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Policy 101**

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PURPOSE, DEFINITIONS, AND GENERAL PROVISIONS

.1 PURPOSE OF POLICIES

Clallam County's administrative policies and procedures are an official publication of Clallam County. They are adopted by the Board of Commissioners and contain the policies, procedures, and regulations of the County. These policies, procedures, and regulations are established to direct all employees in carrying out their duties and responsibilities and to provide an expectation of consistency, accountability, and predictability to citizens. Violations of any of the policies, procedures, or regulations contained in this manual may be grounds for disciplinary action.

.2 AUTHORITY

The Board of Commissioners has the authority to issue, modify, or approve all countywide policies, procedures, or other directives. County Officials have the authority to issue policies, procedures, and directives applicable to their departments that are not in conflict with administrative policies. Clallam County's Administrative Policies are adopted by reference as ordinances according to CCC 3.07.

.3 APPLICABILITY

Unless otherwise stated in a specific policy, Clallam County Administrative Policies and Procedures apply to all County offices/departments and agencies and to all County Officials, their employees, and volunteers.

.4 DEFINITIONS

Unless otherwise stated in a specific policy, the following definitions apply throughout the County's Administrative Policies and Procedures. These definitions are provided primarily for the convenience of employees. The County recognizes that statutory and/or regulatory definitions exist for several of the terms. Nothing herein is intended to change or diminish the significance of the same terms defined in statutes, ordinances, or regulations.

"Access" means a Public Record is available to the requester through the use of an electronic device owned or possessed by the requester.

"Adjusted Date of Classification" means the actual date of placement into the employee's current classification with an adjustment made for any period of layoff or leave without pay.

"Adjusted Date of Hire" means the actual hire date with an adjustment made for any period of layoff or leave without pay.

"Administrative Costs" means direct costs usually associated with administrative activities such as bookkeeping, billing, etc., within a grant recipient, or other affected department.

"Administrative Leave" means paid leave of absence pending the investigation of an allegation of misconduct or criminal activity, pending a disciplinary action, or in other situations as determined by the Human Resources Director.

"Agency or "Local Agency" means the political subdivision of the State of Washington known as Clallam County including its departments and employees.

"Agenda Item Summary" means a cover letter submitted with an agenda item summarizing the issue to be considered, any background, budgetary impacts, and appropriate recommendations. The agenda item summary form is available as a Word template on the Intranet under "County Forms" and is required to be used by all departments.

"Alternative Work Week" means an employee may work any combination of hours in a given day and shall not be eligible for overtime until the total work week hours exceed forty (40).

"Allocation" means the assignment of an individual position to an appropriate classification on the basis of the kind, difficulty, and responsibility of the work actually performed in the position.

"Anniversary Date" is the date within the classification adjusted by any leave or suspension without pay.

"Appeal" is a complaint filed by an employee or group of employees pertaining to employment conditions or personnel practices based on specific provisions of these rules. The term "appeal" or "grievance" may also be used to define a procedure for appeal of alleged violations of a labor agreement as defined in such agreement.

"Appointment" means all methods of selection of a candidate for a position.

"Approved Source" means a commercial store, restaurant, or licensed caterer.

"At-will Employment" means employment is solely at the will of the County and no rights to continued employment or hearing on termination exist. At will employees include, but may not be limited to, those Clallam County personnel and officers designated as Department Heads, deputy prosecuting attorneys, or as specified in the Clallam County Charter (Section 10.20) as "exempt" and set forth as follows: "Temporary and contract employees; (2) All volunteer members of Boards and Commissions appointed by the Board of Commissioners; (3) All elected county officers and one other person in office who shall be either their first deputy or administrative assistant as designated by each such officer; (4) All reserve employees unless regularly employed and such other employees as may be designated by state or federal law or regulation."

"Attractive Items" means minor equipment that costs between \$1,000 and the capital outlay threshold (information available from the Auditor's accounting staff), and that are easily

transported and subject to misappropriation. These items are coded under BARS Object and Function 35.0100 (Capital Minor Equipment) and are part of the operations and maintenance budget. Certain items may be included as attractive items and coded to 35.0100 regardless of value due to their "attractive" nature; i.e. audio and video communications equipment; optical devices such as binoculars, telescopes, infrared viewers, and range finders; cameras and photographic projection equipment; microcomputer systems, laptop and notebook computers; television sets, VCRs, tape recorders, etc.).

