elected Officials, Department Directors and Managers shall consider the needs of the employee and the staffing requirements of the department in approving vacation leave. Vacation leave should be prior approved, and requested according to the individual department policy. Vacation leave is not to be used for sick leave purposes unless sick leave is not available.

(d) Notice and Documentation. Employees requesting vacation leave shall notify the immediate supervisor and submit a written leave request according to the individual department policy.

(e) Availability. Vacation Leave shall become available upon accrual at the end of each pay period, and may not be used before accrual. Exception: December accruals, which may need to be used by end of calendar year.

(f) Compensation. While on vacation leave, pay shall be calculated based on the employee's current pay rate.

(g) Maximum Accrual. Regular Status 100% FTE employees may carry forward a balance of vacation hours not to exceed 240 hours, at the end of each calendar year; 75% FTE carryover is 180 hours, and 50% FTE carryover is 120 hours. All accrued hours over these respective maximums, at the end of the calendar year, shall be deleted, and the total number of carryover hours reduced to 240, 180, or 120 hours.

(h) Vacation Conversion. Regular Status employees with greater than 200 hours of accrued vacation as recorded on the beginning accrual balance of the November Daily Time Record may convert up to 40 vacation hours to compensation at the employee's current rate of pay. The remaining accrual balance after conversion may be more or less than 200 hours. A 75% Regular Status employee with greater than 150 accrued vacation hours, may convert up to 30 hours; the remaining accrual balance may be less than 150 hours. A 50% Regular Status employee with greater than 100 accrued vacation hours may convert up to 20 hours; the remaining accrual balance may be less than 100 hours.

1. Vacation conversion may not include sick leave conversion hours from the same year. Vacation conversions are processed in November only of each calendar year, after October accruals, using the beginning accrual balance on the November timesheet, and are included in the November payroll.

(i) Payment in Lieu of Vacation. If a regular status employee has been denied vacation requests throughout a calendar year, the employee is eligible to receive payment at his/her regular rate of pay for a maximum of two (2) weeks. These two weeks shall be prorated for 75% FTE and 50% FTE employees.

Section 3. Sick Leave. Sick Leave shall be accumulated and earned by regular full time and part time status employees, according to the number of hours worked in increments of 50%, 75%, and 100%, based upon 173.4 hours per calendar month worked. This policy applies to employees whose work schedules change.

(a) Monthly Accrual Rates:

160 or more hours	-	10 hours per month
120 through 159 hours	-	7.5 hours per month

80 through 119 hours - 5 hours per month
79 or less hours - 0 hours per month

(b) Authorized Use. Accrued sick leave may be used during scheduled work hours when an employee is incapacitated by illness or injury; for pregnancy, childbirth, or related medical or mental health conditions; for medical, dental, optical or mental health examinations or treatment; for illness or injury of a parent, spouse, or child, or when an employee has been exposed to a contagious disease requiring quarantine. If an employee reports to work ill or injured, the Elected Official, Department Director or Manager shall have the authority to send the employee home with that day charged against his/her sick leave. (c) Notice and Documentation. Employees requesting sick leave shall notify their immediate supervisor as soon as possible of any absence or anticipated absence, at least within 15 minutes of the beginning of a shift. If such notification is not given, the absence may be charged to sick leave, vacation leave or leave without pay, and disciplinary action may be considered. Medical certificates may be required by the Elected Official, Department Director or Manager for any absence chargeable to sick leave. Leave request forms shall be on file for sick leave absences.

(d) Availability. Sick Leave hours are accrued at the end of each pay period, and may not be used before accrual.

(e) Compensation. While on sick leave, pay shall be calculated based on the employee's current pay rate.

(f) Maximum Accrual. Regular Status 100% FTE Employees may carry forward a balance of sick leave hours not to exceed 800 hours, 75% FTE Employees not to exceed 600 hours, and 50% FTE Employees not to exceed 400 hours, at the end of each calendar year.

(g) Sick Leave Conversion. Regular Status 100% FTE Employees with greater than 200 sick leave hours as recorded on the beginning accrual balance on the November Daily Time Record may convert up to 24 hours of sick leave to vacation leave. The remaining accrual balance after conversion may be more or less than 200 hours. A 75% Regular Status Employee with greater than 150 sick hours may convert up to 18 hours. The remaining accrual balance after conversion may be less than 150 hours. A 50% Regular Status Employee with greater than 100 sick hours may convert up to 12 hours. The remaining accrual balance after conversion may be less than 100 hours.

1. Sick Leave conversion is processed in November only of each calendar year, after October accruals, using the beginning accrual balance on the November Timesheet. Vacation conversions are processed prior to Sick Leave conversions.

(h) Workers' Compensation. In the event of absence resulting from an injury compensable under the Workers' Compensation Act, the employee may receive sick leave benefits, 2 hours sick leave per day of workers compensation, at the discretion of Laramie County, to supplement payments made under the Workers' Compensation Act, with charges made against sick leave accruals until accrued sick leave is exhausted. (i) Wyoming Workers Compensation does not deduct for taxes, and does not pay retirement into the Wyoming Retirement System, on wage replacement payments to injured workers. The time away from work, while receiving workers compensation payments, is

not counted toward Wyoming Retirement System experience. Employees may choose to reject Workers Compensation replacement wages and use applicable paid leave for the absence, thus avoiding any break in retirement participation. Employees may not use paid leave and workers compensation replacement wages for the same absence.

(i) Return to Work. An employee returning to work after a sick leave absence or any absence due to illness or injury may be required to provide a physician's release stating whether or not he/she may perform the essential functions of the position.

Section 4. Sick Leave Donation. Regular Status Employees, once during the course of employment, and when all accrued leave is exhausted, may request donation of up to 80 hours sick leave. There is no requirement to repay the donated hours. This is a process of employee to employee donation, through the Elected Official/Department Head and Human Resources. 75% FTE Employees may request up to 60 hours; 50% FTE Employees may request up to 40 hours.

- (a) A written request is submitted to Human Resources, with a written statement from the physician if applicable and requested.
- (b) The request is reviewed by Human Resources, and the supervising Elected Official/Department Head is consulted for recommendation to deny or approve.
- (c) If approved, Human Resources will distribute the request for donations.
- (d) Employees with greater than 80 hours of accrued sick leave may donate up to 8 hours each; 75% Employees with greater than 60 hours may donate up to 6 hours; 50% Employees with greater than 40 hours may donate up to 4 hours. In the event that all the requested hours are not received, eligible employees may make additional donations beyond the above limitations.
- (e) Human Resources will gather the donations until the requested number of hours or the maximum hours have been reached, then send the appropriate forms to the Finance Office. Human Resources will notify participating employees of the results.
- (f) The Finance Office will deduct hours from the accruals of those who have donated, and add them to the accrual of the recipient.
- (g) Circumstances that may require additional donation, which includes requesting additional hours beyond the 80 hours and/or an additional donation for a separate event, will require an approval from the Review Panel. The Review Panel will consist of the Laramie County Elected Officials and if applicable, the employee's department manager. The Panel will determine if the requests will be granted and how many hours the employee shall receive. Granted hours can be up to 480 hours but not to exceed the remaining hours which would be available under FMLA for that rolling 12 month period. Such requests must be submitted in writing by that individual's elected official/department manager to the Review Panel and Human Resources. Requests approved through the Review Panel will proceed as described in sections (c)-(f) above.

Section 5. Bereavement Leave. Regular Status Employees who work a minimum of 50% Full Time Equivalency are eligible to request three (3) regularly scheduled work shifts of leave with pay upon the death of an immediate family member.

(a) Notification. The employee should notify the Elected Official, Department Director or Manager as soon as possible, requesting bereavement leave on a Leave Request Form.

(b) Immediate Family is defined for this purpose as: Spouse; Parent; Grandparent; Step Grandparent; Grandchild; Step Grandchild; Child; Sibling or Step Sibling; Son-in-law or Daughter-in-law; Mother-in-law or Father-in-law. (See DEFINITIONS in the front of this manual)

Section 6. Holiday Leave. Regular Status Employees who work a minimum of 50% Full Time Equivalency, are eligible to receive holiday leave. Those employees who work less than Full-Time will receive pay proportionate to the number of hours they are regularly scheduled to work on the holiday. Total holiday leave given shall not exceed the total number of hours designated by Board of County Commissioners for each given year. Holiday Leave is not counted as hours worked in the calculation of overtime.

(a) Eligible employees shall be granted paid holiday leave from regularly scheduled work hours occurring on holidays, designated by the Board of County Commissioners at the first regular meeting in January of each year. When a recognized holiday falls on Saturday, the preceding Friday may be designated as the holiday; when a recognized holiday falls on Sunday, the following Monday may be designated as the holiday.

