

# Greene County Personnel Policy Manual

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## SECTION 1 GENERAL POLICY

1.0 INTRODUCTION-This Personnel Policy supersedes any previous verbal and/or written policies, statements, understandings, or agreements concerning the terms and conditions of your employment with Greene County. The provisions of this Personnel Policy do not establish contractual rights between Greene County and its employees or provide benefits to any third parties. In addition, employees of Greene County work under the authority and direction of their respective elected officials, each of whom may establish internal policies and procedures specific to their office. Consistent with the day-to-day administrative responsibility of his or her elected office, a County elected official may adopt executive employment policies to apply to the employees of that office. Such executive employment policies shall not conflict with this uniform Personnel Policy adopted by the Quorum Court. A County elected official has discretion to determine the application, meaning, and intent of the provisions of the Personnel Policy as they relate to the employees of that official's office. See Ark. Code Ann. § 14-14-805(2).

We are serious about the important work of the County. We are equally serious about adhering to the procedural and substantive requirements of applicable law. County employees are expected to read, understand, and comply with the policies set forth in the County Personnel Policy. Any questions should be directed to an employee's elected official or supervisor.

1.1 TERMS OF EMPLOYMENT - At Greene County ("Employer" or "County"), your employment is at-will. County employment is not for a specific period and employment may be terminated by the employee or Greene County at any time, with or without notice, and with or without cause. The provisions set forth in this Personnel Policy do not guarantee any fixed terms or conditions of employment. The Policy neither creates an expectancy of future employment nor establishes grounds upon which employee discipline or dismissal must be based. At any time, the County Quorum Court may revise, supplement, or rescind the policies, practices, and benefits set forth in the Policy subject to, or as may be required by, applicable law.

1.2 AMENDMENT OF POLICIES, COMPENSATION AND BENEFITS - The Greene County Quorum Court reserves the right at its sole discretion to amend the contents of this Personnel Manual at any time without prior notice. No amendment or exception to our at-will employment policy set forth above can be made at any time, for any reason, except by resolution passed by the Quorum Court. No other employee, representative, or agent of the Employer had in the past or now has the authority to amend, alter, or change the policies set forth in this Personnel Manual or to enter into any agreement concerning the terms and conditions of your employment at Greene County. Amendments will be issued directly to employees.

1.3 STATEMENT OF POLICY - The County works toward providing good working conditions, competitive pay, excellent benefits, and the personal respect to which you are entitled. The Quorum Court also makes every effort to promptly resolve problems and settle differences. The Quorum Court enthusiastically accepts these areas of responsibility.

1.4 EMERGENCY CLAUSE - The County Judge and the Quorum Court reserve the right to invoke an "Emergency Clause" in all personnel matters if deemed necessary.

## SECTION 2 EMPLOYMENT

NOTE: The Human Resource Office is under the direct supervision of the County Judge. The County Judge will determine the location and hours of operation and will communicate this information to all Elected Officials and Supervisors via email. Any changes in hours of operation will be shared accordingly.

### 2.0 CONDITIONS OF EMPLOYMENT - County employees and officials shall:

- A. Display loyalty, support, and complicity with instructions and regulations promulgated by the state, quorum court and /or administrative officials in authority.
- B. Not solicit donations for personal gain or gifts from citizens or suppliers.
- C. Not display prejudice against persons or organizations, thus affecting the cordiality of contacts with other employees or the public.
- D. Be eighteen (18) years of age except in cases where the county wishes to participate in special youth training and summer programs.
- E. Possess a social security number.
- F. Meet all qualifications of position as outlined by job description, if any.
- G. Be expected to report to work on time and to be diligent in assignment performance.
- H. Not use county supplies or facilities for purposes other than to conduct official county business.
- I. Exercise care in the use of county property and equipment
- J. Require confidentiality in regard to information obtained from records and confidential material acquired in the course of duty.
- K. No official or employee of the County is to abuse or misuse his or her governmental power.
- L. No official or employee of the County is to engage in any overt act that is either illegal (contrary to applicable statutes or judicial rulings) or unconstitutional (contrary to the U.S. Constitution or the Arkansas Constitution).
- M. No official or employee is to omit the performance of any duty that is affirmatively required by applicable law (statutes or judicial rulings).
- N. No official of county government is to engage in any act that would constitute "corruption, gross immorality, criminal conduct, malfeasance, misfeasance, or nonfeasance in office." Ark. Code Ann. 14-14-1311
- O. Each elected official of the County is to fully and completely administer the day-to-day affairs of his or her office of County government on behalf of the County, in a manner that is in accord with applicable laws (statues or judicial rulings), the constitutions (U.S. and Arkansas), and this general County policy.

### 2.1 REDUCTION OR REMOVAL OF PAY OR POSITION

- A. A County Official may reduce or remove pay or position for any reason that is rationally related to the effectuation of any conceivable legitimate County objective within their department.
- B. Examples: It is not possible to list all "rational basis" for reduction or removal of pay or position; however, examples include (without limitation):
  1. Misrepresentation, dishonesty, or self-dealing conduct.
  2. Intemperate conduct;
  3. Insubordination, including failure or refusal to follow the legal orders of your supervisor;
  4. Negligent, reckless, knowing, or intentional destruction of County property;
  5. Abuse or misuse of your position as a County employee;
  6. Any conduct, acts, or omissions that interfere with or impair your ability to properly and effectively perform your duties as a County employee; or
  7. Any rational change in the mode or manner of operations, including any rational decision regarding the persons selected by the County Official for the delivery of County services.

### 2.2 CONFLICT OF INTEREST –

- A. Greene County has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of Greene County to follow the following guidelines about conflicts of interest. If this

is not clear to you or if you have questions about conflicts of interest, contact your Elected Official.

- B. What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of Greene County that might result in a personal gain for you or for one of your relatives. For conflicts of interest, a relative is any person who is related to you by blood or marriage, or whose relationship with you is similar to being a relative even though they are not related by blood or marriage.
- C. We do not automatically assume that there is a conflict of interest if you have a relationship with another organization. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell your supervisor and/or Elected Official as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.
- D. The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which Greene County does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving Greene County.
- E. More specific laws governing potential conflict of interest are:
  - a. No official of county government shall "be interested, either directly or indirectly, in any contract of transaction made, authorized, or entered into on behalf of the county or accept or receive any property, money, or other valuable thing, for his or her use or benefit on account of, connected with, or growing out of any contract or transaction of a county," except as provided by ordinance pursuant to Ark. Code Ann. 14-13-1311.
  - b. The holding of public office or employment is a public trust created by the confidence, which the electorate reposes in the integrity of officers and employees of county government. An officer or employee shall carry out all duties assigned by law for the benefit of the people of the county. The officer or employee may not use his office, the influence created by his or her official position, or information gained by virtue of his or her position to advance his or her individual personal economic interest or that of an immediate member of his or her family or an associate, other than advancing strictly incidental benefits as may accrue to any of them from the enactment or administration of law affecting the public generally. (A.C.A. 14-14-1203)

### 2.3 HIRING AND PROMOTING

- A. The at will employment policy applies equally to hiring and promoting. Nothing herein shall create a property right in employment, entitlement to be hired or promoted, or an expectancy of continued employment. Nothing herein establishes grounds upon which hiring or promoting must be based.
- B. Prospective employees who are required to register with the selective service system must certify compliance with the Military Selective Service Act as a condition for employment.
- C. Hiring and Promoting Procedures. Before an offer of employment or promotion is made the Elected Official shall contact the Human Resource Office to obtain any required background checks or medical examinations to include drug screening for the employee. The Human Resource Office will inform the Elected Official of results of any screenings, background checks, and medical examinations, and the Elected Official will then determine if an offer of employment or promotion is to be issued. If an offer of employment or promotion is made the employee must process through Human Resources and the County Clerk's Office before receiving an employee number and beginning duties.

### 2.4 EMPLOYEE MEDICAL EXAMINATIONS

- A. Greene County may require some employees to have a medical examination either as a hiring requirement or as a requirement for continued employment, as required by State Law. The exam is ensure you can perform your duties and protect yourself and others from injury.
- B. The County will choose the health professional and pay for the examination. The job offer and starting the job depends on whether the applicant satisfactorily passes the exam.

- C. The County keeps medical information separate from your personnel information to protect your privacy. Also, only people who have a legitimate need to know may see medical information.

2.5 BACKGROUND CHECKS- All offers of employment at Greene County are contingent upon clear results of a thorough background check. Background checks will be conducted on all newly hired staff members and on all employees who are promoted, as deemed necessary.

Background checks may include:

- A. Social Security validates the applicant's social security number, date of birth and former addresses.
- B. Prior Employment Verification confirms applicant's employment with the provided companies, including dates of employment, position held and additional information available pertaining to salary/wages, performance rating, reason for departure and eligibility for rehire. This will be verified for any employer within the last 10 years.
- C. Multi-State Criminal will be run on states that applicants have listed on the release form. This will include states of past residence for a period of up to five years.
- D. Federal Criminal History checks district courts for any crimes committed in violation of federal law in district of current residence.
- E. Personal and Professional References: Calls will be placed to individuals listed as references by an applicant.
- F. Educational Verification confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- G. The following additional searches will be required if applicable to the position:
  - a. Motor Vehicle provides a report on an individual's driving history in the state requested. This search will be run when driving is an essential requirement of the position.
  - b. Credit History confirms candidate's credit history. This search will be run for positions that involve management of Greene County funds and/or handling of cash.

2.6 NEPOTISM-An elected official or hiring official shall not hire or appoint for employment any person who is related by blood or marriage to the third degree. An elected official shall not hire or appoint for employment any person in the immediate family of any person in the same department or office if either one will have direction or supervision of the other. "Immediate family" shall be defined as spouse, child, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, and grandchild. "Persons related by blood or marriage to the third degree" shall include members of the immediate family plus first cousins, aunts, uncles, nieces, and nephews.

2.7 UNLAWFUL HARASSMENT-The County strives to maintain a pleasant working environment for all of our employees free from intimidation, humiliation, and insult. Harassment on the basis of any lawfully protected characteristic, which includes race, color, religion, gender, pregnancy, national origin, age, disability, height, weight and marital status, will not be tolerated.

Definition - Harassment is defined as verbal or physical conduct or communication when :

- A. Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
- B. Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or
- C. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.
- D. Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; leering; pinching or touching a private area of the body; displaying sexual suggestive objects, pictures, posters or cartoons.
- E. Examples of prohibited harassment based on characteristics other than sex include, but are not limited to, insults based on a protected characteristic, verbal, written, graphic or physical conduct or communication degrading or hostile to a person based on a protected characteristic.

- F. Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is not inappropriate in the context of carrying out instructional, advisory, counseling or supervisory responsibilities.

## 2.8 INFORMAL PROCEDURE FOR REPORTING/RESOLVING HARASSMENT

This policy provides an informal procedure for reporting any conduct or condition perceived to be race, color, religion, gender, national origin, age, or disability harassment to enable the county to receive timely notice and to act affirmatively, if needed, to assure compliance with the law.