"Benefit Eligibility or Benefit Eligible" means all regularly funded full-time and part-time employees who are compensated a minimum of 80 hours per month.

"BARS Number Modification" means to correct and/or update BARS numbers. This reallocation of funds is for already budgeted expenditures/revenue from one BARS number to another, within the same category and within the same budget.

"BARS Number Modification Form" means a form used by the County to process BARS number corrections and/or updates as defined in this policy.

"Board" means the Board of Clallam County Commissioners.

"Budget Change Form" means a form used by the County to process debatable emergencies, non-debatable emergencies, supplemental appropriations, budget reductions, and certain budget revisions.

"Budget Modification" as used in this policy means the reallocation of already budgeted monies from one restricted budget category to another within the same budget or between budgets in the same fund and department; i.e. moving money from the Auditor's professional services line to a line in the Auditor's salary section. Budget modifications up to \$10,000 are approved by the County Official and the Budget Director. Budget modifications in excess of \$10,000 up to \$50,000 require additional approval from the County Administrator and for those in excess of \$50,000 approval is also required from the BOCC . A budget modification does not include reallocation between departments or funds, or when a new position would be created or a new capital expenditure authorized.

"Budget Modification Form" means a form used by the County to process budget modifications as defined in this policy.

"Budget Reduction" means a reduction in revenues and/or expenditures. Budget reductions require adoption by resolution of the Board of Commissioners after public notice of the meeting when they are to be considered.

"Budget Revision" as used in this policy means the reallocation of already budgeted monies from one restricted budget category to another or between departments within the same fund, or when the reallocation would authorize a new position or a new capital purchase. Budget

revisions require adoption by resolution of the Board of Commissioners and cannot be done between funds.

"Business Necessity" means a legitimate business purpose that justifies an employment practice as valid and necessary for the effective achievement of the organization's objectives and the safe and efficient operation of the County.

"CCC or ccc" means Clallam County Code.

"Call-in Employee" means an employee who has agreed to be available on a work-as-needed basis, paid an hourly rate with no regular schedule.

"Call-back Employee" means an employee who is called back to work after their normal work shift and prior to the beginning of the next normal work shift.

"Capital Assets" means fixed assets that are capital items as defined in the County's General Financial Policy.

"Career Track" means a grouping of classifications that are determined to be in the same career field.

"Charter Exempt" means "temporary and contract employees; all volunteer members of Boards and Commissions appointed by the Board of Commissioners; all elected county officers and one other person in office who shall be either their first deputy or administrative assistant as designated by each such officer; all reserve employees unless regularly employed and such other employees as may be designated by state or federal law or regulation." (Clallam County Home Rule Charter, 10.20)

"Class" or "Classification" means a systematic arrangement of a position or group of positions that have duties, authority, responsibilities, and requirements for education and/or experience sufficiently alike to assign to a single description and pay grade. A particular classification may have multiple position descriptions.

"Comprehensive Emergency Plan" means the Comprehensive Emergency Plan adopted by Clallam County and made a part of the County's Administrative Policies.

"Comprehensive Plan" means the Comprehensive Land Use Plan adopted by Clallam County.

"Conditional Offer" means a preliminary job offer dependent upon the successful completion of a background investigation that may include a polygraph, psychological and medical exams, a detailed criminal history, drug testing, and reference checks.

"Continuous Service" or "Continuous Month" means services from the date of employment, unbroken by leave without pay or separation, except that time spent on military leave, Peace Corps duty, leave resulting from a job incurred injury, paid FMLA or authorized educational

leave, all of which shall be included as continuous service for purposes of benefit accrual only. Time spent on all other types of authorized unpaid leave shall not count as part of continuous service; however, employees returning from such leave, or employees who return from being laid off shall be entitled to credit for service prior to such leave.

"Contract" means any agreement (other than a purchase order) between two or more parties stipulating obligations of one to another. It is a mutually binding legal relationship obligating the seller to furnish the product, materials, or services and the buyer to pay for them.

"Contract Elements" means essential points that must be contained in a contract in order for it to be enforceable.

"Copy" means a duplicate version of an original.

"County" means Clallam County, Washington.

"County Official" means Elected Official and/or appointed Department Head, including the County Administrator.

"County Vehicle" means a vehicle owned by and licensed to Clallam County or a County office/department.

"Custom Work Request" means any request for compilation of data that does not already exist at the time of the request and requires county staff and/or county computer time to produce.