(b) Employees on leave without pay the day before and the day after the holiday shall not be entitled to paid holiday leave. Employees on leave with pay, either the day before or after the holiday, or both, shall not be required to count the holiday as leave used.

Section 7. Family and Medical Leave. The Family and Medical Leave policy of Laramie County shall be in accordance with Public Law 103-3 Family and Medical Leave Act 1993. Under the Act, employers provide up to twelve (12) workweeks unpaid, job-protected leave to eligible employees for qualifying family and medical reasons.

(a) Definitions. For the purpose of this section only, the following definitions apply:

(i) Child. A biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis (in place of a parent). The child shall be under eighteen (18) years of age, or older than 18 years of age if incapable of self-care because of a mental or physical disability, as described under the Americans With Disabilities Act.

(ii) Spouse. A spouse is a husband or wife.

(iii) Parent. A parent is an employee's biological parent, or someone who stood in loco parentis (in place of a parent) to an employee.

(b) Eligibility. Employees must have been employed by Laramie County for at least twelve (12) months and have worked at least 1,250 hours in the 12 months preceding the date the employee seeks to begin Family and Medical Leave.

(c) Availability. Employees are entitled to take up to twelve (12) workweeks of leave during a twelve-month period for the following purposes. The twelve-month period shall be counted as the twelve (12) months prior to each designation of FMLA Leave for any eligible employee.

(i) Child Care. Leave to care for the employee's child after birth, or placement by adoption or foster care.

1. Leave must be concluded within twelve (12) months from the date of the birth, adoption or foster care placement.

2. Parents who are both Laramie County employees are eligible for a combined total of twelve (12) workweeks of leave for child care purposes under Child Care.

3. Child Care Leave may not be taken intermittently or on a reduced leave schedule unless the Elected Official, Department Director or Manager and the employee agree in writing otherwise.

4. Employees who anticipate taking Child Care Leave are required to provide notice of their intent at least thirty (30) days prior to the date leave is to begin. Notice may be shorter if emergency or unforeseen circumstances occur.

(ii) Family Care. Leave to care for the employee's spouse, child, or parent, who has a serious health condition.

1. A serious health condition is an illness, injury, impairment, or physical or mental condition which involves: (a) Inpatient care in a hospital, hospice or residential medical care facility, including any period of inability to work, attend school or perform other regular daily activities due to the condition, treatment or recovery from the condition, or (b) Continuing treatment or any subsequent treatment by or under the supervision of a health care provider, which includes:

(i) Inability to work, attend school or perform other regular daily activities for a period of more than 3 consecutive calendar days due to the condition, treatment or recovery of the condition, or

(ii) A chronic serious health condition which continues over an extended period of time, requires periodic treatments by or under the supervision of a health care provider and may cause episodic rather than continuing periods of inability to work, attend school or perform other regular daily activities; or

(iii) A condition resulting in permanent or long term inability to work, attend school or perform other regular daily activities for a period of more than 3 consecutive calendar days, for which treatment may not be effective, under continuing supervision of, but not necessarily active treatment by, a health care provider, or

(iv) Any period of absence to receive or recover from receiving multiple treatments by or under the supervision of a health care provider for restorative surgery following an accident or injury, or for a condition likely to result in a period of inability to work, attend school or perform other regular daily activities for a period of more than 3 consecutive calendar days without medical intervention or treatment, or

(v) Any inability to work, attend school or perform other regular daily activities due to pregnancy, or for prenatal care.

2. Employees requesting Family Care Leave may be required to present a medical certification from a health care provider containing the date the serious health condition commenced, the probable duration of the condition, the appropriate medical facts regarding the condition, and information regarding the need for the employee's assistance.

3. Employees who anticipate taking Family Care Leave are required to provide notice of their intent at least thirty (30) days prior to the date leave is to begin. Notice may be shorter if emergency or unforeseen circumstances occur.

4. If spouses work for the same employer, the Act provides that they are entitled to an aggregate of twelve weeks of leave per twelve-month period for child care or to care for a sick parent. This means spouses must share the 12 workweeks of FMLA Leave for child or parental care.

(iii) Self Care. Leave taken when the employee is unable to perform the essential function of the position due to a serious health condition. See number one (1) under Family Care, Serious Health Condition.

1. Employees requesting FMLA Leave for Self Care may be required to present a medical certification from a health care provider containing the appropriate medical facts regarding the condition, the date the serious health condition commenced, the probable duration of the condition, and a statement the employee is unable to perform the essential functions of the positions. The employee must provide the health care provider with a written job description for the position the employee holds.

(d) Procedure. Request for Family Medical Leave may be submitted to the Elected Official, Department Director or Manager, who is then responsible to submit the request to the Human Resources Office using Form HR050. Failure to provide certifications may result in denial of leave. Laramie County must, according to the law, designate FMLA Leave for an eligible employee with or without an employee request, and give notification to the employee the leave will be counted as FMLA Leave.

(e) Use of Accrued Paid Leave. Eligible employees are required to use any accrued paid Vacation Leave, Sick Leave, and Compensatory Leave which is applicable under the regular leave policies, before unpaid leave is taken. If accrued paid leave is less than 12 work weeks, the balance of Family and Medical Leave may be taken as unpaid leave.

(f) Benefits While on Leave. While on Family and Medical Leave, an employee's group health insurance and county paid life insurance coverage is maintained at the same level and under the same conditions as before the leave began.

(i) An employee taking paid Family and Medical Leave shall contribute the employee's contribution to medical insurance by the same manner as if the employee were reporting to work. An employee taking unpaid Family and Medical Leave shall arrange with the Accounting Office, prior to commencement of the leave, for payment of the employee's share of the premium.

(ii) An employee who does not return to duty within 30 days of the expiration of unpaid leave may be liable for the County's group health insurance premium contribution and any part of the employee's share paid by the County for the period of unpaid leave.

(iii) An employee shall not accrue other benefits while in an unpaid leave status.

(g) Return to Duty. Upon return to duty, an employee is entitled to restoration to the former position or an equivalent position with equivalent pay and benefits, except in specific cases where the employee fills a key position as defined by FMLA.

(i) An employee returning to duty from Self Care Leave shall be required to present a certification of fitness to perform the essential functions of the position by the health care provider prior to return to work. Failure to provide the

certification may cause denial of reinstatement. If an employee fails to return to work at the end of the Family or Medical Leave, and has not made other arrangements with the Elected Official, Department Director or Manager, the employee is deemed to have resigned.

(h) Laramie County assures qualifying FMLA Leave to employees and designates any use of FMLA Leave according to requirements of the Act.

(i) Management Responsibility. Management submits Form HR050 to the Human Resource Department when any employee is away from work on leave, which may qualify as FMLA Leave.

Section 8. Voting Leave. Employees shall, at the time specified by the supervisor, be allowed one (1) hour of leave with pay for the purpose of voting in an official public election.

Section 9. Jury Leave. An employee shall be granted leave of absence for required jury duty or witness duties under the following conditions:

(a) An employee shall present to the Elected Official, Department Director or Manager the summons from the court activating jury or witness duty; and

(b) An employee should, while serving the required jury or witness duty, submit payment for jury duty or witness fees to the Elected Official, Department Director or Manager, who shall then submit the payment to the County Treasurer and the receipt to the Payroll Accounting Technician. The employee is then paid a regular amount for the time period by the county, so that retirement contributions remain consistent. If the receipt is not submitted, the employee's county salary for the time period is reduced by the amount of the jury duty payment or witness fee amount.

(c) An employee who is called but released by the court shall return to normal county duties for the balance of the workday.

(d) An employee who chooses to use annual leave or is not scheduled to work at the same time as he serves is not required to submit jury pay.

Section 10. Elected Office Leave. An employee elected to public office shall take accrued vacation leave or leave without pay for the performance of official duties. If the employee chooses leave without pay and the elected office pay is equal to or greater than the county pay, the employee may submit the service payment to the Elected Official, Department Director or Manager, who shall submit the payment to the County Treasurer's Office and submit the receipt to the Accounting Office. The county will then pay the employee according to regular county monthly salary and benefits. An employee so serving must contact the Accounting Office prior to beginning elected office service and make arrangements of how pay is to be handled.

Section 11. Military Leave. Laramie County policy is to comply with all applicable laws that afford protection to employees serving with the Military, Military Reserve and National Guard. W.S. 19-11-111. Employees called to active/training duty or to Reserve or National Guard training, or who volunteer for the same, should submit copies of their military orders to their supervisor as soon as possible.