- A. Race, color, religion, gender, national origin, age, or disability harassment (by conduct or condition) is prohibited.
- B. If you consider a County official's or a County employee's conduct or a workplace condition to be race, color, religion, gender, national origin, or disability harassment, report it immediately to any supervisor or elected official.
- C. The supervisor or elected official receiving any such report shall report the matter to the appropriate elected official or officials which, for the implementation of this procedure, shall be the elected official(s) responsible for managing the day-to-day affairs of the office of county government in which the alleged harassment occurred or in which the alleged harasser works.
- D. Any supervisor or elected official receiving any report of race, color, religion, gender, national origin, age, or disability harassment shall take appropriate action to remedy any race, color, religion, gender, sex, national origin, age, or disability harassment and shall respond to the person reporting the matter so the person originating the report can be informed of the action taken.
- E. If the person reporting the alleged harassment is not satisfied with the action taken or if the alleged harassment continues, that person shall report the matter to the County's Prosecuting Attorney or Deputy Prosecuting Attorney.
- F. Except to the extent needed to implement this policy and remedy the alleged harassment, the identification of the person reporting the conduct or condition shall remain confidential.
- G. Reporting conditions or conduct reasonably believed to be prohibited harassment shall not adversely affect the reporting citizen or employee.

## 2.9 PERSONNEL FILES

- A. You have a right to examine your personnel file or to obtain a copy of your file upon a written request to the Human Resource Office. If you wish to examine your file, you may do so during normal office hours provided it does not interfere with your assigned duties, or we will make arrangements with you for an examination before or after work.
- B. Generally, we will not disclose your file to persons outside the office. We will also attempt to restrict disclosure of your file to authorized personnel. If we are asked to disclose a disciplinary report to a third party not employed by us, we will give you notice of that disclosure.
- C. Public access to employee records is authorized only if approved by the affected employee or authorized by the Arkansas Freedom of Information Act.

2.10 REFERENCES – Any request for a reference from the County must be made to the County Official. No other person may provide you with a reference. It is our policy to provide only your dates of service and the title of your last position in response to requests for references. If you want other information disclosed, you must give a written request to the County Official that specifically identifies the information to be disclosed and specifically authorizes its release.

## 2.11 FRATERNIZATION –

- A. To avoid any appearance or charges of impropriety or favoritism, you must refrain from pursuing dating or romantic relationships with employees under your supervision.
- B. If you already have a relationship with a person who becomes an employee under your supervision, you should immediately inform your supervisor or County Official of the relationship, and you may be removed from any responsibilities related to that employee. Removing you from these responsibilities may necessitate a transfer, depending upon your position and the

responsibilities involved. We will attempt to transfer you to a lateral position but, if a lateral transfer is not possible, you may be demoted, or your employment may be terminated.

- C. The County reserves the discretion to react to fraternization as circumstances dictate that it may be necessary.

#### 2.12 DISCIPLINARY ACTION – Disciplinary action may include any one or more of the following:

Verbal Warning -Verbal warnings should be documented and placed in the employee's personnel file.

Written Warning -Employees should receive a copy of any written warning. One copy of the warning should be placed in the employee's personnel file.

Probation - a period during which an employee will be expected to achieve certain goals or meet certain performance expectations.

Demotion - the placement of an employee into a lower-level position, usually with a lower level of pay.

Suspension - time away from work without pay, for a specified duration, not to exceed five working days.

Termination - a permanent removal from the job and may occur at any time.

Since employment is at will, termination may occur at any time, with or without reason or notice. The County does not utilize a progressive disciplinary procedure and does not implement disciplinary action in any particular order. We will review each disciplinary case individually and issue disciplinary action as we deem necessary and appropriate.

#### 2.13 EMPLOYEE LAY-OFF AND TERMINATION – The termination of positions and the subsequent lay-off of employees shall be determined by the County Official or such supervisory personnel designated by the County Official and the Quorum Court.

- A. Upon layoff or termination of employment, all county-owned property must be returned immediately. This includes, but is not limited to uniforms, keys, key fobs, credit cards, security cards, equipment, laptops, cell phones, radios, and any other devices or materials issued by the county, as well as login credentials and passwords for county systems or programs.
- B. If any items are not currently in the employee's possession, the employee must coordinate with the appropriate elected official or department supervisor to arrange their prompt return.
- C. Failure to return county property may result in the employee being held financially responsible for the replacement cost of unreturned items.

#### 2.14 HOURS OF OPERATION AND PAYROLL –

- A. The official hours of operation for the courthouse are 8:00 a.m. to 4:30 p.m., Monday through Friday excluding holidays. However, employee work schedules may vary based on departmental needs. Elected Officials are responsible for setting work schedules that provide for an eight-hour workday, which may include an unpaid one-hour lunch break, or as otherwise needed to ensure adequate coverage and efficient operations. All employee schedules must be maintained and kept up to date in the timekeeping system by the elected official or supervisor to ensure accurate reporting of hours worked. Employees must clock in and out for lunch and breaks.
- B. Road Department employees will be on a weekly five (5) eight-hour day schedule, or four (4) ten hour day weekly schedule as determined by the County Judge.
- C. Sheriff Department and Detention Center employees (non-civilian) schedule shall be posted for employees.
- D. Office/clerical employees of the Sheriff Department and Detention Center will work 8:00 a.m. until 5:00 p.m. Monday through Friday or as otherwise scheduled by the Sheriff.
- E. Lunches and breaks will be scheduled by county officials or supervisors in charge for operational purposes.
- F. All employee raises must be submitted by the Elected Official or Supervisor no later than seven

(7) calendar days prior to the applicable payroll date. Retroactive raises will not be processed. Any raise submitted after the deadline will take effect in the next payroll cycle. It is the responsibility of Elected Officials and Supervisors to ensure that raise requests are submitted in accordance with this timeline. Exceptions will not be made for late submissions.

- G. County employees shall be paid biweekly every other Thursday. Pay received will be for the two week pay period ending the previous Saturday at 6:00 a.m. However, if an employee works a shift that begins on Friday and extends past 6:00 a.m. on Saturday, any eligible overtime worked beyond 6:00 a.m. will still be included in the current payroll.. If a scheduled pay date falls on a holiday, employees will be paid on the last business day prior to the holiday.
- H. The County requires direct deposit for all employees with the exception of seasonal election workers. All new employees will complete a direct deposit form during the orientation session. All employee direct deposit changes must be filed with the County Clerk's Office at least eight (8) calendar days prior to the scheduled pay date. Failure to do so may result in a delay in receiving pay. Direct deposit changes are not accepted via email.

## 2.15 TRAVEL POLICY –

Officials and employees may be reimbursed travel expenses when required to travel away from their "official station" on county business per A.C.A. §14-14-1207. "Official station" is the geographic location or "address" where the employee normally reports for duty and/or spends the majority of his/her productive time. All receipts for travel expenses are to be turned into the County Judge's office in order to be reimbursed. All employee travel reimbursement claims must be completed for payment to the individual traveler. Except for reimbursement for lodging when one employee pays the cost of a shared room, one employee may not include on his travel payment request the expenses of another employee. Prior authorization for travel is required from the Elected Official. The TR1 in Excel format from the County Clerk shall be required and completed for all travel reimbursements. Elected officials or Supervisors are expected to review the travel policy with employees prior to any employee travel.

- A. Lodging:
  - a. Reimbursement for lodging is limited to the single room rate. If a room is occupied by more than one person, the single room rate must be noted on the receipt.
  - b. Employees traveling on official county business may be reimbursed for lodging expenses based on the federal per diem rates established by the U.S. General Services Administration (GSA). Lodging reimbursement shall not exceed the maximum allowable rate for the destination city, county, or state as published on the GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Taxes are reimbursable in addition to the published lodging rate, provided they are itemized on the receipt. This rate should be exceeded only if special authorization is given by the County Official. If a conference is held at a hotel where a block of rooms is offered to conference attendees for either a reduced group rate or government rate in excess of the maximum lodging allowance, the County Official may authorize payment.
  - c. Short-Term Rentals (e.g., Airbnb, Vrbo)
    - i. Employees may utilize short-term rental services such as Airbnb or Vrbo when traveling on county business. The total cost, including all fees and services, such as housekeeping, cleaning fees, or other service charges, must not exceed the applicable GSA lodging rate unless prior approval is obtained from the Elected Official.
    - ii. Family members or spouses may accompany employees during official travel; however, lodging should not be upgraded or expanded to accommodate additional guests. For example, a one-bedroom unit is acceptable if a spouse is traveling, but renting a multi-bedroom property to accommodate extended family or guests is not eligible for reimbursement unless it is demonstrably more cost-effective and approved in advance by the Elected Official.
    - iii. Employees traveling together on official county business may share a short-term rental if it is cost-effective and appropriate. In such cases, accommodations with multiple bedrooms and/or bathrooms are permitted, but

additional rooms may not be included to host non-county individuals.

- d. Documentation Required for Reimbursement: To be eligible for lodging reimbursement, the following documentation must be submitted, if applicable:
  - i. Reservation confirmation showing nightly rate, address, and dates of stay; and
  - ii. Itemized receipt or proof of payment; and
  - iii. A printed copy of the GSA per diem lodging rate for the destination; and
  - iv. If shared with other employees, a note listing the names of all employees staying at the property; and
  - v. Employees are responsible for ensuring that short-term rental properties meet appropriate safety and liability standards. The county is not liable for any deposits, damages, or penalties related to the rental; and
  - vi. It is the responsibility of the employee to confirm the applicable lodging rate before booking travel. Failure to submit the required GSA rate documentation may result in delayed reimbursement; and
  - vii. If a county employee uses a county credit card to pay for lodging expenses, all documentation required in i-vi of this section must be submitted to be attached to the credit card statement.

**B. Meals and Incidentals (M&IE)**

- a. No expenses for meals will be allowed within the city or town of the employee's "official station" unless approved by the County Judge.
- b. Meals for individual employees are not permitted to be charged to the county credit card.
- c. The following methods of reimbursement are available:
  - i. Actual Reimbursement (with itemized receipts) for day trips that do not involve an overnight stay. This reimbursement will be through payroll.
    - 1. Employees may submit itemized receipts for actual meal expenses, not to exceed the guidelines of the per meal allowances on gsa.gov for the location of travel.
    - 2. A TR1 must be completed by the traveler and elected official or supervisor, if applicable.
  - ii. Per Diem Reimbursement (IRS M&IE Rates):
    - 1. In lieu of receipts, employees may be reimbursed for meals and incidental expenses using the IRS per diem M&IE rates, which vary by travel location. The per diem amount will be based on the standard federal rate for Arkansas or the applicable rate for out-of-state travel as published by the IRS. Current rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
    - 2. The per diem rate covers all meals and incidental expenses (such as tips for baggage handling and housekeeping).
    - 3. No receipts are required for meals and incidentals when using the per diem method.
    - 4. Reimbursement on the first and last day of travel will be calculated at 75% of the daily per diem rate, per GSA guidelines.
    - 5. If any meals are provided at no cost (e.g., included in a conference registration), the corresponding amount will be deducted from the daily rate.
    - 6. Per diem may not be claimed for day trips that do not involve an overnight stay or for local travel within the employee's official station.
    - 7. Employees must indicate on the TR 1 form if the trip involved an overnight stay.
- d. If it is necessary to exceed the above guidelines due to travel in a high-cost area or special circumstances, prior approval must be obtained from the County Official or County Judge.