"Date of Hire" means actual date employee first renders paid service in a regular position.

"Days" means calendar days unless specifically noted otherwise.

"Debatable Emergency" means a public emergency other than a non-debatable emergency, which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget. Debatable emergencies require a public hearing before the Board of Commissioners prior to adoption by the Board.

"De minimis Cost" means that the actual expenditure of County funds is so small as to be insignificant or negligible.

"Demotion" means an appointment of an employee from a position in one class to a position in another class having a lower maximum salary rate or a reduction in salary to a lower step in the same salary range.

"Department(s)" means the collective noun referring to those offices in the County headed by a County Official.

"Department Head" means an appointed official vested with the authority to administer the functions of a County department.

"Deputy" means any person appointed to a position in the County's service by an Elected Official pursuant to state law or constitution.

"Direct Costs" means the cost of direct services, activities, and functions including administration. When the term is used referring to grant activities, it refers to all costs except those calculated by the County in its approved cost allocation plan (indirect cost plan).

"Director" means the Human Resources Director.

"Disciplinary Action" means action taken to correct the improper conduct or inadequate performance of an employee.

"Disclosed" or "Disclosure" means informing a requester that a document, record, or category of records exists and is a Public Record.

"Dismissal or Discharge" means the involuntary termination of employment for reasons including, but not limited to:

- a. Unsatisfactory job performance
- b. Unsatisfactory probation period
- c. Violation of employee rules of conduct
- d. Other disciplinary discharge

"Duty Station" means the Clallam County facility where the employee normally reports to do business such as receive field assignments, receive mail, make telephone calls, complete paperwork, etc.

"Elected Official" means Assessor, Auditor, Commissioners, Director of the Department of Community Development, District Court Judges, Prosecutor, Sheriff, Superior Court Judges, and Treasurer.

"Electronic Mail" also called "e-mail" means the transmission of memos, messages, and files over a network. Electronic mail includes storing and forwarding capabilities and the user interface, mail sent or received on the Clallam County computer network, the Internet, and any other network.

"Employee" means an individual hired by the County, in a budgeted personnel line, to perform a scope of work in exchange for monetary compensation.

"Equipment Rental and Revolving" means the equipment rental and revolving division of the Clallam County Public Works Department also known as ER&R.

"Essential Worker" means those positions, as designated by the County that respond and perform work functions during an emergency essential to the protection, health, safety, and welfare of the citizens of Clallam County and to the operation of public facilities and property. Category A – During any emergency, essential workers in Category A generally must report to scheduled duty, or may be called in during non-duty hours, in order to maintain and support public safety. Category A includes but may not be limited to fully Commissioned Law Enforcement Officers and Supervisors, Corrections Officers and Supervisors assigned to security, Juvenile Detention Officers and Supervisors assigned to security, and Emergency Services Personnel

Category B – Essential Workers in Category B must respond in certain emergencies. The requirement to report to duty is in accordance with response plans developed within their department. Generally, personnel in this category respond in order to protect public safety, support legislative and financial functions, or provide administrative support to emergency operations. Examples of Category B essential workers include but are not limited to designated Road Maintenance Workers during unusual weather, designated Building Maintenance Workers during Facilities closures or extended operation of the Emergency Operations Center, designated health workers during public health emergencies, designated Prosecuting Attorney's during mass casualties or civil unrest, Commissioners staff if legislative functions are required, Human Resources employees to support extended emergency operations, designated Superior Court or Clerk personnel during extended Courthouse closures, etc.

The County maintains the right to recall any employee to perform essential duties during any emergency, or to restore governmental functions during extended emergencies.

"Exempt" means that a law or regulation allows or requires the withholding of a public record or portion thereof, from the requester.

"Extra Help Worker" means a worker who is hired, either in a regular position or from extra help funds, to work 69 or less hours per month and who is not benefit eligible.

"Family Medical Leave Act (FMLA)" means a family and/or medical leave of up to 12 weeks and defined further in the County's FMLA policy.

"Fixed Assets" means land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. Items included are those purchased, received as gifts, unclaimed property in the hands of the Sheriff that is retained pursuant to RCW, and forfeited property.

"Flex Time" means time taken off hour-for-hour for excess time worked in the same pay period. Flex time is typically used by employees on alternate work schedules, flexible schedules, or FLSA exempt workers.