(a) Training Programs. Any employee who is a member of the National Guard or United States Military forces reserve, shall be given a military leave of absence with pay, not to exceed 15 days in any one(1) calendar year to attend duly authorized encampments, training cruises and similar training programs in addition to any other leave or vacation time to which the person is otherwise entitled.

(b) Extended or Active Duty Leave. An employee who has been employed for one (1) year and is a member of National Guard or any other component of the military forces of the state, a member of the reserve forces of the United States or who is inducted into the military service of the United States, is entitled to leave of absence without pay, but without loss of seniority, status, efficiency rating, vacation, sick leave or other benefits, while engaged in active military training or service exceeding the 15 days paid training days in any calendar year. Such leave is in addition to any other military leave or vacation time to which the employee may be entitled by law if the required military service is satisfactorily performed, which is presumed unless the contrary is established. Employees may use accrued vacation time and/or leave without pay for time away from work spent in military service. If leave without pay is used, and the military pay is at least equal to county pay, the employee may submit the military pay to the Elected Official, Department Director or Manager, who will submit the pay to the County Treasurer's Office, and submit the receipt to the county payroll office. The county then pays the employee according to regular county pay and benefits. County benefits are provided to an employee in military service, using leave without pay, in compliance with applicable federal and state laws. Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

(c) Any employee who leaves employment in order to perform service in the uniformed services shall be treated as being on military leave of absence during the period of service provided he applies for reemployment in accordance with the law. The employee may use any amount or combination of accrued annual leave, paid military leave, vacation or compensatory leave to his credit during the period of service. The employee shall continue to accrue sick leave, annual leave, vacation leave or military leave on the same basis as he would have accrued such leave during the period of service.

(d) The employee shall have the right to maintain any life or health insurance plan coverage provided by the County by furnishing the County with a sum equal to that which would have been deducted from the employee's compensation for such coverage, and upon timely receipt of such contributions, the County shall contribute the amount equal to the employer's share. The employee shall notify the County HR Office of his election to continue insurance coverage at the time he enters military service.

(e) The employee who has returned from service shall be entitled to receive credit for that service toward establishing retirement eligibility and computation of benefits upon payment into the system in an amount equal to that which would have been paid had the employee continued in employment and not been called to service. Contributions are paid in the same manner as they would have been paid had the employee continued employment through the time in service, and upon the salary that would have been earned during that time.

(f) Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

Section 12. Education Leave. Laramie County supports staff development through required and encouraged training and education.

(a) Job related seminar/workshops/continuing education/college credit classes attended during normal working hours are considered a county expense and are subject to the Reimbursable Expenses Policy and Procedures, and the approval of the Elected Official, Department Director or Manager.

(b) Non-Job Related seminars/workshops/continuing education/college credit classes attended during working hours may be approved by the Elected Official, Department Director or Manager. Time away from work for this purpose is subject to policies on Leave With Pay, Leave of Absence Without Pay, Vacation Leave, or Flex Time. Non-Job Related training expenses do not qualify for county reimbursement.

(c) An employee requesting reimbursement for training/classes/seminars may be required to provide documentation of passing grades to the Elected Official, Department Director or Manager, to receive reimbursement.

Section 13. Leave of Absence Without Pay. Upon written request, an Elected Official, Department Director or Manager may grant leave of absence without pay in appropriate circumstances pursuant to the following conditions with a written agreement between employer and employee. Two types of leave without pay may be considered: Short Term Leave - up to thirty (30) calendar days, and Long Term Leave - from thirty (30) to ninety (90) days.

(a) Eligibility. Regular Status employees with at least 50% scheduled hours of work.

(b) Circumstances. Appropriate circumstances include Education, Elected Office Leave, Urgent Personal Business, Personal or Family Emergency not covered by the Family and Medical Leave Act. Leaves of Absence shall not be granted for purposes of seeking new employment or extending vacation beyond accrued leave time.

(c) Procedure. The employee completes and submits a Leave Request Form to the Elected official, Department Director or Manager. A Change of Status Form

should be completed, stating the employee is on leave of absence without pay and filed with Human Resources, who is responsible to file a copy with the Accounting Office.

(d) Accrued Leave. Any accrued applicable leave hours shall be used before Leave of Absence Without Pay is granted. Vacation and sick leave shall not accrue during any Leave of Absence Without Pay. Exception: Elected Office Leave.

(e) Health Benefits. The employee may continue participation in County Health Insurance during Leave of Absence Without Pay, by paying the whole premium. Arrangements shall be made with the Accounting Office.

(f) Return to Work. The employee must indicate the date of return to work, and if absent more than 30 days, must give written notification of intent to return to work at least ten (10) days prior to the leave expiration date. If the employee fails to submit an intent to return to work and fails to return on the specified date, the employee shall be considered to have voluntarily resigned.

(g) When a Leave of Absence, which is not under the FMLA, is granted prior to a change in elected officials, the leave need not be honored by the new Elected Official. It is the employee's responsibility to discuss the terms of leave with the new Elected Official.

Section 14. Absence Without Leave. Any unauthorized leave shall be leave without pay, and in consultation with the Human Resources Office or the County Attorney, may result in disciplinary action or be considered the employee's constructive resignation.

Section 15. Inclement Weather Leave. The Board of County Commissioners may, in consultation with the Emergency Management Agency, declare County offices closed due to dangerous weather conditions. Local media will be advised of closings. Employees may refer to the Laramie County Snow Plan, and may expect direction from the Elected Official, Department Director or Manager.

(a) Employees shall be paid for Inclement Weather Leave declared by the County Commissioners at their regular rate of pay.

(b) If Inclement Weather Leave occurs during other authorized leave, Inclement Weather Leave may not be substituted for, or in addition to, other leave taken.

(c) When the County is officially open for business, employees who are unable to report for work due to weather conditions must request other leave according to policy, as Inclement Weather Leave is not applicable.

(c) Exceptions. Designated weather-vital personnel (Sheriff's Department, Public Works, Emergency Management Agency, Combined Communications Center) are not eligible for Inclement Weather Leave.

Section 16. Flex Time. Elected Officials, Department Directors or managers may approve flex hours at the request of an employee, if such flex hours do not jeopardize the efficiency of the department in productivity or public service. Time should be recorded exactly as worked on the time sheet.

CHAPTER 6
EMPLOYEE REIMBURSEMENT AND
PAYMENT OF TRAVEL AND EDUCATION EXPENSES

Section 1. Eligibility. To be eligible for direct reimbursement or payment of certain expenses on their behalf, an individual must be an employee of Laramie County.

Section 2. Documentation Standards. In order for Laramie County to maintain an “Accountable Reimbursement Plan” as defined by the Internal Revenue Service and to meet requirements set forth in state statute, all claims submitted for payment or reimbursement must be properly dated and itemized and the value of each item specifically described. No payment for traveling expenses will be made unless itemized receipts for all monies expended are properly submitted.

Section 3. Education/Training Expense. Job-related education/training expenses are submitted according to Section 6.

- (a) Continuing education which is directly job related and described as a seminar, workshop, or designations other than college credit classes may be approved by an Elected Official, Department Director or Manager.
- (b) Job related college credit classes require a pre-approval form signed by the employee, Elected Official, Department Director or Manager and a member of the Board of Commissioners before any payment can be made.
- (c) School supplies are not reimbursable expenses. Costs of textbooks are reimbursable only if the class is required by Laramie County and the textbook is then retained by the County as County property.

Section 4. Travel Expense. County officials or employees required to travel on overnight trips for official county business are eligible to receive reimbursement for transportation expenses, lodging expenses, meal and incidental expenses submitted according to Section 6.

- (a) Definitions:
 - 1. “Destination” means the location of the employee at midnight, or if still traveling at midnight, the location where lodging is secured.
 - 2. “Incidental expense” means fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships and hotel servants in foreign countries.
 - 3. “Meal” means expenses for breakfast, lunch, dinner and related tips and taxes, but does not include expenses incurred for alcoholic

beverages, entertainment or any expenses incurred for other persons.

(b) Approval:

1. Travel within Wyoming or out of state within a 150 mile radius of Cheyenne unless the travel is to a high cost location as listed in the federal travel regulations, such as Jackson Hole, may be approved by an Elected Official, Department Director or Manager.
2. Out of state travel beyond 150 mile radius of Cheyenne, to a high cost location as listed in the federal travel regulations or travel with a non-county employee such as a spouse or friend requires a Pre-Approval Form signed by the employee, Elected Official, Department Director or Manager and a member of the Board of Commissioners.

(c) Internal Revenue Service criteria:

1. The amount, date, time, place and business purpose must be proven.
2. Reimbursements must be based on what was actually spent as proven by contemporaneous receipts.
3. Expenses must not be lavish but reasonable based on circumstances, and
4. The expense must be both ordinary and necessary.