- C. Transportation: Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or county-owned automobile; whichever method serves the requirements of the County most economically and advantageously.
- a. Plane: Travelers by commercial air shall utilize coach accommodations, except in those instances where first class accommodations would be more economical for the county. Instances where first class fare is utilized will require detailed justification and must be approved by the County Official. Commercial airline tickets should be purchased at least 14 days prior to travel if possible. Airline tickets purchased with less than a 14-day advance shall be explained in writing to the County Official and approved by him/her in writing prior to purchase. Agencies may pay or reimburse the traveler for checked baggage fees for the first bag only. Fees for additional bags must be paid by the traveler and are not eligible for reimbursement.
  - b. Privately Owned Vehicle: Private vehicle mileage shall be reimbursed and computed, using electronic map mileage between the travel site destination and the employee's official station or residence, if leaving directly from the residence, whichever is less. When privately owned motor vehicles are used for travel on official business, the traveler may claim reimbursement by completing a travel reimbursement claim. The County will reimburse for official miles driven, at the federal rate. Each employee who drives a private vehicle on County business must have liability insurance on said vehicle. The County assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the operator of the vehicle while on official business for the County.
  - c. The County will reimburse reasonable parking fees when free parking is not available or when paid parking provides a safer option for the employee. Employees are expected to use self-parking when available; however, valet parking may be used when it is the safer and more reasonable option. An itemized receipt is required for reimbursement.
  - d. Rideshare Services (e.g., Uber, Lyft) Employees may use rideshare services such as Uber, Lyft, or similar transportation providers while traveling on official county business only when a county vehicle or personal vehicle is not used for the trip, unless prior approval is given by the Elected Official, when it is the most practical and cost-effective option. Rideshare usage may include:
    - Transportation to or from airports, hotels, conference venues, or meeting sites
    - Local travel within the destination city when necessary for county-related business
  - e. Use of premium or luxury service levels (e.g., Uber Black, UberXL, Lyft Lux) is not reimbursable unless pre-approved by the Elected Official for specific circumstances (e.g., group travel, accessibility needs).
  - f. Receipts are required for all rideshare reimbursements and must include:
    - Date and time of service
    - Pickup and drop-off locations
    - Fare amount, including tips and applicable fees
  - g. Tips must be reasonable and customary (not to exceed 15%).
  - h. Whenever possible, employees should compare rideshare costs with other available transportation options (e.g., shuttle services, taxis, rental cars) and choose the most economical and efficient method.
  - i. The county is not responsible for fees incurred due to personal detours, additional stops for non-business reasons, or violations of the rideshare company's terms.
- D. Miscellaneous Expenses: Whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties. The County will reimburse employees for reasonable authorized business travel expenses incurred while on assignments away from the normal work location. All department business travel must be approved in advance by the County Official or such supervisory personnel designated by the County Official. Receipts are required.
- E. Items Not Reimbursable: Except for those provisions enumerated in ACA 14-14-207, expenses for personal entertainment, flowers, laundry, alcoholic beverages, cleaning, movies or other similar services are not reimbursable. Expenses for rental of space, decorations, entertainment

or other arrangements in connection with banquets held solely for the benefit of employees are not reimbursable.

## 2.16 TYPES OF EMPLOYMENT AND ELIGIBILITY FOR BENEFITS

- A. The types of county employment are:
  - 1. Full-Time Non-Exempt Employee: An employee who is assigned to a position working a shift schedule of no less than 1560 cumulative hours per 12-month period and eligible for overtime compensation.
  - 2. Full-Time Exempt Employee: An employee deemed by section 13(a)(1) of the FLSA as defined by Regulations, 29 C.F.R. Part 541. These employees will not receive overtime for any hours worked.
  - 3. Part-Time Employee: An employee who works a shift schedule fewer than 30 hours per week (less than 1560 cumulative hours per 12-month period). No benefits are available to part-time employees.
  - 4. Seasonal Employee: An employee working by seasonal need or availability. No benefits are available to seasonal employees.
- B. Employee compensation shall be stated in terms of hourly wage. All regular, full-time employees are eligible for employee benefits provided by the County.

## 3.0 TIME SHEETS / OVERTIME / COMPENSATORY TIME

- A. Greene County utilizes an electronic time system for all non-exempt employees. If the County Clerk finds discrepancies in an employee's time, the County Clerk will contact the Elected Official for correction of the discrepancy. Time sheets must be submitted and approved by the elected official, supervisor, or their designee no later than 10:00 a.m. on the Monday prior to payroll, (if Monday is a holiday, the deadline is 9:00 a.m. on Tuesday) or as otherwise designated by the County Judge and/or County Clerk. Time sheets not submitted and approved by the established deadline may be submitted and approved by an authorized administrator of the timekeeping system to ensure timely payroll processing.
- B. OVERTIME-The County's policy on overtime shall be as follows:
  - 1. Overtime shall only be worked in emergencies when the health, welfare, and the safety of an employee or the public are in danger.
  - 2. No overtime hours shall be worked without the approval of the Elected Official.
  - 3. Civilian employees (excluding Elected Officials and employees classified as exempt) who physically work over 40 hours per calendar week (regardless of job duties) are eligible for overtime compensation.
  - 4. Non-civilian employees, who physically work over 84 hours in a 14 day pay period, are eligible for overtime compensation as per Section 7 (k) of the Fair Labor Standards Act. Examples of non-civilian employees (excluding Elected Officials and employees classified as exempt) include police officers and similar public safety employees (including detention center officers) who perform work such as preventing or detecting crimes; conducting investigations or inspections for violations of law; performing surveillance; interviewing witnesses; interrogating and fingerprinting suspects; preparing investigative reports; and similar work.
  - 5. The fact that the quorum court appropriates wages in term of-a "salary" does not determine the exempt/non-exempt status of an employee.
  - 6. Paid Time Off shall not count toward calculating overtime. Paid time off, including holiday pay, and use of compensatory time do not constitute hours worked for purposes of calculating overtime pay. Under the FLSA, an employee is not entitled to an overtime premium solely because they perform work on a weekend or holiday.
- C. COMPENSATORY TIME-Is defined as time off granted in lieu of cash payment for the time worked categorized as overtime. Compensatory Time is not to be used as a routine means of compensation for Greene County employees.

1. As authorized by the Fair Labor Standards Act, the County's employees who are eligible to receive overtime compensation may receive, in lieu of over-time pay, compensatory time off at a rate of one and one-half hours.
2. Civilian and non-civilian employees shall accrue no more than (20) twenty hours of compensatory time. The pay period after accruing the maximum compensatory time, an employee will take mandatory time off until compensatory time falls below the maximum allowable accrued rate or be paid overtime in cash (subject to the normal withholdings for taxes and etc.) at a rate of one and one-half times the rate earned for each hour of time worked.
3. An employee who has accrued compensatory time shall, upon termination of employment be paid for the unused compensatory time at the rate they accrued or at their current rate of compensation (whichever is greater).
4. Compensatory time earned by an employee will be paid in full on the next regularly scheduled paycheck upon promotion, or demotion, or transfer to another Department.
5. An employee who has accrued compensatory time off and who has requested the use of such compensatory time off shall be permitted to use such time within a reasonable period after making a request if the use of compensatory time does not unduly disrupt the operation of the employee's department.
6. A person who accepts employment of the County or continues in its employment shall be considered or deemed to have agreed to receive compensatory time off in lieu of overtime compensation.
7. Comp time may not be used during the same pay period in which it is accrued.
8. An employee who requests time off for any reason is required to exhaust all accrued compensatory time before using other forms of leave, unless otherwise allowed by law or county policy. Due to limitations in the timekeeping system, which only accepts time off entries up to two decimal places, exceptions are permitted when calculations result in values beyond two decimal places.

### 3.1 TIME SHEET / OVERTIME LIABILITY CONTROL PROCEDURE-

- A. There will be a back-up of the electronic time system kept for record of employee's time for a period of (5) years.
- B. Report Total County Overtime Liability Monthly: The County Clerk shall inform the County Treasurer, the County Judge and the Quorum Court on a monthly basis as to the amount of the County's accrued compensatory time debt.
- C. Accumulated Compensatory Time may carry over from year to year up to the maximum compensatory time allowed by policy.
- D. The Quorum Court shall use its appropriation (which includes re-appropriation) power to modify the County's budget throughout the year so that the County has the money in the County Budget to pay at the end of the year the compensatory time debt that has accumulated throughout the year.
- E. The County Clerk is to report any Time discrepancies not corrected or resolved by Elected Officials to the Quorum Court at its regular monthly meeting.
- F. Non-Exempt Employees will clock in/out at their assigned work station. The county calculates time for compensation in 10<sup>th</sup> hour increments. Employees must not clock in any earlier than 5 minutes before their scheduled work time begins and must clock out no later than 5 minutes after their scheduled work time. The elected official/department manager will approve all time for their department. Logging in/out (clocking in/out) by the employee constitutes their electronic signature of their time.
- G. Failure to do so can result in insubordination as set forth in this Manual and could result in disciplinary action.

## SECTION 4 BENEFITS

An employee becomes eligible for county benefits on the 60<sup>th</sup> day of employment except for Health, Dental, Vision, and Life insurance. Health, Dental, Vision, and Life insurance eligibility begins on the 1<sup>st</sup> day of the month following 60 days of employment.

4.0 HEALTH, DENTAL, VISION, & LIFE INSURANCE BENEFITS & COUNSELING SERVICES - The County offers to all full-time employees and County Officials and their dependents group medical insurance, dental insurance, and vision insurance. Life insurance and counseling services are offered for the employee. Detailed information on the policies and coverage will be given to the employee when the employee is hired. Additional information may be obtained through the County Judge's Office.

- A. The cost of the coverage is set by the insurance company. The County will pay the cost of all eligible individual employee's and County Official's benefits. If the employee or County Official requests family benefits, the employee or County Official will pay the cost for the family portion of the plan(s) through a payroll deduction. An employee becomes eligible for coverage on the first day of the month following 60 days of employment.
- B. Enrollment/change forms should be completed in the following instances:
  1. New Employees beginning service with the County;
  2. Employees wanting to add an eligible dependent;
  3. Employees who want to drop a dependent;
  4. Employees who want to change the beneficiary on their life benefit.
  5. Employees who have a change of address.
- C. Enrollment/change forms are available from the Human Resource office. It is the employee's responsibility to notify the Human Resource office of any change in dependent status by completing updated enrollment forms.
- D. Each year in November or early December, open enrollment for insurance will be held and you will have a choice to add or make changes to your current benefits portfolio. This is the only time of the year that changes may be made. If you have a major change to your life such as marriage, divorce, the birth of a child, the loss of coverage under a spouse's plan, or death of a spouse, you may make changes to your policy outside the open-enrollment period.
- E. Upon termination of employment with the County, employees may elect to continue medical coverage under the Consolidated Omnibus Reconciliation Act (R. L. 99-272) (COBRA). Eligible employees may contact the Human Resource office for more information on COBRA.
- F. Premiums for additional insurance are the responsibility of the employee and will be paid for through a payroll deduction. If you are interested in additional group insurance, you may contact the Human Resource office. The County may authorize additional programs or delete programs at any time. Changes to supplemental policies may only be made during open enrollment unless otherwise provided by law.
- G. Justices of the Peace may purchase group health, dental, vision, and/or supplemental policies but must be responsible for payment of the full premium.