"FLSA Exempt" means those positions determined to meet the executive, administrative, and/or professional designations under the Fair Labor Standards Act.

"Forwarding of E-mail" means the ability to transmit e-mail messages addressed to a specific party or parties to another party over the network.

"Fulfillment" means the County has completed the Public Records request.

"Fullest Assistance" means the allocation of County resources; i.e. staff time, equipment to the processing of a public records request that is feasible and practical for the County as a particular time. This allocation of staff resources shall at no time excessively interfere with the other essential functions of the agency.

"Full-time" means a person is appointed to a position that has daily, weekly, and monthly hours as established by the Board of Commissioners for full-time work.

"Inclusive Indirect Cost Rate" means an alternative rate determined through the preparation of Clallam County's Cost Allocation Plan and calculated as a percentage of all costs. This rate is only to be used when specified.

"Indirect Costs" means costs usually allocated to grants and funds, associated with the administrative and general functions of County government that support direct services. Indirect costs include such things as cost of facilities, utilities, insurance, accounting and payroll, information technology infrastructure, etc. Calculation of these costs results in the establishment of a simplified indirect cost rate and an inclusive indirect cost rate.

"Immediate Family" means an employee's spouse, parents, children, sisters, brothers, grandparents, grandchildren, father-in-law, mother-in-law, brothers or sisters-in-law, whether or not residing with an employee and other dependents as defined by the IRS.

"Inspection" means the review of records by the requester. After review they may choose to purchase all or portions of the records.

"Inter-fund or Intra-fund Agreement" means a brief memorandum of understanding, signed by a County Official, that includes the scope of work and time period and may be written for work to be performed by one County office/department for another County office/department

"Inter-Local, Inter-Governmental, Memorandum of Agreement/Understanding" means a written contract between two or more governmental entities.

"Internet" means the thousands of interconnected networks originally developed by the military and referred to as the Internet, the Information Super Highway, the net, or similar names.

"Intranet" means the collection of web sites, web pages, and web-based applications accessible via the County's web browser only from inside the County's network. The Intranet is an internal version (accessible from within the County's network) of the Internet.

"Job Share" means a regular, full-time position that is held by two individuals on an interdependent, shared-time basis. The duties and responsibilities of the single position are divided so as to provide total coverage by two partners. Hours of work and benefits are shared by the employees according to the procedures established in these policies.

"Just Cause" means at the time a decision to discipline is made, it is based upon the facts as then known, and that the decision was not made based on discrimination or for any arbitrary or capricious reasons.

"Large request" means any request made pursuant to the Public Records Act that results in 350 or more pages of responsive records in any format.

"Last Date Worked" means the last day actually worked by an employee, regardless of any additional pay the employee may receive.

"Lay-off" means a separation from County service because of a reduction in work force, shortage of funds or materials, abolishment of position, or for other reasons not reflecting discredit on an employee and for reasons outside of the employee's control. The period of layoff is defined in the labor agreement or Civil Service rules.

"Lead Worker" means any person responsible for directing the tasks an employee or group of employees. Lead worker responsibilities include assigning tasks, coaching, and responsibility for the outcome of tasks performed by a group of employees. Lead worker responsibilities do not include, counseling, performance evaluation, discipline, suspension, or termination any employee or the ability to effectively recommend such action. Basic responsibilities of all lead workers are further described in these policies. Lead workers may also be referred to as team leaders.

"Leave with Pay" means the employee is on an authorized leave in a paid status. An example of leave with pay is vacation leave, sick leave, jury duty, etc.

"Leave without Pay" means the person may or may not be on an authorized leave; however, the leave is in a non-paid status. Examples of leaves of absence without pay are Family Medical Leave, educational leave, disciplinary suspension, etc.

"Meal" means food and supplies (such as paper plates and napkins), purchased from an approved source, allowed at an event lasting more than four hours equaling one-fourth per diem for lunch and one-half per diem for dinner.

"Military Leave" means leave of absence granted to an employee either entering the U.S. Armed Forces, or participating in the National Guard or Reserve programs.

"Native format" means the format a record or document was originally created in.

"Non-debatable Emergency" means appropriations for the immediate relief of a fire, flood, explosion, storm, earthquake, epidemic, riot, or insurrection, or for the immediate preservation of order or of public health, or for the restoration to a condition of usefulness of any public property the usefulness of which has been destroyed by accident, or for the relief of a stricken community overtaken by a calamity, or in settlement of approved claims for personal injuries or property damages, exclusive of claims arising from the operation of any public utility owned by the County, or to meet mandatory expenditures required by any law. Non-debatable emergencies require unanimous adoption by resolution of the Board of Commissioners.