(d) Meal expenses:

1. Meals included in registration, seminar and conference fees paid by the County on behalf of the official or employee are considered part of the meal and incidental expense reimbursement and no duplicate meal reimbursement will be allowed.
2. Meal expenses incurred when travel does not include an overnight stay or does not meet the Internal Revenue Service standards for “substantial rest or sleep” can be reimbursed with appropriate documentation, but will be treated as a taxable benefit and the amount of the reimbursement will be included with the employee’s next compensation payment.
3. Travel for a one day meeting, seminar, or conference not in excess of a 50 mile radius of Cheyenne does not meet the Internal

Revenue Service standards requiring an overnight stay or “substantial rest or sleep” and any reimbursement made for meals incurred under such travel will be treated as a taxable benefit. This does not apply to Elected Officials for whom a reimbursement would increase compensation in violation of state law.

4. No meal reimbursement for meals benefiting a non-county employee or a county employee not on approved county business shall be allowed.
- (e) Transportation expenses:
1. If common carrier transportation is used, the actual expense not to exceed economy fare charged the general public is reimbursable.
 2. If rented, chartered or contracted vehicle transportation is used; reimbursement is limited to reasonable rates for necessary use with official receipts submitted for audit and payment. Shuttle service or public transportation is to be used when available.
 - a. Reimbursement for rental cars will be made only with justification, only for business use, and only when prior approved by the Department Manager through completion and processing of the Pre-approval Form. The Pre-Approval Form provides a specific section for written justification and approval for use of a rental car.
 3. If a county-owned vehicle is used, the driver must hold a valid driver’s license and be authorized to use county vehicles for official county business. Reimbursement is limited to actual expense of fuel purchased and parking costs, if any. Fines for traffic or parking violations against a county vehicle are the responsibility of the employee to whom the vehicle is assigned and all violations must be reported to the Elected Official, Department Director or Manager, and then to the County Risk Manager.
 4. If a private vehicle is used, reimbursement is based on mileage allowance not to exceed the maximum nontaxable rate set by the Internal Revenue Service. The beginning and ending odometer readings are required with a voucher and other documentation for reimbursement.
 5. All mileage is based on the nearest practical highway route as indicated on official state maps, plus a reasonable amount of travel within the destination vicinity. The total mileage reimbursement shall not exceed commercial economy air fare.

6. If a private vehicle is used on county business, it is the responsibility of the employee to maintain insurance on the vehicle. Mileage reimbursement is for all expenses in using a personal vehicle.

(f) Lodging expenses:

1. Lodging will be reimbursed or paid directly to the vendor on the basis of a single occupancy rate unless two or more county employees share accommodations.
2. If an employee is approved to travel with a non-county employee such as a spouse, any amount over the single occupancy rate shall be the responsibility of the employee.
3. Lodging reimbursements are limited to the night preceding, the night(s) of, and in some cases the night following the seminar, meeting or conference. No reimbursement will be made for additional stays preceding the start or following the conclusion of the seminar, meeting or conference.
4. If the meeting, seminar or conference is held at a facility which includes lodging or recommends other lodging facilities, lodging reimbursement will not exceed the standard room rates at such facilities.

Section 5. Legal and Miscellaneous Reimbursements.

- (a) Hiring legal counsel other than already retained by Laramie County (County Attorney and Deputy County Attorney or W.A.R.M.) requires a pre-approval form signed by the employee, Elected Official, Department Director or Manager and formal approval by the Board of County Commissioners.
- (b) Occasional, miscellaneous reimbursements such as for purchases of office supplies will be made to county employees upon submission of itemized receipts, and Elected Official or Department Head approval.

Section 6. Procedure for Payment. All payments made under this Section will require vouchers pursuant to the requirements of W.S. 18-3-510 signed by an authorized Elected Official, Department Director or Manager under the conditions of W.S. 6-5-303 (b).

- (a) Expenses requiring pre-approval according to Section 4 (b) (2) will be paid upon submission to the Clerk's Finance Office of the pre-approval form with original, required signatures with the course description and

enrollment form, seminar or conference registration or other documentation attached.

- (b) Registration fees required to be paid prior to the start of the class, seminar, conference or meeting will be paid directly to the vendor. If the employee who is approved for the expense fails to attend, he/she is responsible for reimbursing the county for the fee unless the class, seminar, conference or meeting is cancelled by the vendor or an approved, substitute county employee attends.
- (c) Transportation costs such as airfare will be reimbursed to the county employee or paid directly to the vendor upon submission to the Clerk's Finance Office of passenger coupons issued by the transportation company or an official fare receipt. Any payment or reimbursement made in advance of travel will require employee reimbursement to the county in the event the employee fails to travel in accordance with the pre-approval unless a reason for the failure is documented, substantiated and approved.
- (d) Lodging costs will be paid to the vendor or reimbursed to the county employee upon submission of an itemized billing from the lodging facility. Costs for meals charged to the room must be substantiated by itemized meal receipts attached to the billing invoice.
- (e) Meal costs will be reimbursed to the county employee upon submission of itemized receipts to the Clerk's Finance Office attached to a reimbursement form prescribed by the Finance Office.
- (f) Mileage reimbursement for use of personal vehicles will be made upon submission of a mileage statement form prescribed by the Finance Office.
- (g) Reimbursement for fuel purchased for county-owned vehicles will be made upon submission of original receipts to the Clerk's Finance Office.

CHAPTER 7 USE OF COUNTY PROPERTY

Section 1. General. No employee, Department Director or Manager or Elected Official shall use or permit the use of County property for other than official activities, and shall protect and conserve County property, equipment, and supplies entrusted to them.

Section 2. County Vehicles.

(a) County vehicles shall only be used by Laramie County employees holding a valid driver's license and authorized to use county vehicles for official county business. Violation of this policy may result in personal liability to the driver. Non-county employees may not drive or be transported in county vehicles unless authorized under a separate written agreement approved by the Board of Commissioners.

(b) Fines for traffic or parking violations against a county vehicle are the responsibility of the employee to whom the vehicle is assigned, unless an emergency condition exists, is justified, and approved by the Elected Official or Department Manager. Traffic violations must be reported to the Elected Official, Department Director or Manager, and then to the County Risk Manager.

(c) Vehicles not classified as emergency vehicles, and not individually assigned to an employee, shall remain on county property when not in use for official business.

(d) Use of county vehicles for travel to and from the work site or other purposes unrelated to official county business may be included in determining compensation pursuant to the Federal Tax Reform Bill of 1986 or those exceptions as provided by Internal Revenue Service Regulations, and may be subject to withholding and FICA.

Section 3. Cell Phones. Cell phones may be issued to County employees when use of a cell phone is necessary for the performance of duties and approved by an Elected Official. County issued cell phones should be used and reported according to the following policies:

(a) Cell phones are for the conduct of County business only;

(b) no personal use of a County-issued cell phone is permitted, except for *di minimis* personal use or on an occasional basis;

(c) Cell phone records will be reviewed randomly by the Elected Official or Department Head and employees will be required to account for any inappropriate personal use if apparent.

Section 4. County Purchased Clothing. Any clothing purchased by the County for employees to wear at work, or on official county business, is County property. When an employee leaves employment, the clothing must be returned.

CHAPTER 8 CONDUCT

The mission of Laramie County Government is to provide service to its citizens in the most effective, efficient, professional and courteous manner possible. The success of our mission depends most importantly on Laramie County employees. Laramie County believes written and communicated standards of conduct play a vital role in maintaining a work environment where our mission is achieved every day.

Compliance with County policies is a condition of your employment and failure to do so may result in disciplinary action or termination of employment.

Misconduct described in these Personnel Policies which may lead to discipline or termination is by no means an exclusive list. **Notwithstanding any statement in these Personnel Policies describing specific misconduct which may lead to discipline or termination, the County reserves the right to terminate the employment of any employee at any time, with or without reason or cause.** In order to dismiss an employee, the County is not required to give the employee any prior disciplinary warning, verbal or written, or to otherwise provide any advance notice of dismissal.

Section 1. Code of Ethics.

Laramie County Government employees shall conduct themselves in a manner above reproach, and shall not use their positions for personal gain or in such a way as to violate public trust. No employee shall receive, directly or indirectly, any money or other valuable thing for the performance or nonperformance of any act or duty pertaining to his/her position, other than the compensation allowed by law. No employee shall engage in any business or transaction, have a financial or other interest, or render services for private interests, which is in conflict with the proper discharge of duties. No employee shall disclose or use confidential information without proper authorization.

Section 2. Outside Employment.