4.1 ARKANSAS PUBLIC EMPLOYEE RETIREMENT SYSTEM – Effective July 1, 2005, anyone hired by Greene County must participate in the Arkansas Public Employees Retirement System (APERS). A percentage to be determined by APERS will be deducted from your gross wages on a pre-tax basis for your part of the contribution. In addition to your contribution, the County also makes a contribution for each employee. Employees hired prior to July 1<sup>st</sup>, 2005, or those re-hired prior to December 31, 2005, may choose to either contribute or remain on the non-contributory plan. Although some County officials and employees working for the county before 1978 may be converted by an earlier plan, all those employed since January 1978, are covered by Act 793 of 1977 and any Acts amendatory thereto.

- A. Employees who leave the County may request a refund of their contribution but will not be eligible to draw any of the County's contribution without retiring. Under this plan, retirement benefits do not accrue during leave of absence without pay.
- B. All full-time employees and part-time employees who work 80 or more hours each month for 90 or more days in an APERS fiscal year (July 1 through June 30) must be enrolled as a member of APERS retroactive to the date of employment.

- C. A part-time employee hired to work less than 80 hours per month who does in fact, at some point work 80 or more hours per month, for a period of three months, must then be enrolled in APERS. Deposits will not be retroactive to the date of hire but will continue thereafter.

- D. Specific questions should be directed to:

Arkansas Public Employees Retirement System  
One Union National Plaza  
124 West Capitol, Suite 400  
Little Rock, AR 72201-1015

4.2 CELLULAR TELEPHONES-This Cell Phone Policy (the Policy) applies to Elected Officials, Department Heads and County Employees who are authorized to use a cell phone and/or associated wireless services for county business. Every county-owned cell phone and everything on a county-owned cell phone is subject to a FOIA request.

#### County-Provided Cell Phones

##### Eligibility and Record Keeping:

1. With the approval of the County Judge, the County may purchase cell phones and pay for service in certain circumstances—e.g., phones that rotate among road deputies, law enforcement, detectives, on-call staff, or maintenance personnel. All equipment purchased remains the property of the County. Calling plans must be on a governmental contract signed and approved by the County Judge.
2. County-provided Cell Phone Request forms must be approved by the employee's Department Head and the County Judge.
3. The submitting department must keep the approved County provided Cell Phone Request form on file and available for review and/or audit. All cell phone invoices will be coded to the proper department's telephone budget and turned in for payment by each Department.
4. Personal calls on county-provided cell phones are highly discouraged. The County recognizes that brief personal calls for family or emergency matters may occur. Any monthly coverage charges attributed to personal use will be reimbursed to the county by the employee.

##### Employee Responsibility

1. Employees shall comply with applicable laws regarding the use of cell phones while driving and avoid cell phone use that may jeopardize the safety of the employee or others. Such use may include texting, emailing, or verbal communication.
2. Employees are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately-owned vehicle during official business, or from using government-supplied electronic equipment to text message or email when driving.
3. It is generally recognized that cell phone transmissions are not secure. Employees must use discretion in relaying confidential or sensitive information over cell phones. Further, cellular telephones may not be used to defame, harass, intimidate, or threaten any person. Employees are prohibited from using their cellular phones in any illegal, illicit, or offensive manner.

##### Miscellaneous

Both the nature of electronic communications and the public character of the County make cell phone uses less private than users may anticipate. As such, County employees should be aware that federal and state laws and County policies, guidelines, and regulations may limit the protection of certain aspects of individual privacy in connection with the use of a cell phone under this Policy. For example, in certain circumstances, the County may permit the inspection, monitoring or disclosure of phone records and text messages (including content and the cell phone numbers of calls or texts sent or received from a cell phone, and a cell phone user's location at a particular time), consistent with applicable local, state, and federal laws, by County personnel or law enforcement officers. The County and its employees may be required to disclose phone records, text messages, and other electronic data and documents (including cell phone user locations at particular times, phone numbers called or texted or from whom the County employee received calls or texts, or contents of text messages sent or received) pursuant to the Arkansas public records laws, court order or state and federal laws.

4.3 UNIFORMS/BOOT ALLOWANCE – The County expects you to be clean and neat at all times. Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image the county presents to the community. Just as the cleanliness of each of our facilities is of utmost importance, so is each employee's grooming. Employees not required to wear uniforms should dress in appropriate professional departmental attire. If an employee is unsure of the description of appropriate attire, then the employee should check with his or her supervisor or County Official.

Uniforms: Uniforms or uniform allowance will be provided to the Sheriff Department, Jail, and Road Department. Personnel who are provided uniforms or uniform reimbursement shall wear uniforms at all times while on duty at the discretion of the elected official. Uniforms shall be kept as neat and presentable as working conditions permit. Uniforms must be returned upon termination of employment with the County; failure to return issued uniforms will result in the employee being held financially responsible for their replacement cost.

Boot Allowance: Sheriff Department, Jail, and Road Department employees who are required to wear safety shoes or boots on the job are allowed to seek payment or reimbursement from the County for one pair of shoes or boots per year. The maximum annual allowance for the safety shoes or boots will be \$150 per calendar year. If the cost of the shoes or boots exceeds the maximum annual allowance, the employee will be responsible for covering the excess cost. A Work Boots Reimbursement Form must be completed and returned to the County Judge's Office along with a receipt of purchase authorized by the County Official.

4.4 PAID TIME OFF-Greene County offers Paid Time Off (PTO) to Regular Full-Time employees.

- A. PTO provides regular, full-time employees time off with pay. PTO replaces vacation, personal time, and sick time. Requests for PTO should be made to the employee's immediate supervisor.
- B. PTO is computed based on the employee's date of hire and the number of hours paid in each pay period. The Number of hours used to compute PTO shall not exceed 40 hours a week for civilian employees or 84 hours in a pay period for non-civilian employees. PTO accrual tiers are structured by years of service. An employee's accrual rate will move to the next tier on the first day of the pay period in which their employment anniversary occurs.
- C. PAID TIME OFF SCHEDULE
  - 1. Date of hire to 2 years: PTO is accrued at a rate of 0.058 per hour paid up to 120 hours maximum accrual per year.
  - 2. 2 years employment to 5 years employment: PTO is accrued at a rate of 0.077 per hour paid up to 160 hours maximum accrual per year.
  - 3. 5 years employment to 9 years employment: PTO is accrued at a rate of 0.089 per hour paid up to 184 hours maximum accrual per year.
  - 4. 9 years employment to 15 years employment: PTO is accrued at a rate of 0.097 per hour paid up to 200 hours maximum accrual per year.
  - 5. 15 years and more of employment: PTO is accrued at a rate of 0.108 per hour paid up to 224 hours maximum accrual per year
- D. Years of employment for PTO are defined as uninterrupted employment while working as a regular, full-time employee. (Leave of absence without pay shall not interrupt continuous service.)
- E. Accrual maximums will be based on calendar year starting January 1 and ending December 31 or when maximum accrual has occurred. The maximum balance of accrual of PTO is 240 hours. Employees will continue to accrue PTO beyond this limit; however, any hours accrued while at the 240-hour cap will not be added to the employee's PTO balance. Accrued PTO will begin to be credited again once the balance falls below 240 hours.
- F. Employees are required to use compensatory (comp) time prior to using PTO.
- G. PTO may not be used during the same pay period in which it is accrued.
- H. Employees are required to use available Paid Time Off (PTO) or compensatory (comp) time for any absences from scheduled work. However, all available leave must be exhausted before any unpaid time off is permitted, unless otherwise required by law.
- I. In cases where an employee does not have enough PTO or comp time to cover their entire absence, the available leave must be applied to the *first* missed workdays in the absence period. This ensures accurate payroll processing and appropriate application of holiday pay.

- J. County employees' terminating their service in good standing (not terminated for violation of law or policy) shall receive compensation for unused PTO up to their current years scheduled PTO hours or total PTO hours in their account whichever is less.
- K. Eligibility for Paid Time Off or other employee benefits does not create any property right in employment or any expectancy of continued employment.

4.5 CATASTROPHIC PTO BANK-Participation in the Catastrophic Paid Time Off Bank (CPTOB) is available to all full-time employees. Paid Time Off deposited into the CPTOB will be placed in an individual account for each participant. At a minimum an employee is authorized to use the balance of CPTO in his/her CPTO account in event of catastrophic illness or injury.

- A. A declaration of participation and contribution shall be made on a Catastrophic Paid Time Off Bank Form distributed and collected by the Human Resources Office. Once forms are submitted, the HR department sends the necessary authorization to the County Clerk's office to deduct 8 hours of PTO from the participating employees PTO accrual. In no case can donations to the CPTOB reduce the employees PTO to less than 40 hours. Employees not possessing 48 hours of PTO will be ineligible to sign up for the program. However, individuals who do not meet the minimum hour criteria under the plan due to a catastrophic illness or injury in the prior year may make an appeal to the Catastrophic Paid Time Off Committee for special consideration for eligibility. The committee will review such requests on an individual basis.
- B. Employees wanting to donate additional hours of PTO to the CPTOB can do so throughout the year as long as donations do not reduce PTO below 40 hours. Donations must be made in a minimum of 4-hour increments and require a contribution form to be completed. Once the donation is made, donations cannot be credited back to the donating employee except in instances where a qualifying catastrophic PTO request for time is made to the committee and approved.
- C. Employees must have a minimum of eight (8) hours in the CPTO balance at the beginning of the year to have an active account. An employee's CPTO will remain active if they are currently on FMLA or other authorized leave. Upon an active account having a zero balance at the beginning of a calendar year, the employee's CPTO account will move to inactive status. If the account remains inactive for two consecutive years, any remaining time will revert to the employee's PTO balance. If an employee is no longer employed by the County, their CPTO account will be closed and their time will be vacated.

#### GOVERNANCE-

- A. The Catastrophic Paid Time Off Bank shall be governed and administered by the Catastrophic PTO Bank Committee, appointed by the County Judge.
- B. The primary purpose of the Catastrophic PTO Bank Committee is to ensure that employees receive at a minimum the CPTO deposited into the bank as specified by rule and oversee transfers of CPTO from employees' accounts.
- C. The committee shall decide on requests based on the committee's rules of operation. Requests for leave from the Catastrophic Paid Time Off Bank should be routed to the Human Resources Office.

#### RULES OF OPERATION-

- A. Only those employees who have made contributions of 8 PTO hours or more may make requests for days from the Bank.
- B. Catastrophic Paid Time Off Bank days will be granted only in cases of physical, mental, or emotional illness of the employee or illness or death in the immediate family. Immediate family shall include the employee's spouse, children, parents, and any other relatives living in the same household.
- C. The Catastrophic Leave Bank may be used once an employee has 40 hours remaining in PTO.
- D. Before approving a request, the Catastrophic PTO Bank Committee may review records and/or

require appropriate documentation. (This may include a doctor's or psychologist's statement verifying disability and/or expected duration.) Disciplinary records relating to absenteeism will also be reviewed by the committee, and such records will influence the committee's decision to approve or deny requests.

- E. Catastrophic leave time will run concurrent with FMLA time, and necessary FMLA paperwork is required to be on file with the Human Resources Office prior to any requests being heard. FMLA rules of certification and re-certification will apply. Catastrophic leave is limited to 6 months/1040 hours in a 24-month period. Failing to return to work at the end of the catastrophic leave period will result in termination.
- F. Each Elected Official may make a request to the Catastrophic Leave Bank Committee to open a special donation period, in which the employees would be able to donate hours for the expressed use of a designated employee in need of additional catastrophic leave benefits.
- G. Catastrophic PTO made from the bank shall be granted in up to 20 business day increments.
- H. Suspected abuse of Catastrophic Leave will be investigated, and wrongdoing will result in termination.
- I. The County Clerk will present an annual report to the Catastrophic PTO Bank Committee with the amounts donated by each employee, the amounts awarded, the names of recipients, and the beginning/ending balance of each account.