"Non-represented" means a position not covered by a collective bargaining agreement.

"Official Business" means an authorized task or objective within the scope of a Clallam County employee's job description.

"On-call Status" means the employee is placed on an on-call status by the County Official or supervisor. An employee in an on-call status must remain fit for duty response (including but not limited to prohibition of alcohol or illegal drugs or other drugs that affect duty fitness) and available to respond promptly from any location within Clallam County. Employees in on-call status must remain in the County and be available for contact by pager, cell phone, and/or radio. Requirement to carry a pager, cell phone, or radio and respond to calls is not "on-call" status when the above restrictions are not applicable.

"Out-of-Classification" means an assignment of an employee to perform duties of a classification at a higher salary level than their existing position.

"Outside Business" means an ongoing commercial enterprise whether owned or operated by the employee or a third person in which the employee is engaged in work.

"Overtime" means work in excess of the number of hours in the workday or work week, so long as the composite of such hours exceeds 40 hours for the workweek or as otherwise defined in a labor agreement.

"Part-time Benefited Worker" means a worker who is appointed to a regular position whose hours 80 or more per month, but less than the hours established for full-time employees.

"Part-time Non-benefited Retirement Only Worker" means a worker who is appointed to either a regular position or from extra help funds whose monthly hours are more than 69 but less than 80.

"Personnel Action" means any action taken with reference to appointment, compensation, promotion, transfer, layoff, dismissal or any other action affecting status of employment.

"Personnel Committee" means a committee of three (3) individuals appointed by the Board of County Commissioners that also serves as the Affirmative Action Advisory Committee.

"Position" means a job assigned to a particular classification accompanied by a position description. Positions within the same or different departments that have similar duties requiring similar education and/or experience may be assigned to a single classification.

"Position Description" means a statement of duties required of the individual positions that compose a classification and provides information about position duties, responsibilities, skills, and relationships with other positions.

"Probationary Period" means a working test period during which an employee is required to demonstrate by actual performance the duties required for the position. Probation may be used for confirmation into employment or for disciplinary purposes including termination.

"Produce" or "Production" means a disclosed record or category of records that will be provided to the requester.

"Promotion" means movement of an employee from a position in one class to a position in another class having a higher maximum salary rate.

"Public Meeting" means a formal or informal meeting, hearing, workshop, or other public gathering of people to obtain comments from the public or other agencies on a proposed project permit prior to the local government's decision. A public meeting may include, but is not limited to, a design review or architectural control board meeting, a special review district or community council meeting, or a scoping meeting on a draft environmental impact statement. A public meeting does not include an open record hearing. The proceedings at a public meeting may be recorded and a report or recommendation may be included in the local government's project permit application file.

"Public Record" means any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the County regardless of physical form or characteristics and not restricted by copyright or other license agreement limiting its dissemination.

"Public Records Act" means RCW 42.56 as currently enacted or hereinafter enacted.

"Public Records Request" means any written, or subsequently memorialized in writing, request to inspect or copy public records.

"Purchase" means the acquisition of goods, supplies, materials, or equipment in exchange for compensation.

"Purchase Price" means the price of the item or service plus tax, shipping, and other fees. If installation is included in the specifications for the purchase, the purchase price also includes installation.

"Reasonable Accommodation" means modifications or adjustments: (1) to a job application or testing process that enable a qualified applicant with a disability to be considered for the position he desires, (2) to the work environment or the manner or circumstances in which the job held or desired is customarily performed that enable an individual with a disability to perform the essential functions of the position, or (3) that enable an employee with a disability to enjoy equal benefits and privileges of employment as similarly situated employees without disabilities.

"Reclassification" means the amendment of the duties, responsibilities, educational and/or experience requirements of a classification, or the reallocation of a position to a new classification.

"Recycled Asset" means assets that have been determined to be "worthless" by a County Official (and declared surplus by the Board of Commissioners, if necessary) that have a safe and legal productive use to a person, business, or organization outside of the Clallam County government.

"Refreshment" means food, beverages, and supplies (such as cups and spoons) typically consumed between meals at a cost of no more than 1/16th of the Federal daily meal and incidental rate. Refreshments should be purchased from an approved source and may only be served at an event lasting more than two hours.