Employees are permitted to engage in employment outside their employment with Laramie County so long as the outside employment does not create a conflict of interest with Laramie County or the employee's position with Laramie County.

Section 3. Customer Service.

Laramie County residents are the customers and employers of Laramie County Government, and depend on effective, efficient, professional, courteous service. Laramie County employees seek excellence in standards of conduct in providing the highest quality customer service.

(a) Customer service shall be delivered in a courteous, professional manner, whether through written correspondence, phone conversation, or personal contact.

(b) Courteous and professional treatment shall be given to other employees as well as the public.

Section 4. Advice to Customers.

No employee of Laramie County is authorized to give legal advice to any member of the public. Any employee doing so is acting outside the scope of his/her employment and job duties.

Section 5. Appearance.

Laramie County employees provide services to members of professional, business and governmental organizations and the general public. As representatives of the citizens of Laramie County, grooming, appearance and personal hygiene are necessary to reflect a professional business image which promotes courteous, harmonious interaction with patrons and fellow employees. The need to accommodate special requirements is recognized and employees are expected to dress appropriately for the assigned work.

(a) Clothing or accessories which pose a safety hazard or interfere with the performance of duties are unacceptable in the workplace.

(b) Employees should consult with the elected official, department director, or manager if they are in doubt as to the appropriateness of appearance.

(c) Exceptions to the policy may be granted by the Elected Official, Department Director or Manager due to special circumstance. Exceptions may be granted by the Board of County Commissioners for participation in designated events, activities or celebrations.

Section 6. Confidentiality. No employee shall disclose or use confidential information without proper authorization. Employees may become aware of other information regarding the business of colleagues or the public in the course of daily duties, however, this information shall not be disclosed or discussed with others as a matter of conversation or gossip.

Section 7. Use of County Materials/Equipment. No employee shall use or permit the use of County property for other than official activities. No employee shall falsify county reports or records.

Section 8. Employees Driving County Vehicles. Employees who drive county vehicles are required to maintain an acceptable driving record and a valid drivers license. Any county driver whose status is in violation of the Laramie County Safety Manual driving record criteria guidelines, and/or whose drivers license becomes suspended or revoked, may not drive any vehicle on county business, and may be subject to duty reassignments and/or discipline or termination. Unless a separate agreement is in force, County employees shall not drive State of Wyoming or other non-County vehicles while performing work for Laramie County, except when use of a personal vehicle is approved. Transporting anyone who is not a County employee is prohibited and may subject the user to full personal liability unless a separate agreement is in force.

Section 9. Non-Smoking Policy. Smoking is defined as a lighted cigar, cigarette, pipe, or any lighted tobacco product.

(a) Policy Statement. It is a county policy that county employees and guests must be provided an environment free from the hazards of tobacco smoke. To protect the health of the public and county employees, smoking is not permitted in any county building, any building space leased by the county for conducting county business, or in any vehicle owned by Laramie County.

(b) Enforcement. Compliance with the policy and complaints arising from the policy shall be handled through the Personnel Policies, eviction or injunction actions. Visitors and guests shall comply with this policy.

Section 10. Possession of Firearms.

(a) Unauthorized possession of a firearm in the workplace, on County property, or while driving a county vehicle or equipment, is prohibited. Any observance of violation of this policy shall be reported to management immediately.

(b) Enforcement. Any employee found to be in violation of this policy shall be subject to termination.

CHAPTER 9
LAWSUITS AGAINST EMPLOYEES AND THE COUNTY

Section 1. Employee Responsibility. All county employees are expected to work in accordance with good safety practices. All county employees are expected to continually be aware of situations where they may reduce liability to the county. Any employee having knowledge of events or occurrences which may give rise to liability allegations against himself/herself or against the county shall immediately notify the Elected Official, Department Director or Manager, the County Attorney, and the County Risk Manager of the pertinent facts.

Section 2. Wyoming Governmental Claims Act. The Wyoming Governmental Claims Act, W.S. 1-39-104, provides a governmental entity and its public employees while acting within the scope of duties immunity from liability for any tort except those acts of negligence specifically described in W.S. 1-39-105 through 1-39-112.

(A) The Act also states: When liability is alleged against any public employee, if the governmental entity determines the employee was acting within the scope of his duty, whether or not alleged to have been committed maliciously or fraudulently, the governmental entity shall provide a defense at its expense.

(B) A governmental entity shall assume and pay a judgment entered under this act against any of its public employees, provided the act or omission upon which the claim is based has been determined by a court or jury to be within the public employee's scope of duties.

Section 3. Management Responsibility. The Board of County Commissioners shall, in consultation with other Elected Officials, Department Directors and Managers as necessary, determine whether an employee was acting within the scope of his/her duties. The County Attorney will assist in providing appropriate legal protection for the County and its employees.

(a) If the County provides legal counsel for an employee and the employee has a counter-claim or other claim arising out of the incident which may result in recovery by the employee, the County is not obligated to represent the employee on the claim.

CHAPTER 10

COMPUTER SYSTEMS POLICY

Section 1. Purpose. The objective of Laramie County Computer Systems Policy is to preserve the integrity, confidentiality, and availability of information resources, while allowing employees to use the technology to further County objectives. All policies related to personal and business conduct apply to conduct while using County computer systems, especially, but not limited to, those that deal with intellectual property protection, privacy, misuse of county resources, sexual harassment and acceptable conduct.

Section 2. General Policy Statement Computer resources are property of Laramie County and are to be protected from unauthorized access, modification, destruction or disclosure. Laramie County reserves the right to monitor computer systems and to read and copy all files or data contained on any computer, including e-mail messages, at any time and with or without prior notice or permission. Employees may not expect privacy regarding any use of county computer resources.

Any employee who violates this policy may be subject to disciplinary action, up to and including termination of employment. Managers and supervisors are responsible for ensuring that department employees follow the provisions of this policy. Suspected misuse of Laramie County computer systems or violations of this policy should be reported to an individual's supervisor, Elected Official or Department Manager, Information Technology Director, or Human Resources.

Section 3. E-Mail Laramie County, State of Wyoming, and University of Wyoming e-mail are the only e-mail systems authorized for use on equipment owned by Laramie County or for County business. It is the policy of Laramie County to retain e-mail and archived e-mail backups for three weeks after which time any e-mail that has been deleted and removed from the deleted items folder will not be retrievable. Items from the sent items folder should be deleted periodically, along with other items.

An e-mail account will be provided with a maximum size of 250meg. At 300meg, e-mail will quit sending and receiving. If an account larger than that is required, contact I.T. for installation and training of an archival solution.

Section 4. Instant Messaging. Laramie County prohibits the use of instant messaging other than County managed instant messaging systems on County owned equipment or by anyone using County resources.

Section 5. Backup Policy. Backups of all servers are kept for no more than three years with the exception of e-mail and the Intrusion Detection System, which are kept for no more than three weeks.

Section 6. Removable Media Policy: The use of this type of device has many implications to the security and functionality of all Laramie County electronic data and systems. Employees must have Supervisor approval for use of these devices before removing any data from County computer systems. Concerns with these devices include loss of the device, virus', spy ware and other malicious code.

Section 7. Streaming Video and Audio Policy: The use of streaming audio and video is expressly forbidden for any use other than work related activities.

Section 8. Internet Access. Access to the Internet is granted to employees based solely on business need. Requests for access should be made to the Information Technology Director, and must be approved by an employee's supervisor before access may be granted. Only Information Technology personnel may establish Internet or other external network connections. Other connections may cause unauthorized access to county systems and information and are prohibited.

Any unauthorized use of the Internet is prohibited. Unauthorized uses include, but are not limited to, posting, viewing, downloading or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit material; engaging in computer "hacking" or other related activities; downloading entertainment software or playing games; gambling online; or discussing county business on chat lines or message boards.

Employees may not send or post information or technical data that is not in the public domain. Confidential, business sensitive, classified or proprietary county information shall not be transmitted over the Internet or e-mailed without appropriate approval and security measures in place.

Information posted, viewed or downloaded from the Internet may be protected by copyright laws. Reproduction of protected information is permitted only if such reproduction legal.

Each file downloaded from the Internet must be checked for possible computer viruses. The virus-checking software on each county computer will ordinarily perform this check automatically. Each user should contact the I.T. Department before downloading any file if the user has questions about a potential virus or reason to believe that the file poses particular risks.

Section 9. Security. Individual passwords for computers are confidential and may not be shared or posted. If a user's password is learned by someone else, it should be changed immediately. Each user will be responsible for activity performed using his/her User-ID and password. No user should attempt to obtain access to another user's documents without prior authorization.

An active terminal should not be left unattended for any extended period, such as overnight or while the user is otherwise out of the office for several minutes. Please use password protected screen savers when needed.