#### 4.6 HOLIDAY PAID TIME OFF –

- A. Full-time County employees will be paid for holiday time-off. Holiday pay will be calculated at your straight time pay rate as of that holiday multiplied by the employee's normal scheduled shift hours. Part-time, and temporary employees are not eligible for holiday pay. Holiday Paid Time Off includes eleven (11) paid Holidays. The county shall recognize the following paid holidays: (All holidays are on the day they are observed by the state of Arkansas unless otherwise designated by the County Judge.)

1. New Year's Day	January 1 <sup>st</sup>
2. Martin Luther King's Birthday	3 <sup>rd</sup> Monday of January
3. President's Day	3 <sup>rd</sup> Monday of February
4. Memorial Day	Last Monday of May
5. Independence Day	July 4 <sup>th</sup>
6. Labor Day	1 <sup>st</sup> Monday of September
7. Veterans Day	November 11 <sup>th</sup>
8. Thanksgiving	4 <sup>th</sup> Thursday of Nov & the Friday after Thanksgiving
9. Christmas Eve & Day	December 24 <sup>th</sup> & 25 <sup>th</sup>
- B. If you are eligible for paid holiday(s), you must work both the last scheduled workday immediately before the holiday and the first scheduled day immediately after the holiday or take compensatory time or PTO for those dates.
- C. If you are eligible for paid holidays and on the holiday, you are on PTO, you will get holiday pay instead of a charge against your accrued PTO balance.
- D. Employees on Leave Without Pay are not eligible for holiday pay.
- E. If eligible employees work on a recognized holiday, they will receive holiday pay plus their regular wages for the holiday.

4.7 FMLA LEAVE POLICY The County complies with the Family and Medical Leave Act (FMLA). The eligibility criteria and general guidelines used in administering this policy are set forth below. Interpretation of circumstances not specifically covered in this policy will be made in accordance with applicable law. The FMLA was designed to promote our country's interest in preserving family unity while accommodating the legitimate interests of employers. The FMLA seeks to minimize the potential for employment discrimination on the basis of gender consistent with the Equal Protection Clause of the Fourteenth Amendment by assuring that leave is available for both women and men.

- A. Employee Eligibility Criteria. To be eligible for FMLA leave, employees must have been employed by the County at least 12 months, whether consecutive or intermittent, and worked at least 1,250 hours during the twelve 12-month period. All absence from work for covered military

service is counted in determining an employee's eligibility for FMLA leave. The County will grant up to 12 weeks of unpaid FMLA leave per year to eligible employees.

- B. Qualifying Events for FMLA Leave. FMLA leave may be taken for any one, or a combination of, the following reasons:
1. Care of the employee's child (birth or placement for adoption or foster care);
  2. Care of the employee's spouse, dependent child, or parent with a serious health condition;
  3. Serious health condition that makes the employee unable to perform the essential functions of his/her job;
  4. A "qualifying exigency" resulting from the covered active duty or the call or order to covered active duty of the employee's spouse, son, daughter, or parent who is a military member of the National Guard and Reserves or the Regular Armed Forces; and,
  5. Care of the employee's spouse, son, daughter, parent, or next of kin, who is a covered service member with a serious illness or injury incurred or aggravated by service in the line of duty. (Employees eligible for this type of leave may be eligible for up to 26 workweeks of leave, rather than the usual 12.)
- C. "Serious Health Condition." An illness, injury, impairment, or physical or mental condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care, or a condition that requires continuing care by a health care provider. Generally, a serious health condition involving continuing treatment by a health care provider includes, but is not limited to a period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves either treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services under orders of, or on referral by, a health care provider; or treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.
- D. Pay Status During FMLA Leave. FMLA leave is unpaid leave. However, any available paid time off will run concurrently with FMLA leave, until such leave is exhausted. Once an employee's paid benefits are exhausted, he/she will be in an unpaid status during the remainder of his/her FMLA leave. When an employee's FMLA leave runs concurrently with workers compensation, the indemnity payments from the carrier shall be considered paid time off, and the employee shall not be required to use paid time off to supplement the lost wage payments, however, they can choose to do so at their option.
- E. How Much FMLA Leave May be Taken. An eligible employee taking FMLA leave is entitled to up to 12 workweeks of unpaid leave during a 12-month period for any FMLA qualifying event(s) as listed above. The 12-month period is a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Leave to care for a seriously injured or ill active-duty military member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period. When both spouses are employed by the County, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12-month period for the birth, adoption, or foster care placement of a child with the employees, and to care for a parent (but not in-law) with a serious health condition.
- F. Intermittent or Reduced Work Schedule Leave. FMLA leave may be taken intermittently or on a reduced work schedule when medically necessary due to the employee's or family member's illness. Leave to care for a newborn or for a newly placed child may not be taken intermittently or on a reduced work schedule. If an employee takes leave intermittently on a reduced work schedule basis, the employee must, when requested, attempt to schedule the leave so as not to unduly disrupt County operations.
- G. Notice. An employee should request FMLA leave by notifying their supervisor or elected official and requesting the FMLA forms. When leave is foreseeable, the employee must provide the County with at least 30 days' notice.
- H. Medical Certification. An eligible employee is required to submit medical certification from a health care provider to support a request for FMLA leave for the employee's or a family

member's serious health condition. The County may have a designated individual contact the employee's health care provider to clarify or authenticate the initial certification with notice to the employee; and/or require the employee to obtain a second opinion by an independent County-designated provider at the County's expense. If the initial and second certifications differ, the County may, at the County's expense, require the employee to obtain a third certification from a jointly selected health care provider. During FMLA leave, the County may request that the employee provide recertification of a serious health condition at intervals in accordance with the FMLA. The employee must provide the County with periodic reports regarding the employee's status and intent to return to work when requested. Before the employee returns to work from FMLA leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider, with respect to the condition for which the leave was taken, stating that the employee is able to resume work. FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner. Failure to provide requested documentation may lead to termination of employment.

- I. Designation of FMLA Leave. The County will notify the employee whether leave has been designated as FMLA leave and how much leave will be counted against the employee's leave entitlement. The County may provisionally designate the employee's leave as FMLA leave if the County has not received medical certification or has not otherwise been able to confirm that the employee's leave qualifies as FMLA leave.
- J. Continuation of Benefits. During FMLA leave, the County will continue an employee's group insurance coverage under the same conditions as if the employee were working. An employee on FMLA leave will continue to be responsible for his/her portion(s) of group insurance premiums. FMLA leave is not a "qualifying" event under COBRA. If the employee does not return to work, the employee may be liable to the County for repayment of insurance premiums paid by the County during the employee's FMLA leave.
- K. Return from FMLA Leave. Upon return from FMLA leave, the County will place the employee in the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment. An employee is entitled to reinstatement only if he/she would have continued to be employed had FMLA leave not been taken. Thus, an employee is not entitled to reinstatement if, because of layoff, reduction in force, or other reasons, the employee would not be employed at the time job restoration is sought. The County reserves the right to deny reinstatement to exempt, eligible employees who are among the highest paid ten percent of the County's employees ("key employees") if such denial is necessary to prevent substantial and grievous economic injury to the County's operations. An employee returning to work must be able to perform the essential functions, with or without reasonable accommodations, of the position the employee held before the leave or an equivalent position with equivalent pay, benefits, and other employment terms.
- L. FMLA Rights and Obligations. The County will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. The FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law providing greater family or medical leave rights.

4.8 JURY OR WITNESS LEAVE - County employees may be excused from work with pay without charging it to earned PTO if said employee is subpoenaed as a witness or jury member in a court case. The employee must return to work and work any hours out of his/her scheduled workday that he/she is not actually on jury duty. The employee MUST give the County at least two (2) days' prior notice that he/she has been summoned for jury duty and shall furnish satisfactory evidence that he/she reported for or performed jury duty on dates in which he/she claims. The county shall not apply jury or witness leave to cases where the employee is personally involved in a suit or litigation.

#### 4.9 MILITARY LEAVE

- A. County employees who are members of the armed forces of this state or any other state, including without limitation the National Guard or a reserve component of the armed forces, shall be granted leave at the rate of fifteen (15) days per calendar year plus necessary travel time for annual training requirements or other duties performed in an official duty status.
- B. To the extent this leave is not used in a calendar year, it will accumulate for use in the succeeding calendar year until it totals fifteen (15) days at the beginning of a calendar year.
- C. The leave shall be granted without loss of pay and in addition to regular vacation time.
- D. Each employee who requests military leave shall furnish a copy of his or her orders for his or her personnel file.
- E. An employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within ninety (90) days after the effective date of his or her release from active duty shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment.
- F. The right of reemployment shall conform with all federal government rules and regulations.
- G. Personnel called to duty in emergency situations by the Governor or the President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.
- H. During any military leave of absence, the employee shall preserve all seniority rights, efficiency or performance ratings, promotional status, retirement privileges, life and disability insurance benefits, and any other rights, privileges, and benefits to which the employee has become entitled.
- I. For purposes of computations to determine whether the person may be entitled to retirement benefits, the period of military service shall be deemed continuous service, and the employee shall not be required to make any contributions to any retirement fund.
- J. The County shall continue to contribute its portion of any life or disability insurance premiums during the leave of absence on behalf of the employee, if requested, so that continuous coverage may be maintained.
- K. Whenever an employee is granted military leave for a period of fifteen (15) days per calendar year or fiscal year under this section, the military leave shall accumulate for use in succeeding calendar years or fiscal years until it totals fifteen (15) days at the beginning of the calendar year or fiscal year, for a maximum number of thirty (30) military leave days available in any one (1) calendar year or fiscal year.
- L. Additionally, if employment is interrupted by a period of service, the employee must be permitted upon request to use any accrued vacation or similar leave with pay during the period of service, in order to continue his or her civilian pay.
- M. However, the employee is not entitled to use sick leave that accrued with the civilian employer during a period of service in the uniformed services, unless the employer allows employees to use sick leave for any reason or allows other similarly situated employees on comparable furlough or leave of absence to use accrued paid sick leave. See 20 C.F.R. Section 1002.153. The employer may not require the employee to use accrued vacation, annual, or similar leave during a period of service in the uniformed service. Arkansas Code Annotated Section 21-4-102, 21-4-103, and 21-4-212.
- N. Emergency military call-ups are subject to the U.S. Selective Service Code for guaranteed reinstatement if call-up does not exceed eighteen (18) months. The County recognizes the commitment and responsibility of our employees to serve in the armed forces.
- O. Accordingly, the County complies with all applicable laws concerning military leave.
- P. The County complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which protects applicants and employees who serve in the military from discrimination in the areas of hiring, job retention, and advancement. USERRA provides job and benefit protection for employees who serve in the military, and it provides certain reemployment rights to any employee who has been absent from work due to service in the United States uniformed services.

- Q. The County will grant a military leave of absence to employees who are required to miss work because of service in the United States uniformed services in accordance with USERRA. Employees must notify the County upon receipt of a notice that he/she will require a military leave of absence unless providing such notice is precluded by military necessity, impossible, or unreasonable, and employees should provide the County with a copy of his/her official orders. When an employee receives notice that he/she will need a military leave of absence, please contact the Payroll Clerk for further information regarding employee's rights and responsibilities under USERRA.