"Refund" means money, in an amount over \$50, received by the County for return of goods purchased or for services paid for but not performed.

"Reimbursement" means money received by the County as reimbursement for goods purchased or services performed. Reimbursement of travel expenses are considered reimbursements except as noted in the Travel Reimbursement Policy.

"Regular Employee" means an employee who has satisfactorily completed his probationary period and who is employed to fill a regular position.

"Regular Position" means a position that is specifically budgeted and funded.

"Re-employment" means the employment of a former employee in County service.

"Reinstatement" means the employee is appointed to a previous position following an approved leave of absence or when ordered by a court of competent jurisdiction in accordance with applicable law.

"Represented" means a position that is covered by a collective bargaining agreement.

"Resignation" means a voluntary termination by an employee including:

- a. Resignation, verbal or written, with or without notice
-

- b. An unauthorized absence of three or more consecutive working days from County employment; unless such absence is due to a major incident which makes it impossible for the employee to report to work or appropriately notify his/her supervisor of the absence. Examples include but are not limited to failure to return from leave of absence as arranged and failure to return from layoff upon recall.

"Retirement" means the employee separates from County employment for reasons other than termination for cause and, the employee is immediately eligible to collect retirement benefits from the applicable Washington retirement system.

"Risk Management" means the Human Resources Department of Clallam County also referred to as RM.

"Routine request" means a public records request that is fulfilled easily/immediately as resources permit.

"Seasonal Worker" means a worker hired to perform work due to summer time demand. Seasonal Workers may work between May 1 and September 30. Seasonal Workers are not benefit eligible, except for retirement as required by statute.

"Selection Criteria" means the education, knowledge, skills, experience and abilities, in addition to the minimum qualifications established for the class, determined to be desirable to make an incumbent successful in his/her position. These criteria are used in the hiring process to assist in the selection of an individual from qualified candidates.

"Semi-skilled Worker" means a temporary, extra help, or part time/non-benefited employee who performs semi-skilled labor including but not limited to Fair office worker, entry level clerical work, seasonal Park Rangers, or those who perform duties requiring the possession and use of some specialized skill(s) or certification(s) (i.e., flagging, etc.).

"Seniority" means seniority based upon adjusted date of hire of the employee.

"Seniority by Unit" means seniority based upon time in the bargaining unit.

"Seniority by Classification" means seniority based upon time in the classification. When two employees are hired into a classification on the same day, the personnel action form should reflect the order of hiring.

"Separation" means voluntary or involuntary termination of employment with the County.

"Service(s)" means the services of any person(s), business, or government entity.

"Simplified Indirect Cost Rate" means a rate determined through the preparation of Clallam County's Cost Allocation Plan calculated as a percentage of salaries. The simplified cost rate is the County's primary cost allocation rate.

"Skilled Worker" means a temporary, extra help, or part-time worker hired to perform skilled labor at a rate approved by the Director, but in no case shall the rate be higher than the mid-step of the range set for regular employee's performing the same work.

"Smartphone" means a mobile phone offering advanced capabilities often with PC-like functionality such as e-mail, Internet, and e-book reader capabilities.

"Stand-by Status" means that an employee is required to stand-by the office, work location, home, or other location and remain available for immediate activation to duty response under circumstances that preclude the employee from engaging in ordinary activities and personal pursuits (including but not limited to prohibition of alcohol or drugs that affect duty fitness).

"Standard Form Contracts" means written contracts specific to various types of commonly procured goods and services that are drafted by the Prosecuting Attorney's Office. Copies of the Standard Form Contracts are available on the Intranet under County Forms.

"State and Federal Grants" means revenues received from the state or federal government (directly or indirectly) using BARS numbers 331, 333, 334.

"Step Increase" means an increase from one pay rate to the next higher rate within the established salary range for the class or position.

"Supplemental Appropriation" means increased revenue usually due to unanticipated federal or state grants. The increased revenue may or may not provide for increased expenditures. Supplemental appropriations require adoption by resolution of the Board of Commissioners after public notice of the meeting when they are to be considered.

"Suspension" means an enforced absence with or without pay.

"Supervisor" means any person responsible for assigning tasks to, and evaluating the performance of an employee. Supervision includes the ability to coach, counsel, discipline, suspend, or terminate any employee or the ability to effectively recommend such action. Basic responsibilities of all supervisors are further described in these policies.