Most propriety software licenses have legal restrictions prohibiting unauthorized use and copying. Each user is responsible for compliance with these legal restrictions. All software used on any county computer, including software available on the Internet, must be approved in advance by the I.T. Department. Only I.T. Department personnel may load software onto any county computer, connect any hardware or other equipment to any county computer, or move or change any county computer equipment. These functions may be performed by an individual user only with I.T. approval.

In order to safeguard and protect data and work files, these files should be stored on the network and not on the local (“C”) drive. Files stored on the network are backed up nightly and can be recovered if lost. No backups are made of files stored locally on the C: drive and, should a hard disk crash, these could be permanently lost. It is each individual user’s responsibility to ensure his/her own data files are protected.

Laramie County has installed a variety of measures to assure the safety and security of our networks. Any employee who attempts to disable, defeat, or circumvent any county security feature may be subject to disciplinary action, including termination of employment. Information passing through the county link to the public Internet may be intercepted and/or monitored by the county. County systems monitor and record Internet site visits, e-mail, telnet, and file transfers out of the internal network. Laramie County reserves the right to use these systems to ensure compliance with this Policy.

Section 10. Software Usage and Copyright Protection. The purpose is to clarify county policy concerning the use of software as it pertains to licensing agreements and the prevention of liability as related to copyright laws.

(a) Software Replication, Installation, and Duplication.

1. Unlicensed duplication or use of any software program is illegal.
2. Illegal software duplication may expose Laramie County and the duplicator to civil and criminal liability under copyright law.
3. In order to ensure the software publisher’s copyright is not violated, no program should be copied onto a county computer, from a computer, the network, the Internet, or any media or other source, without express permission from the Laramie County I.T. Department. This is to verify a license is held to cover such installation. In most cases, I.T. technicians accomplish all software installations, duplications, and other means of replicating software only after verifying valid licensing with the County License Manager Software.
4. Software may not be transferred from one PC to another PC without the express consent of the Laramie County I.T. Department. All software must be accurately tracked to ensure licensing compliance.

(b) Monitoring.

1. Periodic scanning of all network drives, local network PCs, standalone PCs, and any remote PC that is owned by Laramie County will be performed

without notice to ensure that all software has been properly licensed and assigned accordingly.

2. Personal computers that attach to Laramie County are subject to scanning of all traffic to and from the Laramie County network to ensure software is not being illegally installed, duplicated, or replicated.

3. Laramie County reserves the right to refuse connectivity to any person attempting to connect to the network who refuses to permit such monitoring.

(c) Software Purchases.

1. All software shall be purchased solely through the I.T. Department. This is to ensure proper legal and effective use of all licenses.

(d) Hardware Purchases

1. All hardware purchases to be attached to the Laramie County Network, either directly or indirectly, shall be purchased solely by Laramie County I.T. to ensure standards and compatibility.

(e) Enforcement of Policy.

1. Any employee found illegally replicating, installing, or duplicating software, including to customers, may be subject to disciplinary action, up to and including termination.

2. Any employee with information of a violation of the software or hardware policy should report the incident immediately to a manager or the I.T. Department.

Section 11. E-Learning. The purpose of the E-Learning system provided by Laramie County Government is to enhance and/or develop the skills of Laramie County employees. Some E-Learning courses may be required by the County for employees. Departments and/or employees will be notified of such courses and the time period in which they are to be taken. In addition to any required courses, management is encouraged to determine how E-Learning courses can benefit his/her team and any time and location allocation needed. Each Elected Official or Department Manager may schedule or direct the scheduling for employees taking E-Learning courses in the manner most conducive to the operation of their respective Departments with the qualification that whenever possible, E-Learning classes should be conducted during scheduled working hours.

Time spent using the system outside of normally scheduled working hours must be approved in advance as described herein. Time spent using the E-Learning system outside normally scheduled working hours does not entitle an employee to compensation, including overtime and/or compensatory time, except under those circumstances where compensation is deemed appropriate and is **approved in advance**. Classes not approved for payment by the County must be paid by the employee at the time of attendance directly to the E-learning vendor.

Employees requesting to take a course outside their normal work hours must receive prior approval from their Elected Official/Department Manager. Upon approval from Elected Official/Department Manager, the request will be sent to Human Resources or the County Attorney for final review. Only after final review may an employee begin any E-Learning class outside normal working hours. Elected Officials or Department Managers shall report to Human Resources or the County Attorney's Office any unapproved E-Learning activity by any employee outside normally scheduled working hours.

Violations of the E-Learning policy may result in termination of system access and/or disciplinary action as deemed appropriate.

CHAPTER 11 COURT SERVICE OF PROCESS

Section 1. Service of Process. Wyoming Statute 18-2-110 provides that in all proceedings against the county, process shall be served upon the Board of County Commissioners or any member thereof. Service of Process refers to the writs, warrants, summons, subpoenas and other orders of judicial officers, served commonly as hand delivered, or certified mail, to the person being served.

Summons are served at the commencement of a suit and are a notice to the person that he/she has been sued and that he/she has a right to appear and defend. A subpoena can be issued anytime and is a command to the person to appear and give testimony and/or produce documents.

(a) Employees should not accept service of process on behalf of Laramie County, or any county officer, deputy or employee, unless specifically authorized by the County Commissioners; nor should an employee accept service of process by registered or certified mail addressed to other persons. Neither should any process server be allowed to leave a process with an employee for delivery or pick up by the county employee named.

(b) If a process server arrives at the workplace, the employee should notify the supervisor, who should ask the person to be served to come forward.

(c) The process server should not be hindered from accomplishing delivery of process.

(d) If an employee is served with process as the person named, or is unable to avoid being served with a process on someone else, that employee should immediately notify the person named, the employee's Elected Official, Department Director or Manager, the County Attorney, and the Risk Manager if pertaining to Laramie County. The process should be hand delivered as soon as possible.

CHAPTER 12 ATTENDANCE

Every employee is expected to report for work in accordance with the work schedule, and request leave according to the Laramie County Leave Policy.

Section 1. Employee Responsibility. Whenever an employee is unable to report to work due to illness or emergency, the employee shall call the supervisor as far in advance of the shift as possible and no later than 15 minutes prior to the expected arrival time at work. The employee should explain the circumstances and give an expected time of arrival. If the supervisor is absent, the employee should notify the next supervisor in authority. Messages left with coworkers or other employees are not acceptable. Employees are expected to report to work whenever scheduled and be at their work stations at the starting time and again after any breaks at the prescribed time. Failure to provide proper notification of, or obtain supervisor's approval for, an absence or lateness, unexcused absence, late arrival or early departure from work may result in disciplinary action.

Section 2. Management Responsibility. Management may treat occasional tardiness by allowing the employee to make up the lost time during the same work day, or if this is not possible, record reduction in pay, or charge sick or vacation leave for the time lost that work day in 15 minutes increments.

Section 3. Excessive Tardiness. Excessive tardiness is unacceptable conduct which may result in disciplinary action. Elected Officials and Managers may have department guidelines and may judge whether tardiness is excessive.

Section 4. Unscheduled Absences. Laramie County recognizes sudden illness or emergencies may result in unscheduled absences, and each case shall be handled on an individual basis. Refer to the Leave policy section, Chapter 5. Unscheduled absences are those which are not prior approved, and are generally due to sudden illness or emergency. A manager may excuse these absences by accepting the reason given and approve the use of leave applicable in Chapter 5, Leave. Whether unscheduled absences are excused or unexcused, the manager may apply department guidelines regarding an unacceptable number of unscheduled absences, which may result in disciplinary action.

Section 5. Excessive Absence. In general, more than ten unscheduled absences in a calendar year, whether excused or unexcused, may be considered excessive. Excessive absence may impact performance and the effective operations of the department, and may result in disciplinary action.

Section 6. Constructive Resignation. Any employee who fails to report to work at the designated time, and fails to contact management may have such actions construed as a constructive resignation from the employee's position with Laramie County. (Refer to Leave Policy, Chapter 5, Section 14.)

CHAPTER 13 SUBSTANCE ABUSE

Section 1. Policy Statement. Because Laramie County Government believes a drug free workplace is important for the safety of employees, the public, and production, it is hereby resolved that Laramie County Government is a drug free workplace. (Drug Free Workplace Act 1988) Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverages is prohibited while performing any job functions for Laramie County. All employees, including all workers compensation covered employees, are subject to this policy. **Violation of this policy shall result in disciplinary action which may include termination.**

Section 2. Required types of substance abuse testing. The Substance Abuse Testing Program includes Pre-employment, random (DOT/safety sensitive), for cause or suspected impairment, and post accident testing.