4.10 MATERNITY LEAVE - Maternity Leave shall be administered in accordance with the Family Medical Leave Act.

4.11 BEREAVEMENT LEAVE –

- A. County employees shall receive an allowance not to exceed three (3) days with pay, in the event of the death of a member of the immediate family; such term being defined as husband, wife, father, mother, son, daughter, brother, sister, mother-in-law or father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchildren.
- B. County employees are eligible for up to one (1) day of paid bereavement leave to attend the memorial service of a brother-in-law, sister-in-law, grandmother-in-law, grandfather-in-law, or grandchild-in-law.
- C. Employees may be required to provide documentation to confirm eligibility for bereavement leave.

## SECTION 5 CONDUCT

5.0 GUIDELINES FOR APPROPRIATE CONDUCT - An employee of the County is expected to accept certain responsibilities, adhere to acceptable principals in matters of personal conduct and exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also demands that both while at work and in their personal life, an employee refrain from behavior that might be harmful to themselves, co-workers, the citizens and/or the County. Whether an employee is on duty or off duty, his or her conduct reflects on the County. An employee is encouraged to observe the highest standards of professionalism at all times.

Types of behavior and conduct that the County considers inappropriate include, but are not limited to the following:

- A. Falsifying timecards, employment or other County records whether oral or written.
- B. Violating any county nondiscrimination and/or harassment policy.
- C. Excessive absenteeism, tardiness or any absence without notice for any reason.
- D. Excessive, unnecessary or unauthorized use of county property or equipment.
- E. Reporting to work under the influence of intoxicants or non-prescribed drugs/illegal drugs, or participating in the illegal manufacture, possession, use, sale, distribution or transportation of drugs.
- F. Buying or using alcoholic beverages while on county property or using alcoholic beverages while engaged in county business on county premises, except where authorized.
- G. Fighting or using profane, obscene, abusive or threatening language or gestures.
- H. Theft or inappropriate removal or possession of property from co-workers, citizens or the county.
- I. Intentional destruction or abuse of property, equipment or vehicles.
- J. Unauthorized possession of firearms (loaded or unloaded) or weapons of any type on county premises or while on county business.
- K. Violation of safety or security regulations.
- L. Insubordination or other disrespectful conduct.
- M. Negligence or carelessness resulting in damage to county property or equipment.
- N. Bribery or other improper influence to gain a promotion, raise or other benefit.
- O. Sleeping on the job.
- P. The improper release of confidential information.

- Q. Failure to comply with departmental rules.
- R. Accepting or engaging in work at a job outside of county employment which conflicts with an employee's duties as a county employee.
- S. Inefficient, incompetent, or negligent performance of work.
- T. Failure to follow time record procedures.
- U. Unauthorized absence from workstation.
- V. Any form of dishonesty as deemed punishable by a court of law.
- W. Failure to maintain satisfactory working relationships with co-workers or citizens.
- X. Failure to return to work from an authorized leave without a reasonable excuse.
- Y. Engaging in partisan political activity while on duty as an employee of the county.
- Z. Lying and/or misrepresentation of facts that might affect county performance.
- AA. Conviction of any felony or class A misdemeanor.
- BB. Participation in mischief, horseplay or pranks, even if no damage, loss or injury is caused.
- CC. Speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors.
- DD. Receiving two (2) forms of garnishment in a consecutive 12-month period from two (2) different cases of indebtedness.
- EE. Contributing to a hostile or intimidating work environment.
- FF. Any other reason deemed appropriate by the county.

Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory and in violation of any of the above referenced items or any of the County's policies, rules or regulations, an employee will be subject to disciplinary action up to and including termination.

5.1 CONDUCT TOWARDS THE PUBLIC - Employees of Greene County shall at all times be civil, orderly and courteous in their conduct and demeanor. In each contact with the public, an employee must be aware that his appearance, actions and statements are in essence those of the County.

- A. In dealing with the public, each employee must attempt to make his or her conduct one that inspires respect for both himself and the County and further, one that generates the cooperation and approval of the public.
- B. County employees, while in personal contact with the public, shall not, by either words or action, make any obscene gestures or lewd remarks that may have sexual overtones.
- C. Not everyone an employee may meet in the course of his or her duties will be courteous. However, an employee should treat the public as he/she would like to be treated: with courtesy, patience, respect and understanding. This attitude or approach to public service cannot be overemphasized.
- D. When an employee is not certain of the correct response to an inquiry from the public, he or she should refer the inquiry to the individual or the department that can provide the most satisfactory response to the inquiry. It is better to admit lack of knowledge than to provide erroneous information.

5.2 POLITICAL ACTIVITY - County employees are encouraged to be informed about politics and to exercise their vote freely at every election. However, to insure impartiality and non-partisan public service, certain actions that constitute inappropriate political activity will not be allowed.

INAPPROPRIATE BEHAVIORS (In Accordance with A.C.A. 7-1-103) include, but are not limited to:

- A. No County employee shall participate in partisan politics during working hours. "No public officer, deputy or assistant shall devote any time or labor during usual office hours toward the campaign of any other candidate for office or for the nomination to any office." Ark. Code Anno. 7-1-103 (a)(2)(A)
- B. Use of County property or facilities (cars, computer, Internet, electronic mail, stationery, telephones, offices, etc.) for campaigning is prohibited.
- C. No county employee shall circulate an initiative or referendum petition or solicit signatures on an initiative or referendum petition in any public office of the county or during the usual office hours or while on duty for county government.

- D. "No public servant, as defined in Ark. Code Anno. §21-8-402(17), shall use any office or room furnished at public expense to distribute any letters, circulars, or other campaign materials, unless such office or room is regularly used by members of the public for such purposes without regard to political affiliation. It shall further be unlawful for any public servant to use for campaign purposes any item of personal property provided with public funds." Ark. Code Anno. §7-1-103(a)(3)
- E. "No campaign banners, cards, or campaign literature shall be placed on any cars, trucks, tractors belonging to the State of Arkansas or any municipality or County in the State." Ark. Code Anno. §7-1-103(a)(6)
- F. No person shall assess any County employee for any political purpose whatever, or to coerce by threats or otherwise any such employee into making subscriptions or contributions for any political purpose.
- G. All political parties, with permission of the County Judge, may use County meeting rooms on an equal basis.

5.3 USE OF EQUIPMENT AND VEHICLES –Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using County property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines established by each department.

Please notify the supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

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

- A. No county, state, district or other official or employee, who has access to, uses, or is assigned any county vehicle, shall use same for any personal use or purpose except for the following:
  - a. Commuting to and from work when required to do so for legitimate county business reasons by the responsible elected official.
  - b. "De minimis" personal use (such as a stop for lunch between business stops).
  - c. Any employee using a county vehicle for personal use as described by No. 1 and 2 above, must keep accurate records of mileage used and report same to the County Clerk. Forms for reporting may be obtained from the County Clerk.
- B. Any county employee or elected official using a county vehicle will comply with all regulations prescribed by the Internal Revenue Service.
- C. All vehicles will be clearly marked as belonging to Greene County government, with the exception of law enforcement personnel whose duties require an unmarked vehicle. All such vehicles will be marked with the county or department logo.
- D. Any employee or official found to be in violation of this rule may have access to county vehicles removed or restricted.
- E. All employees who are assigned a vehicle must complete a Vehicle Assignment Authorization Form and return it to the County Judge's Office to be approved and filed.

5.4 EMAIL/INTERNET/INTRANET/WIRELESS ACCESS/SOCIAL MEDIA As part of your employment with the County, you may have access to the internet and/or County email accounts. It is the intent of this policy to cover both wired and wireless internet access. Every County employee is responsible for using the electronic mail (E-Mail) and Internet system properly and in accordance with this policy. This policy applies to, but is not limited to, laptops, desktops and mobile devices (e.g., cellular phone and personal digital assistant).

- A. The County E-Mail/Internet systems are the property of the County. It has been provided by the County for use in conducting County business. All communications and information transmitted by, received from, or stored in this system are County records and property of the County. The E- Mail/Internet system is to be used for County purposes. Although the County realizes that there are times when an employee may need to use the E- Mail/Internet system for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of the use.
- B. The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the County and may only be used for business purposes. The County, in its discretion, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the E-Mail/Internet system or stored on an employee's computer, for any reason and without the permission of any employee. Even though the County has the right to retrieve and read any E-Mail messages, those messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any E- Mail messages that are not sent to them. E-Mail messages are stored on the E- mail server for a period of two (2) years unless archived by the employee for personal storage.
- C. The County E-mail/Internet system should not be used to create or disseminate any discriminatory, defamatory, offensive, disruptive, or otherwise inappropriate or unprofessional communications. Among those considered inappropriate or unprofessional are any communications concerning sex, that contain sexual implications, racial slurs, gender-specific comments, or any other comment that inappropriately or unprofessionally addresses someone's sex, age, race, religion, national origin, or disability. The E-Mail/Internet systems should not be used to access any discriminatory, defamatory, offensive, disruptive or otherwise inappropriate or unprofessional web sites (e.g. pornographic sites, hate speech, criminal skills, illegal drugs, etc.)
- D. Employees are prohibited from performing any act that is illegal or otherwise in violation of any applicable federal, state, or local laws.
- E. Employees may not use the County's E-Mail/Internet system to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet. Employees may not install personal software or hardware on the computer system.
- F. Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the employee's immediate supervisor or department head.
- G. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the County's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the County's network.
- H. Files obtained from sources outside the County, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the County's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, unknown or unauthorized sources, or use disks from non- County sources, without first obtaining the express written permission of your immediate supervisor or department head.
- I. Without the express permission of their supervisor, employees may not send unsolicited e-mails to persons with whom they do not have a prior relationship.
- J. Wireless networking is an extension of Greene County's existing wired network infrastructure.

It allows users with wireless enabled laptops and PDAs to access Greene County's network resources and the public Internet. All wireless devices and access points connected to the secure network must be configured and approved by Computer Services. This policy applies to all Greene County employees, contractors and other affiliates who are connected via a device to the wireless network capable of transmitting a data packet.

Note: If the County does not have a Computer Service Officer overseeing the program the Elected Official/Supervisor in each department is responsible for computer services in their department.

- K. Social Media Policy: Social media includes all means of communicating or posting information or content of any sort on the Internet. The same principles and guidelines applicable to County employees conduct also apply to County employees' activities online. Any conduct that adversely affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects the interests of the County may result in disciplinary action up to and including termination. This policy applies to comments made under the employee's name or under a pseudonym used by the employee as a username. Harassment and cyber-bullying of any County employee may result in immediate termination. Comments that discriminate against any protected class of individual under Title VII, the United States or State Constitution, or under any other civil rights statute will result in discipline, up to and including termination. County employees should avoid posts, "likes," or other social media activity during work hours and on County-owned equipment, unless authorized to do so by a supervisor or consistent with County policy. State law prohibits electioneering by public servants during work hours. Employees should consider any political activity to be electioneering—employees should follow the County's Political Activity Policy with all online posts.
- L. Email Security Policy: Employees must not click on links or open attachments in emails from unknown senders or in messages that appear suspicious. All potentially suspicious emails should be reported to the Elected Official or Supervisor immediately for review.