"Temporary Worker" means a worker hired for a period not exceeding four (4) months in any calendar year with no guarantee of employment. Temporary workers are not benefit eligible, except retirement as provided by statute.

"Termination" means to discontinue employment.

"Transfer" means an employee is appointed to a position in the same or different class that has the same salary range.

"Un-skilled Worker" means a temporary, extra help, or part-time/non-benefited employee who performs unskilled labor that does not require the possession and use of certain specialized

skill(s) or certification(s) including, but not limited to, duties such as maintenance and field work, traffic counting, and seasonal Fair activities, but excluding the Fair office.

"Vehicle" means every device capable of being moved upon a public highway and in, upon, or by which any person or property is or may be transported or drawn upon a public highway, excepting devices moved by human or animal power or used exclusively upon stationary rails or tracks.

"Volunteer" means anyone who, without compensation or expectations of compensation beyond reimbursement for expenses as allowed by policy, performs a task at the direction of and on behalf of the County. To be considered a "volunteer" an individual must be officially accepted and enrolled by the County prior to performance of the task.

"Work Day" means any day which an employee is scheduled to actually perform work as a County employee.

"Work Week" means Monday through Sunday.

"Workplace" means all real property, raw or developed, owned by the County and any non-county property, raw or developed, where work is being performed by County employees in an official capacity for the County.

"World Wide Web" means a collection of graphical pages on the Internet that can be read and interacted by a computer.

"Worthless" means a fixed asset that has no value or its value is de minimis and the cost of disposing by means of sale, trade, or other process would be more than the revenue received for the item.

"Writing" means handwriting, typewriting, printing, photocopying, photographing, and every other means of recording any form of communication or representation; including, but not limited to: letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, electronic documents, emails and other documents including existing data compilations from which information may be obtained or translated.

.5 OTHER OFFICIAL COUNTY DOCUMENTS AND PUBLICATIONS

In addition to these policies and procedures, the County may distribute information to employees by means of other documents and publications. These include, but are not limited to employee-wide e-mail announcements, departmental bulletin boards, mandatory computer screens, and publications and documents distributed through the Commissioners' Office, Human Resources Department, and Facilities Maintenance.

.6 KNOWLEDGE OF POLICIES, PROCEDURES, AND OTHER PUBLICATIONS

Employees are expected to read and have knowledge of these policies and procedures, their department's policies and procedures, if any, and the information contained in other official publications of the County.

By pressing the "Agree" or "OK" or other acknowledgement button on any mandatory County computer screen or Intranet page, the employee acknowledges that he/she has read, understands, and agrees to the material presented. If the employee does not agree, he/she should notify his/her supervisor immediately before proceeding.

.7 MECHANICS OF ADMINISTRATIVE POLICIES AND PROCEDURES

The County's Administrative Policies and Procedures are organized into sections to assist employees in locating information quickly and easily. The County adheres to an established system for the development, formatting, and promulgation of directives. Adopted administrative procedures are available to both employees and the public. Access is maintained on the Intranet and Internet.

7.1 Reference to Gender

Unless otherwise specified, reference to gender in these policies and procedures apply to both sexes. He or him is normally used and, unless otherwise specified means he/she and/or him/her.

7.2 Development and Update of Policies and Procedures

These policies and procedures are developed for use by each employee of the County. The best resource available for developing new procedures or updating existing ones are the employees of the County. All employees are encouraged to participate in the development of, or in making changes to, policies and procedures. There are several ways for employees to initiate procedures or participate in their development, including:

Informal Suggestion – Either through the employee's chain of command or to the Administrator, as appropriate.

Formal Draft – Usually presented by a County Official. In order to be considered by the Board, a formal draft shall be presented to the Administrator in proper format.

Committee Participation – By membership and participation in various working committees maintained in the County.

Comment on Draft Policy – By commenting to the Administrator on draft policies and procedures. Proposed new and/or amended policies and procedures are posted to the

Intranet for comment from employees. They may be announced in *a newsletter, by e-mail*, or announced on the County's announcement page when they are posted.

7.3 Format of Policies and Procedures

The County adheres to a specific format for administrative policies and procedures and all proposed policies shall be submitted accordingly. A format document is maintained on the Intranet under the "County Forms" link. The automatic numbering function contained in MS Word shall not be used when developing administrative policies and procedures.