A. Pre-employment testing. All prospective employees are required to submit to, and pass, a Pre-Employment drug test. All position vacancy announcements shall include a statement that informs prospective applicants that Laramie County applies a drug testing program.

B. Suspected Impairment.

In cases where a supervisor has reasonable suspicion to believe an employee is under the influence of controlled substances, the supervisor may require the employee to immediately go to the county designated collection site to provide both urine and blood specimens for laboratory testing. The employee shall be driven to the collection/testing site by the supervisor, Human Resources, or transportation arranged for the employee by the supervisor. In any case where the employee is taken to the collection site, Human Resources shall be notified, preferably prior to the transport.

If an employee reports to work and there is reasonable suspicion of alcohol use, the employee may be driven to the Laramie County Sheriff's Department for a breathalyzer test, or a portable breathalyzer test kit can be used on site.

A refusal to provide either urine or blood specimens, or to take a breathalyzer test, or adulterating, tampering, or otherwise hindering the testing process or results, shall constitute a presumption of substance abuse/intoxication. The employee may be immediately dismissed from employment with Laramie County.

In any case of suspected impairment where the employee is tested, or refuses to test, the Supervisor shall contact the Human Resources Officer, the Risk Manager, or the County Attorney.

(a) Reasonable Suspicion.

Reasonable suspicion means suspicion based on specific personal observations which the supervisor can describe concerning erratic and/or negligent job performance, a consistent pattern of absences in attendance, obvious changes in appearance and behavior, slurred speech or suspicious breath odor of the employee. The supervisor shall document specific details of these incidents, to be retained in a secure file. The supervisor shall also make a written statement within twenty-four (24) hours documenting these observations and submit this statement to the County Human Resource Officer, Risk Manager, or County Attorney.

The employee required to test due to cause is released from duty with pay, directly after the test, pending the result of the substance abuse testing.

C. Post Accident

Employees are required to submit to a post-accident drug test, and will be directed to report to the collection site so that a drug test may be performed. The employee may be taken to the collection site by a supervisor, manager, or HR Director. The employee involved may not consume alcohol for 8 hours after the accident, or until he/she has taken an alcohol test, whichever comes first. The employee must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.

The employee may not return to duty until the test results are received and return to work is cleared and authorized by the employer.

Accident is defined as an unplanned, undesired event, not necessarily resulting in injury, but damaging property and/or interrupting the activity in process, to the point where it is judged to be more than a minor incident. Discretion and judgment of Risk Management and/or the Department Head may be applied in individual situations; however, in cases of doubt, the testing should be done. In all cases where there is injury or death, or significant property damage, a post-accident test shall be done.

Section 3. Random Testing.

Random drug and alcohol testing is applied to Commercial Driver License required positions, under the Department of Transportation Regulations. Random Testing is only applied to these safety sensitive and DOT regulated positions.

Section 4. Refusal to Test. A refusal to provide either urine or blood specimens, or to take a breathalyzer test, **or adulterating, tampering, or otherwise hindering the testing process or results**, shall constitute a presumption of substance abuse/intoxication. The employee may be immediately dismissed from employment with Laramie County.

Section 5. Substance Screening.

When requested, the employee shall sign a consent form authorizing a designated collection site to draw a specimen of blood and/or urine and release the results of the laboratory testing to his/her employer. The accepted laboratory standards will be utilized in determining when an employee tests positive for substance abuse.

A blood alcohol level equal to or exceeding .08% is indicative of legal intoxication. Lesser amounts of blood alcohol may result in impairment. Either may result in discipline or termination.

When being tested for substance abuse, the employee shall provide two (2) samples. If the first sample tests positive, the laboratory shall proceed to immediately test the second sample. If the breathalyzer test results are positive or if both blood samples test positive discipline or termination may result.

Section 6. Review of Drug Test Results

An employee who receives a positive confirmed test result may contest or explain the result within five (5) working days after written notification of the test result. This 5-day period is applied by the collection and testing agency employed by Laramie County, with the assistance of a Medical Review Officer.

Section 7. Confidentiality of Results

All records relating to drug and alcohol testing are maintained in a confidential file in a secure location with controlled access, separate from personnel files, in Human Resources.

Section 8. Prescription and Over-The-Counter Drugs/Medications

This policy is not meant to exclude the legal and appropriate use of prescription medication. The use of prescription drugs and/or over the counter medications shall be reported to the Supervisor and Human Resources, if such use has the ability to impair the performance of job duties or safety. A Medical Certification may be required, stating whether the essential functions of the position can be performed while taking the drug/medication. No employee shall ingest any prescribed or over-the-counter medication in amounts exceeding the recommended dosage.

Section 9. Supervisor and Employee Training

Laramie County provides at least one (1) hour of employee substance abuse education training per year. Supervisors are provided two (2) hours substance abuse training per year.

Section 10. Rehabilitation Program.

A rehabilitation and return to work program may be offered, but is not guaranteed, in the case of a positive and confirmed test for alcohol. In the case of a positive and confirmed test for controlled substances, a rehabilitation program may be offered, but is not guaranteed. In either case, termination may result. The Laramie County Health Insurance program may cover a portion of rehabilitation costs, whether an active employee or participating in COBRA. The Human Resources Office can provide

information on rehabilitation programs, the employee may choose to access.

If an employee participates in a rehabilitation program, he/she may utilize sick leave benefits, and other application paid and unpaid leave according to Laramie County Leave Policy.

Upon completion of a rehabilitation program, the employee may be allowed to return to work. If the employee again tests positive for alcohol or substance abuse following return to the workplace, he/she shall be immediately discharged. All test results provided to Laramie County shall be treated with confidentiality and will generally be released only to the employee's supervisor, Human Resources, Risk Manager, the County Commissioners, and the Laramie County Attorney.

Section 11. Voluntary Rehabilitation.

Any Laramie County employee who considers him/herself to have a problem with substance abuse either in or out of the workplace may approach his/her Elected Official or Department Director, Human Resources, or Risk Manager, and request voluntary entrance into a rehabilitation program. Voluntary participation does not preclude discipline or termination if the employee is subsequently found to be in violation of the Substance Abuse Policy.

Section 12. Criminal Conviction.

Every employee shall notify the Elected Official or Department Manager within five (5) calendar days of any and all convictions for a violation of any statute involving drugs or controlled substances or any statute in which intoxication or consumption or presence of alcohol in the individual's body is an element, including, but not limited to, Driving Under the Influence, whether such offense took place in or out of the workplace. Such convictions may result in disciplinary action or termination of employment.

The County Attorney/Risk Manager and HR should be notified immediately by the Elected Official or Department Manager.

Section 13. Employees Driving County Vehicles.

Those employees chosen for employment (or employed) in County positions for which driving a County vehicle or County equipment is required, may be subject to drug testing as: Pre-employment, Probable Cause, Random, and Post-Accident. Those positions requiring a Class A Commercial Drivers' License are subject to provisions of the regulations of the United States Department of Transportation. Compliance with the minimum requirements of the U.S. Department of Transportation and its minimum consequences does not guarantee an employee will be returned to work following a violation of Laramie County Policy. Employees driving county vehicles are required to maintain an acceptable driving record and a valid driver's license. Any county driver whose status is in violation of the Laramie County Safety Manual driving record criteria guidelines, and/or whose driver's license becomes suspended or revoked, may not drive any vehicle on county business, and may be subject to duty reassignments, discipline or termination.

Section 14. Drivers License Conviction.

Every employee shall notify the Elected Official or Department Manager of any

and all convictions which may violate Safety Manual Driving Guidelines and the Laramie County Policy no later than the first scheduled work day following the conviction.

Every employee shall notify the Elected Official or Department Manager of any arrest or conviction, on or off duty, which carries a potential suspension, limitation or invalidation of a drivers license, whether such action may or has occurred as a result of conviction or administrative action. Such notification shall be made on the first scheduled work day following the arrest or conviction.

The County Attorney/Risk Manager and Human Resources shall be notified immediately by the Elected Official or Department Manager.

A. Unacceptable Driving Record Criteria Guidelines:

1. Three (3) or more moving violations or at-fault accidents within the last three (3) years.
2. Two (2) or more moving violations or at-fault accidents within the last year.
3. A major conviction within the last three years, including, but not limited to:
 - (a) Leaving the scene of an accident
 - (b) DUI (WSA 31-5-233)
 - (c) Reckless Driving
 - (d) Homicide or assault by motor vehicle (WSA 6-2-102)
 - (e) Driving without auto insurance (driving personal vehicle on county business)
 - (f) Administrative Suspension

Section 15. Felony Convictions

Every employee shall notify the Elected Official or Department Manager of any felony arrest or conviction. Such notification shall be made on the first scheduled work day following the arrest or conviction. The County Attorney/Risk Manager and HR should be notified immediately by the Elected Official or Department Manager.