5.5 ETHICAL CONDUCT - Employees shall adhere to high standards of ethical conduct in the performance of their duties and the discharge of their duties and/or official responsibilities. Employees shall avoid any action which might result in or reasonably create the impression of:

- A. Giving improper preferential treatment to any person or organization;
- B. Impeding governmental efficiency or economy;
- C. Making decisions outside of official channels;
- D. Losing independence or impartiality of action;
- E. Using public office for private gain; or
- F. Adversely affecting the public confidence in County officials and employees.

5.6 EMPLOYEE SPEECH POLICY- General Statement Regarding Employee Speech Right and Obligations:

County employees have constitutional protection to engage in free speech activity, including work related criticism and complaints. This employee speech policy is designed to promote protected speech while providing guidelines to ensure that employee speech does not unnecessarily harm legitimate county interests. Employees are encouraged to express their views in a responsible and productive manner.

- A. Speech unprotected as a matter of law: Employees enjoy the same speech rights as other citizens except for restrictions imposed by law. Employees are subject to employment termination for speech constituting treason, libel, slander, perjury, incitement to riot, or false statements regarding county operations or personnel which such speech is known to be factually inaccurate or is made with a reckless disregard for its truth or falsity.
- B. Protection of confidential information: Employees shall not disclose or divulge any "confidential" information obtained by virtue of their employment to persons not specifically authorized to receive such information. "Confidential" information includes information not subject to release by the state's freedom of information laws. Uncertainty over whether particular information is "confidential" should be resolved by consultation with the County Attorney.
- C. Whistle blower protection and procedures: Employees are required to report immediately any

evidence of a county official's wrongdoing to the \*appropriate elected official or the Prosecuting Attorney. Officials and employees are required to report immediately any evidence of an employee's wrongdoing to the appropriate elected official or Prosecuting Attorney. Employees are subject to employment termination for any activity that interferes with or hinders the successful prosecution or criminal misconduct. Employees are protected from retaliatory disciplinary action for reporting under this rule.

- D. Impartiality requirement: Officials and employees shall not recommend or suggest in any manner, except in the transaction of personal business the employment or procurement of a particular product, a professional service, or a commercial service including but not limited to the services of an attorney, bondsmen, funeral director, ambulance service or towing service. Officials and employees are prohibited while on duty or in uniform from making political endorsements or expressions of favoritism toward a particular political issue or candidate. Officials and employees are prohibited from using their official capacity to influence or interfere with the results of any political election.
- E. Public appearances representing the department: Employees must receive the prior permission of the \*appropriate elected official before making any public appearance officially representing the county or a county office or one that gives the impression, they are officially representing the county or a county office. Employees in county uniform, whether on or off duty, shall not make speeches or presentations to any civic club, religious gathering, private or public organization, or other organized gathering without the prior approval of the "appropriate elected official. The off-duty expression of personal views by employees in their capacity as private citizens is not covered by this rule.
- F. On duty speech restrictions: Employees on duty or in uniform shall restrain from using indecent or profane language. Employees shall be courteous to citizens, maintain command of their temper, and refrain from coarse, boisterous, or insolent language. Upon request, employees must provide citizens their name and any badge number. Employees shall treat superiors, subordinates, and associates in a respectful manner. Employees should practice professional courtesy and refrain from making personal attacks that ridicule, belittle, or defame the county or county personnel. No employee shall use epithets or terms that tend to denigrate a particular race, color, religion, sex, age, national origin, political affiliation, veteran's status, or disability.
- G. Public criticism: Public criticism of county operations or personnel can undermine the public's confidence of county government. Employees are encouraged to express any work-related criticism to their immediate supervisor and the \*appropriate elected official. Constructive criticism is encouraged. Employees will not be disciplined for responsibly expressing their criticism to their immediate supervisor or the \*appropriate elected official, or, thereafter, responsibly expressing their criticism publicly.
- H. Contact with the news media: All inquiries by the public or the news media concerning information under the control of a county department (e.g. computerized information of the status of either a closed or pending investigation) Should be referred to the \*appropriate elected official in charge of that office or county government.
- I. \*Appropriate elected official: The "appropriate elected official", as used in this policy, shall mean:
  - 1. For employees, the elected official responsible for managing the day-to-day affairs of the office of county government in which particular employee is employed; and
  - 2. For officials, the prosecuting attorney. Employees are not prohibited from any direct contact with the prosecuting attorney at any time.

5.7 WORKPLACE VIOLENCE - Conduct that can lead to violence is strictly prohibited in the workplace and on County property. In keeping with this policy, the following rules will be strictly enforced:

- A. Unauthorized weapons of any type are forbidden in the workplace and on County property.
- B. Violent acts or threats of violence, fighting, pranks or horseplay are forbidden in the workplace and on County property.
- C. All County employees are required to treat fellow employees, citizens and officials with courtesy and respect.
- D. Authorized weapons include:
  - 1. Any authorized weapon for the performance of job duties.

2. Weapons used solely for recreational purposes including hunting may be kept in a personal locked vehicle on County property and must not be loaded. At no time shall a weapon for recreational purposes be removed from the locked vehicle while on County property.
- E. Any authorized weapons must be approved by the County Official.
- F. Violation of any of these rules will be taken as a serious threat and will result in disciplinary action up to and including termination.

5.8 ABSENTEEISM AND TARDINESS – Greene County expects all of its employees to be at work on time and on a regular basis. When employees are unnecessarily absent or late, it is expensive, disruptive and places an unnecessary burden on fellow employees, supervisors, county government as a whole and the taxpayers who receive county services. Should an employee be unable to report to work on time because of illness or personal emergency, that employee should give “proper notice” to his or her supervisor.

5.9 STANDARDS FOR ATTENDANCE - It is your responsibility to:

- Report to work on time
- Report to work as scheduled.
- Use work time for business only.
- Receive Supervisor’s permission to leave the workstation and/or premises.
- Provide proper notice to the Supervisor of inability to report to work and give reason for absence.

5.10 TARDY - You are considered tardy if you are not at your workstation prepared to work at the start of your shift or if you leave your workstation before the end of your shift without permission.

5.11 ABSENT - Excused absences include approved leaves of absence; pre-approved PTO; pre-approved Comp Time; and leave under the Family Medical Leave Act. These absences will not be considered as absent periods for disciplinary purposes.

Generally, the consequences of unexcused absences and tardiness within a 12-month period are as follows:

1. First infraction--Verbal warning (documented and placed in your personnel file)
2. Second infraction--Written warning (documented and placed in your personnel file)
3. Third infraction--Suspension for three days without pay (documented and placed in your personnel file) he/she will be told that this is his/her final warning - the next occurrence will result in discharge.
4. Fourth infraction--Termination of employment

5.12 INCLEMENT WEATHER- In exceptional circumstances beyond the employee’s control, such as weather causing hazardous conditions, the employee is required to contact his or her supervisor for instructions regarding job assignments for that particular work day. If an employee’s department is open for business, the employee is expected to report for work. However, if the employee’s department has been closed by the County Judge or if in the employee’s opinion, the conditions are too hazardous to get to work safely, the employee may opt to take time off using accumulated compensatory time or PTO. Regardless of the situation, an employee is expected to give his or her supervisor “proper notice” if he or she is unable to report to work.

- A. “Proper notice” is defined by the County to be notice in advance of the time an employee should report for work. If advance notice is not possible, notice should be given no later than one (1) hour thereafter.
- B. An absence of an employee from duty, including any absence of one (1) day or part thereof, that is not authorized in advance by the department director or the employee’s supervisor should be deemed absence without leave. Such absence shall be without pay.

5.13 FAILURE TO REPORT (NO CALL/NO SHOW) - If you fail to report to work and to provide notification to your Supervisor or Department Director for two (2) consecutive work days, you will be terminated due to job abandonment and not be eligible for rehire.

5.14 REFUSAL TO WORK - A County employee's commitment is to public service. Any work stoppage, slowdown, strike or other intentional interruption of the operations of the County shall cause the employee to forfeit his or her employment and result in the termination of the employee from Greene County.

5.15 SMOKING / TOBACCO POLICY- Greene County government is dedicated to providing a healthful, comfortable and protective environment for its employees and for citizens that visit county premises.

- A. Smoking in county buildings and facilities is prohibited. Smoking will only be permitted outside and in open air buildings. Smoking will not be permitted where it poses a fire hazard.
- B. The use of Tobacco in any form is not permitted in County owned vehicles.

5.16 DRUG-FREE & ALCOHOL-FREE WORKPLACE POLICY: The County is committed to protecting the safety, health, and wellbeing of all employees and the public in our workplace. The County has established a workplace program that balances our respect for individuals with the need to maintain an alcohol-free and drug-free environment. The purpose of this policy is to assure worker fitness for duty and to protect the County's employees, passengers, and the public from the risk posed by misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable federal regulations governing workplace anti-drug and anti-alcohol programs.

- A. Testing. To ensure the accuracy and fairness of drug and alcohol testing, all testing will be conducted by a Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratory, according to SAMHSA guidelines, in accordance with procedures required by the U.S. Department of Transportation where applicable, and in compliance with all applicable laws and regulations. Prohibited controlled substances are those defined by the Federal Controlled Substances Act and applicable Arkansas statutes governing controlled substances. An employee whose initial drug test result is positive and who requests a test of the split sample will be suspended without pay until the County receives the result of the split test. The cost of the split test will be paid by the County, to be reimbursed by the employee. A negative result from the split test will render the first test invalid and the employee will be reinstated with back pay and will waive the reimbursement requirement related to the cost of the split test.
- B. Prescription Drugs, Over-the-Counter Drugs, and Medical Marijuana. Prescription drugs and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription—however, a safety-sensitive employee who has been prescribed a medication that might cause drowsiness or otherwise impair the employee's ability to safely perform job functions has an affirmative duty to report use of such prescription. Reasonable accommodations that do not create undue hardship, or a direct threat, shall be discussed with the employee. A reasonable accommodation is one that would permit the employee to continue to work in a safety-sensitive position, despite the use of the prescription.
  - 1. When proper notification is made and the prescribing healthcare practitioner provides a statement that the employee will not pose a direct threat to themselves or others and is otherwise able to perform their essential job duties, despite the use of the prescription medication, the employee may continue working in the same position. If a statement is not provided, or if a provided statement does not certify that the employee's use of the prescription will not impair the employee's ability to safely perform job functions, a reasonable effort will be made to assign the employee to another position, if available.
  - 2. The illegal or unauthorized use of prescription drugs is prohibited. Medical marijuana usage under the Arkansas Medical Marijuana Amendment is subject to Act 593 of 2017. An employee who holds a safety-sensitive position is not permitted to engage in the current use of medical marijuana while employed in the safety sensitive position. A safety-sensitive employee shall be removed from their position if they test positive for marijuana, or if the employer has a good-faith belief the employee is engaged in the

current use of medical marijuana. This applies even if the employee is a qualifying patient under the Amendment and/or holds a registry identification card.