Section 16. Access to Policy

The Substance Abuse Policy is available as a part of the Personnel Policy, which is available to all employees in the form of a personal copy, reference copies in each department and in Human Resources, and via computer access. Notification of the testing program is posted in the Human Resource Department and in each County building.

CHAPTER 14 DISCRIMINATION and HARASSMENT

Section 1. Discrimination. It is the intent of Laramie County to provide a workplace free from discrimination based on age, race, color, religion, sex, national origin, or disability.

Section 2. Harassment and Violence. It is the intent of Laramie County to provide a safe and productive workplace free of harassment and violence. Verbal harassment, verbal threats, or physical assault or battery are prohibited in any form.

Section 3. Public Threat. If an employee feels the threat of violence from a patron or visitor, the employee may call 911 Emergency Service for dispatch of assistance. When immediate assistance is needed in the Laramie County Governmental Complex, the Security Desk should be called immediately with a description of the emergency.

Section 4. Sexual Harassment and other forms of Harassment. It is the policy of Laramie County and all attendant entities to provide a professional, businesslike work environment free from all forms of discrimination, including but not limited to, harassment or discrimination based on age, race, color, religion, sex, national origin or disability. Sexual harassment and other harassment shall be treated as misconduct and will result in appropriate disciplinary action.

(a) Definition. Sexual harassment is defined as unwelcome sexual advances and/or innuendoes, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting the employee; or
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

(b) Procedure.

1. An employee who believes he/she is a victim of sexual harassment, other harassment or violence, threat of harassment or violence, whether physical or verbal, shall report the incident(s) to the elected official, department director or manager as soon as possible so that steps may be taken to protect the employee from further harassment. The supervisor shall conduct an immediate and appropriate investigation and notify the Human Resource Office of the incident.

If reporting the incident(s) directly to the supervisor is not practical due to perceived insensitivity, intimidation or involvement, a complaint may instead be filed directly with the Human Resource Officer or County Attorney, who will initiate investigation measures. All complaints, investigations and actions shall be completely documented and appropriately stored, and should be coordinated through the Human Resource Office.

2. The complaint may be handled one of two ways:
 - a. Informally, if counseling of the alleged violator will stop the harassment; or
 - b. Formally, if counseling is insufficient, counseling has previously failed or the allegations of harassment are of a severity requiring discipline or criminal prosecution.
3. Under no circumstances shall the victim be required to confront or contact the violator about the incident(s).
4. Under no circumstances shall the violator be allowed to contact the victim about the incident(s).
5. There shall be no retaliation against any employee acting in good faith in the lodging of a harassment complaint, or assisting, testifying or participating in the investigation of such complaint.
6. Any employee who knowingly lodges a complaint without foundation shall be subject to disciplinary action.
7. Violations of this policy may result in disciplinary action, including termination.
8. The complainant has an absolute right to file a complaint at any time with the Wyoming Department of Employment or the Equal Employment Opportunity Commission, Denver, Colorado.

CHAPTER 15
ACCIDENTS and INJURIES

Section 1. County Vehicle Accidents. If an employee is involved in an accident while acting within the scope of his or her duties as a Laramie County employee and/or while driving a Laramie County vehicle, the employee shall follow these instructions:

- (a) Stop immediately and investigate, regardless of how minor the accident may appear. **Do not move any vehicle until told by law enforcement. Check for any injuries to self, passenger, persons in other vehicle(s), and pedestrians.**
 - (b) Prevent further accidents by warning other drivers with a light, flag, or similar device, **when appropriate.**
 - (c) **Call 911 for any assistance needed, including ambulance service. The appropriate law enforcement agency MUST be called immediately to investigate all accidents.** Follow the directions of the law enforcement officer. Do not discuss the accident with anyone except law enforcement, the proper representative of Laramie County (Elected Official, Department Director, Manager, Risk Analyst, County Attorney/Risk Manager), or a properly identified claim representative of the County's insurance company. **Do not discuss liability with anyone.**
 - (d) When driving a personal vehicle, give the other driver(s) involved your name, address, license number, and insurance agent, getting the same information from the other driver(s).
- When driving a County vehicle, give as the insurance agent:
- Wyoming Association of Risk Management
P.O. Box 427
Cheyenne, WY 82003
Phone 307-433-9400
- (e) **Employees are required to submit to a post-accident drug test, and will be directed to report to the collection site so that a drug test may be performed. The employee involved may not consume alcohol for 8 hours after the accident, or until he/she has taken an alcohol test, whichever comes first. The employee must remain readily available for such testing and may not take any action to interfere with the testing or the results of testing.**
 - (i) **See Chapter 13 Substance Abuse, Definition of an Accident. An unplanned, undesired event, not necessarily resulting in injury, but damaging property and/or interrupting the activity in process, to the point where it is judged to be more than a minor incident. Discretion and judgment of Risk Management and/or the Department**

Head may be applied in individual situations; however, in cases of doubt, the testing should be done. In all cases where there is injury or death, or significant property damage, a post accident test shall be done.

- (f) Report the accident as soon as possible to the County Risk Manager; and to your Supervisor, Elected Official, or Department Manager.
- (g) Observe and record all information in a written accident report to the Risk Manager, attaching a copy of the police report. If the damage is estimated to be \$1,000 or more, or in case of death or bodily injury, a Wyoming Traffic Accident Report SR21 must be submitted to the Wyoming Department of Transportation through the Risk Manager within ten (10) days of the incident.
- (h) Refer to the Laramie County Safety Manual.

Section 2. Medical Emergency or Injury/Public/Employee.

If an employee or member of the public experiences a medical emergency or injury on County property, the employee witness should call 911 and request an ambulance, and notify the County Risk Manager as soon as possible.

If an employee is injured on the job, his/her supervisor, director or manager should be informed, a Workers Compensation Report filed with the Human Resource Office, and an injury report submitted to the County Risk Manager. Refer to the County Safety Manual.

CHAPTER 16 ADA GRIEVANCE PROCEDURE

This grievance procedure is established in order to meet the requirements of the Americans with Disabilities Act. This procedure is in place to resolve complaints alleging discrimination on the basis of employment practices and policies, or in services, activities, programs, or benefits offered by Laramie County Government.

The establishment of this procedure is not intended to preclude other remedy offered by local, state, and federal law. Employment of this procedure is not required before a complainant may employ these alternative remedies.

Unless otherwise indicated, agreed to by all parties, or as required by other law, Laramie County will not make public information relating to complaints alleging discrimination where information about a complainant's disability or identity is a result of an employee relationship with the County.

The complaint should be offered in writing unless an alternative accessible format is required. Laramie County shall provide reasonable assistance to the complainant in the filing of a complaint by providing the accessible alternative format. The complaint shall include: detail information on the alleged discriminatory act(s), the address where the problem occurred, the name of the complainant and such information that is required to contact the complainant.

The complaint should be submitted to:

Laramie County ADA Coordinator
Human Resources Office
310 W. 19th Street, Ste 320
Cheyenne, WY 82001
307-633-4355 or TDY 633-4265

as soon as possible, but no later than 60 calendar days after the alleged incident.

The coordinator will meet with the complainant, or a designee, in an accessible location to discuss details of the alleged incident and possible remedies within fifteen (15) days of receipt of the complaint.

Within fifteen (15) days of this meeting, the coordinator will provide the complainant, or designee, with a written (in accessible format when required) response to the allegation(s). The response will include the position of Laramie County and will offer the options for substantial resolution where these options are reasonable or required by the Act.

If the response is not satisfactory to the complainant and does not, in the view of the complainant, resolve the issue, the complaint may, within 15 days of receiving the recommendations, appeal the decision of the Coordinator to the Laramie County Commissioners, or their designee. Within 15 days of receipt of appeal, the Commissioners, or a designee, will meet with all parties (complainant and Coordinator) in an attempt to resolve unsettled issues.

Within 15 days of appeal, the Commissioners or designee who conducted the appeal, will respond in writing, and in any required accessible format, the findings and recommendations of the appeal containing a final recommendation.

Should this procedure fail to answer an alleged complaint to the complainant's satisfaction, the Coordinator will offer to contact the Department of Justice and arrange for Alternative Dispute Resolution sessions that are provided by the D.O.J. Should the complainant refuse ADR or any additional assistance, the Coordinator will provide the complainant with the complaint procedures and contact offices for the appropriate federal agencies. (Department of Justice or E.E.O.C.)

All documentation related to the procedure will be maintained by Laramie County in the ADA Coordinator's Office for a minimum of five years.