3. Employees are also subject to discipline, up to and including termination for the following acts related to medical marijuana:
  - i. Possession, ingestion, smoking, or otherwise using marijuana while on duty, or on the premises of the County, regardless of duty status; or
  - ii. Being under the influence of marijuana while on duty, or on the premises of the County, regardless of duty status.
- C. Post-Offer / Pre-Employment Testing. County officials who hire for a position may elect to conduct post-offer / pre-employment testing on any prospective County employee. Testing under this section shall be consistent among job classes under an elected official and within departments. The prospective employee will not be employed until the test results are received by HR. HR will then notify the Elected Official or Department Head of the testing results. A prospective employee cannot start work until the post-offer / pre-employment test result is received.
- D. "Safety-Sensitive Positions" include, but are not limited to, positions involving a safety-sensitive function pursuant to regulations governing drug and alcohol testing adopted by the U.S. Department of Transportation and the Arkansas General Assembly, or identified as safety-sensitive under the Fourth Amendment. Safety-sensitive positions typically involve job duties where impairment may present a clear and present risk to co-workers or other persons. A safety-sensitive position includes any position where a momentary lapse in attention could result in injury or death to another person. A safety-sensitive position includes, but is not limited to, a position in which a drug or alcohol impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to:
  1. carry a firearm;
  2. perform life-threatening procedures;
  3. work with confidential information or criminal investigations;
  4. work with controlled substances;
  5. maintain a commercial driver's license;
  6. operate heavy equipment as part of normal duties;
  7. serve as a mechanic on County vehicles;
  8. serve as a dispatcher for law enforcement or emergency services;
  9. drive a county vehicle; or
  10. serve as a jailer or detention officer.
- E. In general, County employees are subject to testing to detect the presence of alcohol and controlled substances in the following circumstances:
  1. post-offer / pre-employment;
  2. Reasonable suspicion (including post-accident testing when the County has a reasonable suspicion that controlled substances and/or alcohol were a factor in the accident); or
  3. When otherwise permitted under the law.
- F. County employees who are subject to DOT regulations are subject to testing to detect the presence of alcohol and controlled substances in the following circumstances:
  1. Post-offer / pre-employment testing;
  2. DOT reasonable suspicion;
  3. DOT random testing;
  4. DOT post-accident testing; and
  5. DOT "Return-to-Duty" testing and "Follow-Up" Testing. 49 CFR 40
- G. County employees who are considered safety-sensitive, but who are not subject to DOT regulations, in addition to section v. above, are subject to random testing to detect the presence of alcohol and controlled substances.
- H. Random Testing of Safety-Sensitive Employees. Employees in safety-sensitive positions will be subject to random, unannounced testing. A computerized program shall determine the individual safety-sensitive employees to be randomly tested.

- I. Reasonable-Suspicion Testing. A County employee who is reasonably suspected of being intoxicated, impaired, under the influence of alcohol or drugs, or not fit for duty, shall be suspended from job duties with pay pending an investigation and verification of condition. Only an elected County official or supervisor who has been trained in reasonable-suspicion testing requirements may initiate reasonable-suspicion testing.
- J. Disciplinary Action. The following may result in immediate discharge:
  - 1. refusal to take a mandated test for drugs or alcohol;
  - 2. a positive drug test (once the time limit for requesting a split test has expired, or upon receipt of a positive result from the split test); or
  - 3. a positive alcohol test.
- K. Records. All records regarding the County's Drug-Free and Alcohol-Free Workplace Policy shall be confidentially maintained, in a secure location with controlled access. Although records maintained by the County will remain confidential, such records may be used in legal proceedings in defense of the County, its agents, and employees, and such records may be otherwise disclosed as required or allowed by law.

5.17 FREEDOM OF INFORMATION ACT (FOIA): The County complies with the Arkansas Freedom of Information Act (FOIA). Upon receiving a FOIA request, a County employee shall immediately notify his or her supervisor, or elected official, of the FOIA request. Any supervisor or elected official receiving notice of a FOIA request shall take steps to ensure timely compliance with the request. Employees shall not provide records, or otherwise respond to a FOIA request, without consulting with their supervisor or elected official

#### SECTION 6: ISSUES NOT ADDRESSED IN THE PERSONNEL POLICY

Questions or issues may arise that are not specifically addressed in the County's Personnel Policy. As explained above, the County elected officials and County Judge have discretion to determine the application, meaning, and intent of the provisions of the Personnel Policy as they relate to the employees of that County elected official's office. Consistent with that discretion, the County elected officials and County Judge may issue policy memorandums to County staff to address questions or issues that are not addressed in the County Personnel Policy.

**NOTICE OF EMPLOYMENT TERMINATION**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

SUBJECT:       TERMINATION FROM GREENE COUNTY EMPLOYMENT

This notice is to advise you of the intention of the county to terminate your employment from the following county office/department: \_\_\_\_\_ effective on (enter date) \_\_\_\_\_.

PTO payout: (circle one) YES    NO

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Signature of Elected Official

Signature of Employee

*Note: Elected Official or Supervisor: Please send a copy of the completed form to the County Clerk and to HR.*



**County-Provided Cell Phone Request Form**

Requesting Department: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Position: \_\_\_\_\_

Type of Service Requested:

- New Service
- Change in Service
- New Phone
- Phone Accessory
- Battery
- Carrying Case
- Car Charger
- Wall Charger
- Other \_\_\_\_\_

Reason \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVAL

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Judge: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

<b>Vehicle Assignment Authorization</b>			
<i>To be completed for each Greene County owned vehicle in compliance with Greene County Policy Manual 6.4 Use of Equipment &amp; Vehicles</i>			
Vehicle License:		Date:	
Vehicle Make/Model:			
Vehicle Year:			
Odometer:			
<hr/>			
Employee Name:		<b>Vehicle Assignment</b>	
Title/Position:			
Department:		<input type="radio"/>	Drive more than 6000 business miles per year
Work Address:		<input type="radio"/>	Position duties require daily travel to multiple destinations more than 10 miles from the employee's primary place of business.
Home Address:		<input type="radio"/>	Position duties require routine transport of specific equipment, materials and tools necessary for the completion of assigned tasks.
This vehicle will be utilized for commuting to the employee's work site from home and back.		<input type="radio"/>	Assigned employee is required to respond to emergencies at the time the vehicle is in use.
<input type="radio"/> Yes <input type="radio"/> No		<input type="radio"/>	Position duties routinely require travel directly to a remote site from his/her home at least two (2) times per week.
1)	I understand that the vehicle is assigned to me primarily for official county business and not intended for my personal use.		
2)	The vehicle is not to be driven by anyone other than the assigned employee unless authorized by the County Official.		
3)	I have read the Greene County Policy Manual 6.4 Use of Equipment & Vehicles and will adhere to it.		
4)	If I leave my employment at Greene County, or leave the position for which the vehicle was provided or elect not use it, I will notify the County Official in writing and return the vehicle, spare keys and all county issued vehicle accessories.		
5)	I understand that instances of non-compliance with any of the policies and procedures regarding use of County vehicles may result in the revocation of vehicle privileges and/or disciplinary action.		
6)	The employee will use reasonable care in driving, storing, and caring for the vehicle to prevent damage to the vehicle and harm to others.		
7)	The assignment of the vehicle is for the convenience of the County and there is no guarantee that this vehicle, or any vehicle, will be available in the future.		
Employee Signature		County Official Signature & Title	

CPTO BANK DEPOSIT FORM

DATE \_\_\_\_\_

NAME \_\_\_\_\_

EMPLOYEE NUMBER \_\_\_\_\_

Total Paid Time Off \_\_\_\_\_

Transfer/Deposit \_\_\_\_\_ hours into CPTO account.

PTO Balance \_\_\_\_\_

CPTO Balance \_\_\_\_\_

Employee Signature \_\_\_\_\_

CPTO BANK DONATION FORM

DATE: \_\_\_\_\_

DONATING EMPLOYEE NAME: \_\_\_\_\_

DONATING EMPLOYEE NUMBER: \_\_\_\_\_

DONATING EMPLOYEE CPTO BALANCE BEFORE TRANSFER: \_\_\_\_\_

DONATING EMPLOYEE CPTO BALANCE AFTER TRANSFER: \_\_\_\_\_

Transfer/Deposit \_\_\_\_\_ hours into \_\_\_\_\_ CPTO account.  
EMPLOYEE NAME

RECEIVING EMPLOYEE CPTO BALANCE AFTER TRANSFER: \_\_\_\_\_

DONATING EMPLOYEE SIGNATURE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

APPROVED DATE: \_\_\_\_\_

### Direct Deposit Authorization Form

The County requires direct deposit for employees. All new employees will complete a direct deposit form during the orientation session. It is the employee's responsibility to notify the County Clerk's Office immediately if any of the bank information or account information changes. Failure to do so may result in you experiencing a delay in receiving your pay. All employee direct deposit changes must be filed with the County Clerk's Office at least eight days prior to the scheduled pay date. See Section 2.14 of the Greene County Personnel Policy.

Direct Deposit will help you in many ways.

It saves you trips to your financial institution.

It saves you time in depositing checks- no long payday lines to wait in.

It eliminates the possibility of lost, stolen or forged checks.

Your money is deposited faster- reduces the possibility of overdrafts.

You get your money deposited into your account even if you're on vacation or away from work on business or illness.

Here's how Direct Deposit works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions and net

pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement. We believe you will like the added convenience of having your net pay automatically deposited for you.

The authorization form below gives your employer the authority to deposit your pay to your account. Simply complete the form in order to take advantage of Direct Deposit.

All you need to do is:

1. Mark the box before type of account to indicate whether your pay will be deposited in your checking or savings account.
2. Fill in your name, the name and location of your financial institution and today's date.
3. Attach a voided check for verification of all financial institution information. If you are unable to attach a voided check, please fill in your account number and financial institution's routing number.
4. **MAKE SURE THAT THE INFORMATION IS LEGIBLE!**
5. **SIGN THE FORM!**

Please complete the following information and return to the County Clerk's Office.

I authorize the Greene County Treasurer to initiate electronic credit entries each pay period, and if necessary, debit entries and adjustments for any credit entries in error to my:

checking account (or)  savings account

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law. This authority will remain in effect until I have cancelled it in writing with the County Clerk's Office.

Date \_\_\_\_\_

FINANCIAL INSTITUTION NAME (please print) \_\_\_\_\_

FINANCIAL INSTITUTION CITY AND STATE \_\_\_\_\_

FINANCIAL INSTITUTION ROUTING NUMBER \_\_\_\_\_

ACCOUNT NUMBER AT FINANCIAL INSTITUTION \_\_\_\_\_

YOUR PRINTED NAME AND SIGNATURE \_\_\_\_\_

## EMPLOYEE ACKNOWLEDGEMENT

The employee policy describes important information about Greene County, and I understand that I should consult with the County Judge's Office regarding any questions not answered in the handbook. I have entered into my employment relationship with the county voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the county can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. Any salary figures stated to me is annual or monthly terms that are stated for the sake of administrative convenience or to facilitate comparisons. Nothing contained in this policy should be construed to change Greene County's at-will employment status.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the County's policy of employment at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that this handbook is not a contract of employment but is intended to serve as a guideline to the benefits and policies that apply during my employment with the county. By signing below, I hereby acknowledge that I have received a copy of the handbook and understand it is my responsibility to read, become familiar with, and follow the policies it contains, as well as any future updates or revisions.

These provisions supersede all existing policies and practices and may not be amended or added to without the express approval of the County Judge with the approval of the Quorum Court.

_____	Personnel Policy effective 09/16/2025
Print Name	
_____	_____
Signature	Date

**Note:** Please remove this acknowledgement page, sign, date, and return it to HR.